

UNT Libraries (UNTL) Digital Preservation Framework

The Full Digital Preservation Framework may be viewed online here:

<https://library.unt.edu/policies/digital-preservation-framework/>

UNT Libraries Trusted Repositories Audit & Certification (TRAC) Conformance Documents:

<https://www.library.unt.edu/digital-libraries/trusted-digital-repository>

UNT Libraries: TRAC Conformance Document serves as an audit of the activities and methodologies behind the preservation of and access to content in the UNT Libraries' Digital Collections. The audit examines two major infrastructure pieces: the Coda repository system, used for preservation services, and the Aubrey system, which provides public access to digital resources through The Portal to Texas History, the UNT Digital Library, and the Gateway to Oklahoma History.

GUIDING PRINCIPLES

UNTL will use consistent criteria for selection and preservation as with other resources in the libraries. Materials selected for digital stewardship and preservation carry with them UNTL's commitment to maintain the materials for as long as needed or desired.

- The Libraries are committed to the long term preservation of selected content.
- Digital preservation is an integral part of UNTL's process.
- Processes, policies, and the institutional commitment are transparently documented.
- Levels of preservation and time commitments are determined by selectors and curators, in consultation with technical experts.
- UNTL will participate in the development of digital preservation community standards, practices, and solutions.

OPERATING PRINCIPLES

The Libraries will strive to:

- Develop a scalable, reliable, sustainable, and auditable digital preservation infrastructure.
- Manage the hardware, software, and storage media components of the digital preservation function in accordance with environmental standards, quality control specifications, and security requirements.
- Comply with the Open Archival Information System (OAIS) reference model and other appropriate digital preservation standards and practices.
- Ensure that the digital archive is as interoperable as possible by utilizing open source options whenever feasible.
- Ensure the integrity of the data within the digital preservation infrastructure.

- Secure metadata (e.g., administrative, descriptive, preservation, provenance, rights, and technical information) necessary for access to and the use of the digital assets.
- Comply with copyright, intellectual property rights, and/or other legal rights related to copying, storage, modification, and use of digital resources.

STANDARDS

- UNT is best served when distributed and disparate systems conform to standards and best practices that make communication between these storage systems possible.
- To utilize the OAIS Reference Model as the basis for developing and implementing strategies and tools for long-term digital information preservation and access.

LEVELS OF PRESERVATION

UNTL adheres to the National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation developed by NDSA, as a tiered set of recommendations on how organizations should begin to build or enhance their digital preservation activities. to ensure secure, long-term integrity to its digital collections. Based on the current digital preservation standards, UNTL will apply the NDSA levels as a way of identifying gaps and improving its digital preservation infrastructure.