

TABLE 3 - Identifying Relevant Guidelines					
RISK CATEGORY	PRESERVATION APPROACH	RISK CATEGORY QUESTIONS	RESPONSE	IF NO READ GUIDELINE(S) OR FOLLOW INSTRUCTION	NOTES
EXAMPLE	General questions: Everyone should complete this				
<i>EVERYONE (Example)</i>	ALL	Have you talked to your preservation service about your preservation needs?	PARTIAL	Guideline 1	We're preserving our regular e-books, but haven't discussed the special requirements for enhanced publications.
EVERYONE	ALL	Have you talked to your preservation service about your preservation needs?	N/A	Guideline 1	
EVERYONE	ALL	Do you inform your preservation service of changes in functionality or new support for enhanced features?	N/A	Guideline 6	
EVERYONE	ALL	Have you developed formatting rules for features used in multiple places so that they are formatted consistently?	N/A	Guideline 5	
EVERYONE	ALL	Does the license for each publication resource cover preservation?	N/A	Guideline 25	
EVERYONE	ALL	If some parts of a publication should not be preserved (e.g. due to rights), is there a way for a preservation service to automatically identify what should or should not be included for preservation?	N/A	Guideline 70	
EVERYONE	ALL	Do you have documentation that describes the scope of what will be preserved (or not preserved) when using your platform with the available preservation paths?	N/A	Guideline 71	
A	Formatted text				
A	ALL	Are only open, non-proprietary, unobfuscated fonts used as primary font(s) or as a fallback?	N/A	Guideline 33	
A	ALL	Have you defined and followed proper character encoding (e.g. UTF-8) in your website, publication and metadata?	N/A	Guideline 28	
A	ALL	If an EPUB will be used for preservation, are all files needed to support the EPUB layout and formatting embedded in the EPUB (CSS, Fonts etc)?	N/A	Guideline 33	
A	WEBSITE-AS-SOFTWARE WEB ARCHIVING	Do you have a copy of the CSS and font files on the same platform as the publication?	N/A	Guideline 14	
B	Linked external resources				
B	ALL	Do you limit to, or encourage that links use unique persistent identifiers such as DOIs, handles, ARK IDs etc?	N/A	Guideline 17 Guideline 27	
C	Publication as an EPUB				
C	ALL	Are EPUBs validated using EPUBCheck?	N/A	Guideline 37	
C	ALL	Would you consider creating a version of the EPUB specifically for preservation rather than distribution?	N/A	Guideline 29	
C	ALL	Is the EPUB that will be provided for preservation unencrypted?	N/A	Guideline 32	
C	ALL	Is all media used in the EPUB embedded inside the EPUB package? Consider Risk Category (I) if media is managed within the publication platform or is inside the EPUB. Consider Risk Category (L) if media is hosted outside of the publication platform.	N/A	Guideline 35	
C	ALL	Does the EPUB avoid visually embedding enhanced features using an iframe? * Consider Risk Category (I) or (J) if the embedded feature is managed within the publication platform but outside of the EPUB. Consider Risk Category (L) or (M) if the embedded feature is hosted outside of the publication platform.	N/A	Guideline 38 Guideline 39	
D	Locally hosted text, image, audio, or video supplement				
D	ALL	Are you using non-proprietary, open formats for these supplemental files?	N/A	Guideline 11	
D	ALL	Have you discussed delivery and preservation of these supplements with the author?	N/A	Guideline 12 Guideline 13	

D	EXPORT	Are these supplements included in the export package?	N/A	Guideline 20	
D	ALL	Does the platform support the creation of unique persistent identifiers for each resource?	N/A	Guideline 27	
D	ALL	Does the platform support structured, descriptive metadata for each resource in a publication? <i>If yes, consider completing Risk Category (0)</i>	N/A	Guideline 24	
D	WEB ARCHIVING	Does your web publication have a sitemap.xml that references all supplements that are a part of the publication? ***	N/A	Guideline 43	
D	WEB ARCHIVING	If there is not sitemap.xml: Are all of these resources linked from the main publication using conventional <a href="/example" formatting?	N/A	Guideline 44 Guideline 52	
E	Locally hosted data/code supplement				
E	ALL	Are you using non-proprietary, open formats for any data or code files, where available?	N/A	Guideline 11	
E	EXPORT	Are these data/code supplements included in the export package?	N/A	Guideline 20	
E	ALL	Does the platform support unique persistent identifiers for each resource?	N/A	Guideline 27	
E	ALL	Does the platform support structured, descriptive metadata for each resource in a publication? <i>If yes, consider completing Risk Category (0)</i>	N/A	Guideline 24	
E	ALL	Has the author provided documentation for the code or data?	N/A	Guideline 64 Guideline 66	
E	ALL	If the supplement is software, will the author provide both the compiled software and the source code (where relevant/available)?	N/A	Guideline 67	
E	WEB ARCHIVING	Does your web publication have a sitemap.xml that references all supplements that are a part of the publication? ***	N/A	Guideline 43	
E	WEB ARCHIVING	If there is not sitemap.xml: Are all of these resources linked from the main publication using conventional <a href="/example" formatting?	N/A	Guideline 44 Guideline 52	
F	Locally hosted interactive supplement				
F	ALL	Has the author supplied raw data and documentation to represent the interactive supplement?	N/A	Guideline 63	
F	ALL	Does the tool or player used to present the interactive supplement use non-proprietary, open and/or widely used technologies and standards?	N/A	Guideline 69	
F	EXPORT	Have there been special allowances to ensure some representation of this interactive feature is a part of the export package?	N/A	Guideline 20	
F	WEB ARCHIVING	Does your web publication have a sitemap.xml that references all supplements that are a part of the publication? ***	N/A	Guideline 43	
F	WEB ARCHIVING	If there is not sitemap.xml: Are all of these resources linked from the main publication using conventional <a href="/example" formatting?	N/A	Guideline 44 Guideline 52	
F	WEB ARCHIVING	Does the interactive supplement load all data into the browser when the page loads rather than relying on JavaScript to load more data from the server as the user interacts with it?	N/A	Guideline 53 Guideline 57 Guideline 50	
G	Third party hosted supplemental file				
G	ALL	Do the Terms of Service cover preservation and reuse of the content on the third party platform?	N/A	Guideline 7 Guideline 8	
G	ALL	Have you developed a workflow to preserve supplements hosted on third party platforms?	N/A	Guideline 14 Guideline 15	
G	ALL	Do you limit to, or encourage that links to important supplements for the work are references using persistent identifiers such as DOIs, handles, ARK IDs etc?	N/A	Guideline 17 Guideline 27	
G	WEB ARCHIVING	If you plan to use web archiving to collect material on third party platforms, have you confirmed you have the rights to do so with the platform/content owner?	N/A	Guideline 40	
H	Third party hosted interactive supplement				
H	ALL	Do the Terms of Service cover preservation and reuse of the content on a third party platform?	N/A	Guideline 7 Guideline 8	
H	ALL	Is there any opportunity to host the supplement locally, or a copy of it?	N/A	Guideline 14 Guideline 15	

H	ALL	Can the author supply raw data and documentation to represent the interactive supplement?	N/A	Guideline 63	
H	ALL	Do you limit to, or encourage that links to important supplements for the work are references using persistent identifiers such as DOIs, handles, ARK IDs etc?	N/A	Guideline 17	
H	ALL	If the interactive feature is a map, does it require more than one location and/or is the interactivity critical to delivering the information?	N/A	Guideline 56	
H	ALL	Does the tool or player used to present the interactive supplement use non-proprietary, open and/or widely used technologies and standards?	N/A	Guideline 69	
H	ALL	Have you recorded a walkthrough of your interactive feature to demonstrate how it should work in the context of your publication?	N/A	Guideline 72	
H	WEB ARCHIVING	Does the interactive supplement load all data into the browser when the page loads rather than relying on JavaScript to load more data from the server as the user interacts with it?	N/A	Guideline 57	
H	WEB ARCHIVING	If you plan to use web archiving to collect material on third party platforms, have you confirmed you have the rights to do so with the platform/content owner?	N/A	Guideline 40	
I	Locally embedded image, audio, or video				
I	ALL	Let's make sure you're reviewing the correct Risk Category. Does the embedded media use a standard HTML viewer i.e. <audio> <video> or tags directly in the HTML? When using these basic HTML tags, images appear as static, and the video player is unbranded and generic with basic functionality. If any of the embedded media has an enhanced viewer such as video players that can speed up or zoom into the video, or images that are displayed using a viewer that supports zooming/panning, then you likely have a non-standard viewer that should be considered as an interactive feature - for this, review Risk Category (J) instead of (I).	N/A	<i>Review Risk Category (J) for enhanced viewers</i>	
I	ALL	Do all non-text embedded features have a meaningful caption under them with information to help understand what was there even if it breaks?	N/A	Guideline 16	
I	ALL	Are you using non-proprietary, open formats for media files?	N/A	Guideline 11	
I	ALL	Have you discussed delivery and preservation of these files with the author?	N/A	Guideline 12 Guideline 13	
I	ALL	If an EPUB will be used for preservation, are only core media types supported (core media types are those listed in EPUB specification)?	N/A	Guideline 34	
I	ALL	If an EPUB will be used for preservation, is a copy of any audio and video files that are visually embedded in the EPUB pages included in the EPUB package?	N/A	Guideline 35	
I	ALL	If an EPUB will be used for preservation, where non core media types are supported, are fallbacks required for these?	N/A	Guideline 36	
I	EXPORT	Are the embedded media included in the export package?	N/A	Guideline 20	
J	Locally embedded interactive feature				
J	ALL	Do all embedded interactive features have a meaningful caption under them with information to help understand what was there even if it breaks?	N/A	Guideline 16	
J	ALL	Can the author supply raw data and documentation to represent the interactive supplement?	N/A	Guideline 63	
J	ALL	Have you embedded the feature in a way that aligns with the platform's core functionality? (rather than using a feature in a way that was not intended or supported by the platform)	N/A	Guideline 4	
J	ALL	If the interactive feature is a map, does it require more than one location and/or is the interactivity critical to delivering the information?	N/A	Guideline 56	
J	ALL	Does the tool or player used to present the interactive feature use non-proprietary, open and/or widely used technologies and standards?	N/A	Guideline 69	

J	ALL	Have you recorded a walkthrough of your interactive feature to demonstrate how it should work in the context of your publication?	N/A	Guideline 72	
J	EXPORT	Have there been special allowances to ensure some representation of this interactive feature is a part of the export package?	N/A	Guideline 20	
J	WEB ARCHIVING	Does the interactive feature load all data into the browser when the page loads rather than relying on JavaScript to load more data from the server as the user interacts with it?	N/A	Guideline 53 Guideline 57 Guideline 50	
K	Full text search feature				
K	WEB ARCHIVING	If some parts of your publication are only available via a search engine feature, have you implemented a corresponding browse feature or sitemap that would make it possible for a web crawler do discover all content without using the search?	N/A	Guideline 43 Guideline 52	
K	ALL	If the search feature (or the specific implementation of it) is critical to the publication, have you considered alternative strategies to represent this feature in a preservation service?	N/A	Guideline 57	
L	Third party hosted embedded image, audio, or video file				
L	ALL	Let's make sure you're in the right Risk category. Does the embedded media use a standard HTML viewer i.e. <audio> <video> or tags directly in the HTML and reference a file outside of the platform, e.g. in cloud storage? When using these basic HTML tags, images appear as static, and the audio/video player is unbranded and generic with basic functionality. If any of the embedded media has an enhanced viewer such as video players that can speed up or zoom into the video, or images that are displayed using a viewer that supports zooming/panning, then you likely have a non-standard viewer that should be considered as an interactive feature - for this, review Risk Category (M) instead of (L).	N/A	Review Risk Category (M) for enhanced viewers	
L	ALL	Do all non-text embedded features have a meaningful caption under them with information to help understand what was there even if it breaks?	N/A	Guideline 16	
L	ALL	Have you developed a workflow to preserve resources hosted on third party platforms?	N/A	Guideline 14 Guideline 15	
L	ALL	Do the Terms of Service cover preservation and reuse of the content on a third party platform?	N/A	Guideline 7 Guideline 8	
M	Third party hosted embedded interactive feature				
M	ALL	Do you avoid using HTML iframes to visually embed a feature into your publication? <i>The answer is likely to be NO if you are in this section since many interactive features use an iframe to embed them!</i>	N/A	Guideline 41 (all) Guideline 39 (epub) Guideline 42 (epub)	
M	ALL	Do all embedded interactive features have a meaningful caption under them with information to help understand what was there even if it breaks?	N/A	Guideline 16	
M	ALL	Have you developed a workflow to preserve resources hosted on third party platforms?	N/A	Guideline 14 Guideline 15	
M	ALL	Do the Terms of Service cover preservation and reuse of the content on a third party platform?	N/A	Guideline 7 Guideline 8	
M	ALL	Can the author supply raw data and documentation to represent the feature so that a copy can be hosted locally?	N/A	Guideline 63	
M	ALL	Does the tool or player used to present the interactive feature use non-proprietary, open and/or widely used technologies and standards?	N/A	Guideline 69	
M	ALL	If the embedded feature is a map, does it require more than one location and is the interactivity critical to delivering the information?	N/A	Guideline 56	
M	ALL	If the embedded feature is a social media post did you embed a copy of it? (rather than linking to the live post)	N/A	Guideline 54 Guideline 55	
M	ALL	Have you recorded a walkthrough of your interactive feature to demonstrate how it should work in the context of your publication?	N/A	Guideline 72	
M	WEB ARCHIVING	Does the feature load all data into the browser when the page loads rather than relying on JavaScript to load more data from the server as the user interacts with it? **	N/A	Guideline 53 Guideline 57 Guideline 50	
N	Metadata for publication				

N	ALL	Is there structured bibliographic metadata for this publication?	N/A	Guideline 21	
N	ALL	Does the bibliographic metadata use a common standard such as JATS, Dublin Core, ONIX etc?	N/A	Guideline 21	
N	ALL	Is the format of the metadata appropriate for the content, e.g. for detailed metadata is an appropriate structured data format such as XML or JSON used to express it?	N/A	Guideline 22	
N	ALL	Do you use the platform's metadata as it was intended to be used by design?	N/A	Guideline 4	
N	EXPORT	Does the export package include structured bibliographic metadata?	N/A	Guideline 19 (all) Guideline 30 (epub)	
N	EXPORT	Is export metadata represented in a simple structured form that uses minimal files? (i.e. avoid excessive small files with varied arrangements)		Guideline 19	
N	EXPORT	If an EPUB will be used for preservation, does the EPUB include bibliographic metadata in or alongside it?	N/A	Guideline 30	
N	WEB ARCHIVING	Does the <head> tag in the webpage embed structured bibliographic metadata?	N/A	Guideline 45	
O	Metadata for embedded components or supplements				
O	ALL	Does the platform support unique persistent identifiers for each resource?	N/A	Guideline 27	
O	ALL	Does the platform support structured, descriptive metadata for each resource in a publication?	N/A	Guideline 24	
O	EXPORT	Does exported metadata describe important relationships between the resources and the text?	N/A	Guideline 26	
O	EXPORT	Can the platform export metadata for supplements?	N/A	Guideline 20	
O	EXPORT	Is the format of the metadata appropriate for the content, e.g. for detailed metadata is an appropriate structured data format such as XML or JSON used to express it?	N/A	Guideline 22	
O	EXPORT	If there is a resource that is hosted on a third-party platform embedded visually in the publication, does exported metadata include a URL to that resource?	N/A	Guideline 38	
O	EXPORT	Is the license information expressed in the metadata in a structured, consistent way?	N/A	Guideline 25	
P	User contributed content				
P	ALL	Do you have a Terms of Use to cover preservation of content contributed by users?	N/A	Guideline 7	
P	ALL	Does the metadata capture the relationships between the User Contributed Context and the text?	N/A	Guideline 26	
P	ALL	Have you considered the ethical aspects of preserving user contributed content?	N/A	Guideline 55	
Q	Enhanced navigation				
Q	ALL	Have you recorded a walkthrough of your enhanced navigation feature to demonstrate how it should work?	N/A	Guideline 72	
Q	EXPORT	Have there been special allowances to ensure some representation of this enhanced navigation as part of the export package?	N/A	Guideline 20	
Q	WEB ARCHIVING	Does your web publication have a sitemap.xml that references all supplements that are a part of the publication? ***	N/A	Guideline 43	
Q	WEB ARCHIVING	If there is not sitemap.xml: Do all hyperlinks in the navigation feature use conventional <a href="/example" formatting?	N/A	Guideline 44 Guideline 52	
R	Version management				
R	ALL	Have you clearly defined what constitutes a new version of the publication?	N/A	Guideline 9	
R	ALL	Are significant versions tracked by the platform?	N/A	Guideline 31	
R	ALL	Does the metadata for your publication(s) include a version number?	N/A	Guideline 23	

X	General questions: Export				
X	EXPORT	Does the export package convert any linear text to an existing full text standard?	N/A	Guideline 18	
X	EXPORT	Does the export package use a simple predictable file and folder structure?	N/A	Guideline 19	
X	EXPORT	Is all export metadata represented in a simple structured form that uses minimal files and is appropriate for the type of metadata?	N/A	Guideline 19 Guideline 22	
X	EXPORT	Is all irrelevant or private data removed from your export package?	N/A	Guideline 65	
Y	General questions: Web Archiving				
Y	WEB ARCHIVING	Does the website utilize fallback approaches to ensure the publication still functions if interactive components such as IIF viewers or advanced video viewers stop working over time?	N/A	Guideline 50	
Y	WEB ARCHIVING	Does each page state have its own URL i.e. if the content loaded into the page changes, does the URL also change?	N/A	Guideline 46	
Y	WEB ARCHIVING	Do parameters added to the URL (e.g. ?x=123) reflect the data loaded in the page and not include unnecessary parameters?	N/A	Guideline 49	
Y	WEB ARCHIVING	Were URL structures planned so they are more likely to persist over time rather than need to be changed later?	N/A	Guideline 47	
Y	WEB ARCHIVING	If multiple publications are on the same domain name, is it easy to identify which web pages are part of the publication based on the URL? e.g. do all URLs have a publication ID in them	N/A	Guideline 48	
Z	General questions: Website As Software				
Z	WEBSITE-AS-SOFTWARE	Does the website avoid external dependencies and/or utilize fallback approaches to ensure the publication still functions if components stop working over time?	N/A	Guideline 50 Guideline 58	
Z	WEBSITE-AS-SOFTWARE	Is the infrastructure and installation process simple and with only widely used technologies as part of the technology staff?	N/A	Guideline 59	
Z	WEBSITE-AS-SOFTWARE	Can the author/creator provided an installation script or specific installation instructions for the web application?	N/A	Guideline 60	
Z	WEBSITE-AS-SOFTWARE	Can the author/creator provide a clean self-contained installation package for the web application so that it can run on a different machine?	N/A	Guideline 61 Guideline 62	
Z	WEBSITE-AS-SOFTWARE	Can the author/creator provide a clean self-contained installation package for the web application?	N/A	Guideline 61	
Z	WEBSITE-AS-SOFTWARE	Has all irrelevant or private data been removed from the package intended for preservation?	N/A	Guideline 65	
Z	WEBSITE-AS-SOFTWARE	Have you recorded a walkthrough of your website to demonstrate how it should work?	N/A	Guideline 72	

* An **iframe** is a way to visually embed a webpage inside HTML - they are usually found on webpages, but may be found in EPUBs. Examples of things typically found in iframes are YouTube / Vimeo or other enhanced or third party video players, social media posts, ArcGIS visualizations, web pages in general.

** One way to check if something is communicating with the server as you interact with it: load the page in a browser, right click anywhere on the page and select "Inspect". Hit the "Network" menu. Interact with the feature, if there is network activity, it is loading new data as you interact

*** A website's sitemap (if one exists) can usually found at <https://{yourdomain.com}/sitemap.xml>, https://{yourdomain.com}/sitemap_index.xml, or a link to it can be found in <https://{yourdomain.com}/robots.txt>