

## Preservation and File Format Guidelines for the State Library of North Carolina Digital Repository

State Library staff are committed to providing long-term access to all content deposited in the State Library of North Carolina Digital Repository by applying best practices for data management and digital preservation while also acknowledging the complexities involved in preserving digital information and the library's existing technical and financial limitations. Staff will preserve the content in the form it is originally deposited<sup>1</sup> and for certain files and at the sole discretion of the staff, staff will attempt to preserve the content, structure, and functionality of the files through migration or other preservation strategies.<sup>2</sup> For all files included in the Digital Repository the staff will provide basic services including secure storage, backup, management, fixity-checks, and periodic refreshment by copying the data to new storage media.

Because staff are only committing to provide bit-level preservation of the files at this time, most formats will be accepted into the Digital Repository. However, there are technical or other limitations involved with accepting databases, audio files, video files, and files that are over 100MB in size. If you are interested in submitting one of these, please contact the staff to determine if inclusion in the Digital Repository is feasible. As our systems develop and new tools are added, our ability to provide additional preservation support is likely to expand.

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<sup>1</sup> The Digital Repository will provide basic preservation of the file (bitstream) and associated metadata *as-is* with no active effort made to monitor the format and associated risks or to normalize, transform or migrate the file to another format. Files may be openable and/or readable by future applications, but there is no guarantee that the content, structure, or functionality will be preserved.

<sup>2</sup> The Digital Repository will make *limited* efforts to maintain the usability of the file as well as preserving it as submitted (bit-level preservation). The format will be monitored and may be transformed when significant risk to access is imminent but it is likely to be difficult to predict or control the consequences of any transformation or migration on content, structure or functionality. The file may also be transformed to a more "preservation-friendly" format to ensure that the information content is not lost, even if some structure and functionality are sacrificed.