## Succession Plan V1.0

**Apollo repository**

### Revision history

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Succession Plan

As the University of Cambridge’s institutional repository, Apollo is responsible for the curation of deposited research outputs, as well as for storing and sharing those outputs according to the guidelines of research funders and abiding to principles and recommendations from Cambridge University Library’s (CUL) Digital Preservation Policy. The long-term preservation of digital assets in Apollo is the responsibility of Cambridge University Library (CUL).

The University’s core mission is around teaching and research, and the preservation of physical and digital assets that support that aim. While governance and institutions within the University may change over time, there will always be robust and sustainable systems in place to support such preservation and access. CUL also collaborates internationally with other museums, libraries and archives on projects that result in long-term storage of data and assets, so have a mature network of partners to collaborate with in the unlikely event of the University ceasing to exist.

Research outputs can include, but are not limited to, open access publications such as journal articles or conference proceedings, book chapters, monographs, doctoral theses, various forms of research data (video recordings, spreadsheets, computational scripts, code, images etc.), presentations and others. Up-to-date, live information about the breakdown of materials in Apollo by content type can be accessed via https://www.repository.cam.ac.uk/browse?type=type.

If, for any reason, Apollo in its current form ceases to exist, or CUL should discontinue its support of Apollo, the following considerations are relevant when assessing and determining suitable options for the transfer of content in Apollo:

- Critical assets where the only content copy is held in Apollo
- Digital assets in Apollo that are subject to open access mandates or research funder policies
- Digital assets published elsewhere where surrogate copies (accepted manuscript, or version of record) are held in Apollo
- Digital assets supporting research and teaching activities of the University

Based on the criteria outlined above, one of the following options will occur:

- CUL Research Collections division (via their Archives Management System, or other alternative system) will assume responsibility for the curational process of research outputs held in Apollo.
- Central University Information Services (UIS) will assume responsibility for Apollo. Current Apollo infrastructure could be replicated, and content access provided via UIS infrastructure.
- A different department or entity within the University will assume responsibility for Apollo. The Research Strategy Office is one example of a relevant unit that could assume responsibility for Apollo content.
- Suitable subject, funder or general repositories, or digital preservation archives, will be identified for open research data and scholarly content held in Apollo.
- A partner digital archive or open research program outside of the University will be identified and asked to assume responsibility for the content. An example would be to migrate content to a paid for service such as Research Repository Plus, provided by JISC (offers a repository for multiple content types, digital preservation and connects to other research systems such as CRIS). At the time of transfer, CUL will
ensure that the transfer media and dissemination formats are relevant and compatible with current best practices and standards within the digital preservation community. These conditions are subject to change as the community’s understanding of digital repositories and preservation requirements evolve.

- The contents will be returned to the depositor(s) in an agreed upon manner.

Another long-term option for the provision of access to Apollo content will be to pursue a collaborative approach to digital preservation via agreements with national, partner institutions.

Related CUL and University policies

Digital Preservation Policy, https://doi.org/10.17863/CAM.71114
Apolo repository terms of use, https://doi.org/10.17863/CAM.81261
Apolo repository deposit licence agreement, https://doi.org/10.17863/CAM.82056
DOI Policy, https://doi.org/10.17863/CAM.10214