

Policy for preservation of the National Library of Sweden's information holdings

1. Background and purpose

1.1. Definitions

“Preservation” refers here to the planning, decisions, and measures intended to extend the usable lifespan of the holdings that the National Library of Sweden (*Kungliga biblioteket*, KB) stewards for preservation.

“Holdings” refer here to the materials that KB has at any given time permanently incorporated into its collections (hereafter referred to as "collections"), as well as the public records that, according to The Archives Act (1990:782), constitute KB's archives (hereafter referred to as the "institutional archives").

1.2. Purpose of the policy

This policy establishes the governing principles for the preservation of all of KB's holdings.

1.3. Target audience of the policy

The policy is directed towards all KB staff, with a particular focus on those making decisions within the area of preservation.

2. Principles

Four principles underpin KB's preservation operations: Collaboration, Trustworthiness, Documentation, and Standardised procedures.

2.1. Collaboration

KB's preservation mission affects all areas of operation and encompasses strategic priorities in connection with KB's overall operational planning, as well as day-to-day operations.

The responsibility for and organisational affiliation of KB's preservation operations are defined in KB's rules of procedure.

Why?

A holistic view of the preservation mission is fundamental to KB's preservation operations. This means that all areas of the organisation contribute in various ways to maximising the usable lifespan of a holding or individual object.

This means that:

- Preservation work covers the entire time during which the holdings are managed by KB, from acquisition or creation to storage and throughout the processes in which they are used.
- The areas of responsibility within the preservation operations must be defined.
- All staff are (to varying degrees) involved in the preservation work.

2.2. Trustworthiness

KB's mission to provide source material places a high demand on trustworthiness.

Therefore, all of KB's processes and workflows, including preservation measures, must be conducted with continuous regard for integrity (ensuring that the source material is not altered in an unauthorised manner during the time it is managed) and authenticity (ensuring that the source material is what it purports to be).

Why?

KB's mission includes providing source material in order to promote research and development of a democratic society.

This means that:

- Preservation of physical objects encompasses the informational content as well as information related to materiality, media type, history, and additions through usage over time.
- Preservation of digital objects encompasses the informational content as well as the metadata required to ensure the information's authenticity, integrity, usability, and comprehensibility over time, as organisational and technical conditions change.
- It may be necessary to change the object's format and/or medium to ensure preservation over time. This may involve digitisation (transferring analogue informational content to digital format) as well as migration of digital information from physical media to information systems, or migration from one digital file format to another.
- In some cases, preservation measures must also include securing equipment for playback or decoding in connection with digitisation and migration.

- When an object cannot be made available in its original format due to preservation considerations, access may rely on digitisation or migration.

2.3. Documentation

All measures and decisions that affect the preservation of KB's holdings must be documented.

Why?

Documentation is a prerequisite for systematic quality work, thereby enabling evaluation and development of operations. This also strengthens the credibility of KB as a provider of source material.

This means that:

- Priorities for and selection of preservation measures are documented.
- Decisions and actions that directly or indirectly affect the preservation of a single object or an entire collection are documented.
- All documentation is preserved in a way that allows for future access.

2.4. Standardised procedures

Preservation operations are based on established standards in the field.

Why?

KB aims to achieve high quality and efficiency in its preservation mission by carrying out its activities according to established standards. This also includes ensuring that the necessary competence is in place. Standardisation facilitates collaboration and the exchange of experience with external parties, thereby enabling KB to contribute to development in the field of preservation.

This means that:

- Decisions and actions that directly or indirectly affect the preservation of the holdings follow established standards.
- The standards and guidelines underlying the preservation operations are openly disclosed.