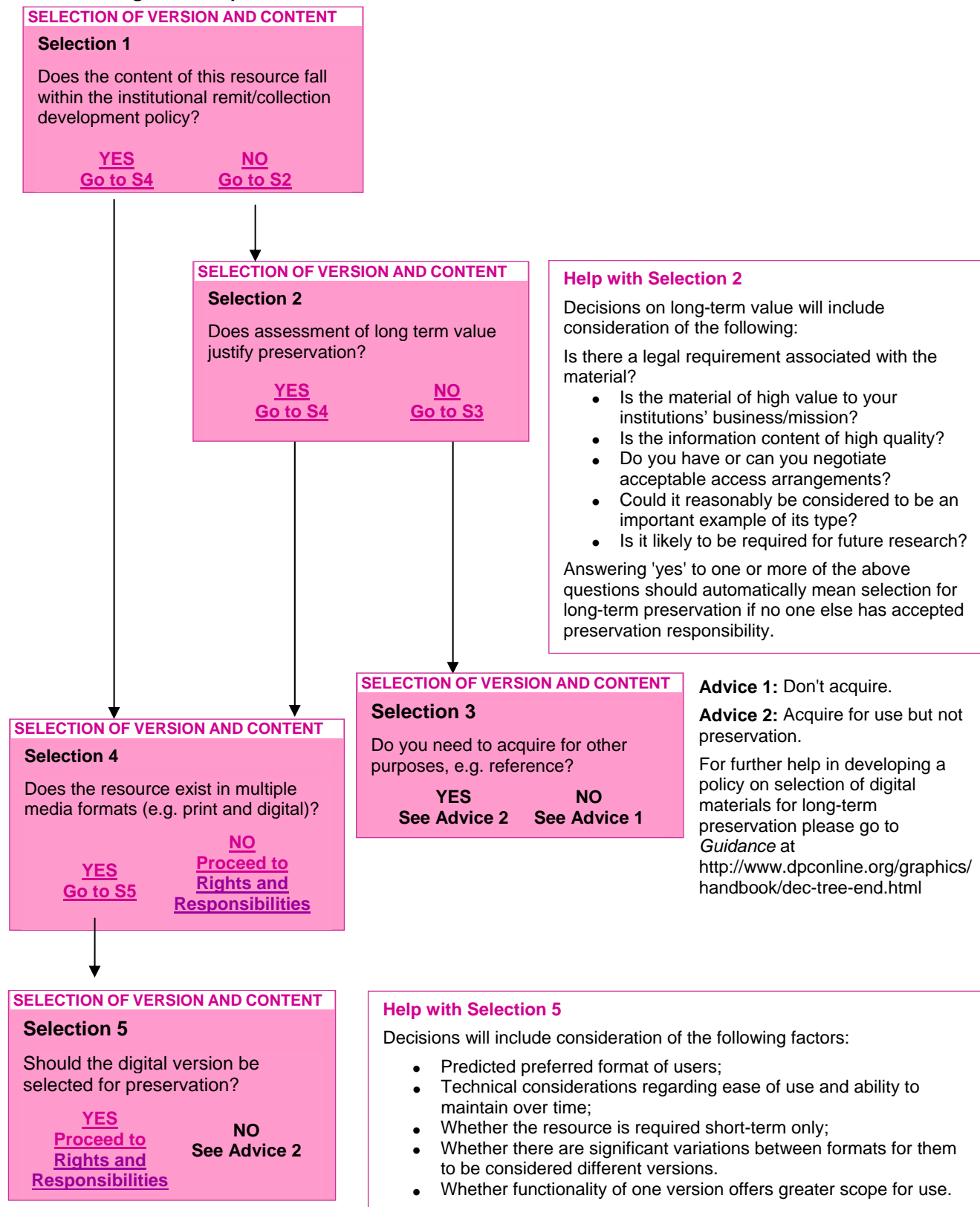


Digital Preservation Coalition

Interactive Assessment: Selection of Digital Materials for Long-term Retention

www.dpconline.org/handbook/dec-tree.html

Selection > **Rights & Responsibilities** > **Technical / Costs** > **Documentation & Metadata / Costs**



Advice 2: Acquire for use but not preservation.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* at <http://www.dpconline.org/graphics/handbook/dec-tree-end.html>

RIGHTS AND RESPONSIBILITIES

Rights 1

Does acquisition automatically confer a preservation responsibility (e.g. legal deposit acquisition / evidential requirements) ?

YES
Go to R4

NO
Go to R2

Help with Rights 1

See: 2.2.2 *Organisational issues: Roles* on the DPC website at <http://www.dpconline.org/graphics/digpres/presissues.html#roles1>

RIGHTS AND RESPONSIBILITIES

Rights 2

Has preservation responsibility been accepted elsewhere?

YES
Go to R3

NO/Don't Know
Go to R4

RIGHTS AND RESPONSIBILITIES

Rights 3

Do you require a higher degree of preservation commitment or access to this resource than offered elsewhere?

YES
Go to R4

NO
See Advice 2

Advice 2: Acquire for use but not preservation.
For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at <http://www.dpconline.org/graphics/handbook/dec-tree-end.html>

Help with Rights 3

If preservation responsibility has been accepted elsewhere, decisions on whether you might also wish to take on preservation responsibility will include consideration of the following:

- Has preservation responsibility been undertaken only for the short-term?
- Does the infrastructure of the organisation elsewhere pose any doubts as to the ability to guarantee long-term access to the resource?
- Are there any access conditions imposed which your organisation would consider unacceptable?
- Has responsibility elsewhere been taken only to mirror the resource, i.e. to provide access but not necessarily to guarantee long-term preservation?

RIGHTS AND RESPONSIBILITIES

Rights 4

Do you have (or can you negotiate) acceptable arrangements for acquisition and/or transfer, including frequency of ingest appropriate to the resource and your business model?

YES
Go to R6

NO
Go to R5

Help with Rights 4

See: 3.4 *Rights management* on the DPC website at <http://www.dpconline.org/graphics/instrat/rights.html>

RIGHTS AND RESPONSIBILITIES

Rights 5

Re-evaluate acquisition. Is the resource worth acquiring and preserving even if there are undesirable restrictions on accepting the material?

YES
Go to R6

NO
See Advice 3

Advice 3: Acquire the resource but document that long-term preservation may not be feasible.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at <http://www.dpconline.org/graphics/handbook/dec-tree-end.html>

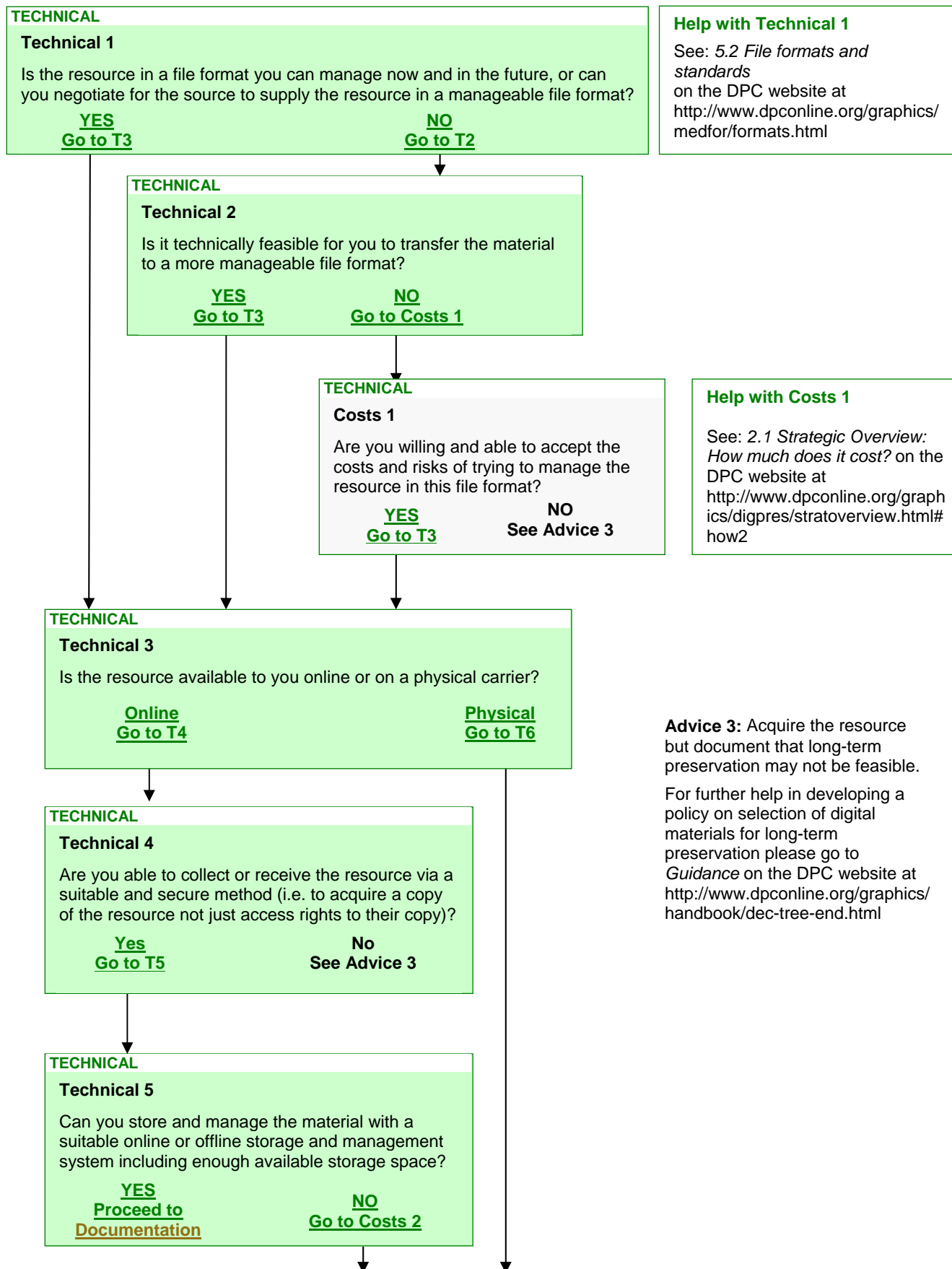
RIGHTS AND RESPONSIBILITIES

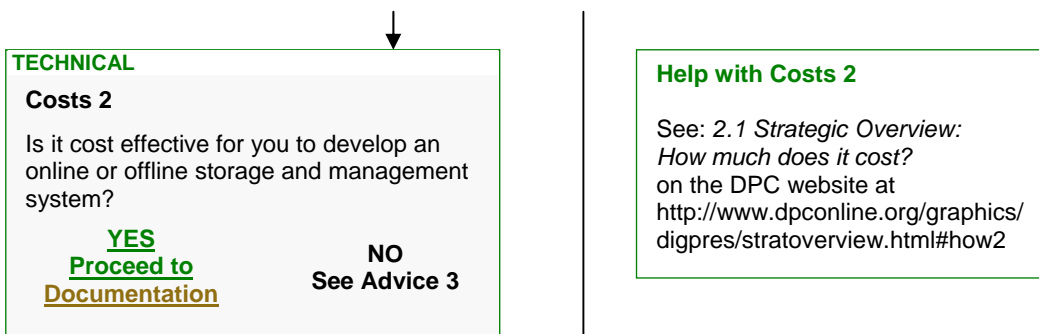
Rights 6

Do you have (or can you negotiate) the rights to transfer to different carriers and/or different formats for the purposes of preservation?

Yes
Proceed to
Technical/Costs

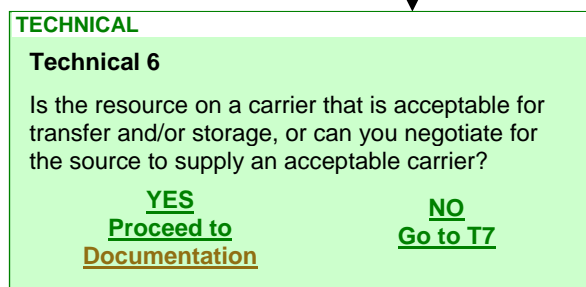
NO
See Advice 3



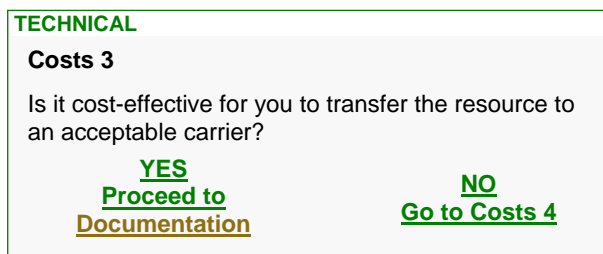
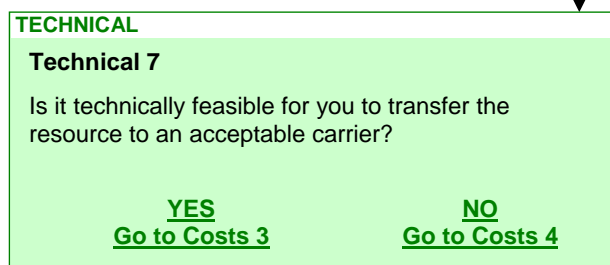


Advice 3: Acquire the resource but document that long-term preservation may not be feasible.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at
<http://www.dpconline.org/graphics/handbook/dec-tree-end.html>



Help with Technical 6
See: 5.1 Media
on the DPC website at
<http://www.dpconline.org/graphics/medfor/media.html>



TECHNICAL

Costs 4

Are you willing and able to accept the costs and risks of trying to manage the material on this carrier?

YES
Proceed to
Documentation

NO
See Advice 3

Advice 3: Acquire the resource but document that long-term preservation may not be feasible.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at <http://www.dpconline.org/graphics/handbook/dec-tree-end.html>

Help with Costs 4

Assessment of the cost-benefit of reformatting standard storage media will vary from institution to institution. The following issues indicate factors which may be taken into account before deciding whether it is cost-effective:

- Stability of format (e.g. optical disks tend to be more stable than floppy disks*)
- Storage capacity of the media
- Volume of material
- Ease of access if high use is anticipated.
- Copyright. Whether permission has already been received from the owner to reformat to other offline or online storage.
- Operational considerations (e.g. it may be more efficient to re-format all onto a common carrier rather than selecting only certain categories)

*For advice on reformatting floppy disks see *“Practical Advice for Preserving Publications on Disk”*, 1999, <http://www.nla.gov.au/nla/staffpaper/woodyard2.html>
See also: *National Archives UK, Digital Preservation Guidance Note 2: Selecting Storage Media for Long-Term Preservation (PDF) Jun 2003*
http://www.nationalarchives.gov.uk/preservation/advice/pdf/selecting_storage_media.pdf

See also:
2.1 Strategic Overview: How much does it cost?
on the DPC website at
<http://www.dpconline.org/graphics/digpres/stratoverview.html#how2>

DOCUMENTATION & METADATA

Documentation 1

Has sufficient documentation been supplied (including metadata)?

YES
See Advice 4

NO
Go to D2

Advice 4: Acquire the resource for long-term preservation.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at <http://www.dpconline.org/graphics/handbook/dec-tree-end.html>

Help with Documentation 1

See: 4.4 *Metadata and Documentation* on the DPC website at <http://www.dpconline.org/graphics/orgact/metadata.html>

DOCUMENTATION & METADATA

Documentation 2

Can you negotiate for the source to supply the required documentation?

YES
See Advice 4

NO
Go to D3

Advice 4: Acquire the resource for long-term preservation.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at <http://www.dpconline.org/graphics/handbook/dec-tree-end.html>

Help with Documentation 2

Consider development of guidelines. See *"Information on depositing digital resources with the AHDS"*, April 2004, <http://www.ahds.ac.uk/depositing/index.htm> for an introduction to suggested best practice, including the *"AHDS Data and Documentation Transfer Form"*, November 2003, <http://www.ahds.ac.uk/depositing/how-to-deposit.htm>

DOCUMENTATION & METADATA

Documentation 3

Is it technically feasible for you to construct the required documentation?

YES
Go to Costs 5

NO
Go to D4

DOCUMENTATION & METADATA

Costs 5

Can you commit adequate staff resources to construct the required documentation?

YES
See Advice 4

NO
Go to D4

Advice 3: Acquire the resource but document that long-term preservation may not be feasible.

Advice 4: Acquire the resource for long-term preservation.

For further help in developing a policy on selection of digital materials for long-term preservation please go to *Guidance* on the DPC website at <http://www.dpconline.org/graphics/handbook/dec-tree-end.html>

Help with Costs 5

See: 2.1 *Strategic Overview: How much does it cost?* on the DPC website at <http://www.dpconline.org/graphics/digpres/stratoverview.html#how2>

DOCUMENTATION & METADATA

Documentation 4

Is the material so valuable that you will accept it without adequate documentation?

YES
See Advice 4

NO
See Advice 3