Digital Program Policies

## Pre-accession

* Donor survey
* Collection policy\*

## Accession

* Donor agreement templates\*
* Transfer documentation best practices

## Processing

* Workflow documentation\*
* File Naming policy\*
* Quality Control policy
* Preservation metadata best practices
* Format-specific processing policies (e.g. email, web archives)

## Description

* Description of digital objects\*

## Access and use

* Access policy\*
* Digitization policy\*
* Web services continuity/uptime guarantees
* Take down policy
* Discovery system disclaimer
* Licensing for archival description
* Security policy

## Preservation

* Preservation model/strategy\*
* Disaster prevention and recovery
* Backup and duplication policies

## Human Resources

* D-Team roles and mandate
* Staff competencies and training

## Glossary

# Major Sources Consulted:

AIMS Project: [AIMS White Paper](http://www2.lib.virginia.edu/aims/whitepaper/).

Center for Research Libraries. [Metrics for Repository Assessment](http://crl.edu/archiving-preservation/digital-archives/metrics-assessing-and-certifying) (TRAC).

HathiTrust. [Policies](http://www.hathitrust.org/policies).

ICPSR. [Digital Preservation Policies and Planning at ICPSR](http://www.icpsr.umich.edu/icpsrweb/content/datamanagement/preservation/policies/index.html).

NEDCC. [Digital Preservation Policy Template](http://www.nedcc.org/resources/soda/downloads/SoDAExerciseToolkit.pdf).

NYPL. [Website Terms and Conditions](http://www.nypl.org/help/about-nypl/legal-notices/website-terms-and-conditions).

Ontario Council of University Libraries. [Scholars Portal Trusted Digital Repository](http://www.ocul.on.ca/node/97).

Stanford Digital Repository. [SDR Policies](http://lib.stanford.edu/sdr/policies).

University of Utah. [Digital Preservation](http://www.lib.utah.edu/collections/digital/digital-preservation.php).