

APPLETON PUBLIC LIBRARY DIGITAL PRESERVATION POLICY

Note: This Digital Preservation Policy is meant to be used in conjunction with the Digital Preservation Internal Document and the Staff Roles in Digital Preservation Document.

Mission

Appleton Public Library's Wisconsin Collection and other archival material preserves the history of the Appleton community, the library itself, and the vital role the library plays within the city. Appleton Public Library is currently the only public repository actively collecting and digitizing these materials, underlying the paramount importance of preserving these files for the future. As librarianship and archival repositories evolve to include more digital material, these digital files are at risk of loss and corruption. This Digital Preservation Policy addresses the steps the Appleton Public Library will take to ensure that the history of the community will be preserved for the long-term future.

Appleton Public Library's mission statement is "Learn, know, gather, grow – your center of community life", which emphasizes the library's primary goal of serving the local community in which it is situated. This community was built by and is affected by its local history. Library patrons use this history to contextualize the present city and its surrounding area. By preserving the digital collections at Appleton Public Library, the library enriches its community by safeguarding the material and keeping it in an accessible and authentic format for future generations.

In addition, digital preservation fulfills the State of Wisconsin's mandate to all public libraries to retain public records. According to the "General Records Schedule: Wisconsin's Public Libraries and Public Library Systems and Related Records", Appleton Public Library must retain public records for an allotted timeframe. Some records within the Wisconsin Collection fall within this mandate, and by preserving the digital collections, Appleton Public Library satisfies a part of the requirements of the state.

For more information, see "Wisconsin's Public Libraries and Public Library Systems and Related Records".

<https://dpi.wi.gov/sites/default/files/imce/pld/doc/PUB%20LIB%20GRS%20-FINAL-%206-2017.pdf>