Context and objectives

What are the benefits of a digital preservation policy?
What should be the objectives of a policy for digital preservation?
What should be tackled first – the technical solution or the policy? A chicken and egg kind of thing?

What are the risks of not having a policy?
Value of information and risk analysis – without any clear numbers for costs and accurate knowledge of the implications decisions will have at this point of time, how much should reasonably be invested into digital preservation?

What is the influence of the legal, societal, cultural context of an organisation on maintaining and preserving of digital objects?
What influence has the core business of your organisation on a preservation policy?

To what extent will it be possible to work together with others towards digital preservation?
How and what partnerships could be established?
Digital preservation - a problem for a few organisations and very specific to their situation, or a common problem that can/should be tackled in a concerted effort?
Is there a common core of preservation policies?
Issues to be addressed

What should be the focus of a digital preservation policy?

Possible starting points for policy areas, and issues within these areas include:

- basic direction
  Will the necessary tasks be tackled by the organisation alone, in cooperation with another organisation, or will they be outsourced?
  What is the scope of the collections?
  Who is the designated community? What are the projected requirements of the digital objects and the system that preserved them?

- organisational issues
  How can financial sustainability be ensured?
  What are the roles and procedures involved?
  Who are the actors within and without an organisation? – Where are the data obtained from? Who transfers the data to the archives?

- preservation approach
  To what extent should compliance to standards be specified here?
  What directions can be given on technological and procedural suitability?

What other policy areas and issues for these areas can be identified?

How can existing reference models (e.g. OAIS model, or the ‘Trusted Repositories’ report) help in this task?
Impact on organisation

and

Implementing digital preservation policies

Who will be influenced by the policy? Who will influence the conception of the policy?

Should a policy be targeted at and implemented by a task force, i.e. a digital elite?

How can a preservation policy be communicated to all relevant parts in the organisation?

A policy – just a piece of paper? ... in a digital world?!

What changes have to be made within an organisation to make a policy effective?

How to embed a preservation policy in the whole of the organisation’s policy framework?

Is it possible or desirable to integrate a preservation policy in stages?

What are the prerequisites and the necessary activities to successfully implement a digital preservation policy?

A policy for digital preservation in the (very) long term – a document that’s out of date as fast as technology changes?

What measures have to be taken to update a digital preservation policy?

What measures have to be taken to adjust policies over time?

How can a preservation policy be monitored on performance and compliance?

Should audit be conducted on a regular basis, be triggered by stimuli, or both? What are external or internal stimuli that might evoke a policy review?

What are possible means for monitoring a policy for digital preservation?

What should be the first steps to establish a digital preservation policy?

What can be done to increase the impact of a policy for digital preservation and to ensure it prevails over the long term?