



# Digital Preservation Management:

## Implementing Short-term Strategies for Long-term Problems

# Digital Preservation Management (DPM) Tools

Nancy Y McGovern  
Digital Preservation @ MIT Libraries  
DPM Workshops

# Topics

- Using DPM Management Tools
- New Tools (preview of content)
  - Roles and Responsibilities
  - Preservation Storage Management
  - Related: DPM Action Plans
- Existing Tools: updates (version 1.2) and lessons learned
- Release: by early March 2016



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

## Digital Preservation Management Tools and Techniques

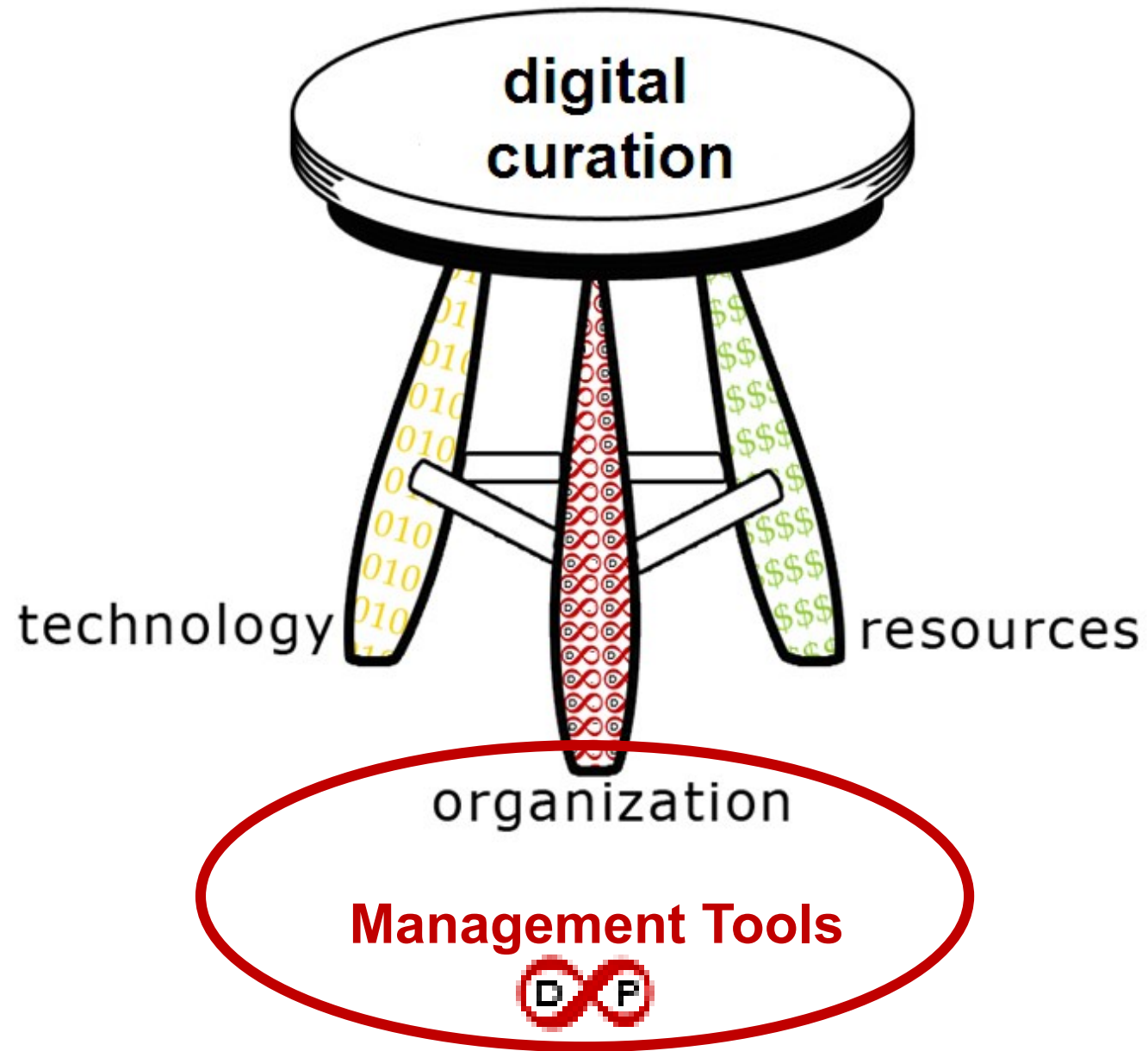
Organizations that are responsible for managing digital content across generations of technology are expected to demonstrate conformance with community standards and practice for digital curation and preservation, which continue to evolve. To assist organizations in demonstrating good practice and becoming recognized as a trusted digital repository (TDR), this set of digital preservation management tools and techniques has been iteratively developed and tested in the course of presenting nearly 50 Digital Preservation Management (DPM) workshops since we offered the first course in 2003.

### Scope

In demonstrating organizational readiness, there is a tool or technique to assist organizations in addressing and developing documentation in each of these areas:

- **Principles:** Adopt standards-based principles ([DCP principles](#))
- **Policy:** Develop a high-level policy framework ([DP model document](#))
- **Scope:** Complete a digital content review to define program scope ([DCR process](#))
- **Workflow:** Document workflows to improve and automate ([DCM workflows](#))
- **Preparedness:** Extend disaster preparedness to include digital ([disaster planning](#))
- **Self-assessment:** Engage in self-assessment to gauge progress ([self-assessment](#))

<http://dpworkshop.org/workshops/management-tools>



# DPM Five Stages

1. **Acknowledge:** accepting digital preservation as a shared concern
2. **Act:** initiating digital preservation projects
3. **Consolidate:** segueing from projects to programs
4. **Institutionalize:** incorporating external and rationalizing programs
5. **Externalize:** embracing collaboration and interdependency

# Mapping Tools to the DPM Five Stages

- 1. *Acknowledge*:** learn about tools
- 2. *Act*:** technology leg tools, e.g., formats, digital objects, workflows, etc.
- 3. *Consolidate*:** incorporate organizational leg needs
- 4. *Institutionalize*:** add management tools
- 5. *Externalize*:** integrates, collaborative tool environments