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Introduction
The following report summarizes the Digital Creation & Preservation Working Group’s (DCPWG) activities from June 2011 to the present. In previous years the DCPWG focused heavily on our charges to inventory current practices related to digital preservation, establish guidelines for creation of digital content in various formats, develop a policy framework for digital preservation, and evaluate strategies for long term access to digital objects. This year we focused more on strategic planning for digital preservation. We also created a website to raise awareness of digital preservation issues and began working with the Metadata Working Group (MWG) on digital preservation metadata issues.

Completed Tasks:

LOCKSS Implementation
In August 2011, the UMass Amherst Libraries joined LOCKSS and set up two LOCKSS boxes: one to preserve scholarly journals and another to preserve United States Federal Government documents. Linda Matson configured LOCKSS to work with SFX and our proxy server.

Vision Statement for Digital Creation and Preservation Services
In November 2011, the DCPWG wrote a vision statement for future digital creation and preservation services we wished to provide and outlined additional resources needed to deliver such services. Some of the services outlined in the vision statement included:

- Providing hands-on training in digital technology for both new and existing Library staff to involve them in the ongoing work of digitizing unique and valuable analog collections
- Offering general education to the campus community on topics of digital creation and preservation through various methods such as:
  - Regular workshop offerings
  - Educational website
  - Educational brochures
- Offering one on one project-specific consultation services on digital creation and preservation issues for new Library digital projects and for campus sponsored digital projects
- Offering digitization services to the campus community on a selective basis, digitizing materials that the Libraries determine to be desirable additions to our digital collections.
- Providing infrastructure to support long term digital preservation for the UMass Libraries digital collections.
In order to provide the services we envisioned, the DCPWG estimated that we would need the equivalent of an additional two FTE positions. The DCPWG vision statement was submitted to the Digital Strategies Group (DSG) for their consideration.

In response to the DCPWG Vision Statement, the DSG asked that DCPWG focus on the educational and consultative objectives of our Vision Statement. The DSG also used the vision statements written by the DCPWG, the MWG, and the Data Working Group (DWG) as the foundation for the Digital Strategies Strategic Plan 2012 – 2015. In addition, the DSG decided to form a Digital Strategies Strategic Plan Task Force to confront the logistical issues involved with fulfilling the longer term objectives described in the Vision Statements. With regard to our longer term, infrastructure objectives the DSG asked that we work with the Task Force to investigate approaches for integrating a digital preservation program into the current organizational structure, rather than evaluating specific platforms for digital preservation.

**Review of Digital Project Proposals and Other Documents**

This year the DCPWG reviewed and provided feedback on a number of projects and documents:

- Digital Strategies skills and project form
- University Photos project proposal
- Digital Libraries Discussion Group
- EZID pilot project proposal
- Digital Strategies Strategic Plan
- Digital Scholarship & Consulting Services web copy and workflow
- Hathi Trust membership proposal
- Pompeiana Project
- Adelphi Theatre Calendar Project
- Digital Collections page on Libraries’ website

**Working Groups Confabs**

The DCPWG participated in confabs with the other Working Groups in September 2011 and June 2012. We provided an update on our activities to the Data Working Group and the Metadata Working Group, and we discussed how we might work together on areas where there is an overlap in our efforts.

**Digital Creation and Preservation Best Practices Website**

In an effort to provide education and to raise awareness of digital preservation issues on the UMass Amherst campus, the DCPWG created a website with practical advice on how members of the campus community can preserve their own digital materials. The website gives specific advice for how to preserve textual digital records, digital images, digital audio, digital video, email, and websites. [http://www.library.umass.edu/services/services-for-faculty/preserving-your-digital-materials/](http://www.library.umass.edu/services/services-for-faculty/preserving-your-digital-materials/)
National Digital Stewardship Alliance Membership
This year, with the assistance of the DCPWG, the UMass Amherst Libraries joined the National Digital Stewardship Alliance. The mission of the National Digital Stewardship Alliance is to establish, maintain, and advance the capacity to preserve our nation's digital resources for the benefit of present and future generations. The NDSA accomplishes its goals through working groups, and we are participating in the Standards Working Group.

Workshops, Conferences, and Presentations

Attended a NERCOMP "Planning and Building a Digital Collections Program" workshop on May 10, 2012

Presented a lightning talk for Five College All Staff Meeting called “Digital Strategies and the Working Groups at UMass” with Digital Strategies and the other Working Groups on May 31, 2012

Current Efforts:

Preservation Metadata
The DCPWG has begun to investigate preservation metadata issues with the Metadata Working Group. In preparation we attended a LYRASIS Advanced Preservation Metadata course (2 part workshop – 4 hours total), and we compiled a bibliography of readings on preservation metadata. We are now meeting jointly with the Metadata Working Group to have discussions based on these readings. Once we have established a basic level of knowledge and learned more about preservation metadata standards and preservation metadata practices at other institutions we hope to be able to make some recommendations for the UMass Amherst Libraries.

Digital Scholarship and Consulting Services Planning
In conjunction with Digital Strategies and the other Working Groups, the DCPWG is currently in the process of planning for Digital Scholarship and Consulting Services. So far, we have investigated what kind of digital consulting services other institutions are providing for their campus communities and what the level of demand has been for these services. The Working Group Chairs also met several times to discuss a webpage and project proposal form for the Digital Scholarship and Consulting Services we plan to offer.
**Future Projects**

**Consult On Digital Projects**
Once the Libraries begin to advertise Digital Scholarship & Consulting Services, we hope to consult with the UMass Amherst community on digital creation best practices and digital preservation best practices.

**Support Five College Digital Preservation Task Force**
The DCPWG will continue to support the Five College Digital Preservation Task Force by sharing our digital preservation policies and guidelines, by developing recommended guidelines for preservation metadata, and by actively participating in the work of the committee. We would also like to help digital collection managers understand the kinds of things they would need to do to prepare their collections for ingest into a digital preservation system.

**Acknowledgement**
As chair, I would like to thank the members of the Digital Creation & Preservation Working Group for all of their hard work. The members include: MJ Canavan, Rebecca Reznik-Zellen, Brian Shelburne, Matthew Sheridan, and Jeremy Smith.