
Progress Report from the Digital Preservation Assessment Training Program
NEH GRANT (JAN – AUG 2017)

- Task Force Meeting – Develop Framework
- Round 1 Assessments – Pilot Framework
NEH GRANT (SEPT 2017 – JUNE 2018)

- RAP Meeting – Revise Framework, Develop Glossary, Create Peer-Assessment Framework & Workshop
- Round 2 Assessments - Include Peer-Assessment Workshops and Observer
- Feedback Interviews with Round 1 & 2 Clients
NEH GRANT (JULY – OCT 2018)

- Training Institute – Cohort of 12 conducting assessments
- Feedback interviews with these clients
FINAL PHASE OF GRANT

- Symposium (Nov. 2018) – Publishing, presenting, & teaching (now)


- Releasing the Digital Preservation Assessment Handbook
  Coming soon!

Photo by Edwin Andrade on Unsplash
Digital Preservation Assessment Handbook Approach
PRE-VISIT QUESTIONNAIRE

Digital Preservation Assessment

This questionnaire will prepare you for the Digital Preservation Assessment, inform the digital preservation assessor(s) prior to the site visit, and highlight areas that require specific attention during the visit.

Please fill out the questionnaire to the best of your ability. As you do so, you will need to identify appropriate staff members who can help you answer the questions. For this reason, we recommend that you begin filling out the questionnaire at least four weeks before the site visit. Please send the completed questionnaire to your assessor(s) one week before the visit.

Note: It is important for your consultant to have an accurate understanding of current practice at your institution. Please be as transparent as possible about practices and procedures on a daily basis.

Institution:

Contact person & title:

Street Address:
Section 3: Glossary

Access File: A compressed version of a digital object intended for access and use by patrons.

Access Point: A means through which collections are accessed. In the case of digital collections, this may be a URL.

Analog Object: An object that is made of physical material. This term is often used in contrast to the term “digital object.”

Authenticity Check: The process of ensuring that a file is what it is expected to be and has not been altered, corrupted, or damaged in any way. Also known as “fixity check.” See: Fixity.

Backup: A complete copy of a file that is stored and preserved for the purpose of replacing the master file in the case of data loss.

Born-Digital: Describes an object originating in electronic form as opposed to an object originating in an analog, or physical, form.

Checksum: A numeric value that is generated and assigned to a digital object and used to validate the object’s integrity.
STEP 2: SITE VISIT
SITE VISIT AGENDA

- Review project goals
- 1:1 or small group discussion with staff
- Tour collections and facilities
- Gather digital preservation history
- Discuss current practices
- Connect with key administrators
ASSESSMENT FACETS

1. The Organization
2. Staff and Resources
3. Policy Infrastructure
4. Processes and Workflow
5. Technological Resources
## FIRST THING: RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Facet:</th>
<th>Risk Assessment:</th>
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<tbody>
<tr>
<td>1. Roles and Responsibilities</td>
<td>1. IT Manager is determining storage and redundancy approaches without help from collections staff</td>
</tr>
<tr>
<td>2. Designated Community</td>
<td>2. Library has a statement defining the target users</td>
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Observation: identifies the risk or good practice

- The mission of the organization does not include mention of collections or their preservation

Recommendation: identifies a strategy to reduce risk or enhance good practice

- Include preservation, and specifically digital preservation, in mission
## RECOMMENDATIONS BANK

<table>
<thead>
<tr>
<th>What is it?</th>
<th>Example:</th>
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<tbody>
<tr>
<td>• Suggestions for improvement</td>
<td>Mission Recommendation Bank</td>
</tr>
<tr>
<td>• Not prioritized</td>
<td>1. Create a mission statement for the organization and write it down</td>
</tr>
<tr>
<td>• Not comprehensive</td>
<td>2. Include preservation, and specifically digital preservation, in mission</td>
</tr>
<tr>
<td></td>
<td>3. Digital preservation goals and activities are aligned with mission</td>
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I. The Institution

A. Organizational Structure

Creating and caring for digital materials and collections over time poses significant challenges and requires a commitment across departments and in all levels of the organization. Having an organizational home for strategic direction is a key first step towards responsible stewardship of digital materials.

An authoritative body that can prioritize and achieve short and medium term goals is important for any organization-wide program; however, the special challenges posed by digital preservation make having a centralized decision making group even more important. The inherent interdisciplinary approach required -- involving input from every group of stakeholders, from IT services to end-users -- and the multi-level decision making that underpins launching and managing a new program makes isolated efforts unsustainable.

*Observations & Recommendations*
Consultant Reflections

• “Framework presents big-picture concepts … but not as adaptable to providing specific, concrete suggestions”

• "Ensured that I covered all the bases … but could be overwhelming to some”

• "Helpful templates”

• "Great learning tool for my own work”

• "Introduced to my own community of practice”
Immediate Client Impact

- “Prompted review and reorganization of all our digital assets”
- “Led to implementation of consistent back-up procedures”
- “Provided tangible validation of digital preservation urgency to our management”
- “Inspired the drafting of separate Mission, Vision, and Designated Community Statements”
- “Prompted drafting of Digitization Policies & Workflows”
Long-term Client Impact

• Implementation of Digital Preservation Policy for collecting unit and parent organization

• Allocation of sufficient staff time and funds to digital preservation

• Implementation of digital asset management system

• Creation of dedicated digitization workstation
DISCUSSION

- How would you use a digital preservation assessment to strengthen your program?

- Would you perform a peer assessment or seek a consultant? Why?

- What area of the assessment would you be most interested in assessing and identifying solutions in?
HUGE THANK YOU

- National Endowment for the Humanities
- LYRASIS
- CCAHA
- Jessica Bitely, Preservation Manager, Boston Public Library
- Frances Harrell, former Senior Preservation Specialist, NEDCC
- Annie Peterson, Program Leader, LYRASIS
- Kim O’Leary, Technology and Events Coordinator, NEDCC
- Our Task Force, Steering Committee, Consultants, and Clients!
Questions?

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Link to DAT Page https://www.nedcc.org/preservation-training/digital-preservation-assessment-training