

# Academic Preservation Trust

## Expectations of Participation for Sustaining Members, Version 2.0

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This policy is a statement of mutual expectations by the Sustaining Members of the Academic Preservation Trust (APTrust) consortium.

### Purpose

APTrust is committed to creating and managing a sustainable environment for digital preservation and a vibrant community of practice. Our collaborative culture and ongoing collective consideration of digital stewardship's challenges make our work sustainable. Our members bring both of these qualities and more to the development of a shared preservation repository that is helping address one of the most significant challenges facing research libraries and their parent institutions – preventing the permanent loss of scholarship and the cultural record.

APTrust has collaboratively developed its shared preservation repository for long-term deposit of content as a community to increase its members' confidence in their ability to recover that content in its original digital form whenever needed. That increased confidence is an essential piece of the members' digital preservation plans, and it is based on particular features of APTrust's preservation storage repository. Among such features are redundancy (multiple copies of digital content), multiple zones of availability, geographic and technical diversity when needed, and detailed record-keeping that supports tracking the provenance of the digital content. Because APTrust is a collaborative endeavor that uses a shared responsibility model, all members deposit content in the APTrust repository at their own risk.

### General Assumptions

- APTrust develops and maintains a shared preservation repository capable of achieving multiple replications of deposited content in geographically diverse storage locations.
- APTrust will be hosted, operated, and managed by the University of Virginia (UVA), with ongoing guidance from the APTrust governance groups.
- UVA is committed to substantial annual funding to help cover staff expenses; APTrust staff are UVA employees. APTrust uses HR, Finance, and other services UVA provides for operations. In addition, UVA staff may assist as needed.
- APTrust Sustaining Members will participate in the long-term governance of the consortium through the Advisory Committee and Governing Board.

- APTrust will invoice each Sustaining Member for an agreed-upon annual fee required to sustain the articulated mission of APTrust. The fee will be payable on or before August 1 of the relevant year. APTrust staff will provide Sustaining Members with periodic progress and annual financial reports on the overall operations and the consortium.

## Contributions of Sustaining Members

- Sustaining Members pay an agreed-upon annual fee to APTrust to cover the anticipated expenses of maintaining the digital repository environment and related activities. That fee entitles each Sustaining Member to deposit up to 10 TB of digital material in APTrust's core service or as otherwise specified in the applicable membership category, and additional storage capacity is available for an additional cost. APTrust will use these funds to pursue the goals of the consortium.
- Sustaining Members participate in developing and reviewing governance policies, guidelines, and documentation.
- Sustaining Members participate in various APTrust groups to exchange knowledge, practices, procedures, and strategies.
- As APTrust consists of community-supported infrastructure, Sustaining Members are expected to make good-faith efforts to participate in APTrust working groups to support APTrust operations.
- Sustaining Members support each other's development of digital preservation strategies and implementations to deposit content into APTrust's shared preservation repository.
- Sustaining Members determine what content they will deposit.
- Advisory representatives support colleagues and facilitate APTrust communications for their organization, escalating requests to APTrust staff as necessary.
- Sustaining Members are responsible for keeping APTrust credentials and internal documentation secure.
- Sustaining Members are encouraged to extend their APTrust membership to strategic partners in cultural heritage preservation through Associate Memberships, as outlined in the APTrust Governance Manual.

## Limitations

APTrust Sustaining Members (including UVA) commit annually to each other and the consortium. No institution is committed to providing funds beyond a term of one year. However, the Sustaining Members agree to confer in good faith and to evaluate APTrust's viability on an ongoing basis, with the expectation that the Sustaining Members intend to develop an enduring preservation infrastructure. UVA commits to providing all Sustaining Members a 10-month window to retrieve all content submitted for APTrust ingest should the APTrust Sustaining Members recommend that the governing board terminate this program.

The funding described in this statement pays for the ongoing development and operation of the shared preservation repository environment and directly related activities, including investigating challenges in digital preservation and exploring potential solutions.

# Miscellaneous

## Relationships

The APTrust Sustaining Members act independently in the performance of any work. Nothing contained in this expectations statement will be construed as creating a partnership, joint venture, or agency relationship among the APTrust members or as granting any APTrust member the authority to bind or contract any obligation in the name of or on account of another member or to make any statements, representations, warranties or commitments on behalf of another member.

## Term

Membership in the APTrust consortium will renew annually upon payment of the annual sustaining-member fee, adequate for a year beginning July 1 of the year to which the payment applies, as indicated on the relevant invoice. The consortium expects advance notice by March 1 from any member of a decision not to participate in the consortium, with the withdrawal effective the following July 1.

## Acknowledgment

These expectations and other conditions of participation apply to any entity that pays APTrust membership fees. APTrust encourages affirmation of commitment to this and other relevant policies, guidelines, and documents on the [APTrust website](#). Affirmation is implied through the Advisory Committee's regular review of this document.

## Review

Review frequency: 5 years

Next review date: January 2030

## Version History

Previous versions were living documents, and changes were cumulative. With Version 1.0, this has become a versioned document with DOI.

Version	Status	Date	Notes
0.1	Done	August 2020	Communications and Policy Group Approval
0.7	Done	September 2020	Advisory Board Approval / updated title
1.0	Done	October 2021	Board Approval and <a href="#">DOI</a> uploaded
1.1	Done	February 2024	The Executive Director refined the text, updated the title to specify sustaining

			members, made corrections, and emphasized community.
1.5	Done	July 2024	Incorporated Advisory feedback.
1.75	Done	11/14/24	Advisory Committee Approved
2.0	Done	January 2025	Board review for approval and <a href="#">DOI</a> obtained.