



## Inclusion of New Archiving Agencies in the Keepers Registry

### Introduction

The Keepers Registry provides a public and global record of who is looking after important digital content. It also acts as a 'showcase' for the organisations worldwide that have stepped forward (as Keepers) to offer stewardship for long-term access to scholarly statement and a significant part of cultural record in digital form. Building on this, the Keepers Registry can provide the evidence base to alert libraries and others to the digital material that is at risk of loss.

The ISSN International Centre is an active partner in the Keepers Registry and this means that each Keeper has the opportunity to have metadata validated against the ISSN Register. This helps ensure the accuracy of the Keepers Registry as an authoritative and global source of information on archival status.

There is little doubt about the importance of these new Keepers of digital content and of the international character of the challenge. Libraries across the world no longer have physical custody of digital works in the way they once did for printed hardcopy. The Keepers Registry as a lens onto e-archiving has been successful because it has involved many of the main archiving organisations, including those that are national libraries, those that are cooperatives of libraries acting together and those that are third-party 'web scale' organisations. However, our records show that only about 20% of the e-serials assigned an ISSN are being actively archived by those Keepers. Part of the challenge is to encourage more publishers to engage with existing Keepers, and we encourage additional organisations undertaking e-archiving to join the Keepers Registry.

Organisations that are archiving e-journals and other e-serial content are invited to apply to join the Keepers Registry by completing the form set out below. This information will be used by the Keepers Registry team to confirm eligibility. Examples of forms submitted by current Keepers are available here.

**Please review your organisation and e-archiving activity using the criteria listed below, sending the completed form to the EDINA helpdesk at [edina@ed.ac.uk](mailto:edina@ed.ac.uk).**

## A. Organisation Name

1. Please provide the name and address of the archiving organisation and any relevant parent organisation. *<Please provide specific contact information in the accompanying email message. >* It would be helpful to indicate the type of archiving organisation, such as National Library, Not-for-profit organisation, Library Consortium etc.

<p><i>Archiving organisation:</i></p> <p><i>Parent organisation:</i></p> <p><i>Type of archiving organisation:</i></p>
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## B. Governance, Sustainability and Funding

2. Please state the mission of the archiving organisation and include additional details as necessary to demonstrate the commitment to long-term retention, management of, and access to digital information. Please outline any relevant policies and plans, including the URL to these where publicly available.

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3. If the archiving organisation has a parent organisation, please provide details of the mission of the parent organisation, indicating the degree to which preservation is integral to that mission and the importance of archiving in to the parent organisation's funding.

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## C. Sustainability and Funding

4. Please give an overview of how your organisation ensures long-term availability of archived content, outlining how you have obtained sufficient control of material to a level sufficient for ensuring long-term preservation.

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5. Describe the policies and auditing procedures that your agency has implemented to support long-term stable operation. For example, please report on certification activity, and refer us towards documented disaster planning activity.

6. Please provide details of how the Archiving Organisation is funded currently, and any plans and processes to ensure financial sustainability.

7. Please state any succession plans in the event that the archive ceases to function, including a URL to these policies where publicly available.

#### D. Legal & Other Matters on Ingest

8. Please report on appropriate legislation, contracts, licences, etc that include the right to ingest and manage journal titles over time from publishers or other content and rights holders. List the mechanisms in place to ensure the continued deposit of content into the agency's archive, and note arrangements, if any, to enable or prevent its withdrawal by the publisher (or rights holder).

### E. Legal & Other Matters on Access

9. Please make clear the circumstances in which access to preserved content will be granted and to whom. Specifically, you are asked to disclose:

a. A summary of the rights held by your organisation to preserve and provide access to the content. This may include legislation or license arrangements:

b. The circumstances and processes for granting access to preserved content:

c. The audience to whom access to preserved content will be granted (under what terms and conditions):

d. The duration of the grant of those rights (eg 'in perpetuity') and whether said rights are transferable:

10. Publication of collection policies regarding coverage of content and of publishers is encouraged; please summarise and supply any relevant URLs.

## F. Supply of Information to the Keepers Registry

11. Participating archiving agencies (Keepers) supply information describing the digital content that they are preserving using the following metadata: Serial Title, ISSN, Publisher, Publication Date, Volume and Issue. This enables report of both the journal titles they preserve and, for each title, the extent of preservation by listing the volumes included (and issues where available). Please confirm that it will be possible to provide these metadata fields, *subject to follow-up discussion on format etc, as remarked in Q12.*

12. We recommend that Keepers provide metadata in the ONIX for Preservation Holdings format. However, we can also accept data in pre-agreed format using either XML or spreadsheet. More information about our preferred data format is available at [http://edina.ac.uk/keepers/docs/keepers\\_registry\\_data\\_formats.pdf](http://edina.ac.uk/keepers/docs/keepers_registry_data_formats.pdf). Please indicate your capability to adhere to ONIX or the alternatives.

13. We recommend that Keepers supply updates of information on a monthly basis, and at least quarterly. Please confirm that it will be possible to meet this requirement.

## G. Agreement to allow use of Data

14. Each Keeper agrees to allow the Keepers Registry to make the supplied holdings information freely available through the Keepers Registry service, including and not limited to the web-based user interface and API. Please indicate that you are willing to agree this.