

## **Carolyn Wilson Digital Collections Preservation Policy**

Lipscomb University's Beaman Library (the "Library") endeavors to maintain and preserve any and all materials that are included in the Carolyn Wilson Digital Collections (the "Collections") for continued access. To help ensure prolonged access to works and materials included in the Collections, the Library recommends that electronic works and materials be deposited and retained in certain file formats, as specified by the Library, that are more likely to be usable and accessible in the long-term future, such as open-source software, or standard file formats that are less likely to become obsolete. File formats may become obsolete outside of the Library's control as a result of technological changes and other factors, although the Library will endeavor to convert any files of works and materials in the Collections that are in a format that is or will soon become obsolete into a more accessible format, to the extent it is authorized and able to do so.

The Library endeavors to host the Collections through an institutional repository platform that employs multiple preservation strategies. These strategies include stable URLs, format migration and emulation, scheduled maintenance and security checks, offsite backups, software testing, and being LOCKSS-compliant.

In the event that the Collections are ever discontinued, the Library will attempt to transfer and preserve all works and materials in the Collections to another accessible archive, as the Library deems necessary or appropriate. Lipscomb University cannot guarantee that any materials included in the Collections will remain perpetually accessible or archived, and reserves the right, in its sole discretion, to remove access to or not upgrade the file format of any materials in the Collections, or discontinue the Collections at any time.