

Forever is a Long Time  
Digital preservation planning Bibliography  
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Audit and Certification:

Digital Curation Centre and DigitalPreservationEurope. *Digital Repository Audit Method Based on Risk Assessment (DRAMBORA)*. <http://www.repositoryaudit.eu/>

OCLC Online Computer Library Center, Inc. and Center for Research Libraries. *Trustworthy Repositories Audit & Certification: Criteria and Checklist*. Chicago, IL: Center for Research Libraries, February 2007.  
[http://www.crl.edu/sites/default/files/attachments/pages/trac\\_0.pdf](http://www.crl.edu/sites/default/files/attachments/pages/trac_0.pdf)

General Information

Caplan, Priscilla. "The Preservation of Digital Materials," *Library Technology Reports* 44(2), Feb/March 2008.

Provides an introduction to digital preservation, discussing preservation strategies, standards, repository software applications, as well as several existing preservation programs in the U.S. and overseas.

Halbert, Martin and Katherine Skinner, eds. *Strategies for Sustaining Digital Libraries*. Emory University, 2008. <http://metascholar.org/publications/StrategiesforSustainingDigitalLibraries.pdf>

Collection of essays from leaders of digital libraries that sprung from the 2006 symposium, *Sustaining Digital Libraries*. Emphasizes the importance of inter-institutional collaboration. Suggests that the key to a digital library's sustainability is to ensure its usefulness to researchers.

Cost Models:

Beagrie, Neil, Julia Chruszcz, and Brian Lavoie. *Keeping Research Data Safe: A Cost Model and Guidance for UK Universities*. London: JISC, May 12, 2008.  
<http://www.jisc.ac.uk/publications/documents/keepingresearchdatasafe.aspx>

Beagrie, N., Lavoie, B., and Woollard, M. (2010), *Keeping Research Data Safe 2*, Final Report April 2010, <http://www.jisc.ac.uk/media/documents/publications/reports/2010/keepingresearchdatasafe2.pdf>

Beagrie, Neil. *Keeping Research Data Safe Factsheet: Cost Issues in Digital Preservation of Research Data*. London, JISC. [http://www.beagrie.com/KRDS\\_Factsheet\\_0910.pdf](http://www.beagrie.com/KRDS_Factsheet_0910.pdf)

This set of reports and supporting documents presents costing framework and case studies to assist universities faced with planning the long-term preservation of digital research data.

Blue Ribbon Task Force on Sustainable Digital Preservation and Access. *Sustaining the Digital Investment: Issues and Challenges of Economically Sustainable Digital Preservation*. San Diego, CA: San Diego Supercomputing Center, December 2008.

[http://brtf.sdsc.edu/biblio/BRTF\\_Interim\\_Report.pdf](http://brtf.sdsc.edu/biblio/BRTF_Interim_Report.pdf)

Blue Ribbon Task Force on Sustainable Digital Preservation and Access. *Sustainable Economics for a Digital Planet: Ensuring Long Term Access to Digital Information; Final Report of the Blue Ribbon Task Force on Sustainable Digital Preservation and Access*. February, 2010.

[http://brtf.sdsc.edu/biblio/BRTF\\_Final\\_Report.pdf](http://brtf.sdsc.edu/biblio/BRTF_Final_Report.pdf)

Focuses on digital information “in the public interest,” such as scientific research data and official and historical records. Studies best practices for preservation and access, and identifies prevalent organizational and economic challenges to the sustainability of digital materials. Final report makes recommendations for near term action as well as

Walters, Tyler O., and Katherine Skinner. "Economics, Sustainability, and the Cooperative Model in Digital Preservation." *Library Hi Tech* 28, no. 2 (2010): 259-272

#### Digital Preservation Standards:

Consultative Committee for Space Data Systems. *Reference Model for an Open Archival Information System (OAIS)*. Washington, DC: National Aeronautics and Space Administration, CCSDS 650.0-W-5.0, April 21, 1999.

<http://nssdcftp.gsfc.nasa.gov/standards/nost/isoas/int08/rmwb5r.pdf>

*Trusted Digital Repositories: Attributes and Responsibilities*. Mountain View, CA: Research Libraries Group, May 2002.

#### Sample Policies

#### **Sample Plans and Policies**

A written preservation policy demonstrates an organization’s commitment to digital preservation. The resources below offer insight into the reasons for having a preservation plan, factors to consider in developing a plan, and the areas the plan should address. They also provide several examples of existing digital preservation policies.

Au Yeung, Tim. *Digital Preservation: Best Practice for Museums*. Commissioned by the Canadian Heritage Information Network. Gatineau, Quebec, Canada: Minister of Public Works and Government Services, 2004. [http://www.pro.rcip-chin.gc.ca/sommaire-summary/preservation\\_numerique-digital\\_preservation-eng.jsp](http://www.pro.rcip-chin.gc.ca/sommaire-summary/preservation_numerique-digital_preservation-eng.jsp)

Au Yeung, Tim. *Digital Preservation for Museums: Recommendations*. Commissioned by the Canadian Heritage Information Network. Gatineau, Quebec, Canada: Minister of Public Works and Government Services, 2004. [http://www.pro.rcip-chin.gc.ca/sommaire-summary/preservation\\_recommandations-preservation\\_recommandations-eng.jsp](http://www.pro.rcip-chin.gc.ca/sommaire-summary/preservation_recommandations-preservation_recommandations-eng.jsp)

Columbia University Libraries. *Policy for Preservation of Digital Resources*, July 2000, revised 2006. <http://www.columbia.edu/cu/lweb/services/preservation/dlpolicy.html>

Cornell University Library. *Cornell University Library Digital Preservation Policy Framework*, December 2004. <http://commondepository.library.cornell.edu/cul-dp-framework.pdf>

*ERPA Guidance: Digital Preservation Policy Tool*. Electronic Resource Preservation and Access Network, September 2003. <http://www.erpanet.org/guidance/docs/ERPANETPolicyTool.pdf>

Florida Center for Library Automation. *Florida Digital Archive (FDA) Policy Guide*, version 2.5, April 2009. <http://www.fcla.edu/digitalArchive/pdfs/FDAPolicyGuideversion2.5.pdf>

Fyffe, Richard et al. *Preservation Planning for Digital Information*. Lawrence, KS: University of Kansas, November 11, 2004.  
<https://kuscholarworks.ku.edu/dspace/bitstream/1808/166/1/Preservation%20Planning%20for%20Digital%20Information.pdf>

Kaczmarek, Joanne, Patricia Hswe, Janet Eke, and Thomas G. Habing. "Using the *Audit Checklist for the Certification of a Trusted Digital Repository* as a Framework for Evaluating Repository Software Applications." *D-Lib Magazine* 12, no. 12 (2006).  
<http://www.dlib.org/dlib/december06/kaczmarek/12kaczmarek.html>

MetaArchive Cooperative. *MetaArchive Cooperative Charter*, November 2009.  
[http://www.metaarchive.org/public/resources/charter\\_member/MetaArchive\\_Charter\\_2010.pdf](http://www.metaarchive.org/public/resources/charter_member/MetaArchive_Charter_2010.pdf)

MetaArchive Cooperative. "Appendix B: Membership Agreement," in *MetaArchive Cooperative Charter*, November 2009.  
[http://www.metaarchive.org/public/resources/charter\\_member/Membership\\_Agreement\\_2010.pdf](http://www.metaarchive.org/public/resources/charter_member/Membership_Agreement_2010.pdf)

McGovern, Nancy Y. *Digital Preservation Policy Framework: Outline*, version 2.0, January 2007, revised October 2007.  
<http://www.icpsr.umich.edu/files/ICPSR/curation/preservation/policies/dp-policy-outline.pdf>

McGovern, Nancy Y. *ICPSR Digital Preservation Policy Framework*, November 2007.  
<http://www.icpsr.umich.edu/icpsrweb/ICPSR/curation/preservation/policies/dpp-framework.jsp>

National Digital Information Infrastructure and Information Preservation Program, Library of Congress. *Sustainability for Digital Formats: Planning for Library of Congress Collections*.  
<http://www.digitalpreservation.gov/formats/sustain/sustain.shtml>

National Library of Australia. *Digital Preservation Policy*, 3<sup>rd</sup> ed., 2008.  
<http://www.nla.gov.au/policy/digpres.html>

Schreibman, Susan, ed. *Best Practice Guidelines for Digital Collections at University of Maryland Libraries*, 2nd ed., May 4, 2007.

[http://www.lib.umd.edu/dcr/publications/best\\_practice.pdf](http://www.lib.umd.edu/dcr/publications/best_practice.pdf)

Steinhart, Gail, Dianne Dietrich, and Ann Green. "Establishing Trust in a Chain of Preservation: The TRAC Checklist Applied to a Data Staging Repository (DataStaR)." *D-Lib Magazine* 15, no. 9/10 (2009). <http://www.dlib.org/dlib/september09/steinhart/09steinhart.html>

University of Illinois at Urbana-Champaign. *IDEALS Digital Preservation Policy*, November 2009. <https://services.ideals.uiuc.edu/wiki/bin/view/IDEALS/IDEALSDigitalPreservationPolicy>

Yale University Library. *Policy for Digital Preservation*, November 2005, revised February 2007. <http://www.library.yale.edu/iac/DPC/revpolicy2-19-07.pdf>