Audit and certification standards help demonstrate whether a repository is trustworthy. Their guidelines provide a framework with which to assess the on-going viability of a digital repository as well as the surrounding resources and infrastructure.

Conducting a self-assessment helps organisations to better understand the state of their repositories before undertaking formal certification.

About ISO 16363
- Replaced Trusted Repository Audit Certification (TRAC; 2007) in 2012
- Recognised standard by the digital preservation community
- Defines ‘repository’ as an organisation responsible for digital preservation, not just the technical system
- Comprised of 109 metrics divided into three areas: Organisational infrastructure (25), Digital Object Management (60), and Infrastructure and Security Risk Management (24)
- References ISO 14721: Reference Model for an Open Archival Information System (OAIS)

Approach

Step 1
- Become familiar with ISO 16363 standard individual metrics and requirements
- Determine parameters, including which metrics do not apply to the repository
- Determine a timeline for completing self-assessment
- Create a spreadsheet to organise findings.
- Inform colleagues of this work and generate interest

Step 2
- Identify colleagues who are responsible for the work described in each metric
- Schedule individual meetings to discuss whether and how requirements are being met
- Record this information, as well as any relevant documentation, procedures, and standards, in the spreadsheet

Step 3
- Apply the RAG system to designate each metric’s severity or level of completion
- This system will help determine prioritisation of improvement work.
- For amber and red metrics, assign metric ownership as well as action ownership of work that needs to be completed

Step 4
- Write a report of findings
- Circulate report to key organisational staff
- Determine next steps for implementing report recommendations
- Set a timeline for undertaking either re-assessment or repository certification

Challenges
- Allocating time
- Engaging staff participation
- Identifying stakeholders and conducting interviews
- Compiling supporting evidence and documentation
- Determining the best method for recording findings
- Interpreting metrics and/or explaining why certain metrics might not apply
- Determining when/whether to pursue full certification

The British Library’s digital collections
- Born-digital content is predominantly acquired under legal deposit legislation
- Born-digital and digitised content is also deposited voluntarily
- Collection currently comprised of over 12 million items
- Digital items preserved within the Library’s Digital Library System repository

www.bl.uk/aboutus/stratpolprog/collectioncare/digitalpreservation