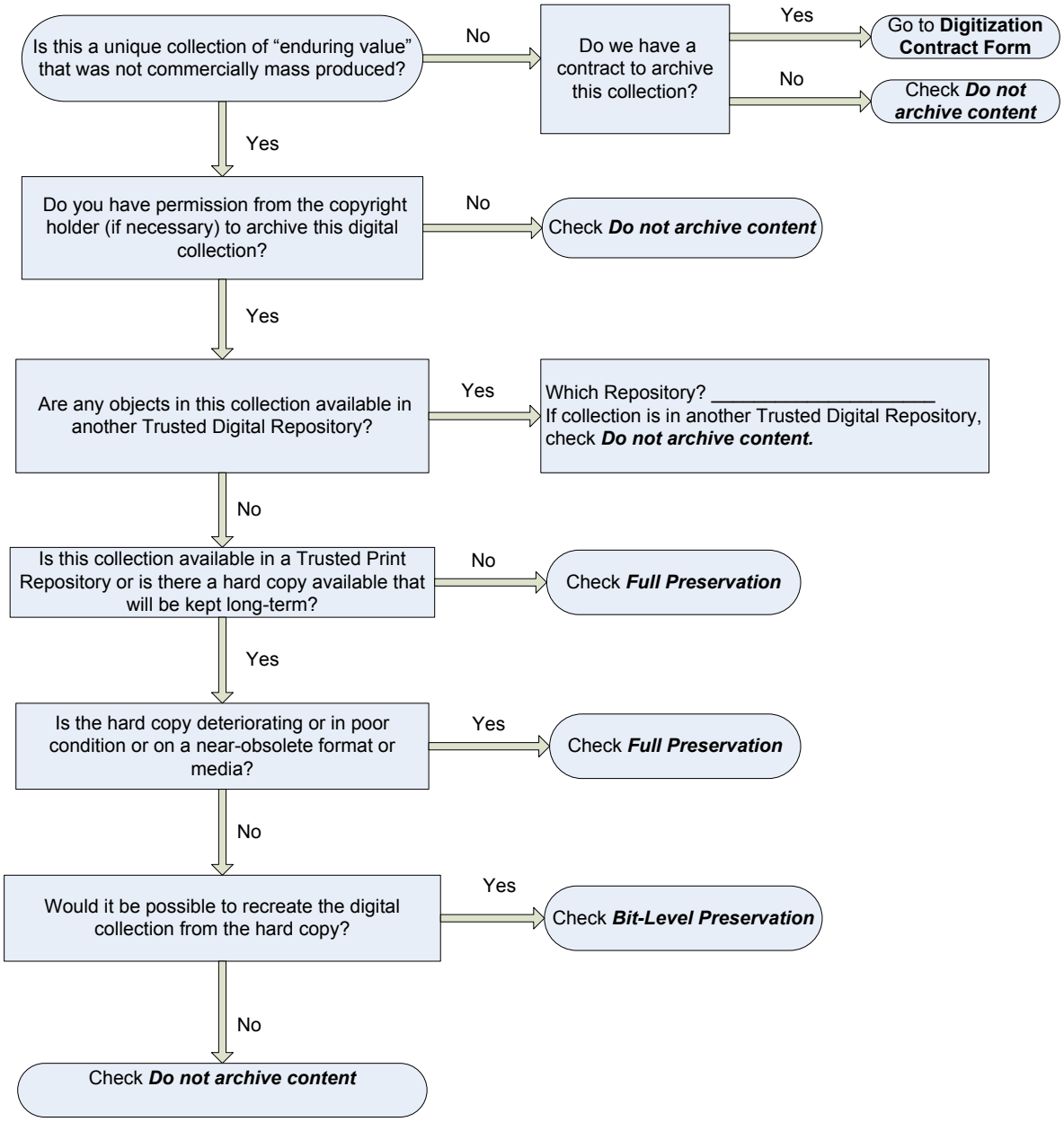
DIGITAL PRESERVATION DECISION FLOWCHART



____ DO NOT PRESERVE

____ FULL PRESERVATION

____ BIT-LEVEL PRESERVATION

J. WILLARD MARRIOTT LIBRARY DIGITAL PRESERVATION APPLICATION

Name: _____ Date:_____

Digital collection or content: _____

1. **Preservation decision and priority** (complete flowchart on opposite side)

   The final preservation decision is:
   ___ Ingest content into the Digital Archive
   ___ Do not archive content

   The final preservation priority is:
   ___ Full Preservation
   ___ Bit-Level Preservation

2. **Digital content: Access options**
   a. Do these objects also have publicly accessible versions? _____

   b. Where are the accessible versions located?_____

   c. Are high resolution copies likely to be requested? _____

3. **Additional considerations.** Please add documentation as needed.

Digital Preservation Terms

Digital Preservation: set of processes, activities and management of digital information over time to ensure long-term accessibility. Because of the relatively short lifecycle of digital information, preservation is an ongoing process.
Enduring Value: The J. Willard Marriott Library has defined enduring value as unique materials concerning Utah life and/or history as well as materials created by University faculty or Utah residents that fit the Library's collection mission.
Digital Archive: a managed collection of primary source historical records in the highest resolution digital format available. Digital Archives are managed by archivists just as physical archives are.
Digital Library: a library in which collections are stored in digital formats (as opposed to print, microform, or other media) and are accessible by computers. The digital content may be stored locally, or accessed remotely via computer networks. A digital library is a type of information retrieval system.
Bit-Level Preservation includes maintaining onsite and offsite backup copies, virus checking, fixity-checking, and periodic refreshment by copying files to new storage media. In other words, maintaining the integrity of the original file is preserved for later dissemination.
Full Preservation: includes bit-level preservation of the originally submitted files, as well as services intended to ensure that the information content of the files will remain usable into the indefinite future. These services vary according to the file type but may include the creation of normalized forms of the file and/or the reformatting of obsolete formats to reasonably comparable successor formats. It is not guaranteed, however, that normalized or migrated versions of any file will be identical in functionality or in look and feel to the original file. Note also that if a logical object is comprised of individual files in both supported and unsupported formats, there is no guarantee that the logical object will remain usable as intended.