

University of Bath Archives & Research Collections: Digital Preservation Statement of Principles

The Library aims to build, maintain and make accessible unique and distinctive collections in support of institutional research and teaching activities, and to preserve a lasting historical record of the University.

Information is increasingly created and used in an evolving range of complex digital formats. Ensuring that fragile, technology-dependant digital information with lasting value to staff, students and the wider public remains usable over time requires active management. This document sets out the principles underpinning Archives & Research Collections digital preservation activities, formalising an ongoing commitment to securing the long-term protection and accessibility of digital assets. It covers born-digital and digitised material acquired or created and accessioned by Archives & Research Collections and all associated metadata.

In carrying out digital preservation activities the Archives & Research Collections team aims to:

- Comply with relevant University, legal and regulatory requirements.
- Work with an appropriate level of expertise, maintaining and developing staff capabilities.
- Play a key role in the lifecycle of core institutional information by aligning with University strategy and planning.
- Acquire, create and maintain digital resources (where possible in sustainable formats) in line with the Collection Development Statement of Principles.
- Maintain the authenticity, integrity and reliability of digital content using robust procedures to document provenance, context of creation, ownership and details of transfer.
- Utilise proven infrastructure and systems chosen or developed using evidence-based criteria.
- Manage digital resources by creating catalogues and finding aids, and by tracking usage.
- Raise awareness and promote the use of key digital assets.
- Provide access to digital content as appropriate.

- Take a proactive approach wherever possible based on an assessment of potential risks and available resources.
- Operate in accordance with best practice standards adopted across the heritage and higher education sectors.
- Monitor, review, refresh and improve technical workflows and processes over time.
- Protect digital content from damage, loss, unauthorised access, deterioration and obsolescence with suitable security measures.
- Collaborate and engage within the University and outside in order to share good professional practice.

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