Academic Preservation Trust
Collection Strategy Policy, Version 2.0

Scope

This Policy applies to all digital content and associated metadata deposited in the APTrust for long-term preservation. This policy does not address decisions on subject matter, content types, or file formats chosen for deposit, which are solely determined by depositing members.

Objectives

This Policy establishes guidelines about the nature of digital content that may be placed in the APTrust repository.

Document Conventions

- The capitalized key words "MUST," "MUST NOT," "REQUIRED," "SHOULD," "SHOULD NOT," "RECOMMENDED," "MAY," and "OPTIONAL" are to be interpreted as described in RFC 2119.
- Terms in *italics* are defined in the **Definitions** section below.

Principles

1. Academic Preservation Trust (APTrust) is dedicated to the long-term preservation and curation of digital content (archival, cultural heritage, and scholarly) submitted by its member and affiliate institutions.
2. The APTrust repository is envisioned to collect many forms of content, to support administrative access, to augment the preservation plans of individual institutions, and to provide a firm foundation for exploring future access services.
3. APTrust will leverage investments that institutions are making individually and will strive to accelerate the implementation of effective digital preservation solutions for member institutions.

Policy Statement

Types of Allowed Content

1. Content deposited in APTrust MAY be in any digital file format, including image files, motion media, web archives, disk images, etc. There are no restrictions to the content types at this time.
2. Deposited content SHOULD be in accord with depositing institution's own collection development and preservation policies.
3. Deposited content SHOULD be submitted following evolving best practices and APTrust guidelines.
4. Metadata describing the manifest (bag) / file package contents SHOULD conform to the required elements noted in our technical documentation: https://wiki.aptrust.org/Using_APTrust#Required_Metadata_elements

Restrictions on Content

    5. **Content**
        a. Content is preserved in its original format (guided by the these [goals](#))
            i. Materials deposited will be rebagged but no other changes to the individual files will be undertaken by APTrust staff/services
            ii. Content will be managed solely by the depositor
            iii. Deposited content MUST NOT contain sensitive or personally identifying information unless encrypted.
            iv. Depositors MUST deposit content at their own risk.

Removal of Content

    6. Deletion, or complete removal, of content will take place only at the request or direct action of the depositing entity or by decision of the APTrust Governing Board if the original depositing entity does not or is unable to provide instructions.

Definitions

Term	Definition
Bag	● A payload of digital content defined in the Bagit hierarchical file packaging format
Personally identifying information (PII)	● Used in information security and privacy laws, PII is information that can be used to identify, contact, or locate a single person, or to identify an individual in context. Precise legal definitions may vary by jurisdiction.

Roles and Responsibilities

Role	Responsibilities
APTrust Advisory Committee	● Oversees and advises on the development and revision of this policy. ● Monitors policy status and initiates review at the appropriate time
APTrust Governing Board	● Approves final policy drafts ● Requests new policy development from the Advisory Committee

Related Documents

● Language and ideas were borrowed from the following sources, which were consulted during the drafting of this policy:
    ○ [Bagit](#) definition from Wikipedia
    ○ [PII](#) definition from Wikipedia

NOTE: Other items may be added to this section without requiring policy revision

Review

Review frequency: No less frequently than two years from adoption or previous review

Version History

Version	Status	Date	Notes
0.1	Done	7/13/17	BJD draft and shared with Communications Group
0.5	Done	9/26/17	Shared with Advisory for feedback
0.7	Done	1/12/18	Sent to Advisory - Update version - with comments incorporated
.8	Done	2/1/18	Advisory Vote
1.0	Done	4/2018	Board Vote and Approved - **DOI** uploaded
1.1	Done	11/2020	Communication Team Review
1.5	Done	11/2020	Open for comments from APTrust Members
1.7			Sent to Advisory - Update version - with comments incorporated / including name change to Collection Strategy instead of Development
1.8	Done	11/2020	Advisory Committee Vote
2.0	Done	10/2021	Board Vote and Approved - DOI uploaded