Promoting Digital Preservation

Digital Preservation Coalition

Annual Report 04-05
1 August 2004 - 31 July 2005
Mission and Goals

The aim of the Digital Preservation Coalition is to secure the preservation of digital resources in the UK and to work with others internationally to secure our global digital memory and knowledge base.

In order to achieve this aim, the Coalition has the following long-term goals:

1. Producing, providing, and disseminating information on current research and practice and building expertise amongst its members to accelerate their learning and generally widen the pool of professionals skilled in digital preservation.

2. Instituting a concerted and co-ordinated effort to get digital preservation on the agenda of key stakeholders in terms that they will understand and find persuasive.

3. Acting in concert to make arguments for appropriate and adequate funding to secure the nation’s investment in digital resources and ensure an enduring global digital memory.

4. Providing a common forum for the development and co-ordination of digital preservation strategies in the UK and placing them within an international context.

5. Promoting and developing services, technology, and standards for digital preservation.

6. Forging strategic alliances with relevant agencies nationally and internationally, and working collaboratively together and with industry and research organisations, to address shared challenges in digital preservation.

7. Attracting funding to the Coalition to support achievement of its goals and programmes.

Programme of work for the Coalition

The Coalition operates on four levels:

- Activities undertaken individually by member institutions and sectors but accomplished and co-ordinated in line with their commitment to the principles and goals of the Coalition.

- A core set of Coalition activities of common interest and benefit to all its members supported by resources from its membership and sponsoring bodies.

- A series of collaborative projects which would be taken forward with project funding drawn from a variety of sources.

- Through the Coalition, its members, and strategic alliances, promoting, developing, and implementing a national infrastructure of services and training for sustaining access to and preservation of digital resources.

This has been a year which has seen the DPC move to a fully independent administrative footing, a slow, painstaking process, beginning with the move of DPC offices to the Innovation Centre at York in August 2004, and ending with the appointment of a DPC Administration Manager, Carol Jackson, in April 2005. Kevin Niven has worked 2 days a week for the DPC since November 2004, so Carol’s appointment increased the DPC secretariat from 1 to 2.4, enabling a much more efficient and effective business operation.

We were delighted to welcome three new members to the Coalition during the year. The University of Oxford became a full member in August 2004, which provided a very positive beginning to the financial year and meant that we now have five legal deposit libraries with DPC membership during this very significant time when legal deposit has been extended to include digital materials. The Digital Curation Centre also took up full membership and provided another excellent means of facilitating the close working relationship needed for our two organisations. The Corporation of London also became an Associate member, bringing yet more practical experience in implementing electronic records management and digital resource creation to the Coalition.

The DPC Planning Day provided a rare opportunity for all DPC members to discuss and reflect on the DPC Work Programme and future directions. It was noted during this activity that the DPC has moved to a more mature stage in its development and is able to build on and extend the solid foundation built in previous years. This maturity has enabled us to plan major initiatives such as completing the UK Needs Assessment, which will provide us with essential data required to move the UK digital preservation agenda forward.

A fruitful partnership with Cornell University, combined with funding from JISC as part of their Supporting Digital Preservation and Asset Management in Institutions programme, has enabled the development of an intensive, modular training programme which the DPC is closely involved in and which will be run next year.

The DPC Executive Secretary Maggie Jones received an award from the Sunday Times given to those who have contributed to accelerating the digital revolution throughout 2004. This is indicative of both the increasing interest in digital preservation by the media and also the increasing use of the DPC by them as a source of advice and expertise. Advocacy and awareness raising has always been a cornerstone of DPC activity and we have been very successful in this activity.

The solid progress made by the DPC has been possible thanks to the continued support of its diverse membership and as we look back on the achievements of the past year we also look forward to another full and productive year ahead.
DPC Planning Day

The DPC planning Day on 9th February 2005 at York provided an opportunity for DPC members to discuss progress to date and chart the way forward. It also provided an opportunity to see the new DPC office space, at the Innovation Centre. Gill Joy facilitated the day on behalf of the DPC. Maggie Jones, Duncan Simpson, and Peter Burritt gave a series of presentations intended to set the context for the day, to stimulate discussion, and to reach agreement on key priorities and activities. A full report of the Planning Day is available from the DPC Members’ Area of the website at: http://www.dpconline.org/members/main/dpcdocplan.html

UK Needs Assessment

A key priority identified at the DPC Planning Day was the completion of the UK Needs Assessment, which had begun with the DPC Members’ survey of 2003. An MLA funded sample survey of regional organisations, released in June 2005, provided further valuable data in building a picture of developments and issues in the UK. It was agreed that the DPC should make completing this assessment a major priority and that it should fund it from within its own resources, thus enabling rapid completion. A Steering Group was formed to assist in preparation of the ITT, to select the successful tender and to oversee progress. The Steering Group selected Tessa as the successful tender in a strong field and work commenced on the project in July 2005, due to be completed by the end of the calendar year. An early task will be to draw together the substantial sources of existing data gathered from the DPC Members survey, the MLA funded regional survey, and other key documents and synthesise these into a concise overview of the status quo.

Digital Preservation Training

Training has always been identified as a major part of the DPC work programme and DPC workshops were developed and run during 2003-04. A successful partnership was developed with Cornell University, who run a week-long training programme funded by the National Endowment for the Humanities in the US. Training was also identified as a major priority in the DPC Members Survey Workshop, held in November 2003, and JISC subsequently provided funding to the DPC for a scoping study on training needs. JISC’s Supporting Digital Preservation and Asset Management in Institutions programme then provided an excellent opportunity to build on the DPC Workshops, the Cornell Workshops and data gleaned from the Cornwall scoping survey to fund a week-long training programme. ULCC is the lead organisation in developing the training programme, which will pilot in October 2006. Cornell have been very generous in making their resources available to the project and we believe this training programme will fill a major gap in facilitating institutional readiness to develop digital preservation programmes tailored to suit their needs.

Digital Preservation Award

The first ever Digital Preservation Award was presented to the National Archives in June 2004. The Conservation Awards are presented at a high profile event every eighteen months, in recognition of the lengthy lead time required to plan and organise such an event. Applications for the 2005 Award opened in April 2005 and seven applications were received. The 2005 applications presented a similar dilemma as the 2004 applications as they were generally of a high quality and made it impossible for the screening panel to reduce the shortlist to fewer than five. The five shortlisted projects for the 2005 Award are:

- Choosing the optimal digital preservation strategy, Vienna University of Technology
- Digital Preservation Testbed, National Archival of the Netherlands
- PREMIS (Preservation Metadata: Implementation Strategies), the PREMIS Working Group
- Reverse Standards Conversion, BBC
- UK Web Archiving Consortium, UKWAC

Further details of the shortlist and other information about the awards is available from: http://www.dpconline.org/graphics/awards/2005shortlist.html

Dissemination and Current Awareness

Technology Watch Reports

Two reports were commissioned during the year, to add to the two existing reports on an Introduction to OAIS and Institutional Repositories. The resulting report, Large Scale Archival Storage is based on the British Library’s own experience, but also provides valuable guidance to other organisations contemplating purchasing a system for their own requirements. The authors of the report, Richard Masters, Sean Martin, Jim Linden, and Roderic Parker also gave presentations structured around their report at a DPC Meeting held in April. Both the report and the meeting have been very well received. The 4th DPC Technology Watch report will be on Preservation Metadata. Brian Lavie, from CCLIC, and Richard Garnier, from Oxford University Library Services, have been commissioned to prepare this. The Preservation Metadata report is expected to be completed in September. Further details of these and other reports are available from: http://www.dpconline.org/graphics/reports/index.html#dpcc

What’s New in Digital Preservation?

Two issues of What’s New in Digital Preservation? were produced during the reporting period. Issue 9, July–December 2004 and Issue 10, January–May 2005. This invaluable source of current awareness in a rapidly developing area is compiled by the National Library of Australia and the Digital Preservation Coalition. Gerard Clifton and Marian Hanley contributed the NLA component and Michael Day prepared the DPC component. Deborah Woodward-Robinson has been commissioned by the DPC to work on future issues of the report and is currently working on issue 11. 

Achievements - Highlights from 2004-2005
The initial impetus for the Directory came from the subgroup of CURL’s Task Force on Digital Content Creation and Curation. It was agreed that it would be valuable to have a directory indicating organisations undertaking digital preservation activities. The scope was extended to include all organisations known to be undertaking this activity, whether or not they provide a service for others so that the Directory could achieve a number of purposes. As a source of information for those considering outsourcing their digital preservation needs, for those looking for models to use when developing their own digital preservation programme; or simply as a means of identifying who is doing what in the UK. Duncan Simpson was commissioned to compile the Directory on behalf of the DPC, and will prepare regular updates to ensure currency. The second edition was produced in June 2005. It was also decided that a valuable companion to the Directory would be an information leaflet and checklist for those considering outsourcing. Contracting Out for Digital Preservation Services was produced in September 2004 as a companion to the first edition of the Directory. Both documents are available from: http://www.dpconline.org/graphics/guides/index.html#directory.

The Digital Preservation and DPC-DISCUSSION email lists

The Digital Preservation list on JISCmail is moderated by the DPC Executive Secretary, Maggie Jones, and Neil Beagrie and has over 1000 subscribers worldwide. The archive for the list and a joining-the-list web-form is available at: http://www.jiscmail.ac.uk/lists/digital-preservation.html

A private DPC discussion list (DPC-DISCUSSION) for members and allies includes a monthly update on DPC activities.

Papers and Presentations during 2004-2005

Papers and presentations prepared by the DPC Executive Secretary during the year are as follows:


- Presentations on digital preservation and the DPC, given to Workshops organised by NEMLAC and MLA West Midlands, 17-18 March 2005.

- Digital Preservation Projects and Services. Daily briefing sessions given at the UKSG Conference, Heriot-Watt University, Edinburgh, 11-13 April 2005. The report from the briefing sessions is available in Serials, 18(2), July 05, p145

- Are you talking to me? SCONUL Issue 33, Winter 2004. Also available online at: http://www.sconul.ac.uk/publ_stats/newsletter/33/


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Media Coverage


Robbie Hudson. “Unsung Heroine”. Sunday Times, 19 December 2004. Maggie Jones was awarded one of the 2004 Doors Awards for “the people and events that are reving up the next digital revolution”. http://www.timesonline.co.uk/article/0,,2103-1406664_3,00.html

BBC Radio 4, Losing the Past. Part 1 Wednesday 6 October 2004 Part 2 Wednesday 13 October 2004. Richard Hollingham prepared a two-part programme described as “a timely investigation into the loss of cultural, public and historical records, both analogue and digital, as a result of deterioration or advances in technology.” After contacting the DPC for background, several DPC members were interviewed for the programmes, including Kevin Ashby, ULCC, Richard Boulterstone, British Library, and David Ryan, The National Archives. Appropriately, the original interviews will be preserved and form part of the BBC’s Creative Archive, launched in 2005. http://www.bbc.co.uk/radio4/history/losing_the_past.shtml
DPC Website

The DPC website has shown a steady rise in use over the year, with an increase of 43% for pages downloaded and an increase of 54% for total visits compared to last year.

Usage Statistics for www.dpcsite.org
Comparison 2003-2004 with 2004-2005

Achievements - Highlights from 2004-2005
DPC Events
Forums and Meetings

Two Forums were held during the year, both in collaboration with another partner, in both cases, another DPC member. The first Forum was held in October 2004 in conjunction with CURL and focussed on institutional repositories. The theme of the repository work was proposed by CURL as being very timely as the move from theory to practice is likely to accelerate, requiring more emphasis on sustainability and lessons learned from the practical experience of early adopters. A report of the Forum is available from http://www.dpconline.org/graphics/events/041005forum.html.

The second Forum was held in July 2005, and held in collaboration with the Digital Curation Centre. It was agreed that costs and business models were of key importance to constituents of both organisations. The programme was particularly a mix of strategic insights and practical case studies and provided a rich source of information and discussion. A full report of the Forum is available from http://www.dpconline.org/graphics/events/050726workshop.html.

DPC Member Activity

DPC members have been actively contributing to advancing the UK Digital Preservation Agenda in many ways, including participating in projects. The JISC 4/04 Programme Supporting Digital Preservation and Asset Management in Institutions funded a number of projects with DPC member involvement. JISC 4/04 projects led by a DPC member and/or with a DPC member partner are:

- **Lead institution**: University of Oxford
  **Topic**: METS Awareness Training
  **Partners**: UK Data Archive
  **Partner**: The National Archives

  This project will implement an ingest service based on the OAIS reference model for institutional archives built using METS. It will provide a mechanism to map the systems and metadata currently in use by UK Data Archive (UKDA) and The National Archives (TNA) against those in the OAIS Reference Model and the METS standards, to assess how the two institutions operational structures can be informed by METS (and vice versa), and to explore the potential for interaction between existing metadata standards utilised within the two institutions and METS. This will enable each organisation to assess the relevance of the Reference Model and the metadata standard to their work and determine whether or not the assumption that each is compliant, is in fact correct. A further aim is the production of a report outlining the experiences of each organisation in undertaking mapping. This is expected to be of use to other organisations that might want to undertake mapping to OAIS and METS.

- **Lead institution**: University of Oxford
  **Topic**: Preservation Eprint Services (PRESERV)
  **Partner**: Arts and Humanities Data Service
  **Partner**: The British Library
  **Partner**: Digital Preservation Coalition
  **Partner**: King’s College London
  **Partner**: School of Advanced Study of the University of London
  **Partner**: National Preservation Office
  **Partner**: The National Archives

  This project will develop digital preservation services for Eprints institutional repositories, and have found the problem of creating a collaborative, shared preservation environment for the SHERPA institutional repositories project framed around the Open Archiving Information Systems (OASIS) Reference Model. The project will bring together the SHERPA institutional repository systems with the preservation repository established by the Arts and Humanities Data Service to create an environment that fully addresses all the requirements of the different phases within the life cycle of digital information.

- **Lead institution**: University of London Computer Centre
  **Partner**: The British Library
  **Partner**: Cor nell University
  **Partner**: Digital Preservation Coalition
  **Partner**: Digital Preservation Training Programme

  This project aims to develop a modular training programme in digital preservation, with data-taught, online and off-line components. It meets the needs identified in the recent JISC-funded study, carried out by Cornwall Management Consultants, into training needs in digital preservation. It builds on existing exemplars of training and information provision, including the JISC-funded Cornell University digital preservation course, the DPC’s travelling 1-day workshop, the “Preservation Management of Digital Materials” handbook, and training from existing JISC-funded services such as AHDS. The training will be developed at multiple levels, to meet the needs of senior managers as well as practitioners and new staff.

- **Lead institution**: London College of Computer Centre
  **Partner**: Arts and Humanities Data Service
  **Partner**: The British Library
  **Partner**: Digital Preservation Coalition
  **Partner**: Digital Preservation Training Programme

  This project will develop a digital preservation assessment tool for use within the UK HE/FE and research, learning and teaching communities. It will provide those responsible for managing digital resources in a variety of institutional settings, including libraries, archives, data centres, computer services and research teams, with a valuable tool for identifying the preservation needs of their digital holdings. It will do so in a way which allows scarce resources to be focused on those assets where the risk of loss and cost of loss is greatest. The project is supported by the Digital Preservation Coalition and brings together extensive expertise in digital preservation from a range of partners. Evaluation of the tool in real-world settings will take place in The National Archives, the British Library, and two identified academic institutions (King’s College London and The School of Advanced Study University of London).
DPC Membership Structure

1. Through the consultation, members indicated that core sponsorship by commercial organisations is inappropriate for DPC. Most of the major public sector stakeholders who might have been considered as sponsors are already Full Members so why change?

2. Members had no strong feelings regarding a change to a single structure. Most felt they were getting value for money and were planning to continue their membership. Feedback was less about structures and fees and more about growing the Coalition, raising its visibility in mainstream information lifecycle management (ILM) activities and the need for more focused support to implementation issues in DP.

3. On the basis of the consultation and following further Board discussion, ESYS has proposed that the current structure of Full and Associate Members should be retained as an appropriate basis for future growth and need not be changed to a single category + sponsors. Most members felt that current fee levels are broadly acceptable (there is no need for a sliding scale or special international membership fee) but they were looking for a focused programme of activities to justify their involvement.

4. ESYS has proposed that efforts should be made to secure two or three year subscriptions (with discounts as an incentive) from those members willing and/or able to pay in advance. This will provide more security for longer term planning.

5. Sponsorship of events or specific resources/services by commercial bodies is acceptable in principle however this can be time-consuming to negotiate and the secretariat has only limited resources. The Coalition should continue to signal its interest in sponsorship of specific activities through its website and other communications but should focus its main efforts on attracting new members;

6. DPC is primarily an advocacy body and all members should join with a view to contributing to DPC aims as well as receiving services in return for their membership fee. Communications from DPC should outline both the benefits that new members can expect and also the contribution that they can expect to make to advance the aims of the Coalition;

7. DPC continues to attract new Full Members and, in the short term, revenue is not a major problem. However the full potential of the Coalition could be exploited more effectively through more active participation of all members in promoting the DPC; taking greater advantage of the extensive network of contacts and influence which they can offer. A clear marketing plan should be articulated for the next three years that builds on the momentum that the Coalition has generated and specifies what members can do in their own community to promote the DPC and its aims, with a view to growing the membership and raising awareness of the Coalition’s aims;

8. The current DPC membership has a very strong representation from the library/archives and education/research communities at national level. In order to integrate the DPC more closely with mainstream information lifecycle management (ILM) activities, new members will also be required from other sectors - local and national government departments, business and industry ILM practitioners and regional libraries/archives. Membership should not be open to system vendors/consultants but the DPC should nevertheless take action to raise awareness of DP issues in this sector;

9. The proposed DPC structure below could be used as the basis of the DPC marketing plan. Each community will require a different approach relevant to their particular needs and targets should be agreed for new members in each sector;

10. A small Marketing Group (5-6 people) is required to work with the secretariat to co-ordinate actions for raising the visibility of the DPC within its various communities and to support a campaign to attract new members. The group should initially operate on a time-limited basis in order to assess whether this approach is workable;

11. Members recognise the need to tackle implementation issues and the DPC can play a role in facilitating collaborative projects across the membership (and has already done so with the UK Web Archiving Consortium). Given the diversity of interests in the Coalition, support to implementation should be driven primarily from the various DPC communities (with some central co-ordination) and focused on a small number of specific projects or task forces;

12. Access to tangible resources such as practical help, case studies, partners, training and expert advice will become increasingly important for members as the focus for networking activities. This is also needed to attract more practitioners to the membership;

13. A small number of strategic alliances with influential organisations will be beneficial in maintaining DPC’s status at the forefront of the DP field and providing links into international programmes. Further strategic international alliances should be pursued (provided resources are available to honour mutual agreements). UK alliances should be pursued initially as membership opportunities.

These and other documents relating to the membership structure are available from the DPC Members’ Area at http://www.dpconline.org/members/main/dpcdocplan.html
UK Needs Assessment Steering Group

Juan Bicarregui, CCLRC
Hugh Campbell, PRONI
Leona Carpenter, JISC (to July 05)
Adam Farquhar, British Library
Helan Hook-Yu, JISC (from July 05)
Jim Jamieson, ULCC
Maggie Jones, DPC
William Kilbride, Archaeology Data Service, AHDS
Martin Nair, Museums, Libraries and Archives Council (MLA) (Chair)
Davie Thompson, Welcome Library
Stella Wisdom, National Library of Scotland

Digital Preservation Award judging panel

Richard Boulderstone, British Library (Chair)
Sheila Anderson, Arts and Humanities Data Service (AHDS)
Kevin Ashley, University of London Computer Centre (ULCC)
David Dawson, Museums, Libraries and Archives Council (MLA)
Aars Janssen, National Library of the Netherlands
Maggie Jones, DPC
Chris Rusbridge, Digital Curation Centre (DCC)
David Seaman, Digital Library Federation (DLF)

People

DPC Board Members and Directors

Klein Ashley, University of London Computer Centre (ULCC)
Simon Bairs, National Library of Scotland
Chris Batt, Museums, Libraries and Archives Council (MLA)
Lynn Bradley (Chair), British Library
Ashen Brown, The National Archives
Reg Carr (Vice Chair), JISC

Ronald Milne, University of Oxford
Laura Mitchell, National Archives of Scotland
Richard Overend, ULCC
Chris Routledge, Digital Curation Centre (DCC)
Helen Shearman, British Library
Gerry Slater, Public Records Office of Northern Ireland (PRONI)

Maggie Jones
Maggie was appointed as DPC Co-ordinators position and became the first full-time DPC member of staff in May 2003. She became the Company Secretary when Neil Blagie resigned from this post in November 2003 and her job title was changed to DPC Executive Secretary in June 2004, to reflect the dual roles.

DPC Staffing

Maggie Jones

New Appointments

Kieron Nixon - 1 November 2004
Administration Assistant (two days per week)
Kieron is a curator with the Archaeology Data Service, based in York and since November 2004, has worked two days a week for the DPC and three days a week for ACS, in a very successful job sharing arrangement.

Carol Jackson - 18th of April 2005
Administration Manager
Carol joined the DPC as Administration Manager in April 2005, having recently returned from working for the EU Commission in Milan for a number of years.

Anna Arthur PR Ltd
Anna Arthur PR is a professional PR and Media company which has been engaged by the DPC to support its Advocacy Campaign.

Kate Bradford
Kate is employed by ULCC, and has provided contracted support to the DPC regarding preparation for the 2005 Digital Preservation Award.

The Complete Support Group Ltd
Complete support is a professional events organising and support company. They have been contracted to provide registration and administrative support for the DPC Forums and training events.

Emanuella Giavarra LLM
Emanuella Giavarra has provided legal advice to DPC regarding implications on the Articles of Association if commercial members were admitted to DPC membership.

Duncan Simpson
During 2004-05, Duncan compiled and updated the DPC Directory of Digital Repositories and Services, produced a leaflet and checklist on outsourcing and undertook workshops with the DPC, in association with the MLA funded survey of regional organisations.

Deborah Woodyard-Robinson
Deborah Woodyard-Robinson took photos of the DPC planning day.

Tessella Support Services plc
The UK Needs Assessment survey is being carried out by the software services company Tessella, which won a competitive tender process.
Membership

Full Members

British Library
Consortium of University Research Libraries (CURL)
Digital Curation Centre (DCC)
Joint Information Systems of the Higher and Further Education Funding Councils (JISFC)
The Council for Museums, Archives and Libraries (MLA)
National Archives
National Archives of Scotland
National Library of Scotland
Public Record Office of Northern Ireland
University of London Computer Centre (ULCC)
University of Oxford

Associate Members

Arts and Humanities Data Services (AHDS)
Association of Learned and Professional Publishers (ALPSP)
BBC Information and Archives
Council for the Central Laboratory of the Research Corporation of London (CCLRC)
Ministry of Defence (MOD)
National Electronic Library for Health (NELH)
National Library of Wales
Natural History Museum
Open University
OCLC
Publishers Association (PA)
Research Libraries Group (RLG)
Trinity College Library Dublin
UK Data Archive (UKDA)
Wellcome Library

DPC Meetings over the Year

19 October 2004 CURL/DPC Forum on Institutional Repositories, London
26 October 2004 DPC Board Meeting and second ADM, London
9 February 2005 DPC Planning Day, York
10 February 2004 DPC Board Meeting, York
6 April 2005 DP Award Planning Meeting, London
20 April 2006 UKNA Steering Group meeting, London
22 April 2006 DPC Meeting on Mass Storage, York
2 June 2005 DPC Board Meeting, London
15 June 2005 DP Award applications screening, London
5 July 2005 UKNA Steering Group meeting to select tender, York

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- Report of the Independent Auditors
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- Notes to the Financial Statements
- Profit and Loss Account

Company Information

DIRECTORS:
- L Brindley
- R Carr
- R Ovenden
- G Slater
- C Batt
- K Ashley
- L Mitchell
- C Rusbridge
- A Brown
- S Bains
- R Milne

SECRETARY:
- M Jones

REGISTERED OFFICE:
Innovation Centre
York Science Park
Heslington
York
YO10 5DG

REGISTERED NUMBER:
4492292 (England and Wales)

AUDITORS:
J Matthews & Co.
Registered Auditors
The Tythongs
West Winterslow
Salisbury
Wiltshire
SP5 1RE
Report of the Independent Auditors to the Members of Digital Preservation Coalition

We have audited the financial statements of Digital Preservation Coalition for the year ended 31 July 2005 on pages five to nine. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company’s members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company and the company’s members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described on page two the company’s directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors’ remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company’s circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements provide a true and fair view of the state of the company’s affairs as at 31 July 2005 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

In our opinion the financial statements give a true and fair view of the state of the company’s affairs as at 31 July 2005 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

J Matthiae & Co
Registered Auditors

The Tythings
West Winterslow
Salisbury
Wiltshire
SP5 1RE

2 November 2005


Report of the Directors

The directors present their report with the financial statements of the company for the year ended 31 July 2005.

PRINCIPAL ACTIVITY

The aim of the Digital Preservation Coalition is to secure the preservation of digital resources in the UK and to work with others internationally to secure our global digital memory and knowledge base.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

DIRECTORS

The directors during the year under review were:

- L Brindley
- R Carr
- R Ovenden
- T Hey - resigned 26.10.04
- D Ryan - resigned 26.10.04
- L Dempsey - resigned 26.10.04
- G Slater
- C Batt
- K Ashley
- L Mitchell
- C Rusbridge - appointed 26.10.04
- A Brown - appointed 26.10.04
- S Blairs - appointed 26.10.04
- R Mine - appointed 26.10.04
- P Burnhill - appointed 26.10.04
- resigns 2.6.05

STATEMENT OF DIRECTORS’ RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The auditors, J Matthiae & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VIII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD:

L Brindley - Director
2 November 2005


Report of the Directors

The directors present their report with the financial statements of the company for the year ended 31 July 2005.

PRINCIPAL ACTIVITY

The aim of the Digital Preservation Coalition is to secure the preservation of digital resources in the UK and to work with others internationally to secure our global digital memory and knowledge base.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

DIRECTORS

The directors during the year under review were:

- L Brindley
- R Carr
- R Ovenden
- T Hey - resigned 26.10.04
- D Ryan - resigned 26.10.04
- L Dempsey - resigned 26.10.04
- G Slater
- C Batt
- K Ashley
- L Mitchell
- C Rusbridge - appointed 26.10.04
- A Brown - appointed 26.10.04
- S Blairs - appointed 26.10.04
- R Mine - appointed 26.10.04
- P Burnhill - appointed 26.10.04
- resigns 2.6.05

STATEMENT OF DIRECTORS’ RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The auditors, J Matthiae & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VIII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD:

L Brindley - Director
2 November 2005

Report of the Independent Auditors to the Members of Digital Preservation Coalition

We have audited the financial statements of Digital Preservation Coalition for the year ended 31 July 2005 on pages five to nine. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company’s members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company’s members as a body, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described on page two the company’s directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors’ remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company’s circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements provide a true and fair view of the state of the company’s affairs as at 31 July 2005 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

In our opinion the financial statements give a true and fair view of the state of the company’s affairs as at 31 July 2005 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

J Matthiae & Co
Registered Auditors

The Tythings
West Winterslow
Salisbury
Wiltshire
SP5 1RE

2 November 2005
### Balance Sheet
31 July 2005

<table>
<thead>
<tr>
<th>Notes</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIXED ASSETS:</strong> Tangible assets</td>
<td>4</td>
<td>1,720</td>
</tr>
<tr>
<td>Administrative expenses</td>
<td>139,340</td>
<td>108,177</td>
</tr>
<tr>
<td></td>
<td>2,646</td>
<td>24,811</td>
</tr>
<tr>
<td><strong>CURRENT ASSETS:</strong> Debtors</td>
<td>5</td>
<td>35,711</td>
</tr>
<tr>
<td>Cash at bank</td>
<td>114,840</td>
<td>175,707</td>
</tr>
<tr>
<td></td>
<td>150,551</td>
<td>177,253</td>
</tr>
<tr>
<td><strong>CREDITORS:</strong> Amounts falling due within one year</td>
<td>6</td>
<td>13,973</td>
</tr>
<tr>
<td></td>
<td>150,551</td>
<td>177,253</td>
</tr>
<tr>
<td><strong>NET CURRENT ASSETS:</strong></td>
<td>136,578</td>
<td>137,649</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS LESS CURRENT LIABILITIES:</strong></td>
<td>£138,298</td>
<td>£138,271</td>
</tr>
<tr>
<td><strong>RESERVES:</strong> Designated funds</td>
<td>7</td>
<td>13,243</td>
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<tr>
<td>Reserves brought forward</td>
<td>8</td>
<td>66,500</td>
</tr>
<tr>
<td>Profit and loss account</td>
<td>56,546</td>
<td>53,866</td>
</tr>
<tr>
<td></td>
<td>£138,298</td>
<td>£138,271</td>
</tr>
</tbody>
</table>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

**ON BEHALF OF THE BOARD:**

L. Brindley - Director

Approved by the Board on 2 November 2005

The notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 July 2005

1. ACCOUNTING POLICIES

Accounting convention
The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Turnover
Turnover represents net invoiced sales of services, excluding value added tax.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. Office equipment - 20% on cost Computer equipment - 33% on cost

Deferred tax
Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Pensions
The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

2. OPERATING PROFIT

The operating profit is stated after charging:

<table>
<thead>
<tr>
<th></th>
<th>31.7.05</th>
<th>31.7.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation - owned assets</td>
<td>1,410</td>
<td>621</td>
</tr>
<tr>
<td>Pension costs</td>
<td>5,195</td>
<td>4,877</td>
</tr>
<tr>
<td>Directors' emoluments and other benefits etc</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>31.7.05</th>
<th>31.7.04</th>
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<td>4,877</td>
</tr>
<tr>
<td>Directors' emoluments and other benefits etc</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

3. TAXATION

The Inland Revenue has confirmed that there will be no liability to corporation tax during the period since the Digital Preservation Coalition is not a profit-making organisation and the subscriptions received from members are outside the scope of corporation tax. Other income received during the period is below the rate at which corporation tax is chargeable.

4. TANGIBLE FIXED ASSETS

<table>
<thead>
<tr>
<th></th>
<th>Office equipment</th>
<th>Computer equipment</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>COST:</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>At 1 August 2004</td>
<td>-</td>
<td>1,865</td>
<td>1,865</td>
</tr>
<tr>
<td>Additions</td>
<td>358</td>
<td>2,150</td>
<td>2,508</td>
</tr>
<tr>
<td>At 31 July 2005</td>
<td>358</td>
<td>4,015</td>
<td>4,373</td>
</tr>
<tr>
<td>DEPRECIATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 1 August 2004</td>
<td>-</td>
<td>1,243</td>
<td>1,243</td>
</tr>
<tr>
<td>Charge for year</td>
<td>72</td>
<td>1,338</td>
<td>1,410</td>
</tr>
<tr>
<td>At 31 July 2005</td>
<td>72</td>
<td>2,581</td>
<td>2,653</td>
</tr>
<tr>
<td>NET BOOK VALUE:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At 31 July 2005</td>
<td>286</td>
<td>1,434</td>
<td>1,720</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>622</td>
<td>622</td>
</tr>
</tbody>
</table>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

<table>
<thead>
<tr>
<th></th>
<th>31.7.05</th>
<th>31.7.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade debtors</td>
<td>-</td>
<td>521</td>
</tr>
<tr>
<td>Other debtors</td>
<td>33,108</td>
<td>772</td>
</tr>
<tr>
<td>Prepayments</td>
<td>2,653</td>
<td>253</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>31.7.05</th>
<th>31.7.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade debtors</td>
<td>-</td>
<td>521</td>
</tr>
<tr>
<td>Other debtors</td>
<td>33,108</td>
<td>772</td>
</tr>
<tr>
<td>Prepayments</td>
<td>2,653</td>
<td>253</td>
</tr>
</tbody>
</table>

|                      | 35,711  | 1,546   |

Notes to the Financial Statements for the Year Ended 31 July 2005

Profit and Loss Account for the Year Ended 31 July 2005

<table>
<thead>
<tr>
<th></th>
<th>31.7.05</th>
<th>31.7.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscriptions</td>
<td>141,086</td>
<td>132,088</td>
</tr>
<tr>
<td>Other income:</td>
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<td></td>
</tr>
<tr>
<td>Non-members forum fees</td>
<td>6,540</td>
<td>10,000</td>
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<tr>
<td>Deposit account interest</td>
<td>34</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>142,020</td>
<td>149,528</td>
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</table>

Expenditure:

<table>
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<th>31.7.05</th>
<th>31.7.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>54,137</td>
<td>37,877</td>
</tr>
<tr>
<td>Pensions</td>
<td>5,195</td>
<td>4,877</td>
</tr>
<tr>
<td>Recruitment costs</td>
<td>5,663</td>
<td>-</td>
</tr>
<tr>
<td>Telephone</td>
<td>601</td>
<td>65</td>
</tr>
<tr>
<td>Printing, postage &amp; stationery</td>
<td>2,231</td>
<td>3,500</td>
</tr>
<tr>
<td>Advertising &amp; promotion</td>
<td>386</td>
<td>-</td>
</tr>
<tr>
<td>Travel &amp; subsistance</td>
<td>6,389</td>
<td>6,482</td>
</tr>
<tr>
<td>Internet costs</td>
<td>1,790</td>
<td>-</td>
</tr>
<tr>
<td>Room hire</td>
<td>6,189</td>
<td>2,923</td>
</tr>
<tr>
<td>Sundry expenses</td>
<td>142</td>
<td>433</td>
</tr>
<tr>
<td>Audit and accountancy</td>
<td>1,000</td>
<td>1,250</td>
</tr>
<tr>
<td>Legal fees</td>
<td>341</td>
<td>784</td>
</tr>
<tr>
<td>Companies House</td>
<td>30</td>
<td>15</td>
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<tr>
<td>Consultancy</td>
<td>38,584</td>
<td>9,163</td>
</tr>
<tr>
<td>Computer costs</td>
<td>1,323</td>
<td>662</td>
</tr>
<tr>
<td>Web site costs</td>
<td>6,836</td>
<td>5,152</td>
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<tr>
<td>Public relations</td>
<td>5,221</td>
<td>17,625</td>
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<tr>
<td>Hospitality</td>
<td>1,378</td>
<td>1,655</td>
</tr>
<tr>
<td>Forums and meetings</td>
<td>2,504</td>
<td>13,092</td>
</tr>
<tr>
<td>Office service charge</td>
<td>-</td>
<td>2,069</td>
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<tr>
<td></td>
<td>137,030</td>
<td>107,556</td>
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</tbody>
</table>

Depreciation:

<table>
<thead>
<tr>
<th></th>
<th>31.7.05</th>
<th>31.7.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixtures &amp; fittings</td>
<td>72</td>
<td>-</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>1,338</td>
<td>621</td>
</tr>
</tbody>
</table>

NET PROFIT

|                      | 2,680   | 341,364 |

This page does not form part of the statutory financial statements.