



Digital**Preservation**Coalition

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Annual Report 2009-2010



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# chairman's introduction



It is a great pleasure for me to write the chair's introduction to the DPC annual report for the first time. The DPC is in rude health and thanks to the combination of the hard work of the DPC staff, and the active participation of our members, there is a lot to write about.

The year started with a change at the top. We waved goodbye to the Coalition's chairman, Ronald Milne, in July, wishing him well on his new posting at the Alexander Turnbull Library in New Zealand. The vacancy was temporarily filled by vice chair, Bruno Longmore of the National Archives of Scotland who led us through our Planning Day in early November and AGM and Board meetings in late November at which I was delighted to be elected chair. I'm sure the staff and the rest of the Board would want me to start by thanking Bruno and Ronald for their effective, diligent and genial oversight of the Coalition and I'm particularly grateful that Bruno agreed to stay on as vice chair for another year.

This has been one of our most dynamic years since the Coalition was founded. A series of high profile changes to our public face – like a complete re-launch of the website and a new format and frequency for the 'What's New' alert service – have been matched by a series of new initiatives behind the scenes. Close observers will be aware of the work of the review group which has examined the structure of the membership, and the establishment of a new task force on web archiving and preservation. Less obvious but perhaps more important has been the involvement of the Coalition in a number of successful funding applications which will be realised in 2011. All of these changes have taken place in the context of the DPC's three year strategic plan, now well into its second year of operation and against a backdrop of a continuing programme of events and publications.

# chairman's introduction

It's been a great year, but our best times are yet to come

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The highlight of the year has been the significant increase in membership, evidence of a growing demand for the opportunities which membership brings. We welcomed six new members in 2009/10, strengthening and extending the reach of the already very active member base.

English Heritage was the first new member, joining in September 2009. English Heritage is best known for its management of historic properties and for its statutory responsibilities towards protecting England's archaeology and architecture. This demanding work depends on – and continually augments – an enormous archive of site records, drawings, maps plans, aerial photographs and scientific data sets which constitutes one of the largest and most diverse archives in the country. At the time of joining, the National Monuments Record – the public record of English Heritage – held some 18.5 terrabytes of data. We welcome English Heritage for the expertise that they bring as well as the opportunities for growth that membership offers them.

In January 2010 we welcomed the Archaeology Data Service (ADS) at the University of York back into the Coalition. The ADS has supported the work of the Coalition since its foundation, originally through the now defunct Arts and Humanities Data Service. It has a growing international reputation for informing the development of digital preservation in its own subject domain, and has been influential far beyond its core disciplinary interests. Access to the Coalition provides these organisations direct access once again to digital preservation developments at a national and increasingly international level, and allows them to connect to this work in cross-sectoral and cross-disciplinary ways. We are delighted to have them back.

Archaeology and architecture have impressive track records of innovative digital recording and have a strong rationale for well managed and dependable archives. This reputation was reinforced when, also in January, a joint venture called Shared Web Information Systems for Heritage





## A new website was implemented in December and content management brought in-house

(SWISH) joined the Coalition. SWISH is a partnership between the Royal Commission on the Ancient and Historical Monuments of Scotland and the Royal Commission on the Ancient and Historical Monuments of Wales and it provides a mechanism for both agencies to develop and deliver innovative services based around their large digital collections. As with English Heritage, the breadth, size and complexity of their joint collections is impressive – and daunting. So their ambition to establish a trusted digital repository underlines a serious commitment to practical digital preservation which the Coalition can certainly help with, but which will also contribute to the work of other members.

February saw our fourth new member when the Scottish Arts Council –already in the process of being transformed into Creative Scotland – joined as a full member. The Scottish Arts Council had a broad remit for the cultural sector in Scotland and its successor body has an even broader remit for such diverse areas as broadcast, gaming, design,

drama and music. Each of these creates digital resources and, as a strategic agency, it is important to send a clear message on the importance of the sustainability of Scotland's digital creativity. The Scottish Arts Council/Creative Scotland has a particular focus on the cultural programmes associated with the 2012 Olympic Games in London and the 2014 Commonwealth Games in Glasgow: legacy is a critical success factor and an appropriate digital legacy is part of the wider social and economic outcomes which they seek to deliver.

In June we welcomed back another former partner from the former Arts and Humanities Data Service. The Humanities Advanced Technology and Information Institute (HATII) at Glasgow University was once home of the Performing Arts Data Service and it retains a strong research and teaching focus on digital preservation and related issues. HATII provide base in Glasgow for our Executive Director and is involved in a myriad of other digital preservation services and programmes which will be familiar across the

community, such as the Digital Curation Service, Digital Preservation Europe, Erpanet and the PLANETS project. We welcome HATII not just for the level of expertise which they bring but also for openness and success which they bring to collaboration.

The application from St Andrews University arrived on the morning of our board meeting on 1st July. We normally approve memberships electronically so it was a pleasure to discuss and approve this application as a group. St Andrews University's Computing Service are developing an archive for the long term preservation of digital resources, starting with research outputs in the arts and humanities but using this as a pilot for other data sets too. They recognise the importance of these assets but also the need to align their practices – and develop their skills – with partners and colleagues internationally. The DPC allows them to share their solutions as well as their challenges.

# chairman's introduction

This has been one of our most dynamic years since the Coalition was founded

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One other old friendship was renewed in February when we updated and revised our memorandum of understanding with the British Library Preservation Advisory Centre. Formerly known as the National Preservation Office, the new memorandum includes a commitment to new shared work on training and information provision.

So, if you've been wondering why the DPC's events have been so popular lately, it is partly a result of our growing membership, but our existing members have also been taking the opportunity to send their members to our events in increasing numbers. In the last year we have completed an eight-centre digital preservation road show of the UK and Ireland in partnership with the Society of Archivists, the National Archives and numerous local sponsors in London, Edinburgh, Dublin, Manchester, Cardiff and Aberystwyth. The speed at which the events reached capacity and the size of the waiting lists demonstrate the appetite for digestible and accessible advice in the long-term management of digital data. By popular request a half day stop in Cambridge was added

and, at the very end of the year, a single day conference provided a model for a similar programme in partnership with the British Library Preservation Advisory Centre.

Other specialist events this year have included an invitational seminar to support the launch of Malcolm Todd's Technology Watch Report 'File Formats for Preservation'; an invitational day on managing computer aided design; and a sponsored event with JISC and the UK LOCKSS Alliance on the management of E-journal content.

We have continued to support our members' workforces by offering a range of scholarships to attend specialist digital preservation training events. Eleven scholarships to attend the Digital Preservation Training Programme allowed staff to develop and reflect on their institutions' digital preservation needs. In February we provided 35 scholarships so that a large cross section of the membership could attend a three day training course to introduce the tools emerging from the PLANETS project. These scholarships

are not only good news for the recipients, but because they guarantee a number of funded places they reduce the risk to those that provide the training. In this way our Leadership Programme continues to deliver a wider strategic benefit.

These are  
challenging  
times for a small  
membership  
organisation  
that depends  
on annual  
subscriptions



Members have been directly involved in setting the direction of the Coalition. In addition to a well attended AGM hosted by the National Library, a planning day in November saw a lively debate on the membership structure and allowed us to undertake scenario planning and risk assessment. Reforms to the membership structure have been implemented and a new, discounted three year deal has proven popular. January saw the launch of a new Web Archiving and Preservation Task Force which in May delivered a comprehensive survey of Web Archiving Collecting policies in the UK. In June a new 'Director's Group' allowed junior staff of our full members to meet and contribute to the planning of the Coalition's forward plans. The networking that this permits for junior staff was an immediate hit while the subtle steering of our workplan ensures our continuing relevance.

The year also saw a complete transformation of the Coalition's electronic communications. A new website was implemented in December and content management brought

in-house. The potential of Web 2.0 technology is being realised step by step and the Coalition's online presence has been transformed. A new monthly format for the popular 'What's New' bulletin has not only allowed for greater latitude but makes the most of a shared interest with our partners at the Digital Curation Centre. Topical editorials have formed the basis for lively and at times entertaining debate between members, captured using an online comments tool. A new set of Case Notes was initiated with the support of JISC and for the first time a prospectus has been published for the year ahead. Direct and indirect advocacy has continued throughout the year, with six responses to public consultations. This work has been supported by the publication of a new major report, funded by JISC, examining the digital preservation practices associated with the JISC Digitisation Programme.

The last day of the 2009/10 period coincided with the last day for entries to the Digital Preservation Award 2010 – an appropriately optimistic note on which to end an exciting year. I know

that a winner has now been chosen and even though I will have the pleasurable task of announcing the news at the ceremony in London in December, I will not know what name I will be reading out until the envelope is in my hand.

These are challenging times for a small membership organisation that depends on annual subscriptions. There is little we can do about the financial climate, but there is a lot we can do to ensure that we deliver a compelling offer for the cost of membership and that we can demonstrate clear returns on investment for our members. The lesson of 2009/10 has been that a high profile and energetic programme is valued by existing members and is attractive to new members and funders alike. So, in spite of the challenges we may face, I'm already looking forward to our next annual report. It's been a great year: but our best times are yet to come.

**Richard Ovenden**  
Chair

# DPC activities

## DPC events highlight

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### Digital Preservation Road shows

A series of road shows were held to raise awareness of digital preservation tools and techniques. Run by the Society of Archivists in partnership with the Digital Preservation Coalition (DPC), The National Archives and Cymal were held across the UK and Ireland to raise awareness of digital preservation tools and techniques.

- Wellcome Conference Centre, London – 19 August 2009
- University of Edinburgh, Edinburgh – 28 October 2009
- Dublin – 26 November 2009
- Manchester – 10 December 2009
- Aberystwyth – 22 January 2010
- Cardiff – 15 February 2010

These events have raised awareness of the issues associated with digital preservation and demonstrated that there are solutions that don't involve spending large amounts of money, and have shown how to take the first, incremental steps in this field.

<http://www.dpconline.org/training/roadshows-0910>

The range and informative nature of the presentations was great and there was a palpable sense of urgency and relevance to the proceedings. I think the timing of this event was excellent and credit goes to DPC and EDINA for identifying the requirement and acting on it





DPC is the  
perfect venue for  
co-ordination and  
dissemination of  
information

### **E-Journals are forever**

Sponsored by the DPC, EDINA and JISC brought together those responsible for e-journal strategy and archiving action in the UK. The workshop aimed to share information on collaborative activities and identify a basis for action at institutional, national and international levels.

**26 April 2010**

<http://www.dpconline.org/events/previous-events/623-e-journals-are-forever>

### **Designed to Last – Preserving Computer Aided Design**

This one day event brought together a number of experts who are each trying to tackle the shared problem of long term access to CAD. It provided members with a briefing on the current state of the art in a number of sectors and invited analysis on how these sectors might collaborate to tackle what appears to be a common challenge. It started by examining the nature of the problem, examined emerging standards and their impact, and then discussed the impact on professional practice.

**16 July 2010**

<http://www.dpconline.org/events/previous-events/625-designed-to-last-preserving-computer-aided-design>

### **Decoding the Digital: a Common Language for Preservation**

This one day conference, organised jointly between the DPC and the BL Preservation Advisory Centre, sought to build on the communication between librarians, archivists, curators, conservators and digital preservation managers and establish a shared understanding of the issues surrounding the preservation of digital collections.

**27 July 2010**

<http://www.dpconline.org/events/previous-events/629-decoding-the-digital-a-common-language-for-preservation>



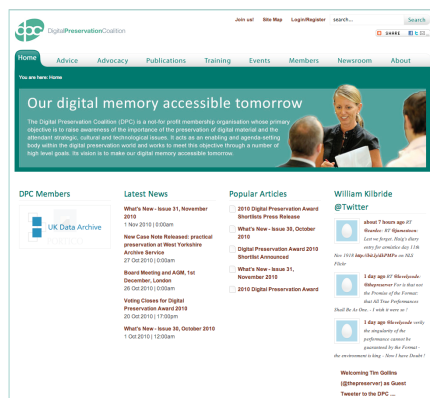
# achieve ments & high lights

From the year

## DPC new website release



December saw the release of the comprehensively updated and renewed DPC website – our first major makeover since being set up in 2001. The new site allows members to log in and edit content directly, and it uses Web 2.0 technology to draw content from remote sources. Based on the open source content management system JOOMLA, the new site was built for the DPC by Cybermedia web solutions.



### New Memorandum of Understanding: DPC and British Library Preservation Advisory Centre (BPAC) 'Preserving our digital heritage'

In January 2010 The British Library Preservation Advisory Centre and the DPC signed a major new memorandum of understanding focusing on training and skills development. The first joint initiative was an event held in July 2010 on the preservation of digital objects aimed at librarians, archivists and technical staff involved in the creation and care of digital content. Fostering a culture of shared responsibility for and understanding of digital content amongst those caring for library and archive materials is a goal of both organisations.

Helen Shenton, Head of Collection Care at the British Library and William Kilbride, Executive Director of the DPC sign the memorandum of understanding at the British Library.



### Ariadne Article on Digital Preservation Road Shows 2009-10

William Kilbride, DPC and Malcolm Todd, The National Archives reported on the Digital Preservation Roadshow – an eleven month tour of the UK and Ireland designed to provide archivists and record managers with practical advice and support in managing digital resources.

See the full Ariadne report here:

<http://www.ariadne.ac.uk/issue62/dp-rdshw-rpt/#author2>

# achievements & highlights from the year

## DPC launch of new Web Archiving and Preservation Task Force

The biggest challenge to our digital legacy is capacity, ensuring that those who care for our collections have the expertise and support they need to deal confidently with the digital domain

William Kilbride  
DPC Executive Director



### DPC Launch of new Web Archiving and Preservation Task Force

March 2009 saw the DPC launch of the Web Archiving and Preservation Task Force which enables members to share best practice to support their local priorities. It identifies, examines and reviews current policy in web archiving and preservation. Providing a mutually supportive environment for continued policy development for members it also facilitates a mechanism through which non-members can engage with web archiving policy. In this way the Task Force will help to ensure that our generation can carve an appropriate legacy from the complexity and volatility of the web.

The first official meeting: 'Collection Policies for Web Archiving and Preservation' held in May surveyed the current state of web archiving in the UK.

More details on the Task Force including Terms of Reference, the roadmap and members can be found here:

<http://www.dpconline.org/newsroom/not-so-new/524-web-archiving-and-preservation-task-force>

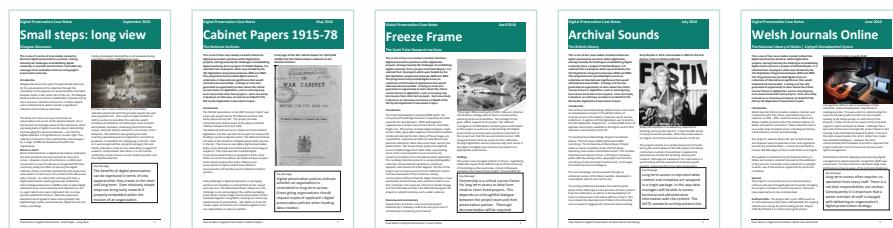
### DPC response to consultation on electronic legal deposit

In March 2009 the DPC published its response to the consultation from the Department for Culture Media and Sport on 'UK Online Publications'.

The DPC welcomed the progress which had been made by the Legal Deposit Advisory Panel on recommendations for collecting digital material. It warmly welcomes the proposal for regulation-based harvesting and called for early implementation of the proposal, offering the assistance of the DPC in capacity building for staff and tools which this will necessitate. In terms of access, the DPC is clear that future access to the harvested materials at any level will be impossible without the safeguards that rigorous attention to preservation provides.

Full text of the response can be found here:

<http://www.dpconline.org/advocacy/direct-advocacy/dpc-response-to-electronic-legal-deposit>



## DPC response to Intellectual Property Office (IPO) consultation on exceptions to copyright law

The DPC published its response to the Intellectual Property Office consultation on exceptions to copyright law with a detailed discussion of how these proposals impact on digital preservation.

The DPC warmly welcomed the proposal to permit multiple copies to be created for preservation purposes. It noted and welcomed the proposal to broaden the types of content that can qualify for this exception and welcomes the proposal that extends this exception to a wider range of institutions.

The DPC seeks a number of clarifications to ensure that perfectly reasonable preservation actions are not inadvertently inhibited.

**See overflow text page.**

<http://www.dpconline.org/advocacy/direct-advocacy/dpc-response-to-review-of-exceptions>

## Digital Preservation Case Notes

April saw the DPC, with help from the Scott Polar Research Institute, Portico and ULCC, and with funding from JISC, launch the first in a series of Digital Preservation Case Notes. The Case Notes offer straightforward examples of organisations and individuals tackling the digital preservation challenges that come from mass digitisation.

The first Case Note describes the Scott Polar Research Institute's 'Freeze Frame' project. It makes the point that short lived projects need to do some long term thinking to ensure that the benefits of digitisation are robust and it describes how a short term project negotiated its way round this long term problem. Further case notes were released in May: 'Cabinet Papers: Policy as a Measure of Commitment' and in June: 'Welsh Journals Online: Effective Leadership for a Common Goal'.

<http://www.dpconline.org/advise/case-notes>

## DPC responds to the consultation on the Public Records Review

The DPC responded to the consultation on the Public records review, welcoming the explicit statement that digitised and 'born digital' materials constitute a public record, noting and supporting the focus on informational content and the consequent need for 'technology proofing' and the management of formats. The DPC offered its assistance in identifying and resolving issues that may arise. Research shows that clear advice about the preservation of digital materials is both in high demand and can be difficult to procure, so the DPC noted the new role for the Keeper of the Public Record to advise and inspect archives. The DPC offered its help in two ways: to assist the Keeper in the production of specialist advice notes; and to support the Keeper in the wider dissemination of advice to a diverse audience that is hungry for solutions.

Full text of the DPC response to the consultation:

<http://www.dpconline.org/newsroom/not-so-new/631-dpc-responds-to-public-records-review-consultation>



# achievements & highlights from the year

Out and about: key meetings and conferences 2009-10

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## August

5th International DCC Conference, London

## September

Preservation and Archiving Special Interest Group (PASIG), Washington DC

Fifth Islamic Manuscript Association Conference, Cambridge

JISC Successfully Building and Managing a Digital Media Collection, Bristol

JISC, Strategic Content Alliance (SCA), PRONI and DPC Digital Digital Curation and Preservation Outreach and Capacity Building Workshop, Belfast

## October

DPTP, London

The sixth International Conference on Preservation of Digital Objects – iPRES 2009, The California Digital Library (CDL), San Francisco

International Internet Preservation Consortium (IIPC) Open Meeting: Active Solutions for Preserving Internet Content, San Francisco

PARSE.Insight (Permanent Access to the Records of Science in Europe) workshop, Darmstadt, Germany

## November

DPC Planning Day 2008/9 York

Workshop on audit and certification, The Hague

BL Preservation Advisory Centre (BLPAC) event

## January

Digital Preservation Roadshow, The National Library of Wales, Aberystwyth



## February

Digital Preservation The Planets Way - Training Event, London

Digital Preservation Roadshow, Glamorgan Archives, Cardiff

## March

DPTP, London

The Public Record Office of Northern Ireland (PRONI) and the Records Management Society, Ireland (RMSI), Conference, Lisburn, Belfast

## April

JISC 2010 Conference, London

## May

Web Archiving and Preservation Task Force Meeting: Collection Policies for Web Archiving and Preservation Blue Ribbon Task Force Symposium, London

JISC Research Data Management Workshop, Manchester

## June

JPEG 2000 Working Group Meeting, Wellcome Trust Library, London

Society for Imaging Sciences and Technology (IS&T) Archiving Conference, Den Haag, The Netherlands

National Video Games Archive Summit, Nottingham

## July

DG 10 (Director's General) Board Member Meeting, Oxford

Just as today's library and archive collections are a combination of traditional materials and digital content, it is essential that the boundaries between the activities of 'traditional preservation' and 'digital preservation' are merged. Working with the DPC to develop skills and encourage the sharing of skills is an excellent way to achieve this

Caroline Peach  
Head of the Preservation  
Advisory Centre

# leader ship pro gram me

## Digital Preservation Training Programme scholarships

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### Digital Preservation Training Programme scholarships

The Digital Preservation Training Programme (DPTP) is designed for all those working in institutional information management who are grappling with fundamental issues of digital preservation. It provides the skills and knowledge necessary for institutions to combine organisational and technological perspectives, and devise an appropriate response to the challenges that digital preservation needs present. DPTP is operated and organised by the University of London Computer Centre in collaboration with the DPC.

I'm really encouraged by the positive responses the programme has generated and I'm delighted that we were able to extend the programme

Bruno Longmore – Head of Government Records at the National Archives of Scotland  
as well as Vice Chair of the DPC

### 19th – 21st October 2009

The DPC was pleased to offer six scholarships so that DPC members could participate in the Digital Preservation Training Programme in London in October 2009. The following were selected by a small panel of judges which met to review the unexpectedly large number of applications submitted:

- Joy Ardill of the Public Records Office of Northern Ireland
- Ceri Forster of the Society of Archivists working in the Museum of Science and Industry, Manchester
- Polly Parry of the Natural History Museum
- Sarah Philips of RLUK working in Cardiff University
- Anusha Ranganathan of Oxford University Library Service
- Shane Start of the British Library

### 29th – 31st March 2010

Five scholarships were awarded so that DPC members could participate in the Digital Preservation Training Programme in London in October 2009. They were:

- Jodie Double of RLUK
- Jo Fernandes of Tate
- Lisa Greenhalgh of the Society of Archivists
- Tracey Powell of The National Archives
- Lorena Zambrano of UK Data Archive at the University of Essex

Applicants were judged against three main criteria: the role that DPTP would play in career development; the benefits to their organisation from attendance and the extent to which the applicant's job profile within the organisation pertains to digital preservation. Applications were open to DPC members and associates.

For more information on the DPC programme of scholarships see:

<http://www.dpconline.org/training/leadership-programme>

### Digital Preservation – the Planets Way

DPC members were invited to send delegates to a workshop organised by the Planets Project describing the tools and services delivered from this EU-funded project.

### 9 February 2010

<http://www.dpconline.org/training/leadership-programme>



# leadership programme

‘What’s New’



## ‘What’s New’ In Digital Preservation

‘What’s New’ is a summary of selected recent activity in the field of digital preservation commissioned and published by the DPC.

- Issue No 21 (May 2009 – Sept 2009)
- Issue No 22 (February 2010)
- Issue No 23 (March 2010)

- Issue No 24 (April 2010)
- Issue No 25 (May 2010)
- Issue No 26 (June 2010)
- Issue No 27 (July 2010)

<http://www.dpconline.org/publications/whats-new>

Issue 22 released in February 2010 marked a new initiative between the Digital Preservation Coalition (DPC) and the Digital Curation Centre (DCC)

and pools our efforts to produce a more frequent and more interactive news bulletin for those interested in all matters of digital curation and preservation.

Each month, publications featured snapshots of what’s on and what’s new, a topical discussion paper, a practitioner profile and an update from one of our partners overseas. In addition, readers are invited to share comments and debate current issues.

There have been many pronouncements on file formats either from research projects or preservation services. There is broad consensus on criteria such as the transparency of a format or extent of its use, but not on how such criteria can be compared. In my view, these criteria can only be assessed by considering the drivers for preservation. So, asking ‘which format is most effective for preservation?’ leads us back to asking ‘what is it that we want to achieve through preservation?’, in terms of informational characteristics, user needs and expected useful life

Malcolm Todd  
Author ‘File Formats for Preservation’



## Technology watch report

### Technology Watch Report 2009-02

'File formats for preservation' by Malcolm Todd, The National Archives

This report, the eighth in the series provides an extensive account of the challenges that format management creates for long term access and it provides concrete recommendations which can inform preservation strategies. Rather than making generalisations about the merits of common formats, it presents repository managers with the tools they will need to develop nuanced advice specific to their own requirements. It goes on to contribute the implications on file format selection of archival science viewpoint arising from recent research in the UK and North America into a wider digital preservation discourse.

DPC Technology Watch reports can be found on the DPC website at:

<http://www.dpconline.org/publications/technology-watch-reports>

### The Digital Preservation and DPC-Discussion email lists

The digital preservation (Digital-Preservation@jiscmail.ac.uk) email list facilitates information on digital preservation activities, management of digital materials and on-line discussions. The list now has over 1266 subscribers.

<http://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=digital-preservation>

The DPC also has a private DPC discussion (DPC-DISCUSSION@jiscmail.ac.uk) list for members and allies which is used to disseminate DPC activity and information. The list currently has almost 130 subscribers.

Specialised training in digital preservation is a clear strategic priority, but it's time consuming and expensive to produce. That means training providers take quite a risk when they offer a course like DPTP. By guaranteeing a number of places we reduce that risk. So, although we're not able to fund all the excellent applications we receive, we can still help ensure that the training is offered

William Kilbride  
Executive Director  
of the DPC

# digital preservation

Award 2010

## The fourth Digital Preservation Award



The fourth Digital Preservation Award celebrates the excellence and innovation that will help to ensure our digital memory is available tomorrow. It is one of a set of five awards which are collectively called the Conservation Awards. Sponsored by Sir Paul McCartney and key organisations in conservation and collection care, the Conservation Awards began in 1993 and their presentation is co-ordinated by a working party of the Institute for Conservation (Icon). The DPC sponsored Digital Preservation Award has been run three times (2004, 2005 and 2007). Although based on the high level criteria of the Conservation Awards, the size of the community and the nature of the work it recognises means that the Digital Preservation Award is distinctive in how it implements the criteria and eligibility.

A complete entry pack was made available to prospective projects to submit by noon on the 30th July 2010. The winners will be announced at the presentations ceremony to be held at The Royal Institution on the 1st of December 2010.

The judging panel for the 2010 awards are: Kevin Ashley, Director, Digital Curation Centre; Adrian Brown, Assistant Clerk of the Record, Parliamentary Archives and previous winner; William Kilbride, Executive Director, Digital Preservation Coalition; Pip Laurenson, Head of Time-based Media Conservation, Tate; Zoe Lock, Lead Technologist for ICT, The Technology Strategy Board; Eefke

Smit, Director for Standards and Technology, Scientific, Technical and Medical Publishers; Dave Thompson, Digital Curator, The Wellcome Library; Matthew Woollard, Director Designate, the UK Data Archive; and Richard Wright, Senior Research Engineer, BBC.



# member's activities

Full members



## The British Library

This has been a key year for digital preservation at the British Library. Our Digital Library System:

<http://www.bl.uk/aboutus/stratpolprog/digi/dom>

holds a rapidly increasing volume of digital material, and has crossed the hundred terabyte mark. We have launched a major new partnership with online publisher brightsolid that will, over a 10 year period, deliver the most significant mass digitisation of newspapers the UK has ever seen:

<http://www.bl.uk/news/2010/pressrelease20100519.html>

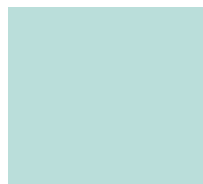
The Web Archiving Programme formally launched the UK Web Archive:

<http://www.webarchive.org.uk/ukwa>

containing selected historic web sites. We have also launched a new Datasets Programme:

<http://www.bl.uk/datasets>

to enhance our services around research data.



The EU co-funded Planets Project drew to a successful close this year:

<http://www.planets-project.eu>

The results of this major international collaboration have received broad attention and are having an impact on the preservation practice at organisations including the British Library. To ensure that the entire community can benefit from these results, we have established the Open Planets Foundation:

<http://www.openplanetsfoundation.org>

The not-for-profit Foundation is a start-up inspired by and building on the pioneering work of the Planets Project. The LIFE3 Project:

<http://www.life.ac.uk>

co-funded by JISC and RIN has produced a lifecycle costing tool that helps the community to better predict the costs of holding digital material.

The Library continues to take action to identify specific risks to its digital collections and to address them. The Content Stabilisation project is moving content stored on media such as CDs into secure managed storage.

### **From 2009:**

The British Library has continued to expand its digital preservation activities and is near the halfway mark in progress towards its ten year goal to fully preserve its substantial collection of digital materials. National and international collaboration has remained a key focus, with the EU co-funded Planets Project moving into its final year and delivering second generation digital preservation tools and services. A third phase of the LIFE Project, co-funded by JISC and RIN, was launched and will develop a predictive lifecycle costing tool over the coming year.

Significant practical progress has been made in preserving British Library collections. A new Content Stabilisation activity has been established to move content stored on 'at-risk' hand held media into secure storage and has processed some 80 terabytes to date.

The Digital Library Programme has launched an internal project to integrate the results of development projects such as Planets and LIFE with the BL's Digital Library System. This will provide the ability to plan and execute appropriate preservation actions on BL collections. A dedicated full-time post has been established in the growing Digital Preservation Team to develop and realise a solution for the long term preservation of complex web materials.



# member's activities

## Full members



### Cambridge University Library

Cambridge University Library's preservation activities are concentrated within a programme called CUPID (Cambridge University Preservation Development) which is jointly managed by the Library's Digitisation and Digital Preservation Officer and Repository Manager. CUPID has been reviewing the University's current preservation requirements and provision with the goal of recommending and effecting change in technologies, services or policies.

CUPID identified the management of research data as a key concern and has been addressing this through the JISC-funded Incremental project:

<http://www.lib.cam.ac.uk/preservation/incremental>

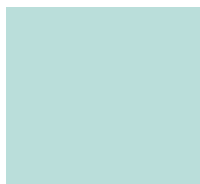
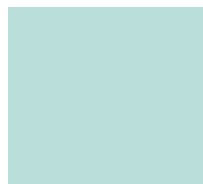
(October 2009-March 2011).

Incremental is a collaboration with HATII at the University of Glasgow with support from the DCC and DPC. It is developing a range of resources to support researchers; seeking to develop good practices in managing data and encourage researchers to consider their data's long-term use and care. Particular care is being paid to terminology, so that researchers see curation and preservation as activities they can participate in rather than something solely undertaken by experts.

The Library is also undertaking a pilot project to develop workflows and infrastructure for born-digital administrative archives (ASpace Project, 2008-) and is developing preservation workflows and services for its large Foundations Project (Phase 1 2010-13), which will enhance the Library's digitisation and digital library infrastructure.

### The Council for Museums, Archives and Libraries (MLA)

MLA has been working closely with The National Archives and the DPC on the digital preservation stream of the action plan for Archives for the 21st Century. We have commissioned Collections Trust to work with experts to develop a set of principles for digital preservation that will be disseminated to the museums, libraries and archives sector. The aim of this work has been to develop awareness, confidence and capabilities to undertake digital preservation within these sectors. Going forward we will continue to work closely with partners to raise awareness within the sector and more widely and to support the development of digital preservation solutions.



## Creative Scotland

Scottish Arts Council was preparing for transition to Creative Scotland, the new cultural development agency for Scotland. In the light of this digital preservation projects were suspended with the exception of joining DPC. We joined on behalf of the Scottish Project, a multiple year programme supported by Legacy Trust UK and SAC/Creative Scotland. The Scottish Project celebrates the London 2012 Olympic and Paralympic Games and will leave a lasting legacy for the public and professional cultural sectors it is working with across Scotland. There are five project strands and DPC worked with each project lead organisation to identify individual digital preservation issues and to start to develop plans to address these. Creative Scotland intends that this work may act as a pilot for future digital preservation projects.

## Digital Curation Centre (DCC)

The Digital Curation Centre has seen significant changes in the year ending July 2010. We entered a third phase of funding from JISC with a mission to focus on supporting the management and curation of research data in UK higher education and research. We said a fond farewell to our director, Chris Rusbridge, and hello to his successor Kevin Ashley, who has joined us from ULCC.

Work on an online tool for data management planning reached fruition this year and we expect to be working closely with research funders in the UK and overseas in deploying it to support their requirements for data management planning. The final report from the UK Research Data Service pilot recommended a central role for the DCC in implementing its recommendations and we look forward to carrying out this work later in 2010 and thereafter.

We continue to attract other funding for consultancy, research and now training and ran the first overseas DC101 training workshop at TU Delft in April 2010.

Partnerships on projects and services with DPC members such as RIN and UKDA continue to be fruitful. A successful conference (IDCC09) in London is to be followed by our second joint conference in Chicago (IDCC10, 6-8 December 2010.) Links:

<http://www.ukrds.ac.uk>

<http://www.dcc.ac.uk>

# member's activities

## Full members



### Joint Information Systems Committee of the Higher and Further Education Funding Councils (JISC)

The following is a selection of the digital preservation (or related) activity funded by JISC in 2009/10 and hopefully indicates the range of work that was carried out. During the year, the four Preservation Exemplar projects funded by JISC really got into their stride and began to engage with researchers and practitioners to refine and enhance preservation workflows in practical ways:

<http://www.jisc.ac.uk/whatwedo/programmes/inf11/digpres.aspx>

In e-journal archiving, an evaluation of the PEPRS project was undertaken and a further phase of work was recommended to continue to build a preservation registry for journals:

<http://edina.ac.uk/cgi-bin/news.cgi?filename=peprs20080829.txt>

JISC InfoNet built an 'Impact Calculator' and invited a number of universities to test it out:

<http://www.jiscinfonet.ac.uk/records-management/measuring-impact/impact-calculator>

Further work was carried out on cost models as part of the Keeping Research Data Safe 2 project:

<http://www.jisc.ac.uk/publications/reports/2010/keepingresearchdatasafe2.aspx>

and the LIFE project:

<http://www.life.ac.uk/3/>

JISC also collaborated with other agencies to produce a landmark report, 'Sustainable Economics for a Digital Planet':

<http://brtf.sdsc.edu/>

and also organised a London symposium to match one held in Washington to facilitate discussion of the report and the work of the Task Force that produced it:

<http://www.jisc.ac.uk/brtf>

In Web Preservation, a project was commissioned to examine the potential of web archives to be used more widely by researchers. Further information on these and many other projects is available at:

<http://www.jisc.ac.uk/preservation>



## The National Archives (TNA)

In December 2009 we installed a digital tape library with 1 petabyte capacity, potentially extendable to 5PB. This provides very stable long term storage of large volumes of digital assets which do not need to be accessed very often. Using tape rather than disk arrays is vital to our environmental sustainability as well as the scalability of our operations. We are pursuing closer links between PRONOM and the proposed Universal Digital Format Registry. A new release of DROID, including improved collection profiling and characterisation was delivered in May 2010, to coincide with the completion of the EU-funded PLANETS Project.

Usage of the UK Government Web Archive has increased steadily, peaking after the General Election with over 140 million hits in July 2010. We have brought together our preservation and resources discovery programmes and are trialling the use of crawler technology to harvest within secure government networks.

We've made considerable progress on developing a digital continuity service for the public sector. Digital continuity is the ability to use your information in the way that you need, for as long as you need. The service comprises guidance, a catalogue of technical tools and services, and free tools to help assess risk and identify file formats. The service will be fully available by the end of 2010, with training delivered in early 2011. Guidance is already available at:

<http://www.nationalarchives.gov.uk/digitalcontinuity>

The new Government Policy, 'Archives for 21st Century' was issued on 24th November 2009, with a key recommendation aimed mainly at publicly-funded archives services to address the challenge of digital preservation. A programme of advocacy, guidance and targeted interventions has been planned with MLA, CyMAL, DPC and other partners.



# member's activities

## Full members



### The National Archives of Scotland (NAS)

The National Archives of Scotland (NAS) has been working closely with the Registers of Scotland to develop a process for the transfer of born-digital images from the Sasine Register (the Scottish register of land) into the NAS's secure, trusted digital repository – the Digital Data Archive (DDA). This exercise has taught us a great deal about the many issues involved in the transfer of records into a trusted digital repository and has confirmed the importance of good partnerships between archive and depositor, ICT professional and archivist. There is a great deal of technical detail to identify and master, but a thorough understanding of the nature and purpose of an organisation and its various records remains the foundation for correct decision-making.

A scoping study is being undertaken to determine the best way to take forward work on digital preservation as well as developing a solution for providing access to the material held in the DDA. It is looking at what others in the field are doing as well as the potential for strategic partnerships to pool resources and share costs.

The NAS has been developing proposals for new public records legislation in Scotland. In June 2010, Scottish Ministers published a consultation paper outlining proposals to improve the management of records by named public authorities, to which the DPC issued a very positive response. The proposals will address weaknesses in record keeping identified within individual sectors. The definition of a public record will cover all types of records, regardless of their medium, including records which are born digital or those that are created on paper and scanned into electronic systems. On 8 September, The Scottish First Minister, Alex Salmond MSP, made a statement to the Scottish Parliament about the Scottish Government's

new legislative programme in which he included proposals to introduce a Public Records (Scotland) Bill.

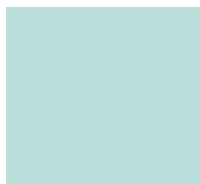
As well as born digital archive material, the NAS has a growing digital surrogate asset to preserve. To date, we have created over 27 million images from our holdings. These are made available online through various partnership projects, notably ScotlandsPeople, ScotlandsPlaces and ScotlandsImages. We also make use of these images on-site in our Edinburgh search rooms, where we have a policy of producing digital images in place of existing documents whenever possible. Almost 50% of the items we produce in our Edinburgh search rooms are now digital surrogates, helping to preserve the fragile originals for future generations:

<http://www.scotlandspeople.gov.uk>

<http://www.scotlandsplaces.gov.uk>

<http://www.scotlandsimages.com>





### National Library of Scotland (NLS)

The National Library of Scotland continues to develop its digital repository to manage, preserve and provide access to our digital collections, with progress in areas of workflow and data processing. Focusing on specific ingest streams – government, purchased, digitised and web content – we hope to expand on these streams in the coming year. In parallel significant progress has been made in establishing the shared infrastructure between NLS, NLW and BL for UK legal deposit digital content, with storage and pilot access at NLS scheduled for November 2010. We look forward to establishing suitable links between the two infrastructures. Web harvesting continues using the Danish NetarchiveSuite, with the UK elections in May being a major focus for the year in collaboration with BL and NLW. We have also been working with DPC to refresh NLS digital preservation strategy for the forthcoming strategic period, and this will be integrated into all aspects of the digital lifecycle at NLS.

### Oxford University Library Services – Bodleian Libraries

The Bodleian Libraries have continued to develop their engagement with digital preservation throughout the year 2009-10. Key to the development of our digital preservation infrastructure is the development of our Digital Asset Management System (DAMS), which is already being used to store research data of various kinds and to layer services on top of the data itself.

The futureArch Project:

<http://futurearchives.blogspot.com>

funded by the Andrew W Mellon Foundation, continued into its second year of activities to develop our capacity for dealing with personal archives created in digital form, through the development of a new service, Bodleian Electronic Archives and Manuscripts (BEAM):

<http://www.bodleian.ox.ac.uk/beam>

The Bodleian has also been involved with another Mellon Foundation funded project, on digital forensics, in collaboration with the Maryland Institute for Technology in the Humanities and with the Ransom Centre, University of Texas at Austin.



# member's activities

## Full members

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### **Public Record Office Northern Ireland (PRONI)**

PRONI's effort in the field of digital preservation this year has focused on increased ways of electronic working across the Northern Ireland public sector. Two projects in particular – to establish a digital repository at PRONI and to launch a web archiving service for the NI public sector – will be of major benefit in ensuring Northern Ireland's digital and online heritage.

We have been working to produce a business case that will establish the need, and recommend a way forward, for establishing a digital repository at PRONI. This has involved detailed consultation with colleagues from other archival institutions in the UK and Ireland, from across NICS, and the wider public sector. The Business Case's recommendations for providing a digital archiving service have been approved by the Project Board and we await the result of a bid for funding.

In addition, PRONI set up, in conjunction with the European Archive, a contract that will see the regular harvesting and preservation of a selection of Northern Ireland public sector websites. The first series of web crawls has taken place and it is expected that the harvested sites will be made available via the PRONI website.

## Publishers Licensing Society (PLS)

PLS was founded in 1981 and is a not-for-profit society that represents the UK publishing industry within the UK collective licensing system. This system is administered by the Copyright Licensing Agency (CLA) and remunerates rightsowners including authors, visual creators, and publishers for licensed copying from books, journals and magazines.

Between 2009 and 2010 PLS distributed £28.4 million in copy revenues to publishers.

In the UK, the Collective Licensing System is voluntary for rightsowners, and is an important mechanism which supports the creative industries by balancing the needs of information-consumers and rightsowners. Most recently PLS approved a licence enabling teachers to copy limited parts of digital publications and websites for classroom use (on an opt-in basis for publishers), and approved an updated licence enabling the creation of accessible versions of works for reading-disabled persons. PLS is also involved in the ARROW project (Accessible Registries of Rights Information and Orphan Works towards Europeanana), and is currently involved in running a UK pilot for the project.

PLS is owned and directed by three publishing-focused trade associations in the UK: the Association of Learned and Professional Society Publishers (ALPSP); the Publishers Association (PA); and the Periodical Publishers Association (PPA), and has direct mandates from 2,700 UK publishers.



# member's activities

## Full members



### Research Councils UK (RCUK)

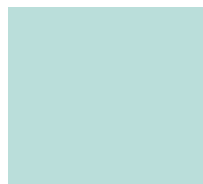
Research Councils UK (RCUK) is a strategic partnership between the seven UK Research Councils. RCUK was established in 2002 to enable the Councils to work together more effectively to enhance the overall impact and effectiveness of their research, training and innovation activities, contributing to the delivery of the Government's objectives for science and innovation.

RCUK adds value to individual Research Council activities by:

- Enabling dialogue about research priorities, facilitating an open and collective approach to investing in multidisciplinary research and training
- Making it easier for Councils and external stakeholders to work together, promoting dialogue, collaboration and partnership

- Articulating coherently the activities, views and opinions of the Research Councils to increase their collective visibility and policy influence
- Working jointly with the academic community and other funders to provide more effective and efficient services for the research community, reducing the level of bureaucracy on researchers and university administrators
- Improving Councils' operational performance by sharing best practice and making efficiency gains to release more Science Budget resources for research.

Each of the Research Councils is an equal partner in RCUK, and each uses its best endeavours to identify and pursue opportunities for mutually beneficial joint working with one or more of the other Councils. Leadership of the partnership is provided by the Research Councils' Chief Executives working together through the RCUK Executive Group.



### Research Libraries UK (RLUK)

In the period 2009-2010, RLUK staff from both its Secretariat and membership participated in DPC events. In total four individuals from five RLUK institutions took part in various DPC-sponsored and held activities. These include the DPC 'Designed to Last' workshop on preserving computer-aided design?, the Digital Preservation Training Programme and the three day training event organised by the 'PLANETS' project. RLUK was also well represented, both on the panel and in the audience, at the DPC/JISC/UKLA's 'E-Journals are forever' event in London. In terms of central staff from both organisations, Kerry Alford of RLUK (Executive) and Carol Jackson (DPC) have undertaken a mutually supportive career development exchange. Finally, with the DPC's own Memorandum of Understanding with the British Library Preservation Advisory Centre, with whom RLUK already develops a training programme on a wide range of preservation issues, encompassing both instruction and advocacy.

### University of London Computer Centre (ULCC)

ULCC's Digital Archives Department continues to work on a wide range of digital preservation activities, including many collaborations with other DPC partners. The Digital Preservation Training Programme (DPTP), supported by the DPC, continues to attract many candidates, and for the first time ran a workshop specifically about Web Archiving. The theme of Web Archiving also features in our UKWA activities for the JISC, the JISC-funded ArchivePress blog preservation project, and a contribution to the Open University's Innovations in Reference Management (IRM) forum. The Digitisation team undertook more specialist work for

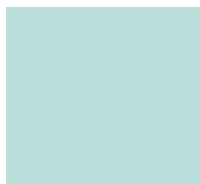
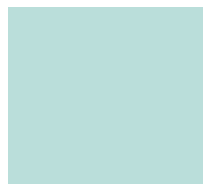
the British Telecom historic posters collection. The Repositories team developed a custom repository for the School of Oriental and African Studies (SOAS) special collections archive, and a wiki-based online collaborative transcription tool for UCL's Transcribe Bentham project (as well as winning the Developer Challenge at the Open Repositories 2010 conference in Madrid). We have also participated in the DCC-led Integrated Data Management Planning Toolkit project (IDMP), the Keepit repositories preservation project at Southampton University, and we are working closely with The National Archives to achieve a successful migration of the NDAD dataset archive.

[See overflow text page.](#)

# mem ber's activ ities

Associate members





### Archaeology Data Service (ADS)

The ADS is developing its preservation infrastructure through the implementation of Fedora to underpin its current Collection Management System. The new project:

<http://archaeologydataservice.ac.uk/research/ADSplus>

which is supported by the AHRC under the DEDEFI programme, allows ADS to store file level metadata, facilitating the discovery of individual resources. It will also allow ADS to more effectively undertake and monitor file level operations, including migration to new formats. One of the first projects to make use of the new infrastructure is a collaborative project with Wessex Archaeology to automate the archiving of the thousands of digital photographs routinely created in the course of a modern excavation. Excavators upload the photographs with metadata embedded in the EXIF header, and they use the OASIS online recording form to associate the images with site information.

At an international level ADS has migrated the original ARENA portal for European archaeological digital archives into a web services architecture, allowing greater flexibility for more services to join. The ADS is now extending this work to North America, working with partners based in Arizona State University. The Transatlantic Archaeology Gateway:

<http://archaeologydataservice.ac.uk/research/tag>

funded by JISC and NEH, will allow users to cross-search archaeological data from two continents.

### Archives & Records Association (ARA)

The Archives and Records Association (ARA) results from the merger, on 1 June 2010, of the Society of Archivists, the National Council on Archives and the Association of Chief Archivists in Local Government. It is the principal professional body for Archivists, Archive Conservators and Records Managers in the United Kingdom and Ireland. It exists to: promote the care and preservation of archives and the better administration of archive repositories; to advance the training of its members; and to encourage relevant research and publication. ARA has a number of special interest groups which coalesce around particular challenges relating to the care of archival material.

# member's activities

## Associate members

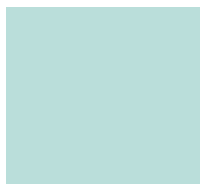
The ARA Data Standards Group (DSG) coordinates DPC liaison, and collaborates, on digital preservation issues across the Association. During 2009-2010 Associate Membership of the DPC has continued to act as a focus for a number of activities, to raise awareness and provide solutions for digital preservation issues. Guest speakers at the group's bi-annual meetings have focussed on digital preservation standards. Meanwhile members have continued to: participate in the development of international standards for describing

archives; to publish monthly expert articles, in the association's ARC magazine, on IT standards relevant to the digital preservation of archives; and speak at a number of digital preservation events. Expert advice was given, through participation on the steering committees of 2 digital preservation projects: the Cloud Computing Project at the University of Aberystwyth; and the Gloucestershire Archives Digital Curation Project. The Digital Preservation Roadshows, run in collaboration with the DPC and The National Archives (TNA) visited Edinburgh, Dublin and Manchester, before moving to Wales, where CyMal administered events in Aberystwyth and Cardiff. These popular events demonstrated affordable and achievable solutions to the problem of Digital Preservation within archives. Over the last year ARA members have benefited from participation in a number of DPC activities and training events, with competitive scholarships awarded to 2 members to attend the Digital Preservation Training Programme (DPTP) in October 2009 and March 2010 respectively.

### BBC

Work has continued this year in digitising the BBC's audio and video collections. The technical quality of material transferred is assured through use of uncompressed file-formats (BWA and MXF) and in quality checking the result of all ingest work. Long-term data storage has been explored – comparing the total cost of ownership of hard disk and robotic data tape solutions.





### Centre for e-Research (CeRch)

Applied research is central to the operation of the Centre for e-Research (CeRch) at King's College London, informing the development of its teaching programme and other services. The centre is working with several institutions to ensure that data is well managed from the point of creation onwards:

Preparing DARIAH (Digital Research Infrastructure for the Arts and Humanities) is a two-year (Sep 2008 – Aug 2010), EU-funded project that brings together researchers, information managers and providers across Europe to support and enhance access to arts and humanities research. CeRch was responsible for development of the strategic and technical roadmap and architecture for the project. For further information see:

<http://www.dariah.eu>

Preservation Exemplar at King's (PEKin) is a collaborative project:

<http://pekin.cerch.kcl.ac.uk>

being performed with the KCL Archives & Information Management (AIM) Division. The project brings together archival and data curation approaches to implement a coordinated solution for the curation and preservation of digital records. The project has created a combined DAF-DRAMBORA audit framework to assess key academic departments and is building an Alfresco-based preservation archive to manage digital records of long-term archival value.

#### Biophysical Repositories in the Lab:

<http://www.kcl.ac.uk/iss/cerchprojects/portfolio/bril.html>

is a two-year project (Apr 09 – March 10) that aims to enhance data management within the KCL Randall Division of Cell and Molecular Biophysics by embedding the digital repository into the researchers' day-to-day research and experimental practices.

The centre is collaborating with the Freshwater Biological Association (FBA) on the FISHNet (Freshwater Information Sharing Network) project:

<http://www.fishnetonline.org/home>

to address the data management requirements of the freshwater biology community. CeRch has developed a Fedora-based management infrastructure to which freshwater researchers may deposit their research and have it managed and published.

Finally, CeRch is working with the University of Hull on the Content Lifecycle Integration Framework (CLIF) project:

<http://www.hull.ac.uk/clif>

to examine lifecycle management of digital research across disparate systems. The project team has mapped the lifecycle of research data held in Microsoft Office Sharepoint Server (MOSS) and Sakai, and are working to integrate these systems with the Fedora digital repository to enable content transfer at key stages of the lifecycle.

# member's activities

## Associate members

### English Heritage (EH)

English Heritage is the lead body for the conservation of England's historic environment. The research and documentation which EH carries out and which it funds in the wider sector to support this remit is increasingly created and disseminated in digital formats, sometimes using techniques which are at the cutting edge of new technologies. It is crucial that this work remains accessible to future generations so that it can continue to inform understanding and management of the historic environment.

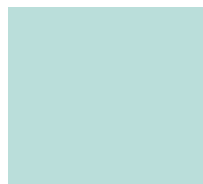
Over 18.5 Tb of data is held by the National Monuments Record and very large volumes of data collected or funded by EH are held on local servers or curated by third parties. As new members of the DPC Mike Evans, Head of Archives for the English Heritage National Monuments Record, commented: 'In an era in which the study and the management of the past around us depends more and more on digital tools and communication, we believe that the work of the Coalition and its members can help EH make a real contribution to safeguarding the collective memory of the historic environment sector.'

### HATII (Humanities Advanced Technology & Information Institute), Glasgow University

HATII was delighted formally to join the DPC in July 2010, a further step in the evolution of our close relationship with the DPC and also an expression of HATII's world-wide reputation in the field of digital preservation. This reputation was largely due to the visionary leadership of HATII's founding Director, Seamus Ross, now Dean of the Faculty of Information at the University of Toronto. Seamus's departure left a big gap in HATII, and we were delighted when in January 2010 Andrew Prescott started work as HATII's new Director of Research. The University of Glasgow has recently been restructured, and HATII now forms part of the School of Humanities in the College of Arts. Ann Gow has been appointed as Head of Subject for HATII.

HATII has a wide-ranging portfolio of projects in the sphere of digital preservation. Among the highlights of the year were:





- The successful completion of HATII's contribution to the PLANETS project. HATII looks forward to working with the successor body to the PLANETS project, the Open Planets Foundation
- The launch of phase three of the Digital Curation Centre, in which HATII is a major partner with Joy Davidson as Associate Director
- The launch by Digital Preservation Europe of further animations featuring Team Digital Preservation, which are available on YouTube and are a useful advocacy tool.

Looking forward, we have two new EU projects on the horizon to add to our portfolio, Blog Forever and DigCurVe, with the DPC being a partner in the latter.

HATII's digital curation research pages can be found at:

<http://www.gla.ac.uk/departments/hatii/research/digitalcuration>

### **The National Library of Wales (NLW)**

Following the completion of the Welsh Journals Online project (funded by JISC), the National Library of Wales is now undertaking its most ambitious digitisation project ever. The project will digitise two million pages of historical (pre-1911) newspapers and journals relating to Wales and provide worldwide audiences with innovative ways of browsing, searching and exploiting this new digital collection – wherever and whenever it is convenient to the user and completely free of charge. This is a 3-year (2009-2012) project partly funded from the Welsh Assembly Government's Strategic Capital Investment Fund.

The scale of the project has had important implications for the way it is executed. The handling of very large numbers of files (images, derivatives, text) and associated metadata has required upgrading of hardware capacity and careful thought about the sequence of activities, drawing on previous experience. The two key goals are early scanning, to keep the

scanning equipment fully utilised, and early ingest into the Vital DAMS, to simplify data handling and ensure the preservation of the data.

The Library will be using separate workflows for OCR processing of the images: for journals, with relatively simple layout, this will be handled in-house, while the newspapers, requiring zoning and content analysis, will be out-sourced. Although the resultant OCR may not be perfect (depending mainly on the nature of the source material, its condition, and the scanning parameters), no manual correction is envisaged. It is hoped that the National Library of Australia's crowd-sourcing approach to collaborative correction can be applied here so that the resource is enhanced over time.

One of the key project outcomes will be the re-use of the material by the cultural and creative industries in Wales, and with this in mind an open architecture and licensing framework will form part of delivery.

# member's activities

## Associate members

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### Natural History Museum (NHM)

The Natural History Museum is currently undertaking a project to implement a Digital Asset Management System, using Open Text Media Manager. The digital assets intended for the system are mainly image and audio files – the DAMS is not designed for digital records management, which still requires its own solution. The aims of the project encompass improved management of assets, in terms of metadata, auditing and right management; increased workflow efficiency through sharing and de-duplication; and improved security of the Museum's digital assets. The DAMS project commenced in April 2010, and work is underway on the design and build. The intention is to enable the pilot group to 'go live' at the beginning of 2011, with full roll-out over the following months.

The Museum has also been running a digitisation project of its specimen accession registers which date back to the mid 19th century. The digitisation work, by external contractors, began in April 2010 and is due to finish by March 2011. The file format chosen for the preservation copy, after much deliberation, was JPEG2000. These will be stored in the DAMS, along with a JPEG version for viewing which will be linked to the online Archives database, CALM.

### Online Computer Library Center (OCLC Programs and Research)

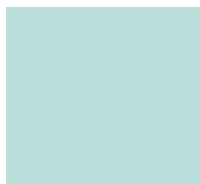
The Blue Ribbon Task Force on Sustainable Digital Preservation and Access, co-chaired by Brian Lavoie, published its final report 'Sustainable Economics for a Digital Planet: Ensuring Long-Term Access to Digital Information' in February 2010. The Task Force organised a symposium in April in Washington, DC, and joined JISC in organising a second symposium in May in London.

<http://brtf.sdsc.edu>

Brian Lavoie continues to serve on the PREMIS Editorial Committee, which organised the first PREMIS Implementation Fair at iPRES 2009 in San Francisco, and will be holding a second Implementation Fair in Vienna at iPRES 2010. Brian led a subcommittee responsible for drafting a new set of conformance requirements for the PREMIS Data Dictionary. Research Assistant Sally Vermaaten produced a checklist on the use of PREMIS with METS; an article is forthcoming in D-Lib Magazine.

<http://www.loc.gov/standards/premis>





Brian Lavoie joined Neil Beagrie and Matthew Woollard in producing the JISC-sponsored report 'Keeping Research Data Safe 2', which provides an updated version of the KRDS cost framework; detailed application of the cost framework to cost data generated from several case studies; and a taxonomy of benefits to aid in characterising the value derived from digital preservation activities.

<http://www.jisc.ac.uk/publications/reports/2010/keepingresearchdatasafe2.aspx>

John MacColl is leading an RLG Partnership-LIBER project on "Library Roles in Data Curation", which is due to report by the end of 2010.

<http://www.oclc.org/research/activities/datacuration/default.htm>

## The Open University

The Open University AVA (Access to Video Assets) Project has progressed significantly in digitising "at risk" formats held in the institutional broadcast archives at Walton Hall. The project, which began in November 2008 and ends in July 2011, has, up to date, digitised over 1000 analogue broadcast assets from the archive collections.

A key deliverable from the project has been the specification of a time based media profile which maps to digital preservation standards e.g. PREMIS. The next phase of the project intends to test the implementation of this profile within three prototypes i.e. Greenstone, Fedora and the University's Enterprise Content Management System.

The project has developed a "videofinder" search tool to explore user requirements further, aid resource discovery and pilot the linking of relevant and associated resources held in other stores and repositories.

As the project enters its final year, outputs and outcomes from the project will be used to cost preservation options available to sustainably managing the institutional legacy broadcast archive and inform the training needs of staff associated with managing digital and analogue time based media collections.

The project is being led by Library Services in partnership with key internal stakeholders including the Open Broadcast Unit, Learning and Teaching Solutions, Academic Computing Services and Communications.



# member's activities

## Associate members



### Oxford Archaeology (OA)

OA has now gone live with its library project:

<http://library.thehumanjourney.net>

an ePrints server used to provide permanent URL and OAI-PMH access to our grey literature, publications, and, in what is probably a first for “commercial archaeology”, the archaeological archive or PDF/A security copies thereof. All newly completed project reports are being added and our legacy holdings (30+ years worth!) and the archives are being added as fast as our very limited resources permits. A searchable image gallery to complement the library will be available in the next few months.

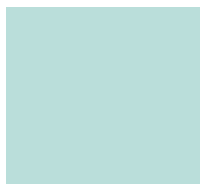
### Parliamentary Archives

The Parliamentary Archives successfully completed the second year of a project to develop facilities to preserve and provide access to Parliament's born-digital and digitised records. As a key part of this, we plan to implement a digital repository within the next five years. We carried out a detailed analysis of Parliament's requirements, which will enable us to design and implement an appropriate solution. To inform this, we investigated how other organisations in the UK and internationally are addressing the same challenges. We also undertook an audit to identify and prioritise digital assets requiring preservation action. A digital preservation ‘laboratory’ has been established, which provides a safe, secure environment in which we can test possible solutions. We conducted a successful pilot project to archive Parliament's web presence – this captured almost 9 million pages from 20 separate websites. As a result, we're now beginning to archive the Parliamentary web estate on a regular basis.

### Portico

Portico, a part of the not-for-profit ITHAKA, preserves scholarly literature published in electronic form, and ensures that these resources remain available to future scholars, researchers and students. Nearly 12,000 e-journals and 66,000 e-books from more than 115 publishers representing over 2,000 scholarly societies are committed to the Portico archive. Additionally, 690 libraries around the world support and rely on Portico for long-term preservation, and nearly 15 million articles and over 2,000 books are currently preserved in the Portico archive.

In January 2010, Portico became the first archive to complete a preservation audit and be certified as a trustworthy digital repository by the US-based Center for Research Libraries (CRL). The CRL, using the Trustworthy Repositories Audit & Certification: Criteria and Checklist (TRAC), worked with Portico over nine months to evaluate Portico's organisational structure, practices and processes.



The audit confirmed the majority of Portico's practices conform to the TRAC, and Portico will continue to report to CRL to ensure certification requirements are maintained. The audit report is available at:

<http://www.crl.edu/archiving-preservation/digital-archives/certification-and-assessment-digital-repositories/portico>

In June 2010, Portico, the University of London Computing Center (ULCC) and the Digital Preservation Coalition (DPC) released a report on long-term access to 16 projects funded through the JISC Digitisation Programme. As a result of this assessment, DPC, Portico and ULCC made a number of recommendations to JISC, which will be of use for institutions and projects as well as funders. The full report is available at:

<http://www.dpconline.org/newsroom/latest-news/594-digitisation-programme-digital-preservation-study>

### **Research Information Network (RIN)**

In July 2009, the RIN commissioned a study looking at the usage, value and benefits of research data centre. This work, co-funded with JISC, examines the trends in use of research data curated by such centres, along with the academic and wider benefits (including socio-economic outcomes) attributable to using their data. The study focuses on eight established centres, with a track record, in some cases going back many years, of serving a range of different disciplines covering the sciences, social sciences and humanities. It is founded on extensive empirical investigation, consisting of desk research, interviews and surveys, complemented by a programme of qualitative research to compile a series of impact case studies. The project, which is due to be completed towards the end of 2010, should provide evidence to demonstrate the importance of supporting an infrastructure that encourages the sharing, dissemination and long-term curation of research data.

### **Shared Web Information Systems for Heritage (SWISH) Partnership: Royal Commission on the Ancient & Historical Monuments of Scotland (RCAHMS) and Royal Commission on the Ancient & Historical Monuments of Wales (RCAHMW)**

In 2003 RCAHMS and RCAHMW established the SWISH partnership as a joint venture to share maintenance and development costs for our ICT systems and to create a shared vision for future enhancements for our online resources. The major project undertaken by the SWISH partnership in the last year has been 'Collections Enhancement' which aims to redevelop the organisations' cataloguing systems in line with international standards. The Collections Enhancement project will also improve capabilities for capturing information on copyright, locations of material and conservation. Additionally, having robust cataloguing systems will aid future developments in digital curation.

# member's activities

## Associate members

This year has also seen a 'Trusted Digital Repository' programme established with the aim of developing a joint digital repository for RCAHMS and RCAHMW. Initial work has focused on carrying out a gap analysis comparing current digital curation systems with available standards, identifying requirements for systems and procedures, and preparing a new Digital Archive Policy. Work on elucidating our requirements will continue, taking into consideration the findings of a planned data audit and further research into available formats, tools and standards.

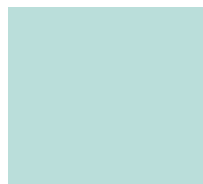
### TATE

This year has seen Tate Archive appoint an archive curator with responsibility for digital preservation. He is working alongside Archive colleagues to introduce the policies and infrastructure needed to safeguard Tate Archive's digital assets. In January 2010 the Archive began a two-year project, funded by the Rootstein Hopkins Foundation, to catalogue the Audio Arts collection. During the project Archive staff will acquire the skills and equipment needed to preserve digital audio, which can then be used for other collections and future acquisitions.

Tate Photography has developed a specific preservation policy for its area of operation. Early drafts were sent for peer group comment to selected DPC members. A final version was sent to Simon Tanner, Kings College London, for assessment and was greeted with positive feedback and seen as suitably robust for purpose. The policy covers film and digital archives. It addresses four main areas of digital activity: Collection photography, Conservation photography, non-Collection photography and Archive material photography.

A cross-Tate working group is currently looking at archiving net art and websites.





### Trinity College Library Dublin (TCLD)

Digital Resources and Imaging Services (DRIS) is a library department dedicated to the digitisation and dissemination of digital library collections materials. Current departmental activities are primarily focused on the Early Printed Book and Manuscripts collections with special emphasis placed on the creation of new digital resources to support advanced academic research.

Our current projects include the digitisation of the manuscripts department's holdings of Medieval Greek manuscripts, the J.D. White collections of 19th century Ballads, the Early Printed Book Department's collection of World War I postcards, and the Robinson Collection of Caricature. We are also excited to announce our participation in the Europeana Travel project, which will be expanded to include the papers of Daniel Beaufort (1739-1821), the Hardiman Atlas Maps collection (1555-1629), and an additional collection of printed travel books and narratives of Ireland from the 19th Century.

In the next several months we will be launching the Digital Library Collections Repository. This Fedora Commons based digital repository will support the long-term storage and preservation of our unique digital collections, provide innovative new research toolsets to the humanities researcher, and open library access to a wide variety of new user groups.

For further details please contact the Digital Resources and Imaging Services department at:

[digitalresources@tcd.ie](mailto:digitalresources@tcd.ie)

### UK Data Archive, Essex University (UKDA)

The UK Data Archive is renewing its focus under a new director, starting with a revised 5-year strategic plan and a refreshed brand and website designed to 'open up' the Archive and encourage more active use of research data to drive further discoveries in the social sciences and humanities.

Digital preservation, security and management remain vital areas of activity. After working with a coalition of seven international data archives to develop the Data Seal of Approval (DSA) – a set of guidelines that allows digital repositories to self-assess and improve their preservation practices – the Archive is now helping to establish a European framework on the audit and certification of trusted digital repositories. There is now a memorandum of understanding between the Repository Audit and Certification (RAC) working group, the DIN group on Trustworthy Archives – Certification, and the DSA.

# member's activities

## Associate members

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The Archive is also a major contributor to the Keeping Research Safe 2 report, published in May 2010, which identified and analysed sources of long-lived data and compiled information over time on associated preservation costs and benefits. The report's outcomes are critical to developing preservation costing tools and cost-benefit analyses for justifying and sustaining major investments in repositories and data curation.

To promote good data management, the Archive has updated and republished its acclaimed Managing and Sharing Data: A Best Practice Guide for Researchers. The revised version includes case studies and aims to expand its reach beyond social science researchers.

Two new grants are helping the Archive support awareness and capacity building in managing and sharing data. A JISC-funded project aimed at ESRC Research Centres and Thematic Programmes has issued a report on current data practices in the social sciences. The project is working closely with a select number of research hubs to implement effective data management planning, procedures and tools throughout the research lifecycle and lifespan of the hubs.

A second project, funded through the ESRC, is providing hands-on training and materials for students, researchers and support staff on issues relevant to managing and sharing social science research data. Training focuses on all aspects of data handling, concentrating on core skills that are vital for the practices of both primary data collection and secondary analysis.

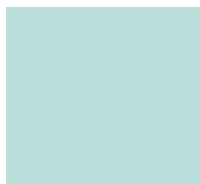
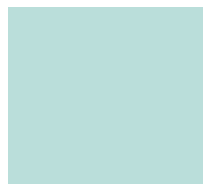
Work is now underway to expand the Secure Data Service (SDS) pilot into a full service, enabling researchers safe, secure remote access to data considered too detailed, confidential or potentially disclosive to be made available under standard licensing agreements. With ESRC funding, the SDS has also reached an agreement to expand its data holdings to include sensitive data from government sources, which vastly expands the service's impact and value to research.

To support the SDS launch in March 2011 – and to provide a higher degree of safety for all data collections – the Archive has undergone an extensive audit to meet the rigorous information security standards of the International Organization for Standardization's ISO/IEC 27001 certification.

To learn more about the UK Data Archive, its projects and reports, go to

<http://www.data-archive.ac.uk>





### University of St Andrews, IT Services

In January 2010 IT Services at the University of St Andrews embarked on a Digital Archiving Project (DAP). DAP implements the OAIS reference model. The project serves as a pilot to investigate different kinds of support needs for digital archiving within the University. At present DAP focuses on putting in place an archiving solution for local publicly funded electronic resources in the Arts and Humanities.

The DAP archive is being built on the Fedora Commons framework. It uses the Community Edition of Alfresco for the Ingest function and the Planets software suite for Preservation Planning. Alfresco Module Packages were developed in-house to allow for automated extraction of TEI Header metadata, to run automated virus checks using ClamAV, and for the integration of the FITS file validation tool.

DAP implements the MODS, PREMIS and METS metadata standards. Initially the project has been working on archiving the Records of the Parliaments of Scotland electronic resource RPS:

<http://www.rps.ac.uk>

RPS data was created using the TEI P4 XML standard.

Project URL:

<http://www.st-andrews.ac.uk/itsupport/academic/arts/projects/dap>

### Wellcome Library

The Wellcome Library is implementing its plans to digitise over 1m images as part of a 2 year pilot program, based on a theme of 'Foundations of Modern Genetics'. In early 2010, a Feasibility Study was carried out to determine what infrastructure would be required to support a digital library of this size. The aim is to provide seamless access to all our collections – from digitised books, to records of undigitised paintings, to born digital archives, to name a few.

The Library has catalogued its first hybrid collection, comprising both physical and born digital material, and has completed the cataloguing of its first born digital manuscript. Born digital material will eventually be available alongside material digitised by the Library.

We continue to select websites for the UK Web Archive. The Library selects web sites concerned with health and medical content from contemporary and historical perspectives, including those created as research outputs of Wellcome Trust funding.

For more information about the Wellcome Library see:

<http://library.wellcome.ac.uk>

# allied organisations

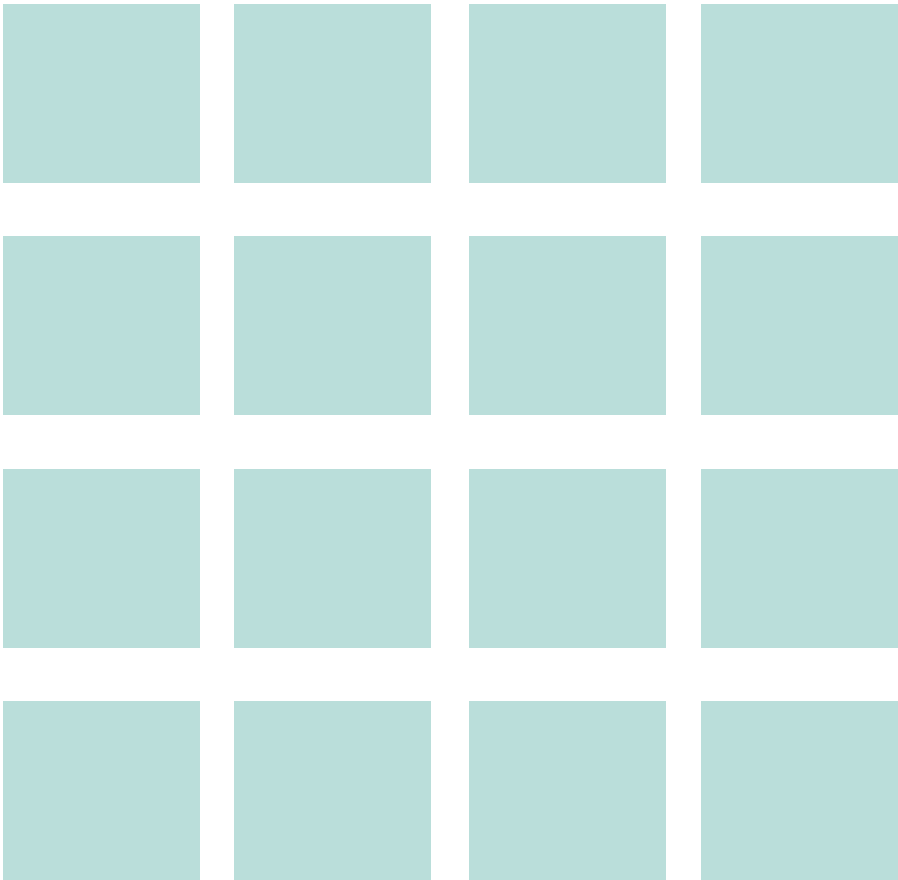
The Inter-University Consortium for  
Political and Social Research (ICPSR)

The National Library of Australia

National Preservation Office  
(UK and Ireland)

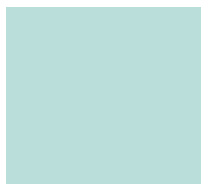
The National Digital Information  
Infrastructure and Preservation Program  
of The Library Of Congress (NDIIPP)

Alliance for Permanent Access to the  
Records of Science in Europe



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## Richard Ovenden <sup>1</sup>

Chair  
Bodleian Library, Oxford University

## Bruno Longmore <sup>2</sup>

Vice Chair  
NAS

## Kevin Ashley <sup>3</sup>

ULCC (Resigned 26 February 2010)

## Kevin Ashley <sup>4</sup>

DCC (Appointed 19 April 2010)

## Richard Davis <sup>5</sup>

ULCC (Appointed 26 February 2010)

## Tola Dabiri <sup>6</sup>

MLA (Resigned 1st June 2010)

## Adam Farquhar <sup>7</sup>

BL (Appointed 26 February 2010)

## Paul Gemmill <sup>8</sup>

RCUK

## Timothy Gollins <sup>9</sup>

TNA

## Neil Grindley <sup>10</sup>

JISC

## Patricia Kernaghan <sup>11</sup>

PRONI

## Patricia Killiard <sup>12</sup>

Cambridge University Library

## Mike Mertens <sup>13</sup>

?????

## Cate Newton <sup>14</sup>

NLS

## Katie Pekacar <sup>15</sup>

MLA (Appointed 1 June 2010)

## Chris Rusbridge <sup>16</sup>

DCC (Resigned 16th April 2009)

## Helen Shenton <sup>17</sup>

BL (Resigned 26th February 2010)

## Alicia Wise <sup>18</sup>

PLS (Resigned 31 July 2010)

## DPC Staff

## William Kilbride <sup>19</sup>

Executive Director

## Carol Jackson <sup>20</sup>

Administration and Events Manager

# DPC board of directors

# financial statement

Year ended 31 July 2010

The DPC accounts are audited by  
Garbutt & Elliott LLP

Arabesque House  
Monks Cross Drive  
Huntington  
York  
YO32 3QW

Income	£	£
Subscriptions		178,833
<b>Expenditure</b>		
Wages and salaries	85,743	
Employer's N.I. contributions	9,206	
Staff pension costs	14,354	
Staff training	574	
Rent	8,515	
Insurance	390	
Printing, postage and stationery	758	
Publicity and promotion	3,960	
Telephone	760	
Computer costs	1,042	
Internet costs	1,677	
Travelling expenses	18,694	
Member events	1,330	
Legal and professional fees	17	
Website maintenance and development	11,605	
Accountancy	3,045	
Audit fees	940	
Bank charges	290	
DPTP scholarships	5,897	
Sundry expenses	3,785	
Member publications	6,904	
Subscriptions	595	
		(180,081)
		(1,248)
<b>Depreciation</b>		(1,228)
<b>Deposit account interest</b>		440
Taxation		(80)
Deficit for the year		(2,116)
<b>Reserves</b>		
General reserve brought forward at 01/08/09	140,476	
Transfer from other reserves	4,340	
Deficit for the year	(2,116)	
General reserve carried forward at 31/07/10	142,700	
Other reserves	44,783	
		187,483





**www.dpconline.org**

**The Innovation Centre  
York Science Park  
Heslington  
York  
YO10 5DG**

**Tel 01904 435 362  
Email [info@dpconline.org](mailto:info@dpconline.org)**



**Digital Preservation Coalition**