Getting Started in Digital Preservation
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#dpcblpac

Preservation Planning

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Outline

- Definitions and introduction
- Example approaches
  - Prestospace
  - Parliamentary archives
  - PLANETS plato tool
- Summary and conclusion

What is a preservation plan?

"A preservation plan defines a series of preservation actions to be taken by a responsible institution due to an identified risk for a given set of digital objects or records (called collection)."

www.ifs.tuwien.ac.at/dp/plato/intro_documentation.html

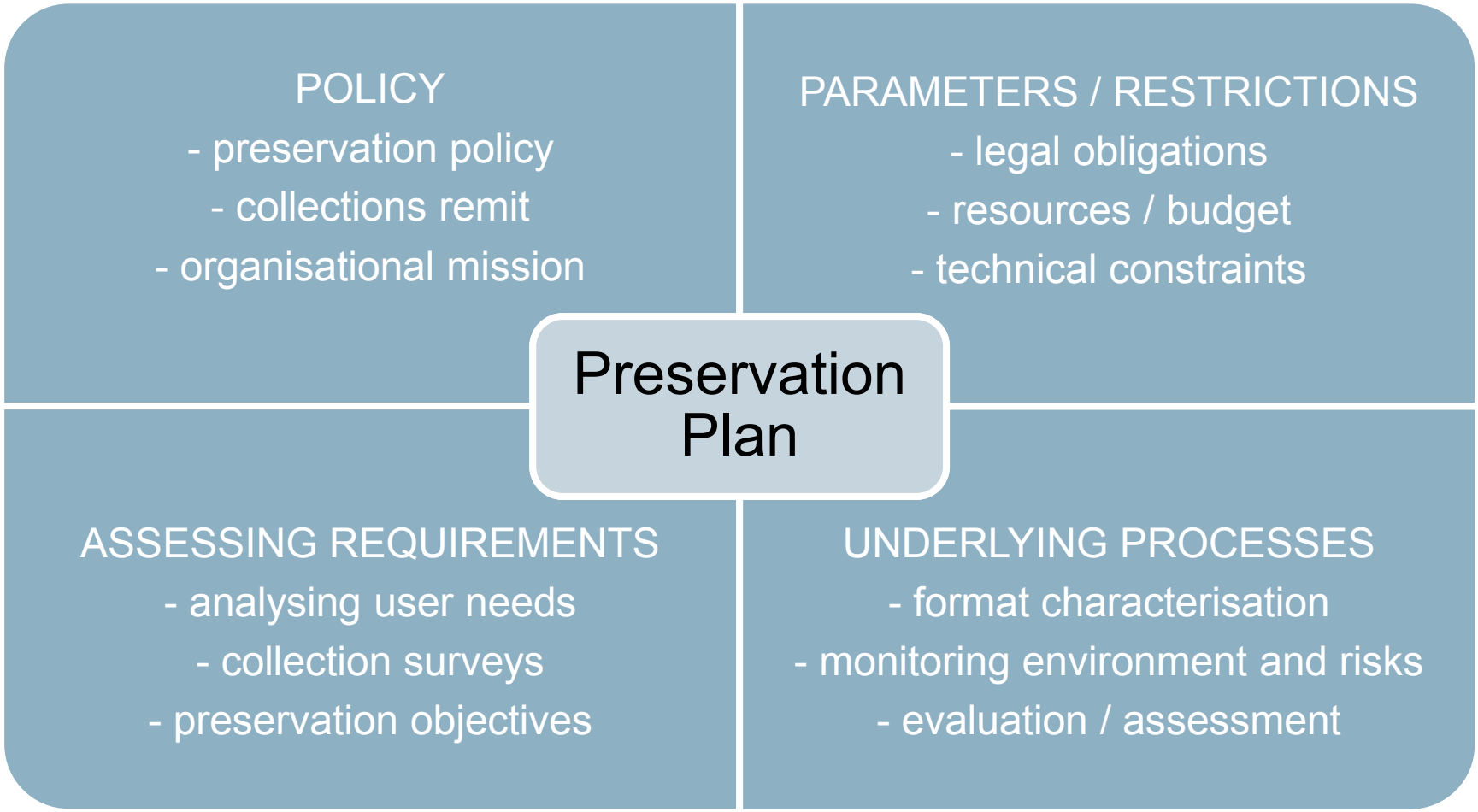
What is preservation planning?

- A process by which the general and specific needs for the care of collections are determined, priorities are established, and resources for implementation are identified.
- Its main purpose is to define a course of action that will allow an institution to set its present and future preservation agendas.
- In addition, it identifies the actions an institution will take and those it probably will never take so that resources can be allocated appropriately.

www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/01WhatIsPreservationPlanning.php

NORTHEAST DOCUMENT CONSERVATION CENTER

Plans in the wider environment



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Preservation strategies and plans

- A preservation strategy is a schedule of actions for every type of content in your collection. The preservation plan adds the specifics.

- The main new information in a preservation plan (as compared with a strategy) is:
  - the exact specification of the digital object to be made
  - who will make it
  - how long the process will take

BBC 16mm film collection example

Preservation strategy

Type of material	Condition	Action needed	Timescale	In-house or contracted?
16m mag sound track - masters	vinegar syndrome!	digitisation to file formats; destruction of originals	2 years starting immediately	Contracted; checking in-house
16m mag sound track - duplicates	vinegar syndrome!	destruction (after respective masters are transferred and checked)	2 years starting immediately	In house
16mm Ektachrome	some colour fade	Access copies made on digibeta and DVD	Starting when budget allows: in 2 years	Preparation and checking in-house; telecine contracted out
16mm B&W film negatives	good	Maintain in appropriate storage conditions; review condition at intervals	Review plan and condition every five years	Review is done in-house
16mm B&W film prints	fair: have been circulated	Maintain in appropriate storage conditions	Keep until preservation actions taken on negatives	Storage is in-house

http://wiki.prestospace.org/pmwiki.php?n=Main.PresPlan

BBC 16mm film collection example

Preservation plan

Type of material	Preservation Action	Service Provider	Batching	Outcome	Quality Control
16m mag sound track - masters	Digitisation at CD quality: 44.1 kHz sampling @ 16 bits; synch pulses recorded on 2nd CD channel	Three outside contractors selected by competitive tender	Monthly basis	One audio CD and one BWF file (on CD-ROM) per original mag sound track	Internal spot checking of each CD. Selective end-to-end checking. Done in-house.
16m mag sound track - duplicates	None				
16mm Ektachrome	Conservation for 2 more years; 10° C; 35% rh	In House			
16mm B&W film negatives	Conservation for 5 more years; 10° C; 40% rh	In House			
16mm B&W film prints	Conservation for 5 more years; 17° C; 35% rh	In House			

http://wiki.prestospace.org/pmwiki.php?n=Main.PresPlan

Content preservation process

Comprises three activities in a continuous cycle:

www.parliament.uk/documents/upload/digitalpreservationpolicy1.0.pdf

Parliamentary Archives

Content Preservation process (2)

Characterise

- Understand the technical characteristics of the content that you hold
- Define significant properties to determine what needs to be preserved

Plan

- Identify and monitor technological changes and their potential impact
- Develop preservation strategies to mitigate the impact of these changes
- Define the precise steps required to perform the preservation actions
- Set the relevant success criteria (based on significant properties)
- Determine the urgency of preservation action to decide when to act

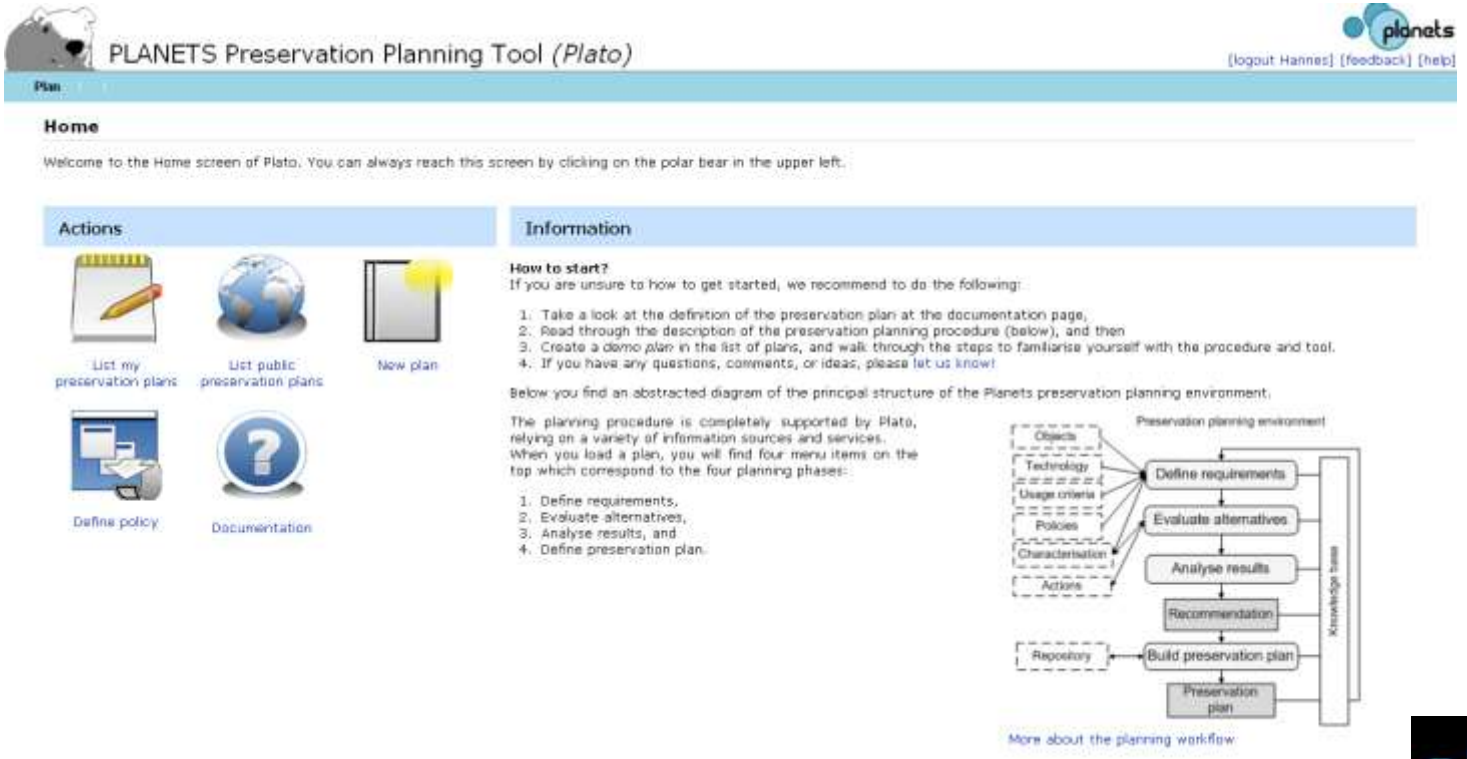
Act

- Undertake preservation actions
- Validate that the preservation plan has been executed successfully

Parliamentary Archives

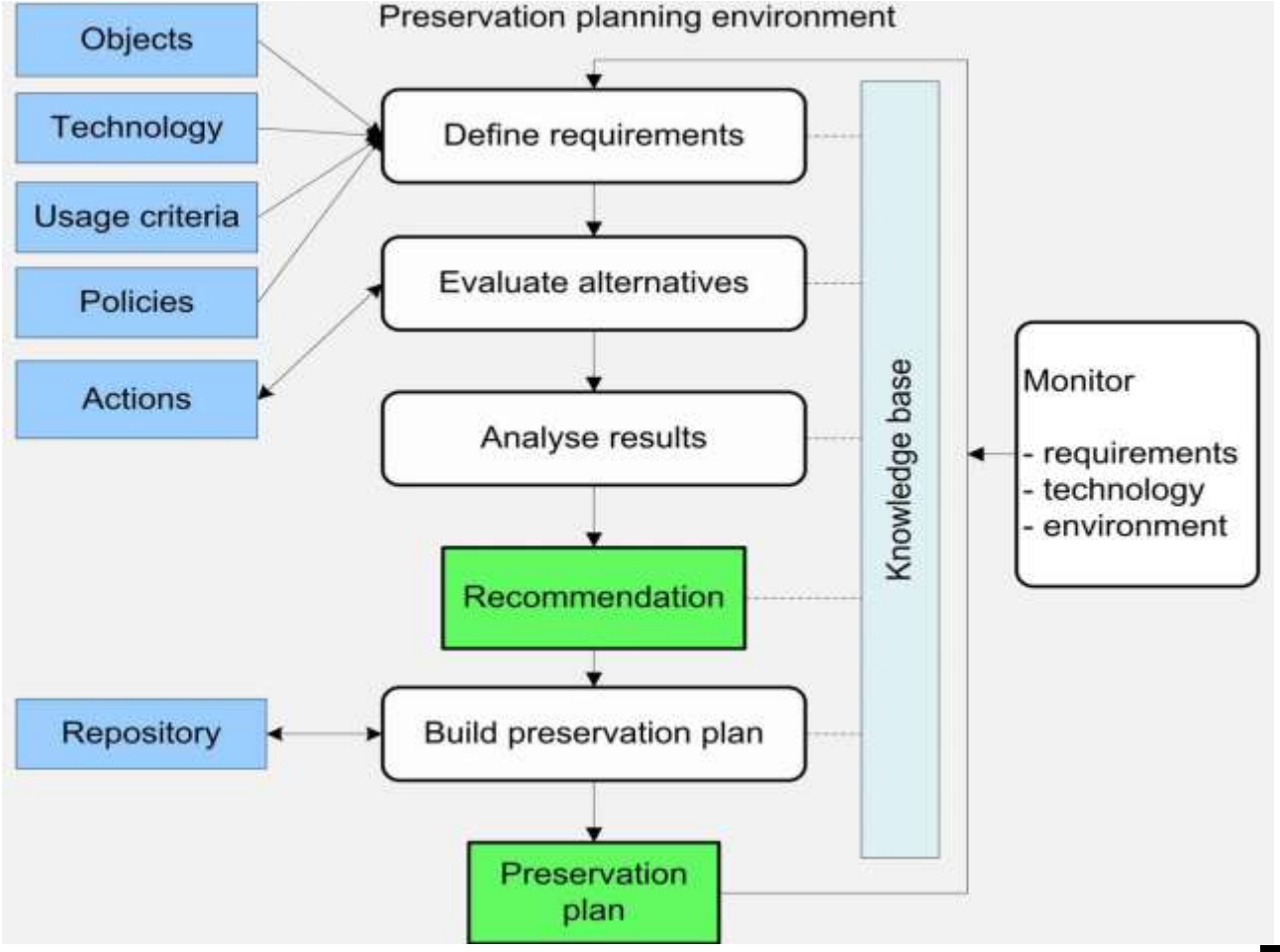
Plato – a preservation planning tool

- Plato was developed by the PLANETS project
- It aims to help you find the “right action to enable future access to digital content in a transparent way”



www.ifs.tuwien.ac.at/dp/plato/intro.html

Plato workflow



Elements of a PLATO preservation plan

- Identification
- Status and triggers
- Description of the institutional setting
- Description of the collection
- Requirements for preservation
- Evidence of decision for a preservation strategy
- Costs
- Roles and responsibilities
- Preservation action plan

(Becker et al, 2009)

Slide courtesy of Caroline Peach, BLPAC

Practical: The Historic Parish Archive

Elements of a preservation plan:

1. Identification
2. Status and triggers
3. Description of the institutional setting
4. Description of the collection
5. Requirements for preservation
6. Evidence of decision for a preservation strategy
7. Costs
8. Roles and responsibilities
9. Preservation action plan

The context in which the planning activity takes place and in which the plan needs to function
- Mission
- Users
- Relationship to other policies

Set of digital objects or records for which plan is created

Significant properties of the digital objects (what do you want to preserve)
Process characteristics (performance, scalability)
Cost limits
Technical constraints
Etc…

Who's doing what when

Basic advice

- Approaches differ – do what works best for you
- Be aware of the broader context / environment - this will inform your preservation plans
- Identify priorities and be realistic about what you can achieve

Preservation planning in 12 questions

1. Why do we want to keep this stuff?
2. For whom are we keeping it? How do we test their expectations?
3. What are our preferred preservation approaches?
4. What is the collection? How does it break down?
5. What risks do the different parts of the collection face?
6. What are the highest priorities for action?
7. What actions should we take to meet them?
8. What tools do we have available to carry them out?
9. What are our constraints in terms of cost / resources?
10. What are our expectations of quality?
11. How will we validate our plans?
12. How and when will we update our plans?

This is what you'll cover in the exercise

Thanks – any questions?

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