**University of California Libraries Advisory Structure**

**Digital Preservation Leadership Group (DPLG) Charge**

March 2021

The UC Libraries Digital Preservation Leadership Group (DPLG) is charged by the Direction and Oversight Committee (DOC) to lead the University of California in the area of UC-wide digital preservation. The DPLG reports to the UC Libraries Direction & Oversight Committee (DOC) and is a component of the University of California Libraries Advisory Structure (UCLAS). As a way to advance the goals articulated in the [Annual Plan and Priorities of the UC Libraries](#), this group will spearhead future collaborative efforts, provide strategy and expertise, and act as the guiding body for information dissemination and sharing across the UC.

*Summary & Background:*

According to the American Library Association, digital preservation "combines policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change" with the goal being the "accurate rendering of authenticated content over time."[1] Digital preservation requires a series of managed activities encompassing multiple areas of skill and expertise including technical, curatorial, administrative, and descriptive.

Developing a systemwide digital preservation strategy across the University of California depends on a robust and well-managed digital preservation program at each individual campus. The DPLG was formed based on the recommendation of the UC Digital Preservation Strategy Working Group, a temporary committee initiated in 2018 and charged with building a community of practice around digital preservation in the UC system with the primary goal of preparing a path for collective action in the stewardship of the content types held in common by the ten campuses and the California Digital Library (CDL).

*Responsibilities*:

This standing group of preservation practitioners coordinates and helps to drive UC-wide digital preservation policies, strategies and actions. In this capacity, the DPLG:

> 1. Serves as the primary systemwide coordination and communication group for constructing digital preservation strategies, harmonizing policies, sharing

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[1] "Definitions Of Digital Preservation." Association for Library Collections and Technical Services. Accessed June 5, 2020. http://www.ala.org/alcts/resources/preserv/defdigpres0408

collaborative project opportunities, and leading campus library activities regarding digital preservation and curation issues.

2.  Advises DOC on issues related to digital preservation.

3.  Develops and manages a systemwide digital preservation training program for UC Libraries administrators, librarians and staff.

4.  Provides guidance and develops strategy to assist campuses in determining the appropriate level of stewardship for a given set of digital material.

5.  Acts as a knowledge center by consulting across the UC system on digital preservation cost models, analysis of current digital preservation policies, assessment frameworks, and gap analysis.

6.  Understands the scope of protected data stewarded by the UC libraries and strategizes the best path forward for preserving sensitive digital information, including how to best address campus and systemwide policies that pertain to data integrity and data security (IS-3, data policies, etc.).

7.  Liaises with regional, national and international groups, such as the National Digital Stewardship Alliance (NDSA), to strategically explore collaborative project opportunities and advance the profile of the UC Library system as a location for innovative, creative, sustainable, and responsible approaches to digital preservation.

8.  Identifies, defines, and proposes future deliverables that would lead to collaborative digital preservation efforts throughout the UC system.

### *Deliverables:*

The DPLG and appointed subgroups will take the following actions to accomplish the initiatives described in the responsibilities section of the charge.

1.  Develop and maintain a systemwide digital preservation training program for existing preservation staff and administrators, team leads, or unit/department heads with digital preservation either fully or partly within their portfolios.

2.  Create an assessment matrix or rubric to assist campuses in determining the appropriate level of stewardship for a given set of reformatted or born digital content. This work should involve representation from across the campuses and respect the individuality of each library's collecting policies and practices.

3. Analyze available economic models that quantify and assess both costs and benefits, and establish which models can be applied to the UC system.

4. Identify and define specific use cases to inform strategy for the digital preservation of sensitive information to standardize the UC Library community's compliance with applicable policies, best practices, and laws.

5. Establish a framework for administering and facilitating cross-campus engagement with external collaborators and consortial partnerships, especially with regards to grant opportunities.


***Membership Composition:***

Members are recommended by DOC with approval by the local University Librarian (or delegate) or the CDL Associate Vice Provost and Executive Director.

Members serve for three year terms, with the possibility of renewal. Representatives will be expected to attend regular group meetings which are expected to occur no more than once biweekly. The estimated weekly time commitment for DPLG members is between 1-2 hours per week on average. Subgroups will be formed for specific deliverables and will require additional time commitment.

1. Each campus appoints one representative, as available. DPLG is designed to include participants from various roles within their respective libraries. Committee members should have the expertise and experience in digital preservation to contribute to the UC-wide perspective. Members should be appointed because they have the delegated authority to work with their library administration to commit resources to digital preservation activities and/or because they primarily participate in day-to-day digital preservation activities.

2. In addition to campus participation, a designated CDL representative(s) whose portfolio includes management and oversight for UC-wide digital preservation and curation services should also be included.

3. The DPLG charges ad hoc subgroups to fulfill the DPLG's goals and assignments. Subgroup members may be nominated by campus representatives and do not necessarily need to be members of the DPLG. Subgroups follow the DOC project proposal and management template.

4. The Chair and Vice Chair are selected by the membership. The Chair/Vice Chair is a two-year commitment. The person elected Vice Chair serves two consecutive one year terms, first as Vice Chair and then as Chair.

5. The Chair and Vice Chair will appoint a Project Manager from among DPLG membership that assists with logistics and deliverables, delegating as required. This includes scheduling meetings and building agendas; establishing project timelines; assisting with discussion facilitation and decision-making; managing minutes and group documents; and ensuring group information is kept up-to-date. The Project Manager is a one-year commitment.

### *Reporting Structure:*

1. Provides regular activity updates to DOC via the DOC liaison, as well as an annual report of activities and accomplishments in June of each year.

2. Reviews periodically its value within the UC Libraries Advisory Structure by using DOC-developed evaluation criteria.

3. Requests financial and resource allocation from DOC as needed.

4. Liaises with other UC Libraries Advisory Structure groups, including CKGs, as appropriate.

5. Communicates major decisions and activities regularly to the UC Libraries communities via the local DPLG representative. Provides appropriate website content open to all UC campus library staff which features DPLG activities.

### *Out of Scope:*

1. Any collection development and management activities covered by the Shared Content Leadership Group.

2. Decisions regarding formats that affect fewer than four UC campuses.

### *Related Documents:*

[DPLG Work Plan](#)