



UNIVERSITY OF
SOUTH CAROLINA

University Libraries
Digital Preservation Framework
Version 2
2020 - 2022

Digital Preservation Team
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Purpose

The purpose of Digital Preservation Policy Framework is to establish the (UofSC) University of South Carolina Libraries as a trusted steward of its digital assets for future researchers and patrons. In so doing, the Framework guides strategic planning and supports collection development within the University Libraries. It makes explicit the Libraries' commitment to preserving digital assets in its collections through the development and evolution of a comprehensive digital preservation policy. The audience for the Framework includes UofSC faculty, staff, students and patrons. The policies and procedures derived from this Framework are attainable, consistent, and actionable.

This Framework accepts that the Libraries must continue to grow its human and technical resources to create an infrastructure capable of supporting a reliable and sustainable digital archive compliant with professional standards and practices. It also recognizes that given the Libraries' role with the University of South Carolina, maintaining effective digital preservation practices is an essential Library capability. Allocating these resources is the responsibility of UofSC and the Libraries Administration. In the absence of sufficient resources, the Mandates outlined below will be under and/or unaddressed.

Mandates

The Framework guiding the creation of digital preservation policies at the Libraries reflects its manifold responsibilities and obligations to secure digital assets under its stewardship. These responsibilities and obligations include:

- ***Support of scholarship:*** The Libraries support scholarship, teaching, and learning through the expertise of its faculty and staff, its information services and its collections. Increasingly, the Libraries acquires, creates and manages digital collections and information services in support of the university's mission. The Libraries must ensure the integrity and availability of this material and these services and has written this imperative into the Libraries' Mission and its [Blueprint](#) for Academic Success.
- ***Stewardship of institutional records:*** UofSC has charged the Libraries with maintaining the University Archives by collecting and preserving university records, including electronic and born digital formats.
- ***Compliance with legal agreements:*** UofSC has mandated responsibilities to preserve and maintain access to certain digital objects, such as federal depository materials. Some legal obligations derived from Federal and State laws require the Libraries to maintain records according to archival standards.
- ***Adherence to consortial obligations:*** Libraries have consortial obligations and contractual agreements with other educational institutions to assume or share in the responsibility for preserving designated digital content.

Objectives

Given its diverse mandates, the Libraries maintains a program of digital preservation policies and practices targeted to meet its responsibilities. The objectives underlying these policies and practices are to:

- identify, through systematic selection or by legal mandate, analog assets to be digitized and thus subject to digital preservation
- identify, through systematic selection or by legal mandate, born-digital assets subject to digital preservation
- maintain these assets in a digital preservation environment that meets or exceeds national and international standards. (See appendix C)

Guiding principles

The Libraries believes that an effective program of digital preservation is guided by selection and applied in accordance with relevant data and cyber-security policies of the State of South Carolina and UofSC (See Appendix B) and national and international standards when not in legal conflict with state policy. When possible, decisions about the need for long-term retention are made at the time of creation, acquisition, or licensing of digital assets. The selection process is collaborative and guided by the following priorities:

- **High Priority: Born digital or digital-only collections.** Includes the Libraries' collection and information resources that are born digital or are now only extant in digital form. Loss of digital material results in an irrevocable loss of a Libraries' resource.
- **High Priority: Digital-only administrative records and scholarly research created at the University.** Includes electronic records produced by the UofSC broadly for which the University Archives performs a records management function. Also includes electronic dissertations and thesis, institutional repository data, curated digital exhibits, and other digital content determined to have lasting value for the UofSC and for which the Libraries has accepted responsibility. Loss of digital material results in an irrevocable loss of a University resource.
- **Medium Priority: Digitized collections for which analog copies remain viable.** Includes materials digitized by the Libraries or vendors for which the physical copy remains a viable, and accessible resource. Loss of digital material does not result in the irrevocable loss of a resource; however loss of those labor costs cannot be recaptured.
- **Medium Priority: Commercially and third-party available resources.** Includes voluntary consortial agreements through which the Libraries accepts responsibility for maintaining digital

assets that are not the property of UofSC, such as MetaArchive or Portico. Loss of digital material does not result in the irrevocable loss of a resource.

The Libraries will not select digital ephemera generated by routine activity (e.g., electronic document delivery files or electronic reserve files) for digital preservation.

Roles and responsibilities

The Libraries has a leadership role within the UofSC to guide the preservation of digital information. In this capacity, it advises other units as to best practices and accepts when appropriate stewardship of digital materials for preservation within its digital preservation program.

Within the Libraries, decisions about the preservation of digital materials flow from this Framework and are implemented based on available human, financial and technical resources. The decisions are made by library faculty and staff in consultation with UofSC information policies put forward by the University's Chief Data Officer and others in the Division of Information Technology (DoIT). Specific roles and responsibilities for Libraries administration, faculty, and staff are outlined in the policy document, Roles and Responsibilities, Appendix E.

By actively implementing this Framework, faculty and staff of the Libraries position themselves to participate in the development of digital preservation standards within our professional communities at a national and international level, ensuring that the Libraries remains abreast of evolving practices.

Review Cycle

This policy will be reviewed every third year in January by members of the Digital Preservation Team.

References and Credit

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Appendices

Appendix A: Current Location of the University Libraries' Digital Assets

UofSC Libraries Digitized materials

Digital Collections--CONTENTdm (print, audio, film) hosted by OCLC in Dublin, OH

Digital Images—backed up on Amazon Web Services (AWS) Glacier

Digitized Audio—backed up on AWS Glacier

Digitized Film—backed up on AWS Glacier

SCDL Midlands cultural heritage institutions' digitized materials

Backed up at their institutions and on computers in UofSC Libraries Digital Collections

UofSC faculty scholarship

Scholar Commons—platform hosted by bepress (University of California, Berkeley), backup files at UofSC Libraries

Electronic Theses and Dissertations

Scholar Commons—platform hosted by bepress (University of California, Berkeley), backup files at UofSC Libraries

Electronic Journals and Article Indexes

Backed up by PORTICO

University Records – born digital

Backed up on Delphi*

Scholar Commons

*In 2020 this server will be taken down.

Appendix B. Standards and Practices

In achieving its digital preservation objectives, UofSC Libraries recognizes the need to comply with the prevailing standards and practices of the digital preservation community. The Libraries follow the practices of the Digital Preservation Coalition and are committed to developing and maintaining digital preservation policies, repositories, and strategies in accordance with the Open Archival Information System (OAIS) Reference Model (2012). The Libraries are members of the National Digital Stewardship Alliance (NDSA) and measure their success and achievements against the NDSA Levels.

Appendix C: Formats supported*

See References for more formats from the Library of Congress. UofSC Libraries must continually define and communicate levels of preservation appropriate to each type of format. Currently, the formats that can be preserved are:

Text, Page Description, and Microsoft Office File Formats

- PDF, PDF/A (.pdf)
- Plain Text (.txt)
- Rich Text (.rtf)
- XML (.xml)
- XLSX (.xlsx)
- HTML (.html, .htm)
- Microsoft Word (.doc)
- Microsoft PowerPoint (.ppt)
- Microsoft Excel (.xls)

Image File Formats

- TIFF (.tiff)
- JPEG, JPEG2000 (.jpg, .jpg2)
- GIF (.gif)
- PNG (.png)
- BMP (.bmp)

Video File Formats

- Digital Moving-Picture Exchange (DPX)
- MPEG (i.e., MPEG-1, MPEG-2, MPEG-4) (.mp1, .mp2, .mp4)
- QuickTime - Apple (.mov)
- Audio Video Interleaved (AVI) - Microsoft (.avi)
- Windows Media video (.wmv)

Audio File Formats

- MPEG audio (.mp3)
- AAC_M4A (m4a, .mp4)
- AIFF (.aif, aiff)
- Wave (.wav)
- Windows Media Audio (.wma)
- Audio/Basic (.au, .snd)