

J. Welles Henderson Archives & Library

Digital Preservation Policy

Approved: October 26, 2016

Executive Summary:

The J. Welles Henderson Archives and Library (JWHAL) is becoming an increasingly digital archive and library. Our digital records already exceed 250,000 items and more are added almost daily. With acquisition comes the responsibility to preserve and make available this content for our future users. As a small archive with limited resources and staffing, making records available digitally is essential to our commitment to provide public access. Preservation of digital content is not, however, straight forward. It requires thought, action, and intervention earlier and more often than our physical collection. Up to this point, the J. Welles Henderson Archives and Library has not had a digitization policy or a digital preservation policy. Though some material have been digitized; a systematic, efficient and cost-effective way to manage and preserve all types of digital content intended for long term preservation has yet to be implemented. This strategy is to set down the parameters of a sustainable Digital Preservation Policy.

Summary Statement:

The preservation of our collections is central to the J. Welles Henderson Archives and Library achieving sustainable success. If we cannot preserve our records and artifacts, we will fail in our core mission to make access to future generations possible. Although we have made records available in digital format, digital preservation implies more than making an object or document available in a digital format. Digital preservation has been defined by the American Library Association (ALA) as “policies, strategies, and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time.”

The JWHAL maintains digital resources in the form of document and photograph scans as well as audio and visual media files. Additionally, we may hold digital files of related records from outside repositories and some of our larger digitized collections are held in institutions that we collaborate with (Villanova and Penn). With regard to internal files, the Director of JWHAL and the Chief Curator work as a team to determine which in-house files are digitized and in what priority order the digitization is completed. This determination is made when the records are accessioned, during the maintenance review process for existing record groups, or at any time an urgent preservation concern arises. Ideally original or ‘master’ copies are used to produce the digital file from which a ‘use’ copy is created. This process applies to all collections, institutional history, and legal documents to which JWHAL or the Independence Seaport Museum (ISM) is a party.

This document was written by the Director of the J. Welles Henderson Archives and Library and approved by the Chief Curator, the Collections Committee, and the Board of Port Wardens of the Independence Seaport Museum.

Objectives:

- Enable uninterrupted (not necessarily instant) access to digital content over time as technology for digital content evolves.
- Collaborate with regional and national institutions to make the best use of resources and avoid duplication of effort.
- Comply with and contribute to the development of the standards and best practices of the digital preservation community.

Scope:

The JWHAL has primary responsibility for preservation of:

- Digital archival resources of enduring value
- Digital library resources of enduring value
- Digital resources from outside sources that the Library has contracted to preserve for long-term access

Program limitations: This program will not prioritize the preservation of objects that are already commercially available elsewhere or that are preserved with a trusted digital repository, except in the case of a future digital preservation strategy (such as the LOCKSS model).¹ The program will assess candidates for digital preservation within budget limitations as well as explicit criteria specified by the Collections Committee of ISM.

Selection Criteria:

- Unique materials in danger of obsolescence in analog form and identified as “critical need” for digital preservation
- Unique materials in digital form in danger of obsolescence or loss.
- Digital collections earmarked by our patrons as requiring long-term access

Timeframe: Our policy, procedures, current and needed technical infrastructure, refined selection criteria, and resources framework will be completed in 2020. At that point, we will assess the overall timeframe for an operational, sustainable, comprehensive digital preservation program.

¹ There may be cases in which the program will archive an object that is also available within another trusted repository in order to retain the integrity of the collection. An example of this would be if a researcher deposits his/her research with JWHAL but also deposits or publishes some research elsewhere. Another example would include a case in which the Library digitizes a rare book from its collection and Google Books digitizes the same book at a later date. Although that content may be duplicated, the Library would have a responsibility to retain its copy of the digitally preserved book because Google Books has made no claim to be a Trusted Digital Repository and therefore its content is not guaranteed to be available in perpetuity.

Strategies:

This policy follows digital preservation standards as defined in OCLC's Trusted Digital Repositories: Attributes and Responsibilities. Accordingly, the attributes of a trusted digital repository are:

- Open Archival Information System (OAIS) compliance
- Administrative responsibility
 - Accept responsibility for the long-term maintenance of digital resources on behalf of its depositors and for the benefit of current and future users.
- Organizational viability
 - Establish an organizational system that supports not only long-term viability of the repository, but also the digital information for which it has responsibility.
- Financial sustainability
 - Demonstrate fiscal responsibility and sustainability.
- Technological and procedural suitability
 - Develop policies, practices, and performance that can be audited and measured.
- Systems security
 - Ensure the ongoing management, access, and security of materials deposited within it.
- Procedural accountability
 - Dependably carry out its long-term responsibilities to depositors and users openly and explicitly.

Challenges:

- Budget limitations. We must always live within our financial means. Realistically, we will not be able to preserve everything, making our selection criteria for preservation all the more imperative.
- Keeping up with technological change in terms of hardware, software, new formats, etc. At this point we are using Eloquent Archives Catalog which monitors most of these issues.
- Creating and following submission standards
- Meeting the education needs of staff involved *with* (but not explicitly responsible *for*) digital preservation.

Operating Principles:

The J. Welles Henderson Archives and Library will strive to:

- Comply with OAIS and other digital preservation standards and practices
- Ensure that content remains readable and understandable
- Develop a reliable, scalable, sustainable, and auditable digital preservation repository
- Manage the hardware, software, and storage media in accordance with environmental standards, quality control specifications, and security requirements

Roles and Responsibilities:

The J. Welles Henderson Archives and Library accepts responsibility for preserving its digital assets. The Collections Committee evaluates high-level policy documents and reviews programmatic plans and progress. The Chief Curator and Director of the JWHAL manage the digital preservation program and the lifecycle of digital objects of enduring value within the JWHAL.

Cooperation and Collaboration:

The JWHAL acknowledges that its digital preservation goals will likely exceed available resources and therefore not be able to guarantee the safety of all digital assets. Therefore, collaboration and partnerships with regional and/or like-minded organizations will be required to ensure the program's success and to properly prioritize which assets will be addressed and in what order. These may include working with state and regional cultural heritage organizations. Such collaborations may require formal agreements that make explicit the roles and responsibilities of each member in any collaborative.

Selection and Acquisition for Preservation

The Digital Preservation Decision Flowchart (Appendix B) guides collection owners regarding preserving digital content of enduring value. The Decision Flowchart also reflects criteria for deposit.

Access and Use:

Stakeholders of JWHAL's digital preservation program include traditional users such as staff, patrons, researchers, and stakeholders such as the Franklin Institute that have deposited archival masters with the Library for long-term preservation. Restrictions to use of collections are defined by the collection holder and vary from collection to collection.

SECTION B

Policies and Procedures

Roles and Responsibilities

There are several individuals responsible for the digital content connected with JWHAL's forthcoming Digital Archive throughout the content's lifecycle. Main roles and responsibilities are divided between the collection owner who is submitting materials to the archive (whether they be physical or born digital), JWHAL interns and volunteers who digitize physical materials, and the Director of the J. Welles Henderson Archives and Library.

What are the responsibilities of collection owners?

- Intellectual property rights: Ensure all proper permissions associated with the deposited content are fully established.
- Metadata: Submit appropriate descriptive, administrative, structural and possible preservation metadata² as required by JWHAL's documentation policy. If collection is submitted to the archive in digital form, technical metadata should be submitted by collection owner at time of deposit.
- Agreement: Sign and maintain a formal Agreement with JWHAL specifying current materials being deposited and current contact information. This must be completed before the digital collection is created.

What are the responsibilities of the J. Welles Henderson Archives and Library?

- Reliability: Carry out all digitization processes according to formal Agreement between collection owners and the J. Welles Henderson Archives and Library.
- Metadata: Create appropriate Technical (including related Preservation metadata) as outlined in the U.S. National Archives and Records Administration's *Technical Guidelines for Digitizing Archival Materials for Electronic Access*.
<http://www.archives.gov/preservation/technical/guidelines.pdf>

What are the responsibilities of the Digital Preservation Program?

1. Insure digital stewardship for all material.
JWHAL staff, volunteers and interns must work together to manage stored digital material throughout all phases of the collection's life cycle. The phases are:
 - a. Assessment phase: Chief Curator or Director of JWHAL performs a curatorial assessment of materials intended for the Archive and/or Collections. Assessment includes filling out the accession forms, which specify such things as initial format, archival format, access considerations, copyright restrictions, etc.

² Preservation metadata stores technical details on the format, structure and use of the digital content, the history of all actions performed on the resource including changes and decisions, the authenticity information such as technical features or custody history, and the responsibilities and rights information applicable to preservation actions. It often includes the following information:

Provenance: Who has had custody/ownership of the digital object? Authenticity: Is the digital object what it purports to be? Preservation activity: What has been done to preserve the digital object?

Technical environment: What is needed to render and use the digital object? Rights management: What intellectual property rights must be observed?

- b. Acquisition and creation phase: Chief Curator or Director of JWHAL selects digital formats and defines technical specifications and workflow processes for creation of collections and related metadata. For material that JWHAL will be digitizing, this will include a workflow for digitizing according to archival specifications and metadata creation. For born-digital objects submitted to the Archive, this will include a workflow for possible migration to accepted Archive format and initial checksum verification.
 - c. Deposit phase: Digital Archive validates each package of digital objects and related metadata that is submitted.
 - d. Archive and preservation phase: Chief Curator or Director of JWHAL will perform yearly checks to ensure the usability of digital objects over time. This includes their refreshment and possible migration to new formats.
2. Reliability: Provide services as agreed to in all Agreements with collection owners.
3. **Documentation: Maintain current documentation of supported formats and disseminate the preservation action plan for each supported format. (See Appendix C for supported formats).**
4. Financial: Determine costs of long-term preservation and services and disseminate them to Chief Curator and the Collections Committee.
5. Preservation: Provide data for preservation treatments that are as lossless as required given the Collection Department's resources and current knowledge.
6. Sustainability: Professionally manage the Program in a way that is administratively, financially, and technically viable long-term.

DIGITAL ASSETS

Quality Creation and Benchmarking

The JWHAL Digital Archive is committed to providing long-term storage to all deposited content by applying best practices for data management and digital preservation while also acknowledging the complexities involved in preserving digital information. The Archive commits to preserving content in the form it is originally deposited if deposited in an acceptable format **(See Appendix C)**. The Archive will preserve the content, structure and functionality of the files through migration to newer formats or other preservation strategies, where feasible. The Archive will provide basic services including secure storage, backup, management, and quality checks.

At the outset, the Archive will provide preservation support for specific file formats only. We have determined these by applying a set of evaluation criteria including: prevalence of the format in the marketplace, availability of tools for migration and availability of local resources to take specific preservation actions. Over time, our ability to provide full preservation support for more formats is likely to grow as additional tools and techniques are developed and adequate staff and resources are allocated to fully support the service offered.

This service is currently provided only for formats that are both publicly documented and widely used, giving us a high degree of confidence in our preservation commitment, making it more likely that tools will exist or be developed to undertake preservation actions, and that those actions will result in an understood and controlled migration. The content may also be normalized (transformed to another stable format) to provide additional assurance that functionality is preserved. Finally, if possible, the content will be preserved as originally deposited to ensure the original bit stream is always available. Jpeg and PDF are examples of supported formats, as their specifications are publicly available and it is well supported and widely deployed. The formats specified in **Appendix C** will be re-evaluated at the end of each calendar year to determine if new standards should be adopted.

Selection and Acquisition Policies and Procedures

While several types of digital collections will be supported by JWHAL for access purposes, only collections that are selected for long-term preservation will become the highest priority for long-term management and preservation.

The Chief Curator or the Director of JWHAL will make the final decision regarding which collections will be preserved within the Digital Archive (following the recommendations of collection owners, archivists [and perhaps subject specialists] who are depositing materials into the archive and who will in turn become some of the archive's main community of users). **The Digital Preservation Decision Flowchart (Appendix B)** will be used as a guide in this process.

In order to maintain their research value, significant individual collections may be retained in their entirety, even if only a portion of the collection is unique material. This will be done on a case-by-case basis and be decided by the Chief Curator or the Director of JWHAL. If space and funding constraints become too difficult, these will be the first collections to be re-evaluated. This process, if undertaken, will be an open process and will incorporate the Digital Preservation Flowchart as well. It should be noted that JWHAL reserves the right to de-accession collections from long-term preservation on a case-by-case basis, with due observance of institutional and contractual obligations. In cases of de-accession, collections can and should be transferred to another trusted digital repository, if appropriate. De-accession criteria is detailed in the Collections Policy

Transfer Requirements and Deposit Guidelines

Deposit process: It is our aim to provide public access to as many collections as possible via our Online Catalog³ because we believe that preservation is of little use without minimum level access. Therefore, when a collection is deposited for long-term preservation, the process will depend on whether or not:

1. The collection will be or has been uploaded to our DAM for public access

or

³ Currently, our online catalog is Eloquent Archives, a web based software solution that handles the storage, management and delivery of digital collections to the Web.

2. It is a private collection that needs to be archived but its content not made available to the public for a specified time period

If the collection IS being uploaded to the Eloquent Archive Catalog

- Accession Package (AP) needs to be created and master files and associated metadata need to be transferred to the Digital Archive Drive file folders on our servers.

If the collection is NOT being uploaded to our Eloquent Catalog

- Accession Package (AP) needs to be created

AP Requirements

- The Accession Package for Digital submissions consists of:
 - Accessions Information sheet
 - Submitted Digital Preservation Decision Flowchart (see Appendix B)
 - Original objects to be digitized or the digital objects to be submitted
 - Associated descriptive (and sometimes technical/preservation) metadata received from collection owners.
 - Signed Gift or Purchase Agreement

All information on the decision flowchart and Accessions form is informative for digital preservation, but the essential information to document the deposit transaction includes:

- Information that identifies the depositor and a description of the deposit
- Exact listing of the files received (original file name and checksum are good identifiers)
- Date of the deposit
- Signed Gift or Purchase Agreement

The AP includes additional metadata, files, or replacement files that were requested or received from the depositor to complete the deposit, when applicable. Persistent identifiers for the submission and the files should be assigned upon arrival or as soon after as possible.

As the scope of digital content received by the Library expands (e.g., websites, audio and video files), the level and nature of the metadata for new digital content will adjust accordingly.

Deposit agreement requirements and responsibilities

The Chief Curator and the Director of JWHAL can de-accession objects from the Digital Archive as part of a responsible collection management decision, but the Archive will not be a temporary storage solution for digital objects. Temporary storage can be dealt with on a more cost-effective, less management intensive basis by other solutions.

Access and Use Policies

What are the access and use policies for the materials and objects held in the Digital Archive?

JWHAL employs Eloquent Archives software. This system is a web based Catalog searchable through any browser on any internet capable device. The software holds EAD and DACS standard arrangement and descriptions of all archival collections and accepts digital records from

individual images to complete record groups and entire books. The digital material is linked to the overall collection and will be stored on a separate drive identified as the Digital Archive Drive. The Eloquent catalog is held off premises and therefore not subject to the intermittent accidental shutdowns of a small archive network. The Eloquent system is backed up in separate locations and the ISM network system is backed up daily on a cloud system. When financially feasible we will secure the ability to independently back up our database on a regular basis.

Public access will be via Eloquent. Though there will be a reciprocal link between the web Catalog and the ISM website, the JWHAL catalog will have its own catalog face that will come up via browser searches. The Catalog is key word searchable and responsive to keyword searches on any standard browser. Eloquent allows most objects within the Digital Archive to be seen by the public, but it does not constitute the archive itself. Collections that are not included in the Eloquent Online catalog will be accessible via special request with due recognition of the Government Records Access Management Act (GRAMA) and the Freedom of Information Act (FOIA).

The Eloquent Archives system is a web based system and does manage descriptive metadata. Collections that have copyright and donor restrictions will be entered into the Eloquent Online Catalog but flagged so that the files are not available to the general public without prior consent by the collection owner. This function will be controlled by the Director of JWHAL.

DIGITAL PRESERVATION STRATEGIES

The digital preservation strategies employed by JWHAL can be divided between program and collection level.

Program-level

- Monitor collections to track changes in their service requirements.
- Monitor available technologies for possible upgrades.
- Assess risks for loss of content posed by technology variables such as commonly used proprietary file formats and software applications.

Collection-level

- Every two years, the JWHAL staff will evaluate the digital content materials to determine what type and degree of format conversion or other preservation actions should be applied.
- Metadata attachment. The JWHAL staff will determine the appropriate metadata needed for each object type and how it is associated with relevant objects.
-
- Periodic update meetings with the Eloquent Datacenter Staff will take place.

Technological Infrastructure

Digital Archive Operations

Ingest file formats

Pre-ingest files need to be in one of the acceptable formats outlined in Appendix C. Reformatting will be accomplished by the JWHAL staff once the collection has been legally transferred to the JWHAL Archive. The Chief Curator and/or the Director of the JWHAL will assess the condition of the collection upon receipt and determine digitization priority. This determination will be according to the standards outlined in the accessions process and will be on a case-by-case basis.

Security

The current security of materials within the Digital Archive is assured through the Eloquent Archive system. Details are available at: <https://www.eloquent-systems.com/cloud/security/> Security for the Digital Archive will be via the ISM network system set up.

Emergency Planning

The Digital Archive's current emergency plan is detailed in Appendix E.

Platform Requirements and Procedures

Platform requirements and procedures most likely will change as improved technology becomes available. These changes will be made by the in-house technical staff at ISM and the staff at Eloquent Systems.

SECTION C IMPLEMENTING THE POLICY

We have begun entering existing digitized material into the Eloquent system and are in the process of setting up and migrating material into our in-house Digital Archive. The process began January 2016. To date, the Eloquent system is not open on line, but should be open by Oct. 1, 2016.

Our short-term plan for implementing our Digital Preservation Policy includes both ongoing, yearly actions as well as a multi-year strategy towards the implementation of a viable digital preservation program.

Ongoing actions occurring every two years

- Conduct format migration appraisal and migrate to new formats as needed. This will be accomplished in-house, until an improved viable, affordable digital preservation solution is available.
- Continue to provide skilled staff and research, with links to a wider network of distributed development activity, researchers, and services for digital preservation.

- Add to our set of central services, standards, and tools for a greater range of distributed digital preservation services.

2016

- Plan for and gain approval for financial considerations related to sustaining a viable digital preservation program.
- Draft and vet the Technological phase of our Digital Preservation Policy.
- Draft and vet the Financial phase of our Digital Preservation Plan.

2017

- Implement the technological and financial phase of our Digital Preservation Plan via a viable digital preservation solution. This could extend beyond 2017.

Publicizing and Promulgating the Policy and Plan

The first steps in publicizing the organizational policy will be to:

- Create and maintain a page on ISM website with links to all related policies, forms and appendixes.
- Engage in public relations activities surrounding the Eloquent Online Catalog website to highlight and disseminate our policy and future plans.
- Engage in training/education activities surrounding policy and plan implementation.
- Compile the experience of research undertaken to draft the policy for potential conference presentation and/or written articles on the subject.

APPENDIX A: Definitions and Further Resources

Digital Archive: A digital archive and library which is intended to be maintained for a long time, i.e. periods longer than individual human lives and certainly longer than individual technological epochs. Digital archives are distinct from digital libraries in the sense that digital libraries are repositories that collect and provide access to digital information, but may or may not provide for the long-term storage and access of that information.

Source: <http://info.wgbh.org/upf/glossary.html>

Digital Preservation:

Short Definition: Digital preservation combines policies, strategies and actions that ensure access to digital content over time.

Medium Definition: Digital preservation combines policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time.

Long Definition: Digital preservation combines policies, strategies and actions to ensure the accurate rendering of authenticated content over time, regardless of the challenges of media failure and technological change. Digital preservation applies to both born digital and reformatted content. Digital preservation policies document an organization's commitment to preserve digital content for future use; specify file formats to be preserved and the level of preservation to be provided; and ensure compliance with standards and best practices for responsible stewardship of digital information. Digital preservation strategies and actions address **content creation, integrity and maintenance**.

Content creation includes: clear and complete technical specifications, production of reliable master files, sufficient descriptive, administrative and structural metadata to ensure future access, and detailed quality control of processes.

Content integrity includes: documentation of all policies, strategies and procedures, use of persistent identifiers, recorded provenance and change history for all objects, verification mechanisms, attention to security requirements, and routine audits.

Content maintenance includes: a robust computing and networking infrastructure, storage and synchronization of files at multiple sites, continuous monitoring and management of files, programs for refreshing, migration and emulation, creation and testing of disaster prevention and recovery plans, and periodic review and updating of policies and procedures. Source: American Library Association (ALA)

<http://www.ala.org/ala/mgrps/divs/alcts/resources/preserv/defdigpres0408.cfm>

Migration: Migration focuses on the digital object itself and is the act of transferring or rewriting data from an out of date medium to a current medium and is considered one of the only viable approaches to long-term preservation of digital objects.

Source: http://en.wikipedia.org/wiki/Data_migration

Preservation Metadata: Preservation metadata stores technical details on the format, structure and use of the digital content, the history of all actions performed on the resource including changes and decisions, the authenticity information such as technical features or custody history, and the responsibilities and rights information applicable to preservation actions. It often includes the following information:

Provenance: Who has had custody/ownership of the digital object?

Authenticity: Is the digital object what it purports to be?

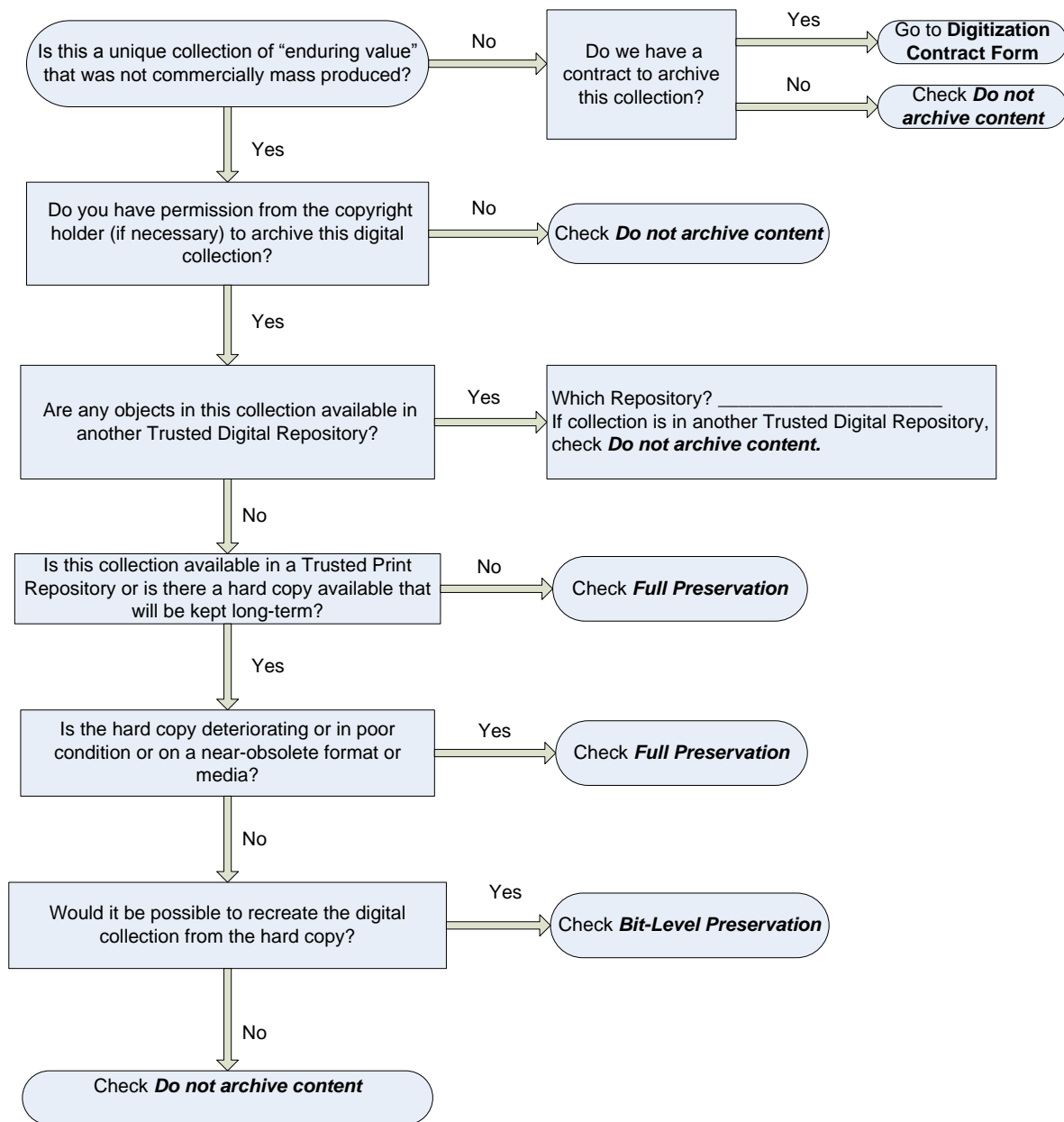
Preservation activity: What has been done to preserve the digital object?

Technical environment: What is needed to render and use the digital object?

Rights management: What intellectual property rights must be observed?

Source: http://en.wikipedia.org/wiki/Preservation_metadata

APPENDIX B: Digital Preservation Flow Chart



_____ Do not archive content
 _____ Full Preservation

Source for Chart: U Michigan Digital Archives

APPENDIX C:

Supported Formats Table

This table summarizes the formats that JWHAL is considering to provide digital preservation for. The 1st column refers to the type of resource. The 2nd column refers to the physical version of the resource to be digitized and archived. The 3rd column specifies which digital formats we will accept from collection owners in the case that the object is already digitized. The 4th column specifies which formats we will store the digital object in, with our preferred format in bold. The final column lists some resources for transferring your digital object into a format we support. This table was adapted from a Table designed by the staff at the J. Willard Marriott Library Digital Archive and is subject to change at any time.

TYPE	SUPPORTED PHYSICAL VERSION	SUPPORTED DIGITAL FORMAT	DIGITAL ARCHIVE STORAGE FORMAT	FILE CONVERSION RESOURCES
Text	Book, Loose leaf sheet, Manuscript, Map	<ul style="list-style-type: none"> - JPEG2000 - PDF - PDF/A-1 (ISO 19005-1) - TIFF (minimum 8 bit grayscale, 24 bit color, 3000 to 5000 pixels across the long dimension) 	<ul style="list-style-type: none"> - PDF/A-1 ISO 19005-1 - JPEG2000 (lossless) - TIFF (uncompressed) 	Multi PDF Converter XNConvert http://www.adobe.com/products/acrobatpro/
Image	Photograph print, Photograph negative (sheet film, 35mm)	<ul style="list-style-type: none"> - JPEG2000 (lossless) - TIFF (uncompressed) 	<ul style="list-style-type: none"> - JPEG 2000 (lossless) - TIFF (uncompressed) 	Multi PDF Converter XNConvert
Audio	Audio cassette, Reel-to-Reel audio tape, Phonograph record (33, 45, 78 rpm)	<ul style="list-style-type: none"> - AIFF (PCM) - FLAC - WAV (PCM) 	<ul style="list-style-type: none"> - AIFF (PCM) - FLAC - WAV (PCM) 	Multi PDF Converter XNConvert
Moving Image	VHS videotape, Mini DV videotape, 16mm film	<ul style="list-style-type: none"> - AVI (uncompressed, motion JPEG) - Motion JPEG 2000 (ISO/IEC 15444-4) - QuickTime Movie (uncompressed, motion JPEG) 	<ul style="list-style-type: none"> - AVI (uncompressed, motion JPEG) - Motion JPEG 2000 (ISO/IEC 15444-4) - QuickTime Movie (uncompressed, motion JPEG) 	Multi PDF Converter XNConvert
Web	N/A	<ul style="list-style-type: none"> - PDF/A-1, ISO19005-1 - XML 	<ul style="list-style-type: none"> - XML (includes XSD/ XSL/XHTML, etc.; with included or accessible schema and coding explicitly specified) - PDF/A-1, ISO19005-1 	Multi PDF Converter XNConvert

**APPENDIX D:
De-Accession Criteria**

To be considered for de-accessioning, an object must meet the guidelines of the JWHAL Collections Policy and the de-accession decision must be authorized by the Chief Curator, Director of JWHAL, and the Collections Committee.

- **Relevance:** inclusion of the object in the collections does not support the JWHAL's mission or fit within its collecting goals.
- **Care of the Object:** JWHAL is no longer able to provide proper care for special preservation requirements associated with the object.
- **Duplication:** the object is an exact duplicate or unnecessarily duplicates the subject matter or relevance of another object within JWHAL.

No action pertaining to the de-accessioning or disposition of an object will be undertaken that would impair the integrity and good standing of the J. Welles Henderson Archives & Library within the community at large or within the Archival and Library profession.

APPENDIX E:
Current Security, Emergency Planning, Platform Requirements and Procedures:

Security

- Security of files currently is by daily back up to the ISM cloud storage system. The Eloquent System also backs up the material at their location.
- JWHAL also works in conjunction with the Villanova Digital Library and OPenn digital library on larger digitization projects. All large, digitized collections will be housed in their catalog and “dark archive” until such time as larger secure storage becomes feasible for JWHAL.

Emergency planning

In any incident requiring data restoration from the backup (such as catastrophic destruction of the data center), data will be restored as of the time the last back up (e.g., within 24 hours of the incident.)

Other incidents, which do not damage the on-site backup tapes, will be restored to the prior day.

Monitoring collections:

All digital files will be placed on a maintenance schedule. If the archival material from which the digital collection is produced is a JWHAL collection, the digital maintenance schedule will co-inside with the Records Maintenance Schedule.

Platform Requirements and Procedures

For archival Eloquent collections

- The JWHAL currently uses Eloquent Systems Archive. The Catalog is housed and run off premises and thus does not impact the ISM network.
- This process most likely will change as improved technology becomes available. These changes can be made by the JWHAL staff and but must maintain the current level of service to the patron

APPENDIX G: References

The following organizations and resources informed the development of this policy:

British Library Digital Preservation Strategy

<http://www.bl.uk/aboutus/stratpolprog/ccare/introduction/digital/digpresstrat.pdf>

Center for Research Libraries: Digital Archives

<http://www.crl.edu/archiving-preservation/digital-archives>

ERPA Digital Preservation Policy Tool

<http://www.erpanet.org/guidance/docs/ERPANETPolicyTool.pdf>

Harvard University: Library Preservation

<http://preserve.harvard.edu/guidelines/imagedig.html>

Inter-University Consortium for Political and Social Research

<http://www.icpsr.umich.edu/icpsrweb/ICPSR/>

ICPSR Workshop Action Plan #1

<https://www.library.utah.edu/personal/u0079759/Shared%20Documents/Forms/AllItems.aspx>

ICPSR Digital Preservation Policy Sample Framework

<http://www.icpsrdirect.org/DP/policies/dpp-framework.html>

ICPSR Deep Blue Preservation pages

<http://deepblue.lib.umich.edu/about/deepbluepreservation.jsp>

J. Willard Marriott Library

Smart Goals for 2008-2009

<https://www.library.utah.edu/sites/intranet/staff/Shared%20Documents%20for%20Everyone/Forms/AllItems.aspx?RootFolder=%2fsites%2fintranet%2fstaff%2fShared%20Documents%20for%20Everyone%2fSMART%20Goals&FolderCTID=&View={90AD30FD-16C1-4434-84E2-8ACA1860BA5A}>

Massachusetts Institute of Technology Museum De-accession Criteria

<http://web.mit.edu/museum/pdf/Manual-text3.pdf>

North Carolina Digital Preservation Policy Framework

http://statelibrary.ncdcr.gov/digidocs/documents/policy_framework.pdf

OAIS Reference Model

<http://public.ccsds.org/publications/archive/650x0b1.pdf>

Trusted Digital Repositories: Attributes and Responsibilities

<http://www.oclc.org/programs/ourwork/past/trustedrep/repositories.pdf>