**The Four Functions of Social Science Data Services**

**Collection Services**
The data that you select for your Designated User Communities. Selection may be as simple as pointing users to data freely available on the web or as complex as acquiring and preserving data locally.  Your “collections” include content that you license, and data that you own. When you become a member of ICPSR, your collections expand to include data available only to ICPSR members.

**Access Services**
Those activities that you perform that ensure that your Designated User Communities can acquire and use the data they need. Access activities include putting locally held data online, providing data at public service computers, licensing remotely accessible data, and so forth. Access is delivery of content and is complementary to both collections and preservation.

**User Services**
User Services encompass all of the services that you offer directly to your Designated Communities. These traditionally include data reference, data consultation, instruction, but also include activities related to data discovery (cataloging, organizing, search and browse, etc.), computing services, data management, and so forth.

**Preservation Services**
Those data in your collections that are preserved, either by you through acquisition and preservation activities, or through membership in ICPSR, or through explicit agreements with other organizations, or by your reliance on preservation activities of other data archives.  Preservation is a complementary activity to “collections.”  Local preservation activities must be complemented by access activities to at least one Designated Community. The six functions specified by the OAIS Functional Model (ingest, archival storage, data management, administration, preservation planning, and access) are all part of Preservation.