



Preservation Policy

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1 Authority

State Librarian and CEO

2 Responsibilities

State Library has a responsibility to care for our physical and digital collection items to enable long term access. Strategies are in place to preserve and protect our collections, through:

- adherence to national and international standards
- implementation of sound security measures
- an active digitisation program
- a rigorous loans policy
- monitoring and controlling the environment and lighting conditions
- monitoring and controlling pest activity
- a digital preservation management system
- monitoring for digital format obsolescence
- digital file format shifting as required
- a well-established conservation care program
- maintaining a current Counter Disaster Plan.

Anyone who interacts with our collections, including staff, volunteers, visitors, contractors, lenders, donors, and collaborators has a responsibility to care for State Library's collections, in adherence to the guidelines set out in this policy.

3 Policy statement

The *Libraries Act 1988* requires the Library Board of Queensland to enhance, arrange and preserve the library, archival and other resources held by it, and to exercise administrative control over access to the resources.

The preservation and protection of the physical and digital collections held by State Library (or under our care) is required to ensure the longevity of all our collection items and is crucial to our ability to provide access to our collections for future generations.

State Library recognises the rights of First Nations people in the *United Nations Declaration on the Rights of Indigenous Peoples*, particularly the ‘right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions’.

Our work will use Indigenous Cultural and Intellectual Property (ICIP) protocols to ensure First Nations traditional knowledge and cultural expressions are recognised and protected.

4 Purpose

The *Preservation Policy* (the ‘policy’) outlines a broad range of measures with the intent of ensuring the preservation of our collection items, commensurate with the term of their useful life. The policy is intended to provide staff, library users, and the general public with confidence in State Library’s ability to care for and maintain the integrity of its physical and digital collections. For staff who are responsible for the holistic preservation of collections, the policy governs how this will be achieved. It assigns the responsibilities for the preservation of the physical and digital collections with a major focus on legislative obligations while aligning to the vision of the *Content Strategy*.

5 Scope

The policy applies to State Library’s Heritage Collections (Memory Collection and Extraordinary Collections). The Heritage Collections are physical and digital collections selected for retention. The policy also applies to items on loan to State Library from other institutions or individuals.

The following are out of scope:

- Information Collections
- Public Library Collections
- Corporate Records created by staff during the course of their business.

6 Definitions

Word	Definition
AICCM	Australian Institute for the Conservation of Cultural Material – Professional body for conservators in Australia
Analogue	An item that has not been created digitally.
Authenticity	The quality of being real or genuine. In the case of digital materials, it refers to the fact that whatever is being cited is the same as it was when it was first created/received by the library, unless the accompanying metadata indicates any changes. Confidence in the authenticity of digital materials over time is particularly crucial owing to the ease with which alterations can be made.
Born Digital	Digital material that was created and exists only in a digital format, for which there has never been and is never intended to be an analogue equivalent.
Checksum	A checksum on a file is a ‘digital fingerprint’ whereby even the smallest change to the file will cause the checksum to change completely.

Word	Definition
Conservation Treatment	Conservation treatments are carried out to maximise the longevity of collections commensurate with their useful life. In the instance of Heritage Collections this is as long as possible. Treatments will provide stabilisation or remedial repair when collection material is at risk or damaged and applied in accordance with professional standards.
Counter Disaster Planning	A preparedness plan for disaster situations impacting on the collection which sets out the activation for resources applied to prevention, preparedness, response, salvage and recovery, and post recovery
Digital Access	The method of obtaining data resources and programs. Access may be restricted in some instances because of copyright, cultural or other restrictions. For digital preservation purposes access also means the continued, ongoing usability of digital materials, retaining all qualities of authenticity, accuracy and functionality deemed to be essential for the purposes the digital material was created and/or acquired for.
Digital Object	Data stored as computer files and requiring applications software for viewing, including databases, spreadsheets, word processor documents, video, audio, images, maps, 2 and 3-D models etc.
Digital Preservation	Digital Preservation is a formal process to ensure that digital information of continuing value remains accessible and usable in the long term. It involves planning, resource allocation, and application of preservation methods and technologies, and combines policies, strategies and actions to ensure access to reformatted and "born-digital" content, regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time.
Digital Preservation System	A system in which digital objects are managed for subsequent access and retrieval.
Digitisation	The process of converting a non-digital object into a digital object. The resulting digital surrogate would then be classed as digital material and subject to the same broad challenges involved in preserving access to it as born-digital materials.
Environmental specifications and control	The provision of Humidity, Ventilation and Air-Conditioning (HVAC) to ensure stable and sound levels of temperature and relative humidity, air quality, along with control of light levels for Heritage Collections
Extraordinary Collections	The Australian Library of Art Collection includes: Australian Art Research Collection; Artists' Books Collection; History and Art of the Book Collection; Lindsay Collection of Pat Corrigan. This collection provides exceptional examples and context of books as objects.
File Fixity	Fixity is the assurance that a digital file remains unchanged/uncorrupted, i.e. 'fixed'
Fixity checking	The process of verifying that a digital file remains unchanged by confirming the file's checksum has not changed.
Heritage Collections	Refers to the combined Memory Collection and Extraordinary Collection. Aligns with Queensland Government <i>Non-Current Asset Policy (NCAP) 7 Accounting for Library Collections</i> definitions.

Word	Definition
Indigenous Cultural and Intellectual Property (ICIP)	<p>Indigenous Cultural and Intellectual Property or ICIP is a multifaceted concept covering all aspects of cultural practice, traditional knowledge, and resources and knowledge systems developed by First Nations peoples as part of their identity, law, lore and culture.</p> <p>ICIP – or traditional cultural expression – is described by the World Intellectual Property Organisation (WIPO) as:</p> <ul style="list-style-type: none"> • handed down from one generation to another, either orally or by imitation • reflecting a community’s cultural and social identity • consisting of a characteristic element of a community’s heritage • produced by ‘authors unknown’ and/or by communities and/or individuals communally recognised as having the right, responsibility or permission to do so • often created for spiritual and religious purposes • constantly evolving, developing and being invested within the community. <p>[National and State Libraries Australasia Position Statement May 2023]</p>
Information collections	<p>Refers to the State Reference Library Collection; Asia-Pacific Design Library Collection; and Government Research and Information Library (GRAIL). This collection meets the research and information needs of Queenslanders. State Library actively maintains collections that provide relevant information efficiently and effectively to the Queensland population for both personal and professional needs.</p>
Integrated Pest Management	<p>Provision of effective management and controls to address the risk of pest outbreak and damage to collections</p>
Media Migration	<p>The transfer of digital materials from one hardware storage configuration to another or from one generation of computer storage technology to a subsequent generation. The purpose of migration is to retain the ability for clients to retrieve, display, and otherwise use them in the face of constantly changing technology.</p>
Memory Collection	<p>John Oxley Library Collections. This collection provides a trusted and comprehensive record of Queensland’s history. Established in 1934, the John Oxley Library provides a documentary record of life in Queensland, satisfying the requirement under the <i>Libraries Act 1988</i> (Qld) that ‘content relevant to Queensland should be collected, preserved, promoted and made accessible.’</p>
Metadata	<p>Data about data. Information which describes significant aspects of a resource such as context, content and structure of records and their management through time.</p>
Preservation	<p>All actions taken to care for and protect physical and digital collections from loss, ensuring the survival of material and information through time.</p>

Word	Definition
Preservation Metadata	Preservation metadata is intended to store technical details on the format, structure and use of digital content, the history of all actions performed on the digital material including changes and decisions, the authenticity information such as technical features or custody history, and the responsibilities and rights information applicable to preservation actions.
Public Library Collections	Refers to Rural Libraries Queensland (RLQ) and Indigenous Knowledge Centre (IKC) Collections, and Statewide Collections. This collection strengthens public library collections across Queensland to enable all Queenslanders to engage in lifelong learning through access to contemporary collections and resources that reflect our diverse communities and encourage critical thinking. The Public Library Collections support the diverse cultural, recreational and information needs of communities across Queensland.
Preventive Preservation	Preventive care is defined as actions taken to minimise or slow the rate of deterioration and to prevent damage to collections; includes activities such as risk assessment, development and implementation of guidelines for continuing use and care, appropriate environmental conditions for storage and exhibition, and proper procedures for handling, packing, transport, and use.
Reformatting	Analogue or digital capture to copy collections at risk of loss or inaccessible to a new format and/or to increase accessibility via the digital format.
Turned Digital	A digital copy of an analogue or physical object. Also referred to as 'digitised' as distinct from 'born digital'.
Useful Life	The term of the estimated lifespan of a collection item, determined by viability, significance, and/or physical condition.
Virus	A software program loaded onto a user's computer without the user's knowledge which performs malicious actions.

7 Standards and Ethics

The development of preservation programs at State Library is informed by the Libraries Act 1988 in conjunction with the [Strategic Plan](#), and the [Content Strategy](#).

This policy sets out the high-level principles for the care and preservation of collections, with the aim of reaching a balance between preservation and access, while applying ongoing preservation programs, standards and criteria.

The primary criteria which will inform prioritisation for preserving and conserving the collections includes:

- significance
- uniqueness
- monetary, or intrinsic value
- expected usage
- client demand
- condition of the collection item/s
- fragility and risk of loss.

The conservation of the Heritage Collection underpins the collection preservation program. Our conservation schedule adheres to the [AICCM Code of Ethics and Code of Practice](#) in its conservation activities through preventive preservation and intervention treatments of collections.

Digital preservation maturity modelling (such as the [Digital Preservation Coalition's Rapid Assessment Model](#)) is conducted annually to ensure that it adheres to international best practice, by consulting and comparing results with other organisations. State Library aims to provide a trustworthy digital repository for its digital collections, aligned with the [CoreTrustSeal Trustworthy Data Repositories Requirements](#).

State Library utilises the concepts embodied in the Reference Model for [Open Archival Information Systems \(OAIS\), ISO 14721:2012](#) as a conceptual model for the architecture and management of the digital repository.

8 Access and Use

One of the primary aims of preservation and conservation programs, is to support continued access to physical and digital collection items. This commitment to access and use of content acknowledges an increase in the risk of damage to collections from repetitive or incorrect handling.

This risk is mitigated by a range of proactive and reactive preservation activities for our physical collections, including:

- care and handling training
- provision of appropriate supports to reduce stress on items
- a requirement that copying of unique collection items is carried out by flash-less digital photography where possible (as opposed to a photocopier or other light intensive copying methods)
- supervised use of collections in the John Oxley Library Reading Room
- compliance with loan agreements which detail conditions of use and display for items on loan to State Library.

All digital content is managed in State Library's digital preservation system, and where rights allow it, access is provided to the content.

The preservation of digital and physical content presents many challenges including:

- obsolescence of physical carriers used to store digital media, file formats, hardware and software
- increasing numbers of file formats and software versions, and a rapid growth of digital content
- natural and man-made disasters
- complexity of collections
- rights considerations – ICIP, copyright, access restrictions (passwords, encryption)
- security of content – ensuring safe storage of content
- integrity of content – monitoring accidental or malicious changes made to digital files, and to physical collections.

Occasionally content will be stored and preserved, but not made accessible to the public due to issues such as: embargos applied by donors and content creators; cultural considerations; technological constraints; fragility; and rights issues. This content will receive the same levels of preservation and conservation as other content and will be made accessible at such time that embargos are lifted, new technologies are acquired, or rights expire.

State Library aims to mitigate the above challenges through this policy and other work practices (including continued workforce development), to ensure continued access to our physical and digital content.

9 Security

Measures to ensure the security of the physical and digital collections are applied in accordance with State Library's *Protective Security Policy* in conjunction with detailed mitigations to manage risk as outlined in the *Risk Register*.

Examples of security processes and procedures include physical presence of Protective Services Officers and staff, swipe card restrictions in key locations throughout the facility, and electronic monitoring of collection and gallery spaces utilising CCTV. Digital assets are secured through the use of systems requiring password access and managed with differing levels of read/write access, as well as regular fixity checks and a two-step deletion process.

Items on loan from other institutions or private lenders are the responsibility of State Library for the entire period that they are in our care, from the time they are received from the lender to the time they are returned. While in our care, loans are treated with the same standard of care and security as State Library collection items and according to loan agreements.

10 Reformatting, digitisation

[The Copyright Amendment \(Disability Access and Other Measures\) Act 2017](#) gives provisions to libraries to make publicly accessible preservation copies of material that is of cultural or historical significance to Australia. State Library carries out the reformatting of its physical collections with the primary purpose of enhancing access for clients and reducing wear from handling of original items. There are various reformatting options that enable surrogate creation. These include:

- digitisation
- micrographics
- migration of analogue and digital content to accessible formats
- physical reproductions.

Where collections are damaged or fragile, and cannot be issued due to their condition, they will be considered candidates for the creation of a digital or physical surrogate. Where a surrogate is produced, this will be the preferred access version for users. Conservators will review items before reformatting is undertaken, to ensure capture without damage to the physical item.

Digitisation itself is not the primary preservation pathway for most physical collection material, with the exception of audio-visual materials and photographic negatives, which are at greater risk of loss due to ageing. Material that has been digitised will receive the same level of conservation care as non-digitised content.

Born digital content will be regularly monitored and where necessary, content will be migrated to newer, or more robust file formats. Modified primary copies will be created where issues with file size are identified.

11 Exhibitions and loans

State Library encourages wide use of its collections and will make items available for internal and external exhibitions in accordance with the conditions set out in the [Loans for Exhibition Policy](#). Loans from other organisations and individuals for the purposes of exhibition are covered under the same policy, receiving the same levels of security and care as State Library collections (or according to loan agreements) whilst in our possession.

12 Storage

Physical and digital collection items will be housed in storage conditions appropriate to the item, to ensure longevity of the collection.

Dependent on the format and significance of a physical collection item, storage options may include open-access shelving, closed-access repositories, and dedicated cold stores – all with differing levels of temperature and relative humidity appropriate to the format of the collection item.

All digital collections will be stored in the Storage Area Network (SAN) with one copy at South Bank, and additional copies at two separate offsite storage facilities to mitigate physical and cyber-security risks. All digital collections will be managed in the digital preservation system, where preservation actions such as file fixity checks, file format checks and the recording of preservation metadata is performed. A preservation-watch mechanism is employed to help identify any formats that are at risk of obsolescence. It is recognised that strategies need to be flexible to manage ongoing changes in technology and standards. Staff will monitor and adapt strategies to reduce risk and achieve best practice in preserving and maintaining access to its digital content.

13 Environment

The environmental conditions (primarily temperature, and relative humidity) implemented for the storage, display, and use of collection materials is informed by best practice international and national standards and directly relate to the application of controls and specifications for preservation storage of heritage collection materials. Refer to [AICCM Environmental Guidelines](#)

The environmental controls are commensurate with the significance of the collection, the media type, and specific requirements for their long-term preservation.

Ongoing research will be carried out to continue to evaluate environmental control and its sustainability by tailoring identified needs of collection types in conjunction with ambient conditions of sub-tropical Queensland. Where possible energy saving actions will be tested and implemented where appropriate with no impact on repository storage conditions.

Refer to State Library's internal *Heritage Collections Environment Policy*. [internal]

Comprehensive monitoring of the delivery of specified environmental controls will be provided by Building Management Systems, portable data-logging (digital) and thermo-hygrograph (analogue) devices. Alarm response will be carried out by Facility Management Contractors.

Digital content is stored in a multi-layered digital preservation system which includes: a storage layer; a Digital Preservation Management System; and other technical and organisational ICT processes.

14 Lighting

Light exposure, whether it be natural light or artificial light, will cause accumulative and irreversible damage to vulnerable collections (exposed, physical collections). A holistic approach to the illumination of collection material whilst on display, in storage or used in workspaces is required to strike a balance

between the library's commitment to provide access to collections whilst mitigating the risks posed by light exposure.

Refer to State Library's *Heritage Collections Lighting Policy*. [internal]

Exhibitions set and maintain gallery lighting in consultation with conservation balancing aesthetic and preservation requirements. Monitoring and reporting of light exposure on collections is carried out by the Preservation team.

15 Pest management

State Library's collections are protected from the risk of damage incurred by pests with the ongoing adherence to the [Pest Management for Collections Policy](#). This provides for the effective management and controls to address the risk of pest outbreak and damage of assets held within State Library buildings. All newly acquired physical collections are pest-checked at our dedicated collection quarantine facility. All digital collections are virus-checked at time of acquisition.

16 Counter Disaster Planning

In the event of a disaster which threatens the safety and security of our collections, the [Collections Disaster Plans](#) are implemented as a sub-action of the *Business Continuity Plan* with the principles of prevention, preparedness, response, recovery, and post recovery. The *Collections Disaster Plans* have been developed to ensure that State Library is prepared to respond to any given disaster scenario impacting on or potentially impacting on the collections.

17 Conservation

A key component of collection care is conservation. Conservation treatment is applied to Heritage Collections to provide access to these items which are often inaccessible due to their condition. This treatment will have a focus on stabilisation and repair, to ensure that the integrity of the item is maintained, and it is preserved for as long as possible for future generations to enjoy.

18 Training, collaboration, research and development

Preservation will provide annual training of all staff, volunteers, and contractors who handle and process collections, to ensure sound comprehension and application of best practice preservation and registration procedures. Members of the Disaster Response Team are provided with training in retrieval and salvage operations.

The Preservation and Digital Preservation teams will actively pursue scientific and technical research to provide for continuous development and best practice solutions in the conservation and preservation of State Library's physical and digital collections.

Collaboration with other local, national and international organisations is actively fostered to share information and experiences, seek guidance, and work together to address preservation challenges, both physical and digital. We will endeavour to provide a leadership role to organisations and public libraries in Queensland through mentoring and fostering preservation activities.

19 Disposal and withdrawal of collection items

The withdrawal and disposal of collections is guided by the *State Library's Financial and Administrative delegations* and the [Content Withdrawal Policy](#).

20 Essential considerations

When applying this policy, State Library will act and make decisions in a way that is compatible with human rights and give proper consideration to all human rights, as required by the *Human Rights Act 2019*. Section 28 of the *Human Rights Act 2019* states that Aboriginal peoples and Torres Strait Islander peoples must not be denied the right to enjoy, maintain, control, protect and develop their identity and cultural heritage.

In conducting actions within the scope of this policy, the *Human Rights Act 2019* will be considered, and the policy will be applied in conjunction with State Library's *Content Strategy*, which commits to centring First Nations' peoples and communities, their knowledge, cultures and histories. These commitments align with state, national and international frameworks for First Nations collections and provide a foundation for stronger relationships and deep connection with collections.

21 Risk management and mitigation

The risk profiles relating to the preservation of the collection have been identified and mitigated against in the risk management register approved by the Library Board of Queensland.

22 References

The Policy is supported by and acknowledges the following references:

Commonwealth of Australia

- [Copyright Act 1968](#)
- [Copyright Amendment \(Disability Access and Other Measures\) Act 2017](#)

Queensland Government

- [Human Rights Act 2019](#)
- [Libraries Act 1988](#)

State Library of Queensland

- [Content Strategy](#)
- [Content Withdrawal Policy](#)
- [Strategic Plan](#)
- [Loans for Exhibition Policy](#)
- [Pest Management for Collections Policy](#)
- *Collections Disaster Plan Part One Planning and Preparedness*
- *Collections Disaster Plan Part Two Response and Recovery*
- *Content Storage Principles – physical and digital collections*
- *Protective Security Policy*
- *Heritage Collections Environment Policy [internal]*

- Heritage Collections Lighting Policy [internal]

Other

- [AICCM Code of Ethics and Code of Practice](#)
- [AICCM Environmental Guidelines](#)
- [CoreTrustSeal Trustworthy Data Repositories Requirements](#)
- [Digital Preservation Coalition's Rapid Assessment Model](#)
- [Digital Preservation Handbook](#)
- [Open Archival Information Systems \(OAIS\), ISO 14721:2012](#)

23 Approval

Vicki McDonald
State Librarian and Chief Executive Officer

29 / 11 /2024

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