Selecting, acquiring, managing, and preserving born digital collections

... in 5 minutes!

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Session no. 84: Brave New World: Teaching and Learning Special Collections Librarianship
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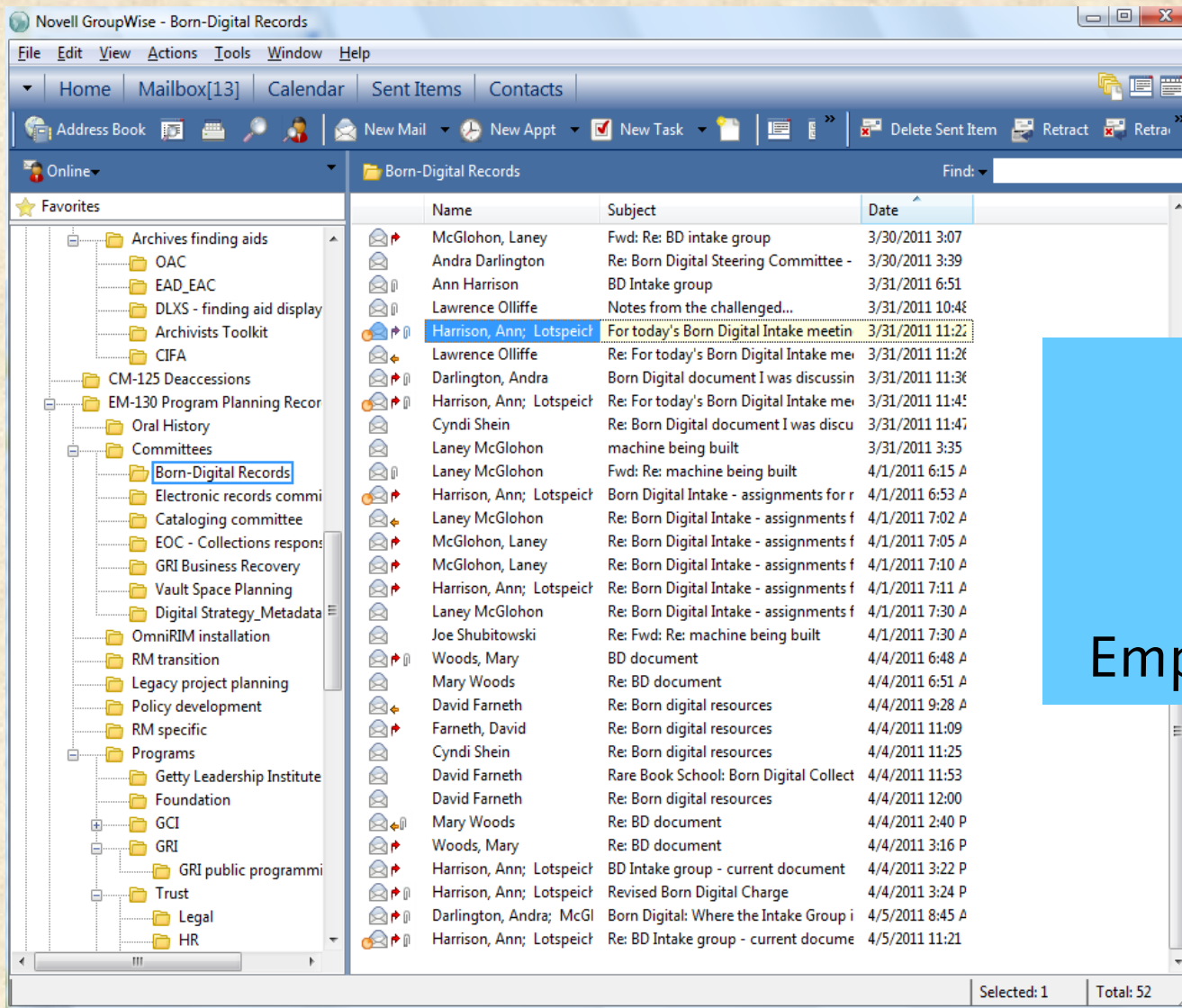Acquiring and managing born-digital collections is very different from managing digitized collections

Selecting

Where are born-digital collections located?

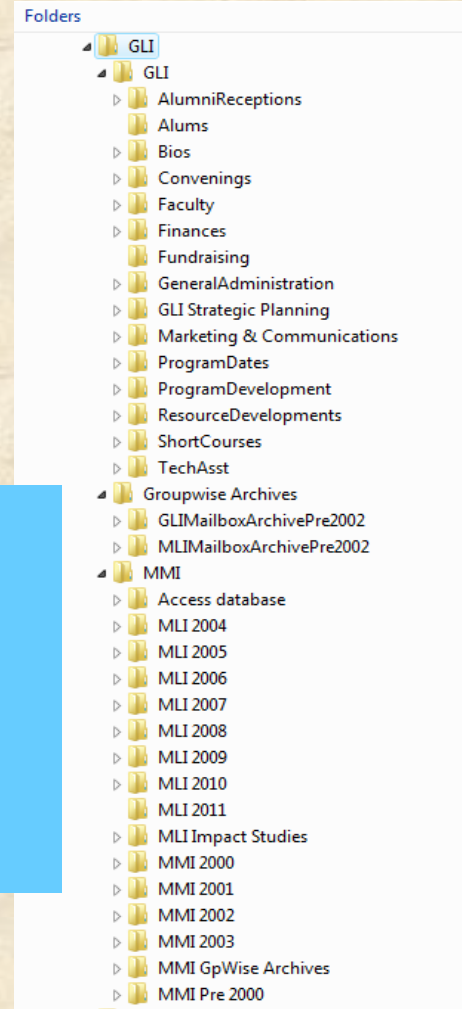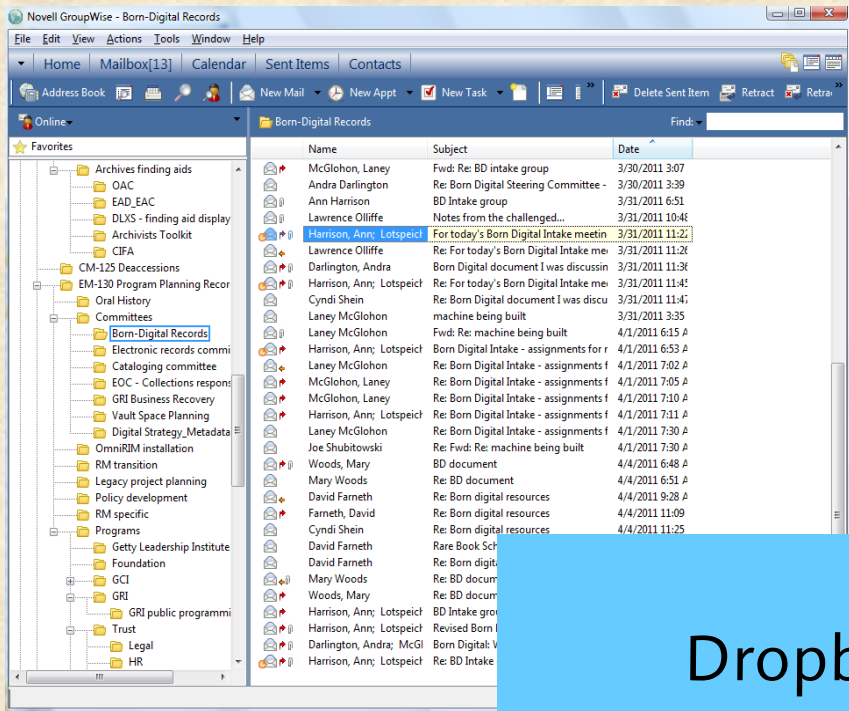# Portable media, hard drives, and personal computers

Email accounts: perhaps many, with messages stored locally and remotely

Yahoo!

Gmail

Employer systems

Networks, cloud-based storage, or data repositories

Dropbox

Google docs

Web-Based Content
Websites, webpages, blogs, social media

Discussions with owner of the born-digital materials

- Relation to the physical collection
- Methods of creating and storing
- Ownership and rights
- Emphasize the need to protect authenticity and integrity
- Include born-digital materials in the Deed of Gift and obtain the rights to create derivatives, edit, and publish via the web and any media that may be devised in the future.

Acquiring

...some special hardware and software is required

Transfer BEFORE Looking

- Do not compromise the integrity of the original.

- Transfer data from at-risk media: create a bit-exact copy of the entire storage medium (disk-imaging).

- Scan for viruses prior to reviewing file content or saving it to a network.

- Make an inventory of what you received

Appraisal

Appraise Materials

Analyze content, context, and technical considerations.

Document-level appraisal is usually unrealistic

Keep the Original Media/Carriers

Portable storage media found within a physical collection should remain in situ until their context can be documented. Consider keeping original media permanently

Document the Accession / Create an Electronic Accession File

Managing

Metadata and Access

Metadata

Identify the standards you will use

METS, PREMIS, EAD, MARC, Media-specific

Harvest on ingest

Enhance using metadata tools

HandBrake, MP3Tag, Better File Rename

Explore keyword metadata extraction

Structural and administrative metadata

Access

Lots of experimentation / Evolving best practices

Barriers: copyright, privacy, restrictions

Version control / authenticity

Difficult to put on the web / access is often restricted to the reading room

Preserving

Storage and Preservation

Storage and Preservation

Establish Secure Storage Spaces

Storage options include: establishing a stand-alone data repository on site; outsourcing storage to a third-party; and distributing storage among partners at other institutions.

Back Up the Data

Save at least three copies of each digital file/object: an archival master (stored in a dark archive), a duplication master, and an access copy

Consider Emulation versus Migration strategies

Advice

Take Immediate Action

> Survey existing collections; make priorities; act now on the items already in the care of the institution

Establish and document local policies and procedures

Be Proactive Regarding Future Acquisitions

For more information

Training

Numerous workshops offered by professional associations

DigCCurr Professional Institute
http://ils.unc.edu/digccurr/institute.html

Digital Preservation Management Workshops offered by ICPSR/University of Michigan and Cornell University
http://www.dpworkshop.org/workshops/topical.html

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Online tutorials

Digital Preservation Management: Short-term Strategies for Long-term Problems

http://www.icpsr.umich.edu/dpm/dpm-eng/eng_index.html

METS: An Overview and Tutorial

http://www.loc.gov/standards/mets/METSOverview.v2.html

Staying on "TRAC" webinar/workshop

http://www.lyrasis.org/Products-and-Services/Digital-Services/Staying-on-TRAC.aspx

Conferences

International Conference on Preservation of Digital Objects (iPres) 2014

http://ipres2014.org/

International Council on Archives

http://www.ica.org/3/homepage/home.html

Questions, Comments?

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