

The Handbook

Digital information is increasingly important to our culture, knowledge base and economy. The Handbook was first compiled by Neil Beagrie and Maggie Jones and is now maintained and updated by the DPC. The handbook provides an internationally authoritative and practical guide to the subject of managing digital resources over time and the issues in sustaining access to them. It will be of interest to all those involved in the creation and management of digital materials.

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The Preservation Management of Digital Material Handbook is maintained by the Digital Preservation Coalition in collaboration with the National Library of Australia and the PADI Gateway.



Digital Preservation Coalition



Reviews



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Notice

The hardcopy version of the Handbook of Digital Preservation is now out of print. The online version of the Handbook is being maintained and updated by the DPC and is freely available.

Endorsements and Reviews of the Handbook

Preservation Management of Digital Materials; A Handbook is the best example yet of turning discussion into action.

Holding The Past In Our Digital Future by Christopher Phipps, The Times Higher, 11th October 2002

To read the full article in The Times Higher please [click here](#) (Times Higher subscribers only)

The Handbook was first compiled by Neil Beagrie and Maggie Jones and is now maintained and updated by the DPC.

"If you are in any doubt of the need for digital preservation, read this handbook. If you need education on the place of digital preservation in the larger scheme of access and management, and on the many issues it raises, use this handbook. And if you want a usable source of definitive references on just about every aspect of digital preservation, pop a copy of this handbook on your shelf. "

Marc Fresko EDM & ERM Consulting Services Director, Cornwell Affiliates plc in Managing Information

for full review click here

Update 13 May 2008

Link removed as no longer available.

"For some years, Neil Beagrie and Maggie Jones have quietly been making an outstanding contribution to the development of digital preservation - on both sides of the global e-village. This publication amply demonstrates their skills at bringing together the best information, analysing it and synthesising it to produce practical advice, and adding their own highly valued ideas. This is the big picture, close up and intimate."

Colin Webb, Director Preservation Services, National Library of Australia

"The ever-increasing range of digital information is bringing new challenges in terms of understanding and managing the digital lifecycle, and the preservation of electronic resources will be just as important to our future as the existing great collections of our archives, libraries, and museums. It is impossible to imagine how generations to come will gain insight into our society and our lives without getting access to that growing range of resources. Preservation Management of Digital Materials is an essential tool both to raise awareness of the risks we run if we do not take digital preservation seriously and to give a sense of direction for those directly involved in the digital lifecycle."

Chris Batt, Director of Learning and Information Society, Resource: The Council for Museums, Archives and Libraries

"This publication represents a significant step on the road from 'talking' to 'doing' in the area of digital preservation. It is a clear, authoritative, up to date and pragmatic handbook, drawing on the extensive practical experience of the authors."

Helen Shenton, Chair Digital Library System Project, British Library

"This will undoubtedly become a key reference text on all aspects of digital preservation"

Alison Horsburgh, National Archives of Scotland

"All institutions will greatly benefit from its practical approach, the thorough treatment of the subject and the numerous references on different issues of digital preservation."

Dr. Michael Wettengel, Germany

"Over the past few years the U.K. has been a hot spot for digital preservation activity. With the publication of Preservation Management of Digital Materials, Maggie Jones and Neil Beagrie have provided some of the most pragmatic information available today to assist cultural institutions in addressing digital preservation threats. It not only offers vetted guidance on available resources, but encourages the reader to think carefully about the issues, through a combination of case studies, commentary, checklists, and decision trees."

Anne Kenney Associate Director, Department of Preservation, Cornell University, USA

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The Handbook was first compiled by Neil Beagrie and Maggie Jones and is now maintained and updated by the DPC.

Change History of the Handbook

Please note all url links from the electronic edition of the Handbook are checked weekly by robot software to identify broken links and resources which have been moved from their original web location. Individual url changes are part of our routine maintenance and updating but are not noted below except in cases where newer versions of documents are available.

Table of Changes made to the Handbook	
DATE	CHANGES
October 2008	<i>Organisational Activities: Exemplars and Further Reading</i> http://www.columbia.edu/cu/libraries/digital/criteria.html no longer valid - disabled
September 2008	<i>Institutional Strategies: Exemplars and Further Reading</i> Bide, M. et al. (1999). Digital Preservation: an introduction to standards issues surrounding the deposit of non-print publications. http://www.bic.org.uk/digpres.doc URL no longer valid, updated with new location. Book Industry Communication, The Rights Decision Tree, Sally Morris and the Rights Metadata Working Party. http://www.bic.org.uk/righttree.rtf no longer available - disabled
May 2008	<i>Institutional Strategies: Exemplars and Further Reading</i> URLs http://www.icsti.org/2000workshop/gatenby.html and http://www.icsti.org/2000workshop/index.html no longer available - disabled <i>A Handbook: Endorsements and Reviews of the Handbook</i> Link to "Marc Fresko EDM & ERM Consulting Services Director, Cornwell Affiliates plc in Managing Information" removed as no longer available. <i>Organisational Activities: Exemplars and Further Reading</i> OTA: Creating and Documenting Electronic Texts. Chapter 6: Documentation and Metadata. http://ota.ahds.ac.uk/documents/creating/chap6.html. New location http://ota.oucs.ox.ac.uk/documents/creating/cdet/chap6.html
April 2008	Organisational Activities: Exemplars and Further Reading Archaeology Data Service, Guidelines for Depositors Version 1.1 http://ads.ahds.ac.uk/project/userinfo/deposit.html no longer available. Link added to Version 1.3 at

	<p>http://ads.ahds.ac.uk/project/userinfo/deposit.cfm</p> <p><i>Introduction</i></p> <p>Mailing address amended to</p> <p>Digital Preservation Coalition Innovation Centre York Science Park York YO10 5DG</p> <p><i>Digital Preservation - References</i></p> <p>Links to http://europa.eu.int/ISPO/dlm/fulltext/full_ashl_en.htm and http://europa.eu.int/ISPO/dlm/ were disabled and a new URL for information added http://ec.europa.eu/archives/ISPO/dlm/</p>
March 2008	<p>The following URLs were disabled and a new URL for information added http://ec.europa.eu/archives/ISPO/dlm/:</p> <p>http://europa.eu.int/ISPO/dlm/fulltext/full_ashl_en.htm in <i>Institutional Strategies - Costs and business modelling</i>, <i>Institutional Strategies - Exemplars and Further Reading</i></p> <p>http://europa.eu.int/ISPO/dlm/documents/gdlines.pdf in <i>Institutional Strategies – References</i>, <i>Institutional Strategies - Exemplars and Further Reading</i>, <i>Institutional Strategies - Standards and Best Practice Guidelines</i>, <i>Media and Formats - Exemplars and Further Reading</i>, <i>Organisational Activities - Exemplars and Further Reading (3 instances)</i>, <i>Organisational Activities – References (2 instances)</i>, <i>Organisational Activities - Creating Electronic Records</i></p>
November 2007	<p><i>Organisational Activities: Exemplars and Further Reading</i></p> <p><i>Organisation Activities: References</i></p> <p>Link to "Tanner, S. and Lomax-Smith, J. (1999). 'How Much Does It Really Cost?' Paper for DRH '99 Conference." as no longer available online.</p>
October 2007	<p><i>Institutional Strategies: Exemplars and Further Reading</i></p> <p><i>Organisational Activities: Exemplars and Further Reading</i></p> <p>RLG/OCLC link updated</p>
September 2007	<p><i>Institutional Strategies: Exemplars and Further Reading</i></p> <p>Links to "National Library of Canada. Consultation on Online Publications. (January 31 2000)" updated to archived location.</p> <p><i>Organisational Activities: Exemplars and Further Reading</i></p>

	<p>Links to "National Archives of Australia. Recordkeeping Metadata Standard for Commonwealth Agencies. May 1999" removed as no longer available.</p> <p><i>Digital Preservation: References</i></p> <p>Guidance on Completion of the Decision Tree</p> <p><i>Organisational Activities: Exemplars and Further Reading</i></p> <p><i>Organisation Activities: References</i></p> <p>the link to http://www.nlc-bnc.ca/9/8/index-e.html has been updated</p>
August 2007	<p><i>Institutional Strategies: Exemplars and Further Reading</i></p> <p>Link to "Chapman, S. (2003) Counting the Costs of Digital Preservation: Is Repository Storage Affordable? Journal of Digital Information 4, (2), 208-214" disabled as no longer available online.</p>
May 2007	<p><i>Organisation Activities: References</i></p> <p>Links to "E-government: a strategic framework for public services in the Information Age." and "British Standards Institute. (1999). Information Security Management (BS7799-2: 1999)" disabled as obsolete.</p>
March 2007	<p><i>Organisational Activities: Exemplars and Further Reading</i></p> <p><i>Organisation Activities: References</i></p> <p><i>Organisational Activities: Creating Electronic Records</i></p> <p>Link to "Electronic Records Management: Framework for Information Age Government. April 2000" (rtf) replaced with link to PDF</p> <p><i>Organisational Activities: Exemplars and Further Reading</i></p> <p>Link to "ECUP (European Copyright User Platform) Licensing Issues" removed as no longer available.</p> <p><i>Introduction: Acronyms and Initials</i></p> <p>Link to "ECUP European Copyright User Platform" removed as no longer available.</p>
February 2007	<p><i>Introduction: Acronyms and Initials</i></p> <p>New URL for PADS</p>
December 2006	<p><i>Institutional Strategies: Exemplars and Further Reading</i></p> <p>Link to "Essex Data Archive, Guide to Depositing Data. A guide and forms for depositors with the Essex Data Archive. This includes a pro forma licence agreement." updated.</p>

	<p><i>Organisational Activities: Exemplars and Further Reading</i></p> <p>Link to "National Archive of New Zealand. (1998). Appraisal Standard, Standard for the Appraisal of Public Records and Archives. Wellington, 1998." PDF updated.</p>
November 2006	<p><i>Institutional Strategies: Exemplars and Further Reading</i></p> <p>Link to "http://www.nationalarchives.gov.uk/recordsmanagement/advice/pdf/best_human_resources.pdf " (Human Resources in Records Management. Kew: Public Record Office.) disabled and new link added.</p> <p>Link to "http://www.erpanet.org/www/products/tools/ERPANETCostingTool.pdf " disabled and new link added.</p> <p><i>Institutional Strategies: costs and business modelling</i></p> <p>Link to "http://www.erpanet.org/www/products/tools/ERPANETCostingTool.pdf" disabled and new link added.</p>
October 2006	<p><i>Digital Preservation: References</i></p> <p>Hedstrom, M. and Montgomery, S. (1998). Digital Preservation Needs and Requirements in RLG Member Institutions. Link updates</p> <p>Location of Catriona II Project report updated.</p>
August 2006	<p><i>Introduction: Acronyms and Initials</i></p> <p>PRO Public Record Office - information added and link updated</p> <p>TNA added</p> <p>EROS Electronic Records in Office Systems - information added and link updated</p> <p>NDAD UK National Digital Archive of Datasets - link updated</p>
August 2006	<p><i>Organisation Activities: References</i></p> <p>Three links to http://www.pro.gov.uk/recordsmanagement/eros/guidelines disabled - the EROS project has now ended. Link to a page with links to relevant guidance added.</p> <p>Link to "A Model Action Plan for Developing Records Management Compliant with the Lord Chancellor's Code of Practice under section 46 of the Freedom of Information Act 2000" updated.</p>
August 2006	<p><i>Media and Formats: Exemplars and Further Reading</i></p> <p>Links for " Dale, R. (1999). File compression Strategies Discussion at</p>

	ALA. RLG DigiNews February 15 1999." and "Frey, F. (2000). File Formats for Digital Masters." updated.
August 2006	<i>Intro: Acronyms</i> Link for "Research Libraries Group" updated.
August 2006	<i>Decision Tree: End Page</i> Link to "British Library Digital Preservation Policy, November 2002" updated.
July 2006	<i>Organisational Activities: References</i> Links for "Arms, C. (2000). 'Keeping Memory Alive: Practices for Preserving Digital Content at the National Digital Library Program of the Library of Congress.' RLG DigiNews. Volume 4 (3). June 15 2000. p. 5." and "'Risk Management of Digital Information: a File Format Investigation'. RLG DigiNews 4 (3). 15 June 2000. p.14" updated.
March 2006	A new section <i>3.7 Costs and Business Modelling</i> added to <i>Institutional Strategies</i> New sub-section <i>Costs and Business Modelling</i> added to <i>Institutional Strategies: Exemplars and Further Reading</i> Sub-section <i>How much does it cost?</i> updated in <i>Digital Preservation: Strategic Overview</i> Sub-section <i>Costs</i> updated in <i>Digital Preservation: Preservation Issues: Organisational Issues</i> <i>Costs of maintaining Digital Archives</i> removed from <i>Organisational Activities: Exemplars and further reading: Digitisation Costs</i> (renamed from <i>Costs</i> to <i>Digitisation Costs</i>) as this subject now covered by updates and new section as detailed above.
March 2006	The <i>Decision Tree</i> has been updated and replaces the old Figure 4. The new version can be found at <i>Decision Tree</i> The following pages have had links to the <i>Decision Tree</i> added or updated: <i>Handbook section Home Page</i> <i>4. Organisational Activities: 4.2.1 Appraisal and Selection</i> <i>4. Organisational Activities: 4.2.2 Retention and Review</i> Figure 4 in the list of figures now links to the PDF of the <i>Decision Tree</i>
January 2006	<i>Introduction</i> Link to http://www.icpsr.umich.edu/DDI/users/dtd/index.html (DDI Data

	Documentation Initiative) disabled and new link added.
January 2006	<i>Institutional Strategies: Exemplars and Further Reading</i> Link to "http://www.nla.gov.au/policy/vdelec.html" (National Library of Australia. Voluntary Deposit Scheme for Physical Format Electronic Publications.) disabled and new link added.
January 2006	<i>Institutional Strategies: Exemplars and Further Reading</i> <i>Organisational Activities: Exemplars and Further Reading</i> Links to "NOF-digitise Technical Standards and Guidelines. Version One; June 2000." disabled and links to a page with newer versions added. Links to "Reference Model for an Open Archival Information System (OAIS) Draft Recommendation for Space Data System ..." disabled and alternative links added.
September 2005	<i>Organisational Activities: Exemplars and Further Reading</i> Link to "http://www.nof-digitise.org" (New Opportunities Fund) disabled and link to new page added.
June 2005	<i>Institutional Strategies: Exemplars and Further Reading</i> Link to "Jefcoate, G. (1997). 'Training for a national library website: the experience of the British Library.' Gabriel workshop, session V - Human Resources and Training." disabled as Gabriel has ceased as a project and the page is no longer available. Link to "Essex Data Archive, Guide to Depositing Data. A guide and forms for depositors with the Essex Data Archive. This includes a pro forma licence agreement." disabled - and link to new page added.
April 2005	<i>Institutional Strategies: Exemplars and Further Reading</i> <i>Organisational Activities: Exemplars and Further Reading</i> Three links to "NOF-digitise Technical Standards and Guidelines. Version One; June 2000." disabled and links to a page with newer versions added.
February 2005	<i>Organisational Activities: References</i> Link to "A striking example of the potential pitfalls of reliance of converting email to paper can be found in the PROFS case involving the National Archives and Records Administration in the USA." disabled as the document is no longer accessible. A link to a document with information on PROFS was added.
January 2005	<i>Organisational Activities: Exemplars and Further Reading</i> Link to "Public Record Office (UK). (1999). Electronic Records from

	Office Systems Project (EROS). Series of guides on management, appraisal and preservation of electronic records in government. Kew, Surrey, 1999." disabled - the EROS project has now ended. Link to a page with links to relevant guidance added.
December 2004	<p><i>Organisational Activities: Exemplars and Further Reading</i></p> <p>Link to "Reference Model for an Open Archival Information System (OAIS) Draft Recommendation for Space Data System Standard. May 1999." replaced by link to a page from which the document is accessible as either a pdf or word document. (Two instances).</p> <p>Link to http://www.hcu.ox.ac.uk disabled as HCU no longer in existence.</p>
November 2004	<p><i>Institutional Strategies: Exemplars and Further Reading</i></p> <p>Link to "Public Record Office Victoria (Australia). (2000). Standard for the Management of Electronic Records in the Victorian Government. Version 1.0, April 2000. (PROS 99/007)" disabled and link to Version 2 added.</p> <p>Link to "Public Record Office. EROS (Electronic Records in Office Systems) programme." disabled - the EROS project has now ended. Link to a page with links to relevant guidance added.</p> <p><i>Organisational Activities: Exemplars and Further Reading</i></p> <p>Link to "Public Record Office Victoria (Australia). (2000). Standard for the Management of Electronic Records in the Victorian Government. Version 1.0, April 2000. (PROS 99/007)" disabled and link to Version 2 added.</p> <p>Link to "National Archive of New Zealand. (1998). Appraisal Standard, Standard for the Appraisal of Public Records and Archives. Wellington, 1998." disabled and link to PDF added.</p> <p>Link to "Electronic Records Management: Framework for Information Age Government. March 2000." disabled and link to April 2000 version added.</p> <p>Link to "Beagrie, N. and Greenstein, D. (1998). A Strategic Policy Framework for Creating and Preserving Digital Collections. Version 4.0 (Final Draft). ELib Supporting Study P3. Library Information Technology Centre, South Bank University, London." disabled and link to Version 5 added.</p> <p>Link to "Kingma, B. (1999). The Economics of Digital Access: the Early Canadiana Online Project. http://www.canadiana.org/eco/english/kingma.pdf" and link to a 2000 version of "The Costs of Print, Fiche, and Digital Access The Early</p>

	<p>Canadiana Online Project" by Bruce R. Kingma added.</p> <p><i>Introduction: References</i></p> <p>Link to "Beagrie, N. and Greenstein, D. (1998). A Strategic Policy Framework for Creating and Preserving Digital Collections. Version 4.0 (Final Draft). ELib Supporting Study P3. Library Information Technology Centre, South Bank University, London." disabled and link to Version 5 added.</p> <p><i>Organisational Activities: Creating Electronic Records</i></p> <p>Link to "Electronic Records Management: Framework for Information Age Government. March 2000." disabled and link to April 2000 version added.</p> <p><i>Organisational Activities: References</i></p> <p>Link to "Electronic Records Management: Framework for Information Age Government. March 2000." disabled and link to April 2000 version added.</p>
May 2002	<p>Online Edition Version 1.0 developed by Neil Beagrie and Brett Scillitoe for the Digital Preservation Coalition</p> <p>All URL's checked and updated</p> <p>Web hotlinks and navigation for online edition</p> <p>Decision tree (figure 4) explanatory text added to Question 5</p> <p>Search Other Resources facility (search archives of Digital Preservation JISCmail list and search Preserving Access to Digital Information (PADI) Gateway) added to Exemplars and Further Reading sections</p>
February 2002	Limited Edition CD produced for DPC launch at House of Commons
October 2001	Print publication published by British Library
October 2000	Pre-publication review draft on web

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The Handbook was first compiled by Neil Beagrie and Maggie Jones and is now maintained and updated by the DPC.

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Biographies of the Authors

Neil Beagrie took up appointment as an Assistant Director in the Executive of the Joint Information Systems Committee in June 2000. He is responsible for JISC digital preservation programmes and for establishing and developing the Digital Preservation Coalition. He was previously Assistant Director of the Arts and Humanities Data Service. At the AHDS he developed digital collections policy and standards and published extensively on digital preservation issues. He was joint author with Daniel Greenstein of the LIC funded study "A Strategic Policy Framework for Creating and Preserving Digital Collections". Prior to joining the AHDS in 1997, he was Head of Archaeological Archives and Library at the Royal Commission on the Historical Monuments of England.

Maggie Jones is currently working as manager of the Cedars digital preservation project. Prior to this she was employed as a researcher and co-author of Preservation Management of Digital Materials, at the Arts and Humanities Data Service. Before returning to the UK in 1998 she worked at the National Library of Australia for seventeen years. Her last position at the NLA was Director of Collection Management and Retrieval Services which combined the preservation of the Library's collections, and the stack retrieval service. She became very interested in the preservation of digital materials during this time and was one of the founder members of the PADI (Preserving Access to Digital Information) working group.

The Handbook was first compiled by Neil Beagrie and Maggie Jones and is now maintained and updated by the DPC.