

A very simple open archiving strategy for a small publisher

1. Create an information pack for authors - help them to identify the material most critical for archiving, and encourage them to use PIDs, robust links, and to link to archived content
 2. Create a folder to hold all the material associated with the publications that you wish to upload to an archive
 3. Include within the folder
 1. the highest quality versions of the ebook publication you are able to generate (see the what formats section above)
 2. a file with as complete metadata for the publication as you have, in a format that can be easily read (see what metadata section)
 3. any additional or embedded resources it is important to make available to reader
 4. Create web archives of important links within the work using a suitable web archiving service, and make clear within the publication where these can be found.
 5. Upload the folder to a couple of general archiving platforms, ideally based in different countries and using different technologies (eg Internet Archive and Zenodo).
 6. Reconsider and enhance each step over time as you can - archiving is an ongoing process!
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