

## Collection Policy

**Policy Number: PP1**  
**April 2015**

The Digital Repository of Ireland is an interactive trusted digital repository for Ireland's contemporary and historical social and cultural data. The repository links together and preserves the rich data held by Irish institutions, providing a central internet access point and interactive multimedia tools. DRI is an educational resource used by the public, students and scholars and provides preservation and access services for stakeholders and partners. DRI also acts as a focal point for the development of national guidelines and policy for digital preservation and access.

DRI preserves, manages and provides access to data deposited by member institutions. When appropriate, DRI holds archival masters of the digital assets as well as digital surrogates.

### Purpose of the Collection Policy

This Collection Policy provides an overview of the types of data, digital assets and collections which the Digital Repository of Ireland aims to preserve, and should inform potential depositors on whether they may hold appropriate content for ingestion.

### Scope

Digital collections deposited with DRI should align with the mission of the Repository as the national trusted digital repository for Ireland's social and cultural data. Collections should consist of digitised or born digital material from Irish institutions and be of social, historical, political, scientific or economic significance or be of potential enduring interest to the culture of Ireland.<sup>1</sup> Collections may be in any language and should be accompanied by metadata written in either Irish or English, and where applicable, contextual information. The depositing institution will hold the rights to the data or must show that it has the necessary permissions to publish the data.

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<sup>1</sup> Ireland refers to the island of Ireland.

DRI collections consist of a wide variety of digital content, including born digital or digitised printed materials, manuscripts, publications, oral history and folklore recordings, images (paintings, drawings, prints, posters and photographs), maps, sheet music and music recordings, video recordings, ephemera, social science or qualitative data and research data from a range of Social Sciences and Humanities projects based in our academic consortium partners. These include the Kilkenny Design Workshop project at NCAD, Maynooth University's Irish Lifetimes and Letters of 1916 projects, Trinity College Dublin's Clarke Studios Archive, NUI Galway's Irish Language and Cultural Heritage project, The Teresa Deevy Archive at Maynooth University Library and the National Library of Ireland's and Dublin Institute of Technology's National Archive of Irish Composers.

DRI also holds images of artefacts from the [Inspiring Ireland](#)<sup>2</sup> project, including collections from the National Library of Ireland, the National Gallery of Ireland, the National Archives, the Abbey Theatre, the Crawford Art Gallery, Cork, the Museum of Modern Art, the National Museum and the Chester Beatty Library.

DRI collections are expected to evolve over time in line with collection development and new technologies.

### Users of DRI

DRI is committed to making its collections accessible to its diverse community of users. These include primary and second level pupils, undergraduate and postgraduate students, educators and academic researchers, historians, local interest groups and public researchers with a specific interest in Irish cultural heritage.

### Metadata

All collections ingested into DRI must be accompanied by metadata written in English or Irish. Mandatory elements must be provided to enable metadata to be ingested by the Repository; metadata will be automatically rejected by the system if mandatory elements are not included. DRI currently supports the following metadata standards: Dublin Core, MODS, MARCXML and EAD. For further information please see the [DRI Metadata Guidelines](#)<sup>3</sup> for your preferred standard.

### Contextual Documentation

Contextual documentation provides information on the data creation process and additional information on the digital objects which allows future researchers to understand collections more fully. It should be submitted according to the rules and ethics of the individual disciplines – in particular it should be submitted for social scientific data. The type of material which can be

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<sup>2</sup> <http://www.inspiring-ireland.ie/> Accessed 24<sup>th</sup> June 2015

<sup>3</sup> <http://www.dri.ie/publications#guidelines> Accessed 24<sup>th</sup> June 2015

provided is diverse; for example for social science data it could include a guide to interviews, codebooks and written consent forms.

### Formats for digital assets

File format choices are an extremely important component of any digital preservation strategy and must therefore be carefully considered when selecting data collections for inclusion in DRI. The expanding range of preferred file formats collected by DRI includes PDF/A, RTF, TXT, XML, WAV, BWAV and TIFF. The formats recommended and accepted by DRI will continue to change over time in line with changes in technology and evolving best practice standards. Further advice can be found in DRI's Factsheet No. 3: File Formats<sup>4</sup>.

### Copyright and Licensing

DRI supports the sharing and reuse of data where possible, therefore metadata in the Repository will be publicly accessible and licensed under a Creative Commons Attribution Licence (CC-BY). Depositors control the rights statements and licences attached to their digital assets, and DRI encourages the application of standardised licences such as Creative Commons where possible. Further advice can be found in DRI's Factsheet No. 2: Copyright, Licensing, and Open Access<sup>5</sup>.

### Restricted Data

DRI advocates for data ingested into the Repository to be made publicly accessible on the web. DRI also encourages the application of Creative Commons licences to data where possible, allowing digital objects to be reused for certain purposes which have been approved by the copyright owner. In relation to data which has been generated by public bodies or in the course of publicly-funded research, DRI supports the principles of Open Access, which state that such data should be made openly available for use and reuse as long as the creator is properly acknowledged and cited (see DRI position statement on open access<sup>6</sup>). For some categories of data the implementation of appropriate controls is required. This is particularly the case where it is necessary to protect the privacy of individuals and organisations and to ensure that sharing research outputs meets internationally recognised professional ethical standards and conforms to national and European law.

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<sup>4</sup> <http://dri.ie/sites/default/files/files/Fact%20Sheet%20No%203%20File%20Formats%20v4.pdf> Accessed 24<sup>th</sup> June 2015

<sup>5</sup> <http://www.dri.ie/sites/default/files/files/Fact%20Sheet%20No%202%20Copyright%20and%20Licensing%20ver%203.pdf> Accessed 24<sup>th</sup> June 2015

<sup>6</sup> <http://dri.ie/sites/default/files/files/dri-position-statement-on-open-access-for-data-2014.pdf> Accessed 24<sup>th</sup> June 2015

## Notice and Action Policy

The Repository reserves the right to decide whether or not an object will be stored or retained in or removed from the system, or made available to the public.

## Appendix: Glossary

<b>Collection</b>	A group of digital objects or digital content. A collection may contain different types of objects e.g. images, audio, text, metadata and are essentially raw materials - that is without interpretation. A collection is an aggregation of digital objects which may be linked by subject, location, ownership, etc.
<b>Digital Object</b>	Digital object refers to files or digital assets and their associated metadata e.g. an image, a document, an audio file and all its accompanying files, including xml encodings, OCR text files, etc.
<b>Licensing</b>	Licensing allows copyright owners to permit approved use and reuse of their work, without relinquishing copyright fully. Licensing can permit both commercial and non-commercial reuse of a work, depending on the terms of the licence, and licences may last in perpetuity or for a specified period. The application of a licence does not mean that a copyright statement should not be applied to a work, and many licences such as Creative Commons suggest that the copyright holder is credited.
<b>Metadata</b>	Data about data. Metadata is broken into technical, descriptive or administrative. It provides contextual information about the data.
<b>Preservation</b>	Preservation means that content is maintained by DRI to the same quality as it was received for as long as DRI is maintained as a live repository. If DRI ceases to be maintained as a live repository that content will be returned to the owner in the same quality as it was received. Quality of content is defined as the level of data integrity and accessibility.

<b>TDR</b>	Trusted Digital Repository - a trusted digital repository 'is one whose mission is to provide reliable, long-term access to managed digital resources to its designated community, now and in the future' <sup>7</sup> .
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<sup>7</sup> 'Trusted digital repositories: attributes and responsibilities. An RLG-OCLC report' (May 2002) available at <http://www.oclc.org/research/activities/past/rlg/trustedrep/repositories.pdf>