Next Steps

DigitalPreservationCoalition

This presentation will cover a number of activities you might consider undertaking after establishing the baseline digital preservation efforts we've described today.

A number of these activities are covered in our Making Progress workshops which we'll be running later in 2016.

The presentation will also highlight some useful resources where you'll be able to find more information on various digital preservation issues. Like all of the slides from today we'll make these available on the DPC website after the event and you'll find a wealth of information and links in the accompanying notes.

Advocacy

- Develop a Business Case
- Identify the benefits and risks
- Identify stakeholders
- Align with organisational goals

Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

An important first step is to ensure you have support within your organisation for digital preservation work and there are a range of advocacy activities that can help establish this.

Developing a sound business case will help you to gain support at an management level, particularly when trying to secure additional funding. There are a number of useful tools and guides available on this subject including:

Spruce – Sustainable Preservation Using Community Engagement) (JISC funded)
http://wiki.opf-labs.org/display/SPR/Home

Business Case Toolkit:
http://wiki.dpconline.org/index.php?title=Digital_Preservation_Business_Case_Toolkit

APARSEN - Example Business Cases
http://www.alliancepermanentaccess.org/wp-content/uploads/sites/7/downloads/2014/06/APARSEN-REP-D36_2-01-1_0_incURN.pdf

4C Project – Collaboration to Clarify the Costs of Curation (EU funded)
http://www.4cproject.eu/

Being able to clearly state the benefits of digital preservation

activities and the risks if no action is taken is also key in helping to convey the importance of digital preservation. Resources that can help with this include:

Keeping Research Data Safe - Benefits Framework which incorporates a list of generic benefits
http://www.beagrie.com/krds.php

And DRAMBORA which includes a similar list of risks
http://www.repositoryaudit.eu/

Successful advocacy also relies on identifying and engaging relevant stakeholders who can support your work through effort or funding, or by acting as advocates on your behalf.

You should also be careful to align preservation aims with your organisation's wider goals by consulting corporate plans and strategy documents.

Policy and Strategy

Important to develop robust policy and strategy

- An advocacy tool
- Can set aims and objectives
- Main reference point of decision-making
- Lots of help available with what to include

Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

Evidence has proven that organisation's with a robust and well-considered digital preservation policy are more successful at implementing digital preservation.

A good policy will
- provide you with another

advocacy tool to add to your arsenal
- clearly state your aims and objectives, and can be aspirational when you start out
- Act as the main reference point for decision-making in relation to digital preservation

There are a wide variety of resources which will guide you in what to include within your digital preservation policy (links below). Also be careful to consider your own organisation and it's approach to policy development: make sure your policy is aligned with other organisational policies, using an

established format and is ratified by relevant stakeholders.

APARSEN Recommendations for DP Policies

http://www.alliancepermanentaccess.org/wp-content/plugins/download-monitor/download.php?id=D35.1+Exemplar+good+governance+structure+and+data+policies

National Archives

http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf

Jisc Digital Preservation Policies Study

http://www.jisc.ac.uk/publications/reports/2008/jiscpolicyfinalreport.aspx

Library of Congress
http://blogs.loc.gov/digitalpreservation/2013/08/analysis-of-current-digital-preservation-policies-archives-libraries-and-museums/
SCAPE Catalogue of Policy Elements
http://wiki.opf-

labs.org/display/SP/Catalogue+of+Preservation+Policy+Elements
DPM Tools and Techniques
http://dpworkshop.org/workshops/management-tools

Storage and Systems

- Plan for development and ongoing management
- Requirements analysis and system procurement
- Clear policy and procedures
- Preservation Planning

Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

APARSEN Storage Report
http://www.alliancepermanentaccess.org/wp-content/uploads/sites/7/downloads/2014/06/APARSEN-REP-D23_2-01-1_2_incURN.pdf
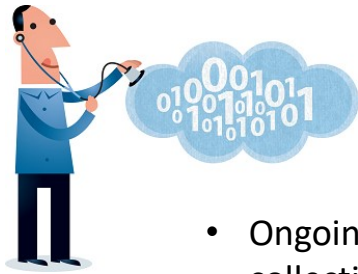
Preservation Planning
PLANETS
http://www.planets-project.eu/

Scape – **Sca**lable **P**reservation **E**nvironments (EU funded)

http://www.scape-project.eu/
http://wiki.opf-labs.org/display/SP/Home

Keep Track of Your Data

- Ongoing programme of collection audits
- Manage access and fixity checks
- Procedures for updating Digital Asset Register

Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

Collaboration

- Establish Digital Preservation working party
- Identify allies in relevant departments
- Engage Stakeholders
- Develop joint-projects

Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

Staff Training & Development

- Skills audit
- Plan for staff development
- Identify useful resources

DIGITAL PRESERVATION

Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

Important to identify the skills you already have in-house through a process such as a skills audit. Following this up with ongoing plans for staff development based on the gaps identified. A highly regarded resource in this area is the DigCurV Curriculum Framework (http://www.digcur-education.org/) which describes key competencies for staff working in digital preservation at various points in their career, identified in the framework as 'Practitioner', 'Manager' and 'Executive'. The framework is an excellent basis for both a skill audit and ongoing development. It is also reassuring as specialist digital preservation knowledge forms only a small fraction of the skills identified as necessary for carrying out digital preservation!

We've also found that peer to peer learning and support is key to developing your digital preservation skills, and contacts made at events such as this can prove endlessly useful.

DPTP - http://dptp.org/

Accreditation/Certification

- Self-assessment
- Peer assessment
- Formal accreditation/certification

APPROVED

Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

European Framework for Certification agreed by EU
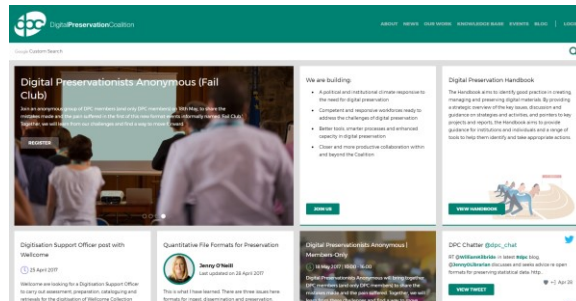1.   Basic Certification
         Self-assessment using Data Seal of Approval
2.   Extended Certification
         Self-audit based on ISO 16363 or DIN 31644
3.   Formal Certification
         Full audit based on ISO 16363 or DIN 31644

Alternatives are also in development including coverage of digital issues within the ARA Accreditation scheme

http://www.dpconline.org

Some DPC Resources

- Tech Watch reports
- Events
- Webinars
- Digital Preservation Handbook
- Leadership Programme

Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

Tech Watch Reports - (http://www.dpconline.org/publications/technology-watch-reports)

Events - (http://www.dpconline.org/events)

Making Progress: London, Dublin, Edinburgh – Sep/Oct 2016
Briefing Days: Accreditation and Certification, 25th May, London File Formats, 23rd June,

Other Organisations

The National Archives
- http://nationalarchives.gov.uk/information-management/projects-and-work/digital-preservation.htm
- Parsimonious Preservation

  - http://www.nationalarchives.gov.uk/documents/information-management/parsimonious-preservation.pdf (2009)
  - http://www.nationalarchives.gov.uk/documents/information-management/parsimonious-

[preservation-in-practice.pdf](#) (2013)

British Library
* http://www.bl.uk/aboutus/stratpolprog/collectioncare/discovermore/digitalpreservation/index.html

DCC
http://www.dcc.ac.uk

Jisc
http://www.jisc.ac.uk/whatwedo/topics/digitalpreservation.aspx

Open Preservation Foundation
http://openpreservation.org/

National Library of Wales
http://www.llgc.org.uk/index.php?id=3970

NCDD
http://www.ncdd.nl/en/

Library of Congress
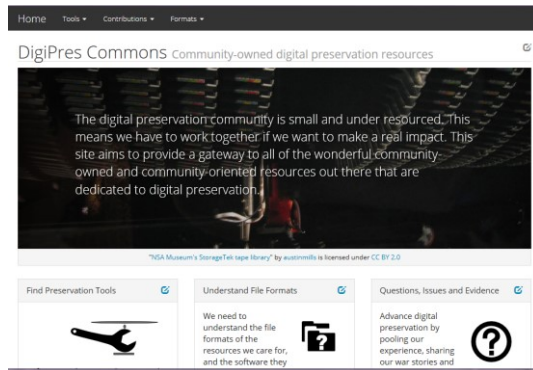http://www.digitalpreservation.gov/

DigiPres Commons

http://www.digipres.org/

A collaborative digital preservation community sharing solutions and experience. Particularly useful for:

Coptr – a digital preservation tools registry

Q&A section – allows users to pose questions/issues about digital preservation and the community will crowdsource answers. Interesting to browse the questions that have already been posed.

Also provides pointers to lots of other useful resources.

Information Resources

- Mailing Lists
- Journals
- Training Events
- Conferences
- Blogs
- Social Media

Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

Mailing Lists
- Variety of digital preservation mailing lists exist with the most prominent and useful being the JiscMAIL DIGITAL-PRESERVATION@jiscmail.ac.uk

Journals
International Journal of Digital Curation - http://www.ijdc.net/, Dlib - http://www.dlib.org/
Training Events
DPTP – http://www.dptp.org
Conferences
iPRES - https://ipres-conference.org/, PASIG - http://www.preservationandarchivingsig.org/
Blogs

http://digital-archiving.blogspot.co.uk/
Digital Archiving at the University of York

http://blogs.loc.gov/digitalpreservation/

The Signal – Library of Congress digital preservation blog

http://blog.nationalarchives.gov.uk/blog/tag/digital-preservation-2/

The National Archives – entries tagged "digital preservation"

http://digipresnews.wordpress.com

Weekly DP news and opinion from DPC's own Paul Wheatley

Social Media

Twitter

@WilliamKilbride
@prwheatley
@SharonMcMeekin
@sdaythomson
#digitalpreservation

LinkedIn

Various digital preservation related groups