



Northeastern University

University Libraries

Digital Repository Service

Policy on Format Support and Preservation

Our goal is to provide as much support for your content as possible. Our preservation policy states that:

- Every file deposited in the repository will be identifiable and retrievable in the future
- To the extent possible, we will take all necessary actions to make your files usable in the future

Given the broad range of software applications being used at Northeastern, and the resulting file formats that we might expect to receive on deposit, we will not be able to provide the same level of support to every file. To help you better predict your support and to help guide you as you prepare files for deposit, we have arranged file formats into three categories:

1. Supported

We will take all reasonable steps to ensure that files in these formats remain usable for the long-term. These actions may include migration and/or emulation. We will continue to monitor these formats to better predict important lifecycle events. We encourage submission in these formats whenever possible.

2. Managed

Files in this category are of known formats, but the formats are generally proprietary in nature and we may not be able to ensure long-term usability of the content. As we learn more about formats in this category, it is possible that a format may move from "Managed" to "Supported". When possible however, a supported file format alternative (PDF instead of MS Word, for example) should be chosen for deposit.

3. Housed

These are files for which the file format is unknown. We will preserve the file as deposited but will be unable to take any actions to guarantee the files usability.

Audio Files

Extension	Format	Notes	Level
aif, aiff	AIFF	If possible, file should be saved in WAV format before depositing	Supported
mp3	MPEG 1/2, Audio Layer 3		Managed
ra, ram, rm	Real Audio		Managed
wav	WAV	This is the preferred archival format for audio	Supported

Image Files

Extension	Format	Notes	Level
bmp	Bitmap		Supported
gif	GIF		Supported
jpg, jpeg	JPEG		Supported
jp2	JPEG2000	When possible, these files should be saved with no compression.	Supported
png	PNG		Supported
tif, tiff	TIFF	This is the preferred archival format for images; these files should be saved with no compression.	Supported

Text and Office Files

Extension	Format	Notes	Level
csv	Comma Separated Values Text		Supported
css	CSS		Supported
dtd	DTD		Supported
htm, html	HTML	When possible, user should deposit corresponding CSS and images	Supported

xls, xlsx	Microsoft Excel		Managed
ppt, pptx	Microsoft PowerPoint		Managed
doc, docx	Microsoft Word	When possible, user should convert to PDF before depositing	Managed
pdf	PDF	PDF/A is the preferred version of PDF	Managed
eps, ps	Postscript		Supported
rtf	RTF		Supported
asc, dat, tab, txt	Text		Supported
xml	XML	When possible, user should deposit corresponding DTD or Schema	Supported
xsd	XML Schema		Supported
xsl	XSL		Supported

Video Files

Extension	Format	Notes	Level
wmv	Microsoft Windows Video		Managed
mp4	MPEG 4 Video		Managed
mov	QuickTime Video		Managed
qt	QuickTime Video		Managed
avi	Video for Windows		Managed