

# Preservation Policies? Kickstart with SCAPE!

## SCAPE Catalogue of Preservation Policy Elements

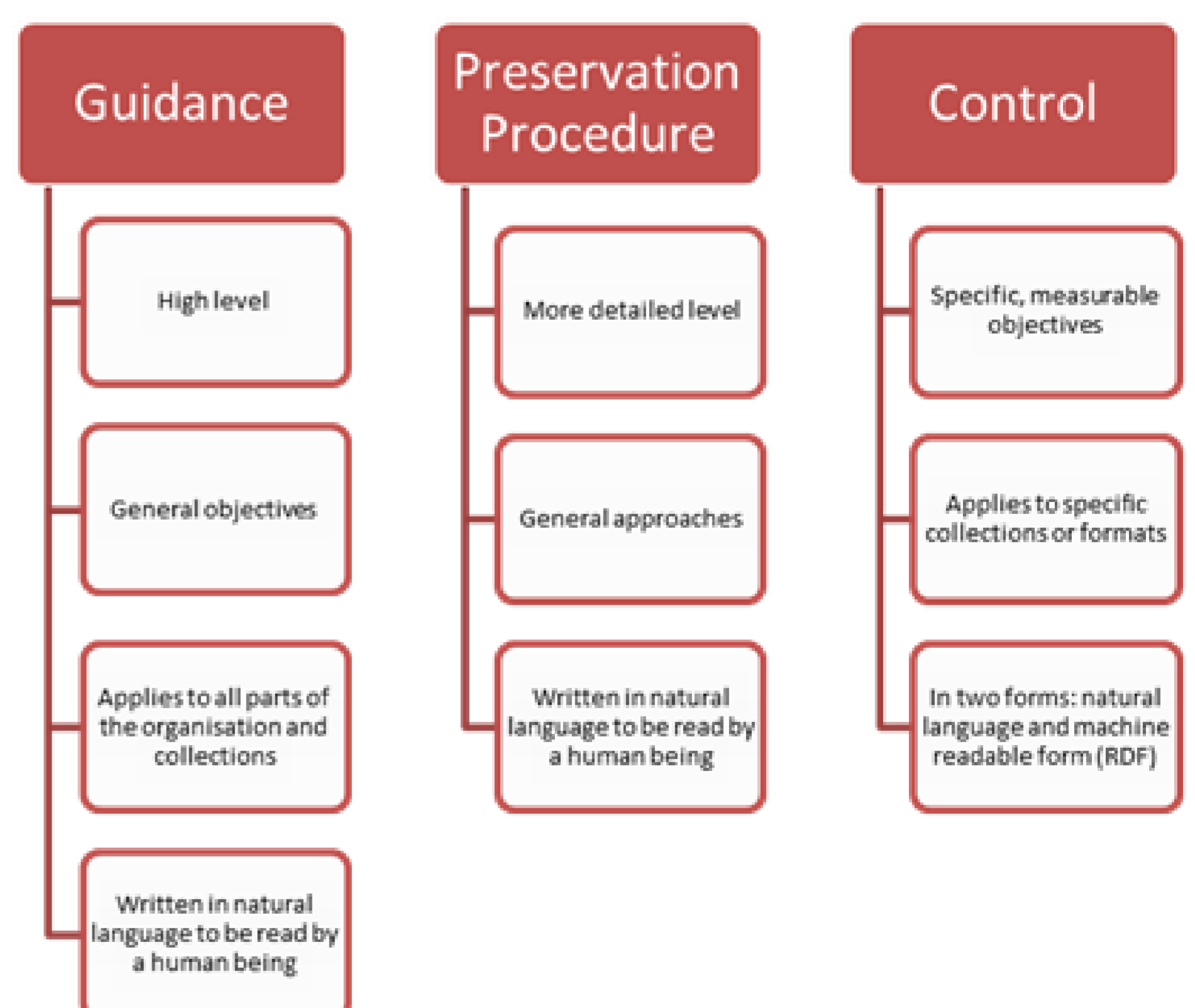
The SCAPE Catalogue of Preservation Procedure Policies offers an overview of policy topics, supporting you in making or updating your own institutional preservation policies. Each policy element is clearly explained with:

- A definition of the policy
- Explanation of its necessity
- References to real life examples, based on our collection of Published Preservation Policies at [http://bit.ly/SCAPE\\_Catalogue\\_Policies](http://bit.ly/SCAPE_Catalogue_Policies)
- Suggested stakeholders that should be involved
- The relevant life cycle stage
- A set of questions to foster discussion internally.

## SCAPE Policy Model

The SCAPE Policy Model consists of three related levels of policies, thus creating coherence on all levels. Each level serves a different purpose.

- Guidance Policies, useful for generic communication about the goals and aims of the organisation
- Preservation Procedure Policies, explains the approaches taken to achieve these goals
- Control Policies are machine readable and will make automated preservation activities possible.



SCAPE Policy Model

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