

# Policy Exercise

Organization Name: \_\_\_\_\_

Organization Type: \_\_\_\_\_

## Digital Collection Policy

Who can content be submitted by?	
What is the content scope of the collection (e.g., student thesis, original broadcast productions, artworks collected by our curators, etc.)?	
What are the content types accepted/collected (e.g., video, audio, images, text, websites)?	

## SIP Requirements Policy

What file formats are accepted for preservation for each content type (include container/codecs for video and audio)	
What metadata is required from the submitter?	
What other information is required from the submitter (checksum, documentation/instructions, licenses/releases)?	

## AIP Policy

Are files normalized to a common format on ingest? If so, what?	
If files are normalized for preservation, are originals retained?	
Are access derivatives created on ingest? If so, in what format?	
What tasks take place on ingest (e.g., virus check, technical metadata extraction, fixity check, create unique ID, etc.)	
What metadata is added during ingest (hint: some should be the result of the ingest tasks)?	