



Preservation Guide: Long-Term Preservation

The Libraries' goal is to preserve and provide long-term access to the content of the material stored in IRIS. Our ideal is to accept and guarantee permanent access to all types of digital materials. At present, the preservation technology does not exist. It is, however, being developed, and we will adopt it as soon as possible.

Level of preservation	Explanation	Examples
Open / preservable	Some file formats are open and well-documented. We believe these to be preservable for the foreseeable future and encourage submission in these formats whenever possible.	Text (.TXT, .ASC, .RTF) Portable Document Format (.PDF) Graphics Interchange Format (.GIF) TIFF (.TIF) Joint Photographic Experts Group (.JPG) Hypertext Markup Language (.html, .htm) Standard Generalized Markup Language (.SGML) Extensible Markup Language (.XML)
Popular / proprietary	We will give priority to updating files submitted in known and popular proprietary formats, based on their durability and potential for preservation. Although we will make a best effort to retrieve these files in useable format (using strategies such as migration/conversion, emulation, or other strategies as they become available), some loss of data may occur with these formats.	Microsoft Office formats: Word(.DOC), Excel (.XLS), Powerpoint (.PPT) Tex, LaTeX (.TEX) Visio (.VSD) RealMedia (.RA, .RM, .RAM)
Rare / undocumented	For rare, undocumented, or unknown file formats, we commit to preserving and returning the bits submitted in their original sequence. There is no assurance the files will be usable in the future once retrieved from the repository.	