

## **PRESERVATION POLICY**

Digital content and associated metadata will be retained indefinitely and each item will be assigned a persistent URL as it is ingested into the repository.

The QU institutional repository will make every effort to ensure continued usability and accessibility of digital content by migrating files to new formats when necessary. However, digital preservation may not guarantee usability of some unusual content forms and formats. IR administrators will migrate any unacceptable file formats to preferred formats.

The QU institutional repository will back up its files on a daily basis. The original bit stream is retained for all items, in addition to any upgraded formats. Items are allocated a checksum to facilitate the detection of alterations.

Items may be withdrawn/removed by the IR administrators or at the request of the creator/submitter. Withdrawn items are removed from public view. Withdrawn items' identifiers/URLs are retained indefinitely, and will continue to point to "tombstone" citations to avoid broken links and to retain item histories.

In the event of the IR being closed down, the database will be transferred to another appropriate archive.