



## Collection Policy

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### Introduction

The Digital Repository of Ireland is a trustworthy digital repository for Ireland's contemporary and historical social and cultural data. DRI preserves, manages and provides access to the data and accompanying metadata deposited by member institutions, in line with international best practice in archiving and preservation. DRI plays a crucial role in the national digital archiving landscape, providing direct archiving, publishing and preservation services, as well as assisting organisations in reaching their digital preservation and dissemination goals.

For more information about the mission and structure of the DRI see <https://www.dri.ie/about-dri>.

### Purpose of this Policy

This policy should be read by organisations interested in depositing collections within DRI.

The policy provides an overview of the types of data, digital assets and collections which the DRI aims to preserve and publish. It should inform potential depositors on whether they may hold appropriate content for deposit and users on the type of collections they can find in the repository.

DRI works with digital content, providing advice on best practice in digitisation, as well as guidance in the form of factsheets, guidelines, 'How Tos', and other publications. DRI does not provide direct digitisation services.

DRI operates as a membership-based organisation. Generally, deposits are made by DRI members or those affiliated with DRI member organisations. Types of member organisations are outlined in the DRI Membership Policy.

For more information:

- DRI Membership Policy see <https://doi.org/10.7486/DRI.0574f668r>
- DRI Membership Model <https://www.dri.ie/membership>
- Current DRI Members <https://www.dri.ie/our-members>

## Users

DRI is open and available to the public at <https://dri.ie>. DRI is committed to diversifying its collections to represent a wide range of content from, by, and about Ireland. Similarly, it is committed to making its collections accessible to its diverse community of users. These include primary and secondary level pupils, undergraduate and postgraduate students, educators and academic researchers, historians, local interest groups, public researchers, genealogists, journalists, artists and the creative industries and members of the public with an interest in Irish cultural heritage.

## Scope

DRI archives, preserves, and provides access to digital data. Digital collections deposited with the DRI should align with the mission of the Repository as the national trustworthy digital repository for Ireland's social and cultural data. Collections should consist of materials generated by researchers in Ireland, held by Irish Institutions, or digital material pertaining to the island of Ireland. The domain of social and cultural data is defined broadly in recognition of the fact that the traditional disciplinary boundaries are blurring, and with novel reuses of data, the DRI's designated depositor and user communities are continually expanding. Our overriding principle is that the material should be of social, historical, political, scientific or economic significance or be of potential enduring interest to the culture of the island of Ireland.

Collections may be in any language and should be accompanied by metadata written in either Irish or English, and where applicable, contextual information. Guidance on preferred and acceptable file formats is located in our Factsheet on File Formats while information on supported metadata standards can be found in the relevant DRI metadata guidelines. The depositing institution will hold the rights to the data or must show that it has the necessary permissions to publish the data, that the data is in the public domain, or that the data qualifies as an Orphan Work under the EU Orphan Works Directive.

DRI collections consist of a wide variety of digital content, including but not limited to born-digital or digitised printed materials, manuscripts, publications, oral history and folklore recordings, images (paintings, drawings, prints, posters and photographs), maps, sheet music and music recordings, video recordings, ephemera, and research data from a range of Social Sciences and Humanities projects.

DRI takes a non-exclusive view to collections and accepts materials that are available online elsewhere. Collections are expected to evolve over time in line with collection development and new technologies.

DRI does not charge for access to data and does not purchase collections for deposit.

As a digital archive and preservation repository, DRI is not designed as a platform for temporary data storage or ongoing data analysis. Deposited collections can, however, be updated and added to over time.

DRI is committed to the principles of Open Access. DRI does not generally offer preservation-only services. Collections ingested to the repository should be published and made freely accessible through one of our standard publication options, notwithstanding allowable access restrictions and agreed embargo periods. However, DRI is committed to ensuring the preservation of Ireland's social and cultural record, so certain exceptions may be made on a case-by-case basis, in agreement with DRI.

For some data the implementation of appropriate access controls are required. This is particularly the case where it is necessary to protect the privacy of individuals and organisations and to ensure that sharing research outputs meets internationally recognised professional ethical standards and conforms to national and European law.

## Building Our Collections

DRI's domain remit includes social and cultural data -- data from arts, humanities, social sciences and cultural heritage pertaining to Ireland. For example:

- Research datasets from the Humanities and Social Sciences
- Collections relating to Ireland's cultural heritage
- Collections that relate to important topical events/movements/historical moments

In addition to this domain remit, DRI actively seeks to build its collections in two principal ways: first, to consciously diversify its holdings, and second, to build strategically on existing strengths. DRI also aims to forge connections between collections and promote discovery across collections and/or platforms. For example:

- Materials in relevant domains/formats/topics underrepresented in the Repository and/or the historical record
- Collections with a thematic relation to existing materials in the Repository
- Collections that are interoperable and reusable by other national or international platforms, such as Europeana, Ireland's Open Data Portal ([data.gov.ie](http://data.gov.ie)), [heritagemaps.ie](http://heritagemaps.ie)

Within these areas, DRI is particularly attentive to data that is at risk of loss, and data that is not being preserved or made available elsewhere.

## Further Guidance

As per the DRI Membership Policy, depositors must meet DRI's documented standards (including but not limited to those pertaining to licensing, metadata and formats). More information on the expectations and responsibilities of the DRI and of depositors are outlined in the Organisational Manager Agreement (<https://doi.org/10.7486/DRI.zk527x75s>) and in the Deposit Terms and Conditions (<https://doi.org/10.7486/DRI.1544r4085>).

While DRI provides support and training, the ingest process is performed by the depositors. This includes reviewing deposited content for completeness and correctness prior to publication.

DRI supports the sharing and reuse of data where possible, therefore metadata in the Repository will be publicly accessible and licensed under a Creative Commons licence. Depositors control the rights statements and licences attached to their digital assets, and DRI encourages the application of standardised licences such as Creative Commons where possible. Further advice can be found in DRI's Factsheet No. 2: Copyright, Licensing, and Open Access.

This Collections Policy is part of a suite of policies that guide DRI and member relations. To access all DRI Policies, visit the full collection: <https://doi.org/10.7486/DRI.rf56bp44x-2>

## Appendix: Glossary

Collection	A group of digital objects or digital content. A collection may contain different types of objects e.g. images, audio, text, metadata and are essentially raw materials - that is without interpretation. A collection is an aggregation of digital objects which may be linked by subject, location, ownership, etc.
Digital Object	Digital object refers to files or digital assets and their associated metadata e.g. an image, a document, an audio file and all its accompanying files, including xml encodings, OCR text files, etc.
Licensing	Licensing allows copyright owners to permit approved use and reuse of their work, without relinquishing copyright fully. Licensing can permit both commercial and non-commercial reuse of a work, depending on the terms of the licence, and licences may last in perpetuity or for a specified period. The application of a licence does not mean that a copyright statement should not be applied to a work, and many licences such as Creative Commons suggest that the copyright holder is credited.
Metadata	Data about data. Metadata is broken into technical, descriptive or administrative. It provides contextual information about the data.
Preservation	Preservation means that content is maintained by DRI to the same quality as it was received for as long as DRI is maintained as a live repository. If DRI ceases to be maintained as a live repository that content will be returned to the owner in the same quality as it was received. Quality of content is defined as the level of data integrity and accessibility.
Depositor	The person or persons authorised by the Organisational Manager to upload or modify digital objects to the system