

Museums and Galleries Working Group: Terms of Reference

V1.0

Version	Date	Name	Change Details
0.1	27/01/2023	Jen Mitcham	Initial draft for comment
0.2	15/02/2023	Jen Mitcham	Change to membership statement
1.0	13/04/2023	Jen Mitcham	Terms agreed by Working Group

Purpose

The Museums and Galleries Working Group brings together DPC Members working with digital content in museums and galleries to discuss digital preservation issues. First and foremost, this working group is intended as a supportive network for those with responsibilities for digital preservation in this context. It provides a regular forum for making contacts, building relationships, learning from peers and sharing successes and challenges.

Discussions within the group may focus on specific challenges relating to digital preservation in museums and galleries, for example how to advocate for digital preservation, how to manage large and/or complex digital collections and challenges relating to enabling access. The agenda will be led by the group, reflecting current topics and concerns for group members.

Membership

Membership of this working group is specifically aimed at DPC Members who are working on preserving digital collections within a museum or gallery. Non-members, including DPC Supporters (who provide digital preservation services or software to the community), are not able to join this group, though there may be instances where the group invites an external speaker to present at a particular meeting.

Meetings will be chaired by a member of DPC staff and note taking and administrative support will also be provided by the DPC. A vice-chair will be appointed from within the group to provide support to the chair where necessary.

Values

The working group is established under the auspices of the DPC Executive Board. As such it will adopt the constitution, norms and values of the DPC. Consequently, within the terms of reference it will:

- care for our members, resources, people and environment.
- maintain neutrality in respect to solutions, approaches, sectors, suppliers and vendors.
- be open, transparent and accountable to members.
- amplify the needs and successes of our members.
- be open to all stakeholders with a presumption of positive intent.
- respond to the needs of members in the delivery of services.
- be authoritative, current and concise in all our publications and communications.
- be respectful, welcoming, inclusive and transparent in all our dealings.
- be evidence-led, making effective use of data in decision making.

The working group will act on its values and be transparent with respect to how they are implemented.

The working group meets under the DPC's Inclusion and Diversity policy. DPC is committed to being accessible to everyone who wishes to engage with the topic of digital preservation. Communities that fully embrace these values are shown to be more effective, innovative, and united. Therefore, we expect participants to be positive, accepting, and sensitive to the needs and feelings of others. Harassment of any member of the DPC Community will not be tolerated and appropriate steps will be taken to deal with any such issues. For more information, see the [DPC Inclusion and Diversity Policy](#).

Conflicts of interest and confidentiality

Any conflicts of interest will be declared at the start of each meeting, particularly if a potential conflict relates to the provision of for-profit tools or services. Participants are encouraged to raise any concerns about conflicts of interest with the chair.

Members will be made aware that discussions relating to particular people, organizations or products should be treated confidentially.

Scope

Proposed topics in scope include:

- Advocacy and 'making the case' for digital preservation within this sector.
- Measuring and benchmarking progress.
- Ensuring the provenance, authenticity, and integrity of digital collections selected for long-term preservation.
- Sharing experiences of issues and problem-solving when preserving digital collections in museums and galleries.
- Identifying, sharing, and discussing examples of good practice.
- General queries about how to preserve specific types of content or file formats.
- Recommending ways that the museums community might work together to address the challenges of preserving and providing access to digital collections.
- Identifying opportunities for collaboration.

Out of scope:

- Endorsement of particular standards, tools, approaches or techniques
- Detailed problem-solving for individual members or organizations

Frequency and timing

The working group will meet every 2 months and meetings will be scheduled to facilitate as best as possible, participation of DPC Members from around the world. The Group will meet for an hour at a time, using the Zoom platform.

Outputs

Recordings of the meetings will not normally be taken as this may restrict the frank and open flow of discussion, although exceptions may be made if a presentation is being given and it is agreed with the presenter(s) that this could be recorded for group members not able to attend. Brief summary notes from each meeting will be taken, recording any actions and a summary of discussion points. This will be made available to working group members.

At least once a year, a blog post will be published on the DPC blog discussing key learnings and takeaways from the working group.

Agenda

Each meeting will be advertised in advance and working group members will be encouraged to submit items for the agenda. A typical agenda will be as follows:

- Welcome and introductions (if necessary)
- Conflicts of interest
- Actions from last meeting
- Reports and updates from group members
- Agenda items as defined by group members
- Date and proposed topics for next meeting

Evaluation

The working group will be evaluated as part of the DPC's overall and ongoing evaluation of its effectiveness.