



**BISHOPSGATE
INSTITUTE**

Bishopsgate Special Collections and Archives Digital Archives Policy

**Written by Nicky Hilton; Approved by Stefan Dickers.
August 2016
© Bishopsgate Institute**

Rationale

This document specifies what digital material can be deposited at Bishopsgate Institute Special Collections and Archives and how the service will preserve and manage 'digital archives'.

Scope

This policy and related guidance covers:

- Born digital files deposited under acquisitions procedure and held as originals by Bishopsgate Institute
- Digital surrogate/access copy files created from 'original' documents in any media (manuscript, photograph, map, video, audio, digital file etc...)

It should be noted that digital files created by Bishopsgate Institute during the course of work will only be preserved as part of the 'Digital Archive' if they are to be permanently retained.

Selection, Appraisal and Acquisition

The process of selecting digital material for preservation based on content is the same as that for non-digital records. Therefore selection is carried out in accordance with the Library's Collection Policy.

Bishopsgate Library and Archives can ingest the following categories of records:

- Image files
 - Word processing files
 - Simple spreadsheet files
 - Sound files
 - Audio-visual files
-
- Bishopsgate Institute cannot presently accept deposits of email-inboxes, websites, podcasts, compound documents or complex (ie. not flat table) spreadsheets and databases.
 - Bishopsgate Institute cannot guarantee to preserve password-protected material unless the ability to access the material is provided.
 - Bishopsgate Institute reserves the right to refuse deposits where no attempt has been made by the depositors to impose an order or system of arrangement on the digital material.
 - Sufficient metadata (ie. file name, software, date of creation) about digital material is required before it can be accepted into the archives. Bishopsgate Institute cannot guarantee long term preservation without this supporting information.
 - Depositors will be encouraged to convert digital material to preferred formats (TIFF, Jpeg, PDF\A) prior to deposit.

- When necessary, Bishopsgate Institute will convert and/or migrate material for preservation purposes. In this instance, the original file will also be maintained.
- Where not already captured by the British Library, The National Archives or other national organisation, Bishopsgate Institute will seek to develop procedures for the capture and preservation of websites as evidence of the activities of societies and organisations.
- Bishopsgate Institute will seek to develop procedures for capturing and preserving email inboxes, compound documents and complex (ie. not flat table) spreadsheets and databases.
- Bishopsgate Institute will seek to work with depositors to encourage good practice on the creation and care of digital records.

Care and storage and security

Digital files designated for preservation will be managed as part of the 'Digital Archive'. This system will be implemented using Preservica CE digital asset management software. Appropriate levels of technical and descriptive metadata will be captured at ingest, and file fixity will be established to ensure data integrity.

Preservica CE is password protected and only accessible by designated members of the Library team. Deletion of records must be authorised by the Systems Administrator (in this case, the Library and Digital Archives Manager).

Using Preservica CE, Bishopsgate Institute will store metadata in Amazon RDS and digital content in low-latency Amazon S3 or Amazon Glacier.

Bishopsgate Institute will continue to work towards improving methods for processing and storing digital archives. Staff will remain up-to-date with changes in best practice and will fully engage with the Preservica user group.

Access

Bishopsgate Institute is committed to increasing access to digital material both in the Library and online.

Digital material that is open for public consultation will be made accessible via a dedicated access terminal in the Researcher's Area of the Library.

Additionally, Bishopsgate Institute will work towards making selected material available online via the Preservica CE Universal Access Portal.

When necessary, Bishopsgate Institute will migrate obsolete or 'at risk' digital material to supported, open source formats to retain accessibility. Decisions to migrate will be made by the Library and Digital Archives Manager. In all circumstances, the original file will be maintained.

Review

The field of digital archives management continues to develop rapidly with changes in technology. As a result, this policy will be monitored regularly and a formal review will take place no later than December 2018. Any changes will be approved by the Special Collections and Archives Manager.

For further information, please contact the Special Collections and Archives Manager,
Stefan Dickers
Bishopsgate Institute
230 Bishopsgate
London EC2M 4QH

T 020 7392 9270

E Stefan.dickers@bishopsgate.org.uk

Version	Version date	Summary of changes
1.0	January 2015	New policy created by Nicky Hilton, Archivist. Approved by Stefan Dickers, Library and Archives Manager.
2.0	August 2016	Policy updated by Nicky Hilton, Archivist following the purchase of Preservica CE by the Institute. Approved by Stefan Dickers, Library and Archives Manager.