

Digital Preservation Policy

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SMU Libraries Digital Preservation Policy

REVISION HISTORY

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1.0	Approved	21/10/2025	Digital-Preservation-Policy-2025.docx

Purpose

1. The primary purpose of SMU Libraries' preservation activities is to ensure long term access to the variety of information resources selected for preservation, as part of SMU Libraries commitment to curating and providing seamless access to collections. The core aim of digital preservation is to maintain that access to digital materials across time, platforms, and technology.
2. SMU intends to preserve the history of SMU by retaining materials of historical or archival value. **Each unit within SMU (E.g. School/Office/ Institute/Centre/Initiative/Lab) should contribute the appropriate records and resources to SMU Libraries. It is important for the Head/Dean of each School/Office/Institute/Centre/Initiative/Lab at SMU to ensure the compliance of this Policy.**

Objectives

1. Curate digital materials of historical and archival value to SMU from across SMU schools and departments into a central repository for preservation and long-term access.
2. Establish workflows to deposit, ingest and manage digital materials at scale and on a regular basis.
3. Showcase selected digital materials and collections in celebration of key milestones in SMU's history.
4. Provide online access to the collections to SMU community, alumni and general public
5. Promote University and its heritage collections.

Scope

The repository will host only digital records which are:

- ‘Born digital’, where the record was created using software and hardware, and saved in digital format and have been selected for long term preservation.
- ‘Made digital’, where the record was created in a physical, tangible form and has subsequently been recreated, through scanning or photographic techniques, as a digital object.
- SMU Libraries will work with the School/Office/Institute/Centre/Initiative/Lab to determine which records are considered of historical value in accordance with the SMU Records Retention Policy

Out of scope

- Records produced in the course of university that are ephemeral in nature and content, and which have not been assigned an ‘archive’ retention status in the SMU Records Retention Policy or by the “Records Manager” within the school/unit responsible for the management of their university records.
- Non-archival research records, which are not required to be retained longer than the prescribed preservation term.

Stakeholders

SMU Libraries aims to preserve the history of the University through collecting, managing and making accessible records and resources selected for their enduring cultural, historical and informational value that are generated by SMU, which includes each School/Office/Institute/Centre/Initiative/Lab.

Roles and Responsibilities

While SMU Libraries has the primary responsibility for digital preservation at SMU, it is a shared responsibility. In order to achieve success, the responsibility for digital preservation requires the participation of designated University officials, records managers, content creators, and disseminators to regularly deposit materials.

Record Managers: Designated by the Head of Units to contribute and to transfer to SMU Libraries records identified as relevant to SMU history.

Producers: These include faculty, students, staff, alumni, collectors, creators of content, and others. Producers will be responsible for complying with established deposit requirements and working with the administrators in SMU Libraries to ensure successful transfer.

Administrators: Administrators are defined as those who carry out day-to-day operations necessary to preserve digital content.

Consumers: Users of content identified for digital preservation or stored in the digital archive. These consumers, who may include faculty, students, alumni, researchers, staff, and the general public, will be responsible for honouring applicable copyright restrictions and licensing agreements.

Third party: This category includes any additional stakeholder who will be a provider of value-added services.

Institutional collaborators: These collaborators may include corporate partners, non-profit organizations, academic researchers, cultural heritage organizations, government agencies at all levels, and all other relevant partners.

Principles

SMU Libraries will strive to ensure that:

1. Criteria for selection and preservation will be consistent.
2. Materials selected for digital stewardship and preservation will be maintained for as long as needed or desired
3. Open Archival Information System (OAIS) reference model, and other digital preservation standards and practices are complied
4. Hardware, software, and storage media components are managed in accordance with industry standards and security requirements
5. Integrity of data is ensured by guaranteeing that it is the same as it was when it was originally recorded
6. Create and maintain adequate metadata in accordance with relevant metadata standards and schemas (e.g. administrative, descriptive, preservation, provenance, rights, and technical) necessary for the ongoing use of the digital assets Copyright, intellectual property rights, and/or other legal rights related to copying, storage, modification, and use of digital resources are observed
7. Deposit requirements are followed and work with the School/Office/Institute/Centre/Initiative/Lab for regular submissions of resources

Copyright

All resources provided by SMU Libraries are for educational, scholarly and research purposes only. Resources will be tagged with the Creative Commons license CC BY-NC-ND (see <https://creativecommons.org/licenses/by-nc-nd/4.0/>), unless otherwise specified by the owner who may choose another Creative Commons license.

Ownership

This Policy is set by the SMU Libraries in consultation, where appropriate, with the relevant Units in SMU. No changes shall be made to this Policy without the approval of the SMU Libraries.

Contact Information

If you have any queries regarding this Policy, please send them to SMU Libraries at library@smu.edu.sg.

Policy Review

This policy will be reviewed every three years by the Collections Policy Committee (CPC), in conjunction with the Library Advisory Committee and Library Planning Team (LPT) to ensure:

- The policy continues to meet the needs of the SMU community
- It reflects and adopts the evolving best practices of the library industry within the context of the University

Related Policies

Records Retention Policy