From Theory to Action

A pragmatic approach to digital preservation strategies and tools

November 13, 2015

Co-Sponsored by:

MAC Midwest Archives Conference

South Dakota SHRAB

Presenters:			
Stacey Erdman	Martin Kong	Meg Miner	Drew VandeCreek

POWRR Preserving (Digital) Objects With Restricted Resources

National Endowment for the Humanities Fifty Years

Institute of Museum and Library Services

Logistics/Housekeeping

- Basic Logistics

- Handouts/Flash Drives

- Assessment/Evaluation (today and in 3 months) YOUR FEEDBACK IS VITAL
  - Pre-Test
  - Post-Test
  - Standard Workshop Evaluation
  - 3 Month Follow-up

First Up… The Day's Schedule!

MORNING

Now – 9:45

Collect Pre-tests
Expected Outcomes
Who we are & How we got here
Levels of Preservation (*Activity*)

9:45 – 10:15

Solution in Theory *vs.* Solution in Practice

10:15 → *Break*

10:30 – 11:00

Your Pre-Ingest Workflow
Accessioning a Collection (*Demo*)

11:00 – Noon

Tools that POWRR investigated

LUNCH!

AFTERNOON

1:00 – 2:00

Solution in Action: Accessioning a Collection (*Activity)*

2:00 – 2:30

Assembling Your Team
Your 3-3-3 Action Plan (*Activity*)

2:30 → *Break*

2:45 – 3:30

Advocacy, Policy, Potential Solution Models

3:30 – 3:50

Questions

3:50 – 4:00

Post-Test

Expected Outcomes

- You will understand that different digital preservation tools/services can perform different functions within the digital curation lifecycle, and be able to explain how these tools/services can be used within your institution's workflow.

- You will practice the initial pre-ingest steps necessary to accession a digital collection, as described in the OCLC report "Walk this Way," and gain the skills necessary to repeat this process at your institution.

- You will gain hands on experience with a basic digital preservation tool and understand how it can be used within your institution's workflow.

- You will take away resources that help align communication and advocacy, policymaking, and tool selection/implementation.

- You will create a 3-3-3 Action Plan to implement in the following 3 months that will move you closer to your digital preservation goals.

Who we are….and how we got here….

- Defining Moments → Found Some Friends
- Applied for Implementation Grant → Received a "Figure It Out" Grant → Received NEH grant

We've learned a lot…and are a lot like you!

Proud to be works-in-progress:

Illinois State University
Illinois' first public university

Illinois Wesleyan University

Northern Illinois University

Chicago State University

Western Illinois University

National Endowment for the Humanities
Fifty Years

Institute of Museum and Library Services

Activity Time!
20 Minutes
NDSA Levels of Preservation

Where can my institution place its Bingo chips?

- We'll go first
- Small Groups – Where do you think you fit in? (10 minutes)
- All Together – Poll of who is where!

NDSA

NATIONAL DIGITAL STEWARDSHIP ALLIANCE

NDSA

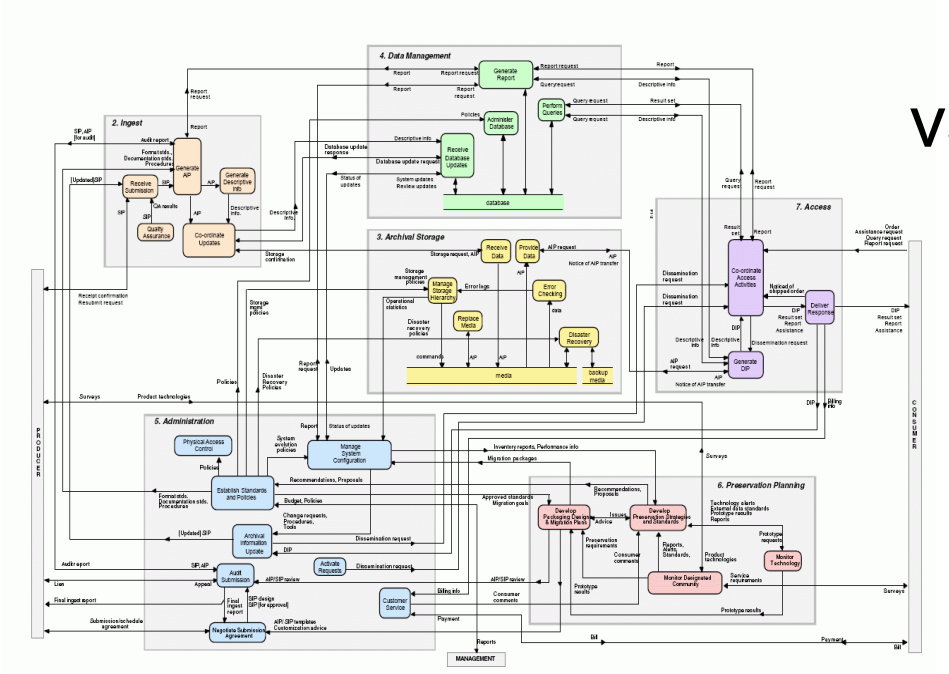
Table 1: Version 1 of the Levels of Digital Preservation

	Level 1 (Protect your data)	Level 2 (Know your data)	Level 3 (Monitor your data)	Level 4 (Repair your data)
Storage and Geographic Location	- Two complete copies that are not collocated - For data on heterogeneous media (optical discs, hard drives, etc.) get the content off the medium and into your storage system	- At least three complete copies - At least one copy in a different geographic location - Document your storage system(s) and storage media and what you need to use them	- At least one copy in a geographic location with a different disaster threat - Obsolescence monitoring process for your storage system(s) and media	- At least three copies in geographic locations with different disaster threats - Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems
File Fixity and Data Integrity	- Check file fixity on ingest if it has been provided with the content - Create fixity info if it wasn't provided with the content	- Check fixity on all ingests - Use write-blockers when working with original media - Virus-check high risk content	- Check fixity of content at fixed intervals - Maintain logs of fixity info; supply audit on demand - Ability to detect corrupt data - Virus-check all content	- Check fixity of all content in response to specific events or activities - Ability to replace/repair corrupted data - Ensure no one person has write access to all copies
Information Security	- Identify who has read, write, move and delete authorization to individual files - Restrict who has those authorizations to individual files	- Document access restrictions for content	- Maintain logs of who performed what actions on files, including deletions and preservation actions	- Perform audit of logs
Metadata	- Inventory of content and its storage location - Ensure backup and non-collocation of inventory	- Store administrative metadata - Store transformative metadata and log events	- Store standard technical and descriptive metadata	- Store standard preservation metadata
File Formats	- When you can give input into the creation of digital files encourage use of a limited set of known open formats and codecs	- Inventory of file formats in use	- Monitor file format obsolescence issues	- Perform format migrations, emulation and similar activities as needed

http://www.digitalpreservation.gov/ndsa/activities/levels.html

So……How do we get from here to there?

Solution in Theory



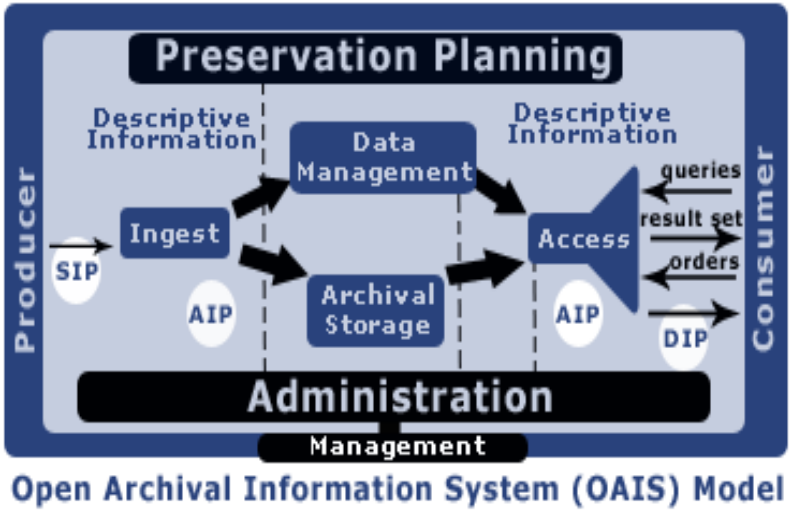
Scary OAIS Spaghetti Monster

vs.

Solution in Practice

Solution in Theory

- OAIS (Open Archival Information Systems) and other schematic models
- TRAC Certification (Trustworthy Repositories Audit & Certification)
- TDR ISO 16363 (Trustworthy Digital Repository ISO Standard)
- Curation Lifecycles that don't look a thing like our current workflows



Open Archival Information System (OAIS) Model

SIPs, AIPs, DIPs, Oh my!

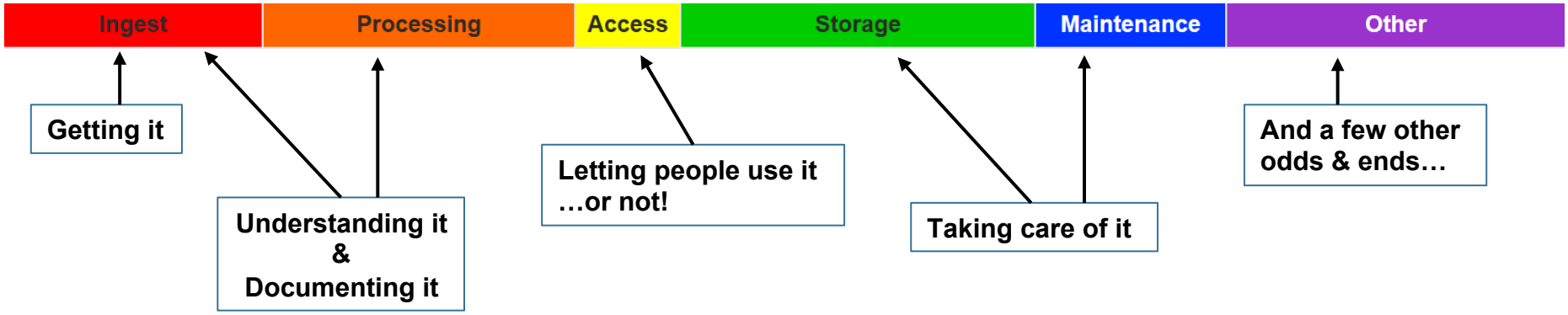
We can be *ready.*

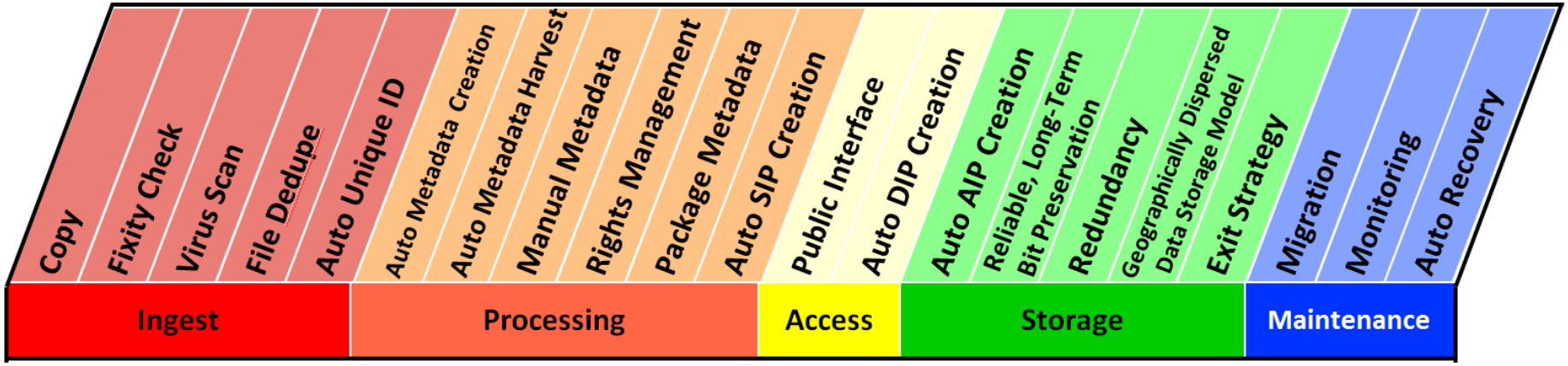
- We can intellectually map how digital preservation works to how *we* work.
- We can upgrade our metadata and recordkeeping practices for the next steps.
- We can triage our data for ingest.
- We can build policies and plans, which in turn help us choose tools.
- We can better educate ourselves, our stakeholders, and our funders.

Solution in Practice

AKA Good Enough DP for real people!!

Our take on what you need to consider when thinking about your digital stuff…..





Our take on some things that need to happen or be considered along the way to this *"Digital Preservation"* thing….

Solution in Practice

AKA Good Enough DP for real people!!

Some things to keep in mind…..

- Not all tools and services are created equal.
  - Some tools/services do specific tasks (*microservices).*
  - Some tools/services combine multiple microservices (*you guessed it….macroservices!*).

- Starting small is good enough!

- Knowing what you have is crucial.
  - Write. It. Down. And maintain it.

Let's Talk about Macroservices….

And there are back-end storage/preservation services like…..

MetaArchive
DuraCloud
Amazon Glacier
Internet Archive

There are front-end/processing tools like…..

Archivematica
Curator's Workbench
Data Accessioner
BitCurator

There are even some services that will pretty much do it all like….

Preservica
Dspace Direct (uses DuraCloud)
ArchivesDIRECT

Note: Yes, there are also CMS's, IR software, and Forensics tools….ugh. However, these are outside the scope of this workshop!

AND you have to figure out what works best with what!!! But we have done some of that so you don't have to!

Clarification: Preservation vs. Access

Long term access (Preservation)

- **Purpose**: ensure long-term access
- **Focus:** current & **future** users
- Relies on **proven (reliable)** technologies to preserve digital objects across generations of technology
- **Accumulate**s metadata over the life cycle to trace preserved content
- Preservation systems **create** new versions of digital objects for access to deliver as needs change over time

Short term access

- **Purpose**: provide content to users now
- **Focus:** current
- Relies on **cutting edge** technologies to provide best and fastest access at a point in time
- **Selects** metadata needed to use and understand content
- Access systems **deliver** objects with user-oriented services

LIBRARY OF CONGRESS

BREAK TIME!

Back by 10:30, please

Next up: Your Pre-Ingest Workflow

Actual Conversation, ca. 2004

“I’d like our institution to be the home for your literary papers.”

gets handed flash drive

Don’t Panic - Your Pre-Ingest Workflow

aka Wrangling your digital stuff before you can get it into a shiny system

NOTE: This is only ONE way to do this… Everyone’s workflow is a little different!

Hang tight for a demo and some hands-on practice of this!

Starting from scratch:

- Begin an Inventory Spreadsheet
- Run accessioning tools (creates basic preservation metadata files in XML for you!)

    - Move everything to a stable carrier (like a network drive)

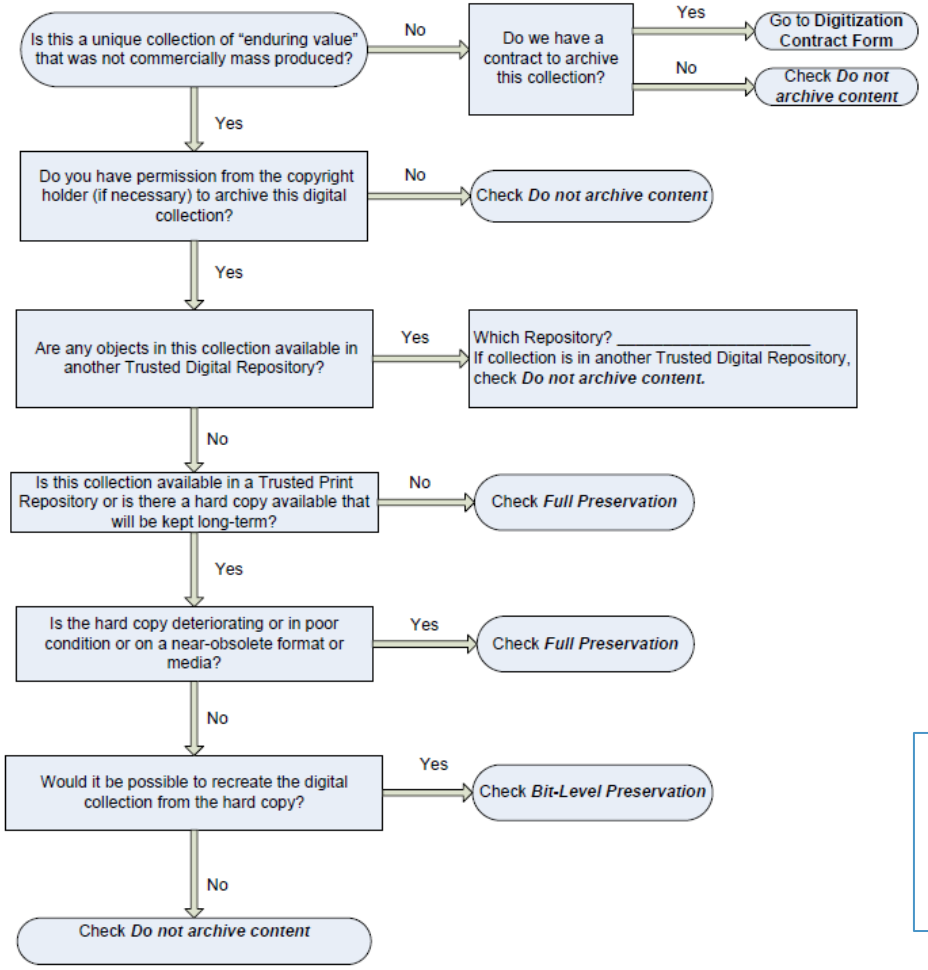
- Make an Access Copy from your Master Copy
- Continue populating Inventory Spreadsheet (if needed)
- OPTIONAL: Keep original media

✓ *Most of these will cost you more time than money*

✓ *Document what you do pre-ingest. For future you.*

✓ *Remember: Good enough is just fine. For now.*

DIGITAL PRESERVATION DECISION FLOWCHART



____ DO NOT PRESERVE

____ FULL PRESERVATION

____ BIT-LEVEL PRESERVATION

Courtesy of:
Tawnya Keller, *Digital Preservation Archivist*
University of Utah

Pre-Ingest Inventory Spreadsheet Categories

These suggestions follow the recommended DPOE step "Identify" as locally defined by curator/archivist. Example at: http://www.carli.illinois.edu/sites/files/digital_collections/documentation/digipres_identify.pdf

- ❑ Category (digitization project; born digital; university archives)
- ❑ Title and Description
- ❑ Date(s) (date range of what's IN there or date of creation if born digital)
- ❑ Location (CD, Jump drive, server location?)
- ❑ Extent (quantity: 48 journal issues; 106 images; 2 TB of video)
- ❑ Format (file formats: PDF, .Jpeg, Animated GIF, Wordstar2.0 file)

This is YOUR inventory… YOU get to decide if it needs additional fields, if some can be deleted, etc. You are the boss of this!

Category	Title and Description	Date	Location	Extent	Format

FILL OUT WHAT YOU CAN AS YOU WOULD WITH ANY NORMAL ACCESSION

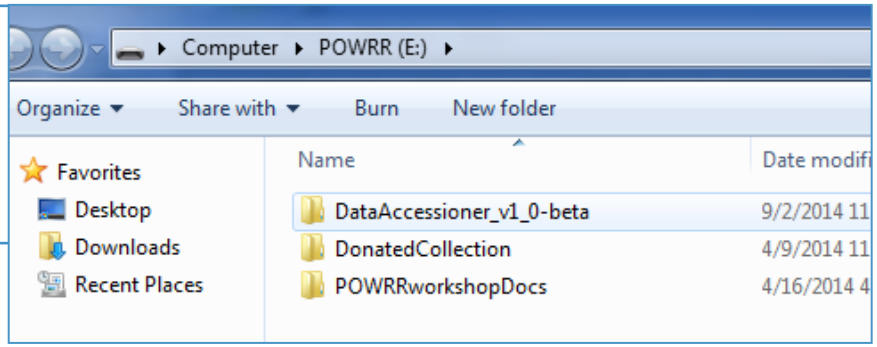
Category	Title & Description	Date	Location	Extent	Format
(locally defined; project name? content creation method?	(Donor applied and/or yours... what's your local practice?)	(YYYYMMDD or other locally defined format for accession date)	(Storage place of choice -- networked server recommended)	(Quantity of foldes, files, by type or total size)	(What extenstions are involved: .jpg, .tif, .xls?)
Special Collections, mixed; digizited and born digital	A Curator's Cat Collection. Donated by Jane (nee Pennypincher) and John Moneybags, Class of 2006. Feline Health Research. No restrictions on access; some material may have copyright restrictions by law	20150424	C:\Users\User\Desktop\NewAccession\Masters		

Data Accessioner

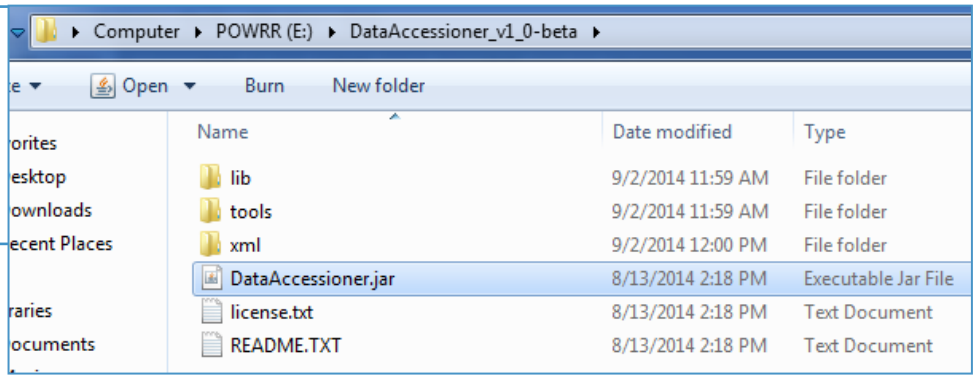
Digital POWRR Tool Evaluation Grid	Ingest					Processing						Access		Storage						Maintenance			Other		
	Copy	Fixity Check	Virus Scan	File Dedupe	Auto Unique ID	Auto Metadata Creation	Auto Metadata Harvest	Manual Metadata	Rights Management	Package Metadata	Auto SIP Creation	Public Interface	Auto DIP Creation	Auto AIP Creation	Reliable, Long-Term Bit Preservation	Redundancy	Geographically Dispersed Data Storage Model	Exit Strategy	Migration	Monitoring	Auto Recovery	Open Source	Clear Documentation	Cost
Duke Data Accessioner	x	x			x	x	x	x		x	x											x		Free

1. Insert flash drive and open the explorer window

Data Accessioner
Donated Collection Folder
Other stuff…..

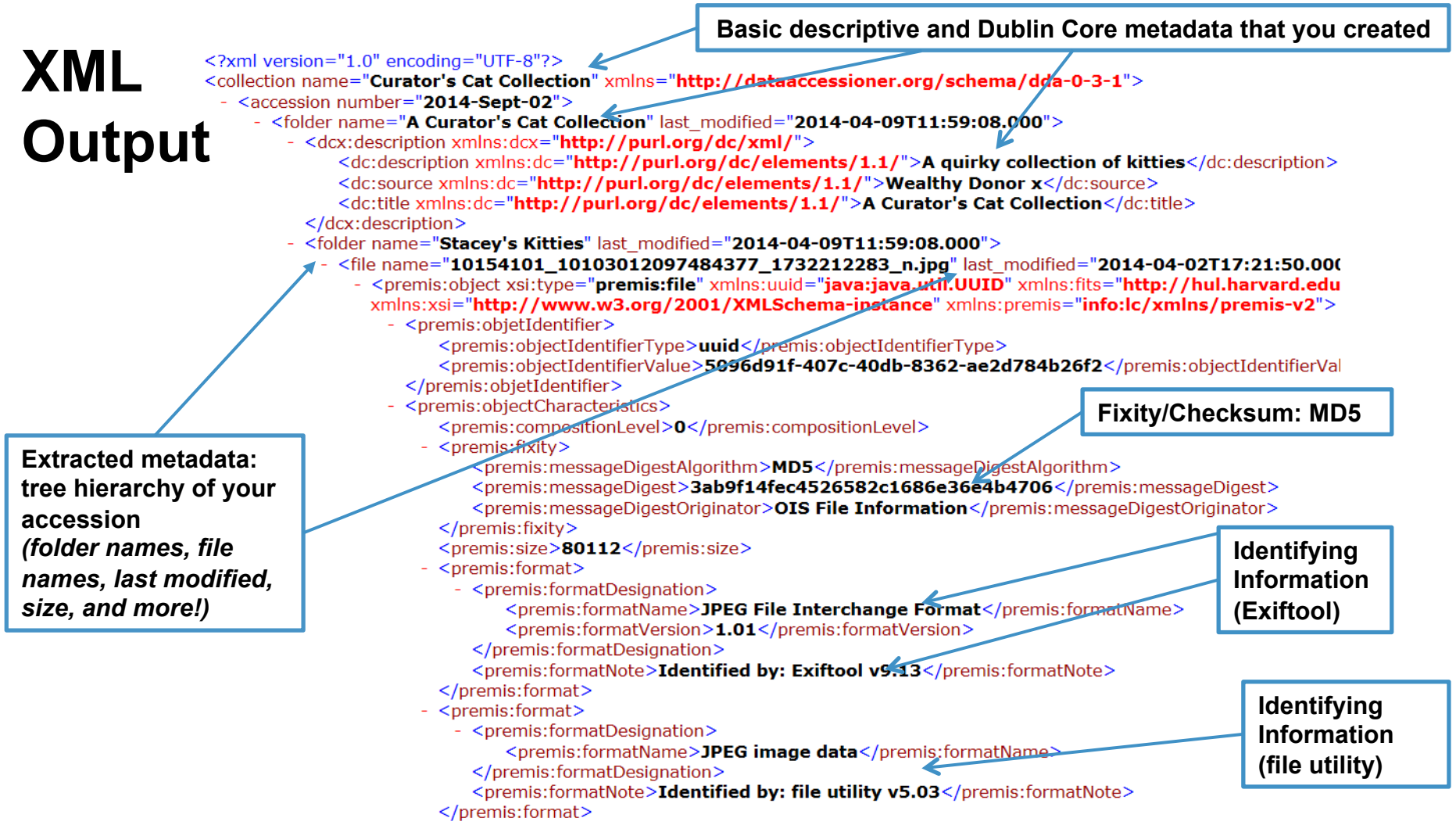


2. Navigate to DataAccessioner.jar and open it

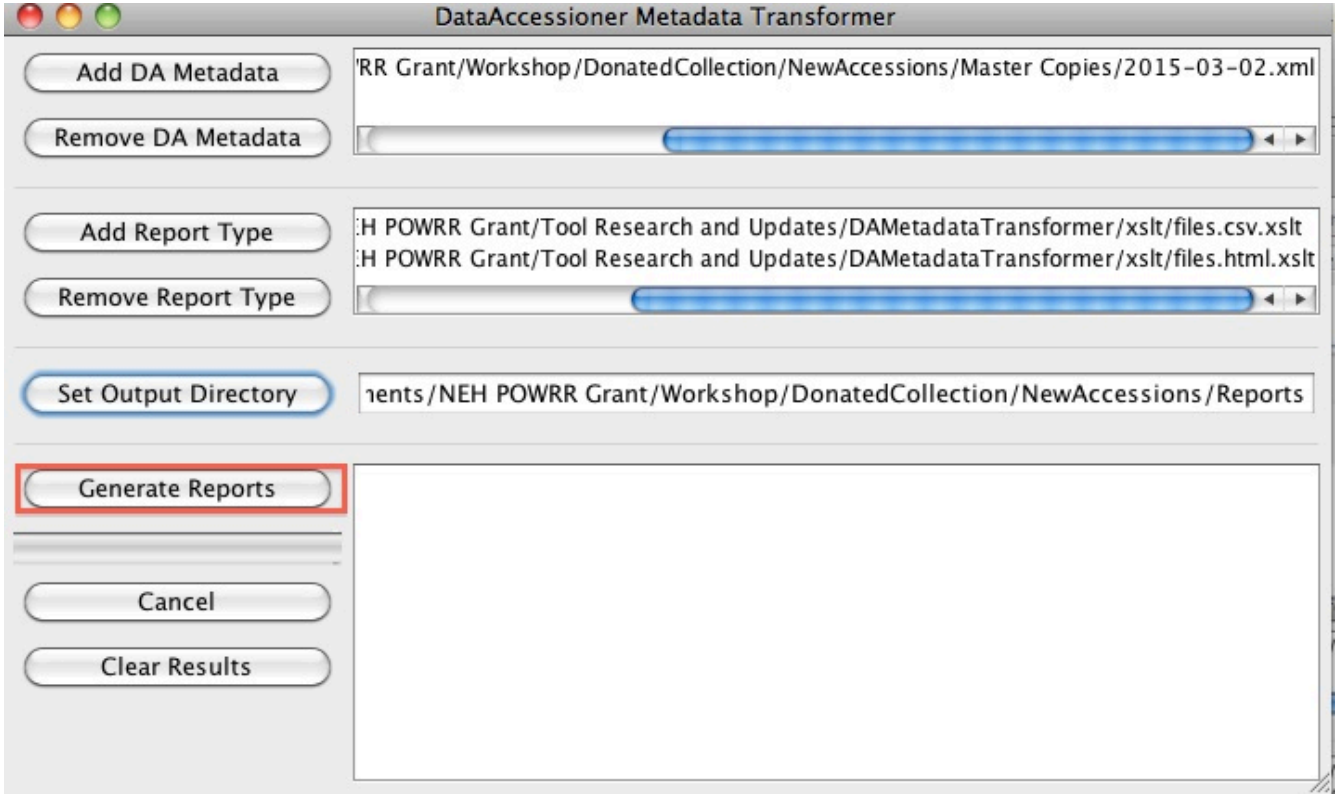


Switch to live Data Accessioner demo

XML Output

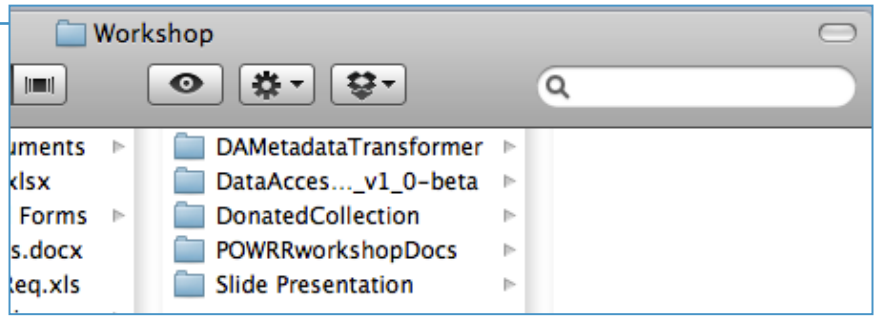

Basic descriptive and Dublin Core metadata that you created
Extracted metadata: tree hierarchy of your accession (folder names, file names, last modified, size, and more!)
Fixity/Checksum: MD5
Identifying Information (Exiftool)
Identifying Information (file utility)
<?xml version="1.0" encoding="UTF-8"?>
<collection name="Curator's Cat Collection" xmlns="http://dataaccessioner.org/schema/dda-0-3-1">
<accession number="2014-Sept-02">
<folder name="A Curator's Cat Collection" last_modified="2014-04-09T11:59:08.000">
<dcx:description xmlns:dcx="http://purl.org/dc/xml/">
<dc:description xmlns:dc="http://purl.org/dc/elements/1.1/">A quirky collection of kitties</dc:description>
<dc:source xmlns:dc="http://purl.org/dc/elements/1.1/">Wealthy Donor x</dc:source>
<dc:title xmlns:dc="http://purl.org/dc/elements/1.1/">A Curator's Cat Collection</dc:title>
</dcx:description>
<folder name="Stacey's Kitties" last_modified="2014-04-09T11:59:08.000">
<file name="10154101_10103012097484377_1732212283_n.jpg" last_modified="2014-04-02T17:21:50.00
<premis:object xsi:type="premis:file" xmlns:uuid="java:java.util.UUID" xmlns:fits="http://hul.harvard.edu
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:premis="info:lc/xmlns/premis-v2">
<premis:objetIdentifier>
<premis:objectIdentifierType>uuid</premis:objectIdentifierType>
<premis:objectIdentifierValue>5096d91f-407c-40db-8362-ae2d784b26f2</premis:objectIdentifierVal
</premis:objetIdentifier>
<premis:objectCharacteristics>
<premis:compositionLevel>0</premis:compositionLevel>
<premis:fixity>
<premis:messageDigestAlgorithm>MD5</premis:messageDigestAlgorithm>
<premis:messageDigest>3ab9f14fec4526582c1686e36e4b4706</premis:messageDigest>
<premis:messageDigestOriginator>OIS File Information</premis:messageDigestOriginator>
</premis:fixity>
<premis:size>80112</premis:size>
<premis:format>
<premis:formatDesignation>
<premis:formatName>JPEG File Interchange Format</premis:formatName>
<premis:formatVersion>1.01</premis:formatVersion>
</premis:formatDesignation>
<premis:formatNote>Identified by: Exiftool v9.13</premis:formatNote>
</premis:format>
<premis:format>
<premis:formatDesignation>
<premis:formatName>JPEG image data</premis:formatName>
</premis:formatDesignation>
<premis:formatNote>Identified by: file utility v5.03</premis:formatNote>
</premis:format>

DataAccessioner: Metadata Transformer

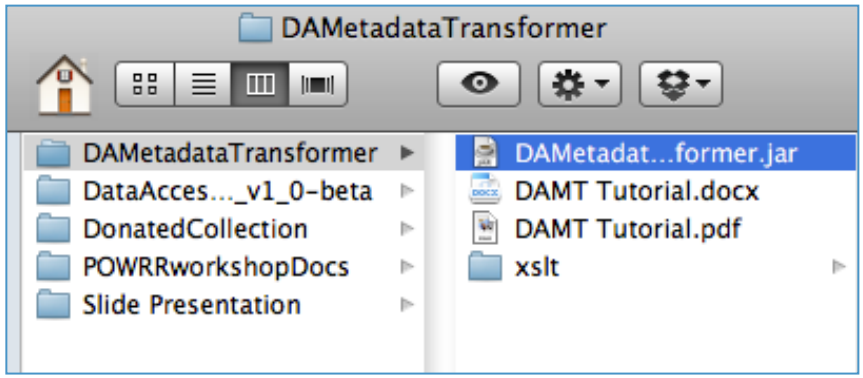


1. Open the Explorer Window and open DAMetadataTransformer Folder

Data Accessioner
Donated Collection Folder
DAMetadataTransfomer
Others…



2. Navigate to DAMetadataTransformer.jar and open it



Switch to live DA:MT Reporting Tool demo

Category	Title & Description	Date	Location	Extent	Format
(locally defined; project name? content creation method?	(Donor applied and/or yours... what's your local practice?)	(YYYYMMDD or other locally defined format for accession date)	(Storage place of choice -- networked server recommended)	(Quantity of foldes, files, by type or total size)	(What extenstions are involved: .jpg, .tif, .xls?)
Special Collections, mixed; digizited and born digital	A Curator's Cat Collection. Donated by Jane (nee Pennypincher) and John Moneybags, Class of 2006. Feline Health Research. No restrictions on access; some material may have copyright restrictions by law	20150424	C:\Users\User\Desktop\NewAccession\Masters	38.83 MB	11 jpg, 1 pdf, 3 PDF/A, 2 MPEG v4

Congratulations!

You just did the first few steps in the digital curation lifecycle.

Digital POWRR Tool Evaluation Grid	Ingest					Processing						Access		Storage					Maintenance			Other		
	Copy	Fixity Check	Virus Scan	File Dedupe	Auto Unique ID	Auto Metadata Creation	Auto Metadata Harvest	Manual Metadata	Rights Management	Package Metadata	Auto SIP Creation	Public Interface	Auto DIP Creation	Auto AIP Creation	Reliable, Long-Term Bit Preservation	Redundancy	Geographically Dispersed Data Storage Model	Exit Strategy	Migration	Monitoring	Auto Recovery	Open Source	Clear Documentation	Cost
Duke Data Accessioner	x	x			x	x	x	x		x	x											x		Free

Well, *we* did it. *Your turn* comes after lunch!

But first….. Macroservices! WOO!

Macroservices: Doing it all! Sort of.

Using simple tools, like Data Accessioner, is what you can do while you are petitioning your institution for a more robust solution like…

- Archivematica
- Curator's Workbench
- DuraCloud
- MetaArchive
- Preservica
- Internet Archive

Please Keep In Mind…

This is NOT exhaustive

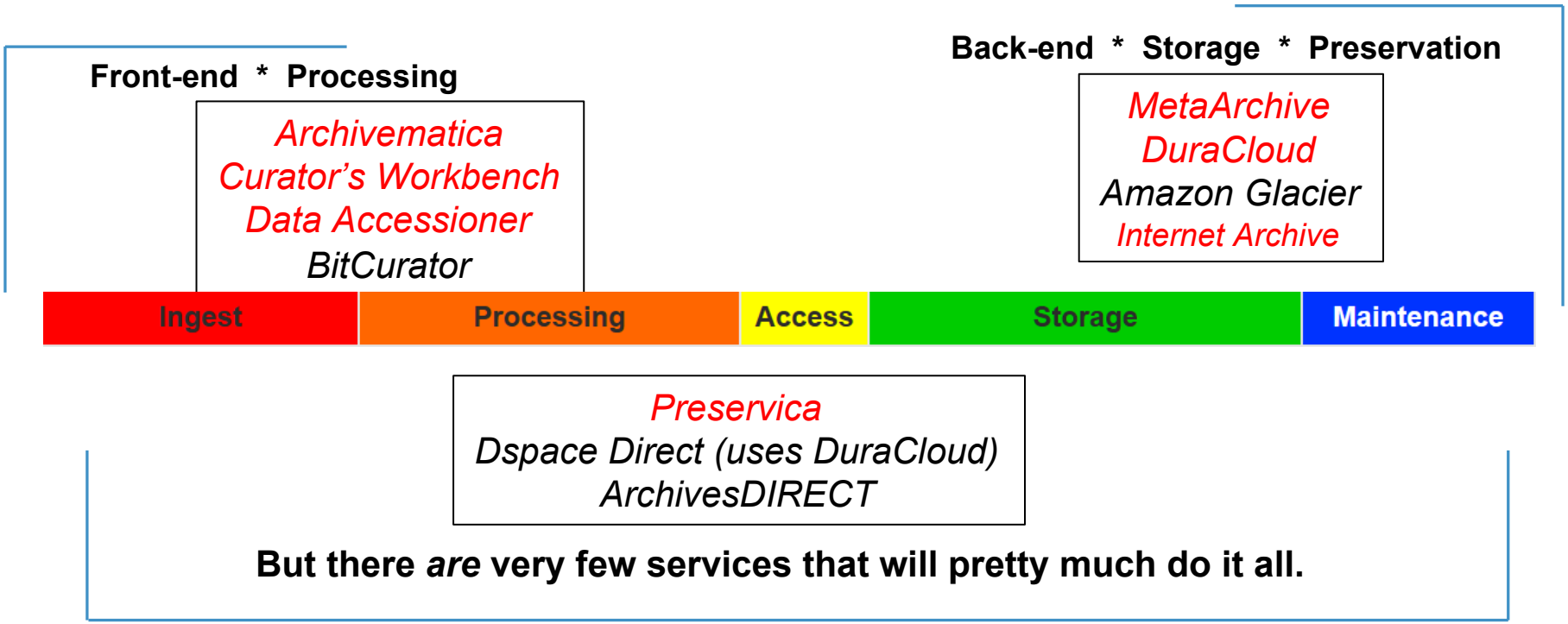
Software changes quickly!

Based on availability at time of testing and our perceived needs

Remember this?

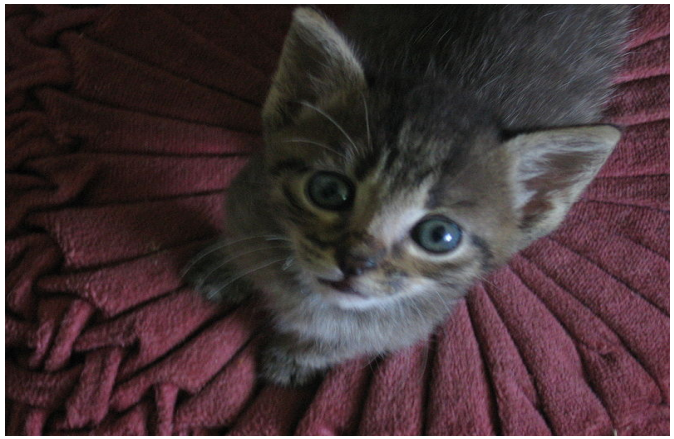
Most tools and services only perform *some* of the functions in a digital curation lifecycle.

*Tools/Services in RED were tested in-depth by POWRR



But there *are* very few services that will pretty much do it all.

A note about the word “free”



NOT

Open source software requires resources to install, maintain, and improve it.

Front-end/Processing: Curator's Workbench

Digital POWRR Tool Evaluation Grid	Ingest					Processing						Access		Storage					Maintenance			Other		
	Copy	Fixity Check	Virus Scan	File Dedupe	Auto Unique ID	Auto Metadata Creation	Auto Metadata Harvest	Manual Metadata	Rights Management	Package Metadata	Auto SIP Creation	Public Interface	Auto DIP Creation	Auto AIP Creation	Reliable, Long-Term Bit Preservation	Redundancy	Geographically Dispersed Data Storage Model	Exit Strategy	Migration	Monitoring	Auto Recovery	Open Source	Clear Documentation	Cost
**Curator's Workbench	x	x			x	x	x	x		x	x											x		Free

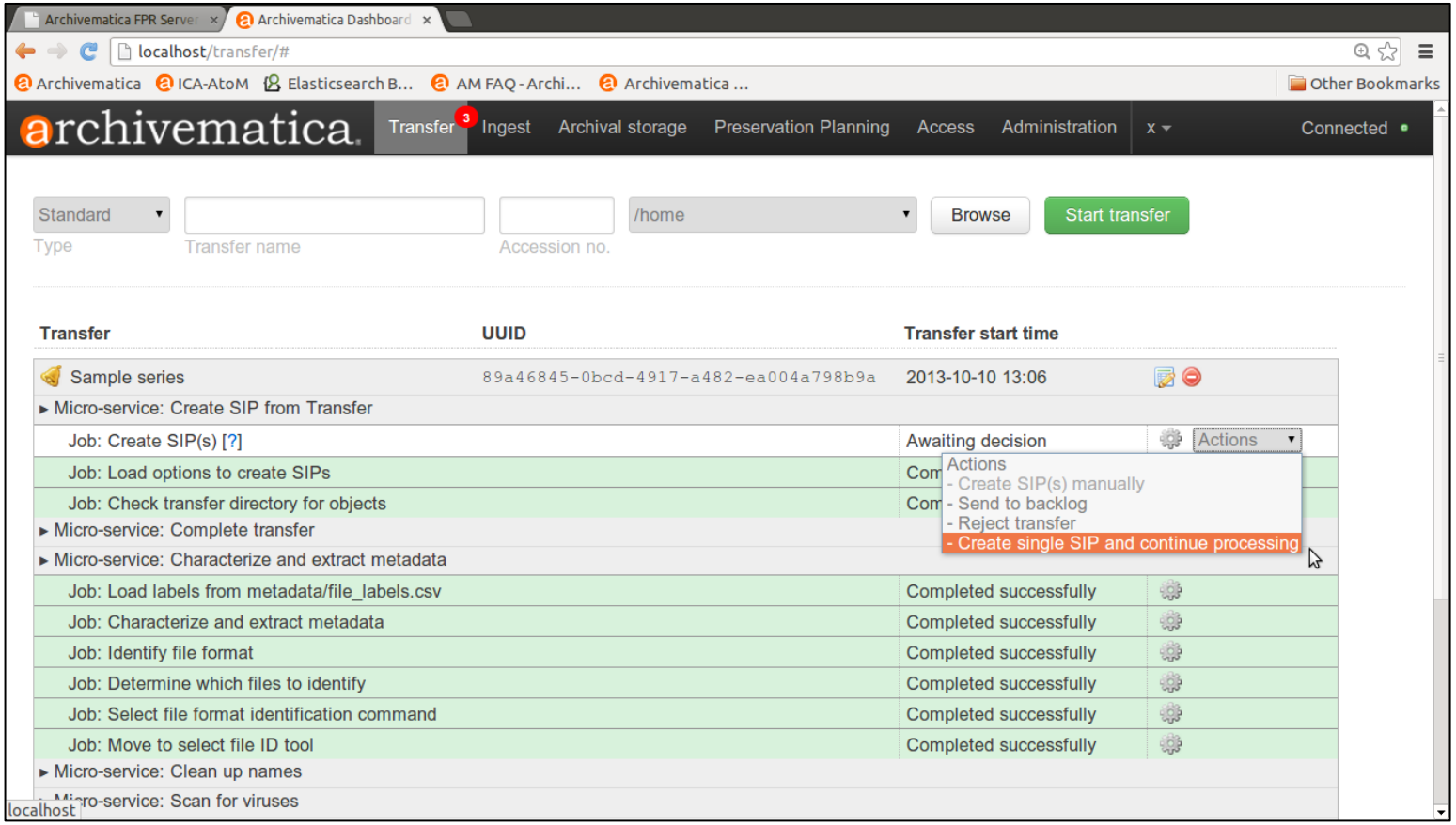
Front-end/Processing: Archivematica

Digital POWRR Tool Evaluation Grid	Ingest					Processing						Access		Storage					Maintenance			Other		
	Copy	Fixity Check	Virus Scan	File Dedupe	Auto Unique ID	Auto Metadata Creation	Auto Metadata Harvest	Manual Metadata	Rights Management	Package Metadata	Auto SIP Creation	Public Interface	Auto DIP Creation	Auto AIP Creation	Reliable, Long-Term Bit Preservation	Redundancy	Geographically Dispersed Data Storage Model	Exit Strategy	Migration	Monitoring	Auto Recovery	Open Source	Clear Documentation	Cost
**Archivematica	x	x	x		x	x	x	x	x	x	x		x	x					x			x	x	Free

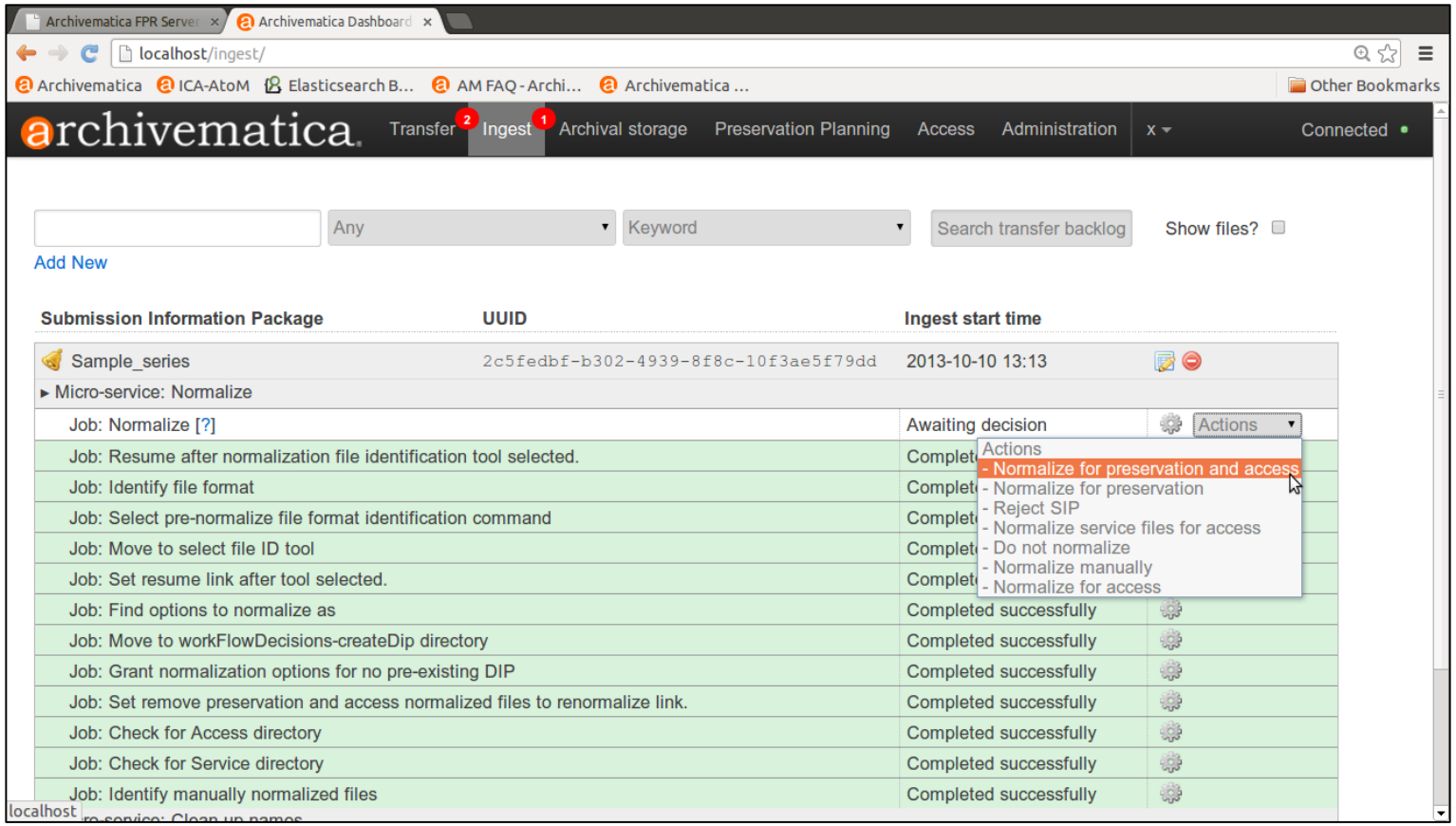
Front-end/Processing: Archivematica

- Open source/free software
- Requires IT support and administration (Virtual Machine, Ubuntu Server, etc.)
- Microservices run by themselves
- Shows all the steps for AIP, SIP, DIP
- Capability to upload own metadata
- Errors stop everything
- Great Google users group support
- Integrates with Content DM & DSpace
- Bundled with ICA-AToM (archival content management system like ARCHON)
- Hosted version now available
- File transfers not intuitive
- Slower processing, but that could be due to the fact that we are used to desktop-based applications

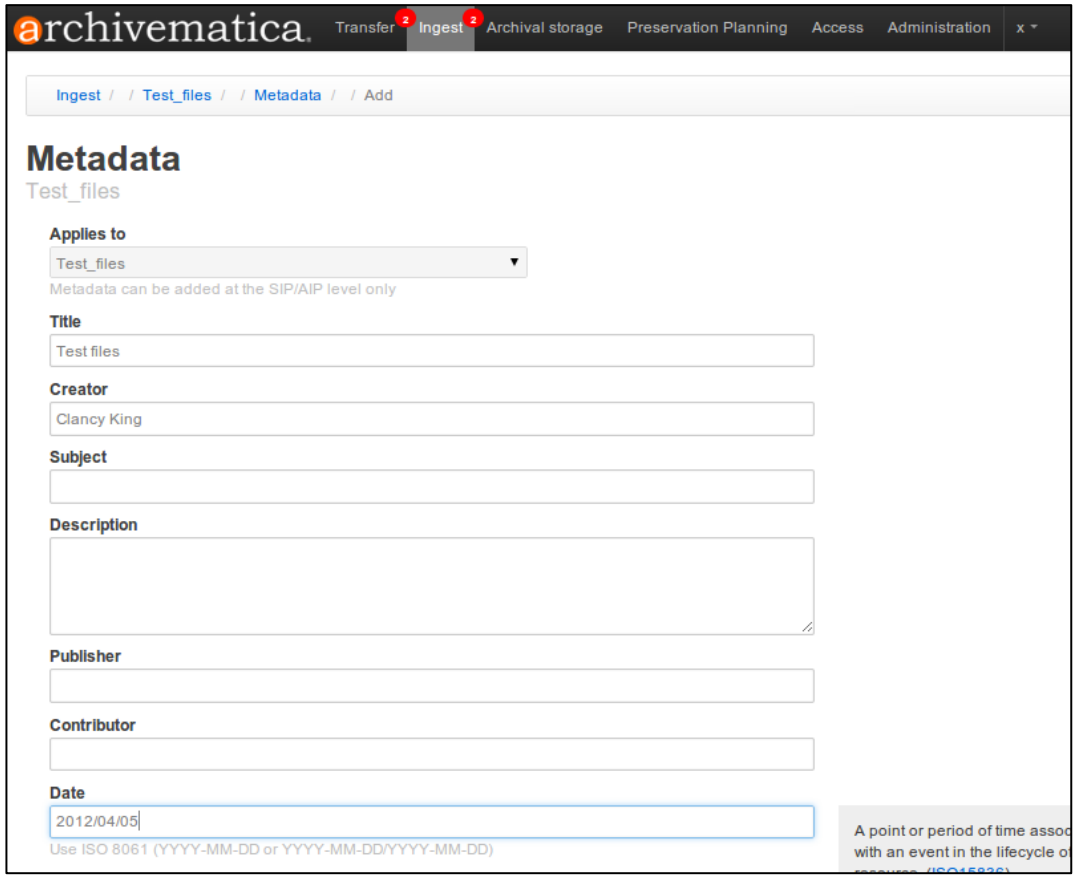
Archivematica: Transfer Collection



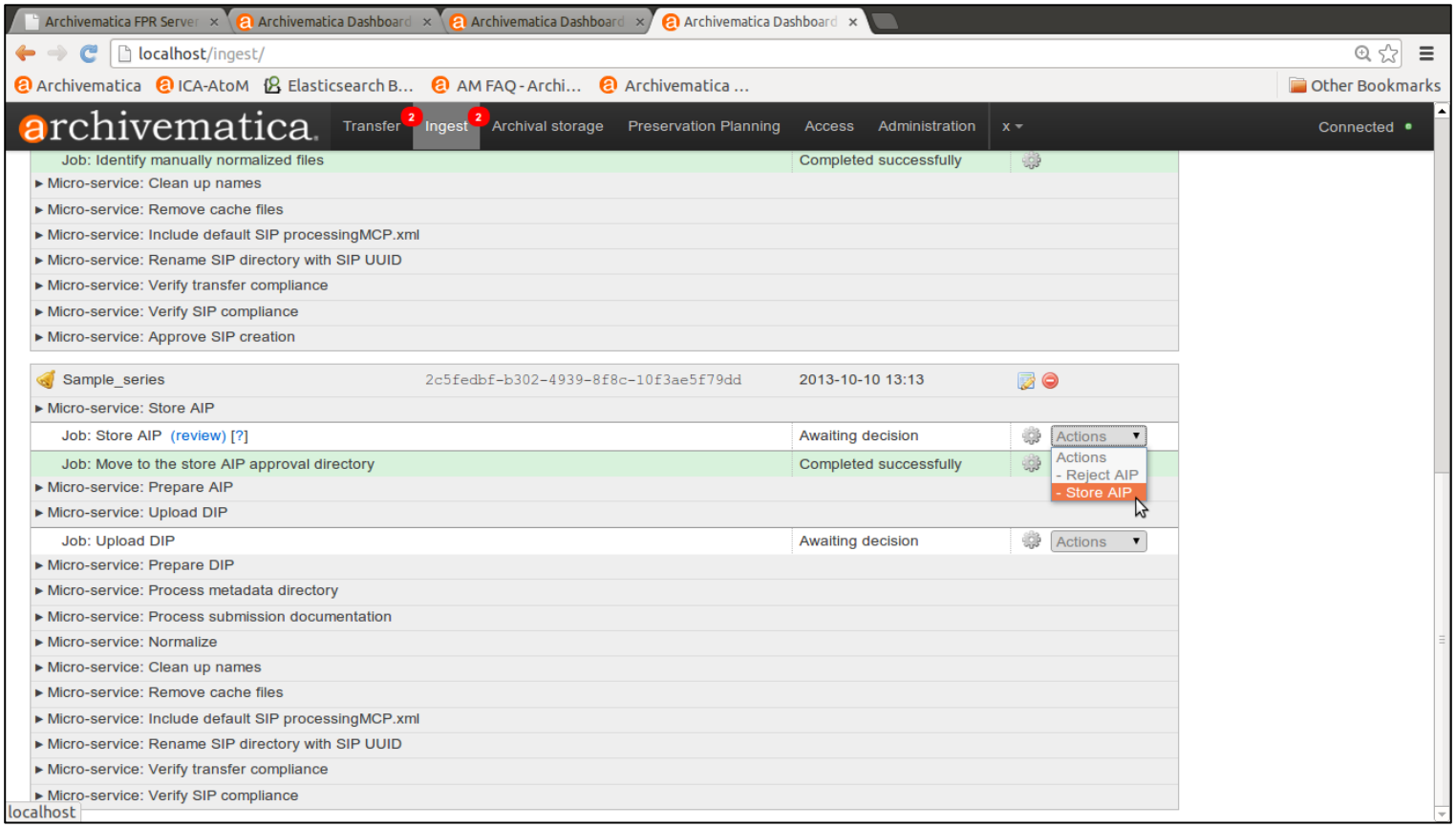
Archivematica: Normalization On Ingest



Archivematica: Add Metadata



Archivematica: Add AIP to Storage



Back-end/Preservation: DuraCloud

Digital POWRR Tool Evaluation Grid	Ingest					Processing						Access		Storage					Maintenance			Other		
	Copy	Fixity Check	Virus Scan	File Dedupe	Auto Unique ID	Auto Metadata Creation	Auto Metadata Harvest	Manual Metadata	Rights Management	Package Metadata	Auto SIP Creation	Public Interface	Auto DIP Creation	Auto AIP Creation	Reliable, Long-Term Bit Preservation	Redundancy	Geographically Dispersed Data Storage Model	Exit Strategy	Migration	Monitoring	Auto Recovery	Open Source	Clear Documentation	Cost
**DuraCloud	x	x		x	x	x	x	x	x			x			x	x	x	x		x	x	x	x	Varies

Back-end/Preservation: DuraCloud

- Nonprofit; Open Pricing; Community buy-in
- Cloud storage/preservation solution
- Different storage provider options
- Hosted service (requires little to no IT support on your end!)
- Some microservices available (like health checks that verify checksums
- Different options/methods for uploading content (bulk, single item, etc.)
- Intuitive uploads and file management
- Easy exit strategy
- Easy integration with DSpace
- New: Integrated with hosted version of Dspace
- Media streaming based on Amazon's Cloud service
- Responsive customer service with very good documentation
- Affordable; Scalable; Easy to get started

DuraCloud.org

Head to the website for…

- Open Pricing
- Free Trial
- Lots of webinars and tutorials
- Learn more about the new DSpace Direct… a hosted version of the DSpace Institutional Repository software that is integrated with DuraCloud for preservation

DuraCloud Preservation

The DuraCloud Preservation plan is ideal for institutions that wish to store one copy of their content in the cloud. *Subscription plan is available with storage between 1-5TB of content.*

Example use case: Back-up preservation storage for a small amount of content

- Standard features

(Storage in Amazon S3):

- $1,875 (subscription which includes 1TB storage)
- $700 for additional TBs

DuraCloud Preservation Plus

The DuraCloud Preservation Plus plan is best suited for organizations that wish to store two copies of their content in the cloud. *Subscription plan is available with storage between 1-5TB of content.*

Example use case: Archival storage for a moderate amount of content

- Standard features
- Automatic synchronization of content between primary and secondary storage providers
- Choice of secondary cloud storage providers
- Automatic file recovery between copies

(Storage in Amazon S3 + Amazon Glacier):

- $2,000 (subscription which includes 1TB storage)
- $825 for additional TBs

(Storage in Amazon S3 + SDSC):

- $2,875 (subscription which includes 1TB storage)
- $1,400 for additional TBs

DuraCloud Enterprise

The DuraCloud Enterprise plan is designed to meet the needs of institutions that wish to store one copy of their content in the cloud and need to provide a variety of individuals, departments, research groups, etc. access to a single DuraCloud account. *Subscription plan is available with unlimited storage. Contact us for custom quote for storage beyond 10TB.*

Example use case: Long-term access storage for a variety of institutional content

- Standard features
- Media serving
- Account management
- Sub-account creation
- Permissions and access controls
- User management
- Coming Soon: Shibboleth authentication -- available to Internet2 and InCommon members

(Storage in Amazon S3):

- $5,750 (subscription which includes 1TB storage)
- $500 for additional TBs

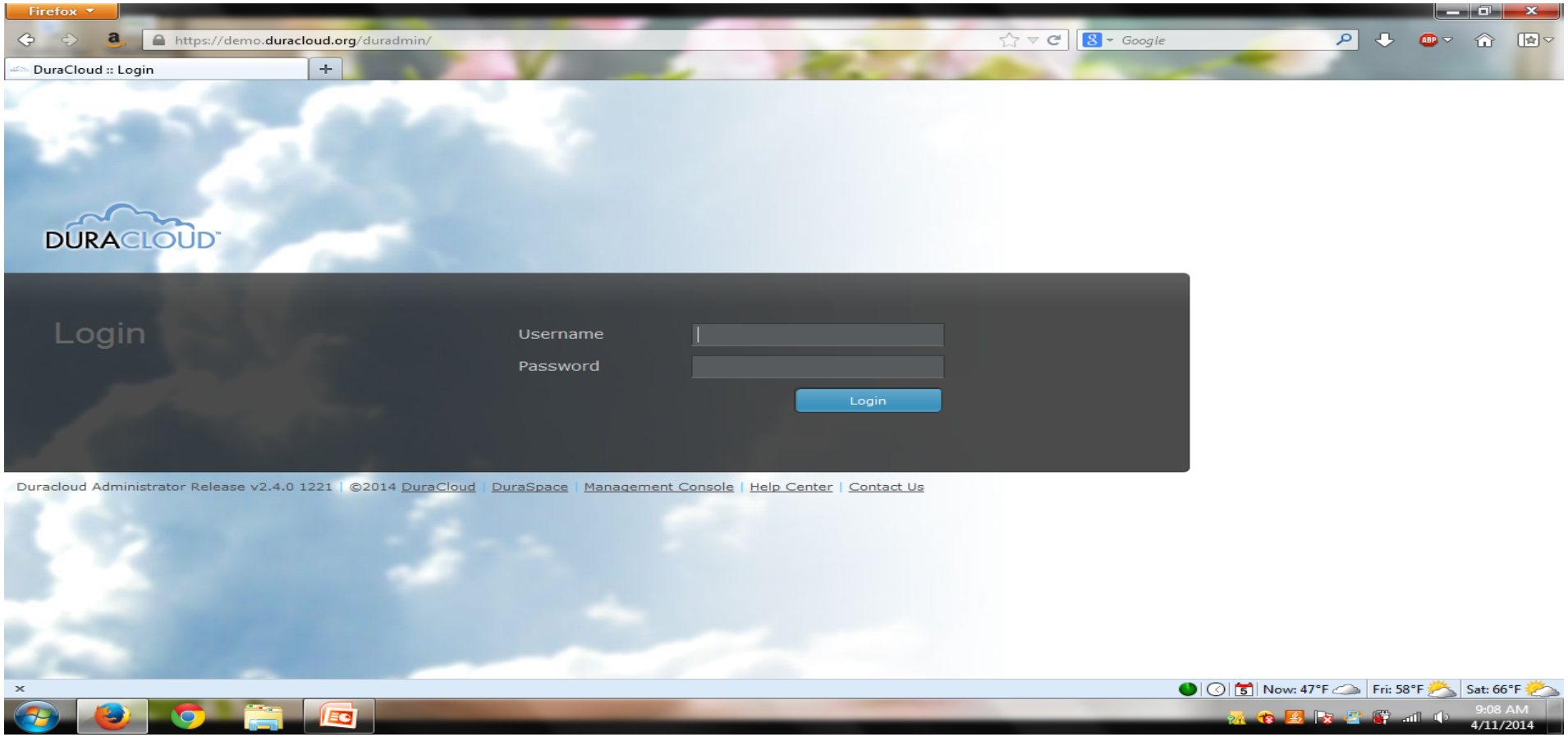
DuraCloud Enterprise Plus

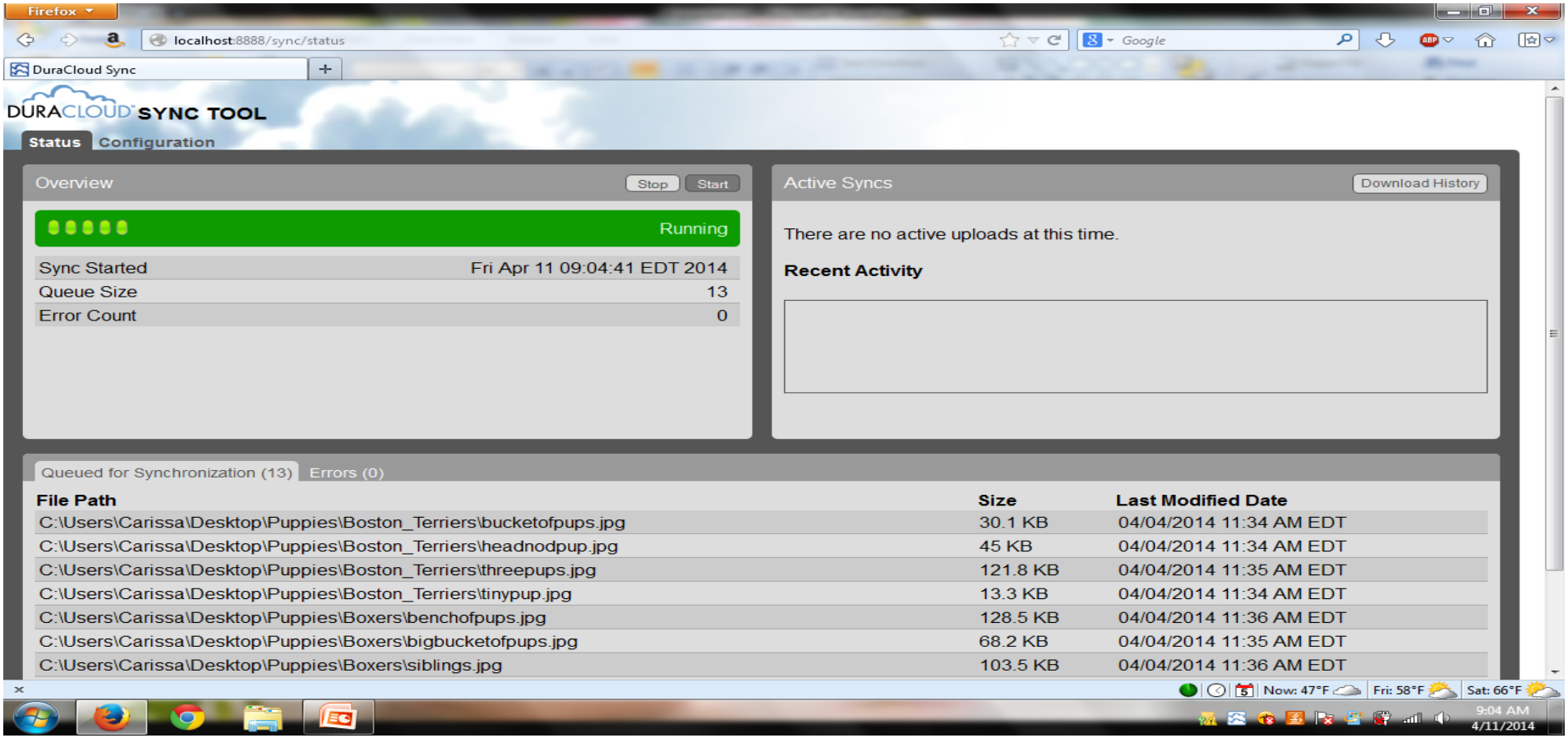
The DuraCloud Enterprise Plus plan is intended to assist organizations that wish to store two copies of their content in the cloud and need to provide a variety of individuals,

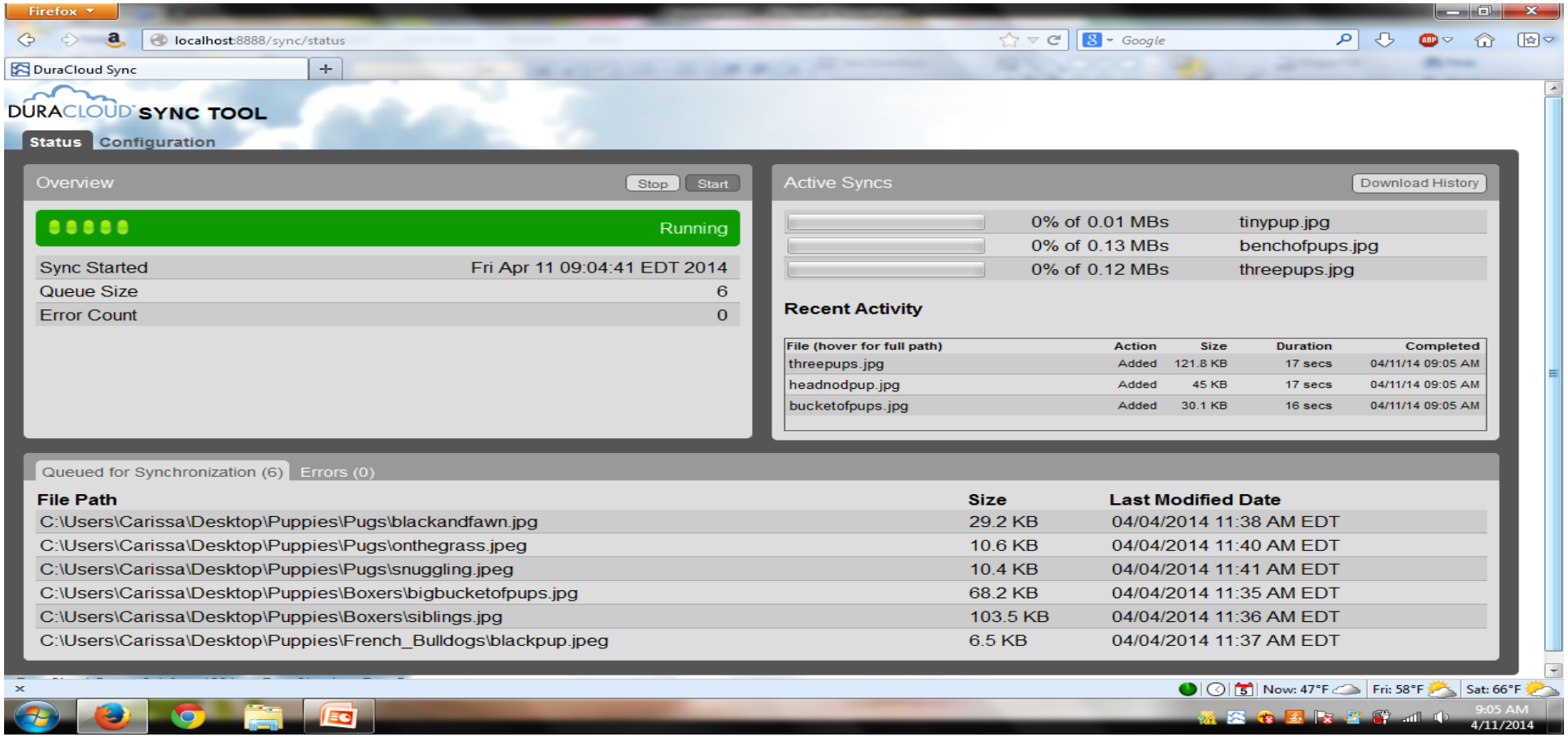
- Standard features
- Automatic synchronization of content between primary and secondary storage providers
- Choice of secondary cloud storage providers

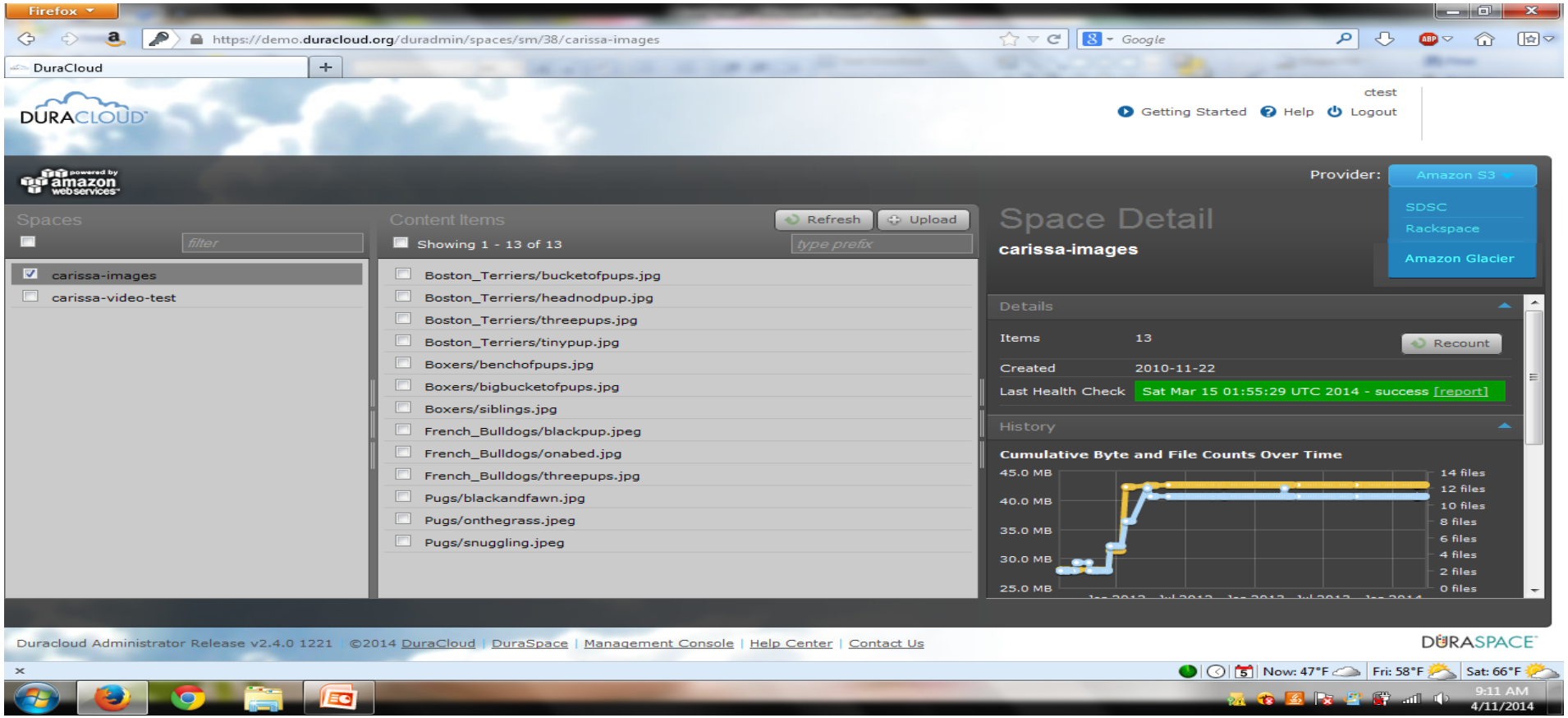
(Storage in Amazon S3 + Amazon Glacier):

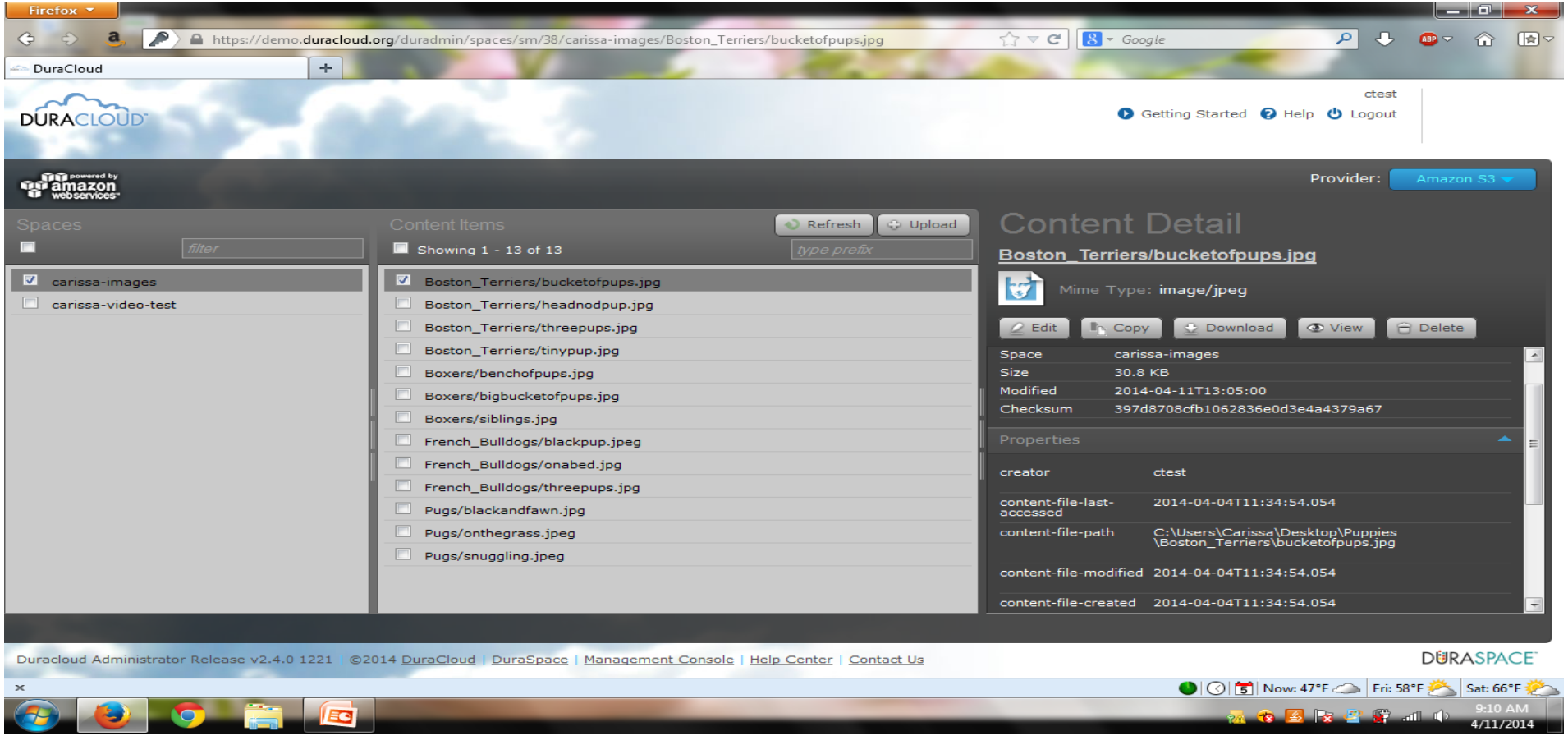
- $5,875 (subscription which includes 1TB storage)
- $625 for additional TBs


Firefox
https://demo.duracloud.org/duradmin/
Google
DuraCloud :: Login
DURACLOUD
Login
Username
Password
Login
Duracloud Administrator Release v2.4.0 1221 | ©2014 DuraCloud | DuraSpace | Management Console | Help Center | Contact Us
Now: 47°F
Fri: 58°F
Sat: 66°F
9:08 AM
4/11/2014


Firefox
localhost:8888/sync/status
Google
DuraCloud Sync
DURACLOUD SYNC TOOL
Status
Configuration
Overview
Stop
Start
Running
Sync Started
Fri Apr 11 09:04:41 EDT 2014
Queue Size
13
Error Count
0
Active Syncs
Download History
There are no active uploads at this time.
Recent Activity
Queued for Synchronization (13)
Errors (0)
File Path
Size
Last Modified Date
C:\Users\Carissa\Desktop\Puppies\Boston_Terriers\bucketofpups.jpg
30.1 KB
04/04/2014 11:34 AM EDT
C:\Users\Carissa\Desktop\Puppies\Boston_Terriers\headnodpup.jpg
45 KB
04/04/2014 11:34 AM EDT
C:\Users\Carissa\Desktop\Puppies\Boston_Terriers\threepups.jpg
121.8 KB
04/04/2014 11:35 AM EDT
C:\Users\Carissa\Desktop\Puppies\Boston_Terriers\tinypup.jpg
13.3 KB
04/04/2014 11:34 AM EDT
C:\Users\Carissa\Desktop\Puppies\Boxers\benchofpups.jpg
128.5 KB
04/04/2014 11:36 AM EDT
C:\Users\Carissa\Desktop\Puppies\Boxers\bigbucketofpups.jpg
68.2 KB
04/04/2014 11:35 AM EDT
C:\Users\Carissa\Desktop\Puppies\Boxers\siblings.jpg
103.5 KB
04/04/2014 11:36 AM EDT
Now: 47°F
Fri: 58°F
Sat: 66°F
9:04 AM
4/11/2014


Firefox
localhost:8888/sync/status
Google
DuraCloud Sync
DURACLOUD SYNC TOOL
Status
Configuration
Overview
Stop
Start
Running
Sync Started
Fri Apr 11 09:04:41 EDT 2014
Queue Size
6
Error Count
0
Active Syncs
Download History
0% of 0.01 MBs
tinypup.jpg
0% of 0.13 MBs
benchofpups.jpg
0% of 0.12 MBs
threepups.jpg
Recent Activity
File (hover for full path)
Action
Size
Duration
Completed
threepups.jpg
Added
121.8 KB
17 secs
04/11/14 09:05 AM
headnodpup.jpg
Added
45 KB
17 secs
04/11/14 09:05 AM
bucketofpups.jpg
Added
30.1 KB
16 secs
04/11/14 09:05 AM
Queued for Synchronization (6)
Errors (0)
File Path
Size
Last Modified Date
C:\Users\Carissa\Desktop\Puppies\Pugs\blackandfawn.jpg
29.2 KB
04/04/2014 11:38 AM EDT
C:\Users\Carissa\Desktop\Puppies\Pugs\onthegrass.jpeg
10.6 KB
04/04/2014 11:40 AM EDT
C:\Users\Carissa\Desktop\Puppies\Pugs\snuggling.jpeg
10.4 KB
04/04/2014 11:41 AM EDT
C:\Users\Carissa\Desktop\Puppies\Boxers\bigbucketofpups.jpg
68.2 KB
04/04/2014 11:35 AM EDT
C:\Users\Carissa\Desktop\Puppies\Boxers\siblings.jpg
103.5 KB
04/04/2014 11:36 AM EDT
C:\Users\Carissa\Desktop\Puppies\French_Bulldogs\blackpup.jpeg
6.5 KB
04/04/2014 11:37 AM EDT
Now: 47°F
Fri: 58°F
Sat: 66°F
9:05 AM
4/11/2014


Firefox
https://demo.duracloud.org/duradmin/spaces/sm/38/carissa-images
DuraCloud
DURACLOUD
ctest
Getting Started
Help
Logout
powered by amazon web services
Provider:
Amazon S3
SDSC
Rackspace
Amazon Glacier
Spaces
filter
carissa-images
carissa-video-test
Content Items
Refresh
Upload
Showing 1 - 13 of 13
type prefix
Boston_Terriers/bucketofpups.jpg
Boston_Terriers/headnodpup.jpg
Boston_Terriers/threepups.jpg
Boston_Terriers/tinypup.jpg
Boxers/benchofpups.jpg
Boxers/bigbucketofpups.jpg
Boxers/siblings.jpg
French_Bulldogs/blackpup.jpeg
French_Bulldogs/onabed.jpg
French_Bulldogs/threepups.jpg
Pugs/blackandfawn.jpg
Pugs/onthegrass.jpeg
Pugs/snuggling.jpeg
Space Detail
carissa-images
Details
Items 13
Recount
Created 2010-11-22
Last Health Check Sat Mar 15 01:55:29 UTC 2014 - success [report]
History
Cumulative Byte and File Counts Over Time
45.0 MB
40.0 MB
35.0 MB
30.0 MB
25.0 MB
14 files
12 files
10 files
8 files
6 files
4 files
2 files
0 files
Duracloud Administrator Release v2.4.0 1221 | ©2014 DuraCloud | DuraSpace | Management Console | Help Center | Contact Us
DURASPACE
Now: 47°F
Fri: 58°F
Sat: 66°F
9:11 AM
4/11/2014


Firefox
https://demo.duracloud.org/duradmin/spaces/sm/38/carissa-images/Boston_Terriers/bucketofpups.jpg
Google
DuraCloud
DURACLOUD
ctest
Getting Started
Help
Logout
powered by amazon web services
Provider:
Amazon S3
Spaces
filter
carissa-images
carissa-video-test
Content Items
Refresh
Upload
Showing 1 - 13 of 13
type prefix
Boston_Terriers/bucketofpups.jpg
Boston_Terriers/headnodpup.jpg
Boston_Terriers/threepups.jpg
Boston_Terriers/tinypup.jpg
Boxers/benchofpups.jpg
Boxers/bigbucketofpups.jpg
Boxers/siblings.jpg
French_Bulldogs/blackpup.jpeg
French_Bulldogs/onabed.jpg
French_Bulldogs/threepups.jpg
Pugs/blackandfawn.jpg
Pugs/onthegrass.jpeg
Pugs/snuggling.jpeg
Content Detail
Boston_Terriers/bucketofpups.jpg
Mime Type: image/jpeg
Edit
Copy
Download
View
Delete
Space carissa-images
Size 30.8 KB
Modified 2014-04-11T13:05:00
Checksum 397d8708cfb1062836e0d3e4a4379a67
Properties
creator ctest
content-file-last-accessed 2014-04-04T11:34:54.054
content-file-path C:\Users\Carissa\Desktop\Puppies\Boston_Terriers\bucketofpups.jpg
content-file-modified 2014-04-04T11:34:54.054
content-file-created 2014-04-04T11:34:54.054
Duracloud Administrator Release v2.4.0 1221 | ©2014 DuraCloud | DuraSpace | Management Console | Help Center | Contact Us
DURASPACE
Now: 47°F
Fri: 58°F
Sat: 66°F
9:10 AM
4/11/2014

Back-end/Preservation: MetaArchive

Digital POWRR Tool Evaluation Grid	Ingest					Processing						Access		Storage					Maintenance			Other		
	Copy	Fixity Check	Virus Scan	File Dedupe	Auto Unique ID	Auto Metadata Creation	Auto Metadata Harvest	Manual Metadata	Rights Management	Package Metadata	Auto SIP Creation	Public Interface	Auto DIP Creation	Auto AIP Creation	Reliable, Long-Term Bit Preservation	Redundancy	Geographically Dispersed Data Storage Model	Exit Strategy	Migration	Monitoring	Auto Recovery	Open Source	Clear Documentation	Cost
**MetaArchive (A private LOCKSS Network)	x	x		x	x			x		x	x			x	x	x	x	x		x	x		x	Varies

Back-end/Preservation: MetaArchive

- Nonprofit; Open Pricing
- Instant community in the Cooperative!
  - All the cool kids are doing it!
- Helpful and responsive customer service
- Private LOCKSS network
- Dark Archive
- Requires dedicated IT administration
- Most memberships require attending meetings

- Assumes pre-processing work is done
- Rules for minimum processing requirements (ie file naming conventions)

What we tested

Sample costs

http://www.metaarchive.org/costs

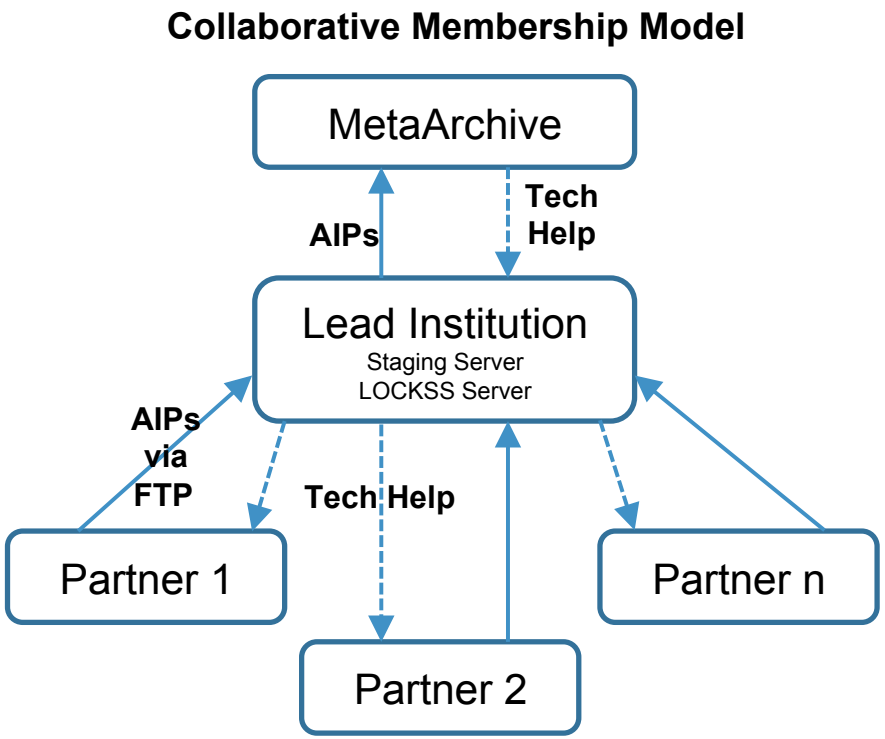
If an institution wanted to preserve 2 TB of content with us, they would pay:

Sustaining Member: [$5,500 (membership) +$2,000 (space) x 3 years] + $4,600 (server) = $27,100/3 years, or $9,033/year

Preservation Member: [$3,000 (membership) + $2,000 (space) x3 years] + $4,600 (server) = $19,600/3 years, or $6,533/year

Collaborative Member (mock example comprised of 20 institutions): [$4,000 (membership) + $2,000 (space) x3 years] + $4,600 (server) = $22,600/3 years or $7,533/year total or $377.00/year per member

Back-end/Preservation: MetaArchive



Very simplified version of how it works:

1) **Partners prepare their content for preservation and package it.**
   →We used the BagIt specification, and Bagger helped us with this

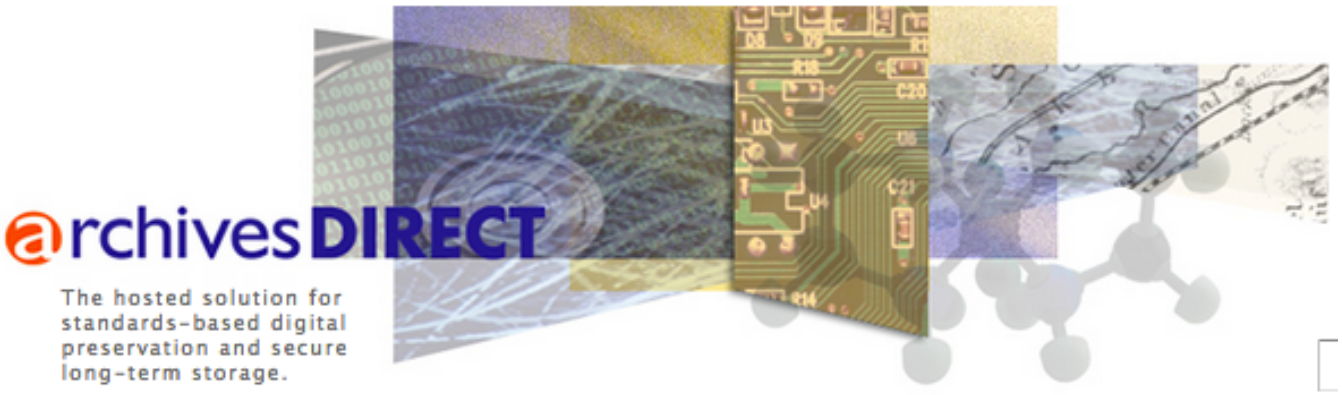
2) **Lead Institution prepares a staging server, sets appropriate access protocols and assists Partners with technical help.**

3) **Partners FTP their AIP's (Bags) to the staging server at the Lead Institution.**
   → We used Filezilla

4) **MetaArchive harvests the AIP's from the Lead Institution's staging server and pushes it into their LOCKSS network.**

   One other thing: **The Lead Institution also has a dedicated server that runs the LOCKKS software, is hooked into the MetaArchive network of servers across the globe, and is actively preserving the content of other Members.**

Archivematica (Front end)
+
DuraCloud (Back end)
=



SUBSCRIPTION PLANS

The following subscription plans are available for the ArchivesDirect service. If you wish to receive a quote or have any questions about the ArchivesDirect subscription plan options, features, or prices, please contact us.

In addition to the subscription plans below, there are optional ArchivesDirect add-on packages available.

Subscribe

Subscription Plan	Features	Annual Price
ArchivesDirect Standard The ArchivesDirect standard plan is ideal for institutions with diverse digitized and born-digital holdings, including images, text files, office documents, PDF files, audio and video files, and forensic disk images. Users of this service will have access to a robust suite of digital preservation functions via a hosted instance of Archivematica. Archivematica is well known for its ability to produce highly standardized and interoperable Archival Information Packages (AIPs). AIP storage will be DuraCloud with secure, replicated storage in Amazon S3 and Amazon Glacier.	One Annual Hosted Archivematica Instance Annual Storage: 1 TB One Training Session Six Hours of Customized Training and Consulting	$11,900
ArchivesDirect Digital Preservation Assessment This plan is ideal for institutions just starting out with digital preservation or considering multiple preservation solutions. Use this service as an opportunity to learn more about digital preservation using Archivematica, to assess your readiness for digital preservation, and to plan your preservation workflows. Finish the three-month period with institution-specific use cases, workflow plans and sample Archival Information Packages (AIPs).	One Three-Month Hosted Archivematica Instance One Training Session Ten Hours of Customized Training and Consulting Three-Month Storage: 250 GB	$4,500

Front-end & Back-end: Preservica

Digital POWRR Tool Evaluation Grid	Ingest					Processing						Access		Storage					Maintenance			Other		
	Copy	Fixity Check	Virus Scan	File Dedupe	Auto Unique ID	Auto Metadata Creation	Auto Metadata Harvest	Manual Metadata	Rights Management	Package Metadata	Auto SIP Creation	Public Interface	Auto DIP Creation	Auto AIP Creation	Reliable, Long-Term Bit Preservation	Redundancy	Geographically Dispersed Data Storage Model	Exit Strategy	Migration	Monitoring	Auto Recovery	Open Source	Clear Documentation	Cost
Preservica(Tessella)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x	Varies

Front-end & Back-end: Preservica

- All encompassing:
  - Ingest
  - Processing
  - End-User Access
  - Preservation
  - Migration
- Aligned with OAIS reference model
- Hosted Service (Requires little IT support on your end)
- Very user friendly
- Intuitive workflows
- Exit strategy available (batch export)
- Ability to harvest via web crawls
- Solid customer support
- Different training options available for institutions with smaller budgets
- Currently uses only Amazon cloud storage
  - new options forthcoming
- Proprietary, vendor-based
- E-mail Preservation

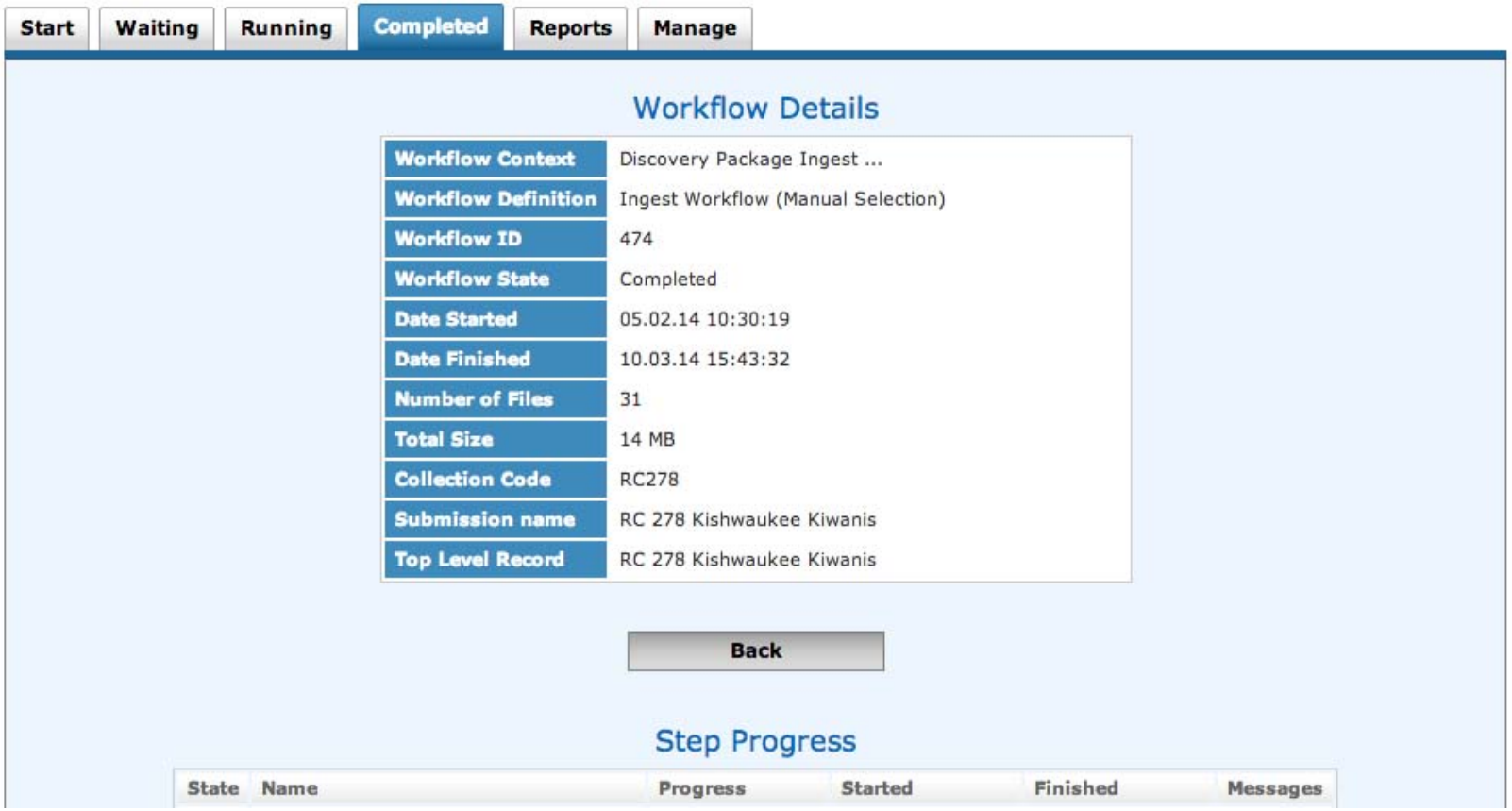
Starter	**up to 250 GB** includes training, support & user group	$3,950 per year in Amazon S3
Starter Plus	**up to 500 GB** includes training, support & user group	$6,950 per year in Amazon S3
Standard	**1 to 10 TB** includes training, support & user group	$11,950 per year for first TB in Amazon S3 then $1,450 per TB S3 per year and/or $550 per TB Glacier per year
Volume	**10 TB+** includes training, support & user group	$ Discounted Plans (up to 50%) in Amazon S3 and/or Amazon Glacier

All plans include the following:

- ✔ One day in depth training on our user webinars
- ✔ Active user group with regular meetings and community portal
- ✔ Unlimited support by email
- ✔ Professional software maintenance and regular new feature upgrades
- ✔ Fully integrated suite of easy-to-use OAIS conforming workflows
- ✔ Public access/discovery module
- ✔ Active Preservation technology
- ✔ Automated DSpace ingest
- ✔ Automated CONTENTdm ingest
- ✔ Automated Microsoft SharePoint ingest
- ✔ Automated Microsoft Outlook ingest
- ✔ Advanced Website Harvesting
- ✔ CALM catalogue synchronization
- ✔ Large file upload agent
- ✔ Linked Data Registries
- ✔ All hosting, backup and operations
- ✔ Metadata held in fast Amazon RDS storage
- ✔ Durable Cloud storage - multiple copies, multiple locations, integrity checking
- ✔ Choice of Amazon S3 and/or Amazon Glacier (above 1 TB) for optimal storage costs
- ✔ Copy back to local server option
- ✔ No penalty upgrades to higher plans
- ✔ No cost to retrieve content if you decide to leave the service


Preservica
Digital Preservation
Welcome, Danielle Spalenka
Inbox (0)
Logout
Preservica Digital Archive: Home
Help
Home
English
Data Management
Preservation
Search
Registry
Explorer
Ingest
Storage
Access
Administration
digital-preservation.com
Copyright © 2014 Tessella

INGEST


Start
Waiting
Running
Completed
Reports
Manage
Workflow Details
Workflow Context
Discovery Package Ingest ...
Workflow Definition
Ingest Workflow (Manual Selection)
Workflow ID
474
Workflow State
Completed
Date Started
05.02.14 10:30:19
Date Finished
10.03.14 15:43:32
Number of Files
31
Total Size
14 MB
Collection Code
RC278
Submission name
RC 278 Kishwaukee Kiwanis
Top Level Record
RC 278 Kishwaukee Kiwanis
Back
Step Progress
State
Name
Progress
Started
Finished
Messages

Collection Code	RC 315
Submission name	RC 315 League of Women Voters of the Rochelle Area
Top Level Record	RC 315 League of Women Voters of the Rochelle Area

Back

Step Progress

State	Name	Progress	Started	Finished	Messages
✓	Import from Transfer Area		07.03.14 14:33:09	07.03.14 14:33:14	
✓	Virus Check		07.03.14 14:33:14	07.03.14 14:33:47	
✓	Fixity Check		07.03.14 14:33:47	07.03.14 14:33:50	
✓	Metadata Integrity		07.03.14 14:33:50	07.03.14 14:33:53	
✓	Content Integrity		07.03.14 14:33:53	07.03.14 14:33:56	
✓	SIP Validation		07.03.14 14:33:56	07.03.14 14:33:59	
✓	SIP Validation with Database Crosscheck		07.03.14 14:33:59	07.03.14 14:34:02	
✓	Characterise		07.03.14 14:34:02	07.03.14 14:34:17	**View**
✗	Store Files		07.03.14 14:34:17	08.03.14 05:09:08	**View**

Preservation Plan Details

Transformation Name	9605ea1e-2959-4c0f-b6a1-73fd0b6aad97
Description	Test1
Date Created	
Number Of File Sets	1
Migration Pathway Role	Preservation
Usage	Test
Top-Level Collection	Danielle

Exit **Terminate**

This transformation is ready for execution.

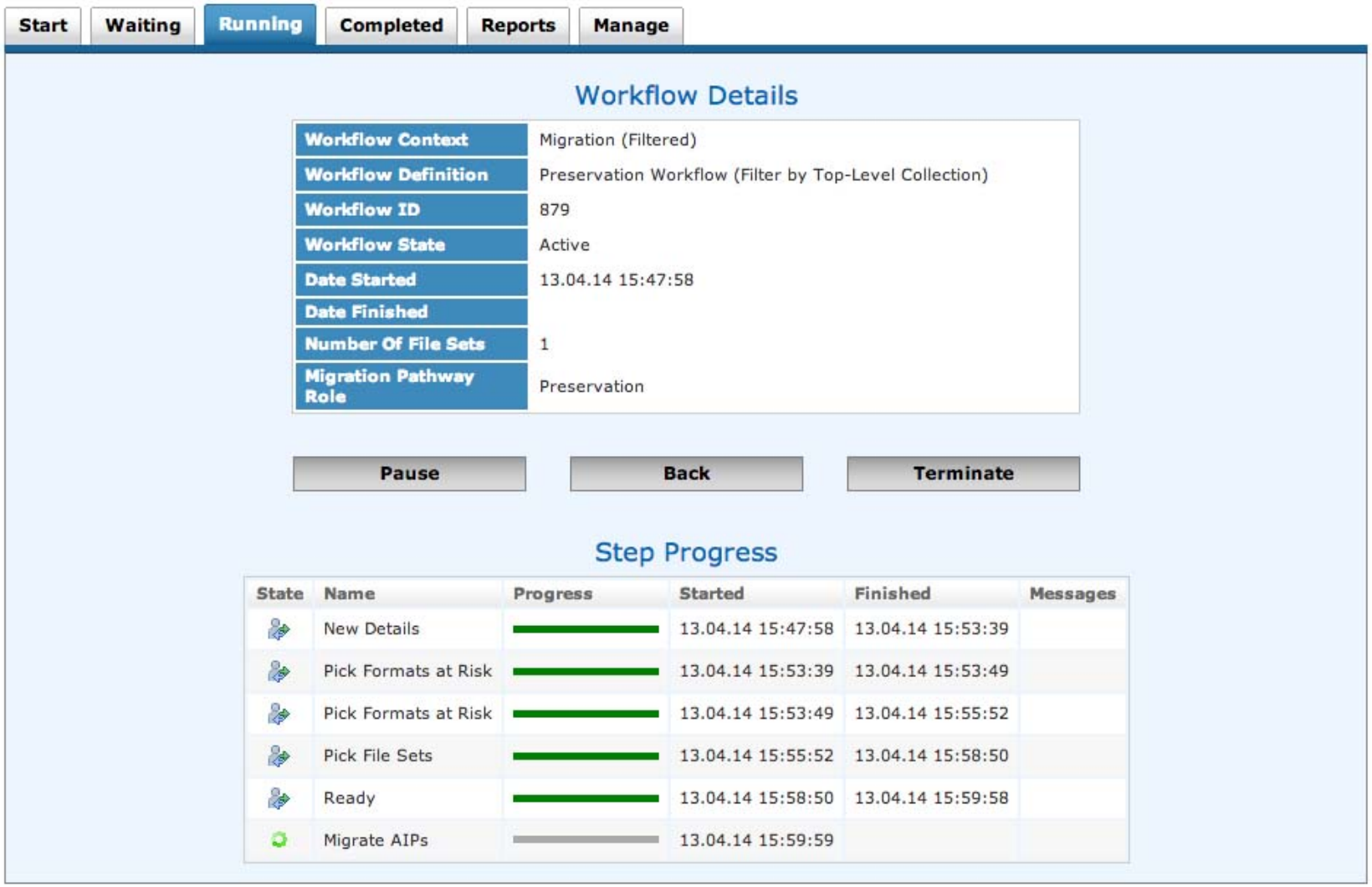
Selected File Sets

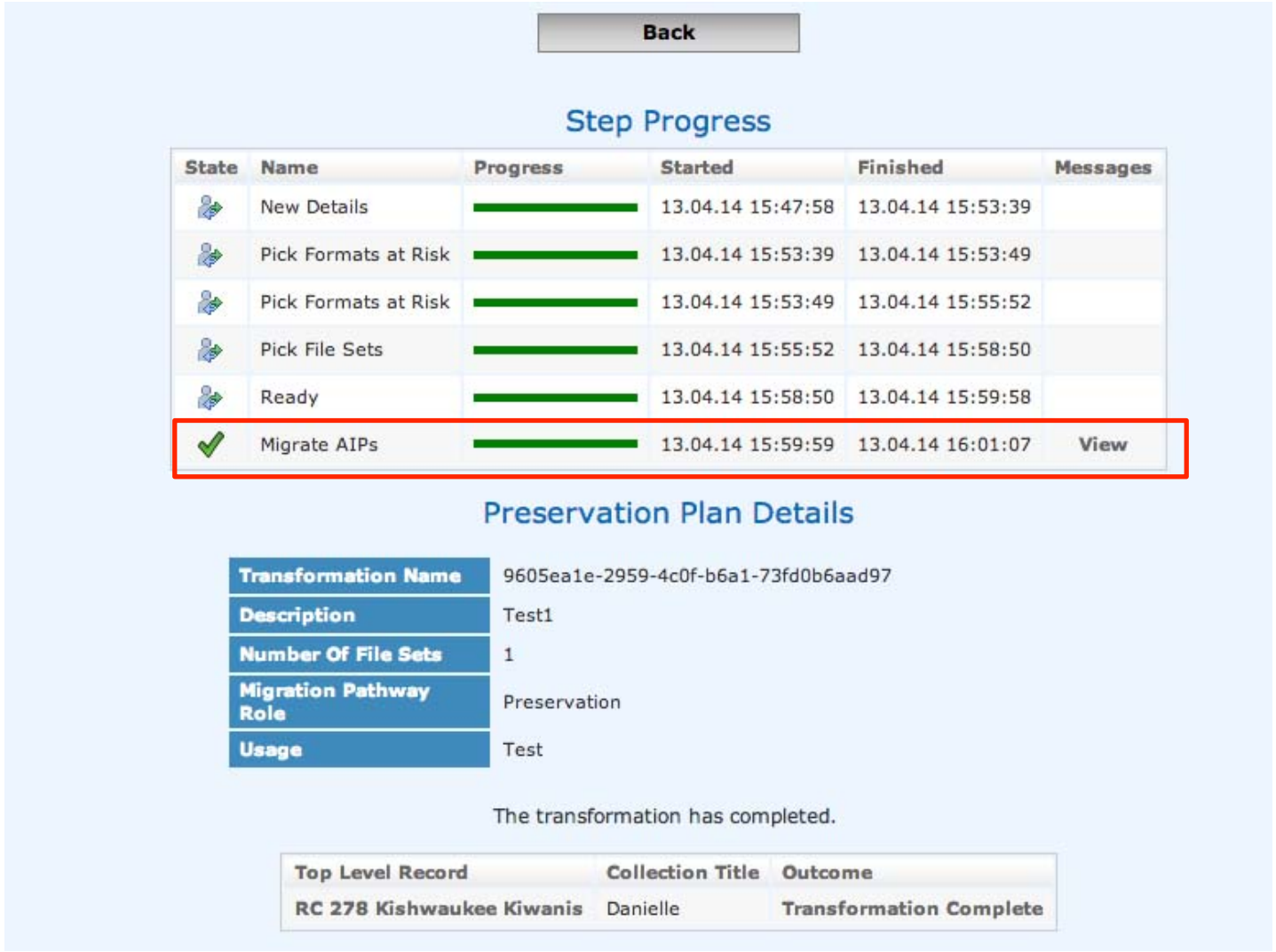
	Collection Title	Catalogue Ref	Description	Manifestation	Number of Files	Files at Risk	Size	Size of Files at Risk	Details
	Danielle	RC 278 Kishwaukee Kiwanis	RC 278 Kishwaukee Kiwanis	1	31	2	15.41 MB	592.03 kB	Details
Totals	1				31	2	15.41 MB	592.03 kB	

Selected Migration Pathways

Source Format	Version	PUID	Target Format	Version	PUID	Tool
Microsoft Word for Windows	2007 onwards	fmt/412	Acrobat PDF 1.4 - Portable Document Format	1.4	fmt/18	Open Office PDF

Back **Confirm**


Start
Waiting
Running
Completed
Reports
Manage
Workflow Details
Workflow Context
Migration (Filtered)
Workflow Definition
Preservation Workflow (Filter by Top-Level Collection)
Workflow ID
879
Workflow State
Active
Date Started
13.04.14 15:47:58
Date Finished
Number Of File Sets
1
Migration Pathway Role
Preservation
Pause
Back
Terminate
Step Progress
State
Name
Progress
Started
Finished
Messages
New Details
13.04.14 15:47:58
13.04.14 15:53:39
Pick Formats at Risk
13.04.14 15:53:39
13.04.14 15:53:49
Pick Formats at Risk
13.04.14 15:53:49
13.04.14 15:55:52
Pick File Sets
13.04.14 15:55:52
13.04.14 15:58:50
Ready
13.04.14 15:58:50
13.04.14 15:59:58
Migrate AIPs
13.04.14 15:59:59



Back

Step Progress

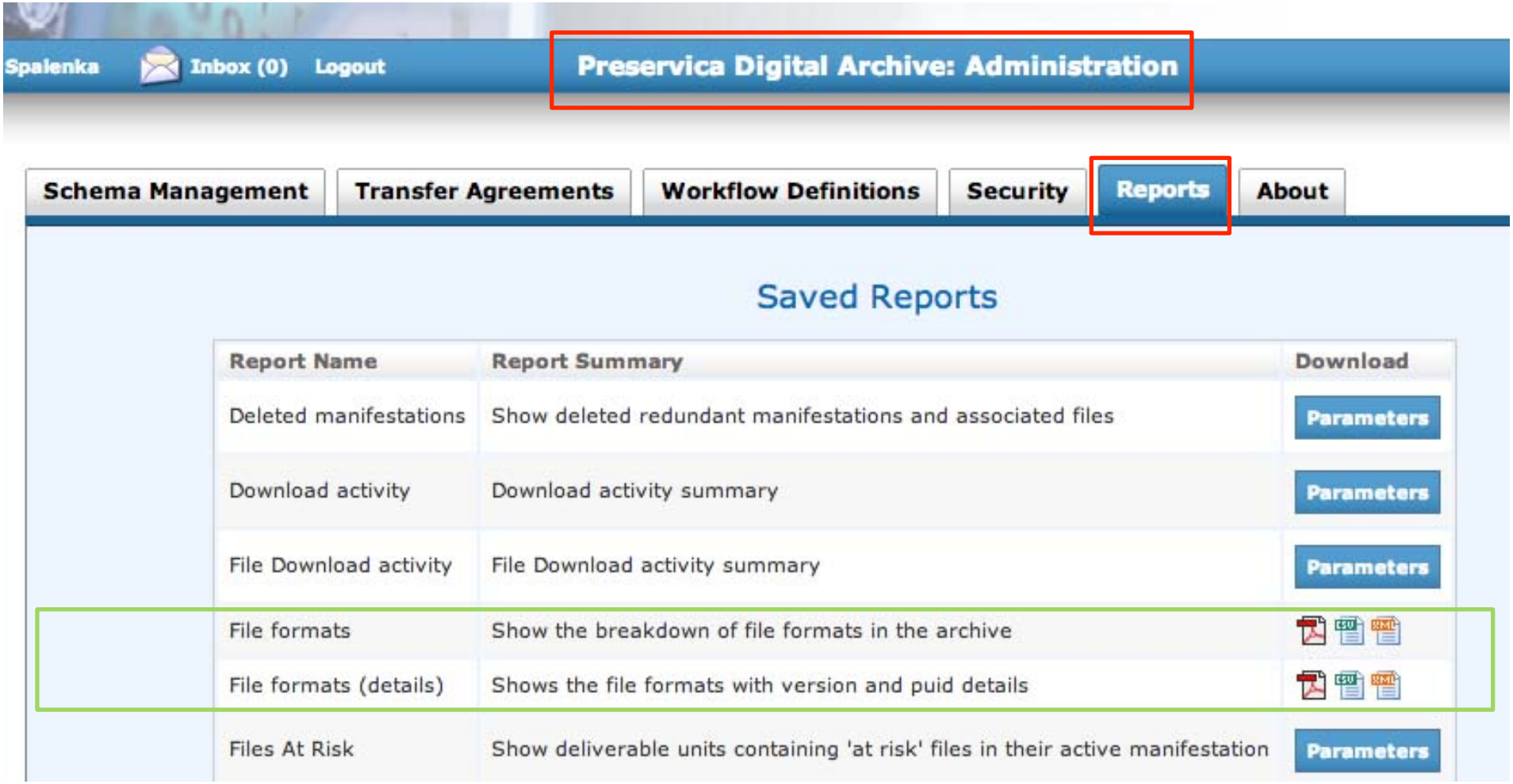
State	Name	Progress	Started	Finished	Messages
	New Details		13.04.14 15:47:58	13.04.14 15:53:39	
	Pick Formats at Risk		13.04.14 15:53:39	13.04.14 15:53:49	
	Pick Formats at Risk		13.04.14 15:53:49	13.04.14 15:55:52	
	Pick File Sets		13.04.14 15:55:52	13.04.14 15:58:50	
	Ready		13.04.14 15:58:50	13.04.14 15:59:58	
	Migrate AIPs		13.04.14 15:59:59	13.04.14 16:01:07	View

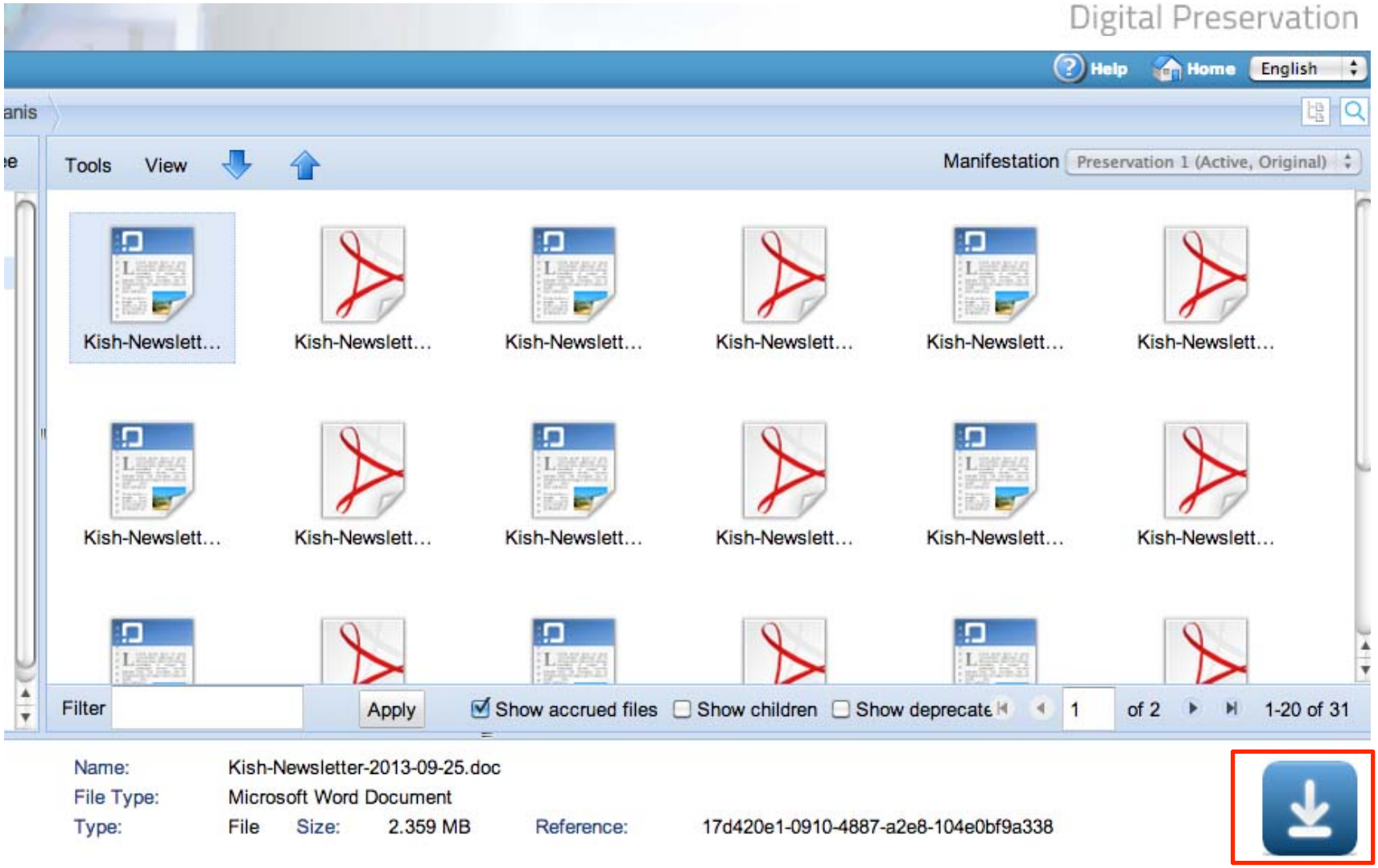
Preservation Plan Details

Transformation Name	9605ea1e-2959-4c0f-b6a1-73fd0b6aad97
Description	Test1
Number Of File Sets	1
Migration Pathway Role	Preservation
Usage	Test

The transformation has completed.

Top Level Record	Collection Title	Outcome
RC 278 Kishwaukee Kiwanis	Danielle	**Transformation Complete**


Spalenka
Inbox (0)
Logout
Preservica Digital Archive: Administration
Schema Management
Transfer Agreements
Workflow Definitions
Security
Reports
About
Saved Reports
Report Name
Report Summary
Download
Deleted manifestations
Show deleted redundant manifestations and associated files
Parameters
Download activity
Download activity summary
Parameters
File Download activity
File Download activity summary
Parameters
File formats
Show the breakdown of file formats in the archive
File formats (details)
Shows the file formats with version and puid details
Files At Risk
Show deliverable units containing 'at risk' files in their active manifestation
Parameters


Digital Preservation
Help
Home
English
Tools
View
Manifestation
Preservation 1 (Active, Original)
Kish-Newslett...
Filter
Apply
Show accrued files
Show children
Show deprecate
1
of 2
1-20 of 31
Name: Kish-Newsletter-2013-09-25.doc
File Type: Microsoft Word Document
Type: File
Size: 2.359 MB
Reference: 17d420e1-0910-4887-a2e8-104e0bf9a338

dorsetforyou.com

browse archive

Search Our Archive

search

Ffeatured

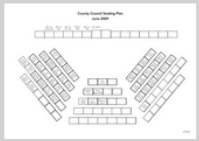
New Dorset Photo Collection

Please check out our new photo collection of donated photos from around the county supplied for free use. These photos have been provided by professional and amateur photographers and cover the period 1990-2002.

Object Type: Record
In Collection: Dorset Archives

details view images

Other items of interest



2009 Council Seating

Council seating and processes

Object Type: File
In Record: Public Documents

Ancestry Documents

Collection of information supplied by Ancestry.com

Object Type: Record
In Collection: Dorset Archives

Dorset Strategic Partnership Annual Review

Audit & Scrutiny Committee : Dorset Strategic Partnership Annual Review and Use of Funding

Object Type: File

William Barnes Collection

William Barnes is best known for his dialect poetry, though his formal schooling ended at the age of 13. The collection at the Dorset History Centre contains most of his published works.

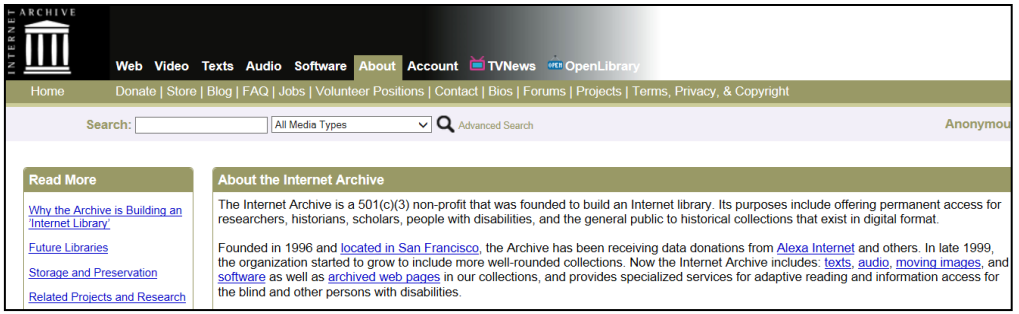
Object Type: Record
In Collection: Dorset Archives

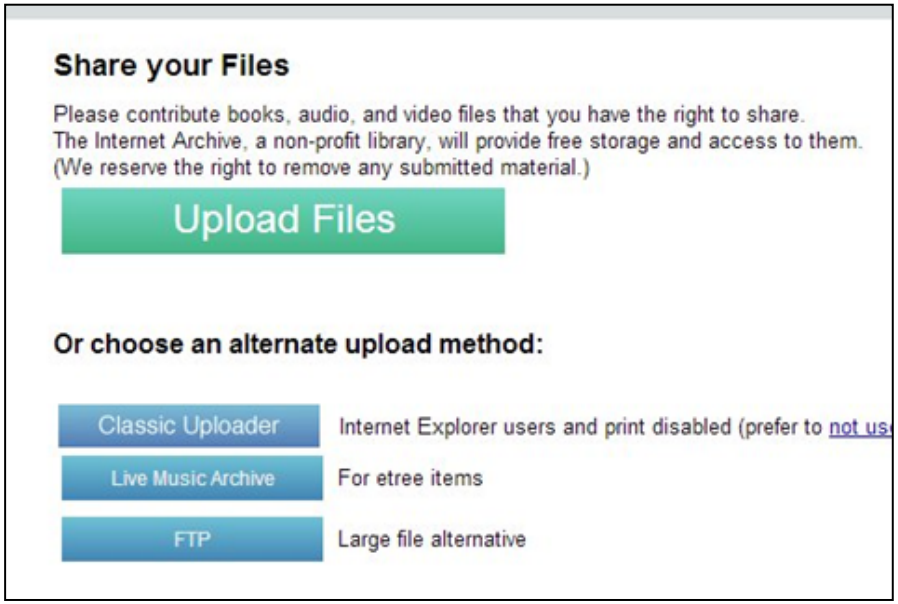
Front-end & Back-end: Internet Archive

Digital POWRR Tool Evaluation Grid	Ingest					Processing						Access		Storage					Maintenance			Other		
	Copy	Fixity Check	Virus Scan	File Dedupe	Auto Unique ID	Auto Metadata Creation	Auto Metadata Harvest	Manual Metadata	Rights Management	Package Metadata	Auto SIP Creation	Public Interface	Auto DIP Creation	Auto AIP Creation	Reliable, Long-Term Bit Preservation	Redundancy	Geographically Dispersed Data Storage Model	Exit Strategy	Migration	Monitoring	Auto Recovery	Open Source	Clear Documentation	Cost
**Internet Archive	x	x			x	x	x	x	x		x	x	x	x	x	x	x					x		Free

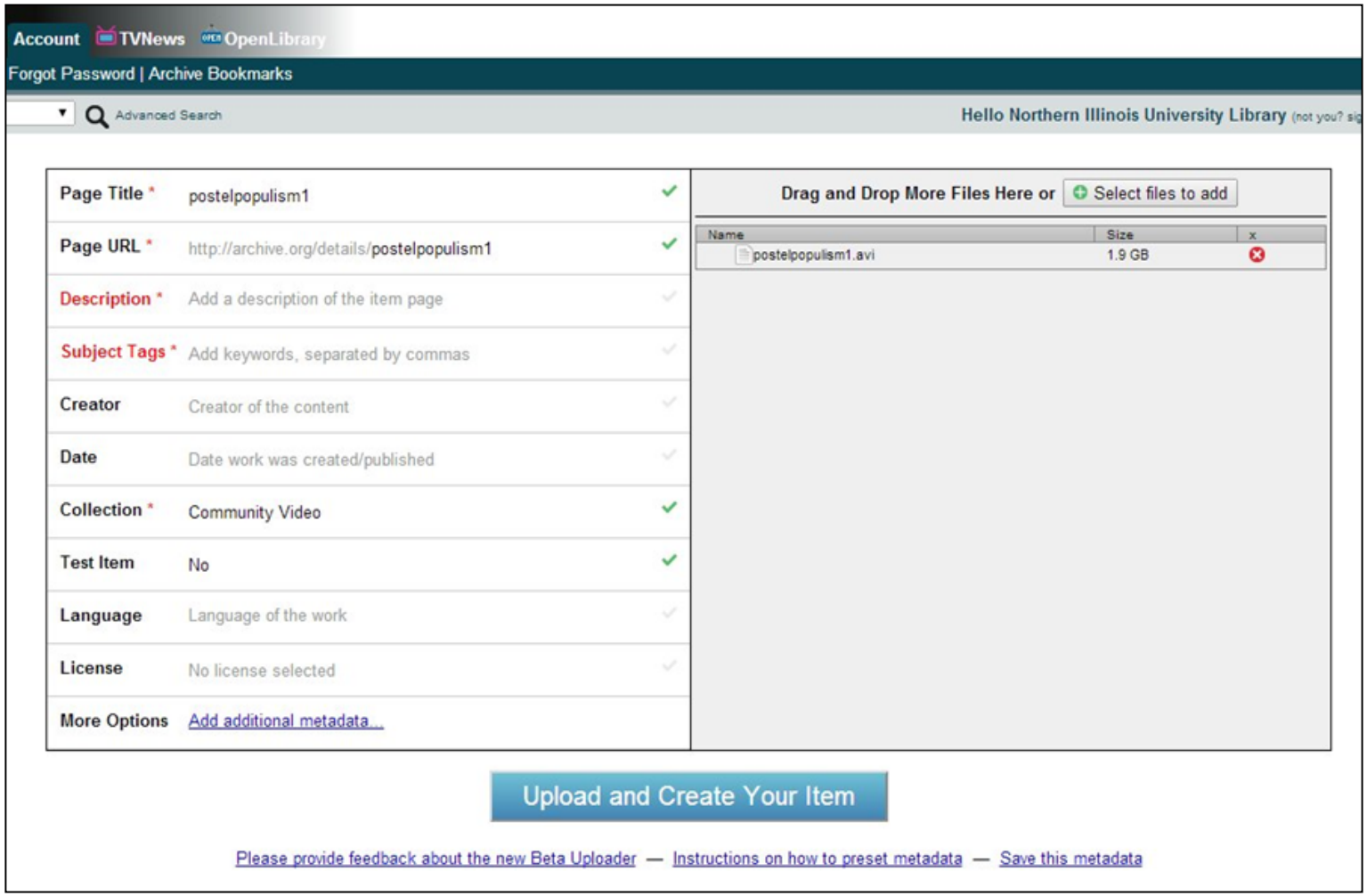
Internet Archive

- Only intended for materials in the public domain (available to everyone).
- Geographically distributed copies.
- No frills (and no charge!) service.





- Handles books best, but can accommodate manuscripts, audio, video, and images.
- Is especially suited for small (VERY small institutions with limited (or no) other alternatives.
- Does offer a more robust preservation product through its Archive-It service.

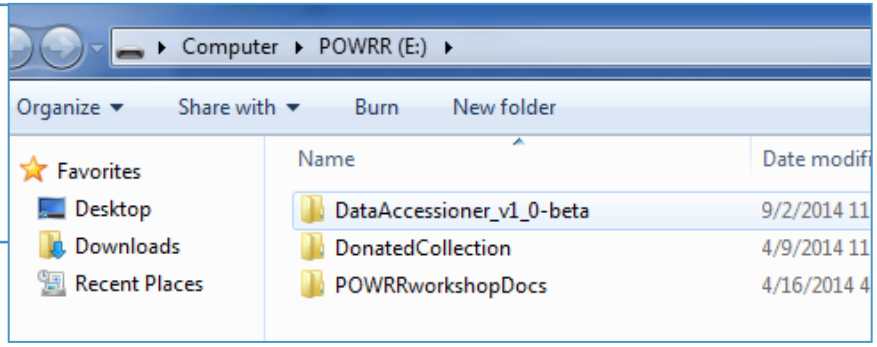

Account
TVNews
OpenLibrary
Forgot Password | Archive Bookmarks
Advanced Search
Hello Northern Illinois University Library
Page Title *
postelpopulism1
Page URL *
http://archive.org/details/postelpopulism1
Description *
Add a description of the item page
Subject Tags *
Add keywords, separated by commas
Creator
Creator of the content
Date
Date work was created/published
Collection *
Community Video
Test Item
No
Language
Language of the work
License
No license selected
More Options
Add additional metadata...
Drag and Drop More Files Here or
Select files to add
Name
Size
x
postelpopulism1.avi
1.9 GB
Upload and Create Your Item
Please provide feedback about the new Beta Uploader
Instructions on how to preset metadata
Save this metadata

LUNCH

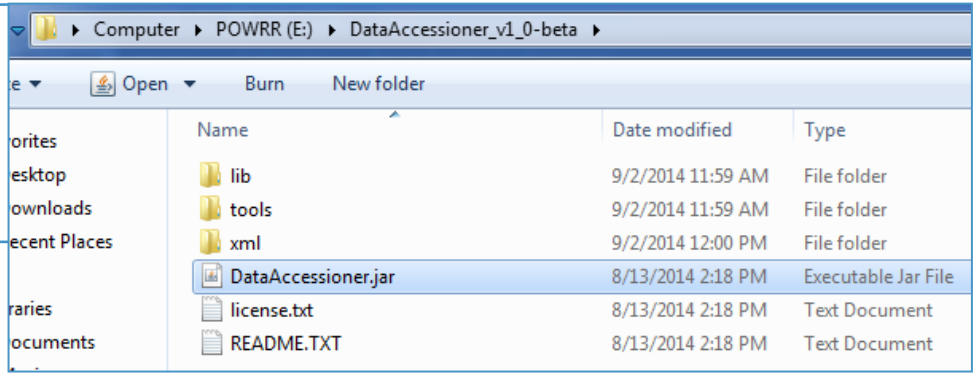
Activity: Accessioning a Digital Collection 1 - 2pm

1. Insert flash drive and open the explorer window

Data Accessioner
Donated Collection Folder
Digital Collections Inventory file
Other stuff…..



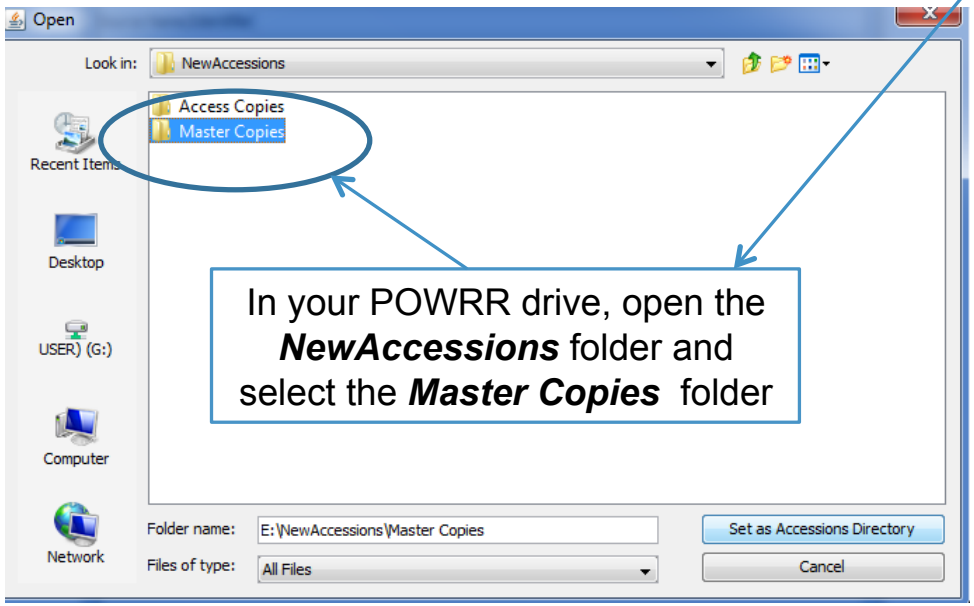
2. Navigate to DataAccessioner.jar and open it



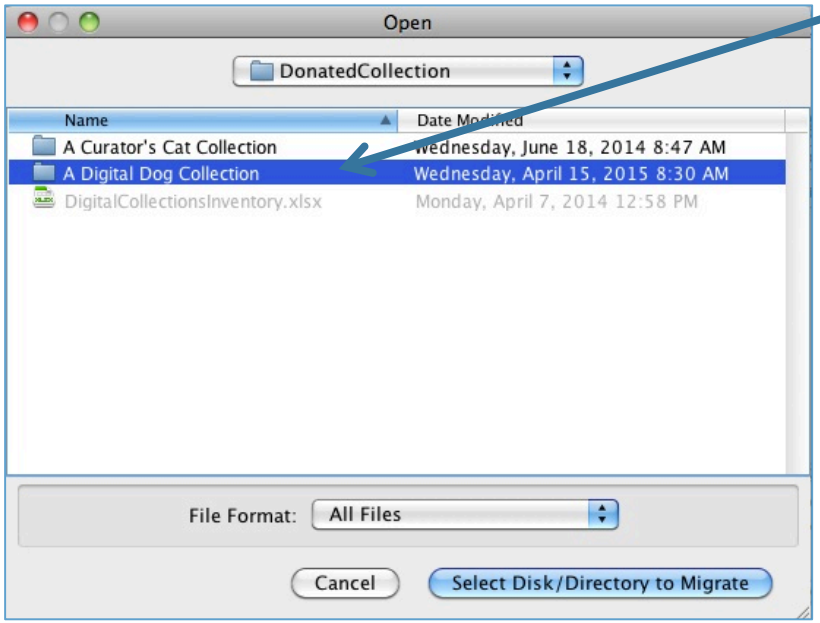
Create your accession directory:

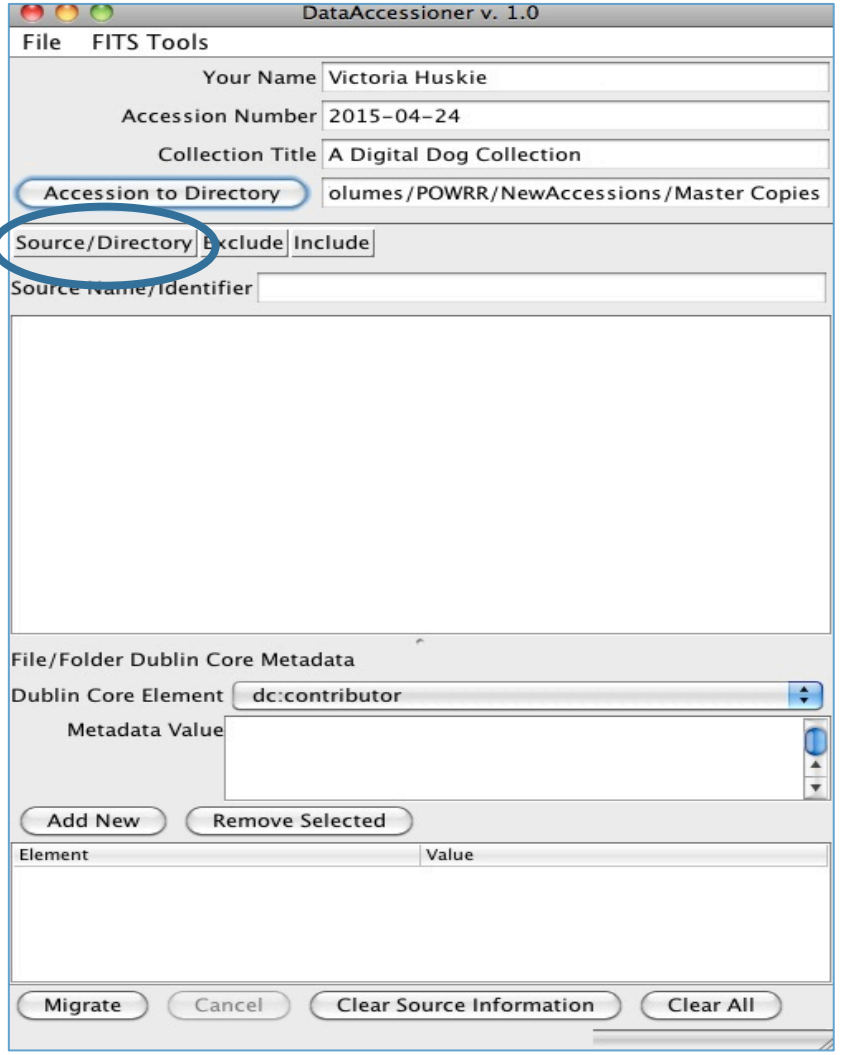
Where you want the collection to go live

Preferably a stable media like your network drive



Select the collection you are accessioning



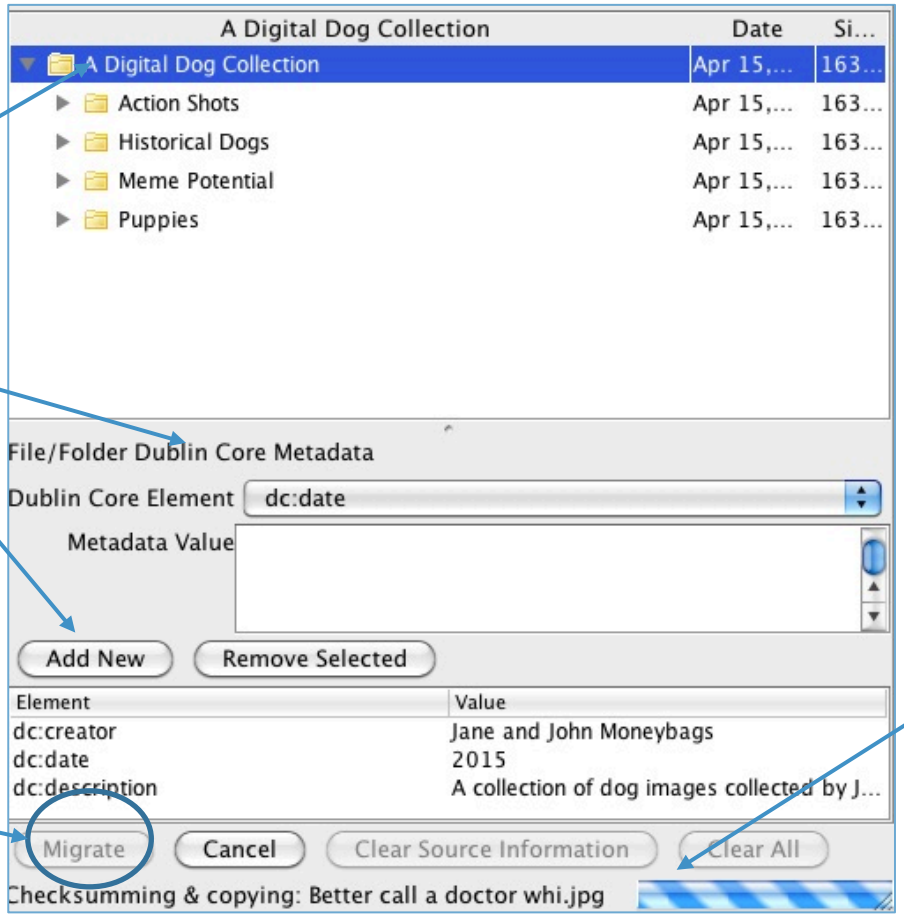


Populate descriptive metadata and migrate your collection

Select which element you want to add metadata to

Add the Dublin Core Metadata goes here

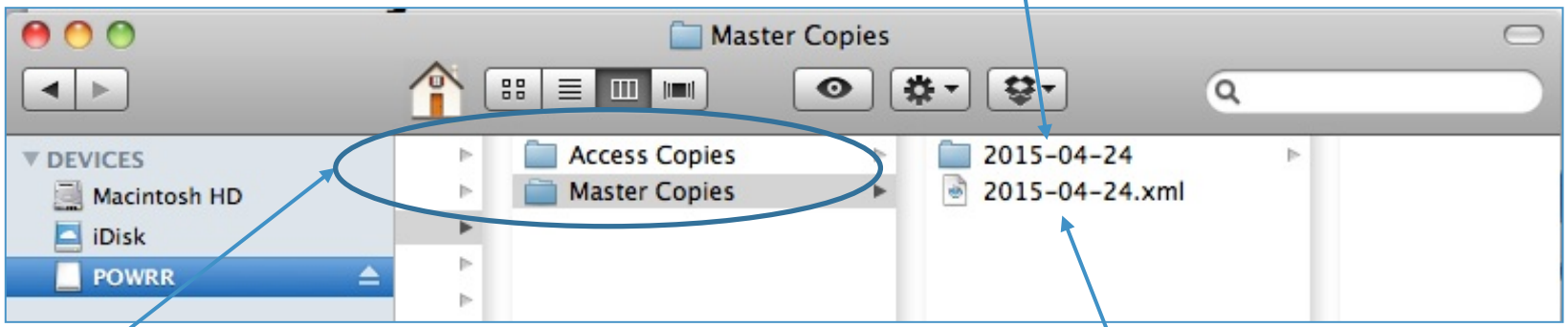
Hit the “Migrate” button to begin the migration process.



You will be able to see the progress bar move at the bottom.

What did you create?

New copy of your migrated collection.

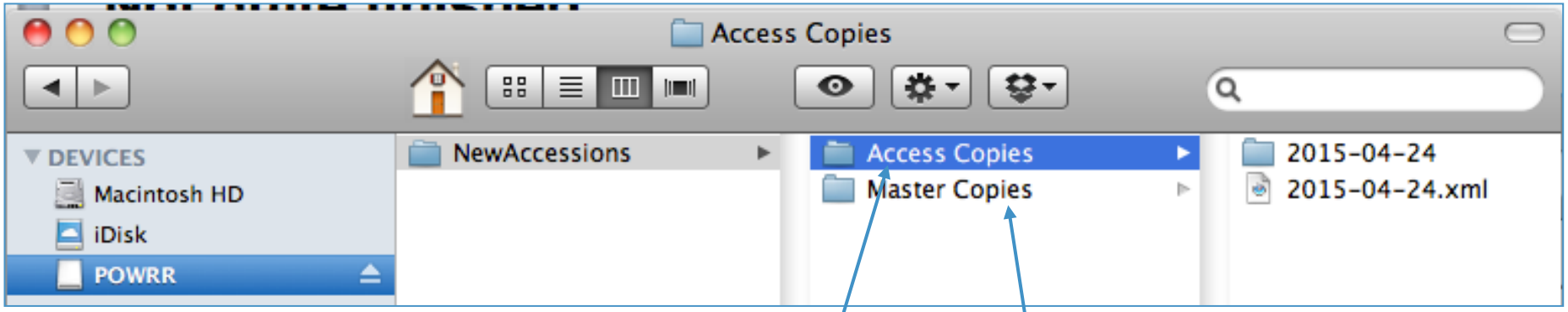


Located in the Directory that you specified

XML Metadata file

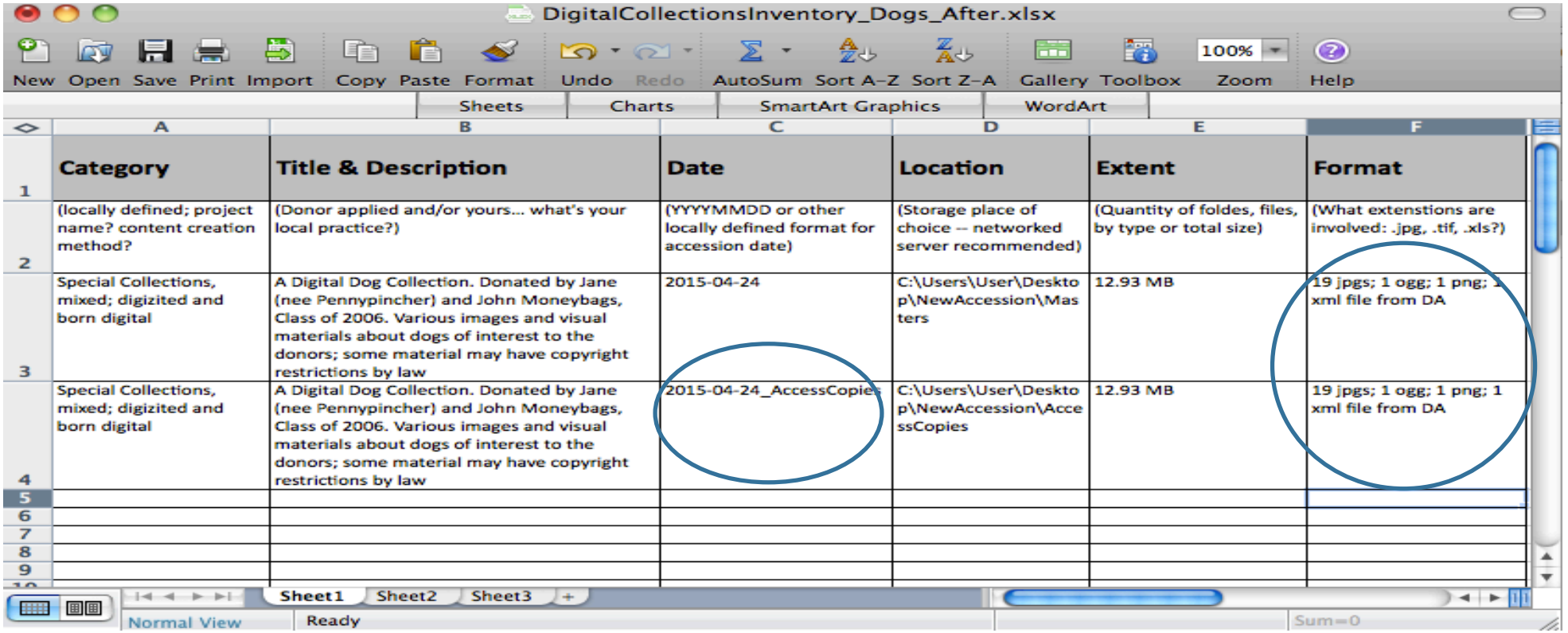
You. Are. AWESOME.

Not quite finished…



Make a copy of the Master, place in the Access Copies folder, and don't touch the Master Copy again unless a new derivative is needed or until you move it into a preservation system!!

And finally…update your Inventory to reflect the location of the Access Copy. Note addition of XML file after processing.



DigitalCollectionsInventory_Dogs_After.xlsx

New Open Save Print Import Copy Paste Format Undo Redo AutoSum Sort A–Z Sort Z–A Gallery Toolbox 100% Zoom Help

Sheets Charts SmartArt Graphics WordArt

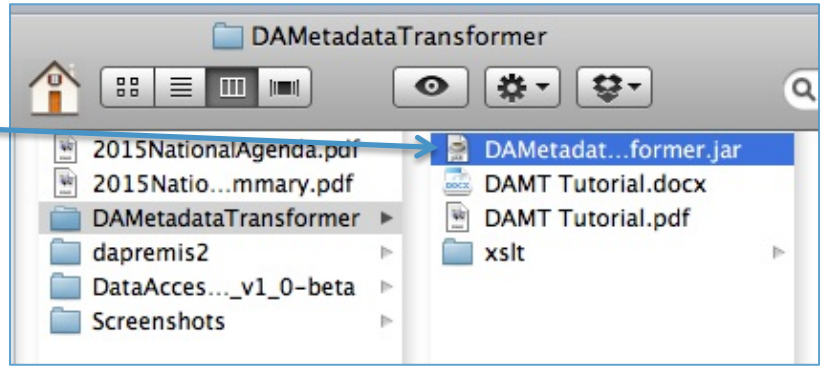
	A	B	C	D	E	F
1	**Category**	**Title & Description**	**Date**	**Location**	**Extent**	**Format**
2	(locally defined; project name? content creation method?	(Donor applied and/or yours… what's your local practice?)	(YYYYMMDD or other locally defined format for accession date)	(Storage place of choice -- networked server recommended)	(Quantity of foldes, files, by type or total size)	(What extenstions are involved: .jpg, .tif, .xls?)
3	Special Collections, mixed; digizited and born digital	A Digital Dog Collection. Donated by Jane (nee Pennypincher) and John Moneybags, Class of 2006. Various images and visual materials about dogs of interest to the donors; some material may have copyright restrictions by law	2015-04-24	C:\Users\User\Desktop\NewAccession\Masters	12.93 MB	19 jpgs; 1 ogg; 1 png; 1 xml file from DA
4	Special Collections, mixed; digizited and born digital	A Digital Dog Collection. Donated by Jane (nee Pennypincher) and John Moneybags, Class of 2006. Various images and visual materials about dogs of interest to the donors; some material may have copyright restrictions by law	2015-04-24_AccessCopies	C:\Users\User\Desktop\NewAccession\AccessCopies	12.93 MB	19 jpgs; 1 ogg; 1 png; 1 xml file from DA
5						
6						
7						
8						
9						

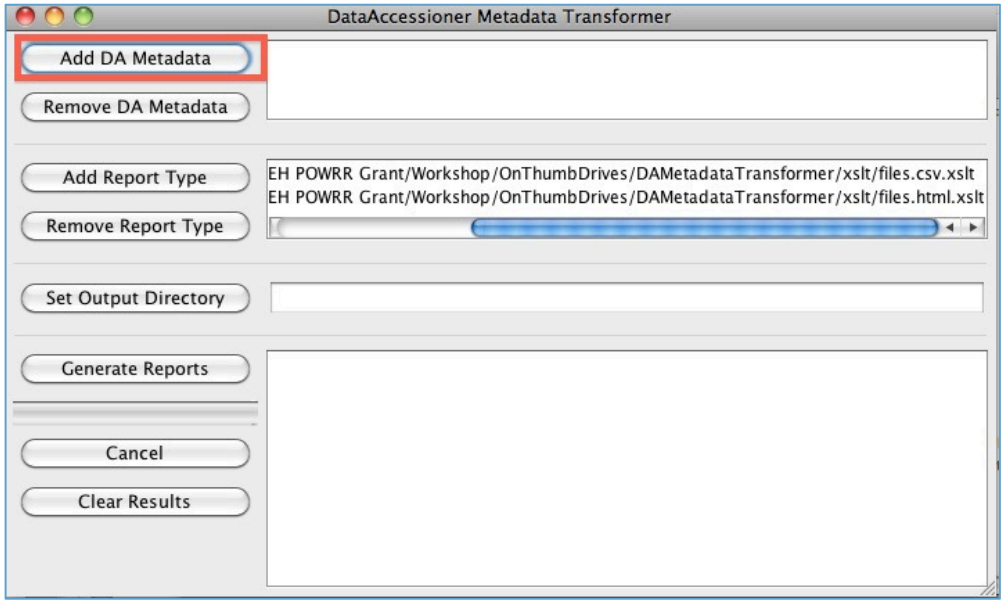
Sheet1 Sheet2 Sheet3

Normal View Ready Sum=0

DA: Metadata Transformer

Navigate to DAMetadataTransformer.jar and open it

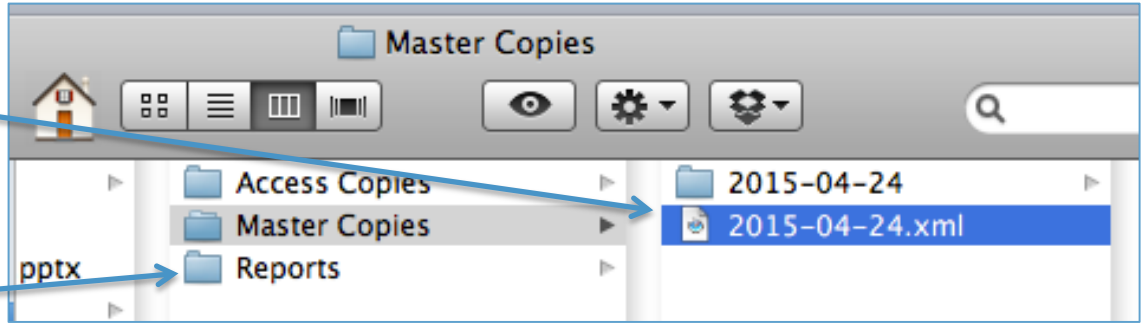




Click on "Add DA Metadata" button

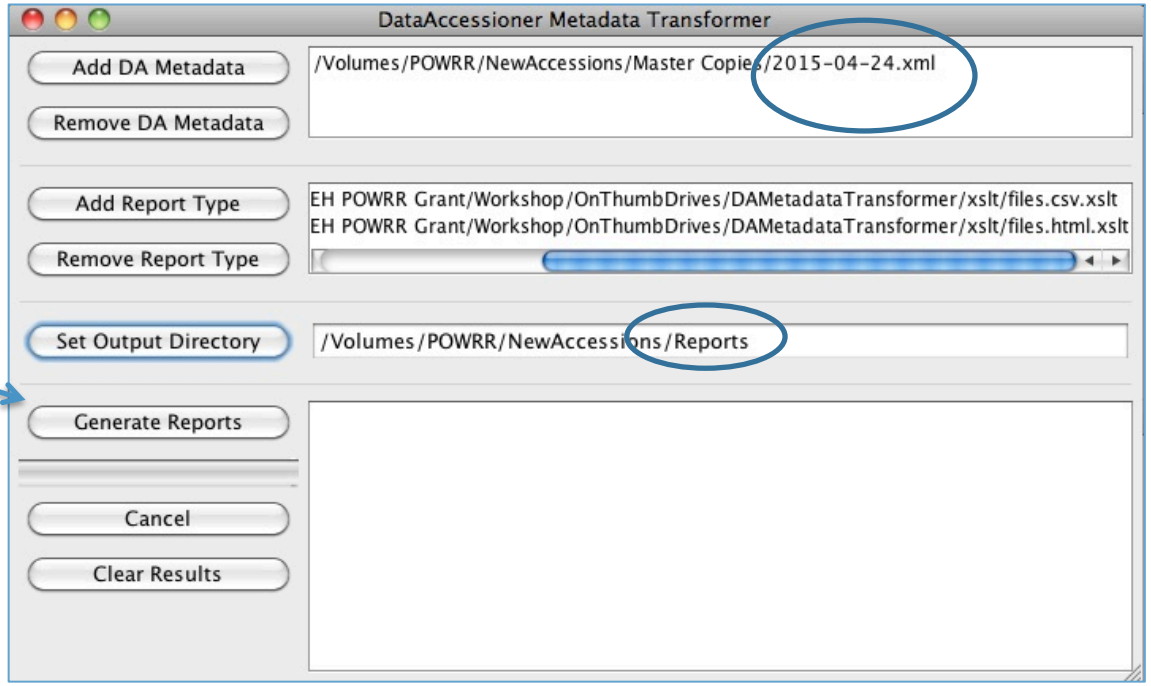
Navigate to the XML file you just created.

We also want a place where the new reports will go live. In this case, you can create a “Reports” folder

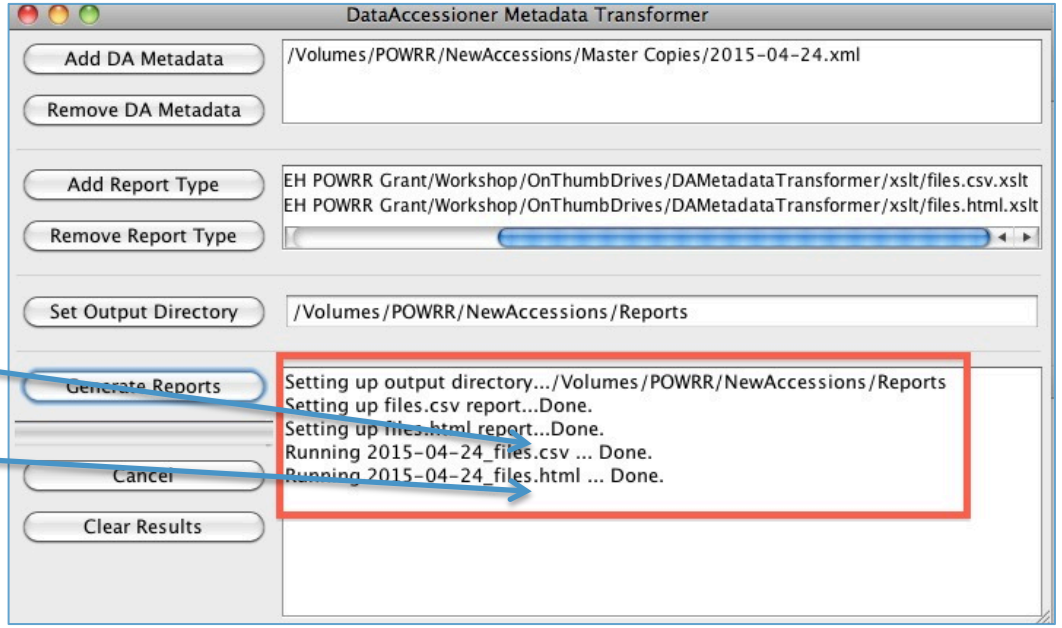


You will see the XML created and the folder where the new reports will go live.

Click on “Generate Reports”

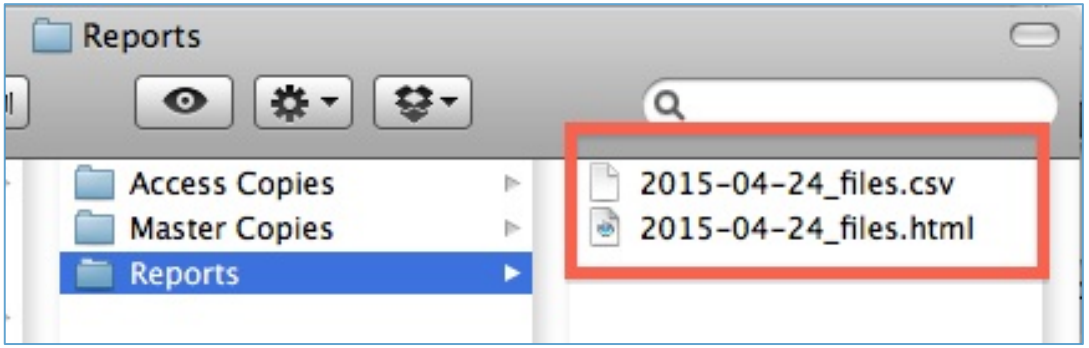


Once the reports have been generated, DA:MT will show the results.

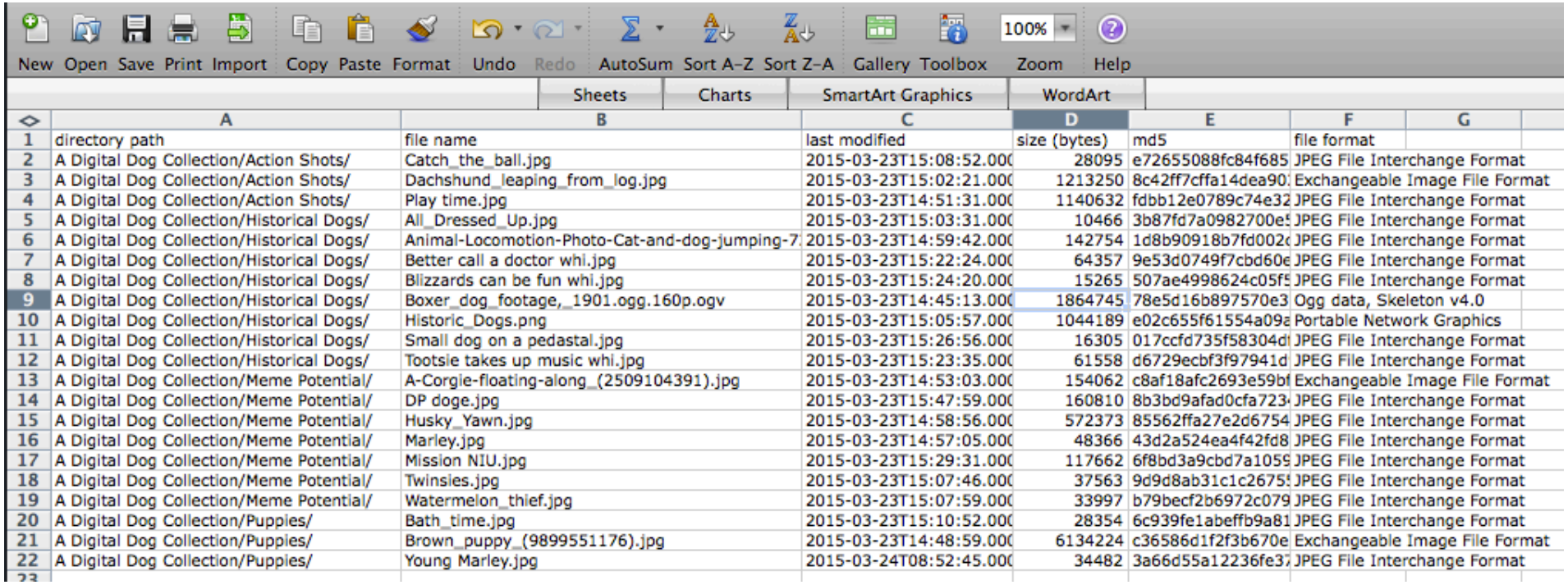


In this case, two files were created: a CSV file and HTML file.

To view the files, navigate back to the "Reports" folder.



CSV FILE



New Open Save Print Import Copy Paste Format Undo Redo AutoSum Sort A–Z Sort Z–A Gallery Toolbox Zoom Help

Sheets Charts SmartArt Graphics WordArt

	A	B	C	D	E	F	G
1	directory path	file name	last modified	size (bytes)	md5	file format	
2	A Digital Dog Collection/Action Shots/	Catch_the_ball.jpg	2015-03-23T15:08:52.000	28095	e72655088fc84f685	JPEG File Interchange Format	
3	A Digital Dog Collection/Action Shots/	Dachshund_leaping_from_log.jpg	2015-03-23T15:02:21.000	1213250	8c42ff7cffa14dea90	Exchangeable Image File Format	
4	A Digital Dog Collection/Action Shots/	Play time.jpg	2015-03-23T14:51:31.000	1140632	fdbb12e0789c74e32	JPEG File Interchange Format	
5	A Digital Dog Collection/Historical Dogs/	All_Dressed_Up.jpg	2015-03-23T15:03:31.000	10466	3b87fd7a0982700e5	JPEG File Interchange Format	
6	A Digital Dog Collection/Historical Dogs/	Animal-Locomotion-Photo-Cat-and-dog-jumping-7	2015-03-23T14:59:42.000	142754	1d8b90918b7fd002c	JPEG File Interchange Format	
7	A Digital Dog Collection/Historical Dogs/	Better call a doctor whi.jpg	2015-03-23T15:22:24.000	64357	9e53d0749f7cbd60e	JPEG File Interchange Format	
8	A Digital Dog Collection/Historical Dogs/	Blizzards can be fun whi.jpg	2015-03-23T15:24:20.000	15265	507ae4998624c05f5	JPEG File Interchange Format	
9	A Digital Dog Collection/Historical Dogs/	Boxer_dog_footage,_1901.ogg.160p.ogv	2015-03-23T14:45:13.000	1864745	78e5d16b897570e3	Ogg data, Skeleton v4.0	
10	A Digital Dog Collection/Historical Dogs/	Historic_Dogs.png	2015-03-23T15:05:57.000	1044189	e02c655f61554a09a	Portable Network Graphics	
11	A Digital Dog Collection/Historical Dogs/	Small dog on a pedastal.jpg	2015-03-23T15:26:56.000	16305	017ccfd735f58304d	JPEG File Interchange Format	
12	A Digital Dog Collection/Historical Dogs/	Tootsie takes up music whi.jpg	2015-03-23T15:23:35.000	61558	d6729ecbf3f97941d	JPEG File Interchange Format	
13	A Digital Dog Collection/Meme Potential/	A-Corgie-floating-along_(2509104391).jpg	2015-03-23T14:53:03.000	154062	c8af18afc2693e59bf	Exchangeable Image File Format	
14	A Digital Dog Collection/Meme Potential/	DP doge.jpg	2015-03-23T15:47:59.000	160810	8b3bd9afad0cfa723	JPEG File Interchange Format	
15	A Digital Dog Collection/Meme Potential/	Husky_Yawn.jpg	2015-03-23T14:58:56.000	572373	85562ffa27e2d6754	JPEG File Interchange Format	
16	A Digital Dog Collection/Meme Potential/	Marley.jpg	2015-03-23T14:57:05.000	48366	43d2a524ea4f42fd8	JPEG File Interchange Format	
17	A Digital Dog Collection/Meme Potential/	Mission NIU.jpg	2015-03-23T15:29:31.000	117662	6f8bd3a9cbd7a1059	JPEG File Interchange Format	
18	A Digital Dog Collection/Meme Potential/	Twinsies.jpg	2015-03-23T15:07:46.000	37563	9d9d8ab31c1c2675	JPEG File Interchange Format	
19	A Digital Dog Collection/Meme Potential/	Watermelon_thief.jpg	2015-03-23T15:07:59.000	33997	b79becf2b6972c079	JPEG File Interchange Format	
20	A Digital Dog Collection/Puppies/	Bath_time.jpg	2015-03-23T15:10:52.000	28354	6c939fe1abeffb9a81	JPEG File Interchange Format	
21	A Digital Dog Collection/Puppies/	Brown_puppy_(9899551176).jpg	2015-03-23T14:48:59.000	6134224	c36586d1f2f3b670e	Exchangeable Image File Format	
22	A Digital Dog Collection/Puppies/	Young Marley.jpg	2015-03-24T08:52:45.000	34482	3a66d55a12236fe37	JPEG File Interchange Format	

CONGRATULATIONS!

We call this “Digital Preservation in Your Office”

There are things that need to happen *outside* of your office as well….

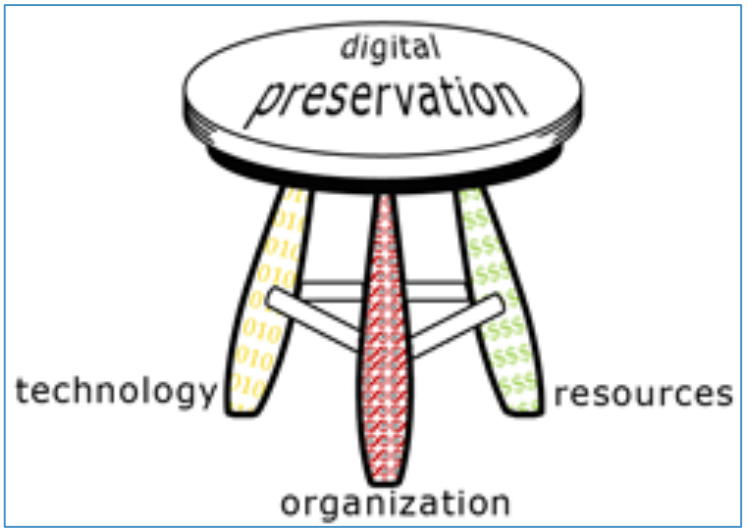
Outside Your Office

Digital Preservation is not sustainable by just using a tool or selecting a service. Sustainability takes funding and people.

You cannot do this alone. **You will need to talk to other people**… because you are not the only boss of this.

Successful Digital Preservation programs take a team of people at multiple administrative levels.

Three-Legged Stool of Digital Preservation



Anne R. Kenney
Nancy McGovern
Digital Preservation Management Workshop
http://www.dpworkshop.org/

Assemble Your Team!

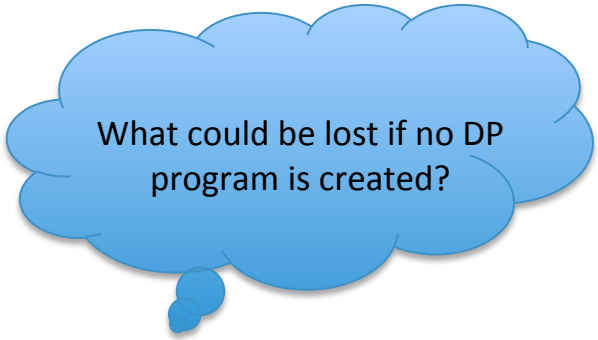
Image: Flickr Commons

Step 1: Who should care about DP?

List the roles/titles of all those who *should* be involved in DP at your organizations

Step 2: What happens if they don't?

Make a list of potential consequences—what will happen if your peers don't take action?



Step 3: The 3-3-3 Approach!

3 people

3 months

3 activities

Make your plan

Identify 3 people *at your institution*

Identify an action you could take with each in the next 3 months

e.g.:

Who	What	When
Howard Catier (Dean)	Coffee debrief	2 weeks
Cathleen Debose (Metadata Libr)	Mapping metadata, functional req's	3 months
Irene Ptowskey (Schol Comm Libr)	Policy Review	2 months

Examples of Initial DP Activities

Present

- Awareness-raising meetings
- Brownbag presentation

Identify

- Compile a digital content inventory
- Analyze file formats used
- Analyze metadata practices
- Review current policies
- Diagram current workflows

Study

- Investigate tools
- Review other institutions' policies
- Read the POWRR white paper
- Survey staff on existing practices

Update

- Enhance existing metadata
- Add digital content to policies
- Produce digital preservation plan

Now Let's Assess...

How will you know if your 3 activities succeeded?

- Added people to team?
- Number of people newly educated?
- Number of items added to inventory?
- Number of tools investigated?
- Number of DP policies reviewed?
- Revised standing policies?

BREAK TIME!

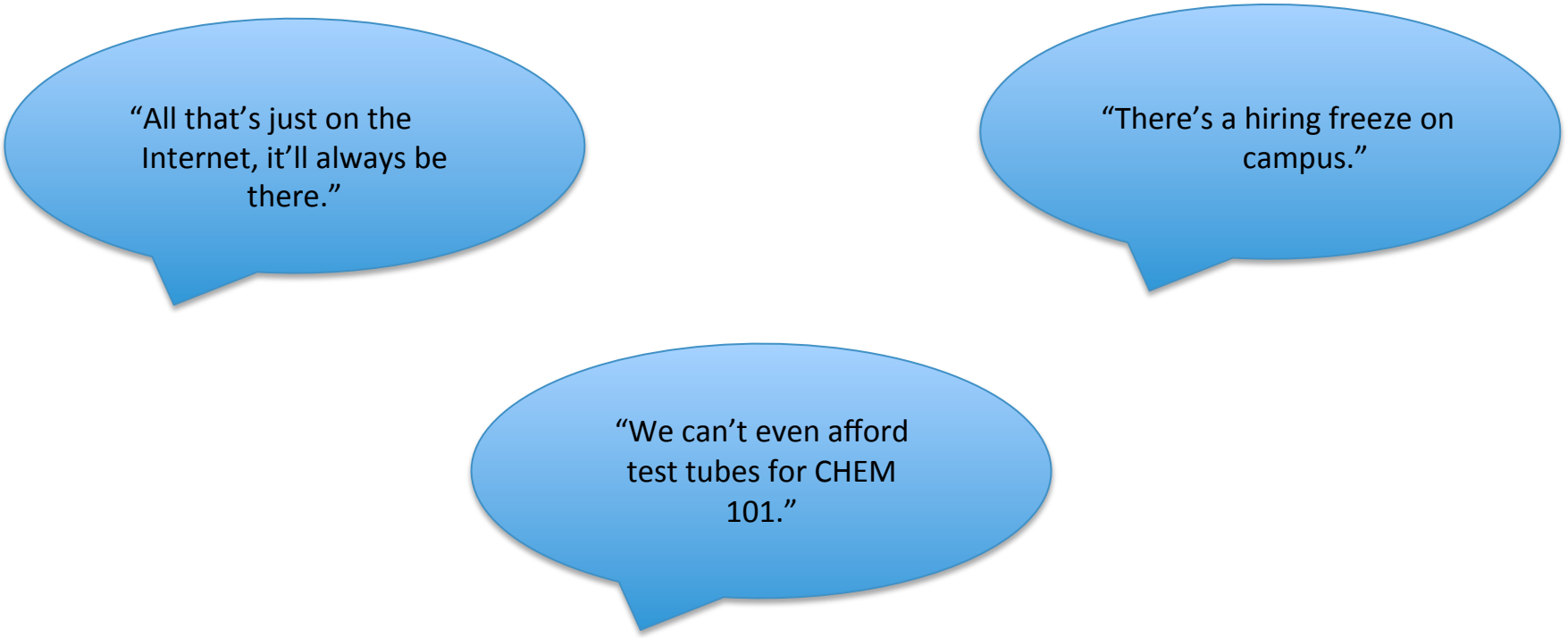
Back by 2:45, please

Next Steps:

Advocacy, Policy, and Potential Solution Models

Next Steps: Advocacy

- Advocacy is valuable because you're educating people about why digital preservation is also THEIR problem.



Next Steps: Towards a Policy

You have started assembling your team….now what?

We found a gap analysis *really* helpful:

- Where are you now?
- Where would you ideally like to be?
- What is keeping your institution from moving in that direction?
- What are some interim steps you can take to move in the right direction?

Next Steps: Towards a Policy

We also found that Gap Analyses can be challenging…

- Be brutally honest. It's the only way to move forward.
- Look closely at risk: What is the cost of doing nothing?
- Documenting what you know will tell you what you don't know.
- Feel free to look at our case studies and see how it worked. Our wiki has the case studies of all 5 of the POWRR partner institutions.
  http://powrr-wiki.lib.niu.edu/index.php/Main_Page

Solution in Practice is Iterative

- Not all tools and services are created equal.
- Choices of tools are *not* forever. They serve what you need now, selected with an eye to later.
- Starting small is good enough! A simple tool may still move you closer to your goals.
- Knowing what you have is crucial. Documentation more so.
- You already have many of the necessary skills!

Next Steps: Potential Solution Models

How to Decide? Results May Vary…

Things to consider:

- How many staff members will be actively engaged in the digital curation lifecycle? Are they tech-savvy?

- How robust and supportive is your technical/systems group? Do you even have one? How about some developers/programmers…have any of those on staff?

- Is your institution already using archival management software or an Institutional Repository (like ARCHON/ArchivesSpace, BePress, Fedora etc.)? You'll want to select tools/services that work well with what you have.

- Do you have digital collections unique to your institution that are irreplaceable? Consider organizing collections along the lines of those that warrant more robust preservation services than others. For example:

1 TB (High Value)	→	MetaArchive (gold standard)
3 TB (Medium Value)	→	Amazon Glacier (cheapest storage with fixity checking)
Rest (Replaceable)	→	Tape Drive Backups

In other words: One tool/service will not be your only solution.

How to Decide? Results May Vary…

Remember: Smaller institutions with less resources may also have unique advantages like….

It doesn't take years to set up an account with something like DuraCloud.

You only need to convince the person one level above you to get what you need.

Want to install a simple open source tool? Go for it!

- Less red tape for getting things done
- Fewer levels to push requests for additional resources through
- Self-administered workstations (aka no IT administrative lock downs)
- Personnel-heavy operating model (usually has smaller cash flow)
- Higher cash flows and less data (like small, private institution)

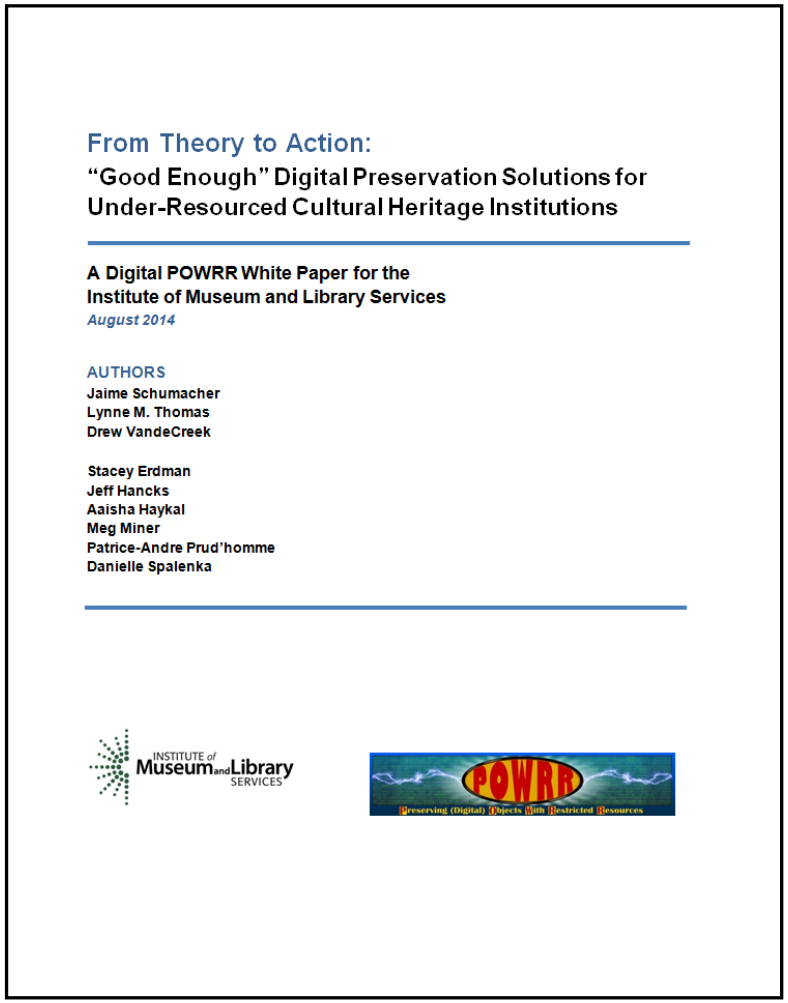
This is ideal for running a *free* robust tool that requires a developer and server administrator like Archivematica.

You can purchase a reasonably-priced, hosted soup-to-nuts solution.

Next Steps: Potential Solution Models

POWRR White Paper available at:

http://commons.lib.niu.edu/handle/10843/13610



Wrapping Up

Our Final Thoughts & Your Questions

I survived the POWRR workshop! Now what?

https://digitalPOWRR.niu.edu/survived-powrr-wkshp/

We're here to help. Seriously.

YOU CAN DO THIS. Really. But not alone. So bring some friends.

"If you want to go fast…go alone. If you want to go far…go together." — African Proverb

Remember: Baby steps still move you forward!

Evaluation Time! (10 minutes)

- Post-Test
- Workshop evaluation…tells us about pace, style of presenting, etc.

In 3 Months…

- Emailing you a brief survey around your 3-3-3 Action Plan
- Google Hangout?

<u>Please note</u>: The NEH requires us to do these things…and it helps to make sure these workshops are delivering outcomes that bring tangible results to our peers!

Thank You for Coming!

PLEASE RETURN:

- Pre & Post Tests
- Workshop Evaluation

POWRR Project Team Members

Contact us…we are here to help!

Northern Illinois University

Lynne M. Thomas	lmthomas@niu.edu	Curator, RBSC 815.753.0255
***Drew VandeCreek**	drew@niu.edu	Director Digital Scholarship 815.753.7179
Jaime Schumacher	jschumacher@niu.edu	Scholarly Communications Librarian 815.753.0576
Danielle Spalenka	powrr@niu.edu	Digital POWRR Director
***Stacey Erdman**	serdman@niu.edu	Digital Collections Curator 815.753.1004

Chicago State University

Aaisha Haykal	anhaykal@gmail.com	University Archivist
***Martin Kong**	martinkong2@gmail.com	Systems Librarian

Illinois State University

Patrice-Andre Prud'homme	ppprudh@ilstu.edu	Digital Collections Head 309.438.5385

Illinois Wesleyan University

***Meg Miner**	mminer@iwu.edu	University Archivist 309.556.1538

Western Illinois University

Jeff Hancks	jl-hancks@wiu.edu	Director, Archives and Special Collections 309.298.2717

* Presented today