Digital Creation & Preservation Working Group Activity Summary for 2009-2010

(Prepared by Meghan Banach, Chair of Digital Creation & Preservation Working Group)

The following report summarizes the Digital Creation & Preservation Working Group’s (DCPWG) activities from June 2009 to the present and lists potential future projects.

Completed tasks:

Survey of Institutional Readiness (July-August 2009)

The DCPWG discussed and filled out the Cornell/ICSPR Digital Preservation Management Workshop Survey of Institutional Readiness. This discussion lasted over the course of several meetings, but it gave us a better sense of what we needed to be thinking about and planning for as a group.


The DCPWG designed and distributed a survey to get a better sense of the current and historical digital creation & preservation practices within the UMass Libraries. The survey was sent out to all digital projects and/or departments who were or are engaged in digital projects. After reviewing the survey responses, the DCPWG interviewed several project managers to gather more detailed information. From the survey, the DCPWG came away with a better understanding of the digital creation & preservation practices of the various UMass Libraries digital collections. In summary, we found that all digital collections have secure storage and backup at the very least, and can provide short to medium term preservation. At this point, there are no digital projects that have well developed policies or procedures to support long term preservation and access. We also found that scanning practices vary from project to project. We identified a need for a set of scanning best practice guidelines.

Introduction to Digital Creation & Preservation Workshops (November 12, 2009 and November 19, 2009)

The DCPWG gave a one hour presentation to all interested librarians and staff on the basics of digital preservation on November 12, 2009. In addition, we gave a separate one hour presentation on the basics of digital creation/scanning best practices on November 19, 2009. Approximately 15 librarians and staff members attended each workshop, and the evaluations indicated that the workshops were well received.

Reviewed Proposal for SMG on Print Copies of Electronic Dissertations (January 2010)

The DCPWG reviewed and responded to the Proposal for SMG on Print Copies of Electronic Dissertations. We recommended that we stop purchasing print copies of open access dissertations, but noted that long-term preservation/access of the electronic dissertations was a concern that will need to be addressed in the very near future.

Reviewed Proposal to Implement LOCKSS at the UMass Amherst Libraries (April 2010)

The DCPWG reviewed a proposal that the UMass Amherst Libraries implement LOCKSS. We also met with Leslie Button to discuss the proposal. The DCPWG had many questions about this proposal. These
questions are currently being looked into by Leslie, the ERM Group, and Aaron Addison. The DCPWG has not made a recommendation yet.

**Consulted on Massachusetts State Documents Scans (April 2010)**

The DCPWG was consulted about whether it would be a good idea to upload the Massachusetts State Documents Scans to the Internet Archive website. The DCPWG recommended that this be put forward as a digital project proposal. Leslie agreed to ask the task force working with Government Documents Collections to take this on.

**Attended the Digital Preservation Management Workshop with Nancy McGovern (June 21-22, 2010)**

This workshop was enormously valuable in terms of giving us the framework we need to move forward with our next steps of developing a digital preservation policy framework, digital preservation plan(s), and cost estimates.

**Current Efforts:**

**Scanning Guidelines for UMass Amherst Libraries (Winter 2010-present)**

This past winter the DCPWG decided to form a sub-group to write a set of local guidelines for scanning. The sub-group is made up of the following members: Meghan Banach, Aaron Rubinstein, Brian Shelburne, and Kelcy Shepherd. We hope these guidelines will serve to ensure that preservation quality scans are being created for all of our digital collections.

We reviewed the following scanning best practices documentation as the basis for our own guidelines:

- BCR's CDP Digital Imaging Best Practices Version 2.0
- NARA Technical Guidelines for Digitizing Archival Materials for Electronic Access

We are currently in the process of drafting the guidelines; however this work was temporarily put on hold while Brian was away in June. We will resume this work in July.

**Bibliography on Digital Creation & Preservation (Ongoing)**

The DCPWG has compiled an extensive bibliography of close to fifty resources on digital creation and preservation. To date we have read and discussed the following foundational documents:

- LOCKSS How It Works
- Reference Model for an Open Archival Information System (OAIS)
- Trustworthy Repositories Audit & Certification (TRAC) : Criteria and Checklist (OCLC, CRL & NARA, 2007)
Future Projects:


*Investigate Preservation Metadata* – Identify a core set of metadata fields related to preservation, research/recommend best practices for capturing and storing this data.

*Digital Preservation Planning* - Develop a plan or plans for digital preservation. Plans might include several options to choose from such as modest, moderate, and elaborate.

*Digital Preservation Cost Estimates* - Develop a cost estimate for each plan.

*Implementation* - Take actions to implement the chosen plan.

**Acknowledgement:**

As chair, I would like to thank all of the members of the Digital Creation & Preservation Working Group for all of their hard work. The members include: MJ Canavan, Yuan Li, Aaron Rubinstein, Brian Shelburne, Kelcy Shepherd, and Meghan Banach (chair).