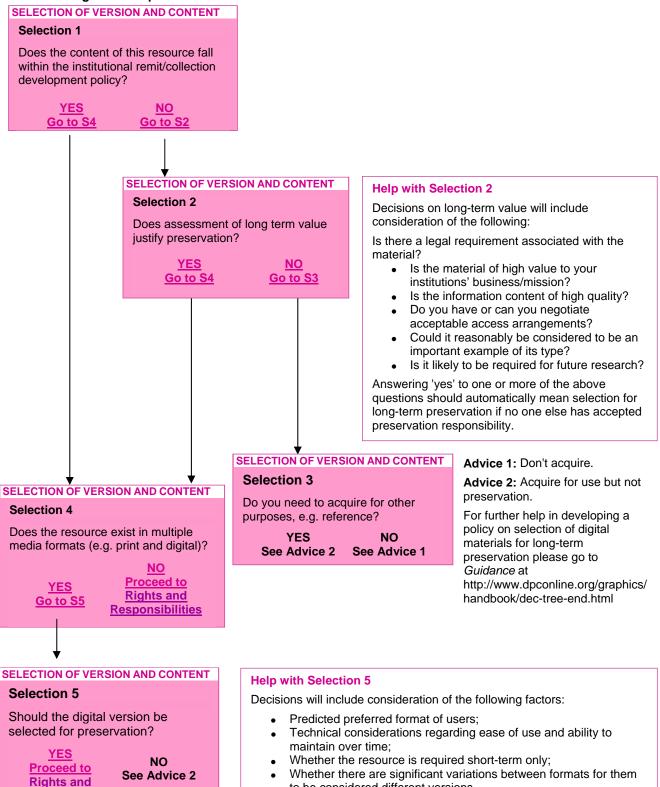
Digital Preservation Coalition

Interactive Assessment: Selection of Digital Materials for Long-term Retention

www.dpconline.org/handbook/dec-tree.html

Selection > Rights & Responsibilities > Technical / Costs > Documentation & Metadata / Costs



to be considered different versions.

Whether functionality of one version offers greater scope for use.

Advice 2: Acquire for use but not preservation.

Responsibilities

For further help in developing a policy on selection of digital materials for long-term preservation please go to Guidance at http://www.dpconline.org/graphics/handbook/dec-tree-end.html

RIGHTS AND RESPONSIBILITES

Rights 1

Does acquisition automatically confer a preservation responsibility (e.g. legal deposit acquisition /evidential requirements) ?

YES Go to R4 NO Go to R2

Help with Rights 1

See: 2.2.2 Organisational issues: Roles on the DPC website at

http://www.dpconline.org/graphics/digpres/

presissues.html#roles1

RIGHTS AND RESPONSIBILITES

Rights 2

Has preservation responsibility been accepted elsewhere?

YES Go to R3 NO/Don't Know Go to R4

RIGHTS AND RESPONSIBILITES

Rights 3

Do you require a higher degree of preservation commitment or access to this resource than offered elsewhere?

YES Go to R4 NO See Advice 2

Advice 2: Acquire for use but not preservation.

For further help in developing a policy on selection of digital materials for longterm preservation please go to *Guidance*

on the DPC website at http://www.dpconline.org/graphics/hand book/dec-tree-end.html

Help with Rights 3

If preservation responsibility has been accepted elsewhere, decisions on whether you might also wish to take on preservation responsibility will include consideration of the following:

- Has preservation responsibility been undertaken only for the short-term?
- Does the infrastructure of the organisation elsewhere pose any doubts as to the ability to guarantee long-term access to the resource?
- Are there any access conditions imposed which your organisation would consider unacceptable?
- Has responsibility elsewhere been taken only to mirror the resource, i.e. to provide access but not necessarily to guarantee long-term preservation?

RIGHTS AND RESPONSIBILITES

Rights 4

Do you have (or can you negotiate) acceptable arrangements for acquisition and/or transfer, including frequency of ingest appropriate to the resource and your business model?

YES Go to R6 NO Go to R5

Help with Rights 4

See: 3.4 Rights management on the DPC website at http://www.dpconline.org/graphics/inststrat/rights.html

RIGHTS AND RESPONSIBILITES

Rights 5

Re-evaluate acquisition. Is the resource worth acquiring and preserving even if there are undesirable restrictions on accepting the material?

YES Go to R6 NO See Advice 3

RIGHTS AND RESPONSIBILITES

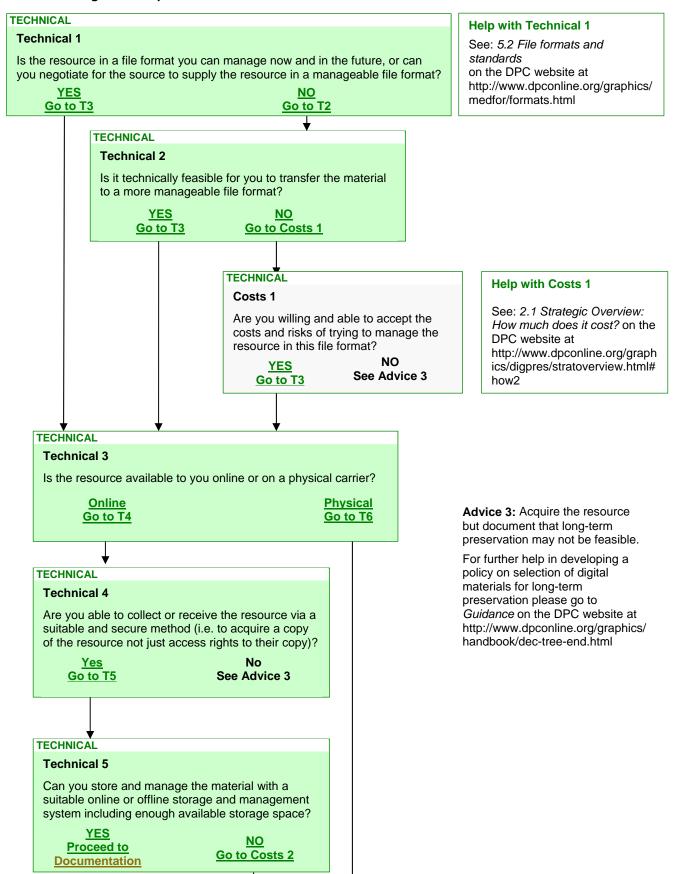
Rights 6

Do you have (or can you negotiate) the rights to transfer to different carriers and/or different formats for the purposes of preservation?

Yes Proceed to Technical/Costs

NO See Advice 3 **Advice 3:** Acquire the resource but document that long-term preservation may not be feasible.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at http://www.dpconline.org/graphics/han dbook/dec-tree-end.html



TECHNICAL

Costs 2

Is it cost effective for you to develop an online or offline storage and management system?

YES
Proceed to
Documentation

NO See Advice 3

Advice 3: Acquire the resource but document that long-term preservation may not be feasible.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at http://www.dpconline.org/graphics/handbook/dec-tree-end.html

Help with Costs 2

See: 2.1 Strategic Overview: How much does it cost? on the DPC website at

http://www.dpconline.org/graphics/digpres/stratoverview.html#how2

TECHNICAL

Technical 6

Is the resource on a carrier that is acceptable for transfer and/or storage, or can you negotiate for the source to supply an acceptable carrier?

> YES Proceed to Documentation

NO Go to T7

Help with Technical 6

See: 5.1 Media on the DPC website at http://www.dpconline.org/graphics/ medfor/media.html

TECHNICAL

Technical 7

Is it technically feasible for you to transfer the resource to an acceptable carrier?

YES Go to Costs 3 NO Go to Costs 4

TECHNICAL

Costs 3

Is it cost-effective for you to transfer the resource to an acceptable carrier?

YES Proceed to Documentation

NO Go to Costs 4

TECHNICAL

Costs 4

Are you willing and able to accept the costs and risks of trying to manage the material on this carrier?

YES Proceed to Documentation

NO See Advice 3

Advice 3: Acquire the resource but document that long-term preservation may not be feasible.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at

http://www.dpconline.org/graphics/handbook/dec-tree-end.html

Help with Costs 4

Assessment of the cost-benefit of reformatting standard storage media will vary from institution to institution. The following issues indicate factors which may be taken into account before deciding whether it is cost-effective:

- Stability of format (e.g. optical disks tend to be more stable than floppy disks*)
- · Storage capacity of the media
- Volume of material
- Ease of access if high use is anticipated.
- Copyright. Whether permission has already been received from the owner to reformat to other offline or online storage.
- Operational considerations (e.g. it may be more efficient to re-format all onto a common carrier rather than selecting only certain categories)

*For advice on reformatting floppy disks see "Practical Advice for Preserving Publications on Disk", 1999, http://www.nla.gov.au/nla/staffpaper/woodyard2.html See also: National Archives UK, Digital Preservation Guidance Note 2: Selecting Storage Media for Long-Term Preservation (PDF) Jun 2003 http://www.nationalarchives.gov.uk/preservation/advice/pdf/selecting_storage_media.pdf

See also:

2.1 Strategic Overview: How much does it cost? on the DPC website at

http://www.dpconline.org/graphics/digpres/stratoverview.html#how2

DOCUMENTATION & METADATA Help with Documentation 1 Documentation 1 See: 4.4 Metadata and Documentation on the DPC website at Has sufficient documentation been supplied (including metadata)? http://www.dpconline.org/graphics/orgact/ YES NO metadata.html See Advice 4 Go to D2 Advice 4: Acquire the resource for long-term preservation. For further help in developing a policy on selection of digital materials for long-term preservation please go to Guidance on the DPC website at http://www.dpconline.org/graphics/handbook/ dec-tree-end.html **DOCUMENTATION & METADATA Help with Documentation 2 Documentation 2** Consider development of guidelines. See Can you negotiate for the source to supply the required "Information on depositing digital resources with the AHDS", April 2004, documentation? http://www.ahds.ac.uk/depositing/index.htm for YES NO an introduction to suggested best practice, See Advice 4 Go to D3 including the "AHDS Data and Documentation Transfer Form", November 2003, http://www.ahds.ac.uk/depositing/how-to-Advice 4: Acquire the resource for deposit.htm long-term preservation. For further help in developing a policy **DOCUMENTATION & METADATA** on selection of digital materials for **Documentation 3** long-term preservation please go to Guidance on the DPC website at http://www.dpconline.org/graphics/han Is it technically feasible for you to construct the dbook/dec-tree-end.html required documentation? **YES** NO Go to Costs 5 Go to D4 **DOCUMENTATION & METADATA Help with Costs 5** Costs 5 See: 2.1 Strategic Overview: Can you commit adequate staff resources to How much does it cost? construct the required documentation? on the DPC website at NO http://www.dpconline.org/graphics/ **YES** Go to D4 digpres/stratoverview.html#how2 See Advice 4 Advice 3: Acquire the resource but document that long-term preservation may not be feasible. **DOCUMENTATION & METADATA** Advice 4: Acquire the resource for long-term **Documentation 4** preservation. Is the material so valuable that you will accept For further help in developing a policy on it without adequate documentation? selection of digital materials for long-term YES NO preservation please go to Guidance on the DPC See Advice 4 See Advice 3 website at http://www.dpconline.org/graphics/handbook/dec-

tree-end.html