



Trustworthy Digital Repository Policy

Approved by the Preservation and Access Committee: July 26, 2021

About this Document

This document provides the policy framework for managing and operating the CRKN Trustworthy Digital Repository (“the Repository”). The purpose of this policy is to identify the Repository’s mission; the stakeholders served by the repository; and the Repository’s approach to preserving, providing access to, and managing rights of ingested materials.

Scope and Designated Community

The Repository is organized in three collections: the *Canadiana Collection*, *depositor collections*, and *special collections*. All materials in the Repository must belong to at least one of these collections. Material may belong to multiple collections, provided it falls within the scope and meets the requirements of each one.

Canadiana Collection

Collection Scope

The Canadiana Collection is developed by CRKN on behalf of its members. In the broadest terms, the collection encompasses all of Canada’s documentary heritage, which includes materials about Canada, by Canadians, or of interest to Canadians. The ongoing development of the Canadiana Collection is governed by the Canadiana Collections Policy, which will be developed and updated to reflect the evolving priorities of CRKN’s member community.

Designated Community

The Canadiana Collection is developed and maintained for the use of scholars, students, private researchers, and the public. Priority is given to the needs of researchers and scholars affiliated with CRKN member institutions, with a secondary focus on unaffiliated researchers within Canada. The Repository is intended to facilitate access to objects for a broad range of purposes, with the primary purpose being scholarship of all kinds. Other intended uses include, but are not limited to genealogical research, private study, documentation and evidence, recreation, and artistic works.

Access to Collections

Digital objects in the Canadiana collection is intended to be freely accessible to the public. CRKN institutes Terms of Service which are designed to manage CRKN’s own risk and to facilitate the highest levels of overall access. These Terms of Service are published on the Canadiana collection website and are updated as needed to manage the Canadiana Collections as a public resource.

Special Collections

The Special collections are developed by CRKN in collaboration with one or more partner organizations. Each special collection may serve the same designated community as the Canadiana Collection, or may focus on a particular subset of individuals, institutions, and/or applications (see Appendix A).

Depositor Collections

Collection Scope

Depositor collections are developed and curated by third party depositors and are preserved on behalf of the depositor. Only organizations and institutions with a mission compatible with CRKN’s are eligible to be depositors; individuals may not become depositors.

Designated Community

Each depositor defines the designated community for its own collection.

Access to Collections

Materials in the depositor collections are intended to be preserved in the Repository over the long term. Some depositors may intend for their materials to be preserved dark, while others may intend to make them publicly accessible. The Repository does not support other models of end-user access, such as subscription-based or access restricted by institutional affiliation.

Accepted Materials

General Requirements

Material is eligible for inclusion in the Repository if it is:

- Consistent with the core mandate and mission of CRKN
- In a format and of a technical specification supported by the Repository at the time of ingest (see Appendix B)
- Is in the Public Domain, or the depositor has secured for or provided to CRKN the necessary rights to preserve, manage, and provide appropriate access to the material over the long term
- Free of privacy issues and cultural or moral rights encumbrances, or the appropriate communities and individuals have consented to its inclusion and provided all necessary licenses, warranties, and assurances

Material eligible to be included in the Canadiana Collection meet the general requirements and is:

- Part of Canada's documentary heritage (as described in the repository scope above)
- Consistent with the strategic goals of CRKN
- Of known provenance
- Deposited with the intent that it become a permanent part of the Canadiana Collection

Special Collections

Material eligible for inclusion in one of the special collections meet the general requirements and the scope and requirements of the project charter or other agreement which establishes that special collection (see Appendix A).

Depositor Collections

Material eligible for inclusion in one of the depositor collections meet the general requirements and any other requirements of the particular depositor.

Preservation

All digital objects and metadata must conform to the standards and formats supported at the time of ingest (see Appendix B). These standards are updated by CRKN from time to time based on CRKN's ability to validate and preserve objects in those formats, and CRKN's expectation of being able to migrate objects and metadata to new formats in response to changes in technologies, standards, and practices. Once accepted for ingest, CRKN commits to preserving all objects and metadata indefinitely and to the best of its ability.

Digitized objects are preserved and managed with the expectation that they will be used as a surrogate or alternative for accessing the analogue source object from which the digital surrogate has been created. The digitization standards and practices employed are intended to ensure, to the extent practical, that the digitized object is a suitable and accurate representation of the source object.

As technologies, standards, and formats change, it may be necessary to migrate objects and metadata from one standard or format to another. When doing so, CRKN will make every effort to do so losslessly but recognizes that this may not always be possible. When lossless migration is not practical, CRKN will prioritize preservation of the intellectual content of the material over appearance, formatting, and related characteristics. In all cases, digital objects will continue to be preserved in their original form, alongside the migrated formats, whether or not any practical method of accessing the object in that format continues to be available.

Rights Management

Objects are accepted for ingest based on the assessment that CRKN will be able to carry out its obligations to preserve and provide access to those objects on a long-term basis, without infringing on the legal, moral, privacy, or cultural rights of any third-party individuals or communities. CRKN furthermore creates and maintains information identifying, to the best of its knowledge and ability, what third-party rights are embodied within or related to each object.

CRKN will respond to any claims or complaints relating to third-party rights in a manner consistent with its rights management policy, as posted on the CRKN website. CRKN will address rights-related issues in the least prohibitive and restrictive manner practical that is consistent with policies and legal obligations.

Access Management

Materials are ingested into the Repository with the intention that they will be made publicly and openly available, within the limits of due consideration for legal, moral, cultural, privacy, and other rights and considerations. Materials in the Depositor Collections, which are made publicly available at the discretion of their depositors. Materials are made accessible through the Canadiana portal (<https://www.canadiana.ca>) for materials in the Canadiana Collection, and/or through one or more other portals for other collections. Access is provided anonymously and is governed by the Terms of Service posted on the portal website and updated from time to time.

CRKN will suspend or revoke public access to materials as needed to address legal, rights, or technical issues. In all cases, access will be suspended to the smallest amount of content and for the shortest amount of time that is feasible, and which addresses the relevant issue. CRKN will also suspend access to materials in a Depositor Collection at the request of the depositor.

Dissemination Information Packages (DIPs) are generated for the purpose of providing end-user access to materials. These DIPs may be revised and updated from time to time to support new applications and technologies. DIPs are not intended to be exact representations of the digital objects preserved within the Archival Information Packages (AIPs), but rather as functionally equivalent for their intended use. CRKN will provide access on request to an AIP to the depositor of that AIP. It may also provide third parties with access to an AIP at its discretion and, where the AIP has been deposited by an organization other than CRKN, with the permission of the depositor.

Policy Review

This Policy is subject to an initial review after one year and every three years thereafter by the Preservation and Access Committee (PAC). All amendments or revisions must have the written consent of the CRKN Board of Directors.

The attached appendices may be updated from time to time to reflect current standards and practices. Changes to these appendices may be proposed from time to time by CRKN staff to reflect the changing scope of the repository and the state of the technological landscape. The PAC will review and determine whether to approve these changes on an ongoing basis.

Appendix A: Special Collections

Note: At this time, there is only one Special Collection in the Repository.

Héritage

The Héritage Collection is a partnership between CRKN and Library and Archives Canada (LAC). Materials must come from the LAC archival microfilm collection. Materials are added to the Héritage Collection with the approval of both CRKN and LAC. Materials are added to the Repository based on the assumption that they will be hosted publicly, but may be preserved dark if either partner identifies the material as being restricted due to privacy issues, pre-existing depositor agreements with LAC, or similar reasons.

The Héritage Collection is developed and maintained for the same Designated Community as the Canadiana Collection and addresses the same information needs of that community, in addition to the need to link materials back to the original archival microfilms and the associated metadata within MIKAN.

Appendix B: Standards and Formats

Criteria

The Repository supports standards and formats based on four criteria:

- The current ability of CRKN to manage, preserve, and provide access to objects in a format
- The anticipated ability of CRKN to manage, preserve, and provide access to objects in a format in the future
- The anticipated ability of CRKN to migrate objects in a format when needed with no loss or an acceptable loss of fidelity and accuracy
- The prevalence and utility of a format

The standards and formats described in this appendix refer to original digital objects accepted for digital preservation. This appendix does not include derivatives created as part of ongoing preservation and access activities.

Supported Formats

The following standards and formats are currently accepted for ingest in the Repository:

Digital Objects

- TIFF (uncompressed, Group4 compressed, LZW compressed)
- JPEG
- JPEG2000

Descriptive Metadata

- METS (following the CRKN CSIP application profile, including all specified embedded sub-formats)

Structural Metadata

- METS (following the CRKN CSIP application profile, including all specified embedded sub-formats)

Suspended Formats

The following standards formats are supported within the Repository, but ingest of new material has been suspended:

Digital Objects

- PDF/A (born digital or digitized)

Legacy Formats

The following standards and formats are maintained within the Repository as legacy formats, but are no longer accepted for ingest:

- None

Appendix C: Glossary of Terms

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| Lossless | Conversion from one file format or metadata schema to another without any loss of information. Lossless conversion means the contents of the original file and the converted file will be the same. |
| MIKAN | Library and Archives Canada's database of its archival fonds |

Appendix D: Change Log

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| 2021-07-26 | First approved version. |
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