Digital Preservation Management Tools

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Digital Preservation Management:
Implementing Short-term Strategies for Long-term Problems

Digital Preservation Management Tools and Techniques

Scope

Organizations that are responsible for managing digital content across generations of technology are expdected to demonstrate conformance with standards and practice. To assist organizations in becoming a trusted digital repository (TDR), this set of management tools and techniques has been developed and tested by the Digital Preservation Management (DPM) workshops.

A TDR should:

- Adopt standards-based **principles** for sustaining digital preservation programs (**DCP principles**)
- Develop a high-level **digital preservation policy framework** (**DP model document**)
- Complete a **digital content review** (DCR) to determine the scope of responsibility (**DCR process**)
- Document current and desired **workflows** to enable improvement and automation (**DCM workflows**)
- Extend **disaster preparedness** to include digital collections (**disaster planning documentation**)
- Complete a periodic, cunulative **gap analysis** to document and measure progress (**self-assessment tool**)

The cumulative results of these activities produces not a single digital preservation plan, but substantial documenation and curation data to guide sustained digital **preservation planning** that is right-sized for an organization.

Each organization is expected to engage in these activities - and each organization should not have to start from scratch. These management tools and techniques are intended to help organizations get started on achieving these objectives - and keep going to sustain their efforts. If we approach achieving good practice for digital preservation with an open source perspective, organizations should be able to benefit from the successes and experiences of other organizations, and contribute back to help other organizations move forward.

Background

- Consolidate tools and techniques developed for DPM workshop
- Help organizations demonstrate good practice
- Provide management tools, techniques, examples
- Emphasize importance of organizational aspects
- Encourage common, shared practice
- Apply the DPM five stages

1. **Acknowledge**: understanding that digital preservation is a local concern
2. **Act**: initiating digital preservation projects
3. **Consolidate**: segueing from project to basic program
4. **Institutionalize**: rationalizing local efforts to establish a comprehensive program
5. **Externalize**: embracing inter-institutional collaboration and dependency

DP Tools and Techniques

- Digital Curation and Preservation Principles
- Digital Preservation Policy Framework
- Digital Content Reviews (high-level inventory)
- Digital Content Management Workflows
- Disaster Preparedness for Digital Content
- Self-assessment and Audit (TRAC Review tool)

Digital Preservation Principles

Objective

For organizations that are committed to becoming a Trusted Digital Repositories (TDR), a formative step for developing a sustainable digital preservation and curation program is to adapt and adopt a set of principles as a foundation.

Scope

Going through the process of identifying, adapting, and adopting a set of digital preservation principles is more important than which set of principles you select. Benefits of going through the review and approval process include:

- **Providing a high-level frame as a guide for developing the program**
- **Opening a high-level discussion about the current status at your organization**
- **Beginning to agree upon local use of terms and concepts**

Examples of community-based digital preservation principles to consider include:

- **Ten Principles**: convened by Robin Dale, co-chair of the Task Force that produced the initial TRAC document, in January 2007 with Seamus Ross representing DRAMBORA and Susanne Dobratz representing nestor
- **Data Seal of Approval**: principles that originated in the social data domain and extended to address any content
- NISO **Framework of Guidance for Building Good Digital Collections**: version 3 of principles that address Collections, Objects, Metadata, and Initiatives aspects of managing digital collections
- **Digital Preservation Outreach and Education (DPOE) principles**: ten principles developed for the DPOE program at the Library of Congress (**example** of the DPOE principles as adapted by MIT Libraries)

Sharing your principles once your organization adopts them provides a focal point for your next steps in developing your program and contributes to examples that are valuable to other organizations within the community that are working on similar efforts.

Five Stages Context for Digital Preservation Principles

1. **Acknowledge**: be aware that a guiding set of principles is invaluable for developing a digital preservation program
2. **Act**: establish a project to review, select, adapt, and adopt a set of principles that is suited to your organization
3. **Consolidate**: share the principles you develop internally to raise awareness
4. **Institutionalize**: incorporate the principles into design and development discussions and practice
5. **Externalize**: share your principles externally to contribute to the community and encourgage feedback to improve your principles

Watch this space …

DP Management Tools and Techniques will be available through the DPM workshop website at:

dpworkshop.org