Indiana Digital Preservation (InDiPres): A Collaborative Model for Long-Term Preservation

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Best Practices Exchange 2019, Columbus, Ohio
April 29-May 1, 2019
The Problem

- Digitization for Preservation/Access vs Digital Preservation
- Digitization projects supported by LSTA grants, 2006-2017
  - Indiana Memory: 484,736 items
  - Hoosier State Chronicles: 500,000+ newspaper pages
- The need for an affordable, cost-effective digital preservation solution for small to mid-sized under-resourced cultural memory organizations

Courtesy of Logan Library, Rose-Hulman Institute of Technology
Eight Years of Conversation

- May 2008 Digital Preservation Summit at ISU
- September 2011 Digital Preservation Planning and Policy Creation Workshop at Indiana State Library
- July 2015 Preserving Indiana’s Memories LSTA Grant
- February 2016 Indiana Digital Preservation (InDiPres) founded
- June 2016 InDiPres: Preserving Indiana’s Memories LSTA Grant
- January-June 2017 Content Ingested into the MetaArchive Cooperative Preservation Network

Iva Allison, ca1915, courtesy of Willoughby Steckley, Vincennes, IN
The Solution: Hoosiers for Distributed Digital Preservation

• Form a membership based group of cultural memory organizations

• The group joins the MetaArchive Cooperative as a Collaborative Member

• Indiana State Library serves as the lead institution

• Indiana State Library Foundation serves as the fiscal agent

• Indiana State University Library serves as the technology host

 Courtesy of the Sullivan County Public Library
Digital Preservation Readiness Survey, September 2015

Courtesy of the Sisters of Providence of St. Mary-of-the-Woods
4 Main Survey Results

- Lots of Content being Created in Multiple Formats
- Content Stored Everywhere Imaginable
- Confusion about Digital Preservation
- Lack of Digital Preservation Plans and/or Policies

Courtesy of the Parke County Public Library
Creating Indiana Digital Preservation (InDiPres) I
http://www.indipres.net

• Initial funding through IMLS/LSTA grants
• Working group to develop membership agreement & outline governance elements
• 8 Open Forums on digital preservation
• Foundational governance meeting
• MetaArchive membership & server purchase
Introducing InDiPres
Indiana Digital Preservation

The mission of Indiana Digital Preservation (InDiPres) is to collaboratively manage and sustain a low-cost, secure, and geographically distributed archive for the long term preservation of locally sponsored digital resources in Indiana.
InDiPres Membership Fee Schedule
Based on a Minimum of 20 Participants

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Participation Fee</td>
<td>$100.00/year</td>
</tr>
<tr>
<td>Share of Server Cost :</td>
<td>$100.00/year</td>
</tr>
<tr>
<td>(3 year replacement cycle, $6,000/3yr/20=$100)</td>
<td></td>
</tr>
<tr>
<td>Share of MetaArchive Collaborative Membership Fee</td>
<td>$125.00/year</td>
</tr>
<tr>
<td>($2,500/yr/20 participants=$125)</td>
<td></td>
</tr>
</tbody>
</table>

Total: $325.00/year

+ Individual storage fee = $0.59/GB/year
Indiana Digital Preservation is a membership organization governed by its membership. It is managed by an elected Steering Committee that represents the Membership and oversees the management and operation of InDiPres. Representatives from the Indiana State Library and Indiana State University Library serve as ex officio members.
Purpose

This Membership Agreement outlines the initial agreements that form the basis for membership in InDiPRes.

Mission

The mission of Indiana Digital Preservation (InDiPRes) is to collaboratively manage and sustain a low-cost, secure, and geographically distributed archive for the long-term preservation of locally sponsored digital resources in Indiana.

Host Institutions

The Indiana State Library will serve as the lead institution for InDiPRes, which will join the MetaArchive Cooperative Preservation Network as a collaborative member. The Indiana State Library Foundation will serve as the fiscal agent. Indiana State University Library will provide the input point for digital content submitted through InDiPRes, as well as manage the LOCKSS server that will be a node in the MetaArchive network.

Membership

Any Indiana institution creating digital assets whose activities and objectives are consistent with Indiana Digital Preservation’s mission and principles may join InDiPRes. This includes but is not limited to universities, libraries, museums, historical societies, research centers, agencies of state and local government, and individual projects. The InDiPRes membership year begins on July 1. Membership fees are due during the month of July.

Costs

Indiana Digital Preservation requires minimal expenditures by its Members. The annual membership fee will be based on the following factors:

- Members pay $100/year to participate in InDiPRes.
- Members share the cost of the MetaArchive Collaborative Membership ($2,500/year/3 year minimum).
- Members share the cost of the server housed at ISU (approximately $6,000 with a 3 year replacement cycle).
- Members pay for individual storage needs ($0.59/GB/year).

Example: the membership fee would be $325/year plus the cost of individual storage, if there are 20 members.

New members will pay a pro-rated amount. Contact InDiPRes for actual costs.

Approved August 11, 2016; revised September 20, 2017

Introduction and Mission

Indiana Digital Preservation (InDiPRes) is an independent, community-based membership organization dedicated to facilitating a geographically distributed and affordable digital preservation solution for cultural memory institutions situated in Indiana. InDiPRes achieves this through its collaborative membership in the MetaArchive Cooperative Preservation Network, which is also a community-owned, community-led initiative comprised of libraries, archives, and other organizations committed to digital preservation. InDiPRes members share in the expense of secure, geographically distributed storage. Founded in February 2015, Indiana Digital Preservation primarily seeks to assist small and mid-sized cultural memory organizations with the long term preservation of digital content. The Indiana State Library serves as the lead institution for InDiPRes, and the Indiana State Library Foundation is the fiscal agent.

Mission

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Commitment to Diversity

InDiPRes encourages participation and membership by people and organizations of any race, color, national origin, religion, gender, sexual orientation, and physical ability, and welcomes participation from those with diverse ideas, diverse collections, and from underrepresented groups.

Applications for Membership

InDiPRes will consider applications for membership from qualified institutions. Applications for membership will be reviewed by the InDiPRes Steering Group, and applicants may be asked to submit additional information about their digital collections and technical capabilities before
InDiPres Governance Structure

Executive Committee

Standing Committees
- Finance
- Technology
- Outreach
- Nominating
- Ad Hoc Committees
- As Required
Creating Indiana Digital Preservation (InDiPres) II
http://www.indipres.net

• Inaugural membership meeting & Approval of governance documents/election of officers
• Ingest Pathways Working Group
• InDiPres Guidance Document & Technical Appendix
• Digital Preservation Policy Creation Workshop
• Ingest of members’ content into the MetaArchive Digital Preservation Network
I. Local Management of Content: inventory, selection, metadata

II. Collection Preparation for Ingest: filenames, data wrangling, ingest metadata for conspectus

III. Ingest Workflow: content preparation, content transfer, ingest preparation, MetaArchive Infrastructure, content restoration

IV. Digital Preservation Policy Creation Guide

V. Technical Appendix
Current InDiPres Membership

- American Legion Auxiliary
- Bartholomew County Public Library
- Butler University Libraries—Host
- (Clinton Public Library)
- DePauw University Libraries
- (Eckhart Public Library)
- (Eugene V. Debs Museum)
- Indiana State Library—Host
- Indianapolis Children’s Museum
- Indianapolis Public Library
- Knox County Public Library
- Lebanon Public Library
- (Merom Camp & Retreat Center)
- (Nappanee Public Library)
- (Native American Museum)
- Private Academic Library Network of Indiana
- Parke County Public Library
- Princeton Public Library
- Logan Library, Rose Hulman Institute of Technology
- (Rooney Library, Saint Mary-of-the-Woods College)
- Sisters of Providence of Saint Mary-of-the-Woods Archives
- Sullivan County Public Library
- Vigo County Historical Society
- Vigo County Public Library
Challenges

• Raising awareness of the difference between preservation for access and digital preservation
• Forming a self-sustaining, collaborative organization with a governance structure
• Building the membership
• Involving members in governance committees and activities
• Providing timely ingests
• Providing skill development training
• Creating local digital preservation policies and plans
• Unforeseen Circumstances

Courtesy of the Vigo County Historical Society
The Best Laid Plans ...or,
The Importance of Having a Plan B

Courtesy of Logan Library, Rose-Hulman Institute of Technology
“Oh, no, they say it’s got to go ...”

Staffing Issues +
Security Concerns +
Financial Constraints =

ISU Library Decision to Withdraw as InDiPres Technology Host
Resolving the Crisis

• Discussion at Membership Meeting
• Decision to Call for Proposals to host Technology Hub
• Executive Committee develops and issues the CFP
• Technology Committee reviews proposals and makes recommendation to Executive Committee
• New host announced to membership

Courtesy of the Parke County Public Library, Rockville, Indiana
Getting Back on Track

• Completing ingests & resolving issues
• Developing a MoU between InDiPres & technology host
• Transferring the hardware
• Bringing the new host online
• Developing new workflows
• Revising Bylaws and Guidance Documents

Courtesy of Norbert Brown, Vincennes, Indiana
Lessons Learned

- Establishing a Collaborative Network is Hard Work
- Situations Change
- The importance of Establishing a Governance Body
- Regular Communication
- Being Flexible
Questions, Thoughts, Ideas?

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Courtesy of Mike Lewman, Montezuma, Indiana