



Portico Designated Communities Feedback Policy

1. Policy Statement

- 1.1. Portico values transparency and strives for open and robust communications with its designated communities.

2. Implementation Examples

2.1. Email and Phone Queries:

- Telephone numbers and email addresses and/or contact web forms will be easily accessible on the Portico website and referenced in email communications, print communications, and other communications.
- Portico will respond to all communications in a timely manner.

- 2.2. Portico Advisory Committee: Portico will regularly discuss status and projects with and seek advice from a standing advisory committee drawn from members of the designated communities.

- 2.3. Project Communication: As necessary, Portico will seek advice from the designated community about new directions and existing projects by reaching out to specific members of those communities through email, blog postings, listserv discussions, phone calls, and other media.

- 2.4. One-on-One Conversations: Portico regularly meets with libraries and publishers in one-on-one settings to discuss their unmet preservation needs.

2.5. Conference Attendance:

- Portico will attend library, publisher, and archival conferences to present its work, to network with participants, non-participants, and others working in the field of digital preservation, and to stay apprised of the development of best practices.
- Portico will host occasional meetings to share information about the current status of the archive and services and participate in ongoing conversations with librarians and publishers, for example holding a participants meeting at the American Library Association mid-year conference.

2.6. Reports and Papers:

- Portico will create and distribute reports on the status of the service and the Portico archive to all participants at least annually.
- When Portico has substantive research or commentary to bring to the community, Portico will write and publish papers and reports on topics of interest.

3. Definitions

- 3.1. Designated Communities: "Designated Community" is a term coined in the OAIS Reference Model where it is defined as "an identified group of potential Consumers who should be able to understand a particular set of Information. The Designated Community may be composed of multiple user communities." The designated community is the set of people for whom the content is being preserved for future use. Portico's designated community includes publishers, librarians, scholars and students at participating institutions.

- 3.2. Consumer: "Consumer" is a term used in the OAIS Reference Model definition of Designated Community where it is defined as "the role played by those persons, or client systems, who interact with OAIS services to find preserved information of interest and to access that



information in detail. This can include other OAISs, as well as internal OAIS persons or systems.”

4. Document History

4.1. Approved by: Eileen Fenton

4.2. Last Review Date: 8/21/2009

4.3. Reviewed by: Stephanie Orphan, Sheila Morrissey, Amy Kirchhoff

4.4. Change history:

Version	Date	Change	Author
0.1	5/14/2009	Drafted.	Amy Kirchhoff
0.2	5/15/2009	Made some mods per Stephanie Orphan’s comments.	Amy Kirchhoff
1.0*	8/21/2009	Finalized and tweaked per EGF.	Amy Kirchhoff

* An approved version of this document.