

<b>The University of British Columbia Library</b>	Document No.	DP-015
	Approval Date	<i>March 11, 2016</i>
	Last Revision	<i>May 25, 2017</i>
<b>Title</b>	Review Cycle for Digital Preservation Documentation and Policies	

### **Digital Preservation Sub-Committee (DPS)**

UBC Library is committed to regular review of policies and documentation related to digital preservation efforts and the digital repository. The Digital Preservation Working Group (DPWG) was formed during Winter 2015 to review, revise and approve documentation. DPWG reports to UBC Library’s Collections and Information Resources Standing Committee (CIRSC) and will reconvene periodically as the Digital Preservation Sub-Committee (DPS) to review and update documentation.

### **Ongoing Review**

UBC Library is taking on the responsibility of preserving digital content for the long term. In order to fulfil this responsibility, digital repository staff will continually monitor relevant communication channels and information sources in order to remain apprised of developments, innovations and challenges in the field of digital preservation that could affect the long-term viability and sustainability of the repository. Documentation and policies will be reviewed in accordance with developments on an as-needed basis and their status will be updated on compliance tracking system (TRAC Tool).

### **Scheduled Review**

UBC Library’s Digital Preservation Strategy and related documentation will be reviewed every two years in its entirety. This review will be completed by the DPS comprised of representatives from key stakeholders involved in the Digital Preservation Program.

The membership of DPWS will include representation from the following key stakeholder groups:

- cIRcle
- Digitization Centre
- Humanities and Social Sciences
- Library Systems
- Rare Books and Special Collections
- Research Data

- UBC Archives
- UBC Information and Technology
- UBC Okanagan