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# UVic Libraries' Digital Preservation Framework

## Purpose

This framework identifies principles, content priorities, and actions to guide our digital preservation efforts in support of the Libraries' Strategic Directions (2018-2023 *UVic Libraries' Strategic Directions*, <https://www.uvic.ca/library/about/ul/strategic/>).

## Guiding principles

Preservation efforts related to content group defined below are guided by the following principles:

- The Libraries cannot and will not preserve everything in its custody, or all materials at the same level
- Specific responsibilities for actions related to preservation will be clearly defined
- Our approaches to digital preservation must be technologically, organizationally, and financially sustainable.

- Documentation will be updated and reviewed on a regular basis
- Efforts will align with community-accepted best practices and standards where possible

## Roles and responsibilities

Overall digital preservation activities at the Libraries are the responsibility of the Digital Preservation Librarian. Key staff in specific units will work with the Digital Preservation Librarian to ensure the content groups under unit responsibility are preserved according to the appropriate action plan.

The Digital Preservation Librarian will work with these key staff to ensure that the Digital Preservation Framework and associated action plans are being implemented in ways that support the operational needs of units and the Libraries' overall strategic priorities.

## Content groups

The following list identifies content groups for long-term preservation, as well as identifying lead units related to that group:

	Content group	Responsible unit
1	Electronic theses and dissertations	Collections & Open Scholarship
2	High-risk physical holdings requiring immediate reformatting	Special Collections & University Archives
3	Born digital material held in Special Collections and University Archives	Special Collections & University Archives
4	General digitized collections	Advanced Research Services
5	Research data generated by UVic researchers and curated by the Libraries	Advanced Research Services
6	General institutional repository content	Collections & Open Scholarship
7	Serials published by the Libraries	Collections & Open Scholarship
8	Websites captured using web archiving	Collections & Open Scholarship
9	Digital content acquired from commercial vendors	Collections & Open Scholarship

Additional groups may be added over time and priority order may change to reflect shifts in the Libraries' overall strategic priorities.

## Action plans

Action plans document preservation-related actions for each content group. Each action plan is detailed in its own document and is generally associated with a specific digital platform or service.

New action plans may be added over time to reflect changes in platform technology, operational needs, or shifts in the Libraries' overall strategic priorities.

The following action plans are currently in effect:

Action Plan	Platform	Action plan(s)*	Associated content groups
Special Collections and University Archives (SCUA)	Archivemati ca	<i>Archivemati ca</i>	Born digital material held in Special Collections and University Archives; High-risk physical holdings requiring immediate reformatting
Web archiving	Archive-It	<i>Archive-It</i>	Websites
Digitized collections	Vault; Archive.org	<i>Vault; Archive.org</i>	General digitized collections
Research data	Borealis (Dataverse)	<i>Borealis</i>	Research data generated by UVic researchers and curated by the Libraries
Serial publications	Open Journal Systems (OJS)	<i>Open Journal Systems</i>	Serials published by the Libraries
University publications	UVicSpace (DSpace)	<i>UVicSpace</i>	Electronic theses and dissertations; General institutional repository content

\*Available upon request from [digipres@uvic.ca](mailto:digipres@uvic.ca)

## Preservation levels

Each action plan will identify a preservation level for the associated content group(s) as follows:

Level	Description	Access goal(s)	Measure(s)
Level 1 (bit-level)	UVic Libraries ensures bit-level integrity of files over time.	Authorized users can access copies of material in the same format it was originally in when it entered the Libraries' preservation workflows.	Checksum at time of original processing is the same as at time of future access.
Level 2 (normalization)	At time of capture or ingest, UVic Libraries normalizes content into open formats, which are then preserved along with the original.	Authorized users can get a copy of the files that make up a resource in an open, non-proprietary	The normalized versions of all files that make up a resource have checksums that are

	Original files are preserved at level 1 (bit level).	format that was current at time of capture or ingest, with significant characteristics <sup>5</sup> of the original reasonably intact.	identical to ones derived at the time of normalization.
Level 3 (migration)	As formats of files created by normalization become obsolete over time, UVic Libraries migrates content to contemporary, open formats. Migrations to new formats is essentially the same as normalization at time of ingest, except that it happens sometime in the future as required. Original files are preserved at level 1 (bit level).	Authorized users can access the resource in file formats that are current at the time of access. Files may not correspond one-to-one with the original files, but the significant characteristics of the original resource will be reasonably intact.	The migrated version of the resource retains as many of the significant characteristics of the obsolete version as is practical. Migrated versions of the original are usable in software common at time of access. Migrated versions of all files have future checksums that are identical to the ones derived at the time of migration.

## Storage levels

Each action plan will identify a preservation level for the associated content group(s) as follows:

Level	Description
Level 1	Two complete copies in separate locations
Level 2	Three complete copies with at least one copy in a separate geographic location
Level 3	At least one copy in a geographic location with a different disaster threat than the other copies and at least two copies independently managed. At least one copy on a different storage media type
Level 4	At least three copies in geographic locations, each with a different disaster threat, and each independently managed. Maximize storage diversification to avoid single points of failure.

## Review and succession criteria

This document will be reviewed and updated as needed with a full review every two years to ensure timely revisions as technology, preservation strategies, and experience evolve. This review process will be initiated by the Digital Preservation Librarian in conjunction with administration and any relevant committees or working groups.

## References

- Digital Preservation Services Collaborative, Digital Preservation Declaration of Shared Values, [https://dpscollaborative.org/shared-values\\_en\\_v3.html](https://dpscollaborative.org/shared-values_en_v3.html))
- NDSA, Levels of Digital Preservation, <https://ndsa.org/publications/levels-of-digital-preservation/>
- Simon Fraser University Library, Digital Preservation Framework, <https://www.lib.sfu.ca/help/publish/digitization/digital-framework>

## Version

Updated: 8 April 2024, C. Davis, [coreyd@uvic.ca](mailto:coreyd@uvic.ca)