DHPS|NY

DOCUMENTARY HERITAGE & PRESERVATION SERVICES

FOR NEW YORK

Thanks for joining us! Today's presentation will begin shortly.

Please check your audio and video settings.
You should currently hear music in the background.

If you have questions or want to report any technical issues,
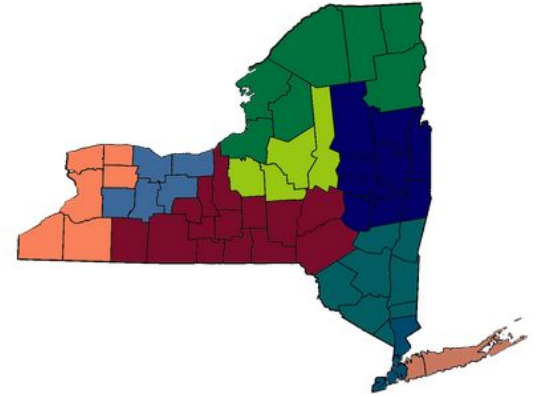contact us at info@dhpsny.org or (215) 545-0613.

Introduction to Digital Preservation Planning

DHPSNY Webinar - August 20, 2024

Presented by: Jen Palmentiero, Southeastern NY Library Resources Council

Intro and Background

I'm the Digital Services Manager at Southeastern NY Library Resources Council, one of the nine ESLN Councils.

Digital Preservation Definitions

Digital preservation combines policies, strategies and actions that ensure access to digital content over time.

-American Library Association, ALCTS Preservation and
and Reformatting Section, *Definitions of Digital Preservation*

(link from Internet Archive's Wayback Machine)

Digital preservation is a continual process of understanding the risks you face for losing content or losing the ability to render and interact with it and making use of whatever resources you have to mitigate those risks.

-Trevor Owens, *Theory and Craft of Digital Preservation*, Page 8

Digital Preservation Risks

Storage media failure

Storage media obsolescence

Storage media loss

Accidental deletion
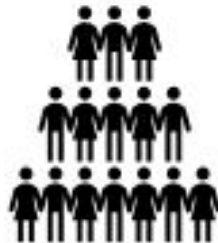
Theft

Virus or malware

File corruption

File format obsolescence

Software obsolescence

Poor documentation

Poor file naming/organization

Digital Preservation Requires

Digital Preservation as a Three-Legged Stool

Organization

- policies, plans
- procedures and workflows
- people

Resources

- ongoing and sustainable funding and staffing

Technology

- Secure storage
- hardware
- software

Assessing Organizational Readiness

- Organizational awareness, mandate, commitment
- Current and future funding
- Staff time and skills
- Technology

Understanding your Digital Preservation Readiness, Digital Preservation Coalition

Survey of Institutional Readiness, DigPres Management Workshop & Tutorial

Documentation

Digital Content Inventory / Register

Selection Criteria

Policies: Digital Preservation Policy, Collection Development, Deed of Gift

Plans: Digital Preservation Plan, Disaster Plan, Strategic Plan

Workflow procedures

Job Descriptions

Organization Mission / Vision Statements

Digital Content Inventory

Why Inventory?

- Management, planning, advocacy tool
- Establish intellectual control
- Internal finding aid to your organization's digital content

How?

- Spreadsheet or database

Digital Content Inventory

- Name of the group of items (collection name, project name, directory name, etc.)
- Brief description of the group
- Current storage location(s) - include if they are available online (NY Heritage, Flickr, local repository, etc.)
- File formats in the group of items (TIFF, JPEG, PDF, etc.)
- Number of files in the group
- Current storage size (MB, GB, TB)
- Creation date(s) of the digital files. (some people record the dates of the originals, if the files were created by digitizing physical media).

Digital Content Inventory

- Person or Department responsible for the creation and/or management of the files (if applicable).
- Born-digital resources vs. digitized
- Technological dependencies
- Broad categories: audio, video, images, documents, newspapers, etc.
- File-naming is really important! You might want to note if file names need to be cleaned-up or edited.
- Copyright status/issues

Selection Criteria

- Value
- Quality
- Uniqueness
- At risk
- Copyright
- Capacity/feasibility

Example of a decision tree, Canadian Heritage Information Network

Another good chart can be found in Module 3: Triage, Digital POWRR webinars

Digital Preservation Policy

- Why you are preserving
- What you are preserving
- For whom are you preserving
- High-level roles and responsibilities

SERI Webinar: Digital Preservation Policies as Tools for Accountability, Compliance, and Clarity (presented by Amy Rudersdorf, AVP)

Digital Preservation Policy Template, Orbis Cascade Alliance

Digital Preservation Policy, Rockefeller Archives Center

Digital Preservation Policy, Northern Illinois University

Digital Preservation Plan

- Content/collection descriptions
- Action plans
- Workflows
- Technology used
- Roles & responsibilities

Digital Preservation Standards

OAIS: Open Archival Information System Reference Model

- Helpful intro and explanation in Module 1: Theory vs. Action, Digital POWRR webinars

PREMIS: PREservation Metadata: Implementation Strategies

- Intro to PREMIS in the Digital Preservation Handbook, Digital Preservation Coalition

Helpful Digital Preservation Resources

Digital Preservation Coalition, Digital Preservation Handbook

Digital Preservation Coalition, Digital Preservation Workflow Webinar Series

Preserving digital Objects with Restricted Resources (Digital POWRR)

Digital Preservation Outreach and Education Network (DPOE-N)

National Digital Stewardship Alliance (NDSA) Levels of Preservation

NEDCC: Digital Preservation Peer Assessment

Digital Preservation Management Online Tutorial

Canadian Heritage Information Network (CHIN), Digital Preservation Toolkit

Thank you!

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