Selecting, acquiring, managing, and preserving born digital collections

... in 5 minutes!

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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
Networks, cloud-based storage, or data repositories

Dropbox

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

INTRODUCTION:

Egyptology has as its object the study of the profound cultural heritage which we find ample traces of in ancient Egyptian language and all other professions and avocations that make sense of such a wealth of information. Egyptology is an extremely relevant source of knowledge and has potential to open unexplored avenues of inquiry.

For thirty years the Lexikon der Ägyptologie, a seven-volume published work on knowledge of ancient Egypt, has been a scholarly resource for the study of ancient Egypt. In recent archaeological discoveries, the Lexikon has enabled researchers to build on the work of earlier scholars and to make new contributions to the field.
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/digcccurr/institute.html

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