

LOCKSS Procedures

LOCKSS (Lots of Copies Keep Stuff Safe) is a digital preservation project designed to preserve long-term access to electronic journals. It is open source software that provides librarians with an easy and secure way to collect, store, and preserve, local copies of authorized electronic journal content they purchase. LOCKSS works as a “dark archive,” and the content can only be accessed when it is no longer available from the publisher. As a member of the LOCKSS Alliance, UT is authorized to cache LOCKSS titles to which the library already subscribes, as well as open-access titles. These procedures are designed to insure that the library is caching only the allowed subscription titles and any selected open-access titles.

Notice from LOCKSS

The Preservation Coordinator will forward the LOCKSS notice of new available titles to the CDM Office manager.

The CDM Office manager will determine if UT subscribes to the title.

Subscription Titles

If UT subscribes, the CDM Office manager will:

1. Forward the titles to which UT describes to the LTS LOCKSS administrator.
2. Add the titles to be cached to the LOCKSS Excel file.

The LTS LOCKSS administrator will add the titles to the LOCKSS server and begin caching those titles.

If UT does not subscribe, the CDM Office manager will determine if the title is open access.

Open-Access Titles

The CDM Office manager will handle the title as a gift:

1. E-mail the title’s url to the appropriate subject librarian to determine if the title should be cataloged and included in LOCKSS. The email message will include the following language:
 - a. LOCKSS is a digital preservation project designed to preserve long-term access to electronic journals.
 - b. This open-access title is now available to be included in the LOCKSS project.
 - c. Would you like to add the title to the collection and include it in our LOCKSS system?
2. Forward titles that will be cataloged to the LTS LOCKSS administrator for inclusion in the LOCKSS server.
3. Add the titles to be cached to the LOCKSS Excel file.

The LTS LOCKSS administrator will add the titles to the LOCKSS server and begin caching those titles.