How Do They Know
What They Don’t Know?
or

Is your data Toast?
Digital Preservation

When starting a new program, ask:

- Where do I begin?
Where Do I Begin?

Start with the resources you know:

- Books and Journals
- Internet
- Listservs
- Organizations
- Conferences
- People
Educating R.I.T.A.

- Administration
- Technical staff
- Interested staff
- Rest
Administration

- Weekly Update Meetings
- Administrative Council Meetings
- Discover Related Projects
- Preservation Committee
- Library
- University
Technical Staff

- Identify Technical Staff
- Visits And Introductions
- Preservation Committee Members
- Identify Related Projects
- Participate in Discussions
Interested Staff

- Identify Needs And Interests
- Visits and Introductions
- Preservation Committee Members
- Special Interest Meetings
- Solve Problems
Rest of the Organization

- Update In General Meetings
- Handouts, Newsletters, Charts
- Conferences And Workshops
- Preservation Web Site
- Open House
This Week’s Reading Notes and Source Information
18 March 2005
Chris Reckow


The Library of Congress has launched a nationwide program to help states develop long-term digital archive solutions. The goal is to identify documents, media and data that need saving and to develop programs and tools for saving them and making them accessible to the public in the future. Preservation has not kept up with new technology. Some of the problems include obsolete operating systems and hardware platforms, data and documents that are either inaccessible or disappear. Another problem is that as applications evolve, they may render documents in a different way than what the authors originally intended. Documents are also losing their authenticity, as many digital signatures do not transfer to new formats. LC is beginning a series of workshops to help state archivists and librarians. They will introduce a toolkit, which currently consists of questionnaires to quantify what they are doing and what they need to do. LC will work with states to identify where they need to focus their efforts. Other workshops and toolkits will be available in the future.

http://www.dlib.org/dlib/march05/vanveen03/vanveen.html

A discussion of the information infrastructure at the Royal Library in The Netherlands. Their goal for renewing their infrastructure is to provide interoperability between services. Enriching the information is a key issue, and is done by integrating data from different sources. A secondary goal is to minimize development and maintenance efforts for the services. Flexible standards are needed and they want to avoid unnecessary restrictions. Recommendations include:

- Search:
  - Index all metadata in a single index and use as few storage databases as possible.
  - All metadata should be available in the search protocol and should comply with standard record schemas
  - Use only XSL stylesheets for creating "data driven" user interfaces, based if possible on the same template

- Metadata:
  - Make all metadata available in standard XML formats that relates to what the metadata are being used for.
  - Allow data models to evolve in a controlled way to provide new functionality.
  - Provide metadata in Dublin Core so that it can be used by as many services as possible
  - Allow for extensions as Dublin Core eXtended so other applications are capable of using the elements
  - Provide metadata in other standard formats, such as MARC/XML or EAD

Changing the organization’s information infrastructure required a change in philosophy and strategy, primarily by viewing the organization as a part of the global knowledge instead of a closed system. As processes are changed, it may be apparent that existing standards may need to be changed or modified.


Eastman Kodak Company has announced a new 18 mega pixel image sensor that has been chosen by Pentax for their new camera. The sensor also has faster read out times. Kodak
Internet Resources

Major Organizations with Preservation Resources

International Organizations
- ERFANET - Electronic Resource Preservation and Access Network
- UK Office for Library Networking (UKOLN)
- Joint Information Systems Committee (JISC)
- Digital-Preservation List
- Digital Curation Centre
- Preserving Access to Digital Information (PADI)
- British Library Research and Innovation Centre
- UK Central Government Web Archive
- National Library of the Netherlands
- Dutch Digital Preservation Testbed
- European Commission on Preservation and Access (ECRA)
- The European Library
- AIM International, the Enterprise Content Management Association
- IFLA Core Activity for Preservation and Conservation (PAC)
- IFLA: Digital Libraries - Resources and Projects
- DELPHI - Network of Excellence for Digital Libraries
- International Internet Preservation Consortium
- Denmark’s cultural heritage projects

Library Organizations
- RLG Digital Preservation
- OCLC Digital Preservation
- OCLC Digitization & Preservation Online Resource Center

Major Headings and Subheadings
- Major Preservation Organizations
- International Organizations
- Preservation Organizations
- Library Organizations
- Federal and State Organizations
- Academic Institutions
- Major Issues and Projects
- Authenticity
- Cost of Digitizing Formats
- Grid Technology
- LOCKSS
- Reformattting
- Audio / Visual Materials
- Images
- Digital and Optical Media
- Digital Preservation Resources
- Electronic Records Management
- Handbooks, Manuals, Practices
- Email Policies and Processes
- University Records Management
- General Resources
- Organizations and Journals
- Grants and Funding
- Sources
- Funding Helps
- Hardware Resources
- Intellectual Property Rights
- Legal, Copyright
- Lists of Preservation Links
- Metadata
- Interim
- Proceedings - Conferences
- Publications On-Line
- Repositories
- Websites to Note
Digital Preservation Web Site

Digital Preservation

Digital preservation is a new area of the library that ensures the continuing access of the university's digital materials.

Digital preservation encompasses university records, office records, databases, digital images, digital media materials, and others.

It is important that all university employees are aware of the need for digital preservation so that the history of the university is maintained, and that the important university records are accessible for those who need to use them.

If you have questions about digital preservation, please contact:

Chris Erickson
Digital Preservation Officer
422-1851

For questions about archiving or preserving your university records, please contact:

Marcel Ramjoue
University Records Manager
422-2161

Gordon Daines
University Archivist
422-5821

During Fall and Winter semesters, we will be creating a preservation database for storing digital materials. For more information please send an email to:

digitalpreservation@byu.edu

Convert your digital records to permanent microfilm with the new Kodak Archive Writer.

Contact University Records Management for assistance.
Training Resources

Digital Preservation Training

Below are some training materials to learn more about digital preservation. Please select a topic of interest:

- Definition
  - Digital preservation refers to the series of managed activities necessary to ensure continued access to and preservation of digital materials. - Kelly Russell. Digital Preservation and the Cedars Experience. 2000

- Educational Materials
  - Media Longevity
  - Is Your Data Toast?
  - Is Your Data Extinct?

- Tutorials
  - A tutorial on Digital Preservation

- Individual Consultation
  - On campus consultation is available. We can help with questions about equipment, what types of media are best, how they should be stored, and other questions. Please follow the link below to send an email request to digitalpreservation@byu.edu
Graphics and Charts
Handouts and Brochures

Diamonds are Forever!

Your digital resource aren't's

Pictures, documents, spreadsheets, and databases. All those useful items that you have created and stored on your computer. Some temporary, some permanent. Some of enduring value to you, and to the University.

Paper can last centuries. Digital materials? Temporary. Unless you take action, most of those materials you have created may be gone within 5 years.

Hardware obsolescence, software upgrades, format incompatibility, and fragile media shorten the lifespan of digital materials.

What can you do now to preserve your digital materials?

1. Be aware of the need and take an active part. There is no passive preservation.
2. Backup your work regularly & frequently. Include important versions.
3. Print out important documents that should be kept permanently.
4. Save important items in generic formats, such as rtf, txt, csv, tiff.
5. Archive your records before hardware/software changes, verify them after

Protect your valuables. Contact University Records Management now for more information.

Preserving your Data.

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You can't lose. Contact University Records Management now for more information.

“It's 10 p.m. Do you know where your data are?”

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3. Print out important documents that should be kept permanently.
4. Save important items in generic formats, such as rtf, txt, csv, tiff.
5. Archive your records before hardware/software changes, verify them after

So don't waste time. Contact University Records Management now for more information.
Is your digital data Extinct?

Pictures, documents, spreadsheets, and databases. All those useful items that you have created and stored on your computer, may be temporary. Hardware obsolescence, software upgrades, format incompatibility, and fragile media, all which shorten the lifespan of digital materials.

The chart below shows the average useful lifespan of current media:

![Media Longevity Chart]

- **Archival Paper**
- **Microfilm**
- **Tape**
- **DVD**
- **CD-R**
- **Floppy disk**

Without active efforts to preserve your documents, they may be unreadable in a few years time.
Thor, when you were drinking from the horn, you did not know that the other end was in the sea. When you come to the ocean you will see how much you have lowered it.

The Prose Edda
Voyage of Discovery

Used with permission of Chris Lattner, the photographer.
Questions?

Chris Erickson
Brigham Young University
2005

chris_erickson@byu.edu

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