



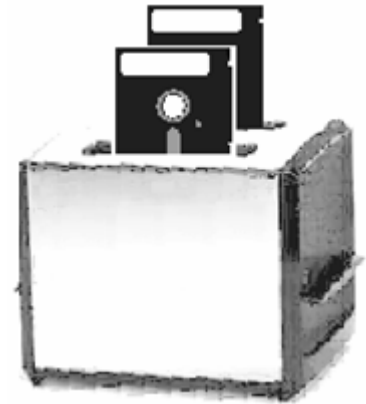
# How Do They Know

**What They Don't Know?**

*or*

Is your data

**Toast?**



# Digital Preservation

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When starting a new program, ask:

- Where do I begin?

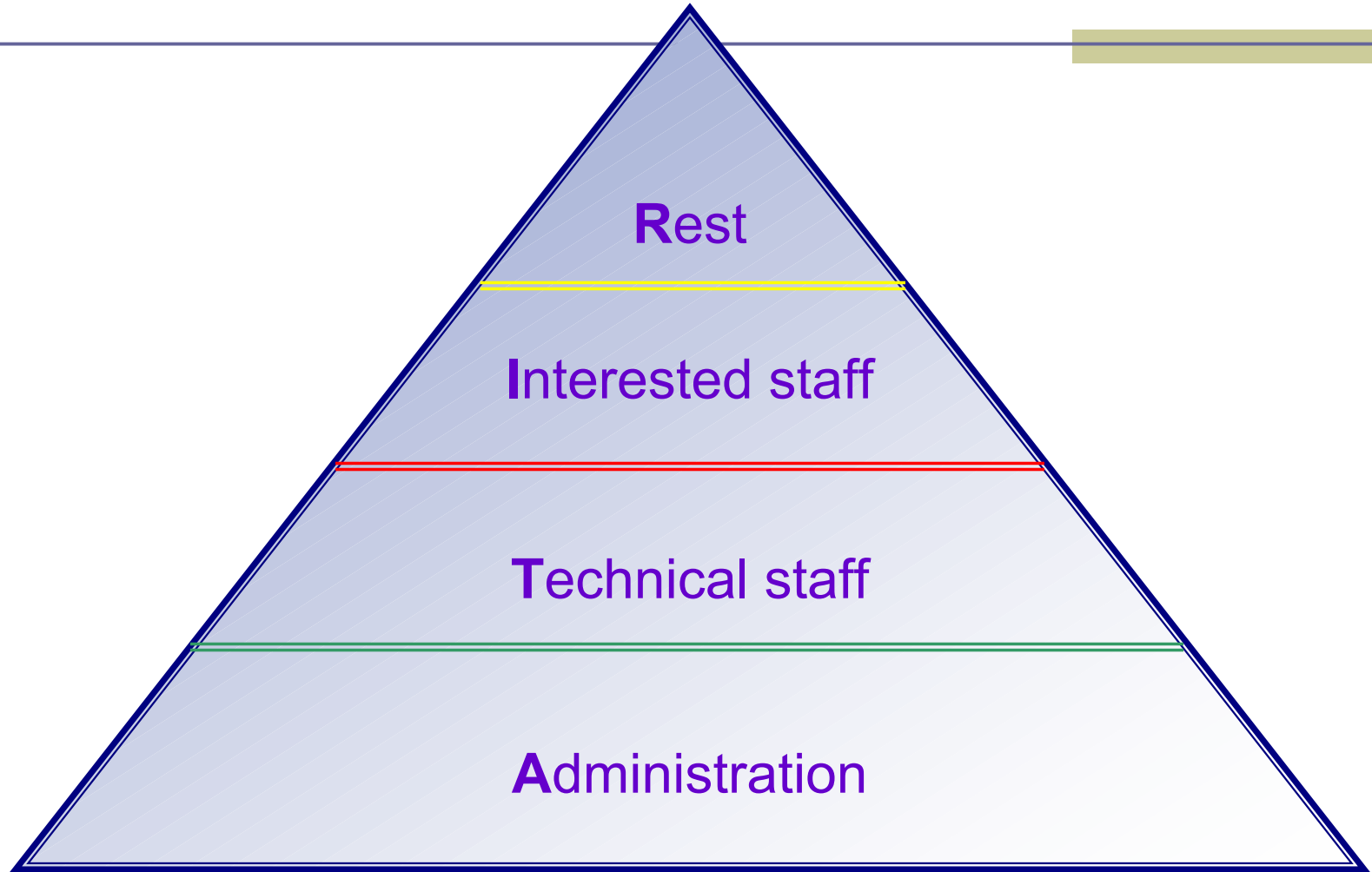
# Where Do I Begin?

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Start with the resources you know:

- Books and Journals
- Internet
- Listservs
- Organizations
- Conferences
- People

# Educating R.I.T.A.



# Administration

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

# Technical Staff

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

# Interested Staff

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



# Rest of the Organization

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- Update In General Meetings
- Handouts, Newsletters, Charts
- Conferences And Workshops
- Preservation Web Site
- Open House

# Weekly Literature Review

## This Week's Reading Notes and Source Information

18 March 2005

Chris Erickson

State Governments Grapple with Digital Archiving. Mack Reed. Digital Government Research Center. March 2005.

[http://www.digitalgovernment.org/news/stories/2005/0305/0305\\_archiving\\_reed.jsp](http://www.digitalgovernment.org/news/stories/2005/0305/0305_archiving_reed.jsp)

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.

Renewing the Information Infrastructure of the Koninklijke Bibliotheek. Theo van Veen. D-Lib Magazine. March 2005.

<http://www.dlib.org/dlib/march05/vanveen/03vanveen.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:

Searching:

- Index all metadata in a single index and use as few storage databases as possible.
- All metadata should be available in the search protocols 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 MARCXML or EAD

Changing the organization's information infrastructure required a changes 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.

New 18 Megapixel Image Sensor Expands Kodak's Portfolio for Medium-Format Markets. Press Release. Digital Photography Review. 16 March 2005

<http://www.dpreview.com/news/0503/05031603kodakcfi3000.asp>

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 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
- Reformatting
- 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
- Microfilm
- Proceedings - Conferences
- Publications On-Line
- Repositories
- Websites to Note

## Digital Preservation Sources and Resources

### Major Organizations with Preservation Resources

#### International Organizations

[ERPANET - 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 \(ECPA\)](#)

[The European Library](#)

[AIIM International, the Enterprise Content Management Association](#)

[IFLA Core Activity for Preservation and Conservation \(PAC\)](#)

[IFLA: Digital Libraries - Resources and Projects](#)

[Delos - Network of Excellence for Digital Libraries](#)

[International Internet Preservation Consortium](#)

[Denmark's cultural heritage projects](#)

[Publications](#)

[Publications](#)

[Ariadne](#)

[Digital Preservation](#)

[Topics](#)

[Strategies](#)

[Digital Preservation](#)

[Proceedings](#)

[Publications](#)

[Publications](#)

[Publications](#)

[Grip Publications](#)

[Projects](#)

[Reference Model \(PowerPoint\)](#)

[Preservation News](#)

[netarkivet.dk](#)

#### Library Organizations

[RLG Digital Preservation](#)

[OCLC Digital Preservation](#)

[OCLC Digitization & Preservation Online Resource Center](#)

[DigiNews](#)

[Preservation](#)

[Projects](#)

[\(Members only\)](#)

[Dispatch](#)

# Digital Preservation Web Site

BYU | BRIGHAM YOUNG UNIVERSITY

Harold B. Lee Library

FEEDBACK

Home

What's New

Readings

Current

Previous

Newsletter

Digital Items at Risk

Identifying Items

Preserving Items

Preservation

Mission

Caring for Disks

Digital Formats

Training Resources

Web Resources

Digital Preservation

Metadata

## 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 Ramjouw  
University Records Manager  
422-2161

Gordon Daines  
University Archivist  
422-5821

## ANNOUNCEMENTS

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](mailto:digitalpreservation@byu.edu)

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

Contact University Records Management for assistance.

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[Home](#) | [My Account](#) | [Feedback](#) | [Site Index](#)

Harold B. Lee Library | P.O. Box 26800 | Provo, UT | 84602-6800 | 801-422-2927

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Last Modified: Thu, 04 Nov 2004

# Training Resources

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Harold B. Lee Library

FEEDBACK

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Metadata

## 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**

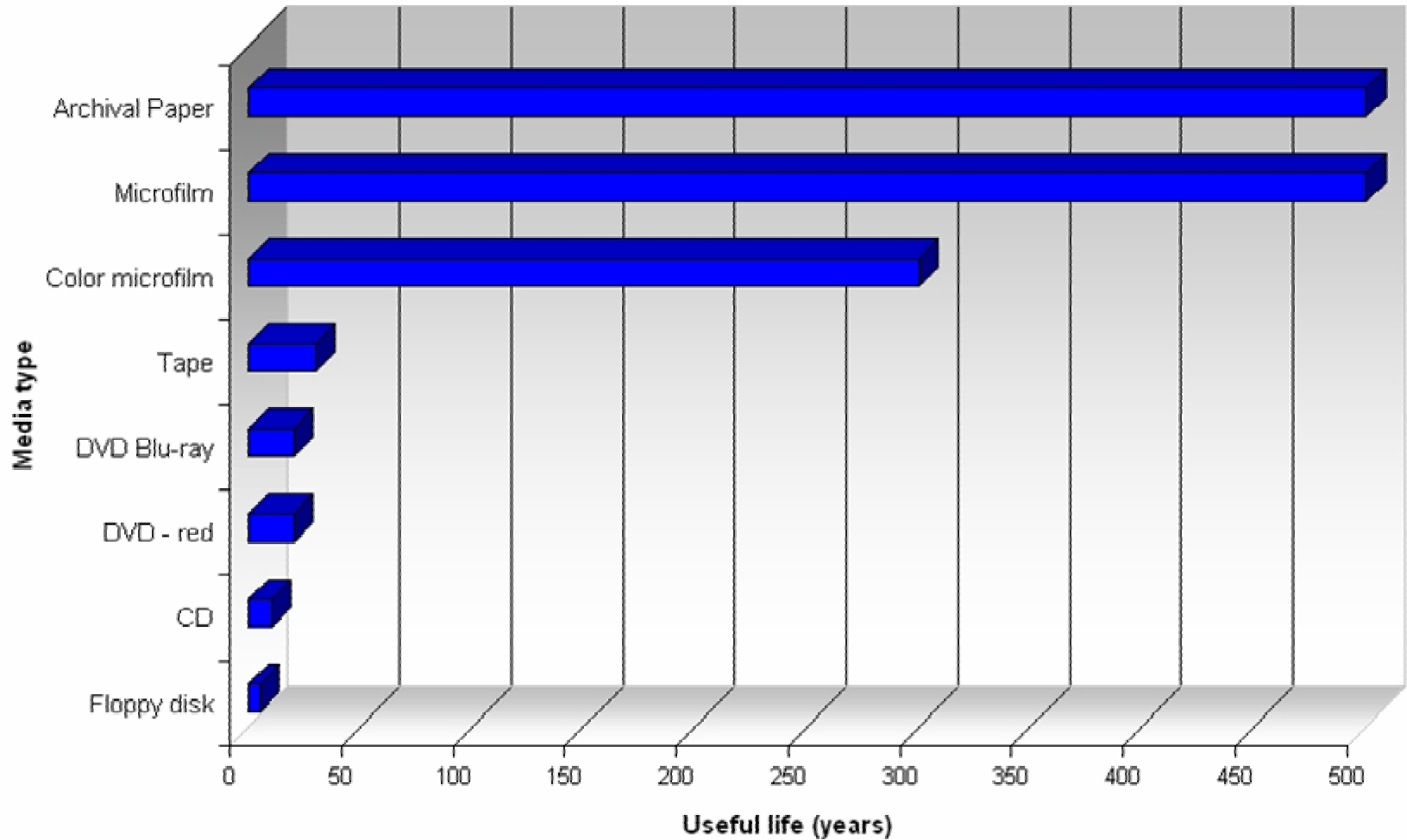
- On campus consultation is available. We can help with questions about equipment, what types of media are best, how they should be stored, and other questions. Please follow the link below to send an email request to [digitalpreservation@byu.edu](mailto:digitalpreservation@byu.edu)

[Home](#) | [My Account](#) | [Feedback](#) | [Site Index](#)

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# Graphics and Charts



# Handouts and Brochures

## Diamonds are Forever!

Your digital resources aren't.



*Pictures, documents, spreadsheets, and databases. All these 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 these 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?*

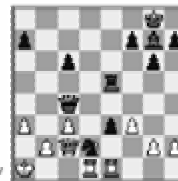
- 1. Be aware of the need and take an active part. There is no passive preservation.*
- 2. Backup your work regularly & frequently. Include important versions.*
- 3. Print out important documents that should be kept permanently.*
- 4. Save important items in generic formats, such as rtf, txt, csv, tiff.*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

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

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## Preserving your Data.

### It's Your move!



*Pictures, documents, spreadsheets, and databases. All these 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 these materials you have created may be gone within 5 years.*

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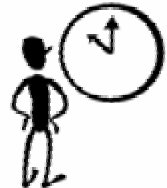
*What can you do now to preserve your digital materials?*

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

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

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"It's **10 p.m.** Do you know where your data are?"



*Pictures, documents, spreadsheets, and databases. All these 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 these 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 document versions.*
- 3. Print out important documents that should be kept permanently.*
- 4. Save important items in generic formats, such as rtf, txt, csv, tiff, etc.*
- 5. Archive your records before hardware/software changes; verify them after.*

*So don't waste time. Contact University Records Management now for more information.*

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# Campus Newsletter



## Preservation Matters

SEPTEMBER 2004

A newsletter about Digital Preservation and related topics at Brigham Young University.

### Digital Preservation

is a series of managed activities to make sure that your electronic documents will be available for use.

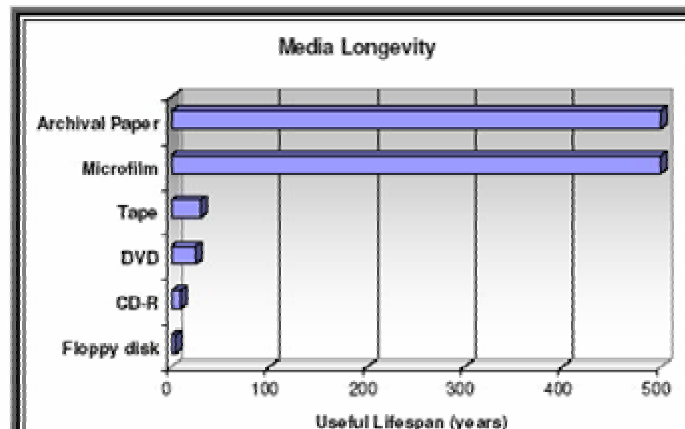
Without active efforts to preserve your documents, they may be unreadable in a few years time.

### 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:





# Thor Drinks With The Giants



Thor's Big Drink by Giovanni Caselli

***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?

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Chris Erickson  
Brigham Young University  
2005

[chris\\_erickson@byu.edu](mailto:chris_erickson@byu.edu)

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