

Digital Preservation Principles

These ten principles encapsulate the fundamentals of prevailing community standards and practice for digital preservation and are in use at MIT Libraries to develop and maintain the digital preservation program.

1. Identify the digital content within our *scope* of responsibility

MIT Libraries has produced a high-level inventory of our existing and anticipated digital content.

2. Specify the digital content we intend to *preserve*

MIT Libraries is determining the portion of our digital content that needs to be preserved.

3. Establish requirements for storing files in preservation *formats*

MIT Libraries is identifying preservation requirements specific to each digital content type.

4. Determine (and review) our best option(s) for *storing* our digital content

MIT Libraries is specifying storage requirements that are appropriate to our content and feasible.

5. Verify that our digital content is *secure* during day-to-day activities

MIT Libraries is addressing the rights, confidentiality, and security requirements for our content.

6. Ensure that our digital content is prepared for an *emergency*

MIT Libraries is extending our disaster planning program to explicitly include digital content.

7. Develop (and review) *plans* for managing digital content over time

MIT Libraries has established and will sustain effective preservation planning for our digital content.

8. Define a standards-based policy *framework* to develop and manage our life cycle program

MIT Libraries is finalizing for approval and will maintain a compliant digital preservation framework.

9. Demonstrate that long-term *access* to digital content is the purpose of digital preservation

MIT Libraries is identifying steps to enable access for as long as needed to its selected digital content.

10. Stipulate that the means to *deliver* digital content to users will remain current

MIT Libraries will ensure that access to its content leverages contemporaneous technologies.

Developed and approved in 2013; updated December 2015

Document Administration and provenance: Document Administration and provenance: These principles were developed by Nancy McGovern in 2011 for the [Digital Preservation Outreach and Education](#) (DPOE) program, sponsored by the Library of Congress. The MIT libraries adopted these principles in August 2013. They are using them as a frame for developing and maintaining a sustainable program for digital preservation. They are also available on the [Management Tools](#) section of the [Digital Preservation Management](#) website that MIT Libraries hosts.