Cambridge Diamond open access platform

Preservation and Archiving Policy

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Name of creator:	Open Research, University of Cambridge Libraries & Archives
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Frequency of reviews:	Every three years
Review is the responsibility of:	Diamond platform Management Team
Location of policy:	https://doi.org/10.60866/CAM.411

Scope

This policy applies to all content hosted on the Cambridge Diamond Open Access Platform (diamond-oa.lib.cam.ac.uk), operated by Cambridge University Libraries and Archives.

Purpose

To ensure the long-term accessibility, integrity, and authenticity of hosted journal content and associated metadata, in alignment with Cambridge University Libraries' preservation principles.

Preservation objectives

We aim to:

- Maintain enduring access to content and descriptive metadata.
- Safeguard the fixity and authenticity of files through established repository practices.
- Support the sustainability of digital formats, including future format migration if required.
- Provide persistent identifiers (e.g., DOIs) and durable landing pages for citability and discovery.
- Ensure that content remains discoverable and citable as part of the scholarly record.

What we preserve

We preserve:

- Published content files (articles, issues, supplementary files) supplied by journals.
- Essential descriptive metadata (e.g., title, creator(s), publication details, resource type, rights).
- Administrative and technical metadata required to support preservation actions and record provenance.

Preservation actions and infrastructure

To support long-term preservation, we:

- Use the DSpace repository platform's preservation-supporting capabilities (bit-level preservation, checksums, administrative versioning, audit trails).
- Maintain redundant storage and regular fixity checking in line with Cambridge University Libraries and Archives' preservation practice.
- Engage, where appropriate, with external preservation networks or distributed preservation infrastructures to strengthen long-term continuity.
- Monitor technological change to ensure that digital content remains accessible, migrating content to new formats, systems, or infrastructures if required.

Preferred formats and file sustainability

We accept the file types used by hosted journals.
Where feasible, we encourage:

- accessible PDFs (e.g., PDF/A)
- open, non-proprietary formats
- structured, machine-readable supplementary files

Journal editors remain responsible for preparing content in preservation-friendly formats.

Persistent identifiers (PIDs)

Articles and other research outputs published on the platform receive DOIs registered with DataCite.
DOIs always resolve to a landing page providing metadata and access to the item or its status.
Metadata is maintained and updated to reflect corrections or changes.
(See the DOI Policy for full details.)

Versioning, corrections, retractions, and withdrawal

Content (file) changes create a new version; where changes are substantial, a new DOI may be assigned.
Metadata-only updates do not require a new DOI and may be applied to the existing version.

Corrections and retractions are signposted on the landing page and linked to the relevant version(s).
Withdrawals (for legal, ethical, or rights-related reasons) retain the DOI, which resolves to a tombstone/withdrawal notice; the withdrawn content is not accessible.
If a journal ceases publication, its published content will continue to be preserved and remain accessible through the Cambridge Diamond Open Access Platform, subject to legal or ethical constraints.

Retention and review

We aim to preserve hosted content indefinitely, subject to technical, legal, and ethical considerations.
This policy is reviewed annually or when preservation practice evolves significantly.