The University of British Columbia Library	Document No.	DP-003
	Approval Date	*May 6, 2016*
	Last Revision	*May 25, 2017*
Title	Digital Preservation Program	

Mission

UBC Library advances research, learning and teaching excellence by connecting communities within and beyond the University, to the world's knowledge. The Library, and the expertise vested within it, must be leaders in addressing challenges posed by our information-intensive age. We are expanding and developing our digital collections, safeguarding the knowledge legacies of the past while ensuring accessibility for the future.

Strategic Directions

One of UBC Library's key strategic directions is to ensure the long-term preservation of print and digital collections. The key actions required to achieve this strategic goal include

- Articulate a preservation strategy that addresses all formats.
- Collaborate with libraries and other institutions in Canada to develop digital preservation services that meet international best practices and standards.

Goals

The management and preservation of digital materials advances research, learning and teaching in higher education. Materials of research value and institutional intellectual assets are increasingly in digital form. In order to provide enduring value to the current digitization efforts and the creation of digital content, we need to invest in securing long term preservation and access to digital resources.

The purpose of the digital preservation program is to ensure long term preservation and open access to its collections when appropriate by user communities. UBC Library intends to comply with the Open Archival Information System (OAIS) Reference Model approved as ISO 14721 (2012).

Mandate

The development of the digital preservation program is a joint effort between multiple units of UBC Library and UBC IT. Both departments contribute their expertise in digital content management systems in order to comply with industry standards in digital preservation.

- Institutional responsibility: The Library is committed to supporting the mission of the University of British Columbia which includes teaching, learning and research. It provides both services and infrastructure to preserve research and scholarship created at the University, as well as in support of University interests.
- Scholarly commitment: UBC Library identifies, acquires and preserves born-digital content and digitizes and preserves the digital versions of analogue content in support of scholarship at all levels.
- Consortia and partners: UBC Library undertakes consortial and partnership agreements to share and in some cases, assume responsibility for preserving designated digital content.
- Contractual and legal obligations: UBC Library abides by all contractual and legal obligations it has with content providers and other partners.

Scope

UBC Library's Digital Preservation Program encompasses all digital materials that require decision and action from either a legal obligation or a perspective of interest (i.e., materials identified to be of significant scholarly interest to UBC Library and its community that fall within its overall collection policy/scope). Preservation decisions are based on documented criteria (Collections Management Policy and Levels of Preservation) for assessing the fitness and long-term access requirements of individual digital resources or collections. The scope of UBC Library's preservation program includes:

- Digital surrogates produced by UBC Library
- Digital resources acquired by UBC Library through purchase, donation or other agreement
- Digital resources preserved in partnership with other parties
- Externally created and managed (digitized and born-digital) resources

Objectives

UBC Library's Digital Preservation Program's seeks to fulfill several key objectives:

- Maintain a comprehensive, reliable, scalable, sustainable and auditable digital preservation program which acquires, verifies, stores and disseminates designated digital assets
- Adapt technology architectures and preservation strategies that are clearly understood, well documented, standards-based, communicable, and ensure uninterrupted access to the designated content over time.

- Meet the requirements of all contracts, licenses and agreements with respect to rights, responsibilities and expectations for long term preservation of designated digital content.
- Build shareable expertise in digital preservation practices, ensuring those responsible for the preservation planning and operations are well trained and knowledgeable in their practice.
- Maintain a feedback loop on the Digital Preservation Program plan with all staff at UBC Library to ensure that discipline-specific challenges to preservation in the local environment are addressed.
- Identify and partner with other institutions and collegial parties to accomplish objectives that cannot be met with UBC Library's efforts alone.
- Participate in the development and adoption of digital preservation community standards, best practice and solutions.

Roles and Responsibilities

The University of British Columbia Library is a collaborator and leader in the creation, access and preservation of digital materials. Digital preservation is a shared responsibility that requires the collaboration of staff and resources within and beyond UBC Library.

The Organization Chart contains information on digital repository staff. The Digital Preservation Stakeholders document outlines key stakeholders and responsibilities.

Selection and Acquisition

The purpose of UBC Library's digital repository is to host, in accordance with UBC Library's Collection Development Policy, a critical mass of works that has intellectual significance and long-term value, and deliver this in an environment that allows for ease of searching, browsing, retrieval and reuse. Content decisions are based on recognized collection development principles such as: authority, originality, curricular and research relevance, timeliness, breadth or depth of coverage, and demand. It is understood that these principles apply to all subject or research areas, across all chronological periods and geographical regions, and that the materials acquired would be in English or French predominantly, but could comprise other, including Indigenous, languages.

For detailed information on how materials are selected, approved and acquired please consult the Collection Management Policy.

Access and Use

One of UBC Library's primary goals is to ensure long term preservation and open access to its collections by user communities. Access to objects preserved in the program will be determined based on current copyright and permissions legislation. Objects with appropriate licenses will

be openly accessible through UBC Library's Open Collections. More detailed information regarding access and use can be found in the Access and Use Policy.

Challenges and Risks

UBC Library recognizes that there are threats that could disrupt normal operation of the digital repository. Through risk analysis and SWOT analysis, UBC Library seeks to identify and minimize potential risks associated with developing a Digital Preservation Program and digital repository. For more detailed information please see the Risk Management Plan

Institutional Commitment

To sustain its digital preservation function, UBC Library allocates internal operation funds for digital preservation activities, as well as continually seeking external/partnership funding to extend its digital preservation scope and capabilities.

Cooperation and Collaboration

UBC Library recognizes the need for collaboration in digital preservation and works to foster relationships. The Library is committed to collaborating within the University and with other institutions to advance the development of the Digital Preservation Program, share information with other digital preservation programs, extend the breadth of our available expertise, and extend the digital content that is available within a broad information community to UBC Library users through cooperative efforts. These relationships are governed by UBC Library's various agreements with donors, partners, and content providers.

System Security

Creating a secure environment in which to operate is an important part of ensuring the accuracy, completeness, authenticity, integrity, and long term protection of UBC Library's digital assets. UBC Library uses industry best practices, assessment and evaluation in order to mitigate possible security risks to these resources. For more detail please consult the Security policy (Group Access Policy, Application Role Management, Patch Management Process), and the Disaster Recovery Plan.

Procedural Accountability

Audit and Transparency

UBC Library implements a policy framework that conforms to the Open Archival Information System reference model (OAIS) and other digital preservation standards and best practices. UBC Library is committed to meeting the needs of its designated communities and develop policies, procedures, infrastructure and strategies in accordance with the standards based practices.

UBC Library is committed to self assessment and audits as defined currently by Trustworthy

Repositories Audit and Certification: Criteria and Checklist (TRAC) and strives to respond and adapt to changes in the digital preservation community through routinely revisiting policies and procedures. For additional details, please consult the Compliance Tracking System and Review Cycle for Documentation and Policies.