



PRESERVATION POLICY WITHIN THE DEPOSITORY POLICY OF NAKHCHIVAN STATE UNIVERSITY

THE POLICY HAS BEEN APPROVED BY THE DECISION OF
THE SCIENTIFIC COUNCIL OF NAKHCHIVAN STATE
UNIVERSITY AT THE MEETING HELD ON
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1. Purpose

The preservation policy ensures the long-term accessibility, usability, and integrity of the digital resources stored in the NSU depository. It outlines the strategies, standards, and responsibilities for safeguarding the repository's content against technological obsolescence, data loss, and degradation.

2. Scope

This policy applies to all digital content hosted within the NSU depository, including but not limited to:

- Research outputs (e.g., theses, dissertations, journal articles).
- Educational materials (e.g., lecture notes, syllabi, multimedia).
- Institutional records (e.g., reports, policies, and publications).
- Supplementary materials and datasets.

3. Preservation Objectives

The policy aims to:

- Maintain the authenticity, reliability, and functionality of all stored content.
- Mitigate risks related to hardware, software, and format obsolescence.
- Ensure compliance with legal, ethical, and academic standards.
- Support interoperability and ease of access.

4. Roles and Responsibilities

- Repository Team: Oversees preservation efforts, including monitoring technological developments and implementing preservation strategies.
- Contributors: Provide accurate metadata and content in acceptable formats to facilitate preservation.
- University Administration: Allocates resources for technical and operational preservation activities.

5. Preservation Strategies

- Format Sustainability:
 - Use of standardized, non-proprietary, and widely supported file formats (e.g., PDF/A, TIFF, XML).
 - Regular format migration to newer, sustainable formats as technology evolves.
- Backups and Redundancy:



- Backups and Redundancy:
 - Regular backups of the repository content to secure locations.
 - Geographically dispersed storage of duplicate copies to protect against local disasters.
- Integrity Checks:
 - Periodic validation of stored files using checksums to detect corruption or loss.
 - Corrective actions to repair or replace compromised files.
- Emulation and Migration:
 - Implementation of emulation tools to replicate obsolete software environments.
 - Migration of files to updated platforms and systems when necessary.

6. Metadata Preservation

Metadata is preserved alongside content to ensure long-term discoverability and usability. This includes descriptive, structural, administrative, and technical metadata to document the provenance, context, and format of each item.

7. Access Control and Security

- Access permissions for sensitive or embargoed materials are enforced as defined by contributors.
- Digital rights management (DRM) measures protect against unauthorized use or distribution.
- Periodic reviews ensure adherence to data protection and intellectual property laws.

8. Audit and Monitoring

- Regular audits of the repository's content and infrastructure to identify vulnerabilities.
- Monitoring technological advancements to proactively update preservation practices.

9. Training and Awareness

- Training programs for staff and contributors on best practices for content preparation, submission, and preservation.
- Awareness initiatives to highlight the importance of digital preservation within the NSU community.



10. Policy Review and Updates

This policy will be reviewed periodically to reflect changes in technology, institutional requirements, and legal obligations. Updates will ensure that preservation practices remain effective and aligned with international standards.