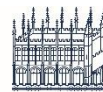


# Devising Your Digital Preservation Policy

Learnings from the Digital Preservation at Oxford and Cambridge (DPOC) project



UNIVERSITY OF  
CAMBRIDGE  
Cambridge University Libraries



Bodleian Libraries  
UNIVERSITY OF OXFORD



The Polonsky Foundation



Digital Preservation Coalition

Time	Sessions
10:30 – 11:00	Introductions
11:00 – 11:35	Policy landscape (& relationship to digital preservation)
11:35 – 11:50	<b><i>Coffee &amp; tea break</i></b>
11:50 – 12:10	Policy templates
12:10 – 12:50	International digital preservation policy review & local policy gap analysis
<b><i>12:50 – 13:30</i></b>	<b><i>Lunch</i></b>
13:30 – 14:10	Authoring process
14:10 – 14:30	Implementation plans
14:30 – 14:50	Governance
14:50 – 15:40	Round table discussions (& reporting back to the group)
15:40 – 16:10	Q&A and wrap up

The DPC Community is guided by the values set out in the [DPC] Strategic Plan and aims to be *respectful, welcoming, inclusive and transparent*. It *encourages diversity* in all its forms and is committed to being *accessible to everyone who wishes to engage* with the topic of digital preservation.

**Communities that fully embrace these values are shown to be more effective, innovative and stronger.** The DPC asks all those who are part of this community and/or interacting within DPC spaces to be *positive, accepting, and sensitive to the needs and feelings of others*. Harassment of any member of the DPC Community will not be tolerated and appropriate steps will be taken to deal with any such issues.

# *Introductions*

# Digital Preservation at Oxford and Cambridge Project (2016-2018)



The Polonsky Digital Preservation Research Fellows

<http://www.dpoc.ac.uk/>



# Digital Preservation at Oxford and Cambridge Project (2016-2018)



Training and Outreach Fellow

Technical Fellows

Training and Outreach Fellow

Policy and Planning Fellows

The Polonsky Digital Preservation Research Fellows

# *Challenges and opportunities*

## ***Challenges***

- *Too many/too few policies*
- *Committee structure*
- *It takes time*
- *Governance*

## ***Opportunities***

- *Advocacy and outreach*
- *Getting senior staff on-board*
- *Thinking about what we do and why we do it*
- *Linking up policies*
- *Establishing cross-departmental communication*

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# *What we wish we had known before we started...*

## ***Lack of***

- *Governance structures*
- *Ongoing organisational commitment*
- *Organisational strategy (as a whole/for digital)*
- *ICT/digital policies*
- *Other policies in general*
- *Policy writing experience in the organisation*
- *Document management, templates & frameworks*

## ***Too many***

- *Competing DPOC project priorities*
- *Policies (with duplication)*

## ***Negotiation***

- *Found good champions earlier on in the process*
- *Policy would still be viewed as a static document*
- *Staff attitudes towards policy*
- *Compromising critical policy principles*
- *Held my ground more*

# University of Edinburgh

Kirsty Lingstadt, Deputy Head of Library and University Collections



THE UNIVERSITY *of* EDINBURGH



