

Digital preservation policy toolkit

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About the toolkit:

The digital preservation policy toolkit was developed as part of the Digital Preservation at Oxford and Cambridge (DPOC) Project, which ran from July 2016 to December 2018. It was funded by the Polonsky Foundation.

The digital preservation policy toolkit contains four items (listed below). The purpose of the toolkit is to support organisations in developing digital preservation policy.

Item 1: Template - Policy	The policy templates were developed for use at both Bodleian Libraries and Cambridge University Library. The templates aim to promote governance and good document management practices (such as versioning and document history). This was found to be a significant gap in a review which the DPOC project undertook of some 50 digital preservation policies in 2017. The purpose of the policy templates is also to enable organisations to create a uniform policy language across all its services and departments. Templates ensures that policies can be easily recognised and read by staff and other users who are familiar with the standardised format. This has been shown to encourage staff to read and adopt policies. <i>The policy templates are available in the following formats:</i> ODT, DOCX and PDF
Item 2: Template - Policy implementation plan	A policy implementation plan is an internal document which sits alongside the policy. The implementation plan outlines how the policy will be communicated to staff and practically implemented in the organisation. An implementation plan should ideally have dates associated with different actions in the plan, to ensure that policy implementation progresses. <i>The implementation plan template is available in the following formats:</i> ODT, DOCX and PDF
Item 3: Presentation slides (redacted)	Slides from the DPOC end-of-project workshop on policy development. The workshop was hosted by the Digital Preservation Coalition in London on 04/12/2018 and attracted some 30 delegates. The slides have been redacted in part where the details of internal documents could not be shared. <i>Slides are available in the following formats:</i> PowerPoint and PDF

Item 4: Blog posts	The toolkit also contains three blog posts from the www.dpoc.ac.uk project WordPress blog. The blogs discuss digital preservation policy development at Bodleian Libraries and Cambridge University Library.
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Item 1 and 2 can be reused without acknowledging the authors.

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