



FORT HAYS STATE UNIVERSITY

FORSYTH LIBRARY

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Digital Preservation Policy

Purpose

The purpose of this document is to provide clear guidance to the Digital Curation Librarian and Forsyth Digital Collections partners engaged in digital preservation of digital objects created and maintained by the Forsyth Digital Collections. It details the scope of preservation efforts, responsibilities for preservation activities, and provides guidelines for digital preservation activities.

Scope of Preservation Efforts

This document specifically applies to created or collected digital materials made available through Forsyth Digital Collections.

Statement of Responsibility

The Digital Curation Librarian will be responsible for preservation activities related to all digital materials falling within the **Scope of Preservation Efforts**.

Preservation Guidelines

Preservation Standards

Digital preservation activities are guided by the National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation statement available at <https://ndsa.org//activities/levels-of-digital-preservation/>. Preservation file standards are guided by the Library of Congress Recommended Formats Statement available at <https://www.loc.gov/preservation/resources/rfs/>.

Prioritization of Materials

Materials to be preserved will be prioritized according to their value and fragility using the following priority definitions:

Priority Level 1 - Born digital items with no physical master.

Priority Level 2 -Digitized items where the original is fragile, at-risk, inaccessible, or has been destroyed.

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Priority Level 3 - Digitized items where the original is in good condition, safe, and Accessible.

Deletion of Content

Preserved digital content will be kept in perpetuity subject to availability of resources. Should adequate resources not be available, preserved content will be evaluated and re-prioritized. Permanent deletion of content must be approved by the Dean of the Library.

Disaster Plan

In the event of a disaster involving loss or potential loss of data, the Digital Curation Librarian will actively work with the Fort Hays State University Technology Services department for the purpose of securing library preservation data. The Coordinator for Government Documents and Special Collections will serve as a second contact person in the event the Digital Curation Librarian is unavailable. The designated contact person will report directly to the Dean of the Library and will act in accordance with the guidelines set out in the most recent version of the Forsyth Library Disaster Plan.

Review Policy

The Digital Curation Librarian will review this policy every four years and update it as necessary at that time. It will be subject to acceptance by the Dean of Library Services.

Adoption and Acceptance

This Digital Preservation Policy document has been adopted by the Digital Curation Librarian and accepted by the Dean of Library Services and will go into effect on the date signed below:

Adopted By: *My Elizabeth Turner*

Date: *6-15-22*

Accepted By: *Gregory H. Williams*

Date: *6-15-22*