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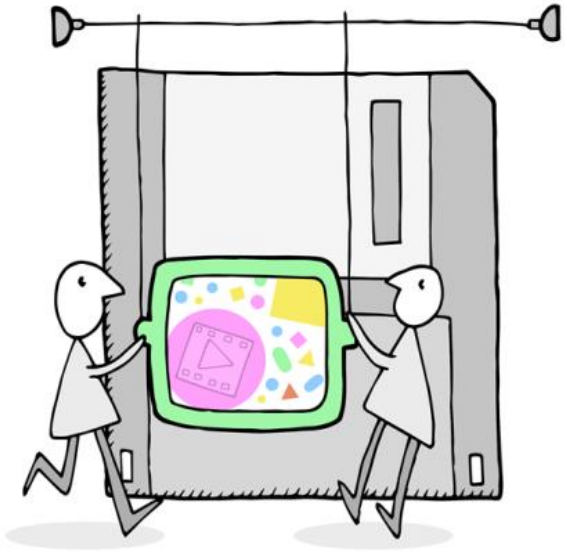
Making Progress in Digital Preservation

… from basic steps to business as usual



Progress: 3 fronts

Essentials: DP basics

Recap: Getting Started ➔ Making Progress

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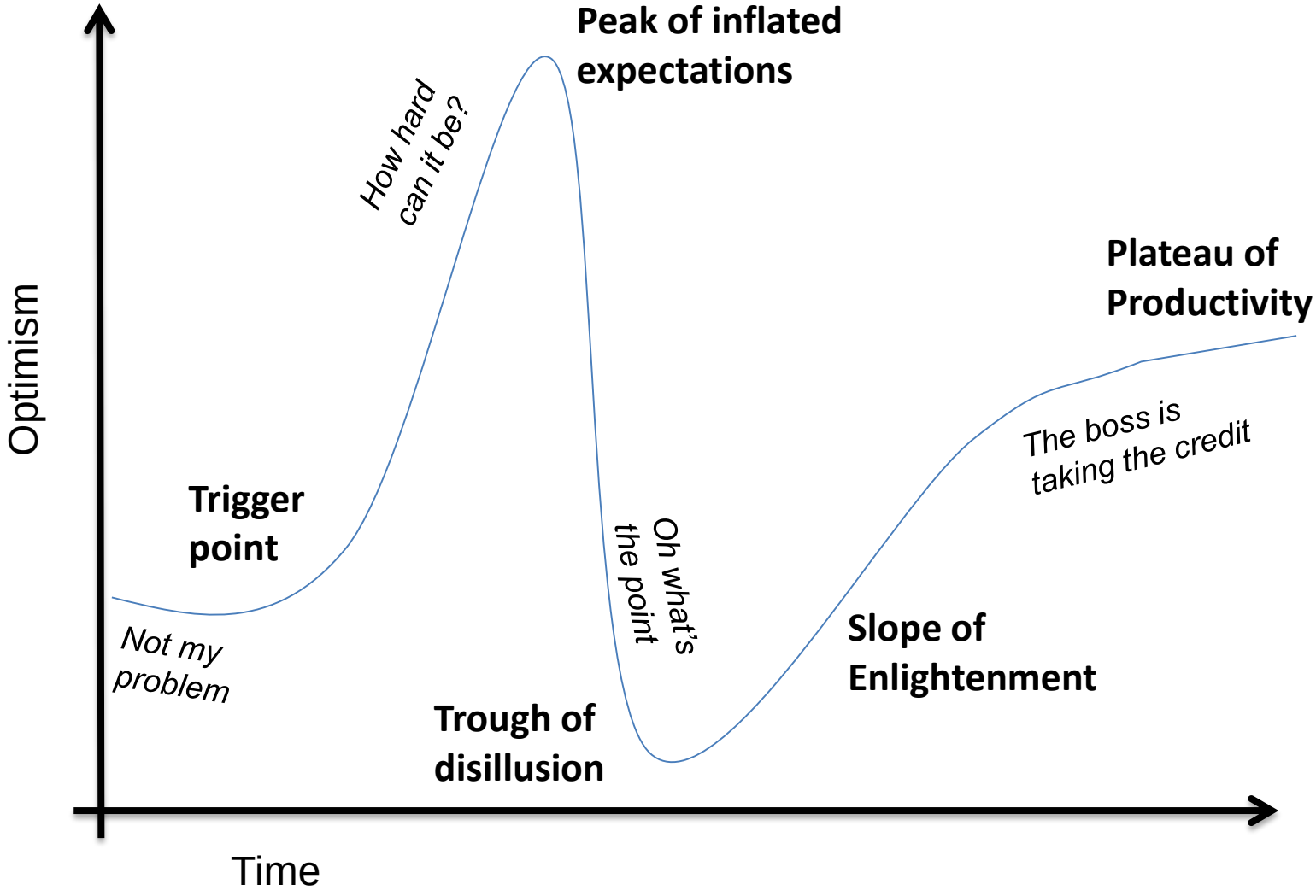
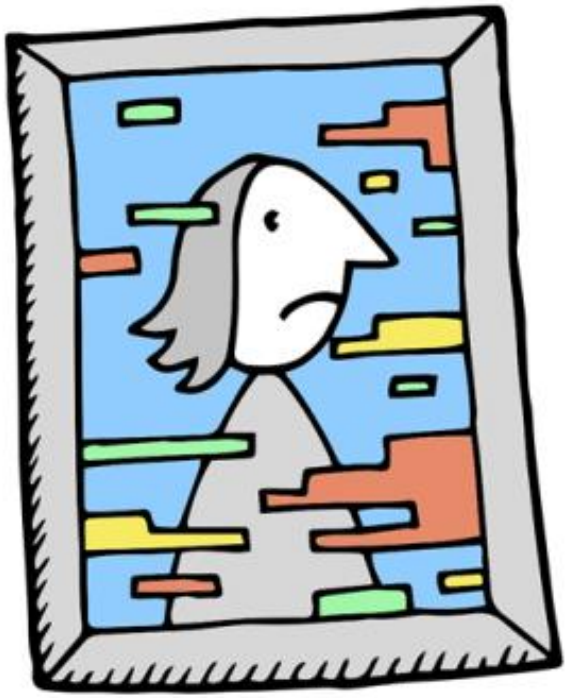
With apologies to Gartners' Hype Cycle





What have you tried already?

What has worked?
What has not?
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What questions

… we'll try to make sure your questions are answered

Part one:
Making progress on three fronts

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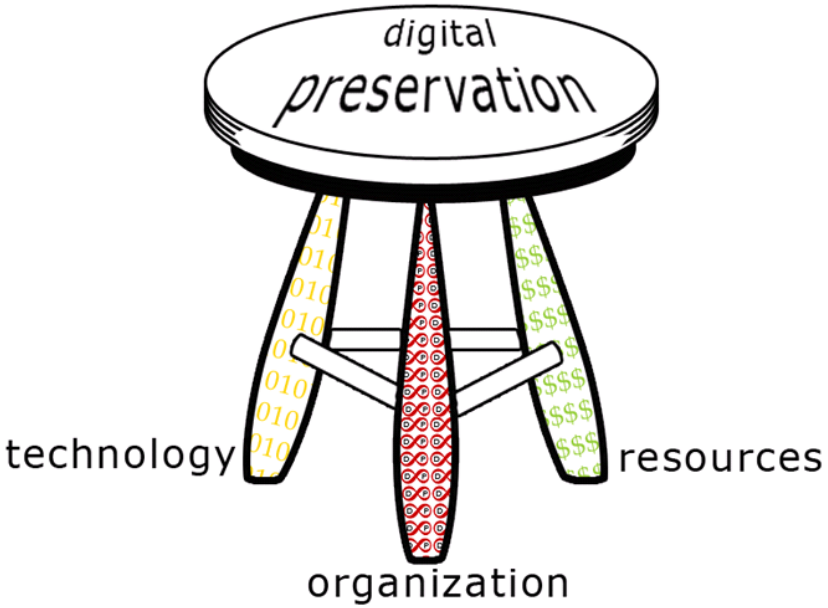

Progress on three fronts

- Technology
- Organisation
- Resources

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Making Progress in Digital Preservation

basic steps to business as usual

Progress on three fronts

- Technology ➔ Practical problem solving
- Organisation ➔ Embedding policy
- Resources ➔ Understanding requirements

Part two:
Digital Preservation Basics

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Digital preservation typically makes bleak reading

<Enter your details here>

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Access and long term use depends on the configuration of hardware and software and the capacity of the operator.

Documentation

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Technology continues to change creating the conditions for obsolescence.

Need to become a learning institution

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Storage media have a short life and storage devices are subject to obsolescence.

Be mobile and format neutral

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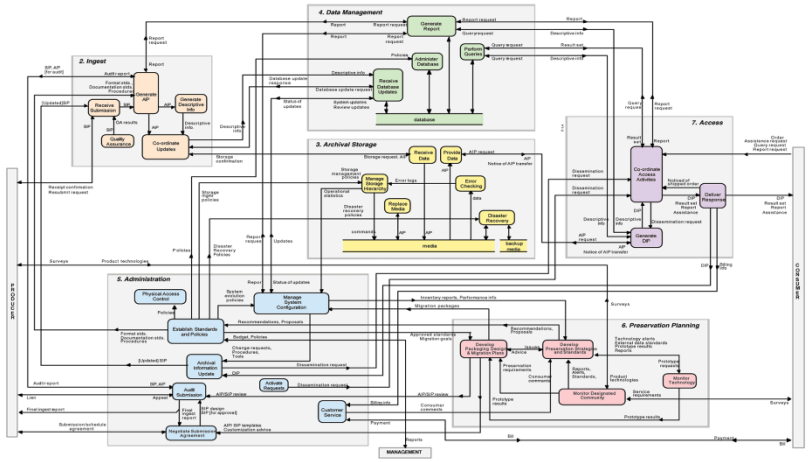

Digital preservation systems are subject to the same obsolescence as the objects they safeguard.

Standards and modularity

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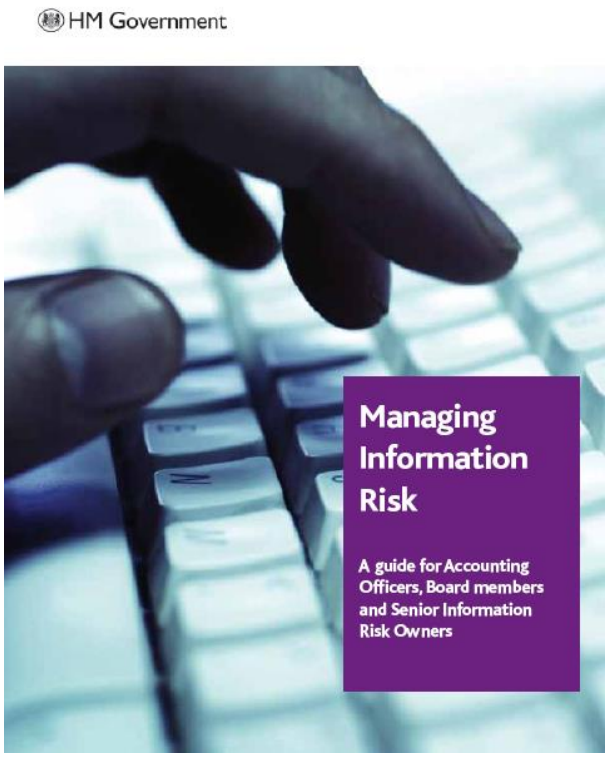
Digital resources are intolerant of gaps in preservation.

Ongoing process



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Different strategies for different types of user or collection or interaction

Find meaningful answers for how to preserve in your institutional mission

Part three:
Getting started – A recap

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Getting started in digital preservation: A recap

Know what you have

Prioritise the risks

Plan what to do about them

Test the plan

Implement the plan

Check the plan has worked

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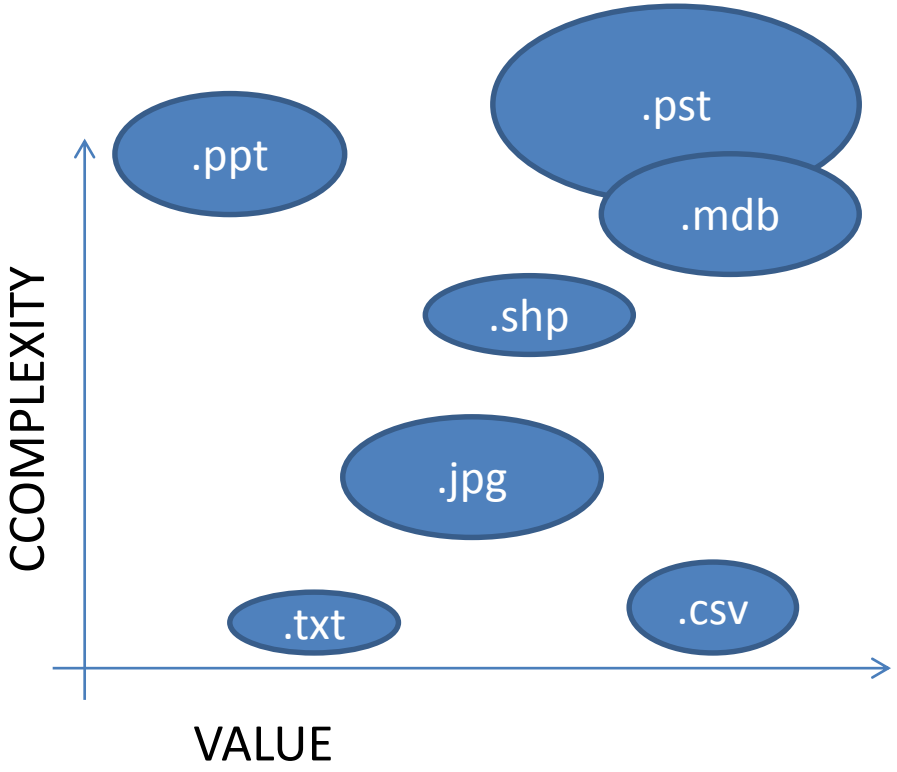
Knowing what you have: Making sense of your collections



Characterisation

- Technology not content
- Duplication
- Fixity

Some tools

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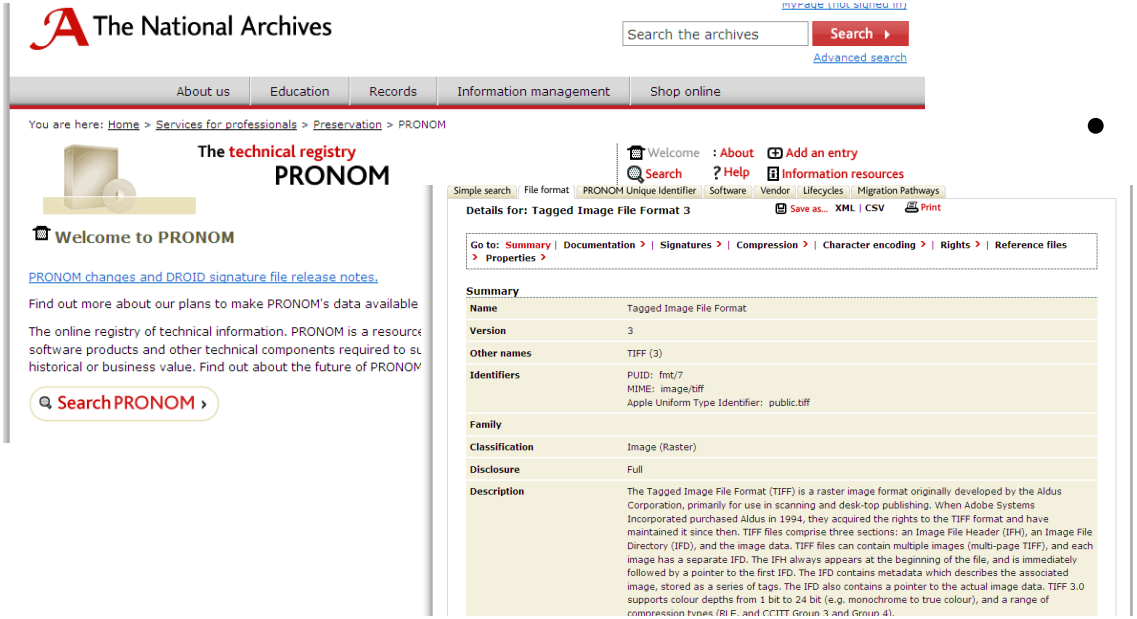
Tools to help: Pronom + Droid et al



- Pronom: a register of file formats and their behaviours
  DROID: a tool that analyses the files on a system

http://www.nationalarchives.gov.uk/PRONOM/Default.aspx

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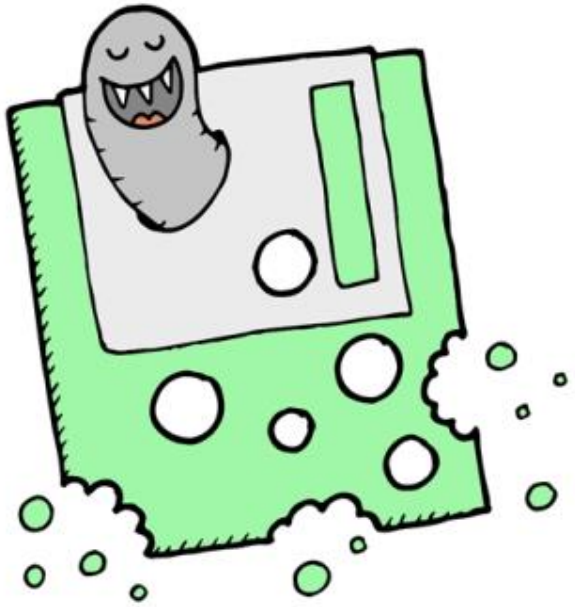

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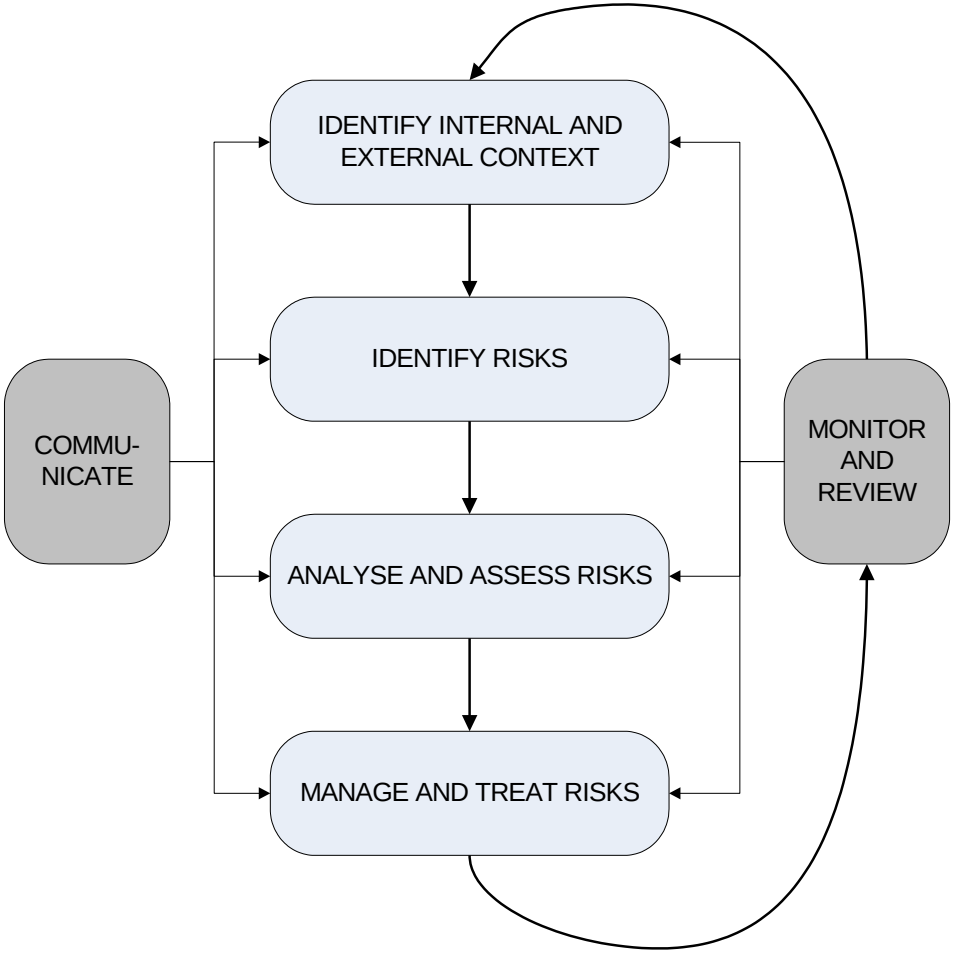
know the risks:
prioritise your actions

Overview of RM Process



Identifying Risks

Some examples of risks to digital media:

- File format obsolescence
- Media degradation (bit rot)
- Media obsolescence
- Hardware obsolescence
- Viruses
- Dissociation (loss of context)
- Network failures
- …etc…

Example Risk

RISK	**CDs are damaged and not readable**
Consequence	Data loss, Disassociation of other data sets
Likelihood	4
Impact	5
Score	20
Frequency	Annual check
Owner	Senior Information Risk Owner
Response	Copy it, backup onto a network server, Wrap information together into a single container
New Likelihood	2
New Impact	2
New Score	4
Frequency of Review	Annual

Evaluating Risks and Making Decisions

	Consequences		
Likelihood	Major	Moderate	Minor
Likely	**Priorities**		
Possible			
Unlikely			

planning preservation

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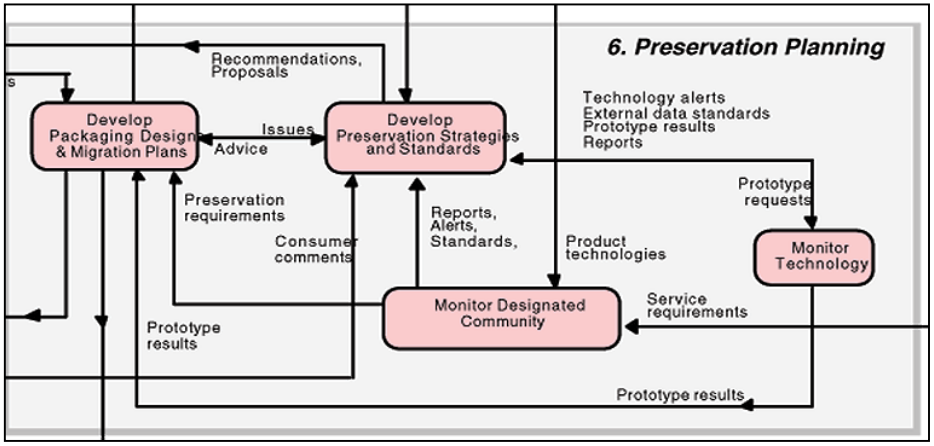
Preservation Planning



Four Approaches :

- OAIS
- DMPonline
- PLATO
- Simple exercises

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Preservation Planning in 12 Questions

1. Why do we want to keep this stuff?
2. For whom are we keeping it? How do we test their expectations?
3. What are our preferred preservation approaches?
4. What is the collection? How does it break down?
5. What risks do the different parts of the collection face?
6. What are the highest priorities for action?
7. What actions should we take to meet them?
8. What tools do we have available to carry them out?
9. What are our constraints in terms of cost / resources?
10. What are our expectations of quality?
11. How will we validate our plans?
12. How and when will we update our plans?

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Has anyone written a preservation plan?

What worked? What has not?
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