

Digital Preservation Award 2010: Application Pack

1. Introduction

The Digital Preservation Award celebrates the excellence and innovation that will help to ensure our digital memory is available tomorrow.

The Digital Preservation Coalition sponsors the Digital Preservation Award, one of a set of awards which are collectively called the Conservation Awards. The Conservation Awards began in 1993 and their presentation is co-ordinated by a working party of the Institute for Conservation (ICON). There are five awards in total. The Digital Preservation Award has been run three times (2004, 2005 and 2007) Although based on the high level criteria of the Conservation Awards, the size of the community and the nature of the work it recognises means that the Digital Preservation Award is distinctive in how it implements the criteria and eligibility. The award will be offered in 2010.

2. Prize

The Digital Preservation Award consists of 4 elements: a cash prize (value to be confirmed but not less than £1000); a bespoke glass trophy to be returned from the previous winner; a miniature of the trophy to be retained by the winner; a certificate which is retained by the winner.

3. Criteria

The Digital Preservation Award is awarded to the nominee who, in the eyes of the judges, best demonstrates excellence and innovation that will help to ensure our digital memory is available tomorrow.

Recognising the rapid development of this field, the judges do not wish the criteria to be restrictive. All nominations will be considered which meet the eligibility criteria. The judges will begin their assessment of applications against the ten criteria listed below which are derived from the criteria used in the Conservation Awards. Nominees should be aware that the judges will be free to revise or weight these criteria as they see fit for the purposes of short-listing. Shortlisted nominees will be provided with a definitive set of criteria and weightings to assist their preparations for presentation to the judges:

1. Clarity of aims and objectives.
2. Effectiveness of the methodology used to achieve those aims.
3. Exemplary or innovative application of digital preservation tools or principles.
4. Impact of the work and its relevance and applicability to others.
5. Understanding of digital preservation issues and reference to existing body of knowledge.
6. Clarity and practicality of benefits that accrue.
7. Durability of contribution to the field.
8. Demonstrable effectiveness of resources and effort expended.
9. Significance of heritage preserved.
10. Assessment of quality by peers.*

*It is our hope to measure the 'assessment of quality by peers' through an online voting mechanism open to the membership of the DPC. This will occur after short-listing. Arrangements will be confirmed in due course.

4. Examples of submissions that might be considered

Many forms of submission are encouraged. The examples below are not intended to be prescriptive:

- an intervention which has secured a significant element of our digital heritage that might otherwise have been lost
- a publication which has advanced the theory, practice and understanding of digital preservation.
- a project which tested the theory of a particular digital preservation strategy.
- a tool, software application or standard which has helped the long-term storage of electronic objects.
- an innovative piece of thinking which has changed how we perceive digital preservation.
- a campaign which has raised public awareness of digital preservation issues.

- a programme of work which has provided targeted training and support.
- a new service that supports digital preservation.

5. Conditions of entry

- The work must have been completed between 31st March 2007 and 31st July 2010.
- Joint entries are accepted: all parties to a joint entry should support the nomination.
- All nominees must complete the nomination form and submit this to the DPC by 12 noon on Friday 30th July 2010 (see the form in Appendix One).
- Nominees must be clearly identified with a clear point of contact. In the case of joint entries there must be a lead party.
- The nominee must have been a lead contributor to the work being nominated.
- The nominated work should demonstrate benefit for the UK, but may be carried out elsewhere.
- Entries should be supported at senior management level within the nominee's institution.
- The DPC will reject any entry that does not meet the conditions of entry.
- The decisions of the judges are final.
- Nominees must not discuss their entries with judges after submission.
- Nominations should comply with the wider conditions of entry of the Conservation Awards

6. Timetable and Judging (for applicants)

Entrants for the Digital Preservation Award should submit a Nomination form by noon on Friday 30th July 2010 (see "How to apply" below for details). A receipt will be issued and no entries will be accepted after this time. These will be scanned for eligibility then presented for short-listing by the judges in August 2010. Only short-listed candidates will be asked for full details of their projects. The length of the shortlist will be at the discretion of the judges but it is anticipated that four nominees will be shortlisted.

Short-listed applicants will be required to:

- give a presentation of the project, explaining its importance in the field of digital preservation, to the Judging Panel in October 2010.
- produce a poster, describing how the project was executed, to be displayed at the Awards ceremony in December 2010.
- provide good quality visual material of the project to be used in publicity material relating to the Award and/or the Awards ceremony.

The names of the members of the judges will be listed on the DPC and Conservation Awards websites and it is our intention that one of the criteria be open to a vote of the whole membership of the DPC. Details will be available in due course.

7. Eligibility

Scope: The judges will assume a broad definition of digital preservation: projects which describe themselves with specialist terms like 'conservation', 'continuity', 'curation', 'legacy', or 'sustainability' will be eligible so long as they can demonstrate that they are working towards ensuring our digital memory is accessible tomorrow.

Who can apply? The Digital Preservation Award is open to all. There is no restriction on public or private sector and there is no restriction to whether the nominee is a member of the DPC. Entries should be supported by senior management within your institution and nominations based on an external grant or commission should be supported by the grant giving agency or commissioning agent. Joint entries are welcome from individuals or teams working in the public or private sectors, though a single point of contact should be agreed. Small projects with modest outcomes are encouraged to apply: impact will be assessed in proportion to the total resource expended.

Where can you apply from: We seek entries from all around the world and impose no geographical restrictions. The judges are predominantly based in the UK and the DPC/ICON will be using UK media outlets to promote the event and communicate the results. So nominees should demonstrate an impact in the UK and should present their entries in terms that a UK audience will understand.

Is there a timeframe? The Digital Preservation Award is given for work that was completed between 31st March 2007 and 31st July 2010. Work may have begun at any date before 31st March 2007.

What can we submit? Any work which has contributed to ensuring our digital memory is accessible tomorrow. By 'work' we mean any sustained and unified effort that provides discrete and definitive outcomes. This could include a one-off project, the development and delivery of innovative services or a single programme of work. Pilot projects and full scale projects can be submitted though applicants may wish to signal the relationship between them. Small projects with modest outcomes are encouraged to apply: impact will be assessed in proportion to the total resource expended.

What isn't appropriate? Combinations of projects which happen to operate in the same sphere but which have no structural linkage should be avoided. Typically digitisation projects will not be eligible unless they offer a specific deliverable that will improve long term access to the digital estate.

8. Timetable 2010

The following sets out key dates. Dates should be finalised and agreed at the earliest opportunity. They correspond to the master plan of the Conservation awards

- March 2010: agree criteria and application process, finalise list of judges
- 24-26th March 2010: awards announced and previewed at the ICON Conference, expressions of interest open
- 31st May 2010: awards open, application pack made available, list of judges and short biographies published.
- 1st July 2010: second call for applications.
- 14th July 2010: final call for applications.
- 30th July 2010: awards close (12:00), applications received, checked for eligibility and distributed to judges.
- 31st July 2010: All projects to have been completed by this date.
- Late August 2010: first meeting of judges, shortlisted entries invited to presentation.
- 31st August 2010: online voting for shortlisted candidates opens.
- Mid October 2010: online voting closes.
- Week commencing 18th October: second judges meeting with presentations from shortlist in the morning, deliberation and decision in the afternoon.
- From Mid October 2010: prepare and finalise logistics for presentation, communications etc
- 1st December 2010: awards ceremony at The Royal Institute, London (after DPC AGM / Board meeting)

9. Judges

The judging panel will consist of not more than ten individuals representing a range of interests within digital preservation.

The following are confirmed as judges (May 2010)

Kevin Ashley (Digital Curation Centre, University of Edinburgh)	Adrian Brown (Parliamentary Archives and winner 2007)
William Kilbride (DPC)	Pip Laurensen (Tate)
Eefke Smit (STM Publishers Association)	Dave Thompson (Wellcome Library)
Matthew Woollard (UK Data Archive, University of Essex)	Richard Wright (BBC)
<i>TBC</i>	<i>TBC (ICON representative)</i>

One nominee will be appointed from the ICON community to ensure consistency across the Conservation Awards. Carol Jackson of the DPC will provide secretarial functions and scrutiny and the judges shall appoint a Chair from among their number. The Judges will form a subcommittee reporting to the DPC Board of Directors. They will be bound by the values and constitution of the Coalition.

Judging criteria and procedures and selection of judges are approved by the DPC Executive Director on behalf of the DPC Board and the Awards subcommittee of ICON.

Outline judging criteria will be made available to all applicants and the weightings will be made available to the short listed candidates. The judges will select a winner, based on the following evidence: the original application; the brief summary for Conservation Awards Despatch; the detailed description of the project; the presentation from the shortlisted candidate; question and answer with the short listed candidate.

It is hoped that criteria 10 – Assessment of Quality by Peer Review – will be measured for shortlisted candidates via an online poll of the DPC membership. The judges shall review the mechanism for gathering this evidence and how to deploy the results *before they have seen the results of the poll*. This is not a public vote and it will be at the discretion of judges how the results of this poll should be applied to help them make their final decision.

The judges are required to declare at the start of their meeting, any interest in projects under consideration. Declarations are recorded. During the meeting, anyone having an interest in or direct connection with an application will leave the room for that discussion and the result will not be reported until the final stages of the meeting. The results of scores taken from the agreed criteria from each individual judge (appendix three) are recorded and collated into spreadsheet DP Award 2010 – Judging Panel Scores (Appendix two).

Discussion among the judges and their decisions must remain strictly confidential and judges should refrain from discussing entries outside of the meeting. The DPC Executive Director shall reserve the right to annul any contribution from a judge found to be in breach of this confidentiality. This may have the result of changing the outcome of the judges' discussion.

The Executive Director of the DPC will reserve the right to disqualify any nominee who contacts a judge with the intention of lobbying or influencing a decision. Judges are required to report any such attempts.

10. How to apply

All applications can only be made using the online application form (DPA/10) [attached] The DPC may reject entrants that have not complied with entry conditions. Applicants for the Digital Preservation Award should use this form only. It may be emailed as a PDF attachment to info@dpconline.org with the subject line 'DPA2010', or by post to Digital Preservation Award 2010, Digital Preservation Coalition, Innovation Centre, York Science Park, Heslington, York YO10 5DG, UK.

The form asks for the following information:

- A brief summary of the project of no more than 100 words. This wording will be used on publicity material and in the proposed online vote. It should be as concise and clear as possible.*
- A project description of no more than 1000 words, setting out the nature and purpose of the project, and why it is considered to be a potential Award-winner. The project should demonstrate leadership and advancement in the digital preservation arena.
- A brief account of how the nomination meets each of the key criteria
- Up to three images illustrating the project/team or individuals are requested. These may also be used for publicity at the short-listing stage.*

*Publicity

- *Information provided by applicants will be used and retained solely in connection with the Conservation Awards scheme.*
- Details of individuals and projects will be used only for the purposes of publicising the Awards and short-listed applicants.
- By submitting this form, applicants signify their consent to such publicity.

11. The Winner

The winner will be announced at a prestigious presentation ceremony to be held at a venue (TBC) on the 1st December 2010. The winner of the Digital Preservation Award 2010 will receive a cheque of not less than £1,000; a trophy which will remain the property of the DPC; a miniature trophy which can be retained; and a certificate. The winner will be invited to participate in press and advocacy activities to promote their work.

12. Previous DP Award Winners

- 2007 - The National Archives for the PRONOM and DROID projects

- 2005 - PREMIS - the Preservation Metadata: Implementation Strategies Working Group
- 2004 - The National Archives, The Digital Archive project.

13. About this document

Version 1	Initiated	08/03/2010	WK
Version 2	Updated	11/03/2010	CJ
Version 3	Updated	12/03/2010	CJ and WK
Version 4	Distributed to Review Group and updated	18/03/2010	WK
Version 5	Commentary and correction	16/03/2010	DNT
Version 7	Amendments from review group, submitted to ICON	18/03/2010	WK
Version 8	<i>Judge Added</i>	22/03/2010	WK
Version 9	<i>Project description confirmed at 500 words</i>	24/03/2010	WK
Version 10	<i>New judges added</i>	19/05/04	WK
Version 11	Released as application pack	31/05/10	WK
Version 12	Correction to project description word count – 1000 words	28/07/10	CJ

Application Form: applicants for the Digital Preservation Award should only use this form.

Form DPC/10: The Digital Preservation Award

INFORMATION ON APPLICANT(S)

Name of applicant(s)

Organisation

Address

Contact name/address (if different from above)

Telephone

Mobile

Fax

Email

Media/PR contact details

Submission supported by (name and designation of senior executive that has championed this application (their signature or stamp is also required at the end of this document))

INFORMATION ON PROJECT

Title of project*

Date of initiation (Day/Month/Year must be after 31st March 2007)

Date of completion (Day/Month/Year must be before 31st July 2010)

Summary of project (up to 100 words)*

Name of contact in a commissioning agency or grant giving agency who funded the work

Names of other team members

Location of project

Web links

How did you find out about the Digital Preservation Award?

Date of Application

For joint projects, please list the names of partners who support the nomination and their institution.

PROJECT DESCRIPTION (up to 1000 words)

This should set out clearly and concisely:

- Key points of the work
- Main achievements of the project

This text will be used on publicity material and Award certificates. It must therefore be written in plain English and be accessible to a wide readership. Jargon, technical vocabulary and acronyms should be avoided. The DPC may edit project descriptions if they exceed 1000 words.

Supporting statements

Applicants are invited to review their projects against the criteria for the award.

Set out your aims and objectives (up to 100 words)

Why was this methodology chosen and was it effective? (up to 100 words)

How is this work exemplary or innovative (up to 100 words)

Have others benefited from your work? How? If not, how might they? (up to 100 words)

Explain how have you benefited from previous work in the field (up to 100 words)

What were the main benefits? Who were the main beneficiaries? (up to 100 words)

What lasting contribution have you made to digital preservation? (up to 100 words)

What resources did you require? (up to 100 words)

What is the significance of the heritage that you have helped to preserve? (up to 100 words)

How have others reacted to your work? (up to 100 words)

Declaration

This information is supplied to the Conservation Awards by the applicant and represents a true record of the work carried out. Please check that details are accurate before submitting as they may not be altered once received.

The closing date for applications is 12:00 on **30 July 2010**.

Signature of lead applicant and date

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Signature or stamp of senior executive who has championed this application and date

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Please forward a paper copy of this form to Digital Preservation Award 2010, Digital Preservation Coalition, York Science Park, Heslington, York YO10 5DG, England, UK and or email electronic copies of this form in PDF format to info@dpconline.org listing 'DPA 2010' in the subject line.

You are requested to attach up to three illustrative images to the email which may be used in publicity.