

The University of British Columbia Library		Document No.	###
		Approval Date	<i>March 11, 2016</i>
		Last Revision	<i>March 10, 2016</i>
Title	Digital Preservation Strategy		

The purpose of the Digital Preservation Strategy is to outline the preservation activities undertaken by UBC Library to ensure continued access to its digital assets by our user community.

Objectives

UBC Library commits to preserving the materials for which it has accepted responsibility to the greatest degree possible. The primary objective of UBC Library's digital preservation activities is to preserve the intellectual content repository, the representation of digital or digitized records, as well as the content metadata. UBC Library will prioritize the preservation of materials ingested into the digital repository as well as legacy digital materials according to the [Levels of Preservation](#) documentation.

Preservation Priority

- Level 1 (Core requirements)
 - The *intellectual content* of the object in the repository
 - *Metadata* included with the object at the time of ingest
 - *Intellectual rights* to the object held by UBC Library

- Level 2 (Preferred requirements in addition to core requirements)
 - *Chain of custody*: Information about the object's origin starting as early as possible but at least from the time the object entered the repository.
 - Information on the object's *representation*: Some level of interpretation is necessary for every object in order to transform it from binary data into an human interpretable item.
 - *Fixity information*: The repository will maintain sufficient metadata on the object to ensure that the object remains in a complete and uncorrupted state at any point in the future.

Requirements / Prerequisites

- **Rights:** UBC Library should have appropriate rights to preserve the material in a manner consistent with industry standards including the right to store, translate, copy, migrate to different formats, and electronically rearrange material.
- **Metadata:** Content to be ingested into the repository should be accompanied by metadata sufficient to provide meaningful context to the content.
- **Validity:** The content object must be a well-formed and valid instance of the type of object that it claims to be.
- **Format:** UBC Library utilizes Archivemática's [Format Policy Registry \(FPR\)](#), a database which allows Archivemática users to define format policies for handling file formats based on industry standards for digital preservation as well as prospects for data migration. Adherence to these criteria is necessary for appropriate preservation actions to be taken as defined in the [Digital Preservation Implementation Plan](#).

Levels of Preservation

UBC Library operates on three levels of digital preservation, outlined in the [Levels of Preservation](#) documentation, which range from protecting data to maintaining and migrating data. These levels are determined by activities in five areas: storage and geographic location, file fixity and data integrity, information security, metadata, and file formats. UBC Library commits to the review and revision of its digital preservation practices and corresponding documentation as outlined in the [Review Cycles for Documentation and Policies](#).