



COLUMBIA CLIMATE SCHOOL

CENTER FOR INTEGRATED EARTH SYSTEM INFORMATION

Policy for Preservation of Digital Resources

Center for Integrated Earth Science Information (CIESIN), Columbia University

CIESIN recognizes that the vulnerability of digital resources and evolving information technology pose considerable risks for facilitating persistent access to and use of digital resources and has developed the CIESIN Policy for Preservation of Digital Resources to manage this risk. This policy is also designed to establish practices for data stewardship that ensure the quality, integrity, confidentiality, security of digital resources over time; and to manage the intellectual property rights associated with digital resources archived at CIESIN indefinitely.

Guidelines:

In a proactive and ongoing effort to employ practices that preserve its digital resources, CIESIN Staff will:

1. Work with creators, owners, developers, and users to identify candidate data for long term archiving and to plan, initially archive, obtain rights, describe, and document the preservation of specified digital resources and monitor their preservation status during their entire life cycle.
2. Work to identify and employ recognized standards and maintain currency of hardware, software, metadata and data formats to eliminate potential loss of digital resources resulting from storage media deterioration or technological obsolescence.
3. Identify and employ relevant, current practices and procedures for creating, acquiring, archiving, appraising, recovering, securing, using, and preserving digital resources.
4. Where relevant, obtain training on current practices for archiving, managing, and preserving digital resources to improve policies, plans, and procedures that provide enduring support for their discovery, access and use.
5. Work to identify and employ pertinent digital preservation resources, both external to and within Columbia University, the Columbia University Libraries, the Earth Institute at Columbia University, the Columbia Climate School, and CIESIN.
6. Routinely review, identify and improve the use of hardware, software, data formats, environmental controls, and standards to reduce the risk of storage media deterioration or technological obsolescence.

7. Review and improve policies, plans, and procedures regularly to ensure completeness and coverage for contingencies such as changes in technology, standards and/or project requirements and capabilities, as well as to proactively engage in risk management.
8. Provide assurance for the quality of each digital resource by routine reporting on the status of archived data sets.
9. Identify research initiatives and results that would improve digital preservation planning and practices at CIESIN and at Columbia University as appropriate.
10. CIESIN digital preservation policies and procedures will conform to other CIESIN policies such as CIESIN data policy and CIESIN data and information management policies as appropriate.

Policy Review Schedule

CIESIN will review its policies at least every 3 years and will update the policies, if needed.

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