The University of British Columbia Library	Document No.	DP-005
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Title	Digital Preservation Stakeholders and their roles	

Stakeholder Categories and Responsibilities

Stakeholder groups are assigned responsibilities using roles defined by the RASCI[1] approach to project management.

RASI Category	Stakeholder Unit/Group	Responsibilities	RASCI Role
Senior Management	❖ Library Executive ❖ Library Operations Team	❖ Approve overall digital preservation strategy ❖ Ongoing resource assignment/allocation	❖ Accountable ❖ Informed
Coordination Group	❖ Digital Preservation Working Group (reporting to Collections and Information Resources Standing Committee)	❖ Policy and documentation creation and review	❖ Support ❖ Consulted
Operations Group	❖ University Archives ❖ Rare Books and Special Collections ❖ Digitization Centre ❖ cIRcle ❖ Research Data ❖ UBC Okanagan ❖ UBC communities ❖ External communities	❖ Acquisition ❖ Content provision ❖ Project management ❖ Digital preservation workflow ❖ Dissemination via Open Collections (if appropriate)	❖ Responsible ❖ Support ❖ Consulted

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[1] The RASCI Matrix describes participation by various organizational units in completing tasks for a project. Definitions of the **RASCI** Categories:
- **R**esponsible: person or group who performs an activity or does the work
- **A**ccountable: person or group who is ultimately accountable and has Yes/No/Veto
- **S**upport: person or group that assists in completing task
- **C**onsulted: person or group that needs to provide feedback and contribute to the activity
- **I**nformed: person or group that needs to know of the decision or action

		❖ Rights management ❖ Professional development/training	
Information Technology	❖ Library Systems ❖ UBC Information Technology ❖ Artefactual	❖ Technology support	❖ Support ❖ Consulted ❖ Informed
Administration	❖ Library Finance ❖ Library HR	❖ Financial management reporting (UBCV and UBCO) ❖ Job descriptions (UBCV and UBCO) ❖ Organizational chart (UBCV and UBCO)	❖ Support ❖ Informed
External Advisory Group	❖ Artefactual ❖ Archivematica user community ❖ Wider digital preservation community	❖ Feedback re: digital preservation strategy and developments	❖ Support ❖ Consulted