

# LSCM Programmatic Preservation

Strategic initiatives, programs, and processes designed to maintain useful access to information assets, serving the information needs of both present and future generations

## ORGANIZATIONAL INFRASTRUCTURE

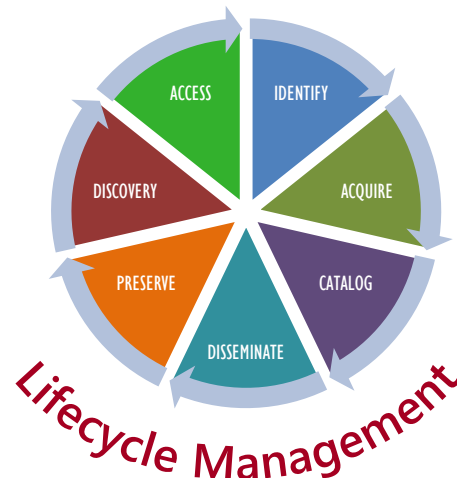


### Professionally Certified Staff

- ▶ Preservation Librarian
- ▶ Catalogers
- ▶ Technical Services Librarians
- ▶ Digital Collection Staff
- ▶ Collection Development Librarian

### FDsys/govinfo & TDR Audit

- ▶ ISO 16363
- ▶ Self Assessment Performed
- ▶ 109 Metrics
  - Organizational Infrastructure
  - Digital Object Management
  - Infrastructure & Security Risk Management
- ▶ Request for Information Issued for Auditing Bodies



## POLICY FRAMEWORK AND DOCUMENTATION

**National Plan for Access to U.S. Government Information**

*A Framework for a User's Access to Permanent*

**GPO's System of Online Access Collection Development Plan**

U.S. Government Publishing Office  
September 30, 2006

MEMORANDUM OF AGREEMENT BETWEEN [INSERT INSTITUTION LIBRARY] AND THE U.S. GOVERNMENT PUBLISHING OFFICE

**PURPOSE**  
This memorandum outlines [insert name] responsibilities as a general depository within scope of the Superintendent of Documents' Federal Depository Library Program (FDLP) Cataloging & Access System (CAS) and the Federal Depository Library Program's (FDLP) permanent public access through preservation and its [insert name] in all United States Code (USC) [insert name].

**BACKGROUND**  
Responsibility for retention of depository materials by regional depositories is established in the [insert name].

This provision of 1912 [insert name] in place since the Depository Library Act of 1912, which established regional depository libraries. However, the [insert name] on Printing (GPO) in a letter to GPO Director David Vance-Cook, dated [insert name] authorized withdrawal of tangible depository materials under certain [insert name].

With this new authority, the Superintendent of Documents issued a new [insert name] regional depository libraries to withdraw Government public collection [insert name].

Access U.S. Government information on the go - on the shelf.

**Guidance for Contributing Digital Content to FDsys/govinfo**  
The following guidance for digital reformating is based on current best practice. The results will provide the best image capture for the range of information products to be ingested into FDsys/govinfo.

The guiding principle for digitization rests in GPO's definition of preservation copy of record for digital content:  
The preservation copy of record for digital content is the preservation master file stored in a trustworthy repository. Derivatives of the preservation master copy are made available for access. The digital copy of record should be produced or validated that will allow the creation of a printed facsimile version, should one be needed.

**PRESCRIBED TECHNICAL SPECIFICATIONS**  
Specifications for preservation master, access derivative files, and metadata are described as "Preferred" and "Acceptable." The preferred specifications follow the best practice and guidance for digital preservation and support ODC's retention of FDsys/govinfo as a digital repository. The acceptable specifications are given to accommodate a variety of standards and their technical capacity.

Digital publications using the preferred PDF 2.000 or the alternative TIFF master file format following the prescribed sampling rate of 300 to 600 dpi to accurately capture the original content. Each page scanned will result in a separate digital file in the prescribed master format. An access file in pdf format will be derived from the master image file. Digital character recognition software will be used to extract machine-readable text into the pdf.

MASTER FILE	PREPARED	ACCEPTABLE
uncompressed PDF 2.000, 300-600 dpi, 24 bit RGB master rendering to the ISO/IEC 15944-4 standard for PDF 2.000	uncompressed TIFF, 300-600 dpi, 24 bit RGB master	uncompressed TIFF, 300-600 dpi, 24 bit RGB master

**ACCESS FILE** PDF/A 2.0 with embedded Optical Character Recognition  
PDF/A 2.0 with embedded Optical Character Recognition

**TECHNICAL METADATA** METADATA  
**BIBLIOGRAPHIC METADATA** MARC XML  
**TECHNICAL METADATA** MARC XML

\* FDsys/govinfo defines a set of suitable standards for color images to enable users to identify, purchase, and preserve digital image files. These elements, such as information about the environment, color profile, resolution, source or digital camera make and model, can be recorded and preserved as technical information to all changes. Where possible, the information should be recorded as a set of data elements conforming to the XMP metadata for images in version 2.0.0.

### Superintendent of Documents Public Policy Statements

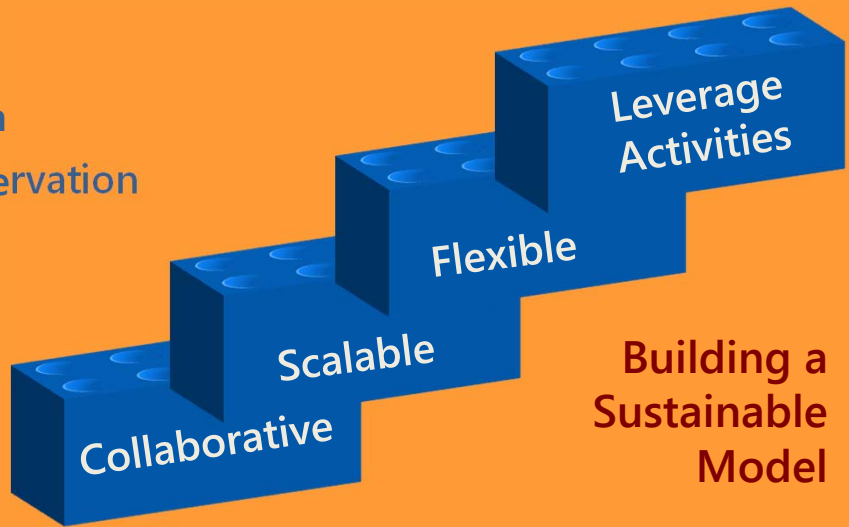
**SOD-PPS #**

- 2016-4 (76 KB)
- 2016-3 (72 KB)
- 2016-2 (122 KB)
- 2016-1 (149 KB)

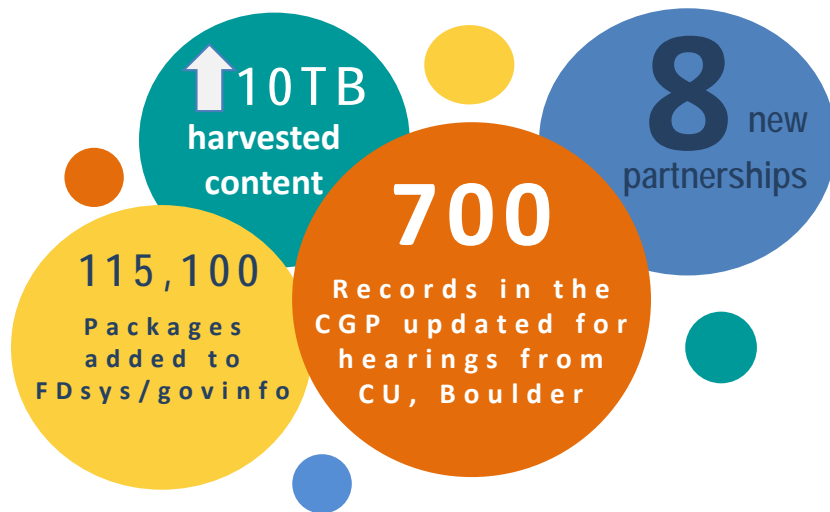
# ////// FEDERAL INFORMATION PRESERVATION NETWORK

## FIPNet Roles

- ▶ Cataloging & metadata
- ▶ Collection care & conservation
- ▶ Content hosting
- ▶ Digital imaging
- ▶ Preservation Stewards
- ▶ Web harvesting



# ////// PRESERVATION-RELATED STATISTICS



[PreserveFedInfo@gpo.gov](mailto:PreserveFedInfo@gpo.gov)

# ////// ON THE HORIZON . . .



- Digitization contract
- Study of Federal agency digital content
- More historical content into FDsys/govinfo
- Preservation support services
  - Cover publications shipping costs
  - Assist with condition assessments
  - Assist with cataloging and inventories
  - Provide kits for basic collection care
  - Provide preservation/conservation services