

Compliance as a DARIAH Trusted Digital Repository

The reliability and trustworthiness of digital preservation programmes are of utmost importance to all users, providers and managers of digital data. The preservation of information for future use is central to the research process and must be based on the needs of the user community. Future use is contingent upon the integrity, authenticity, confidentiality and availability of the digital objects being preserved, and the organisations entrusted with the care of these objects.

What is a Trusted Digital Repository?

A Trusted Digital Repository is a repository that has been assessed as one whose mission is to provide access to managed digital resources to its designated community, now and in the future. A Trusted Digital Repository provides reliable long-term access to digital resources under its management.

What does this policy cover?

This policy sets out the criteria that a repository will have to follow to comply with DARIAH requirements.

Organisations which join DARIAH or begin engaging in repository type activities will be expected to meet certain minimum standards. This will enable DARIAH to vet organisations and recommend practices to be followed. All organisations should meet policy requirements in order to be counted as Trusted.

This policy takes into consideration recent international approaches and findings such as the reports published by the OCLC/RLG-NARA Digital Repository Certification Task Force, the Nestor Catalogue of Criteria for Trusted Digital Repositories, DRAMBORA, the Data Seal of Approval and relevant ISO Standards.

Who is this policy for?

The policy is intended for repositories seeking DARIAH accreditation. The spectrum of existing digital repositories and those currently being set up is very broad and can include national data services, institutional repositories, research libraries, research institutes, archives, and museums.

Trusted Repositories will:

- have a high level of administrative responsibility that demonstrates a commitment to current standards embraced by the preservation community;
- establish organisational viability including legal status, staff, professional development and standing appropriate to the range of responsibilities they are undertaking;
- maintain good business practices and demonstrate financial sustainability over time;
- maintain the appropriate infrastructure for secure acquisition, storage and access of data;
- provide evidence of procedural accountability by fully documenting all procedures and policies.

A Trusted Repository must:

- accept responsibility for the long-term maintenance of digital resources on behalf of its depositors and for the benefit of users;
- have an organisational system that supports the long-term viability of the repository and the data for which it has responsibility;
- demonstrate fiscal responsibility and sustainability;
- design systems in accordance with commonly accepted standards to ensure ongoing management, access and security of deposited materials;
- establish methodologies for system evaluation that meet community expectations of trustworthiness;
- carry out its long-term responsibilities to depositors and users openly and explicitly;
- have policies and practices that can be audited and measured.