

Collections Management Policy (digital) – proposed 2013

Last revision May 2013

Hagley's Collections Management Policy for Electronic Records identifies a core set of actions for all of our digital content identified for long-term retention. These actions offer us assurances that researchers will be able to access the intellectual content of these records in the future. Due to the ever-changing landscape of digital technology, this policy will be reviewed annually and revised and amended as needed.

* All digital records identified for retention and preservation will follow the directives of this management policy.

* For directives about content development for digital collections, see the Hagley Library's Collections Development Policy.

Preservation Storage

* Disk images (ISO/AFF/EWF) will be created of all born-digital content identified for retention and preservation. Hagley will manage the disk images locally, backing them up on a minimum of two different storage servers, on-site and off-site. This content will be managed alongside the local copies of our digitized library and archives content. Original external media will be documented and stored temporarily in Hagley's analog collections storage. Depending on the terms of each gift agreement, obsolete original media will be destroyed while some current media types can be used as access copies.

* Digital content in original formats along with migration copies will be stored together in a highly redundant cloud environment. This content will have been processed using digital preservation processing tools (Preserica and other software prior to ingest) and actively monitored and managed to assure future access.

Description and Metadata

* Intellectual description of digital records will follow the same guidelines established for all Hagley archival collections. Accession records and finding aids will be created in Hagley's Collections Management database (currently Archivists Toolkit). Collection level MARC records will be created for collections open to the public for research. These records will be searchable in Hagley's online library catalog and WorldCat.

* In most cases, where digital content is part of a collection that also includes paper records, descriptions will be integrated within the intellectual description of the collection finding aid. The presence a digital content will also be indicated on the MARC level record in Hagley online catalog and in WorldCat.

* Notes with the location of all digital copies and file manifest (file format, size, and modify/access/creation dates) will be maintained for all managed preservation files in our collections database (currently Archivist's Toolkit). Preservation actions related to migration will also be recorded in this database.

* Folder lists with an inventory of all preservation files will be automatically generated and attached to the collection record and/or finding aid

* Technical and preservation level metadata will be captured and recorded during the ingest process from local storage to our Digital Preservation Storage. This process is currently completed using Preservica (see instructions for Ingesting files into Preservica)

* All description of digital content will be supervised by the Hagley Digital Collections Department

Preservation Management

* Hagley will follow a policy of migration from proprietary to preservation formats as needed. Migrations will be done proactively with formats identified as the most at-risk being migrated during the processing phase. All evaluations and decisions about migrations will be done by staff in the Digital Collections Department. A file type preservation plan is under development and will be reviewed and revised as needed.

* Content in the Hagley's Digital Preservation Storage will undergo annual audits where file formats will be migrated if deemed necessary by Hagley staff. These format migrations will be performed across all digital content being managed for long term retention.

Access to Digital Records

* Access copies of digital records will be created as needed and facilitated by the Digital Collections Department.