



A resource-sharing community for Canadian HIV and hepatitis C service providers

Archival policy

Summary

The archival policy outlines Sage's archival mandate, describes resource version procedures, and defines Sage's preservation and succession plans.

1.0 Archival mandate

Sage: A resource-sharing community for Canadian HIV and hepatitis C service providers provides an archival space for the storage of digital information resources significant to the history of HIV- and hepatitis C-related organizations in Canada. As a community-driven space, the preservation of individual resources is the responsibility of Sage contributors.

Archival focus is part of the scope of the Sage collection as outlined in *Scope of collection: Archival focus* (section 3.6) in the collection policy. The archival focus of Sage aims to support the archiving capacity of Canadian HIV- and hepatitis C-related organizations and the historical research of the Canadian response to HIV and hepatitis C over time.

2.0 Resource versions

Any changes to an existing resource that will continue in Sage should result in a clearly identified, new version of the resource being uploaded. This ensures Sage remains a trusted space where the creation and modification of resource content is reliable and transparent, and discourages situations where an old version and new version with unacknowledged changes have both been circulated but without clear indication that users should be differentiating between the two versions.

2.1 New version due to error or omission

If a resource is being replaced by a corrected version because there was an error or omission in the previous version, contributors should indicate in the resource record that the current version is a corrected replacement of a previous version and give the date the replacement was made. This assists Sage users in recognizing the difference between the incorrect and correct versions if they have previously accessed or linked to the incorrect version.

2.2 New edition

If a resource is replaced by a newer edition, contributors should create a new record for the new edition to distinguish it from the older edition. Contributors are also encouraged to preserve older editions of a resource in Sage for historical context; however, records for older editions can also be deleted if that is the contributor's preference.

3.0 Preservation

Sage provides an archival space for the storage of resources significant to the history of HIV- and hepatitis C-related organizations in Canada. While Sage aims to provide long-term storage for digital files, it does not facilitate long-term access to files through the conversion of old file formats to newer file formats should an old file format become obsolete and inaccessible using common software in general use.

As a community-driven space, contributors are responsible for preserving individual resources and managing the accessibility of their Sage resources should changes in digital formats make a resource inaccessible. If the digital format of an uploaded resource becomes obsolete, a contributor can:

1. Convert the resource into a more current and accessible file format and append the file to the same resource record as the old file.
2. Make no changes to the file if they do not have the capacity to make a file conversion.

However, contributors should not add new resources to Sage that are in obsolete formats. See *Scope of collection: Format* (section 3.4) in the collection policy for additional information on resource format.

4.0 Disaster plan

Regular back-ups of Sage will occur to facilitate file recovery in the unlikely case that an uncontrollable and unforeseen event damages the media on which the Sage collection is normally hosted. While regular back-ups will preserve the majority of the collection, back-ups may not include resources added in the days immediately preceding the

damaging event. Contributors will need to re-enter any recently added resources that were not backed up if they want those resources to continue in the Sage collection.

In the unlikely case that a damaging event makes Sage unavailable, the Sage administrator will endeavour to have Sage functioning again within one week of the damaging event.

5.0 Succession plan

The Sage administrator is committed to supporting the long-term maintenance of Sage as an archival space for digital information resources. However, in the unlikely event that unforeseen circumstances prevent the Sage administrator from continuing to host and administer Sage, they are also committed to finding an alternative organization to host Sage content.

An alternative host will first be sought internally among Sage's existing contributors. If an alternative host cannot be found among existing contributors, the search will be broadened to include other external organizations.

The Sage administrator will endeavour to find an alternative host who can continue to administer Sage's policies and procedures as they exist at the time the transfer of responsibility is needed. However, any alternative internal or external host may not have the resources or organizational goals or mandate to allow or motivate them to continue Sage in its current form.

Before any transfer of administrative responsibility, any changes to the Sage environment, including policies and procedures, will be communicated to contributors. Existing contributors will be given the opportunity to remove their resources from Sage if they are not satisfied with any aspects of the new hosting environment.