Marian Library Faculty Presentations

The Marian Library

10-27-2017

Looking Forward to Look Back: Digital Preservation Planning

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Looking Forward to Look Back

Digital Preservation Planning

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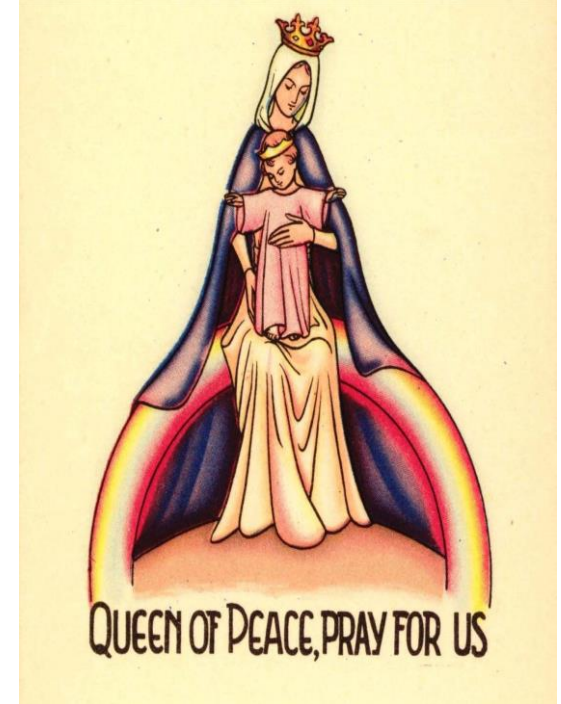
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Special Collections

US Catholic Special
Collection

Marian Library

What is Digital Preservation?

https://xkcd.com/1683/

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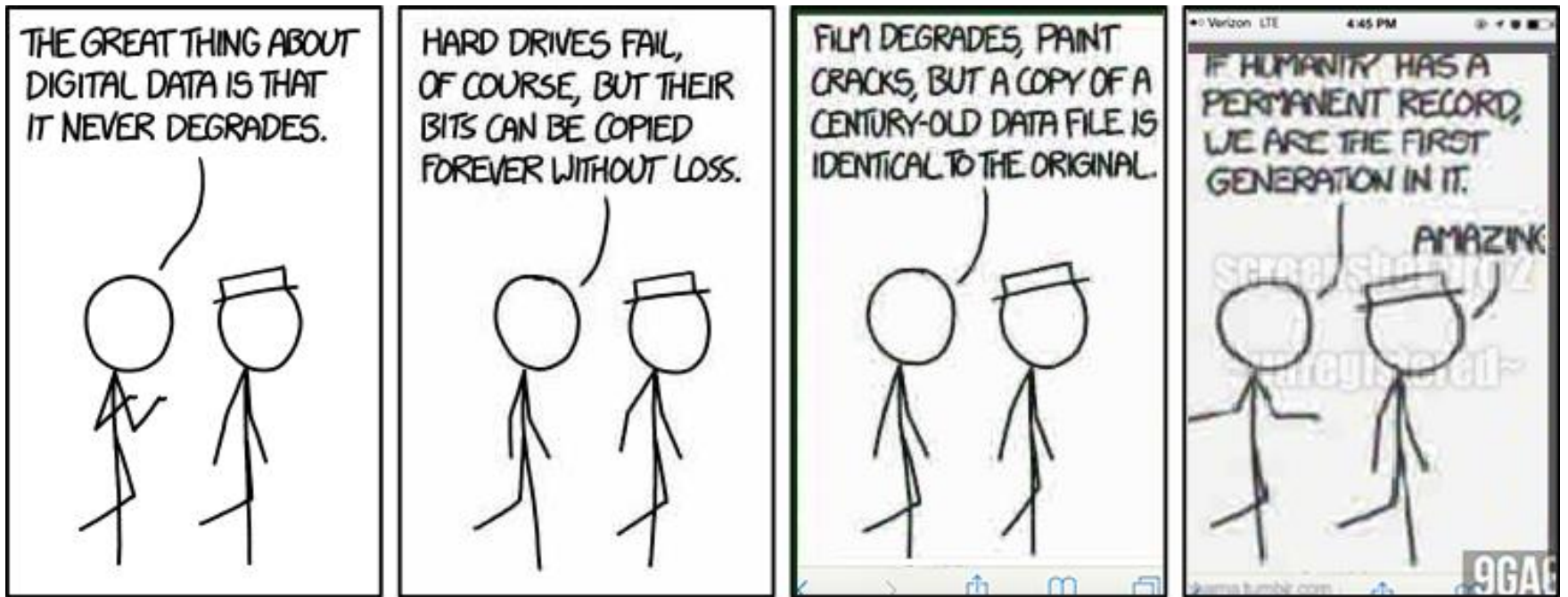
Why Now?

Opinion

Alumnus: It isn't just a ghetto, it's our 'Ghetto'

📅 September 25, 2015   👤 fn_admin   👁 1622 Views   🏷 student housing, Student Neighborhood, The Ghetto

AN OPEN LETTER TO WHITE PEOPLE

fn_admin | December 10, 2014 | Opinion | No Comments

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By Grace Wolford – Asst. Art Director

> Folders (6)

> Devices and drives (6)

∨ Network locations (5)

JBRANCATO1 (\\L2-RED\LIBRARY\LIBSHARED\USERS) (H:)	NcFsd	184 GB free of 800 GB
SHARED (\\L2-RED\LIBRARY\LIBMARIAN) (M:)	NcFsd	184 GB free of 800 GB
SHARED (\\L2-RED\LIBRARY\LIBSHARED) (P:)	NcFsd	184 GB free of 800 GB
SHARED (\\L2-RED\LIBRARY\LIBCDM) (T:)	NcFsd	184 GB free of 800 GB
LIBSCAN (\\L1-RED\LS) (U:)	NcFsd	84.3 GB free of 1.50 TB

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What We Found

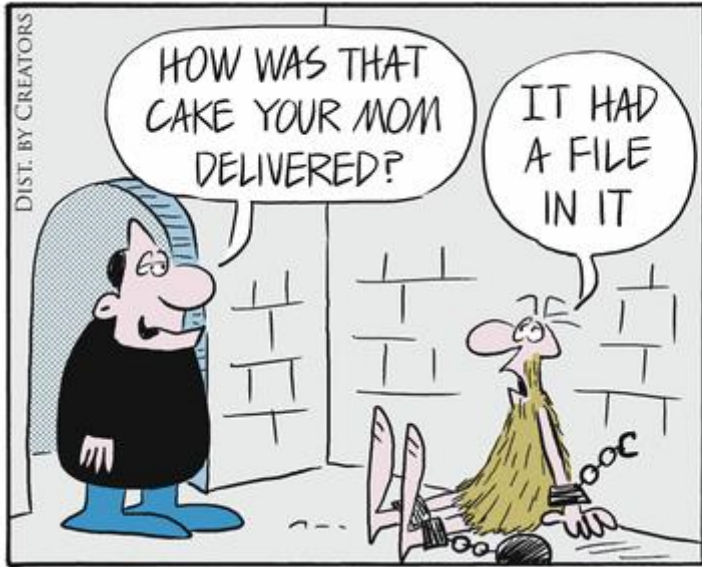- Lack of maintenance plan
- Digital content is fragile
- Focused on files
- Focused on access copies
- Not familiar with UDit policies
- No standardization of multimedia files
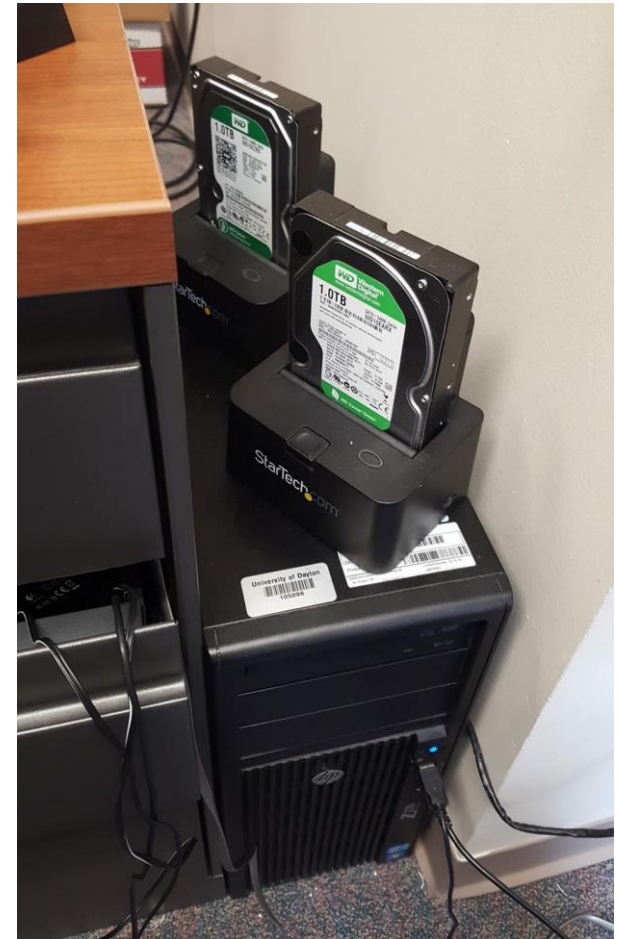
Recommendations

- Develop Digital Preservation Policy
- Work with UDit
- Streaming media server
- Annual review of standards
- Cloud Storage with IR
- Continue to educate & advocate
- Submit RFI

Wizard of ID, May 4, 3013

POWRR's Path to Digital Preservation

There are tools primarily focused on processing like…

| Archivematica |
| Curator's Workbench |
| Data Accessioner |

There are services that also provide storage and/or preservation like….

| MetaArchive |
| DuraCloud |
| Amazon Glacier |
| Internet Archive |

| Ingest | Processing | Access | Storage | Maintenance |

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

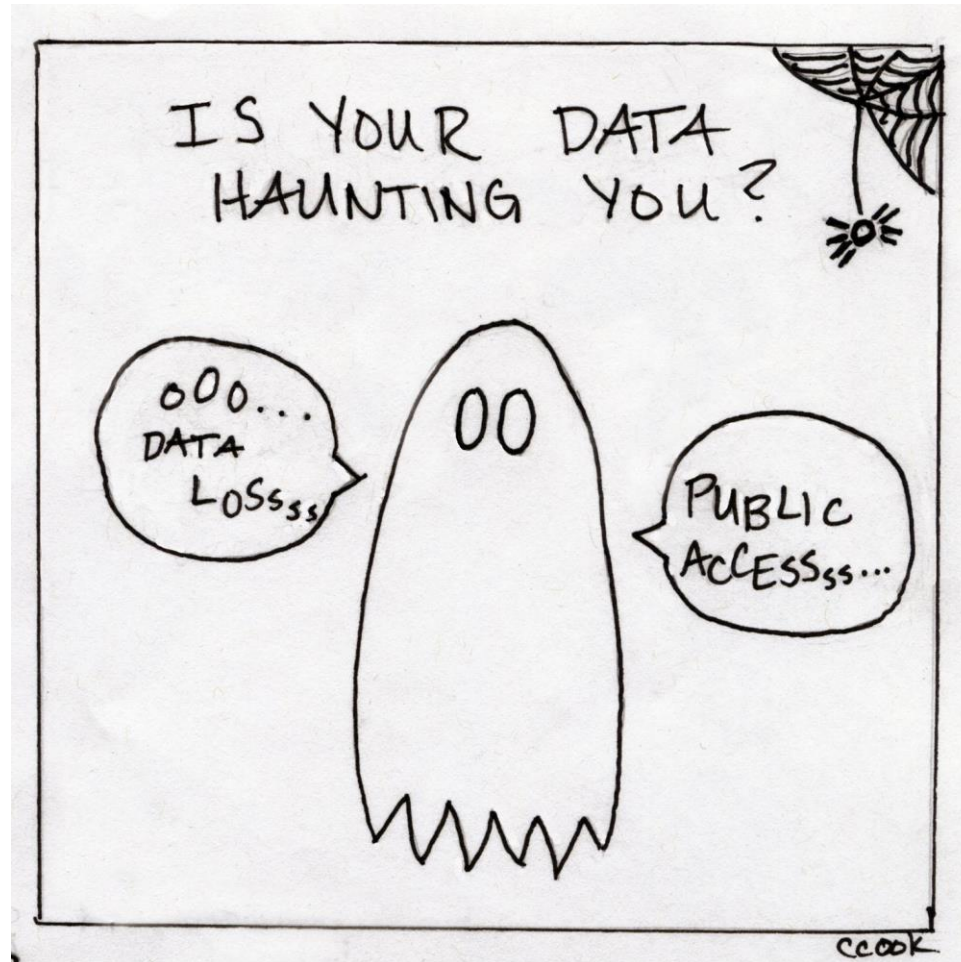| Preservica |
| Dspace Direct |
| Archivematica + DuraCloud |

OhioLINK's Functionality Requirements

	A	B	C
1	Mandatory/ Optional	Digital Preservation Repository Software Functionality	Comments
2		**Ingest**	
3		*Receive submission*	
4	M	Receive submissions from Producers	
5	M	Receive submissions from Administration	Within the library
6	M	Support standard data transfer protocols, specify which protocol/s are supported	Check with UDIT
7	M	Place special access controls on the content	
8	M	Producers may define access rights and conditions of use as a component of the SIP	Producers would know if they have restrictions
9	P	The system sends a confirmation of receipt of a SIP to a Producer	Preferred - Not a dealbreaker
10	P	A record of all SIP receipts is maintained for audit and financial control	Preferred - Not a dealbreaker
11	M	Ingest workflows are flexible; and based on building blocks that can be reused and removed as required	
12	M	Ability to create submission tools tailored by the administration	What defines user?
13	M	Large ingests are supported, identify what file size can be processed from ingest to creation of AIP using basic hardware configuration	
14	O	Ability to plug in any web crawler and view an archived website	Using it to crawl like Archive-It
15			
16			
17		*Quality Assurance*	
18	M	Verify automatically if transfer was successful via a checksum	

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Developing an RFI

National Digital Stewardship Alliance, Levels of Digital Preservation, Version 1

	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 or content at fixed intervals - Maintain logs or 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 or 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

Questions?

http://researchdata.wisc.edu/news/happy-halloween-from-rds/