Preservation Policy

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Maintained by:	Content Management/Preservation Services
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1   Document control

Version	Approved by	Approval date	Revisions
v9.0	State Librarian and Chief Executive Officer	September 2021	Digital Preservation Policy merged with Preservation Policy.

2   Authority

State Librarian and Chief Executive Officer

3   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 environmental conditions

- monitoring and controlling pest activity

- a well-established conservation care program, and

- 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.

4   Policy statement

The *Libraries Act 1988* assigns to State Library of Queensland the responsibility 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 of our collection items and is crucial to our ability to provide access to our collections for future generations.

5   Purpose

The Preservation 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 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.

6   Scope

The Preservation Policy applies to State Library's physical and digital collections selected for permanent retention, as well as items that are on loan to State Library from other institutions and individuals.

The following are out of scope:
- collections held by Public Libraries, Rural Libraries Queensland and Indigenous Knowledge Centres
- Corporate Records created by staff during the course of their business.

7   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.
Conservation Treatment	Conservation treatments are carried out to maximise the longevity of collections commensurate with their useful life. In the instance of Memory 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.

Word	Definition
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	The series of managed activities required to maintain continued access to digital materials beyond the limits of media failure or technological change for as long as necessary.
Digital Preservation System	A system in which digital objects are stored and preserved 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 Memory Collections
File Fixity	Fixity is the assurance that a digital file remains unchanged, ie 'fixed'
Fixity checking	The process of verifying that a digital file remains unchanged
Integrated Pest Management	Provision of effective management and controls to address the risk of pest outbreak and damage to collections
Media Migration	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.
Memory Collections	A wide range of historical and contemporary content is collected to reflect events, people, places and ideas that shape Queensland. These collections are a resource for current and future generations wishing to understand Queensland.
Metadata	Data about data. Information which describes significant aspects of a resource such as context, content and structure of records and their management through time.
Preservation	All actions taken to care for and protect physical and digital collections from loss, ensuring the survival of material and information through time.
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

Word	Definition
	preservation actions.
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 /physical object. Digitised.
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.

8   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:
  o significance
  o uniqueness, monetary, or intrinsic value
  o expected usage
  o client demand
  o condition of the collection item/s
  o fragility and risk of loss.

The conservation of Memory Collections is the major emphasis of 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 the digital repository.

9   Access and Use

One of the primary aims of the preservation and conservation program, 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 only carried out by flash-less digital photography (as opposed to a photocopier)
- 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 incoming digital content is stored and preserved 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 for the library:
- 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 issues – copyright, access (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.

10   Security

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

Examples of security processes/procedures include physical presence of Protective Services 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.

11   Reformatting, digitisation

The Copyright Amendment (Disability Access and Other Measures) Act 2017 (Cth) 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
- 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, more robust formats. Modified primary copies will be created where issues with file formats are identified.

12   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 and receive the same levels of security and care as State Library collections, while in our possession.

13   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 will be guided by the AICCM Environmental guidelines, and storage options 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 and preserved in the digital preservation system, where preservation actions such as file fixity 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.

14   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 which directly relate to the application of controls and specifications for preservation storage of heritage collection materials. 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.

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.

15   Pest management

State Library's collections are protected from the risk of damage incurred by pests with the ongoing adherence to the Integrated Pest Management 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 Counter Disaster Plan* is implemented as a sub-action of the *Business Continuity Plan* with the principles of prevention, preparedness, response, recovery, and post recovery. The *Collections Counter Disaster Plan* has 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 Memory 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 a long as possible for future generations to enjoy.

18   Training, research and development, and collaboration

Preservation Services 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.

Preservation Services 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.

20   Essential considerations

There are no human rights under the *Human Rights Act 2019* that are impeded by the Policy. In conducting actions within the scope of this policy, the impact on the *Human Rights Act 2019* will be considered.

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 which has been 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

- *Libraries Act 1988*
- *Human Rights Act 2019*

State Library of Queensland

- *Content Strategy*
- *Strategic Plan 2021-2025*
- *Loans for Exhibition Policy*
- *Integrated Pest Management Policy*
- *Protective Security Policy [internal]*

Other

- *AICCM Code of Ethics and Code of Practice*
- *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

<u>Vicki McDonald</u>   <u>27 / 09 /2021</u>

State Librarian and Chief Executive Officer

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