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1. Digital Curation Overview
The development of a digital preservation program is critical to the University of Georgia Libraries mission to provide collections and services in support of the instruction, research, and service missions of the University of Georgia. The Libraries develops, manages, and stores collections in a variety of formats; provides access to knowledge and information in those collections using appropriate storage, access, and communications technologies; preserves the information in those collections for present and future generations; and assists and instructs the public in the use of library resources. Digital preservation is the process of active management, which ensures that a digital object will be accessible in the future and maintained in way that safeguards its essential characteristics.

2. OAIS Compliance
UGA Libraries will adhere to relevant standards, best practices and regulatory requirements including but not limited to the Open Archival Information System (OAIS) Reference Model. For more information see: Appendix A. UGA Libraries OAIS Commitment.

3. Administrative Responsibility

3.1 Purpose
The purpose of this policy is to ensure that digital preservation activities library-wide follow accepted national and international standards; to influence and guide the individual policies and procedures of library units; to provide support for various internal and external funding opportunities; to demonstrate the libraries’ commitment to preserving the digital assets entrusted to us by donors and partners; and to ensure access to our digital objects by the designated user community. This policy covers a wide variety of digital preservation activities conducted and managed by the departments and units of the UGA Libraries.

The digital preservation policy is in alignment with the UGA Libraries Strategic Plan and supports the goals of evolving the collection, ensuring a discoverable library, empowering staff, and the role of the Library as publisher.

3.2 Mandate
The DCWG is authorized by the University Librarian and Associate Provost to promote the long-term integrity of and access to the locally held digital collections of the University of Georgia Libraries. The group serves in an advisory capacity, reporting and making policy and other recommendations to the UGA Libraries Technology Oversight Group (TOG) and the Libraries units that generate and manage digital content. The DCWG has been charged with identifying and recommending areas for development of common practice and policy across Libraries units.

3.3 Objectives
The objectives of our digital preservation program are to:

- Acquire, preserve and provide access to valuable digital resources.
● Develop a sustainable, cost-effective digital preservation program.
● Build a trusted service for our designated community.
● Support UGA initiatives reliant upon access to the Libraries' digital holdings and initiatives.

4. Organizational Viability

4.1 Scope
The digital preservation program will acquire, preserve, and provide access to digital content and associated metadata in accordance with the collection development and preservation policies of each unit (policies are forthcoming).

This policy applies to born-digital and digitized content of enduring value that UGA Library units are responsible for preserving over the long-term. This can include digital archival materials donated to the library or purchased by the library to add to collections, digital facsimiles of analog materials, born-digital files created during the course of a unit's work, and content harvested from the web. Examples of what are not governed by the policy are files managed by third party vendors (such as subscriptions to journal databases), scans made for researcher use, or temporary working files of a unit.

4.2 Operating Principles
Digital preservation activities at the University of Georgia Libraries will be in accordance with the following principles:

● Serve the needs of the Libraries’ designated community by enabling access to digital content over time.

● Adapt preservation strategies to incorporate the capabilities afforded by new and emerging technologies in cost-effective and responsible ways.

● Develop staff/institutional knowledge and expertise, commitment to training and continuing education related to digital preservation.

● Adhere to relevant standards, best practices and regulatory requirements to the fullest extent possible with available resources including but not limited to: Open Archival Information System (OAIS) Reference Model, Audit and certification of trustworthy digital repositories (ISO 16363:2012), and PREMIS data dictionary for preservation metadata.

● Adhere to archival requirements of funding agencies and contracting entities committing to the long-term preservation of digital content.

● Explore and foster collaborative partnerships, internally and external to the Libraries, to make the best use of available resources and avoid duplicative efforts. Example partners include: GALILEO, EITS, UGA Big Data Committee, Digital Preservation Network, and AP Trust.

● Uphold the intellectual property rights of content creators; balance intellectual properties rights with access needs of the designated community.

● Uphold rights and agreements of collaborating institutions.

● Adhere to federal and state law, and USG and UGA mandates, pertaining to sensitive data.
4.3 Roles and Responsibilities
A number of groups of stakeholders have critical responsibilities in the digital preservation lifecycle beyond those involved with the daily work of digital preservation, including those who create or utilize the content and those with administrative roles. Individuals may assume multiple roles throughout the lifecycle. These roles are further defined here: Appendix B. Roles and Responsibilities.

4.4 Selection and Acquisition
Selection of digital objects is governed by each unit's collection development and records retention policies (policies are forthcoming). The principal categories of local digital collections include: digitization of paper- and image-based materials; digitization of analog audio-visual material; acquisition of born-digital audio-visual material received largely through the Peabody Awards and oral history production; collection of born-digital electronic records; stewardship and access for UGA research through the Athenaeum scholarly repository; and publication-related activities of the UGA Libraries including the UGA Press and Georgia Review.

4.5 Access and Use
The UGA Libraries' designated community encompasses anyone with a desire to access our materials. Communities that we frequently serve include, but are not limited to, UGA students and faculty, residents of Athens and of the state of Georgia, scholars, and K-12 students. Access to digital objects is governed by departmental policies, with objects being made available online, onsite, or restricted for a period of time as appropriate.

4.6 Challenges and Risks
The following challenges and risks are experienced universally by institutions with responsibility for digital content.

- Rapid technological change and obsolescence: including unstable media and file formats.
- Growth of information and multiplication of formats.
- Varying degrees of digital preservation awareness and understanding among the variety of content producers.
- Need for sustainable and continuing financial support, including allocation of technological, administrative, and personnel resources for digital stewardship.
- Need for scalable systems and workflows (i.e. staffing, technology, infrastructure, practices) to meet the rapid and evolving growth of collections.
- Need for continual development of current staff expertise and the number of positions involved in digital preservation.
- Difficulty in recruiting and retaining IT staff and other specialists.
- Need for increased collaboration between departments to make efficient use of available staff expertise and resources, and to promote consistent administration of content management, intellectual control and accessibility across departments.
- Need for better documentation of policies, best practices, and procedures, in particular varying metadata practices and the lack of a disaster management plan that addresses digital objects.
5. Financial Sustainability

5.1 Institutional Commitment
The UGA Libraries administration acknowledges the importance of a digital preservation program. Identifying sources of sustainable funding is under investigation.

5.2 Cooperation and Collaboration
The UGA Libraries recognizes the importance of collaboration for a successful digital preservation program, both within the university and with external parties. Collaboration between departments is facilitated through the DCWG.

6. Technological and Procedural Suitability
Technical and procedural solutions will be guided by the following principles:

- Maintain, acquire and manage necessary technology, and evaluate evolving technologies.
- Monitor and adapt to new access paradigms as the technology for digital content creation and distribution evolves.
- Follow current best practices for creation and description of digital objects; advise producers on those best practices.
- Normalize workflows and technology across departments with similar preservation requirements.

7. System Security
UGA Libraries will follow policies established by the central IT department of UGA (EITS) for maintaining security of the technical environment (see “Policies, Standards, and Guidelines”)

8. Procedural Accountability

8.1 Audit and Transparency
UGA Libraries is committed to transparency and accountability, and will document all digital curation processes, policies, and the institutional commitment and make that documentation available publicly. Departments will perform a self-assessment every 2-3 years to ensure the digital preservation program continues to meet evolving standards and best practices and is responsive to the changing institutional environment.

8.2 Framework Administration
Initial policy drafted by the DCWG, 2014-2015 and approved by TOG on July 7, 2015.

After the initial implementation (see Appendix C. Policy Implementation), the UGA Libraries Digital Preservation Policy will be re-evaluated and updated every 2 years by a committee appointed by the DCWG. The policy committee will include one representative from each relevant department. The committee will evaluate all aspects of the policy in relation to current standards and best practices and individual departmental procedures and collection management policies. Any recommendations made by the policy committee must be approved by the DCWG and TOG prior to implementation.
8.3 Definitions
For a preliminary glossary of terms, please consult the following resources.

Appendix 2: Glossary of the Ohio State University Draft Policy Framework:

Section 1.7 Definitions of the Open Archival Information System (OAIS) Reference Model (June 2012): http://public.ccsds.org/publications/archive/650x0m2.pdf

8.4 References

Open Archival Information System (OAIS) Reference Model, the June 2012 version is available at: http://public.ccsds.org/publications/archive/650x0m2.pdf.


University of Illinois at Urbana-Champaign Policies and Procedures, 2013, available at: http://www.library.illinois.edu/prescons/about_us/policies_procedures/

University of Maryland libraries: Digital Preservation Policy, July 2013, available at: http://hdl.handle.net/1903/14745
Appendix A. UGA Libraries OAIS Commitment
Note: the final version of this policy will be published as a website, so the appendixes of this document will be separate webpages that link from the digital preservation policy.

UGA Libraries OAIS Commitment
 Authored by: Digital Curation Working Group (DCWG)
 July 2015

The UGA Libraries are committed to following the OAIS Reference Model in developing our digital preservation program. This document outlines our current implementation of OAIS.

1. In deciding between possible options, a unit will chose the option that most closely follows OAIS.
2. The overall digital preservation program of the UGA Libraries is structured to follow the high level view of the OAIS reference model:

![Image of OAIS Functional Entities]

**Figure 4.1: OAIS Functional Entities**

3. Before saving digital objects into archival storage for permanent preservation, objects will be processed into AIPs that meet the minimum definition as defined by the DCWG as well as any additional definitions added by the department.
Appendix B. Roles and Responsibilities

Digital Preservation Program Roles and Responsibilities
Authored by: Digital Curation Working Group (DCWG)
July 2015

This document defines the responsibilities of each group of stakeholders involved in the digital preservation lifecycle.

Administrators
It is the responsibility of the UGA Libraries’ administration to commit to supporting an environment in which digital preservation is regarded as a critically necessary endeavor. This support includes providing adequate managerial, technological, and financial commitment to develop a digital preservation program. Resource allocation in support of digital preservation is crucial to the future of valuable digital materials created, owned, or managed by the Libraries.

Oversight groups
Members of the DCWG, Technology Oversight Group, and the UGA Libraries Preservation Librarian are responsible for collaborating with curators and producers to determine the long-term value of digital collections; assess feasibility of preservation given existing technical support and available resources; and advocate for the necessary administrative commitment to achieve the goals of the digital preservation policy.

Curators
It is the responsibility of the curator to guide producers in content submission and selection, undertake preservation actions, monitor risks, perform regular audits and assessment activities. The curator is responsible for communicating the needs of the stakeholders to the oversight groups.

Producers
Producers create and collect digital content for preservation in accordance to submission guidelines. Departments can be the producer.

Consumers
Any individual or service who uses the Libraries’ services to discover and access preserved digital information.

Collaborators
Third-party institutions or individuals that either share the Libraries’ Designated Community or support the Libraries’ digital preservation efforts, financially or technologically.
Appendix C. Policy Implementation

Digital Preservation Policy Implementation Guidelines
Authored by: Digital Curation Working Group (DCWG)
July 2015

Implementing the Policy:
From 2014 to 2015, the DCWG drafted a Digital Preservation Policy to provide vision and guidance for the UGA Libraries’ digital preservation program. The following document describes benchmarks and the specific timeframe for implementing the Digital Preservation Policy once it is approved by the Technology Oversight Group (TOG).

Six month goals:
- Each unit that acquires materials from outside of their unit has a written collection development policy publicly available; each unit that preserves materials produced in-house has a written policy for which records to preserve.
- Each unit has a preliminary list of supported file formats for preservation.
- Each unit has written file-naming guidelines, with eventual goal of harmonizing file naming across the library where possible.
- Define the SIP and AIP structures.

One Year Goals:
- Each unit has a written digital preservation policy.
- Audit disaster management plans to provide a comprehensive strategy to address digital content and infrastructure.
- DCWG has identified necessary/preferred/viable storage strategies and solutions.
- DCWG has identified necessary/preferred/viable digital repository systems and technologies.
- Reevaluate the libraries organizational structure to align with digital preservation initiatives.

The Digital Curation Working Group will provide resources, policy templates, and consultation to departments as they create their own policies. Department policies should be consistent with each other to the fullest extent possible.

At the end of one year, the Digital Preservation Policy will be reevaluated and updated to reflect the changing library environment and the evolving understanding of the needs and requirements of those affected by these policies.

Implementation of this policy framework is contingent upon the infrastructure (technological and human resources) provided by the University of Georgia and the Libraries, the availability of cost-effective solutions, the adoption of standards, and development of best practice and procedures.