Expectations of Yale University regarding Creating Archives of and Perpetual Access to Electronic Resources†
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Introduction:
Yale University Library is committed to the retention and preservation of scholarly research information published in all forms, including electronic formats. As is the case with other information resource formats, the Library accepts as part of its mission the obligation to ensure that selected electronic resources receive archival treatment, and will plan its investments and acquisitions accordingly. Since the digital environment offers the opportunity to access and/or own information resources that are housed and made available remotely, it becomes particularly necessary to spell out our expectations with regard to perpetual access to these resources and the creation of acceptable archives of them.

Definitions
Backup Archive: A copy of the Preservation Archive maintained apart from the Preservation Archive that may be used to generate Legacy Backfiles or restore a destroyed Production System.
Infrastructure: The database architecture, software search engine, and documentation associated with a product.
Legacy Backfile: A copy of a specific portion of the content of the product and when feasible, the Infrastructure for delivering that content. Can be thought of as a snapshot-in-time of the product. Delivery should be flexible and made available anytime during the life of a continuing access agreement or subscription, including availability at the time of purchase, anytime during the subscription period and/or anytime during the perpetual access agreement.
Migration: the periodic transfer of digital materials from one hardware/software configuration to another, or from one generation of computer technology to a subsequent generation.
Preservation Archive: A sequestered copy of the content of a product and, when feasible, the Infrastructure for delivering the content. The Preservation Archive is never used for active delivery, and is roughly equivalent to the microfilm preservation master.
Production System: The actively used content and delivery system for the product in question. This may or may not include mirror sites for the delivery system.
Refreshing: the periodic re-tensioning of magnetic tape, or the re-recording of recorded information onto the same tape (or different tape) to refresh the magnetic signal.
Trusted Third Party: A library, archive, or organization with a demonstrated history of concern for the preservation of the human record.

Preservation Archive Policy
Vendor will create a Preservation Archive with all electronic information published by the Vendor. The Preservation Archive will include all of the Vendor's publications and any relevant supplementary materials as well as relevant Infrastructure if feasible.
Original information content will never be altered but may be annotated or supplemented
by clearly noted errata, references and other developments that occur subsequent to
original publication.

Either the Vendor, a Trusted Third Party, or Yale University will hold the Preservation
Archive and be responsible for the periodic refreshing of this Preservation Archive (to
assure its continuing viability) and its replication to Backup Archive(s) (to assure its
continuing availability).

The Preservation Archive will be reviewed for refreshing and/or migration to new
information formats at appropriate intervals. The initial archive material will be in a
predominant current standard with suitable current standard-based storage formats for
figures, page images, and other information forms as they develop. Information will be
migrated to new formats before current formats are in danger of becoming obsolete or
unsupportable, or when new formats provide substantial improvements in features with
no loss of content.

**Perpetual Backfile Access Policy**

The Vendor will ensure Yale University access to relevant retrospective backfiles via
subscriptions or other means. If publication of an information resource is terminated, the
Vendor will continue to maintain and/or migrate that information resource's database
backfile. This may be accomplished by sale, license, or bestowal of the backfile upon a
Trusted Third Party or Yale University, if that party agrees to conform to this Perpetual
Backfile Access Policy. Access fees to backfile information are appropriate and can be
negotiated. Distribution of the backfile database by Yale University to parties beyond that
defined in the License Agreement may be permitted upon explicit agreement with the
Vendor.

**Legacy Backfiles**

Yale University may be given an option to purchase a Legacy Backfile, which will be
sent via the current recording media or transmission technology and in the current data
formats of the purchase date. Lost or damaged copies of the Legacy Backfile will be
replaced with a copy in the current format of the replacement date for a reasonable fee.

It is important to note that although the Vendor will make available a Legacy Backfile,
Yale University understands that the Legacy Backfile may not contain all linking and
other features inherent in the currently available version of the information resource. The
Vendor does not need to guarantee that links and other features intended to function
within an active subscription will continue to be available in the years following delivery
of the Legacy Backfile.

† The foundation for this statement grew out of the Archiving and Use of American
Institute of Physics (AIP) Electronic Information statement adopted by the AIP in 1998
[http://www.aip.org/journals/archive/arch&use.html]. We are grateful for their
groundwork in this area.