

DIGITAL PRESERVATION AT OXFORD AND CAMBRIDGE (DPOC)

RESPONDING TO INSTITUTIONAL DIGITAL PRESERVATION NEEDS: A SHARED, LAYERED CHALLENGE



OVERVIEW

- DPOC project
- Starting out on the road to change
- Phase 1: Auditing
- Phase 2: Implementation
- The case study approach: Cambridge
- Challenges
- How do we begin to change our institutions?



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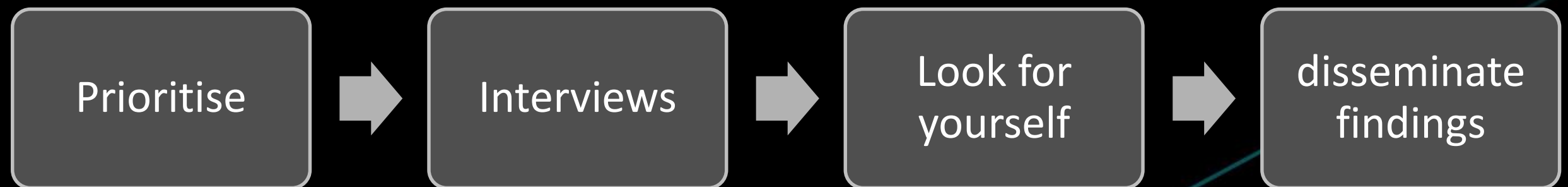
DIGITAL PRESERVATION AT OXFORD AND CAMBRIDGE (DPOC)



STARTING OUT ON THE ROAD TO CHANGE

- Raising awareness and leveraging funding
- 2 year lead time
- Forming the team
- Having something to work towards

PHASE 1: AUDITING

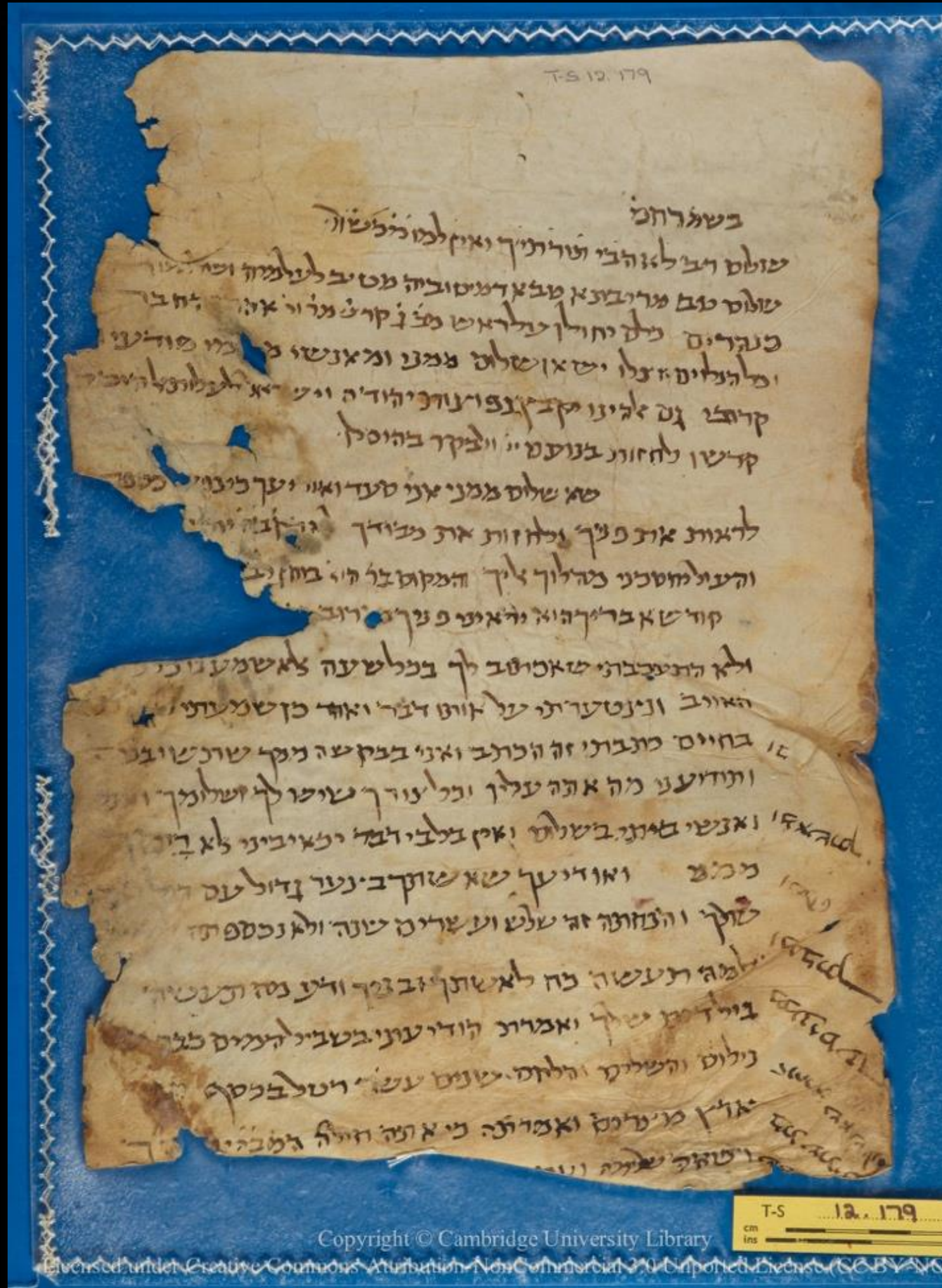


PHASE 2: IMPLEMENTATION

- Business case
- Policy & strategy
- Training programme
- Digitisation workflow alterations (Oxford)
- Institutional repository technical development (Oxford)
- Case studies (Cambridge)

CASE STUDY 1: DIGITISATION

- Hardware and infrastructure upgrades
- Procedure development
- Reactive training and 'upskilling'



CASE STUDY 2: PERSONAL PAPERS

- Fragility & complexity
- Rights issues
- Born-digital acquisitions

The future of literary past: Archives goes digital as British Library wins Wendy Cope archive

By Nick Owen | 21 April 2011

Tags: London | Literary History | Digital collections | All tags

C24 Feature



© Hughes Estate / British Library Board

The British Library's recent acquisition of the largest ever literary archive in its history is an enticing sign of things to come as archivists adapt to newer means of communication.

The literary records of Wendy Cope, the acclaimed poet and author of such volumes as *Making Cocoa for Kingsley Amis*, **have been given to the library**, joining the likes of Ted Hughes, Harold Pinter and other literary luminaries.

Unlike other archives, though, Cope's contains more than 40,000 emails and Word documents, along with notebooks dating back to 1973.



Dear Graham,

I was very interested letter. You seem to have very good idea and I congratulate you on the way you are making work, and wish you great for the future.

C24 Feature

The fan letters Agatha Christie replied to



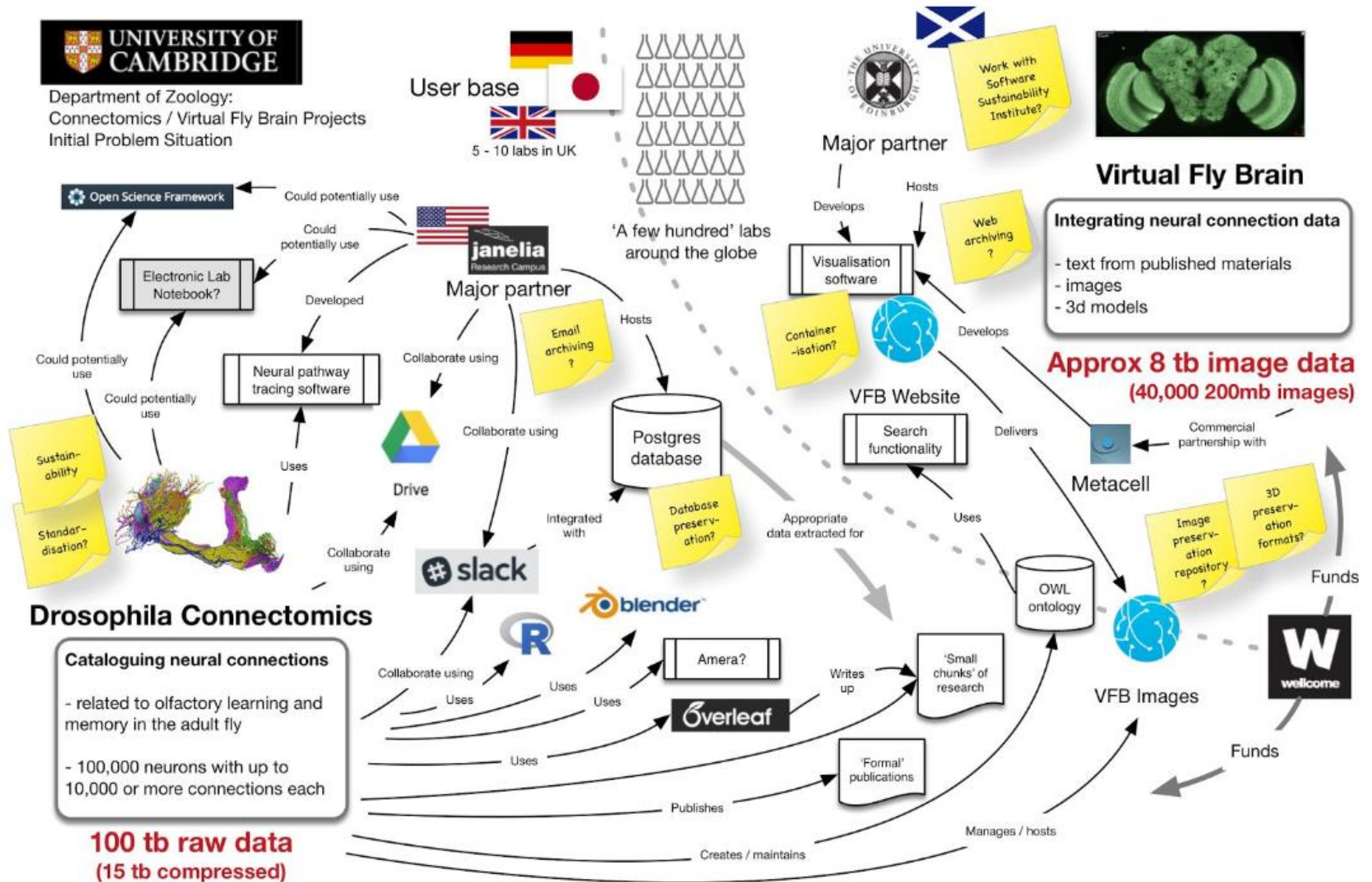
News

Burns Birthplace Museum on the Bard's many faces



News

CASE STUDY 3: RESEARCH DATA



WHAT ARE THE CHALLENGES?

COMPLACENCY

- It means you become reactive to problems - you cannot be proactive
- If you don't plan for the future & you ignore it, it will become a problem



INSTITUTIONAL MYTHS & ASSUMPTIONS

- People think someone else is taking care of it
- Assuming that the system can do it or is already doing it
- important to find the single points of failure and test them



INSTITUTIONAL MEMORY

- People will forget failures when things are working again
- A lack of succession planning - means unrecorded knowledge & project work will be lost
- Not having an record keeping system means important files can be lost



LACK OF COMMUNICATION

- Lack of communication between teams causes silos & duplicated work
- Not having a shared digital preservation terminology creates confusion
- What is missing? What are we working on? How does our service work?



HOW DO WE BEGIN TO
CHANGE OUR
INSTITUTIONS?

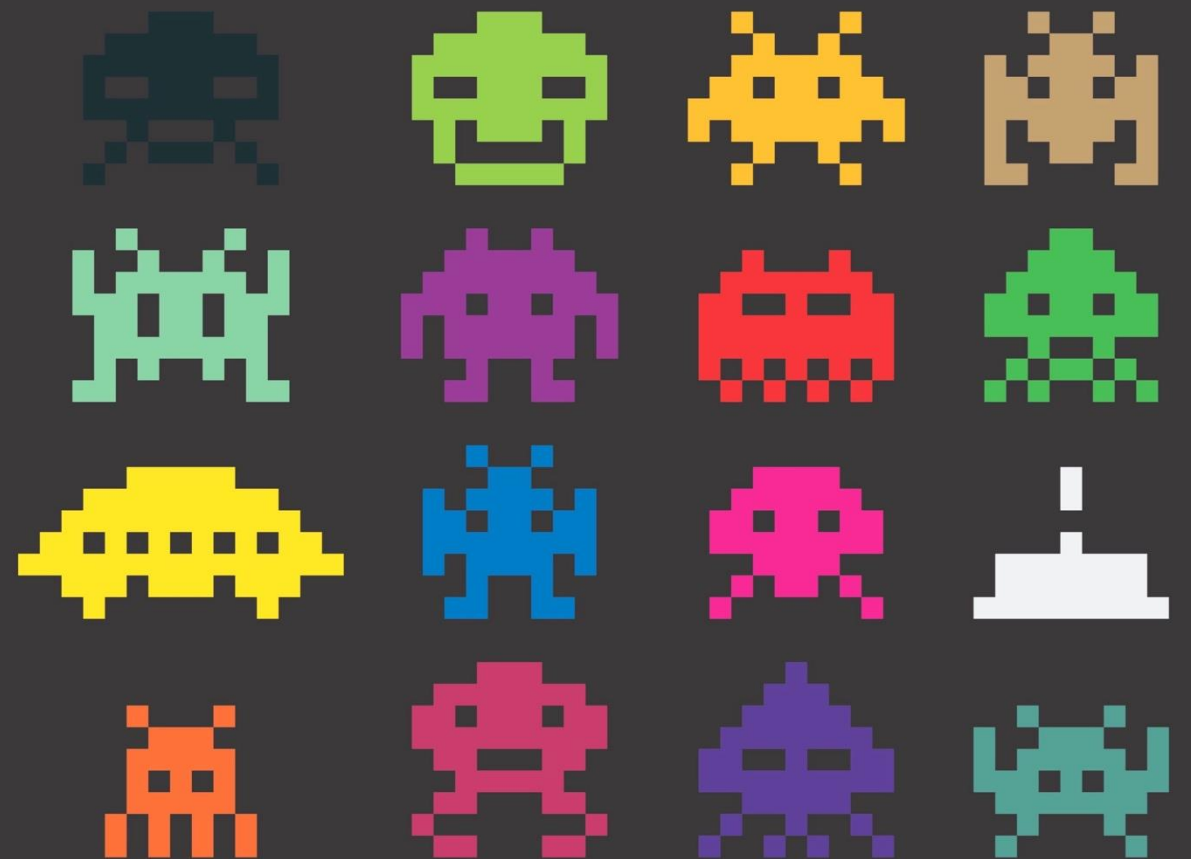
MANAGER BUY-IN

- make sure they are being given the right message – know your audience
- Scare people - remind them of the failures
- Carrot & stick vs. carrot without stick
- get a commitment to organisational learning



PICK YOUR BATTLES

- You can't solve it all in one go
- pick quick wins to demonstrate impact
- find the balance between change & upsetting staff



INTERNAL ADVOCACY

- Big/formal opportunities
- informal opportunities
- ensure consistent terminology is used
- communicate services & systems - including upcoming changes
- communicate successes & failures



STOP PUTTING IT INTO A PROJECT

You need to commit to a programme. Not having one means...


- No succession planning
- Lack of record keeping
- Leads to duplicated work and loss of institutional memory



NO MATTER WHERE YOU ARE ON YOUR JOURNEY...

JUST BECAUSE YOU PUT SOMETHING IN PLACE
DOESN'T MEAN YOU ARE DONE.





Thank you!

Any questions?

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