

4.11 Digital Preservation Policy

This policy is written in accordance with the advice set out in the National Archives documents '[Developing a Digital Preservation Policy](#)'. It informs and guides the digital preservation strategy (10.7), which guides staff in creating and managing the Gladstone's Library Digital Archive and other externally-funded digitisation projects.

Material Holdings

In 2016, Gladstone's Library's collections are entirely in material format: paper, parchment, a very few audio recordings on CD. Gladstone's Library wishes to pursue digital preservation of these traditional collections wherever possible. Priority is given to manuscript-based archives that are not in need of specialised handling and can thus be scanned in-house. There is no plan to digitise manuscripts in need of specialised handling, books, or other special cases. These will only be digitised only at the behest and expense of external parties.

Digital-only Holdings

Gladstone's Library's website, and recordings of talks, speeches and panels (both audio and/or visual) are increasingly part of the Library landscape. From 2016 online resources must be provided for under the Library's collection, acquisition, deposit, and preservation standards. Online resources includes the library's website, sound recordings from events, and any future archival deposits that have always been digital (i.e., with no material copy).

The Gladstone's Library Digital Archive (audio and video recordings) is accessed via the Gladstone Bag, the Library's member-only intranet. All digital assets are catalogued on Heritage (MainCAT).

Document Control

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Revision Policy

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