
Specialist Certification in Digital Preservation

Preservation Planning and Policy

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Specific Term: Preservation Planning and Policy

Concept: Preservation Planning and Policy in digital preservation refers to the strategic framework and guidelines established by organizations to ensure the long-term access and usability of digital materials. It involves developing policies, procedures, and strategies to identify, protect, and manage digital assets to mitigate risks and ensure their continued availability.

Related Terms: Digital preservation, policy development, risk management, access management, preservation metadata.

Explanation: Preservation Planning and Policy are essential components of digital preservation initiatives to safeguard digital content from degradation, obsolescence, and loss. These plans outline the goals, objectives, and actions required to preserve digital materials over time, taking into account factors such as format sustainability, technological changes, and organizational requirements.

Preservation Planning involves assessing the preservation needs of digital assets, identifying risks and vulnerabilities, and developing strategies to mitigate these risks. It includes establishing criteria for selecting materials for preservation, determining preservation priorities, and allocating resources effectively. Preservation plans also address issues such as metadata requirements, storage solutions, and preservation formats to ensure the long-term accessibility of digital content.

Preservation Policy, on the other hand, sets out the principles, guidelines, and procedures that govern the preservation of digital materials within an organization. It outlines the roles and responsibilities of staff members, defines preservation standards and best practices, and establishes protocols for managing preservation activities. Preservation policies also address issues such as copyright compliance, data security, and disaster recovery to protect digital assets from threats and ensure their integrity.

Example:

An example of Preservation Planning and Policy in action is a digital repository that houses a collection of historical photographs. The organization responsible for the repository develops a preservation plan that includes strategies for digitizing the photographs, creating preservation metadata, and storing them in a secure environment. The preservation policy outlines the procedures for monitoring the condition of the digital files, performing regular backups, and ensuring compliance with copyright regulations.

Practical Application:

In a digital library setting, Preservation Planning and Policy are crucial for ensuring the long-term sustainability of digital collections. Librarians and archivists must work together to develop preservation

plans that address the unique needs of the digital materials in their care. By implementing robust policies and procedures, institutions can protect their digital assets from loss or deterioration and guarantee their availability for future generations.

Challenges:

One of the main challenges in Preservation Planning and Policy is keeping up with rapidly evolving technologies and formats. As digital materials become more complex and diverse, organizations must adapt their preservation strategies to accommodate these changes. Another challenge is securing funding and resources for preservation initiatives, as the costs of maintaining digital collections can be substantial. Additionally, ensuring compliance with legal and ethical standards, such as data protection regulations and intellectual property rights, can present challenges for organizations seeking to preserve digital materials effectively.