

## LOCKSS concept

3 copies - 2 storage locations - 1 offsite

- When will you do backups?

Sunday evenings (Ceilidh[Project Manager] & Billy[Object Preservation Manager]); Wednesday (Britta[Collection Development Manager])

- How will you communicate and document what the back up is and what it contains?

Section in weekly meeting notes summarizing backup; Backup folder in OneDrive organized to file type

- Who will be responsible for managing backups?

Britta will backup images, Billy will backup metadata & verify Changelog, Ceilidh will backup files from GoogleDrive. Everyone is responsible to have copies on personal devices.

- What technologies will you use to make your backups

1. Google Drive (Working copy)
2. Personal Laptops (Save file)
3. Microsoft OneDrive (Upload)
4. GitHub

**Policies:** Deciding what to keep and how long

**Strategies:** Choosing preservation methods

**Actions:** Implementing specific techniques