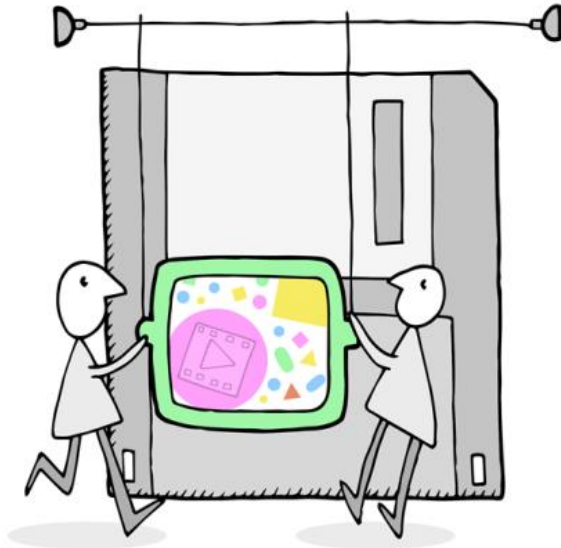




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# Making Progress in Digital Preservation

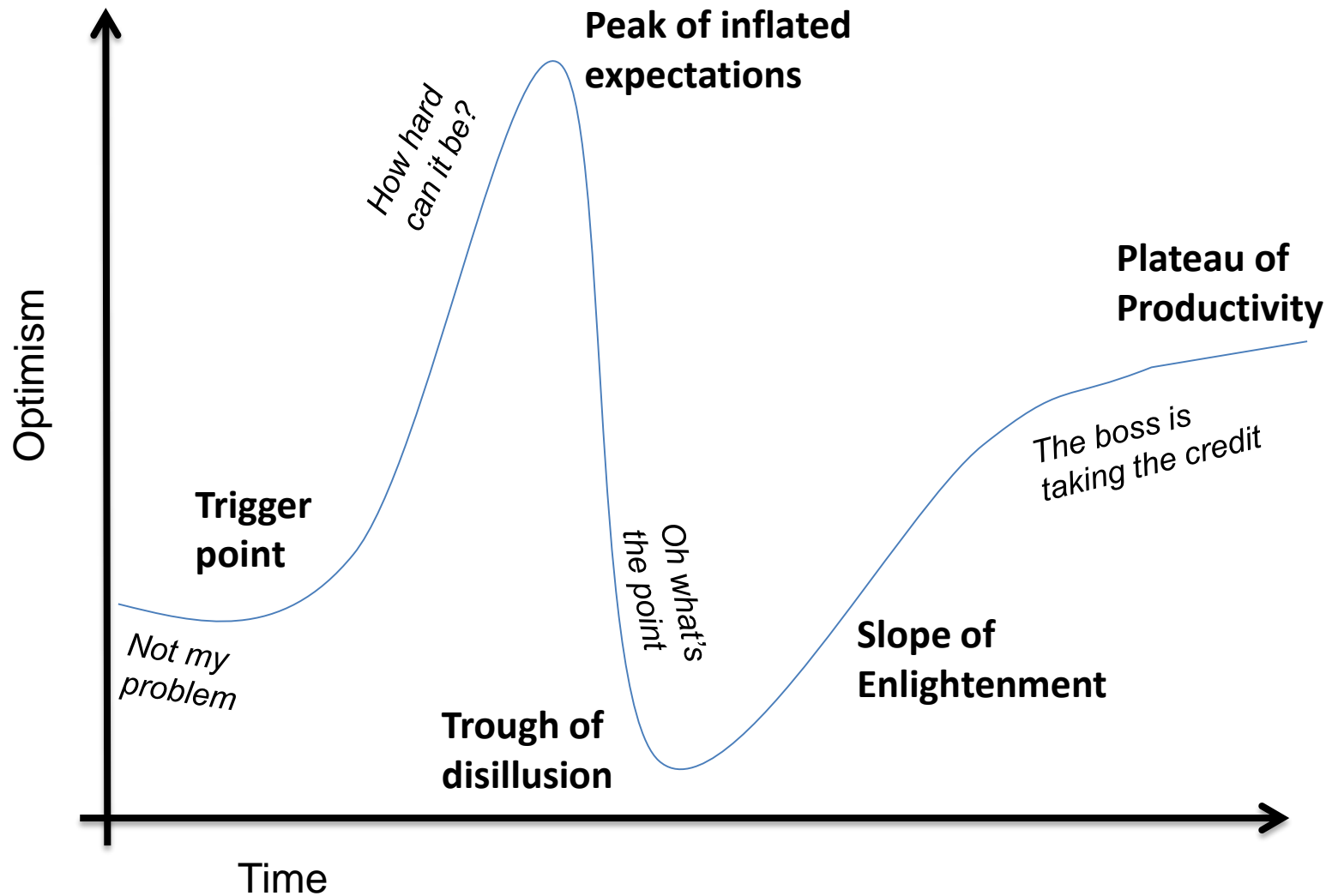
## ... from basic steps to business as usual



Progress: 3 fronts

Essentials: DP basics

Recap: Getting Started → Making Progress





# What have you tried already?

What has worked?

What has not?

What has stopped you?

What has encouraged you?

What questions

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

Part one:

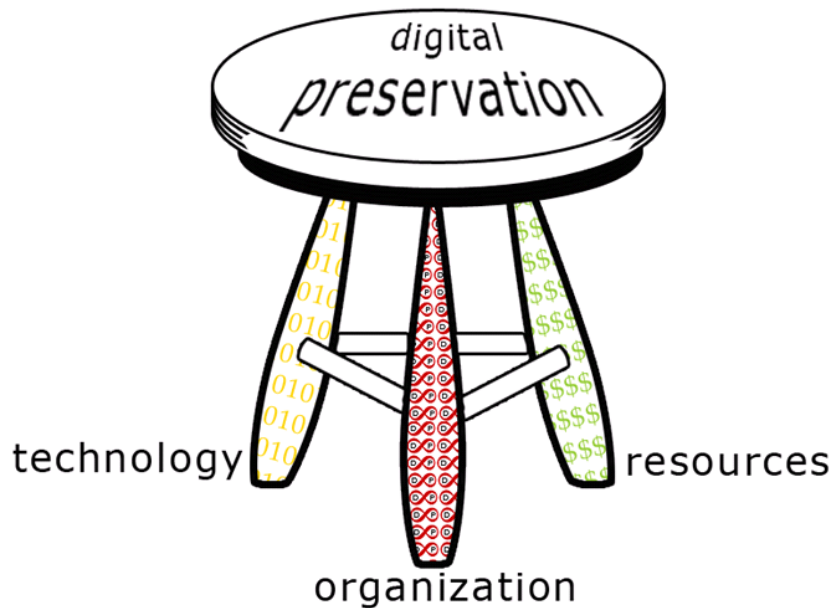
Making progress on three fronts



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# Making Progress in Digital Preservation

... from basic steps to business as usual



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

## Digital preservation typically makes bleak reading



*<Enter your details here>*

.....

.....

.....





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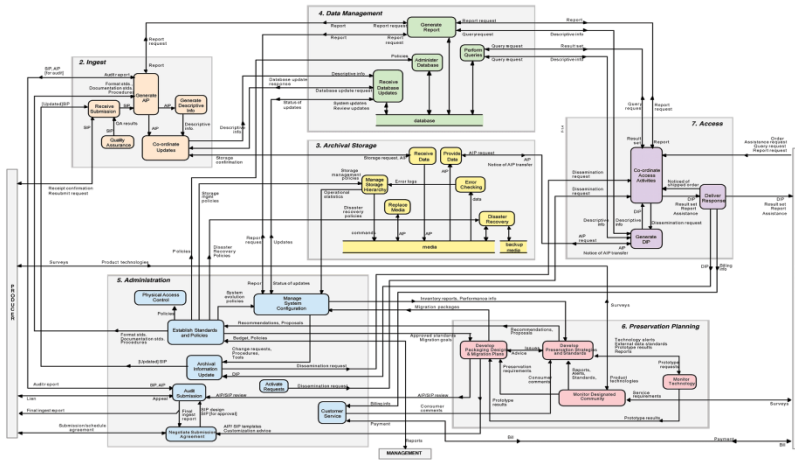
*Storage media have a short life  
and storage devices are subject  
to obsolescence.*



Be mobile and format neutral

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

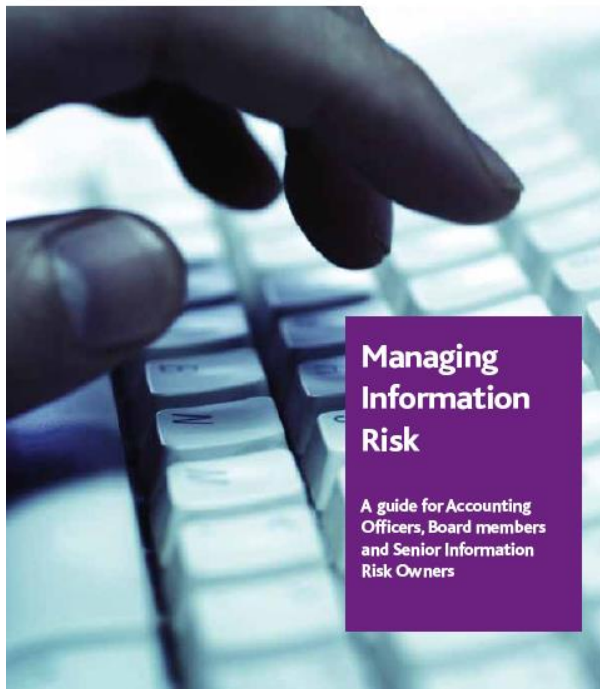
Standards and modularity



*Digital resources are intolerant  
of gaps in preservation.*

Ongoing process

HM Government





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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



## 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

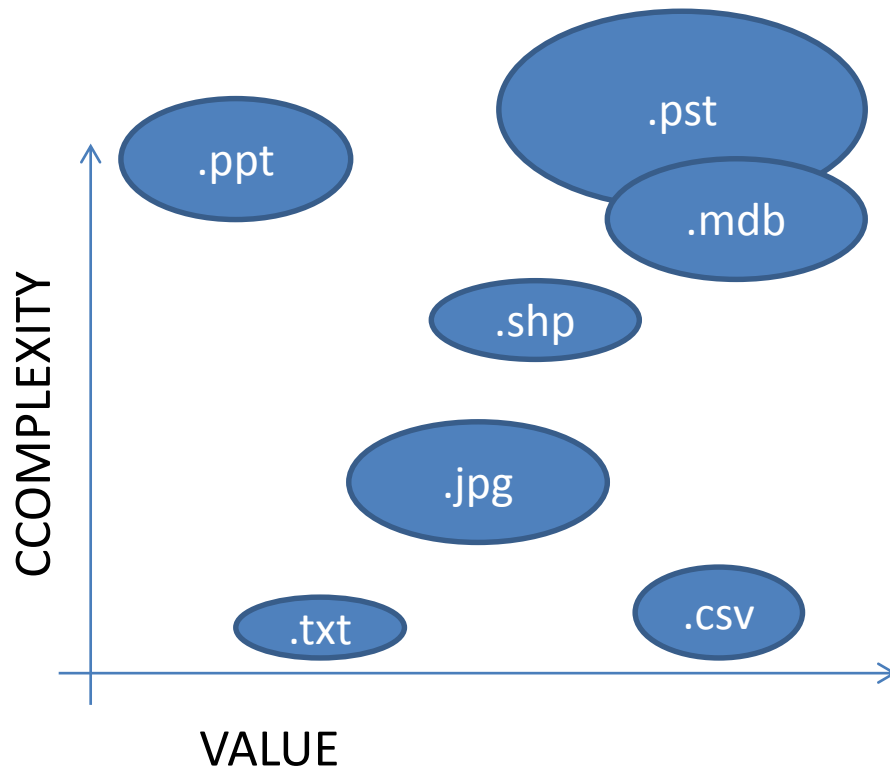


Check the plan has worked





## 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

The screenshot shows the PRONOM website interface. At the top, it says 'The National Archives' with a search bar and a 'Search' button. Below this is a navigation menu with links like 'About us', 'Education', 'Records', 'Information management', and 'Shop online'. The main content area is titled 'The technical registry PRONOM' and includes a 'Welcome to PRONOM' message. A sidebar on the left contains links to 'PRONOM changes and DROID signature file release notes' and a 'Search PRONOM' button. The main content area displays 'Details for: Tagged Image File Format 3' with a table of properties and a description.

Summary	
Name	Tagged Image File Format
Version	3
Other names	TIFF (3)
Identifiers	PUID: fmt/7 MIME: image/tiff Apple Uniform Type Identifier: public.tiff
Family	
Classification	Image (Raster)
Disclosure	Full
Description	The Tagged Image File Format (TIFF) is a raster image format originally developed by the Aldus Corporation, primarily for use in scanning and desk-top publishing. When Adobe Systems Incorporated purchased Aldus in 1994, they acquired the rights to the TIFF format and have maintained it since then. TIFF files comprise three sections: an Image File Header (IFH), an Image File Directory (IFD), and the image data. TIFF files can contain multiple images (multi-page TIFF), and each image has a separate IFD. The IFH always appears at the beginning of the file, and is immediately followed by a pointer to the first IFD. The IFD contains metadata which describes the associated image, stored as a series of tags. The IFD also contains a pointer to the actual image data. TIFF 3.0 supports colour depths from 1 bit to 24 bit (e.g. monochrome to true colour), and a range of compression types (RLE and CCITT Group 3 and Group 4).

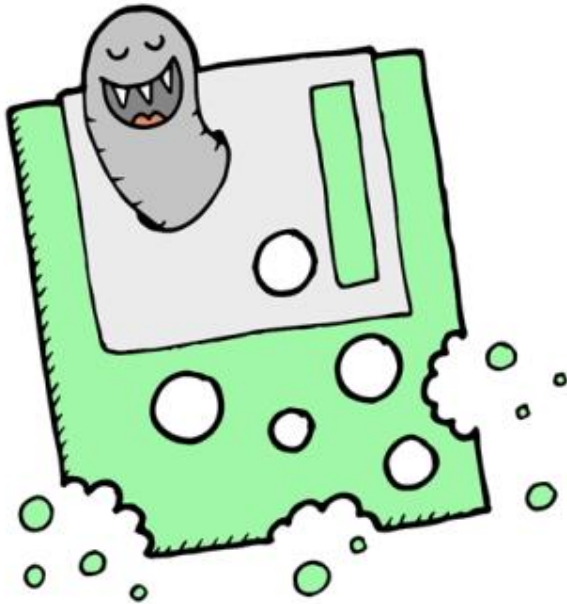
- Pronom: a register of file formats and their behaviours
- DROID: a tool that analyses the files on a system

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

[www.dpconline.org](http://www.dpconline.org)



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# What have you tried already?

What has worked?

What has not?

What has stopped you?

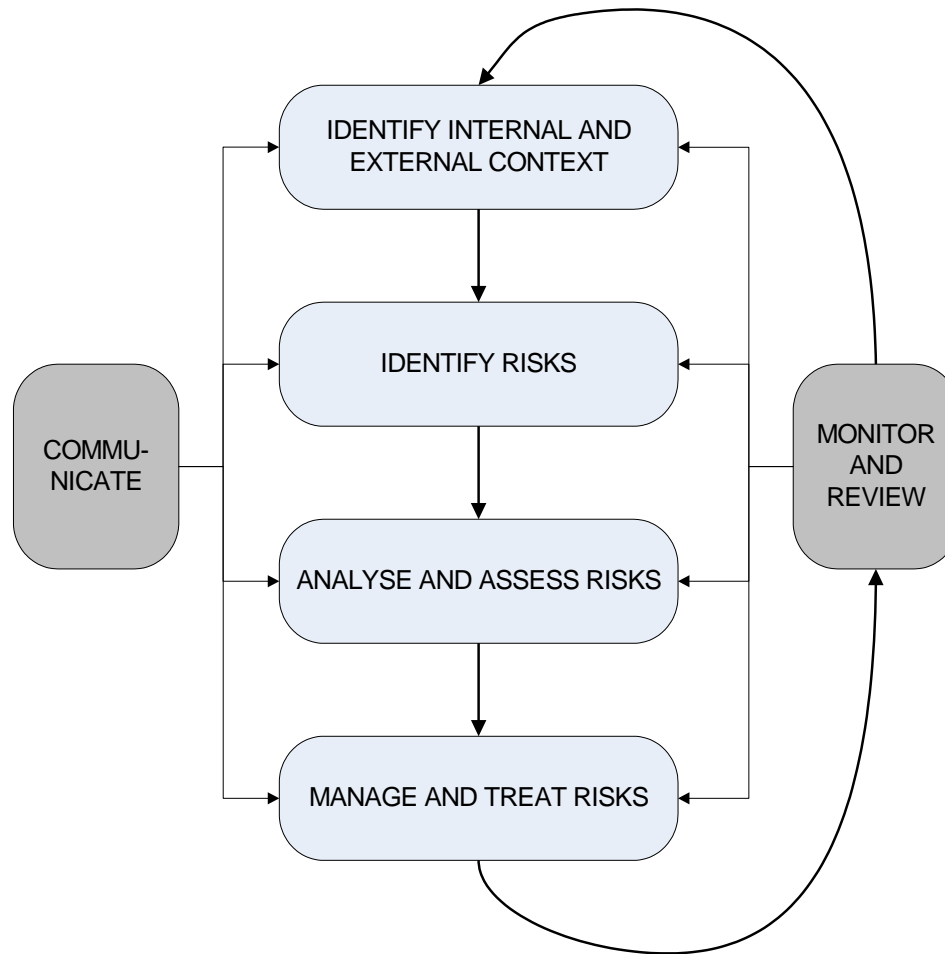
What has encouraged you?

What questions

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

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

<b>RISK</b>	<b>CDs are damaged and not readable</b>
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

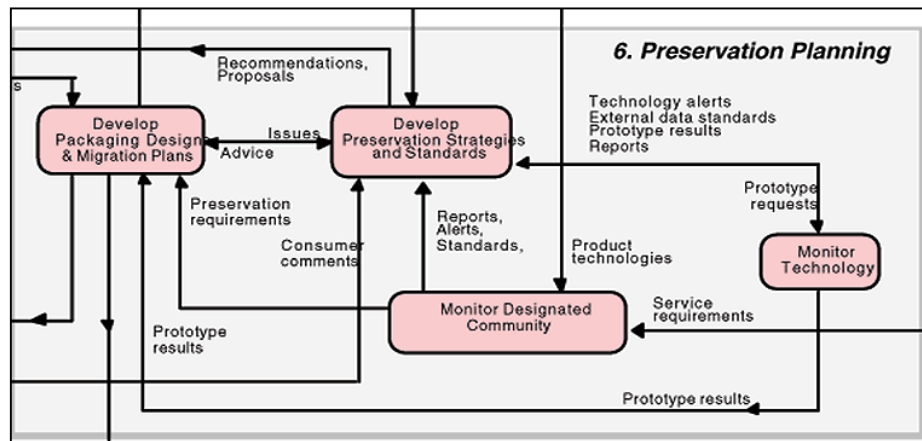
# Evaluating Risks and Making Decisions

	Consequences		
Likelihood	Major	Moderate	Minor
Likely	<b>Priorities</b>		
Possible			
Unlikely			



planning preservation

# Preservation Planning



Four Approaches :

- OAIS
- DMPonline
- PLATO
- Simple exercises

## 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?**

**What has stopped you?**

**What has encouraged you?**