Guidelines to create a preservation policy

The nestor working group on preservation policy

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nestor - network for digital preservation

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Overview

- about nestor
- about the working group
- our guidelines in five chapters
- summary and future work
nestor working group on policy

- founded in 2012
- led by the German National Library and the Leibniz Information Centre for Economics
- 13 members
- **goal**: develop guidelines to create an institutional preservation policy
The Guidelines

Five main chapters
1. goals of our guidelines
2. use of a policy
3. development of a policy
4. possible content of a policy
5. updates of a policy (policy watch)
Goals of our guidelines

- simplify a difficult task
- raise awareness
- show possibilities
- provision of a tool box
- enable institutions to decide
- give a generic policy example
Use of a policy

External:
- visibility and Transparency
- commit to responsibility
- build Trust (for users and clients)
- certification
- fundraising

Internal:
- basis for decisions
- mitigate possible financial cuts (policy standards have to be fulfilled)
Development of a policy

• motives
• responsible staff
• publication
• relation to other policies, strategies
• typical questions and challenges
Possible content of a policy

- goals of the policy
- organisation and resources
- principles of curation
- curation actions
- technical infrastructure
- ensure accessibility and usability of content
Updates of a policy (policy watch)

- trust: reasons for updates transparent
- daily work still meets policy?
- changes in workflows (e.g. dark archive → light archive)
- technical changes / developments
- Has the policy met its goals?
Summary and Future Work

• publish guidelines at the end of 2013
• ensure visibility of our guideline (mailing lists, website, conferences, …)
• workshop during nestor conference in 2014, possibly other follow-up-actions
Questions?

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