



# Creating Digital Preservation Policies



Maggie Downing

Manager of Digital Imaging

Conservation Center for Art and Historic Artifacts

# Definitions

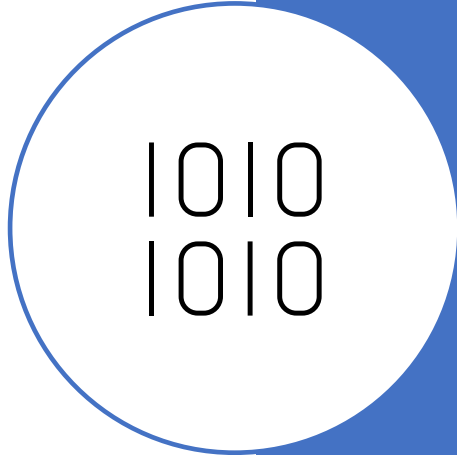
- **Digital records** – Individual digital items that are a part of a collection or archive
- **Digital collections** – Collection of digital records that are selected and managed in an archival environment.
- **Digital preservation** – combination of policies, strategies, and actions taken to preserve the accuracy, authenticity, and accessibility of digital records over time.
- **Digital preservation policy** – high-level policy document that states an institutional commitment to ongoing preservation of digital collections.



Resources Handout: <https://bit.ly/Digi-Pres-Policies>

# Challenges to Preserving Digital Records

- Dependent on technology
- Risk of technology obsolescence
- Human error or attack
- Abstract in concept
- Lack of staffing or training



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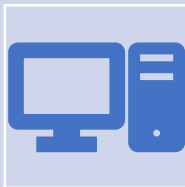
# Digital Preservation Policy



High-level document like a mission statement



Adopted by the highest level of the institution



Guides procedures and workflows

Digital Preservation Plan  
Collections Management Policy  
Accessioning procedures  
Digitization workflows

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# Digital Preservation Policy: Advantages

- Fulfills institutional mission
- Ensures commitment to digital preservation
- Strengthens grant applications for digitization
- Ensures digitization and digital collecting efforts are protected



# Who Should Be Involved?

- Primary staff who work with digital collections
  - Archivists, curators, librarians, IT
- Upper administration
- Patrons and users



# Digital Preservation Policy: Content



State commitment to digital preservation



Define the scope of digital records to be preserved



Define the stakeholders



Identify specific goals and best practices



Outline staff roles and responsibilities

Resources Handout: <https://bit.ly/Digi-Pres-Policies>

# Statement of Commitment

- Describe how digital preservation supports the organization's mission
- State an ongoing commitment regardless of staffing and institutional structure



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# Define the Scope of Digital Collections

## Examples:

- Digitized records from physical collections
- Born-digital records in the permanent collection
- Born-digital institutional archive records
- Define what is *out* of scope of digital preservation

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# Defining Collections: Digital Asset Register

- Broad Questions:
  - Description of group
  - Number of files
  - Required digital storage space
  - Number of copies
- Specific Questions:
  - File types (TIFF, JPEG, PDF, PPT, MP4, etc.)
  - Physical carriers (hard drives, servers, discs, etc.)
  - Access restrictions
  - Cost and ease of replacement



# Define Stakeholders

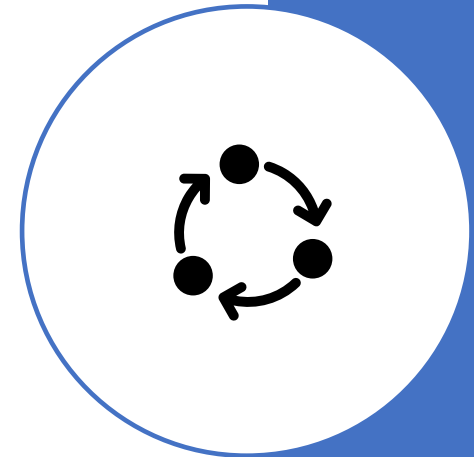
- Creators
  - Digitization team
  - Institutional staff
  - Donors
- Keepers
  - Archivists, collections managers, librarians, IT staff
- Users
  - Internal: Marketing, development, curators
  - External: Students, researchers, artists, genealogists, historians



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# Identify Goals and Best Practices

- Manage digital records throughout their lifecycle
  - Creation of the file
  - Selection for the collection
  - Ingest into the collection environment
  - Creation of metadata
  - Long-term storage
  - Preservation management
  - De-accessioning policies



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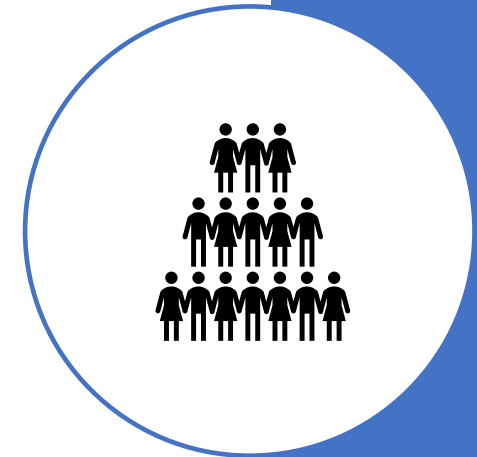
# NDSA Levels of Digital Preservation

Functional Area	Level			
	Level 1 (Know your content)	Level 2 (Protect your content)	Level 3 (Monitor your content)	Level 4 (Sustain your content)
<b>Storage</b>	<p>Have two complete copies in separate locations</p> <p>Document all storage media where content is stored</p> <p>Put content into stable storage</p>	<p>Have three complete copies with at least one copy in a separate geographic location</p> <p>Document storage and storage media indicating the resources and dependencies they require to function</p>	<p>Have at least one copy in a geographic location with a different disaster threat than the other copies</p> <p>Have at least one copy on a different storage media type</p> <p>Track the obsolescence of storage and media</p>	<p>Have at least three copies in geographic locations, each with a different disaster threat</p> <p>Maximize storage diversification to avoid single points of failure</p> <p>Have a plan and execute actions to address obsolescence of storage hardware, software, and media</p>
<b>Integrity</b>	<p>Verify integrity information if it has been provided with the content</p> <p>Generate integrity information if not provided with the content</p> <p>Virus check all content; isolate content for quarantine as needed</p>	<p>Verify integrity information when moving or copying content</p> <p>Use write-blockers when working with original media</p> <p>Back up integrity information and store copy in a separate location from the content</p>	<p>Verify integrity information of content at fixed intervals</p> <p>Document integrity information verification processes and outcomes</p> <p>Perform audit of integrity information on demand</p>	<p>Verify integrity information in response to specific events or activities</p> <p>Replace or repair corrupted content as necessary</p>
<b>Control</b>	<p>Determine the human and software agents that should be authorized to read, write, move, and delete content</p>	<p>Document the human and software agents authorized to read, write, move, and delete content and apply these</p>	<p>Maintain logs and identify the human and software agents that performed actions on content</p>	<p>Perform periodic review of actions/access logs</p>
<b>Metadata</b>	<p>Create inventory of content, also documenting current storage locations</p> <p>Backup inventory and store at least one copy separately from content</p>	<p>Store enough metadata to know what the content is (this might include some combination of administrative, technical, descriptive, preservation, and structural)</p>	<p>Determine what metadata standards to apply</p> <p>Find and fill gaps in your metadata to meet those standards</p>	<p>Record preservation actions associated with content and when those actions occur</p> <p>Implement metadata standards chosen</p>
<b>Content</b>	<p>Document file formats and other essential content characteristics including how and when these were identified</p>	<p>Verify file formats and other essential content characteristics</p> <p>Build relationships with content creators to encourage sustainable file choices</p>	<p>Monitor for obsolescence, and changes in technologies on which content is dependent</p>	<p>Perform migrations, normalizations, emulation, and similar activities that ensure content can be accessed</p>

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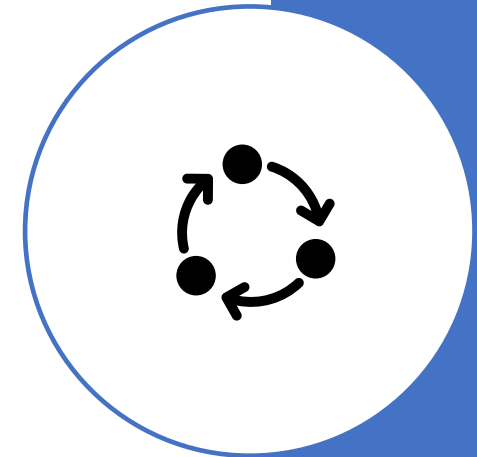
# Outline Staff Roles and Responsibilities

- Who is responsible for:
  - Creating guidelines for creation of digital records
  - Selecting and accessioning digital records
  - Tracking inventory of digital records
  - Creating documentation for managing digital records
  - Monitoring storage and backups
  - Migrating files and media to new formats as needed
  - Monitoring the digital preservation field



# Identify Supporting Documents

- Records Retention Policy
- Collections Management Policy
- Accessioning Procedures
- Access Policy
- Digitization Procedures



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# Examples of Digital Preservation Policies

Dartmouth College  
Libraries

Yale University Library

American Museum of  
Natural History

# Thank You!



Maggie Downing –  
[mdowning@ccaha.org](mailto:mdowning@ccaha.org)



Larissa Kraye -  
[larissa.kraye@unmc.edu](mailto:larissa.kraye@unmc.edu)

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