

## Bradford Scholars Digital Preservation Policy

### Digital Preservation

The value of the research outputs produced by staff and research students at the University of Bradford cannot be over emphasised in demonstrating the scientific, societal and economic relevance of the institution to its stakeholders past, present and future.

In acknowledgement of the value of its research to the institution and to support the current institution-wide publication policy, the Bradford Scholars digital preservation strategy addresses the various active management processes that guarantee digital objects will be accessible and functional in the future. A well-planned digital preservation strategy ensures both in the short-term and long-term:

- Continual access and usability of digital objects.
- Materials hosted in Bradford Scholars retain their originality with appropriate metadata to highlight any changes to authenticity.

### Bradford Scholars Digital Preservation Policy

#### Standards and best practice

The Bradford Scholars digital preservation policy follows industry standards where available in order to assure continued discovery and interoperability between in-house and external systems. Where standards are not available, the policy will be to follow best practice in the field. This approach includes all standards in use at the point of capture and throughout the digital object life-cycle, and the managed activities listed in this policy.

#### Preservation objectives

Digital content in Bradford Scholars hosts items converted from analogue to digital formats and born-digital object created by staff and research students at the University of Bradford.

Repository managers are committed to preserving the fullest, highest-quality version of the resource when possible, including the descriptive, structural and administrative metadata pertaining to it.

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In short, Bradford Scholars will provide the following archival guarantees:

- Each bitstream can be archived and retrieved.
- A mechanism is available for detecting changes in bitstreams.
- A given bitstream can be interpreted and used for its original purpose.
- Every bitstream can be rendered for presentation.

Digital objects will be withdrawn or deleted from Bradford Scholars if there are well-grounded reasons for doing so. This will be done at the discretion of repository management. The Repository Policy Document outlines the Bradford Scholars take-down policy at [http://www.brad.ac.uk/library/media/library/documents/bs\\_policies\\_document.docx](http://www.brad.ac.uk/library/media/library/documents/bs_policies_document.docx).

In the event of the Bradford Scholars institutional repository being closed down, the database will be transferred to another appropriate platform. At this stage it may not be possible to guarantee the preservation of unusual file formats.

## Digital preservation standards

### Digital content format types accepted into Bradford Scholars

The main aim of Bradford Scholars is to showcase research conducted at the University of Bradford. This research is expected to take many forms and the results are envisioned to be published in a multitude of formats.

Bradford Scholars accepts a variety of file formats including Microsoft® Office and Open Office documents. For a complete list of file formats accepted to the repository consult the Repository Policy Document section 2.5 on file formats at

[http://www.brad.ac.uk/library/media/library/documents/bs\\_policies\\_document.docx](http://www.brad.ac.uk/library/media/library/documents/bs_policies_document.docx).

Resources permitting, repository staff may assist in converting print documents into digital objects. This will only be done from good quality original paper-based documents at the discretion of repository management.

Where possible, the deposited documents will be converted into the Portable Document Format (PDF). Other, non-convertible file formats, will be accepted into the repository in their original formats. The following table outlines the file formats which render themselves best to preservation activities (replication, migration, emulation and refreshment).

Content type	Formats to be preserved
Text	PDF
Audio	AIFF, WAV, WAVE, MP files
Video	MPEG, AVI
Images	TIFF, JPEG, GIF, JFIF, ITU-T.6

**NB!** Contributing authors are responsible for providing content in appropriate file formats. If submitted content does not meet with Bradford Scholars' preservation standards, repository staff will advise on how to address possible preservation issues arising from the chosen file format.

## Institutional and operational roles and responsibilities

“Preservation is the act of physically and intellectually protecting and technically stabilizing the transmission of the content and context of electronic records across space and time, in order to produce copies of those records that people can reasonably judge to be authentic. To accomplish this, the preservation system requires natural and juridical people, institutions, applications, infrastructure, and procedures.” (*Wilczek and Glick* 2006; <http://dca.lib.tufts.edu/features/nhprc/reports/index.html>).

The value of research information is being recognised not only within individual research establishments but also by national bodies dealing with research funding. For instance, HEFCE now acknowledge the potential reuse value of research data for the electronic infrastructure for research and innovation in the United Kingdom. The repository team at Bradford are committed to tracking national and international developments in the field of digital preservation, including the HEFCE-funded UKRDS project.

## Sustainability

Long-term preservation of Bradford Scholars’ digital content requires continuing assessment of all the relevant resource commitments, and the formation of a sustainability strategy to monitor and assess the following resources:

- Technical infrastructure (equipment, software, maintenance and development).
- Staffing.
- Financial (on-going budget commitments). Financial sustainability will be monitored by library management in order to track the digital content life-cycle costs and overall sustainability of the repository service.
- Administrative oversight (policy reviews and institutional strategies pertaining to digital resources supported by the library).

## Managed activities

Bradford Scholars management and the University of Bradford IT Services share the responsibility of digital preservation activities pertaining to the institutional repository.

Task	Responsible parties
<b>Metadata</b>	Bradford Scholars management are responsible for metadata compliance. Individual contributors are responsible for providing required metadata via a web form at the point of deposit. Robust metadata is essential to preserving digital objects in its ability to facilitate the search, discovery, and reuse of the these materials
<b>File Management</b>	Bradford Scholars management and the University of Bradford IT Services are responsible for file management activities.

Task	Responsible parties
<b>Repository Backups</b>	The University of Bradford IT Services are responsible for setting up automatic repository backups. In the event of hardware and/or software migrations, the automatic backups will be initiated in the new hardware and/or software platforms.
<b>Repository Audits</b>	Bradford Scholars management are responsible for auditing the ingested content. The daily repository management activities include mediated deposit of new content. This ensures that all content released to the live repository include complete and appropriate metadata, and any related fully functional digital objects.
<b>Risk Assessment</b>	Bradford Scholars management and the University of Bradford IT Services share the responsibility for risk assessment exercises at agreed intervals. The risk assessment and mitigation activities include systems security, infrastructure, financial resources, organisational commitment and other factors affecting the sustainability of the repository service at Bradford.

This digital preservation policy will be reviewed regularly to take into consideration possible changes in the Bradford Scholars content profile and any future hardware and software migrations. This review process will include close observation of national and international developments in the field of preservation services. Currently this would cover the outcomes of the Preserv (<http://preserv.eprints.org/>) project and the future availability of distributed web-based preservation services.