Digital Creation & Preservation Working Group
Activity Summary for 2010-2011

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Introduction

Despite the loss of several of our key members the Digital Creation and Preservation Working Group (DCPWG) had another highly successful and productive year. This year we lost Aaron Rubinstein, Kelcy Shepherd, and Yuan Li from our group. Jeremy Smith replaced Aaron Rubinstein, and Rebecca Reznik-Zellen replaced Kelcy Shepherd. We are still waiting for a replacement for Yuan Li. We hope that the new Digital Repository Resident Librarian will be able to join the DCPWG in the fall since we do not currently have a member from Scholarworks, something mandated by our charge.

The following report summarizes the Digital Creation & Preservation Working Group’s (DCPWG) activities from June 2010 to the present and lists potential future projects.

Completed tasks:

**Scanning Guidelines for UMass Amherst Libraries**

This year the DCPWG finished writing a set of local guidelines for scanning. The authors of this document were 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.

The following scanning best practices documents served as the basis for our guidelines:

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

The Guidelines were approved by Digital Strategies and SMG in May 2011, and are now available on the Libraries’ website: [http://www.library.umass.edu/about-the-libraries/digital-initiatives/](http://www.library.umass.edu/about-the-libraries/digital-initiatives/)

**Digital Preservation Policy**

In addition to the Digitization Guidelines the DCPWG also wrote a digital preservation policy for the UMass Libraries. The policy was based on a framework from the Digital Preservation workshop with Nancy McGovern.

The Digital Preservation Policy was also approved by Digital Strategies and SMG in May 2011, and it is available on the Libraries’ website: [http://www.library.umass.edu/about-the-libraries/digital-initiatives/](http://www.library.umass.edu/about-the-libraries/digital-initiatives/)

**R2 Study on Shared Local Digital Collections**

The DCPWG participated in an R2 Study on Shared Local Digital Collections. We provided documentation to R2 and also participated in a meeting with Ruth Fischer. We reviewed R2’s final report and recommendations and prepared a written response to them.
Digital Strategies Projects and Skills Survey
The DCPWG filled out the Digital Strategies Projects and Skills survey. We tried to anticipate some of the skills we would need for a digital preservation program. However, it was difficult to imagine what skills we would need since we still are still in the planning process for a digital preservation program at this point.

Working Groups Confab
The DCPWG participated in a confab with the other Working Groups in January 2011. 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.

Checklist for Digital Preservation Systems
The DCPWG also developed a checklist of needed and desired criteria for evaluating digital preservation systems. This checklist is posted on the Libraries website: http://www.library.umass.edu/about-the-libraries/digital-initiatives/

Current Efforts:

Investigating digital preservation systems
Currently, the DCPWG is investigating digital preservation solutions to evaluate whether they have the potential to meet our needs or not.

So far we have evaluated the following systems:

Archivematica:
http://archivematica.org

Florida Center for Library Automation DAITTS system:
http://blogs.fcla.edu/index.php/digitalarchive/2007/05/14/daitss_open_source_release_announced

OCLC Digital Archive:
http://www.oclc.org/digitalarchive/

Ex Libris Rosetta:
http://www.exlibrisgroup.com/category/RosettaOverview

Tasella Safety Deposit Box:

We also plan to evaluate:

MetaArchive:
http://www.metaarchive.org/

iRODS:
https://www.irods.org
Fedora:  
http://fedora-commons.org/

Rubymatica:  

**Future Projects:**

*Continue investigating digital preservation systems* – Conduct in depth evaluations of the systems that we think have the potential to meet our needs. Identify the system that best fits our criteria and is the most cost effective solution.

*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.

*Note*
Last year we listed conducting a gap analysis as one of our future projects. This is also in our charge. However, after conducting a survey of digital preservation practices in the Libraries, we found that we really do not have long-term digital preservation practices in place. We do have good storage, backup, and security practices in place to provide short to medium term digital preservation. Our current practices should keep our digital materials accessible until such time as we can implement long term digital preservation methods. In light of these findings, the Working Group felt that it did not make sense to conduct a gap analysis. Instead, we decided to focus our efforts on defining needed requirements for long term digital preservation and evaluating digital preservation systems based on a set of the needed criteria.

**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 (past and present) include: MJ Canavan, Yuan Li, Aaron Rubinstein, Brian Shelburne, Kelcy Shepherd, Jeremy Smith, and Rebecca Reznik-Zellen.