



Assessment Information

[CoreTrustSeal Requirements 2020–2023](#)

Repository: Musiikkiarkisto / Music Archive Finland
Website: <https://musiikkiarkisto.fi>
Certification period: 05 September 2023 - 04 September 2026
Requirements version: CoreTrustSeal Requirements 2020-2022

This repository is owned by: **Musiikkiarkiston Kannatusyhdistys ry**

CORE TRUSTWORTHY DATA REPOSITORIES REQUIREMENTS

Background Information

Repository Type

Please provide context for your repository. You can select one or multiple options.

Compliance level:

Not Applicable - 0

Response:

- Archive

Links:

Reviews

Reviewer 1:

Compliance level:

Not Applicable - 0

Comments:

Reviewer 2:

Compliance level:

Not Applicable - 0

Comments:

Description of Repository

Provide a short overview of the repository.

Compliance level:

Not Applicable - 0

Response:

The Music Archive Finland [i] is a non-profit central archive for materials related to music. The Music Archive is maintained by The Member's Association of Music Archive Finland (Musiikkiarkiston Kannatusyhdistys ry), an association that was founded in 1990.

The rules [ii] of the Member's Association defines the purpose and activities of the association as follows:

"The purpose of the association is to intellectually and financially promote music archiving activities in Finland. To fulfill its purpose, the association maintains and manages the Music Archive Finland, which collects, preserves and documents materials related to music. The association also fulfills its purpose by organizing public events, concerts, festivals and training events. In order to support its activities, the association can accept donations and bequests, own real estate, implement lotteries and fundraisers after receiving the relevant permission, run kiosk sales, establish funds and engage in publishing activities."

The Music Archive Finland's acquisition policy [iii] follows the guidelines of the jointly acquisition policy for private archive materials. In accordance with the national acquisition policy agreed by the National Archives and Finnish private archives, the Music Archive is the primary storage location for research and cultural heritage material related to Finnish music except for classical and folk music. Thus, the Music Archive stores music genres such as jazz, rock and pop, popular music, gospel, hip hop, punk, etc.

Classical and folk music are not stored, because in accordance with the national acquisition policy, other organisations are responsible for them, primarily the National Library, the Sibelius Museum, and the Folk Music Institute.

Musiikkiarkisto / Music Archive Finland

In addition, personal and community archives of music creators and enthusiasts, music industry organizations, music events and educational institutions are stored. To improve the usability of the materials, the collections are actively digitised.

The collections cover a significant part of Finnish cultural heritage, and they contain a lot of unique material. The personal and community archives consist of, among other things, photos, sheet music, recordings, correspondence, newspaper clippings and concert programs. The general collections contain, for example, interviews and other memory data.

[i] <https://musiikkiarkisto.fi/music-archive-finland.php>

[ii] https://musiikkiarkisto.fi/inc/_tiedostot/maf-rules.pdf

[iii] https://musiikkiarkisto.fi/inc/_tiedostot/maf-acquisition-policy.pdf

Links:

Reviews

Reviewer 1:

Compliance level:

Not Applicable - 0

Comments:

Reviewer 2:

Compliance level:

Not Applicable - 0

Comments:

Designated Community

Provide a clear definition of the Designated Community

Compliance level:

Not Applicable - 0

Response:

Music Archive Finland primarily serves researchers in various fields who study Finnish music. Secondly, people interested in the history of Finnish music are also served, such as non-fiction writers, journalists and music enthusiasts.

Customers mainly use the finna.fi service as a search system for materials. Instructions for searching and using materials have been compiled on the website of the Music Archive [i].

Based on the copyright law [ii], most of the materials are available to customers only in the Music Archive Finland's premises. Instructions for customers [iii] have been compiled on the archive's website. Materials published openly online can be reached via the Open Access pages [iv] of the Music Archive.

The staff of the Music Archive assists customers in searching for and using materials.

In order to ensure that the Music Archive is able to serve various stakeholders, its board has a diverse representation of researchers, musicians and music makers. The entities represented on the board are described in more detail in the association's activity reports that are public [v].

[i] <https://musiikkiarkisto.fi/kokoelmat-palvelut/>. There is an English summary of the instructions in R13.

[ii] <https://www.finlex.fi/fi/laki/ajantasa/1961/19610404>

[iii] <https://musiikkiarkisto.fi/kokoelmat-palvelut/asiointi-arkistossa.php>. Instructions for customers are explained in English in R13.

[iv] <https://musiikkiarkisto.fi/oa/>

[v] https://musiikkiarkisto.fi/arkisto/_tiedostot/tk/tk2021.pdf. An English summary of the Activity Report:

https://musiikkiarkisto.fi/inc/_tiedostot/maf-activity-report-2021.pdf. The entities represented on the board are described in English in R6.

Links:

Reviews

Musiikkiarkisto / Music Archive Finland

Reviewer 1:

Compliance level:

Not Applicable - 0

Comments:

Reviewer 2:

Compliance level:

Not Applicable - 0

Comments:

Level of Curation

Select all relevant types of curation.

- Content distributed as deposited
- Basic curation – e.g., brief checking, addition of basic metadata or documentation
- Enhanced curation – e.g., conversion to new formats, enhancement of documentation
- Data-level curation – as above, but with additional editing of deposited data for accuracy

Compliance level:

Not Applicable - 0

Response:

- B. Basic curation – e.g. brief checking; addition of basic metadata or documentation
- C. Enhanced curation – e.g. conversion to new formats; enhancement of documentation
- D. Data-level curation – as in C above; but with additional editing of deposited data for accuracy

Links:

Reviews

Reviewer 1:

Compliance level:

Not Applicable - 0

Comments:

Reviewer 2:

Compliance level:

Not Applicable - 0

Comments:

Level of Curation - explanation

Please add the description for your Level(s) of Curation.

Compliance level:

Not Applicable - 0

Response:

Musiikkiarkisto / Music Archive Finland

Most of the materials in the Music Archive are original, unique material. Thus, no curation can be done on them other than organizing the material or removing objects that do not belong to the archive (for example, removing empty folders, system files etc.). In the same process, the material is described and metadata is stored either in the Melinda or the Yksa service, depending on the type of material.

In its operations, the Music Archive follows the file formats defined by the DPS service. If necessary, materials are also accepted in other file formats, in which case they are converted by the Music Archive to a suitable file format. The conversion is done without loss, if possible.

In connection with the processing of the original material, metadata and attachment files are attached to it, which are necessary to understand the content of the material. For example, in the case of recordings and videos, the actual audio/video file is accompanied by photos taken of the physical recording and its case, as well as information about performers, composers, lyricists, etc.

The materials created on the basis of the research are curated. At the same time, the assessment required by the GDPR regulation (article 9 j) is made as to whether the processing of personal data for the purpose of archiving is proportionate to the goals achieved in relation to this particular material. Based on the evaluation, the material will either be anonymized, or if it is considered justified in terms of the aforementioned evaluation, the material will be archived with personal data.

During the processing of the material, such material will be deleted where storing it is not possible according to the law (for example, confidential or privacy-infringing information).

-

Links:

Reviews

Reviewer 1:

Compliance level:

Not Applicable - 0

Comments:

Reviewer 2:

Compliance level:

Not Applicable - 0

Comments:

Insource/Outsource Partners

If applicable, please list them.

Compliance level:

Not Applicable - 0

Response:

The descriptive metadata of the Music Archive Finland's sheet music collection and music recordings is stored in the Melinda metadata repository provided by the National Library [i]. A service contract [ii] for the use of Melinda has been concluded with the National Library.

The descriptive metadata of the Music Archive's other collections is described to the Yksa archive service. Yksa is a "Sähke2"-certified [iii] archive service that Disec [iv] offers from its own "Vahti"-level data center [v]. A service contract for the use of Yksa has been concluded with Disec.

The descriptive metadata from Melinda and Yksa is harvested into Finna, the joint search service of culture and science [vi][vii]. A service contract [viii] for the use of Finna has been concluded with the National Library.

The long-term preservation of digital material is the responsibility of the national Digital Preservation Service (DPS) [ix], which is maintained by the Science Information Technology Center CSC. The DPS service is currently responsible for preserving the materials of about 20 key national organizations such as the National Archives, the National Library, and the National Museum. The Music Archive is currently allocated a quota of 70 terabytes from the DPS-service, which is financed by the Ministry of Education and Culture.

A service agreement [x] has been concluded between the Music Archive and CSC. The Music Archive transfers the digital material as SIP packages to CSC, which ensures long-term preservation of the bit-level. The Music Archive has overall responsibility for acquisition policy, curation, storage planning and information management. CSC is ISO/IEC 27001 certified.

The maintenance of the Internet services are provided by Welcomnet [xi] and office systems by Microsoft. Freely usable research materials have been published through the avoindata.fi service [xii].

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[i] <https://www.kiwi.fi/display/melinda/In+English>

[ii] <https://www.kiwi.fi/display/melinda/Palvelusopimus>

[iii] "Sähke2" is order of the National Archives on the processing, management and storage of electronic documentary data.

[iv] <https://disec.fi/in-english/>

[v] The Government Information Security Management Board (VAHTI), which has been established by the Ministry of Finance, is responsible for steering, developing and coordinating central government information security. VAHTI handles all significant central government information security policy and information security guidance matters. <https://www.suomidigi.fi/en/ohjeet-ja-tuki/vahti-instructions>

[vi] Hundreds of Finnish organisations such as archives, libraries and museums bring their unique content to Finna. The National Library of Finland maintains and develops the Finna service continuously in cooperation with archives, libraries, museums and other partners.

[vii] <https://www.finna.fi/?lng=en-gb>

[viii] <https://www.kiwi.fi/display/Finna/Sopimukset>

[ix] <https://digitalpreservation.fi/en>

[x] <https://digitalpreservation.fi/sopimukset>

[xi] <https://www.welcomnet.fi>

[xii] https://www.avoindata.fi/data/en_GB/organization/musiikkiarkisto

Links:

Reviews

Reviewer 1:

Compliance level:

Not Applicable - 0

Comments:

Reviewer 2:

Compliance level:

Not Applicable - 0

Comments:

Significant Changes

Summary of Significant Changes Since Last Application if applicable.

Compliance level:

Not Applicable - 0

Response:

-

Links:

Reviews

Reviewer 1:

Compliance level:

Not Applicable - 0

Comments:

Reviewer 2:

Musiikkiarkisto / Music Archive Finland

Compliance level:

Not Applicable - 0

Comments:

Other Relevant Information

You may provide other relevant information that is not covered by the requirements.

Compliance level:

Not Applicable - 0

Response:

The Music Archive Finland is the primary storage location for research and memory data related to Finnish music.

Music Archive is an organizational member of the following communities: Archives Network in Finland, Time Machine Organization, Finnish Musicological Society, and Open Knowledge Finland.

The Music Archive currently has approximately 60 terabytes of materials in digital format, such as documents, audio and video files, and photographs. There are approximately 1,200 shelf meters of materials in analog format.

The Music Archive also has its own Open Access pages, where freely accessible materials such as dissertations and other monographs, audio interviews, and video lectures have been published.

Original, unique analogue materials are kept in their original form and no curation is done on them other than organizing the material and removing objects that do not belong to the material set.

The digital material, either created through digitization of the original material or born-digital, is under curation, and to ensure its preservation, the measures described in the chapter "Digital Object Management" are taken. Also the research materials are curated. For example, materials containing personal data are anonymized.

Links:

Reviews

Reviewer 1:

Compliance level:

Not Applicable - 0

Comments:

Reviewer 2:

Compliance level:

Not Applicable - 0

Comments:

Organizational Infrastructure

R1 Mission/Scope

The repository has an explicit mission to provide access to and preserve data in its domain.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

The mission of the Music Archive Finland is defined in the association rules [2] of the Musiikkiarkiston Kannatusyhdistys ry as follows:

Musiikkiarkisto / Music Archive Finland

"The purpose of the association is to intellectually and financially promote music archive activities in Finland. To fulfill its purpose, the association maintains and manages the Music Archive, which collects, preserves and documents material related to music." The operation is guided in more detail by the action plan approved annually at the association's general meeting.

The Ministry of Education and Culture has committed to finance the long-term preservation of the Music Archive's digital materials in the Digital Preservation Service (DPS) [4].

The Music Archive Finland's acquisition policy [3] follows the guidelines of the jointly agreed national acquisition policy for private archive material. The joint policy includes the National Archives and private archives that have agreed on acquisition policy principles. In addition, the division of tasks for the acquisition of different types of materials has been agreed upon in more detail. These acquisition principles include e.g. the operation according to appropriate archival principles, directing the donor to the archive whose procurement policy includes the material to be offered, the principle of preserving the archive as a whole, the principle of receiving material as transfers and not as loans, and avoiding excessively strict and/or long-term use restrictions.

The division of tasks between archives has been agreed in such a way that the acquisition of diverse and sufficiently representative private archive materials is secured thematically, temporally and regionally [5].

Links:

- [\[2\]](#)
- [\[3\]](#)
- [\[4\]](#)
- [\[5\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R2 Licenses

The repository maintains all applicable licenses covering data access and use and monitors compliance.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

Materials are published online with Creative Commons licenses [6]. As a general rule, materials are published with a CC-BY license. If the provider of the material has specifically prohibited commercial use, the CC-BY-NC license is used.

Materials other than those published online are available – taking into account the conditions possibly defined in the donation contracts and copyright and data protection legislation – at the premises of the Music Archive Finland. [i]

Customers of the Music Archive have instructions online [7] [ii], which can be consulted even before visiting the archive.

Each customer must sign a written terms of use agreement [8] [iii], in which the customer undertakes to follow, for example, the guidelines of the Research Ethics Advisory Board [9]. The above-mentioned agreements also specify that the Music Archive has the right to charge damages caused by the breach of the contract, and in addition, the Music Archive has the right to notify the customer's organization and their research funder of the breach of commitment.

[i] A significant part of the Music Archive's materials consists of copyrighted material. The staff will discuss with each donor whether he or she wants to transfer the copyright to the material to the archive. However, a significant number of music creators want to retain the copyright of their musical works themselves. In addition, the works are very often associated with third-party rights (for example, other participating musicians) which the donor does not

Musiikkiarkisto / Music Archive Finland

have the right to transfer. As a result, the Music Archive has the copyright to only a small part of the musical works.

[ii] For the English summary of the instructions, see R13.

[iii] The contract defines, among other things, that the materials of the Music Archive are available in accordance with the current legislation and the Music Archive's own terms of use, unless otherwise agreed separately with the donors and copyright holders.

Links:

- [\[6\]](#)
- [\[7\]](#)
- [\[8\]](#)
- [\[9\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R3 Continuity of access

The repository has a continuity plan to ensure ongoing access to and preservation of its holdings.

Compliance level:

The repository is in the implementation phase - 3

Response:

The Music Archive Finland ensures the availability of the materials in its collections and the continuity of their preservation both now and in the future. The Music Archive's collections are actively increased in accordance with the acquisition policy and in compliance with preservation plans. The Music Archive follows the technological development of digitation and digital preservation of cultural heritage in order to be able to take care of long-term preservation in accordance with the prevailing national and international best practices at any given time.

The information in Archival Information Packages (AIP) is stored permanently. CSC (Digital Preservation Service DPS) [4] is responsible for the bit-stream preservation of the materials, and the National Library (Melinda-service) [10] and Disec Oy (Yksa-service) [11] are responsible for the preservation of the metadata.

DPS, Melinda and Yksa are all based on international and/or national standards, which significantly reduces the amount of work and costs used for a possible transfer to a new service in the event that one of these services ceases to operate.

The Music Archive's annual state aid is sufficient to maintain all key core functions (acquisition, processing, long-term storage and distribution of data, and information services that support customers). In the unlikely event that state aid would be significantly cut, the Music Archive would primarily hand over its material to the National Archives and secondarily to other private archives receiving state aid [12].

Links:

- [\[11\]](#)
- [\[4\]](#)
- [\[12\]](#)
- [\[10\]](#)

Reviews

Musiikkiarkisto / Music Archive Finland

Reviewer 1:

Compliance level:

The repository is in the implementation phase - 3

Comments:

Reviewer 2:

Compliance level:

The repository is in the implementation phase - 3

Comments:

R4 Confidentiality/Ethics

The repository ensures, to the extent possible, that data are created, curated, accessed, and used in compliance with disciplinary and ethical norms.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

The Music Archive Finland follows the joint recommendation for data protection for Finnish GLAM-organisations, "Tietosuojatietosuojat KAM-sektorilla" [13], when processing personal data. According to the recommendation, materials containing personal data, and personal data related to the metadata, may be processed for archiving purposes, as long as the processing is proportionate and necessary to the aim pursued. The consideration of necessity and proportionality takes into account the possible research use of the materials and the value related to cultural heritage, and on the other hand, the possible risks related to the processing of personal data and to rights of the data subjects.

The staff has a high level of expertise in data protection and ethical issues. For example, the Director belongs to the legal group of the Finnish GLAM organisations, and the website of that group is under the pages of the Music Archive [14]. Finnish galleries, museums, archives and libraries are diversely represented in the legal group. The group mainly deals with issues related to copyright, but in addition to that, cooperation is also carried out in matters of data protection, for example. The goal is also to share information and know-how between different cultural heritage organizations.

The materials in the Music Archive contain a lot of copyrighted material, and in those cases the personal data must be preserved in order to protect the authors' intellectual property rights.

According to the grounds of the GDPR and the Finnish data protection legislation [15], the processing of personal data for archiving purposes in the public interest also includes the possibility of making cultural heritage and research materials available for general use.

However, those materials that are subject to copyright and for which the Music Archive does not own copyrights, can only be displayed on the archive's client workstations, as the Finnish Copyright Law does not allow their publication on the web.

If, based on the assessment of necessity and proportionality, it is concluded that the material should be anonymized, then the anonymization is based on the guidelines of the Finnish Social Science Data Archive [16], and the Director of the Music Archive is responsible for its practical implementation.

The Music Archive follows the guidelines of the Research Ethics Advisory Board [9], and the Music Archive's customers must commit to complying with them before they receive materials for their use by signing the user commitment [8]. Besides the ethical guidelines, the other main points of the user commitment are as follows: "The client undertakes to use the material only for the purpose of use stated in the commitment. The material or its copies may not be handed over to other parties. The client also undertakes to take care of the data protection in the storage and use of the material, as well as in the published results of the material. In addition, the client undertakes to refer to the material and its authors in accordance with good scientific practice."

Links:

- [\[8\]](#)
- [\[9\]](#)
- [\[13\]](#)
- [\[14\]](#)
- [\[15\]](#)
- [\[16\]](#)

Reviews

Musiikkiarkisto / Music Archive Finland

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R5 Organizational infrastructure

The repository has adequate funding and sufficient numbers of qualified staff managed through a clear system of governance to effectively carry out the mission.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

The Music Archive Finland is maintained by the Musiikkiarkiston Kannatusyhdistys ry, which was founded in 1990. In accordance with the national acquisition policy agreed by the National Archives and Finnish private archives, the Music Archive is the primary storage location for research and cultural heritage material related to Finnish music. The Music Archive's operations are financed by the Ministry of Education and Culture, whose annual state aid covers personnel costs, office and archive space rents, and information system costs. The state aid makes up more than 90% of the Music Archive's funding. The financing also includes grants from foundations, and special grants from the Ministry of Education and Culture for various archival projects, such as the digitization of material. In addition to this, Music Archive has its own fundraising.

The association's activities are managed by an annually elected board [2], which appoints the Director and other officials. The Music Archive's staff is widely networked and actively participates in training and cooperation in their field. These are described in more detail below.

The Director is responsible for the management, finances and scientific activities of the Music Archive. The Director must have at least a higher university degree. The current Director is a doctor of philosophy and associate professor. The Director works in many cultural heritage expert and trust positions, and represents the Music Archive in, for example, the Archives Network in Finland and the Time Machine Organization.

The Archivist must have a higher university degree, preferably in the field of music research or archiving. The current Archivist has a master's degree in musicology and a master's degree in electronic records management and archiving. The Archivist represents the Music Archive, for example, in training and cooperation related to archiving and metadata services (Finna, Melinda, Yksä).

The IT Specialist must have a higher university degree and sufficient knowledge of the IT field. The current IT specialist has a master's degree in musicology. He represents the Music Archive, for example, in the training and working groups of the DPS service.

The employees of the Music Archive have expert and trust positions in many cultural heritage co-operation networks and organisations, such as The Archive's Network in Finland, Time Machine Organisation, Finna-service, DPS service, and the Archivist's Society in Finland.

The staff keep their skills up-to-date by participating in training organized by the Yksä, Melinda, Finna and DPS services. In addition, the staff participates in seminars and training events organized by archival associations, and cultural heritage and research organizations.

Links:

- [\[2\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Musiikkiarkisto / Music Archive Finland

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R6 Expert guidance

The repository adopts mechanism(s) to secure ongoing expert guidance and feedback (either in-house, or external, including scientific guidance, if relevant).

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

Music researchers and various people working in the music industry are widely represented on the board of the Music Archive Finland. The communities that the members of the board belong, are among other, The University of Arts Helsinki, University of Helsinki, Finnish Jazz Musicians, Network for the Inclusion of Music in Music Studies, Finnish Musicological Society, Finnish Ethnomusicological Society, University of Stavanger, Music Museum FAME, World Music Centre, and The Finnish Music Publishers Association.

The board manages the Music Archive's activities in accordance with the rules and the decisions of the association's general meetings. Among other things, the board is responsible for the Music Archive's finances, makes the strategic and acquisition policies that guide the operation, and appoints the Director and other officials.

Feedback is collected from users during customer visits, via the contact form of the Finna-service, by e-mail and telephone, and via social media. The Music Archive receives feedback from the key user groups also through the members of the board. Statistics on the number of customers, website visits, database searches and, for example, the download and viewing times of open access documents are collected and published annually in the activity report. In addition, statistical information is reported to the Ministry of Education and Culture.

The Music Archive is a member in the following organisations and communities: The Archives Network in Finland, the Time Machine Organisation [17], Finnish Musicological Society [18], and Open Knowledge Finland [19].

The staff of the Music Archive works actively in many working groups of the Cultural Heritage sector. Currently, the Music Archive is represented, for example, in the following organizations and groups: the Society for Archivists in Finland [20], the legal group of Finnish GLAM-organisations, and the DPS service user group [4].

Links:

- [\[19\]](#)
- [\[20\]](#)
- [\[4\]](#)
- [\[17\]](#)
- [\[18\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Digital Object Management

R7 Data integrity and authenticity

The repository guarantees the integrity and authenticity of the data.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

When the Music Archive Finland receives material from donors, a Handover Contract [21] is made, on the basis of which the ownership, management, and right of use of the material are transferred to the Music Archive. At the same time, it is checked that the donor has the rights to hand over the material, and all information related to the origin of the material is clarified.

The management of the Music Archive's digital material is well planned and documented, and governed by the following documents: "Aineiston järjestäminen ja nimeäminen Musiikkiarkistossa" [22] (Organizing and naming of resources in the Music Archive), "Aineiston LTFS-nauhavarmennus Musiikkiarkistossa" [23] (LTFS tape backup of resources in the Music Archive), and "Aineiston hallinta Musiikkiarkistossa" [24] (Management of resources in the Music Archive). [i]

On behalf of the Music Archive, CSC is responsible for the preservation of digital materials and takes care that the materials remain unchanged at the bit level. The DPS service keeps four copies of the digital material, which are stored on hard disks and magnetic tapes and which are geographically distributed. CSC constantly monitors the integrity of the bit level and corrects any errors. Checksums must be calculated for every file transferred to the DPS service. With their help, the integrity of the materials is checked before being accepted for storage. After approval, the integrity of the copies of the material in the DPS service is regularly verified throughout the storage period by recalculating the checksum. CSC publishes an annual quality report [25] [ii].

Monitoring of the DPS services is automated as far as possible. The monitoring provides the maintenance, status and event information, on the basis of which the experts are able to deduce the state of the service and take measures if necessary.

The packaging of data and metadata that is stored into the DPS service is done in accordance with the specifications [26] published by CSC. Furthermore, also other specifications and instructions published by CSC are followed [27].

The document "Loogisen tason säilyttäminen – vaatimusmäärittely" [28] (Preserving the logical level – definition of requirements) describes the requirements related to the logical preservation of materials, as well as the related tasks and responsibilities for both the DPS service and the Music Archive Finland. The document describes, for example, file processing (e.g. validation), describes requirements related to migrations, and presents requirements related to emulation, which can be used if migration is not a possible preservation measure. [iii]

To ensure preservation, several procedures are performed on objects during their life cycle in the Music Archive. [24] These are recorded in Music Archive's Skaala-fatabase as PREMIS events. During the process, the objects are transferred to the DPS service.

Object management is divided into two main parts: 1) The objects are managed in the Music Archive and prepared for export to the DPS service. This includes, for example, naming objects with a unique identifier and ensuring the integrity of files. 2) The object is sent to the DPS service as SIP packets. Packaging [26] is done according to CSC's specifications. The DPS service is responsible for preserving the bit level of the material. The DPS service and the Music Archive are responsible for logical preservation in cooperation, as previously described.

For more information, see R10 and R12.

[i] English summaries are on the first pages of these documents.

[ii] The report describes the most significant highlights of the production of DPS services, the organizations that use DPS services, and especially the maintenance of DPS services during the year 2022. The report includes, among other things, a summary of the supervision of the DPS service, the quality deviations of the material in storage during the year, and the new features of software development.

[iii] The document presents the current perception of organizations using DPS services about the needs for logical storage services as part of national DPS services. The goal of the document is to identify the requirements related to logical storage, to describe the related tasks and responsibilities for DPS services as well as the organization using them. The document describes the general requirements for logical preservation, presents the requirements related to organisations using the DPS service, describes file handling in DPS services, presents the requirements related to preservation plans, describes the requirements related to migrations, and presents requirements related to emulation that can be used if migration does not be a possible preservation measure.

Links:

- [\[21\]](#)
- [\[22\]](#)
- [\[23\]](#)
- [\[24\]](#)
- [\[25\]](#)
- [\[26\]](#)
- [\[27\]](#)

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- [\[28\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R8 Appraisal

The repository accepts data and metadata based on defined criteria to ensure relevance and understandability for data users.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

The Music Archive Finland's acquisition policy [3] follows a joint national acquisition policy, according to which the Music Archive the central national archive for materials related to Finnish music. In the acquisition, emphasis is placed on unique, unpublished materials.

The activities of the Music Archive are also guided by an annually approved action plan. The action plan and past years' action reports can be found on the website [29] [30].

If the material offered to the Music Archive does not comply with the archive's acquisition policy, the donor is directed to contact some other archive, in accordance with the jointly agreed acquisition policy.

In its operations, the Music Archive follows the file formats defined by the DPS service [31]. Donors of material are advised to hand over materials in these formats, if possible. However, if necessary, materials are also accepted in other file formats, in which case they are converted by the Music Archive to a suitable file format. The conversion is done without loss, if possible. The most common file formats preserved in the Music Archive Finland are PDF/PDF/A, plain text, and Microsoft Office files, as well as all the various audio, moving picture and image formats listed in the DPS specifications.

Most of the materials in the Music Archive are original, unique material. Thus, no curation can be done on them other than organizing the material or removing objects that do not belong to the archive (for example, removing empty folders, system files etc.).

During the processing of the material, such material will be deleted where storing it is not possible according to the law (for example, confidential or privacy-infringing information).

The materials created on the basis of the research are curated (see R12).

At Melinda, the description takes place in accordance with the RDA guidelines [32]. There is a separate RDA application guide for music materials [68]. In addition, the general guidelines for describing Melinda are followed [33]. The Yksa service is Sähke2 [i] certified. Both Melinda and Yksa support the use of different vocabularies and ontologies like Finto [34].

Materials in analog form are digitized (see R12).

When signing the handover agreement, it is already agreed with the donor what will be done with those materials, the preservation of which is no longer considered appropriate from the point of view of the research. It is agreed with the donor whether he wants these materials to be returned or whether they can be deleted. If the materials are to be deleted, the Director of the Music Archive Finland will consider (in accordance with the joint national acquisition policy) whether the materials will be transferred to another archive organisation or whether they will be permanently deleted.

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[i] Sähke2" is order of the National Archives on the processing, management and storage of electronic documentary data.

Links:

- [\[29\]](#)
- [\[30\]](#)
- [\[31\]](#)

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- [\[32\]](#)
- [\[33\]](#)
- [\[3\]](#)
- [\[34\]](#)
- [\[68\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R9 Documented storage procedures

The repository applies documented processes and procedures in managing archival storage of the data.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

The Music Archive Finland has overall responsibility for acquisition policy, curation, storage planning and information management.

CSC is responsible for the preservation of digital materials on behalf of the Music Archive. CSC is ISO/IEC 27001 certified. The DPS service keeps four copies of the digital material, which are stored on hard disks and magnetic tapes and which are geographically distributed. CSC constantly monitors the integrity of the bit level and corrects any errors. CSC also publishes an annual quality report [25].

Monitoring of the DPS services is automated as far as possible. The monitoring provides the maintenance, status and event information, on the basis of which the experts are able to deduce the state of the service and take measures if necessary.

The management of digital material by the Music Archive is defined in the documents: "Aineiston järjestäminen ja nimeäminen Musiikkiarkistossa" [22] (Organizing and naming of resources in the Music Archive), "Aineiston LTFS-nauhavarmennus Musiikkiarkistossa" [23] (LTFS tape backup of resources in the Music Archive), and "Aineiston hallinta Musiikkiarkistossa" [24] (Management of resources in the Music Archive).

[i] The report describes the most significant highlights of the production of DPS services, the organizations that use DPS services, and especially the maintenance of DPS services during the year 2022. The report includes, among other things, a summary of the supervision of the DPS service, the quality deviations of the material in storage during the year, and the new features of software development.

Links:

- [\[22\]](#)
- [\[23\]](#)
- [\[24\]](#)
- [\[25\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Musiikkiarkisto / Music Archive Finland

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R10 Preservation plan

The repository assumes responsibility for long-term preservation and manages this function in a planned and documented way.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

The preservation of material in the Music Archive Finland is a carefully planned and documented event, guided by both internal documents and instructions published on the website for customers.

Before the material is donated, the Music Archive together with the donator maps the content, origin, extent, condition, location of the material, and goes through the contract, screening, organization and transport issues related to the handover. The Music Archive gives instructions on handing over and organizing materials.

The website has written instructions for personal and community archives [35] as well as other materials [36]. Among other things, the instructions describe recommendations for the organization of material, metadata and file formats.

When the Music Archive receives the material, a Handover Contract [21] is made, on the basis of which the ownership, management, and right of use of the material are transferred to the music archive. The contract also defines the responsibilities related to the handover. There is a separate contract model for interviews [37].

When the ownership of the materials has been transferred to the Music Archive by a contract, according to the Finnish Copyright Act [38] it has the right to make copies for preservation purposes and to offer them for use in its own premises.

Copyrights are not transferred, unless their transfer is agreed upon separately. Regarding research materials, the aim is always to make a contract with the researcher, so that the materials could be published openly online with a CC-BY [39] (or at least CC-BY-NC [40]) license. Based on the Finnish Copyright Act, all materials are always available in the archive's own premises.

The Handover Contract also specifies that the Music Archive has the rights according to the GDPR [15] [i] to process personal data related to the material.

The management of digital material by the Music Archive is defined in the documents: "Aineiston järjestäminen ja nimeäminen Musiikkiarkistossa" [22] (Organizing and naming of resources in the Music Archive), "Aineiston LTFS-nauhavarmennus Musiikkiarkistossa" [23] (LTFS tape backup of digital material in the Music Archive), and "Aineiston hallinta Musiikkiarkistossa" [24] (Management of resources in the Music Archive).

Of these, the last document in particular is central in terms of digital preservation. It describes, among other, how the Music Archive's Skaala database manages digital objects that are permanently stored in the Music Archive. To ensure preservation, several procedures are performed on objects during their life cycle, which are recorded in Skaala as PREMIS events [41]. During the process, the objects are transferred to the DPS service.

Object management in Skaala is divided into two main parts:

- 1) The objects are managed in the Music Archive and prepared for export to the DPS service. This includes, for example, naming objects with a unique identifier and ensuring the integrity of files.
- 2) The object is sent to the DPS service as SIP packets. Record are kept in Skaala database of the objects in the service, responses to SIP packets, and actions.

The integrity of the objects is monitored using MD5 and SHA-1 hashes. Objects are sent to the DPS service as SIP packages. Metadata crucial to the long-term preservation is included in the SIP package in XML and CSV files. Packaging [26] is done according to CSC's specifications.

If the SIP is accepted for storage, an Archival Information Package (AIP) is formed, and the DPS service is officially responsible of the preservation of the bit level of the material.

The DPS service and the Music Archive are responsible for logical preservation in cooperation [28] [ii]. Both the DPS service and the Music Archive monitor the possible obsolescence of file formats and decide based on that when migration (or emulation) is necessary. The Music Archive has a high level of professionalism in that respect, especially in the development of various audio and moving image formats.

The Music Archive follows CSC's specifications for file formats [31], and any future migrations to new file formats will be done using CSC's guidelines and tools specified by CSC.

The objects located in the DPS service can be retrieved by the Music Archive via the REST interface. The DPS service creates a Dissemination Information Package (DIP) based on the parameters determined by the Music Archive.

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In terms of metadata, Melinda and Yksa services are based on commonly used standards (RDA and Sähke2 [iii]), thanks to which possible metadata migrations will be successful without difficulty.

[i] However, this does not mean that all personal data in the material can be archived, but the assessment required by the GDPR regulation (article 9 j) has to be made as to whether the processing of personal data for the purpose of archiving is proportionate to the goals achieved in relation to this particular material, see R8.

[ii] The document describes the requirements related to the logical preservation of materials, as well as the related tasks and responsibilities for both the DPS service and the Music Archive Finland. The document describes, for example, file processing (e.g. validation), describes requirements related to migrations, and presents requirements related to emulation, which can be used if migration is not a possible preservation measure.

[iii] "Sähke2" is order of the National Archives on the processing, management and storage of electronic documentary data.

Links:

- [\[21\]](#)
- [\[22\]](#)
- [\[23\]](#)
- [\[24\]](#)
- [\[26\]](#)
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- [\[31\]](#)
- [\[35\]](#)
- [\[36\]](#)
- [\[37\]](#)
- [\[38\]](#)
- [\[39\]](#)
- [\[40\]](#)
- [\[41\]](#)
- [\[15\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R11 Data quality

The repository has appropriate expertise to address technical data and metadata quality and ensures that sufficient information is available for end users to make quality- related evaluations.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

In the Music Archive Finland, the description of the material and the quality of the metadata is guided in the general level by "Musiikkiarkiston tiedonohjaussuunnitelma" [42] (Music Archive Finland's records management plan), and in more detail by the guidelines of the services used by the

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Music Archive (Yksa, Melinda, Finna, and DPS). There is also an internal Excel table related to the records management plan which defines the subcategories of the tasks in more detail and the archiving-related measures to be performed on the materials belonging to them.

The staff is well trained and has a long experience in music-related resources, so they are able to supplement and correct possible errors and omissions in the metadata if necessary.

The DPS service is largely responsible for analyzing file formats and their durability, identifying key technical features in terms of logical preservation, supporting the Music Archive in evaluating the preservation and importance of these features, and monitoring the development of tools. In addition, the DPS service offers the validation of digital objects, the implementation of migrations and the creation of model preservation plans. The Music Archive complies with CSC's logical level preservation requirement definition [43]. The necessary migrations from one format to another (or emulation, if necessary) are also done in accordance with the above-mentioned requirement definition, and also by CSC's document that defines the valid file formats [31]. CSC validates the files to be transferred to the DPS service. Defective or invalid files are repaired by the Music Archive, after which a new SIP package is created from them.

For Melinda [10], the National Library is responsible for preserving the metadata. The quality of Melinda's metadata [44] is maintained by Melinda's quality-maintaining database, maintenance and repair runs, double control, Melinda "janitor" activities [45], training and instructions for Melinda describers, and various description aids [46].

Regarding Yksa [11], Disc Oy is responsible for storing metadata. Yksa is a Sähke2-certified [i] system that includes many functions and features that facilitate data processing, management and distribution.

Metadata is available to Music Archive's customers through the Finna service. Finna has its own guidelines for metadata quality [47]. Furthermore, feedback on metadata can be given via Finna's "Contact" function button. Feedback can also be given by directly contacting the Music Archive's customer service.

The guide how to refer to the Music Archive's materials has been published on the archive's website [7].

[i] "Sähke2" is order of the National Archives on the processing, management and storage of electronic documentary data.

Links:

- [\[42\]](#)
- [\[43\]](#)
- [\[44\]](#)
- [\[45\]](#)
- [\[31\]](#)
- [\[46\]](#)
- [\[47\]](#)
- [\[7\]](#)
- [\[10\]](#)
- [\[11\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R12 Workflows

Archiving takes place according to defined workflows from ingest to dissemination.

Compliance level:

Musiikkiarkisto / Music Archive Finland

The guideline has been fully implemented in the repository - 4

Response:

The workflow diagram [48] for processing the Music Archive Finland's digital materials follows the guidelines of the OAIS model [i].

The Music Archive's digital material management process is described in the documents: "Aineiston järjestäminen ja nimeäminen Musiikkiarkistossa" [22] (Organizing and naming of resources in The Music Archive), "Aineiston LTFS-nauhavarmennus Musiikkiarkistossa" [23] (LTFS tape backup of resources in the Music Archive), and "Aineiston hallinta Musiikkiarkistossa" [24] (Management of resources in the Music Archive).

For its part, the archiving process is also guided in the general level by "Musiikkiarkiston tiedonohjaussuunnitelma" [49] (Music Archive Finland's records management plan), and the related internal Excel table, which defines the subcategories of the tasks in more detail and the archiving-related measures to be performed on the materials belonging to them. The records management plan is updated regularly.

The Music Archive has published instructions [50] for donors of material. There are more detailed handover instructions for personal and community archive materials [35] as well as for other materials [36]. The Music Archive's website also has other documents included in the handover, such as the Handover Contract [21] and the Interview Handover Contract [37].

The materials created on the basis of the research are curated. At the same time, the assessment required by the GDPR regulation (article 9 j) is made as to whether the processing of personal data for the purpose of archiving is proportionate to the goals achieved in relation to this particular material. Based on the evaluation, the material will either be anonymized, or if it is considered justified in terms of the aforementioned evaluation, the material will be archived with personal data.

Materials in analog form are digitized. The Music Archive follows the recommendations of IASA (International Association of Sound and Audiovisual Archives) regarding audio recordings and audiovisual materials. These recommendations define, for example, different factors that affect the quality of digitization and the recording formats [51][52][53][54].

The metadata is stored either in the Melinda or the Yksa service, depending on the type of material.

The material is stored in the internal storage system on two hard disks and two tapes before it is transferred to the DPS system. User copies made of the material are also stored in the same internal storage system.

In the Skaala database the resources are prepared for long-term preservation and related storage procedures are recorded (PREMIS events). Objects are sent to the DPS service as SIP packages. Metadata crucial to the long-term preservation is exported from Skaala and is included in the SIP package. If the SIP is accepted for storage by the DPS service, an Archival Information Package (AIP) is formed.

The objects located in the DPS service can be retrieved by the Music Archive via the REST interface provided. The DPS service creates a DIP package based on the parameters determined.

The staff meets regularly every month to assess whether there is a need for changes in the processes related to archiving. The decision on possible changes is made by the Director on a practical level, while the board of the association is responsible for decisions on a strategic level. If there are changes to the process, the internal documents mentioned above will be changed accordingly. Changes related to the management of digital material are documented as events in the archive's Skaala-database.

[i] In the diagram, outsourced services are marked with a blue frame. See also R7, R10, R13 and R14.

Links:

- [\[21\]](#)
- [\[22\]](#)
- [\[23\]](#)
- [\[24\]](#)
- [\[48\]](#)
- [\[49\]](#)
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- [\[35\]](#)
- [\[36\]](#)
- [\[37\]](#)
- [\[51\]](#)
- [\[52\]](#)
- [\[53\]](#)
- [\[54\]](#)

Reviews

Reviewer 1:

Musiikkiarkisto / Music Archive Finland

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R13 Data discovery and identification

The repository enables users to discover the data and refer to them in a persistent way through proper citation.

Compliance level:

The repository is in the implementation phase - 3

Response:

Instructions on the search services for the Music Archive's materials are compiled on the website [55]. These instructions include the following (A, B, and C):

(A) The main search service is the Finna service and its Basic Search [56] and Advanced Search [57]. The materials can be searched not only with Finna's versatile search features, but also through the location-based Finna Street service [58]. Finna's metadata is also available through an open API interface [59]. Searches performed in Finna can also be narrowed down to include only materials stored in the Music Archive using Finna's facets [e.g., 60]. The metadata published in Finna is openly available.

(B) The metadata of the following general collections can be searched from the Music Archive's own Skaala web service:

- Music magazines [61]
- Newspaper clippings [62]
- Interviews [63]
- Books [64]

(C) The Music Archive's Open Access portal [65] contains links to the openly published material, such as the interviews, presentations, open research materials, electronic books and articles, and music recordings.

Each file and file folder of the Music Archive's digital material gets a unique name. The naming of files and folders is based on the document "Aineiston järjestäminen ja nimeäminen Musiikkiarkistossa" [22] (Organizing and naming of resources in the Music Archive).

Musical material (recordings, videos, sheet music) can only be published online to a limited extent due to the provisions of the Copyright Act. [i]

A separate series of URNs managed by the National Library has been reserved for the permanent identifiers of the Music Archive. The URNs have the form:URN:NBN:fi:musa-...]. However, this functionality has not yet been implemented.

Each user signs a commitment [8] to use the material. The document describes the reference model for materials, which specifies that the Music Archive must be mentioned in references as a storage location if the material is published, cited, or publicly presented. Music Archive's materials are referred to with the text "Musiikkiarkisto / N.N. archive" [7]. The user commitment also states that "The Music Archive is not responsible for the results or interpretations made on the basis of the material".

[i] This is due to the fact that the Music Archive owns the copyright to only a small part of the material.

Links:

- [\[57\]](#)
- [\[22\]](#)
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- [\[8\]](#)
- [\[56\]](#)
- [\[55\]](#)
- [\[58\]](#)
- [\[59\]](#)
- [\[60\]](#)

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- [\[61\]](#)
- [\[62\]](#)
- [\[63\]](#)
- [\[64\]](#)
- [\[65\]](#)

Reviews

Reviewer 1:

Compliance level:

The repository is in the implementation phase - 3

Comments:

Reviewer 2:

Compliance level:

The repository is in the implementation phase - 3

Comments:

R14 Data reuse

The repository enables reuse of the data over time, ensuring that appropriate metadata are available to support the understanding and use of the data.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

The Music Archive Finland has been responsible for storing and making music-related materials available in Finland since 1990.

The Director of the archive has a PhD in musicology, and he is also Associate Professor. The rest of the staff have a master's degree in musicology. Thus, the staff of has a strong understanding of researchers' needs.

Cooperation with the research community is close. The board of the association, which directs the activities of the Music Archive, has a strong representation of researchers - currently five members of the board are researchers.

The materials to be handed over to the Music Archive by music makers are for the most part unique, original materials. Also researchers hand over a lot of original materials. Regarding original materials, information about their provenance is stored, but no editing is done on these materials except for digitization.

The materials are accompanied by all the necessary descriptive and technical metadata related to its retrieval and use, such as information related to the origin, authorship and nature of the material. In the case of research materials, the descriptive metadata also stores information about which operations have been performed on the materials by both the researchers and by the staff of the Music Archive.

The data are stored in formats suitable for research use. The Music Archive follows national and international recommendations for file formats, such as CSC's file format specifications [31], IASA's guidelines [52][53] and the Time Machine organization's specifications [66].

During the digitization, no noise removal or other corrections are made, but the digitization is done as close with the original quality as possible. For example, interviews and music recordings are digitized as high-quality 24 bit / 96 kHz files. Images and documents are digitized as high-resolution TIFF files.

Both descriptive and technical metadata are added to the digitized material to support research use. The materials are described in the Melinda [10] and Yksa [11] databases, from which the metadata is raked into Finna [67].

At Melinda, the description takes place in accordance with the RDA guidelines [32]. There is a separate RDA application guide for music materials [68]. In addition, the general guidelines for describing Melinda are followed [33]. The RDA guidelines are intended for storing metadata in the MARC 21 format in the Melinda metadata repository. The instructions describe at least all the fields of the MARC 21 format at the header level. The national fields that are used in Finland are also included.

The Yksa service is Sähke2 [i] certified. Both Melinda and Yksa support the use of different vocabularies and ontologies like Finto [34]. Yksa also offers a REST interface for the integration of external systems and the data reserves they contain.

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[i] "Sähke2" is order of the National Archives on the processing, management and storage of electronic documentary data.

Links:

- [\[66\]](#)
- [\[67\]](#)
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Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Technology

R15 Technical infrastructure

The repository functions on well-supported operating systems and other core infrastructural software and is using hardware and software technologies appropriate to the services it provides to its Designated Community.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

Finna, which is used as a search service for materials, is familiar to archive users, as it gathers a very wide range of materials from Finnish libraries, archives and museums into one search service. Other services used by the Music Archive Finland are also widely used by Finnish cultural heritage organizations: Melinda is used by the majority of Finnish libraries and Yksa is widely used in private archives. In turn, DPS service is used by all significant Finnish research and cultural heritage organizations.

The management of hardware, systems and services is described in the document "Musiikkiarkistossa käytettävien laitteistojen, järjestelmien ja palveluiden hallinnointi" [69] (Administration of the Hardware Equipment, Software Services and ITC Infrastructure in Music Archive Finland). [i]

The material is stored in the internal storage system on two hard disks and two tapes before it is transferred to the DPS system. User copies made of the material are also stored in the same internal storage system. The tape storage process is defined in the document "Aineiston LTFS-nauhavarmennus Musiikkiarkistossa" (LTFS tape backup of resources in the Music Archive Finland) [23].

The metadata of the Music Archive's materials is raked into the Finna service for versatile search services. The Finna service's server environment and operating system level maintenance is the responsibility of CSC. The National Library manages the service chain and receives support requests from the

Musiikkiarkisto / Music Archive Finland

members of the Finna consortium and forwards them to the administrator of the server environment if necessary. Repair and maintenance measures are carried out within the response times according to Appendix 3 of Finna's service contract [70]. The Finna service informs about outages by e-mail and reports the reasons that led to it when the outage ends. The Finna customer wiki [71] also contributes to Finna's recovery from failure situations.

The metadata related to the Music Archive's materials is stored in either the Yksa or Melinda service, depending on the material type. Disec is responsible for the Yksa service. The service includes storage of the material on the discs and tapes of Disec's storage system. In addition, the data is stored on backup tapes. An offline tape copy of the tape recordings is exported to a separate archive space. The system is monitored by separate monitoring devices 24 hours a day, 365 days a year. Disec provides the Yksa from its own "Vahti"-level [72] data center.

According to the Melinda service contract [73], The National Library maintains and updates, where applicable, in cooperation with third parties, the information system of the metadata repository and related application software. The National Library is also responsible for coordinating software updates. The Melinda service's server environment and operating system level maintenance is the responsibility of CSC. The system is at the basic level of the "Vahti" instructions [72].

The long-term storage of data takes place in the DPS service. According to DPS service contract Appendix 3 [75], the DPS service guarantees that an intact copy of the data is always available. Any defective copies are detected and corrected automatically. All such actions are recorded and reported. In addition, CSC reports on the realization of the service level using the metrics set by the management team. These contain information about, for example, realized response times, the number of received service requests and trouble reports, and possible unplanned service interruptions. The DPS service publishes an annual quality report [76] with the most significant highlights of the production of DPS services for that year and especially the maintenance operations.

Welcom Net [77] is responsible for the Music Archive's website, which uses fail-safe servers with the latest technology. The backup takes place once a day. The security of device environments is ensured with 24/7 monitoring.

[i] The first chapter of the document describes the hardware (e.g. personal computers, digitization workstations, backup drives, network disks and client computers). The second chapter describes the systems, including external services (Yksa, Melinda, Finna, DPS) The third chapter describes the maintenance of the ICT infrastructure (e.g. Internet services are provided by Welcomnet and office systems by Microsoft). The original Finnish document is secret for security reasons.

Links:

- [\[69\]](#)
- [\[70\]](#)
- [\[23\]](#)
- [\[71\]](#)
- [\[72\]](#)
- [\[73\]](#)
- [\[75\]](#)
- [\[76\]](#)
- [\[77\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

R16 Security

The technical infrastructure of the repository provides for protection of the facility and its data, products, services, and users.

Compliance level:

Musiikkiarkisto / Music Archive Finland

The guideline has been fully implemented in the repository - 4

Response:

The Music Archive Finland operates in the archive center at Sörnäinen rantatie 25. The property is owned by Veritas [78], which is responsible for ensuring that the fire and rescue plans and the property's security solutions are up to date. The property is guarded 24/7.

The premises of the Music Archive can only be accessed with a personal electronic key. The IT equipment is in office rooms, the door of which is locked and only the staff has the key.

A visit to the archive must be agreed with the staff in advance, and the staff will let the customers into the researchers' rooms. The materials are generally only available from client workstations in the researchers' rooms, because the Finnish Copyright Act does not allow the sharing of materials via the network - not even in the case that logging into the system requires strong identification.

The management of hardware, systems and services is described in the document "Musiikkiarkistossa käytettävien laitteistojen, järjestelmien ja palveluiden hallinnointi" [69] (Administration of the Hardware Equipment, Software Services and ITC Infrastructure in Music Archive Finland). [i]

Decommissioned IT devices are properly recycled and the information stored on them is destroyed permanently.

The DPS service is responsible for the permanent storage of materials, and Melinda and Yksa services for the preservation of metadata. The preservation of these digital data resources is secured both through backups and geographic distribution.

Security-related issues are also described in sections R0 and R15.

[i] The first chapter of the document describes the hardware (e.g. personal computers, digitization workstations, backup drives, network disks and client computers). The second chapter describes the systems, including external services (Yksa, Melinda, Finna, DPS) The third chapter describes the maintenance of the ICT infrastructure (e.g. Internet services are provided by Welcomnet and office systems by Microsoft). The original Finnish document is secret for security reasons.

Links:

- [\[69\]](#)
- [\[78\]](#)

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Applicant Feedback

R17 Applicant Feedback

We welcome feedback on the CoreTrustSeal Requirements and the Certification procedure.

Compliance level:

The guideline has been fully implemented in the repository - 4

Response:

The application has been updated based on the evaluators' comments.

The links have been updated.

Links:

Musiikkiarkisto / Music Archive Finland

Reviews

Reviewer 1:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

All previous comments were addressed, I would recommend certification.

Reviewer 2:

Compliance level:

The guideline has been fully implemented in the repository - 4

Comments:

Thanks (again) for this thorough application and all translations and English summaries.