

(DPA2012)

## Digital Preservation Awards 2012: Application Pack

### 1. Introduction

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

The Digital Preservation Award was first awarded in 2004 as one of the Conservation Awards. It has been awarded on four occasions (2004, 2005, 2007 and 2010), sponsored by the Digital Preservation Coalition with the Institute for Conservation. 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 has always been distinctive in how it implements the criteria and eligibility.

2012 is the tenth anniversary of the foundation of the DPC. To mark this occasion, and in recognition of the increasing diversity of digital preservation research and activity, DPC will offer **four separate prizes in 2012**

- DPC Decennial Award for an outstanding contribution to digital preservation
- DPC Award for Research and Development in Digital Preservation
- DPC Award for Teaching and Communicating Digital Preservation
- DPC / OPF Digital Preservation Challenge

### 2. Prizes

Each Award consists of 2 elements: a cash prize and a presentation certificate which is retained by the winner with copies to be distributed to team members.

### 3. DPC Decennial Award: Criteria and Conditions

The Decennial Award is a special award offered to mark the tenth anniversary of the DPC. It will be presented to the project, initiative or person that in the period 2002-2012, the judges assess to have *made the most outstanding contribution to ensuring our digital memory is available tomorrow*.

Recognising the rapid development of this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of applications against simple criteria which they may choose to weight accordingly:

- Significance of digital heritage preserved.
- Clarity of purpose behind.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of digital preservation tools or principles.
- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered.
- Durability of contribution to the field.
- Cost effectiveness.
- Assessment of quality by peers.\*

\* 'Assessment of quality by peers' will be measured by an online voting mechanism open to the membership of the DPC. This will occur after shortlisting and arrangements will be confirmed in due course.

Many forms of submission are encouraged. Some examples are given below but they are not intended to be prescriptive:

- a publication which has advanced the theory, practice and understanding of digital preservation.
- a project which has tested or developed 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 service that supports digital preservation.

- an intervention which has applied basic principles of digital preservation to secure a significant element of our digital heritage that might otherwise have been lost.
- a body of work that has progressed from initial ideas to fully functioning and embedded services

The Decennial Award has the widest possible scope to encourage nominations from all projects and initiatives that have had a demonstrable impact in the last decade. Nominations for the Decennial Award should meet the following conditions:

- The project must have begun on or after between 1<sup>st</sup> Jan 2002, or have achieved a recognisably complete form by 31<sup>st</sup> July 2012, or be able to demonstrate appropriate levels of impact between 1<sup>st</sup> January 2002 and 31<sup>st</sup> July 2012.
- Joint applications are accepted.
- All applications must complete the application form (see appendix one).
- All applicants must be clearly identified on the application form.
- The applicant must have been a lead contributor to the project being nominated.
- The project should demonstrate benefit for the UK, but may be carried out elsewhere.
- Applications should be supported at senior management level within the applicants' institutions.
- The decisions of the judges are final.
- Applicants for the DPC Decennial Award may, where appropriate, submit the same project for the DPC Award for Research and Development or the DPC Award for Communication and Training.

The Decennial Prize consists of a cash prize of 2,000GBP and a certificate.

#### **4. DPC Award for Research and Development: Criteria and Conditions**

The DPC Award for Research and Development celebrates significant technical or intellectual accomplishments which lower the barriers to effective digital preservation. It is presented to the project, initiative or person that, in the eyes of the judges, has produced a tool, framework or idea that has (or will have) the greatest impact in ensuring our digital memory is available tomorrow.

Recognising the rapid development of this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of applications against simple criteria which they may choose to weight accordingly:

- Significance of heritage preserved.
- Clarity of purpose.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of digital preservation tools or principles.
- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered.
- Durability of contribution to the field.
- Cost effectiveness.
- Assessment of quality by peers.\*

\* 'Assessment of quality by peers' will be measured by an online voting mechanism open to the entire membership of the DPC. This will occur after shortlisting and arrangements will be confirmed in due course.

Many forms of submission are encouraged. Some examples are given below but they are not intended to be prescriptive:

- a publication which has advanced the theory, practice and understanding of digital preservation.
- a project which has tested or developed 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 service that supports digital preservation.
- an intervention which has applied basic principles of digital preservation to secure a significant element of our digital heritage that might otherwise have been lost.
- a body of work that has progressed from initial ideas to fully functioning and embedded services.

Nominations for the DPC Award for Research and Development must meet the following conditions:

- The project must have begun on or after between 1<sup>st</sup> August 2010 and have a recognisably complete form by 31<sup>st</sup> July 2012.
- Joint applications are accepted.
- All applications must complete the application form (see appendix one).
- All applicants must be clearly identified on the application form.
- The applicant must have been a lead contributor to the project being nominated.
- The project should demonstrate benefit for the UK, but may be carried out elsewhere.
- Applications should be supported at senior management level within the applicants' institutions.
- The decisions of the judges are final.

The DPC Award for Research and Development consists of a cash prize of 1,000GBP and a certificate.

#### **5. DPC Award for Teaching and Communication: Criteria and Conditions**

The DPC Award for Teaching and Communication celebrates significant efforts to empower workforces or engage policy makers with the skills and information they need to make digital preservation a practical reality. It is presented to the project, initiative or person that, in the eyes of the judges, has produced training resources, curriculum, or campaign that has (or will have) the greatest impact in ensuring our digital memory is available tomorrow, or undertaken empirical research that will evidently support the development of those skills.

Recognising the rapid development of this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of applications against simple criteria which they may choose to weight accordingly:

- Significance of heritage preserved.
- Clarity of purpose.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of teaching or training to digital preservation.
- Clarity and practicality of benefits delivered.
- Practical evidence of benefits delivered.
- Durability of contribution to the field.
- Cost effectiveness.
- Assessment of quality by peers.\*

\* 'Assessment of quality by peers' will be measured by an online voting mechanism open to the entire membership of the DPC. This will occur after shortlisting and arrangements will be confirmed in due course.

Many forms of submission are encouraged. Some examples are given below but they are not intended to be prescriptive:

- a publication which makes accessible the theory and practice of digital preservation.
- a project which has tested and reported the theory of a particular digital preservation strategy.
- a training programme.
- a campaign to change or influence policy.
- a service that supports digital preservation practitioners access the skills they need.
- a curriculum that embeds digital preservation thinking within professional or academic practice.
- an analysis of training needs in digital preservation.
- an analysis of labour market trends in digital preservation.
- a guide or standard which enables or improves the quality of digital preservation.

Nominations for the DPC Award for Teaching and Communication must meet the following conditions:

- The project must have begun on or after between 1<sup>st</sup> August 2010 and have a recognisably complete form by 31<sup>st</sup> July 2012.
- Joint applications are accepted.
- All applications must complete the application form (see appendix one).
- All applicants must be clearly identified on the application form.
- The applicant must have been a lead contributor to the project being nominated.

- The project should demonstrate benefit for the UK, but may be carried out elsewhere.
- Applications should be supported at senior management level within the applicants' institutions.
- The decisions of the judges are final.

The DPC Award for Research and Development consists of a cash prize of 1,000GBP and a certificate.

## 6. The Digital Preservation Challenge

The winner of the Digital Preservation Challenge is the individual or agency that, in the view of the judges, has done most towards to complete a challenge which they have set. It will be awarded by the Open Planet Foundation. It is distinctive among the awards because the criteria for entry are strictly directed, and submissions are directly comparable. Details of the challenge will be announced by the OPF in due course and with a timetable that will be confirmed.

The Digital Preservation Challenge will consist of a cash prize of 1,000GBP and a certificate.

## 7. Timetable and Judging (for applicants)

With the exception of the Digital Preservation Challenge, all applications should be submitted by **1200 on Friday 17<sup>th</sup> August 2012** (see "How to apply" below for details). These will be sifted and considered for short-listing by the Digital Preservation Screening Panel in August 2012. Only short-listed candidates will be asked for full details of their projects.

Please be advised that short-listed applicants will be required to do the following:

- to give a presentation of the project, explaining its importance in the field of digital preservation, to the Judging Panel in early November 2012.
- to produce a poster, describing how the project was executed, to be displayed at the Awards ceremony in December 2012.
- to 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 Screening and Judging Panels will be listed on the DPC websites and it is our intention that one of the criteria be open to a popular vote of the whole membership of the DPC. Details will be available in due course.

## 8. 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. Typically digitisation projects will not be eligible unless they offer a specific deliverable that will improve long term access to the digital estate.

**Who can apply?** The Digital Preservation Awards are open to all. There is no restriction on public or private sector and there is no restriction to whether the applicant is a member of the DPC. Applications should be supported by senior management within your institution and applications based on external grant or commission should be supported by the grant giving agency or commissioning agent. Joint applications are welcome from individuals or teams working in the public or private sectors, though a single point of contact should be agreed.

**Where can you apply from:** The Digital Preservation Awards seek entries from all around the world and imposes no geographical restriction. Applicants should be aware that the judges are predominantly based in the UK and that we will be using UK media outlets to communicate the results. Consequently applicants should demonstrate an impact in the UK and may wish to frame their applications in terms that a UK audience will understand.

**Is there a timeframe?** The DPC Awards for Research and Innovation and Teaching and Communication are given for initiatives that were completed between 1<sup>st</sup> August 2010 and 31<sup>st</sup> July 2012. Work on the initiatives

may have begun at any date before 1<sup>st</sup> August 2010. The Decennial Award is open to initiatives that were completed or brought to maturity between 1<sup>st</sup> January 2002 and 31<sup>st</sup> July 2012.

**What can we submit?** Any project or initiative which has contributed to ensuring our digital memory is accessible tomorrow. By 'project' we mean any sustained and unified effort that works towards a discrete and definitive outcome. This might include 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. Combinations of projects which happen to operate in the same sphere but which have no structural linkage should be avoided. Small projects with modest outcomes are particularly encouraged to apply because impact will be assessed in proportion to the total resource expended.

## 9. Timetable 2012

The following bullet points give an outline of key dates. Dates will be finalised and communicated at the earliest opportunity. They correspond to the master plan of the Conservation awards

- 11<sup>th</sup> June 2012: awards open, application pack made available, list of judges published.
- 1<sup>st</sup> July 2012: second call for applications.
- 1<sup>st</sup> August 2012: final call for applications.
- 17<sup>th</sup> August 2012: awards close, applications received, checked and distributed to judges.
- September 2012: first meeting of judges, shortlisted entries invited to presentation.
- October 2012: Shortlist announced, online voting for shortlisted candidates opens.
- October 2012: Digital Preservation Challenge closes
- First week November 2012: online voting closes.
- Second week November 2012: second judges meeting with presentations from shortlist in the morning, deliberation and decision in the afternoon
- From Mid November 2012: prepare and finalise logistics for presentation, communications etc
- 3<sup>rd</sup> December 2012: awards ceremony in London (after DPC AGM / Board meeting)

## 10. 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

|   |                          |
|---|--------------------------|
| Ant Miller (BBC)                            | William Kilbride (DPC)   |
| Matthew Woollard (UK Data Archive)          | Kevin Ashley (DCC)       |
| Adrian Brown (Parliamentary Archives)       | Dave Thompson (Wellcome) |
| Paul Wheatley (Leeds University)            | Louise Lawson (TATE)     |
| Rachel Bruce (JISC)                         | Caroline Peach (BLPAC)   |
| Bram van der Werf (Open Planets Foundation) |                          |

Chair of the Digital Preservation Award also needs to be confirmed and Carol Jackson of the DPC will provide secretarial functions and scrutiny of rules. The judging criteria and procedures are agreed by the DP Award Committee which will approve the criteria and agree appropriate weightings.

The judging criteria will be made available to applicants and the weightings will be communicated to the short listed candidates. The panel will select the winner, based on the following evidence: the original application; the detailed description of the project; the presentation from the shortlisted candidate; question and answer with shortlisted candidates.

It is hoped that one criteria – 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*.

The judges are required to declare at the start of the Judging Panel 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 are recorded and collated into spreadsheet DP Award 2012 – Judging Panel Scores (Appendix two).

## 11. How to apply

All applications must be made using the application form (DPA/12) [appendix one]

The following should be included on the form:

- A brief summary of the project of no more than 100 words. This wording will be used on publicity material and 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.\*

The application form and images should be attached to an email and sent to carol\_AT\_dpconline.org

Applicants should receive an acknowledgement email within 24 hours of submission. If there is no acknowledgement then the email has not arrived. In that case please call ++ 44 (0)1904 435362 to arrange discuss.

**Separate instructions will follow about how to apply for the Digital Preservation Challenge.**

Note that:

- Information provided by applicants will be used and retained solely in connection with the Digital Preservation Awards.
- 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.

## 12. The Winners

Winners will be announced at a presentation ceremony to be held at a venue in London on the 3<sup>rd</sup> December 2012.

## 13. Previous DP Award Winners

- 2010 – The Los Alamos National Laboratory and Old Dominion University for the Memento Project
- 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.

## 14. About this document

|           |   |            |    |
|-----------|---|------------|----|
| Version 1 | Initiated   | 03/11/2011 | WK |
| Version 2 | Presented as draft for discussion at the DPC Board    | 01/12/2011 | WK |
| Version 3 | Updated and shared with provisional judging committee | 05/03/2012 | WK |
| Versio 4  | <i>Updated and proofed</i>                            | 22/05/2012 | CJ |

## Form DPC/12 The Digital Preservation Award

**Award Applied for\*:**

|  |   |
|--|---|
|  | <b>DPC Decennial Award (2002-2012)</b>                    |
|  | <b>DPC Award for Research and Innovation (2010-12)</b>    |
|  | <b>DPC Award for Teaching and Communication (2010-12)</b> |

\*where appropriate, nominations for the DPC Decennial Award may wish to have their applications considered for DPC Award for Research and Innovation or the DPC Award for Teaching and Communication also.

### INFORMATION ON APPLICANT(S)

**Name of applicant(s) (as it should appear on the certificate)**

**Address**

**Contact name/address (if different from above)**

**Telephone**

**Mobile**

**Email**

**Media/PR contact details**

**Submission supported by (name and designation of senior executive that has championed this application)**

**Please list members of the team in alphabetical order including lead applicant (as they should appear on the certificate)**

## INFORMATION ON PROJECT

**Title of project\***

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**Date of initiation (Day/Month/Year)**

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**Date of completion (Day/Month/Year)**

|  |
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|  |
|--|

**Summary of project (up to 100 words)\***

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**Organisation(s)/individual(s) commissioning the project**

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**Names of other team members and their roles**

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|  |
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**Location of project**

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**Web links**

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**How did you find out about the Digital Preservation Award?**

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|--|

**Date of Application**

|  |
|--|
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**The support of other applicants (if applicable) and the commissioning organisation(s) (if applicable) for this application have been obtained.**

**Name(s):**

**Date(s):**

|  |
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|  |
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**PROJECT DESCRIPTION (up to 1000 words)**

This should set out clearly and concisely:

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

\*This wording will be used on publicity material. It should be clear and concise, avoiding acronyms or jargon as far as possible. This text must be comprehensible by a lay person.

**Supporting statements**

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

What were your aims and objectives (up to 200 words)

Why was this methodology chosen and was it effective? (up to 200 words)

Why is this work exemplary or innovative (up to 200 words)

How have you benefited from previous work in the field (up to 200 words)

What were the main benefits? Whom did they benefit? (up to 200 words)

What lasting contribution has this made to digital preservation? (up to 200 words)

What resources did this require in time, money and all other inputs? (up to 200 words)

How have others reacted to this work? (up to 200 words)

Declaration

This information is supplied to the Conservation Awards by the applicant and represents a true record of the work carried out.

Signature.....

Date.....

The closing date for applications is 1200 **Friday 17<sup>th</sup> August 2012**.  
Check that all details are correct before submission.

