TRAC2 5.1.1.1.4

5.1.1.1.4 - The repository shall have procedures, commitment and funding to replace hardware when evaluation indicates the need to do so.

Explanation

SP has a commitment of funding for regular hardware replacement and storage media refreshment. Administrators assess and, if necessary, revise funding commitments during the repository's annual budget review. SP replaces hardware within a 5-year period (i.e. every 5 years or less) even if the hardware is functioning normally. Typically, SP buys a 5-year warranty for hardware components. When hardware replacement is necessary, SP staff analyze information provided by vendors, consult experts at OCUL member libraries and the University of Toronto Libraries' Information Technology Services, and conduct a cost-benefit analysis of hardware alternatives. To support decision-making, SP has an inventory of hardware and software components. Please see 5.1.1.5 for additional information about hardware change processes.

Responsibility

Digital Preservation Policy Librarian

SP Director

Systems Administrator

Potential Risks

Loss of funding, whether through cuts or freezes, can make it difficult for the repository to replace or upgrade hardware. SP has assessed the risk of loss of funding and implemented a number of risk-minimization strategies. Please see the Risk Analysis and Management Strategies document for more information.

Relevant Documents

1. Risk Analysis and Management Strategies
2. Hardware and Software Inventory (available on request)