Portico Archive Holdings Completeness Policy

1. **Policy Statement**

    1.1. Portico will attempt to verify that the content it has preserved is complete – that all content committed to the archive by a content provider is preserved, that all titles are completely preserved without any gaps, and that all objects are complete. Portico will establish plans for addressing the completeness of collections on a content type, content provider, or collection basis – as appropriate for the content.

2. **Implementation Examples**

    2.1. At the object level, if the content provider has provided a manifest file, Portico will check the content received against the manifest file. For all content types, Portico has a rigorous ingest process to manage arrangement and appraisal of the object files supplied by the content provider.

    2.2. E-journals provide an example of a content-type that require an iterative approach to verify completeness at the title and issue level, as e-journals are particularly idiosyncratic (for example, what appears to be a missing issue may never have been published or it may be a delivery mistake on the part of the content provider). As one step in this process, Portico summarizes holdings information on the Portico website and in our holdings statements made available on-line and through Keepers. A second step in this process is that Portico analyzes the completeness of all journals that it can, by algorithmically identifying the most likely publication pattern for the journal and then determining which issues Portico has preserved and which are missing. A third step in the process is, where possible, to write software to review every volume and issue on the website and count the number of articles and compare this to what Portico is preserving. For a set of our publishers, Portico is also systematically manually reviewing missing issues and requesting them from the publishers. We are investigating ways to expand this process to other publishers for ongoing content and to thoroughly follow-up on all historical content.

    2.3. E-books provide their own challenges in the completeness space. We ask that publishers provide us with a list of the books they intend to deliver to Portico and we merge that with the list of books they actually deliver to Portico for preservation to keep track of what has not yet been delivered. Books are particularly challenging, because there is no single identifier for the intellectual content of a book, as ISBNs identify specific formats of a book.

3. **Document History**

    3.1. Approved by: Kate Wittenberg

    3.2. Last Review Date: 8/7/2023

    3.3. Reviewed by: Amy Kirchhoff, Karen Hanson, Kate Wittenberg, Sandra Parr

    3.4. Change history:

Version	Date	Change	Author
0.1	7/22/2009	Drafted.	Amy Kirchhoff
1.0*	7/28/2009	Made mods per Stephanie and Sheila.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line	Amy Kirchhoff
1.2*	8/12/2009	Modified per EGF.	Amy Kirchhoff
1.2.1	4/4/2011	Updated the logo.	Amy Kirchhoff

| 1.3* | 3/26/2016 | Explained completeness and e-journals and added a para about e-books | Amy Kirchhoff |
| 1.4* | 8/7/2023 | Added explanation about counting articles on the publisher website. | Amy Kirchhoff |

* An approved version of this document.