

DPC Prospectus

2023 – 2024



Digital**Preservation**Coalition

Highlights for 2023-2024

DPC Australasia and Asia-Pacific: Event series

OCTOBER 2023

Following the successful DPC Australasia and Asia-Pacific launch tour in early 2023, we have planned a further series of events celebrating and focusing on the work of our members in the region, such as the New Zealand RAM Jam.

World Digital Preservation Day

2ND NOVEMBER 2023

With the theme 'Digital Preservation: A Concerted Effort,' World Digital Preservation Day 2023 brings together individuals and institutions from across the world through events and activities which celebrate and highlight digital preservation practice.

The Global Bit List of Endangered Digital Materials (Bit List) 2023

2ND NOVEMBER 2023

The DPC's Bit List is a community-sourced list of at-risk digital materials. By compiling and maintaining the Bit List, the DPC aims to equip digital preservation practitioners with independent evidence that digital materials are critically endangered, and that action is required, to support their targeted advocacy efforts. This year we share a new edition of the Bit List of Digitally Endangered Species on World Digital Preservation Day!

Handbook 3rd Edition 2024

Work starts this year on a new edition of our ever-popular Digital Preservation Handbook. Watch this space for more information and updates...



What is the Digital Preservation Coalition?

The Digital Preservation Coalition (DPC) is an international charitable foundation which supports digital preservation. We enable our members around the world to deliver resilient, long-term access to digital content and services. We do this by supporting the digital preservation community through targeted advocacy, through training and workforce development, by showcasing good practice and by remaining dynamic, accountable, and sustainable as an organization.

We deliver a program, driven by member needs, which benefits everyone working in and around the field of digital preservation worldwide. We strive to build a welcoming and inclusive global community which works together to bring about a sustainable future for our digital assets. We offer partnership and support for all sectors, agencies and individuals who share our vision and values.

What are the benefits of membership?

| Benefits of Membership <i>A summary of the DPC member benefits is shown below with a full list on the DPC website</i> | Full Member | Associate Member |
|--|-------------------------------|------------------------------|
| Join the DPC Representative Council and nominate to the Executive Board | ✓ | ✗ |
| Drive the DPC strategy and work plan to meet member requirements | ✓ | ✗ |
| Commission DPC's specialist program of publications, activities and events | ✓ | ✗ |
| Receive direct support from DPC staff and subject specialists | ✓ | ✗ |
| Establish and participate in cross-sector task forces and working groups | ✓ | ✓ |
| Attend Members Unconferences and Networking Events in locations around the world | ✓ | ✓ |
| Maintain contact with a dedicated DPC staff member through the DPC Champions program | ✓ | ✓ |
| Participate in events on advanced digital preservation topics | 5 guaranteed places per event | 1 guaranteed place per event |
| Gain priority access to online and in-person training | ✓ | ✓ |
| Access grants from the DPC Career Development Fund | ✓ | ✓ |
| Gain priority access to DPC resources on digital preservation topics | ✓ | ✓ |
| Access the expert community of the Coalition and its members | ✓ | ✓ |
| Receive support in maturity modelling with the DPC's Rapid Assessment Model (RAM) | ✓ | ✓ |
| Participate in thematic Sub-Committees to oversee and develop our program | ✓ | ✓ |



What does the DPC do?

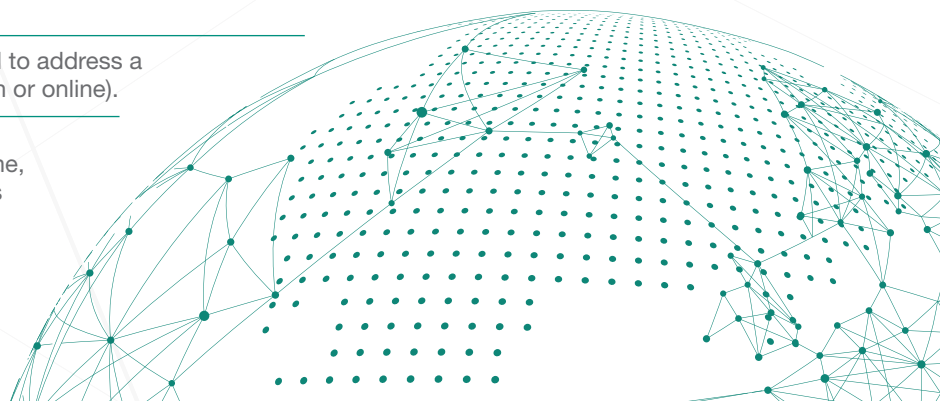
We deliver practical activities, commissioned by DPC members around the world each year as part of an annual consultation. All our work is overseen by our members.

We design our program to be accessible and useful to organizations around the world. Our activities and resources are accessible online and in different time zones, and we record and share outputs so that they may be accessed and applied when most convenient.

What's what:

| | |
|---------------------|---|
| Event | Full or half day specialist events, taking place in person. |
| Online event | Full or half day online events on a specific digital preservation topic, with discussion. |
| Surgery | Short one-to-one online sessions to address a particular digital preservation query. |
| Workshop | Interactive group events, designed to address a particular activity (can be in person or online). |

Where an event of any type is held in one time zone, we will endeavor to repeat this in other time zones subject to suitability, capacity, and demand. Key resources, including this prospectus, are available in multiple languages and we will continue to expand the availability of our online materials through translation and consultation with global communities.



1

Our work is in five strategic areas:

Community

The DPC is first and foremost a community: our activities sustain this community and enable it to collaborate and grow.

| Events and Fora | | |
|--|--------------------|-------------------------|
| Name | Type/ Location | Date |
| #DPConnect: Informal online conversations. | Surgery (informal) | Weekly |
| DPC-Digest weekly newsletter and Member blog | Online publication | Weekly |
| #DPClinic: The last week in every month #DPConnect becomes the #DPClinic and will follow a set of advertised themes. | Online events | Monthly |
| Australasia Preserves: The DPC supports the digital preservation community of practice in the Australasian region. | Event/online event | As advertised |
| Digital Preservation Futures Webinar Series and Community Forum: Showcasing our DPC Supporters' offerings in turn, the webinar series will conclude this year with an online panel event focusing on 'what happens next after procuring a repository.' | Online events | October – November 2023 |
| World Digital Preservation Day: One day a year we celebrate all things digital preservation around the world. This year our theme is 'Digital Preservation: A Concerted Effort.' | Online events | 2 November 2023 |
| DPC Members Unconference: Dublin | Event | 7 November 2023 |
| DPC Members Unconference and Networking event: Europe | Event | June 2024 |
| DPC Members Unconference and Networking event: Australasia | Event | 2024 |
| DPC Supporter Program: A program of activities designed to facilitate meaningful communication between Members and solution providers. | Online events | Ongoing |

2

Advocacy

The DPC represents the international digital preservation community: our activities contribute towards a climate of public and institutional policy which is better informed and better inclined towards digital preservation.

Resources

We will be updating and adding to our resources this year. Discover all the DPC resources available to help you with advocacy for digital preservation on our website: <https://www.dpconline.org/digipres>

The Bit List of Endangered Digital Species

A free-to-access and open resource to support advocacy for digital preservation, the DPC's Global Bit List of Endangered Digital Species is a community-sourced list of at-risk digital materials which is revised every two years and will be published again on World Digital Preservation Day.

2 November 2023

Advocacy Toolkit: Supporting Organizational Change

Including all the DPC resources for supporting Organizational Change, a new Advocacy Toolkit will provide quick access to the Executive Guide on Digital Preservation, the Digital Preservation Business Case Toolkit, and others, alongside advice on how they can be applied to support internal advocacy work.

Coming this year

Working Groups and Task Forces

Bit List Council

The production of the Global Bit List of Endangered Digital Species is made possible through the generous support of the Bit List Council and their respective networks. All entries to the Bit List are reviewed by these dedicated organizations which represent global expertise in the preservation of listed digital species.

From November 2023



3

Workforce Development

We provide opportunities for our members to acquire, develop and retain skilled and responsive workforces that are ready to address the challenges of digital preservation.

| Training | |
|--|------------------|
| <p><u>Novice to Know-How online training</u></p> <p>The DPC will continue to offer free of charge ‘Novice to Know-How’ online training to the community, both the original beginner level course and new content on email preservation. Updates to the original course are planned in the next year. Development of the courses was funded by The National Archives, UK.</p> | Available now |
| <p>Training modules</p> <p>The DPC will develop new training and development opportunities, free for DPC members, to include:</p> <ul style="list-style-type: none"> • Web Archiving for Beginners (in partnership with IIPC) • Risk Management for Digital Preservation • Taking a Continuous Improvement to Digital Preservation • Python Study Groups • N2KH Plus Training Sessions for DPC Australasia and Asia-Pacific | Coming this year |
| <p>* Tailored introductory courses in digital preservation</p> | By invitation |
| <p>* Digital Preservation Lectures for Higher Education Institutions offering Information Studies Courses</p> | By invitation |
| <p><u>Career Development Fund</u></p> <p>Funded by DPC Supporters, the Career Development Fund provides grants for members to undertake training and professional development opportunities. Grants are regularly offered for established courses, conferences, and events through calls for applications. DPC members may also apply for funding to attend opportunities they have identified independently, allowing more flexibility to meet local development needs. Grant opportunities already planned for 2023 – 2034 include:</p> <ul style="list-style-type: none"> • International Digital Curation Conference (IDCC) • Society for Imaging Science and Technology (IS&T) Archiving Conference • Northeast Document Conservation Center (NEDCC) Digital Directions Conference • Discovering Collections, Discovering Communities (DCDC) Conference • Archives and Records Association (ARA) UK & Ireland Annual Conference • Australian Society of Archivists (ASA) Annual Conference • International Conference on Digital Preservation (iPRES) | Coming this year |

* The DPC welcomes invitations to speak directly to students at their teaching institutions. We can deliver our day-long training sessions ‘Getting Started in Digital Preservation’ and ‘Making Progress in Digital Preservation’ on request. On-site training is offered free of charge to Full Members, and with a small charge for Associate Members. Scheduling of these sessions will depend on other program commitments.

Resources

We will be updating and adding to our resources this year. Discover all the DPC resources available to help you with workforce development for digital preservation on our website: <https://www.dpconline.org/digipres/prof-development>

Digital Preservation Handbook 3rd Edition

Guidance for institutions and individuals on a broad range of digital preservation issues, including a continually expanding range of practical tool demos and resources to help develop your digital preservation activities.

Work starts this year
on a new 3rd edition!

Digital Preservation Labor Market Analysis and Report

The DPC will conduct an analysis of the digital preservation labor market, drawing on data gathered from job advertisements and other information-gathering techniques. The information will be shared through a published report and open data set.

Coming this year

Mental Health and Wellbeing Survey Report

The DPC will publish a report based on an analysis of the Mental Health and Wellbeing Survey (data gathered March-April 2023). A redacted, open data set will also be made available.

Coming this year

Job advertisements and recruitment

Members are invited to post digital preservation job vacancies to the DPC website.

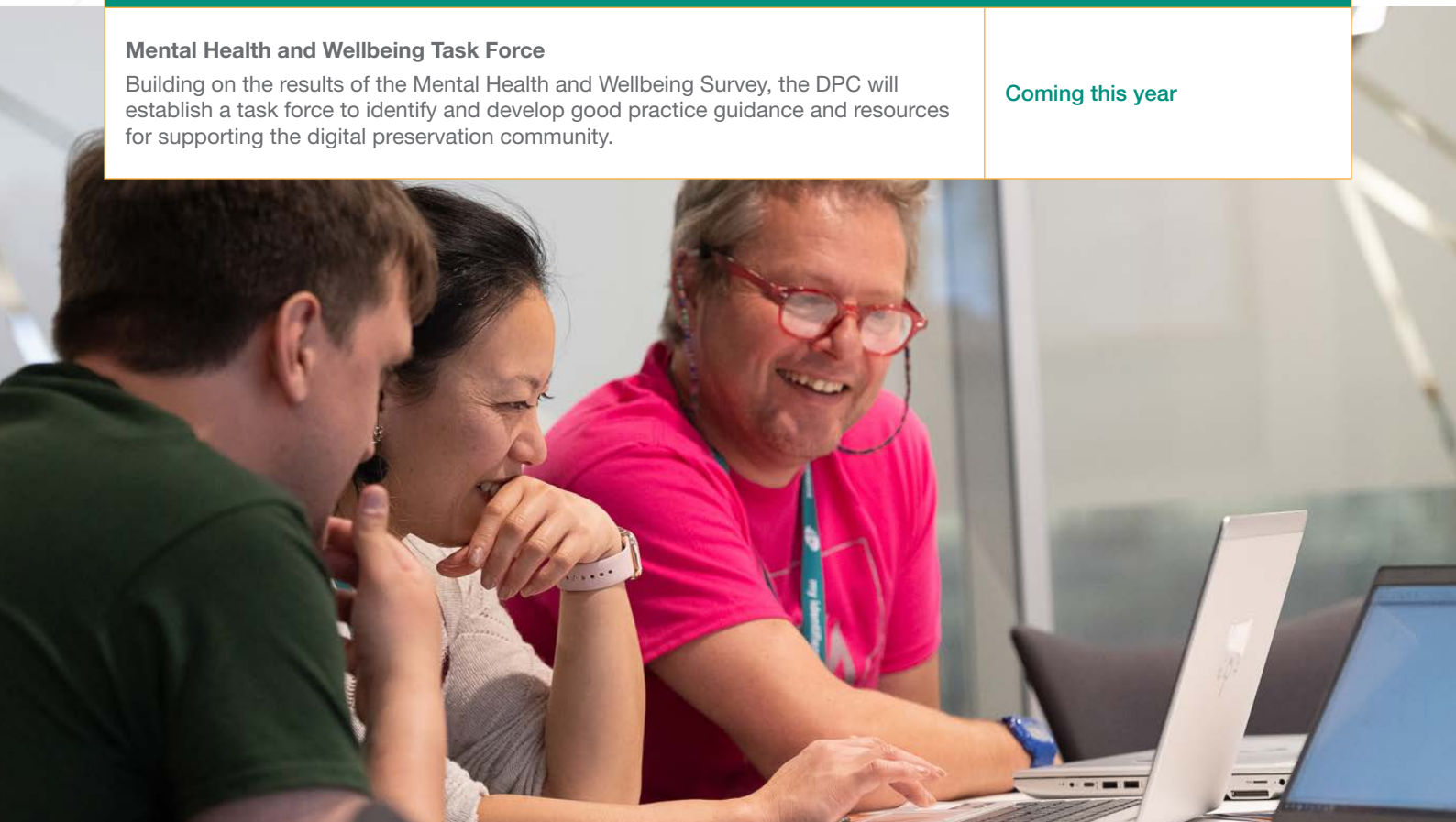
Ongoing

Working Groups and Task Forces

Mental Health and Wellbeing Task Force

Building on the results of the Mental Health and Wellbeing Survey, the DPC will establish a task force to identify and develop good practice guidance and resources for supporting the digital preservation community.

Coming this year



4

Good Practice

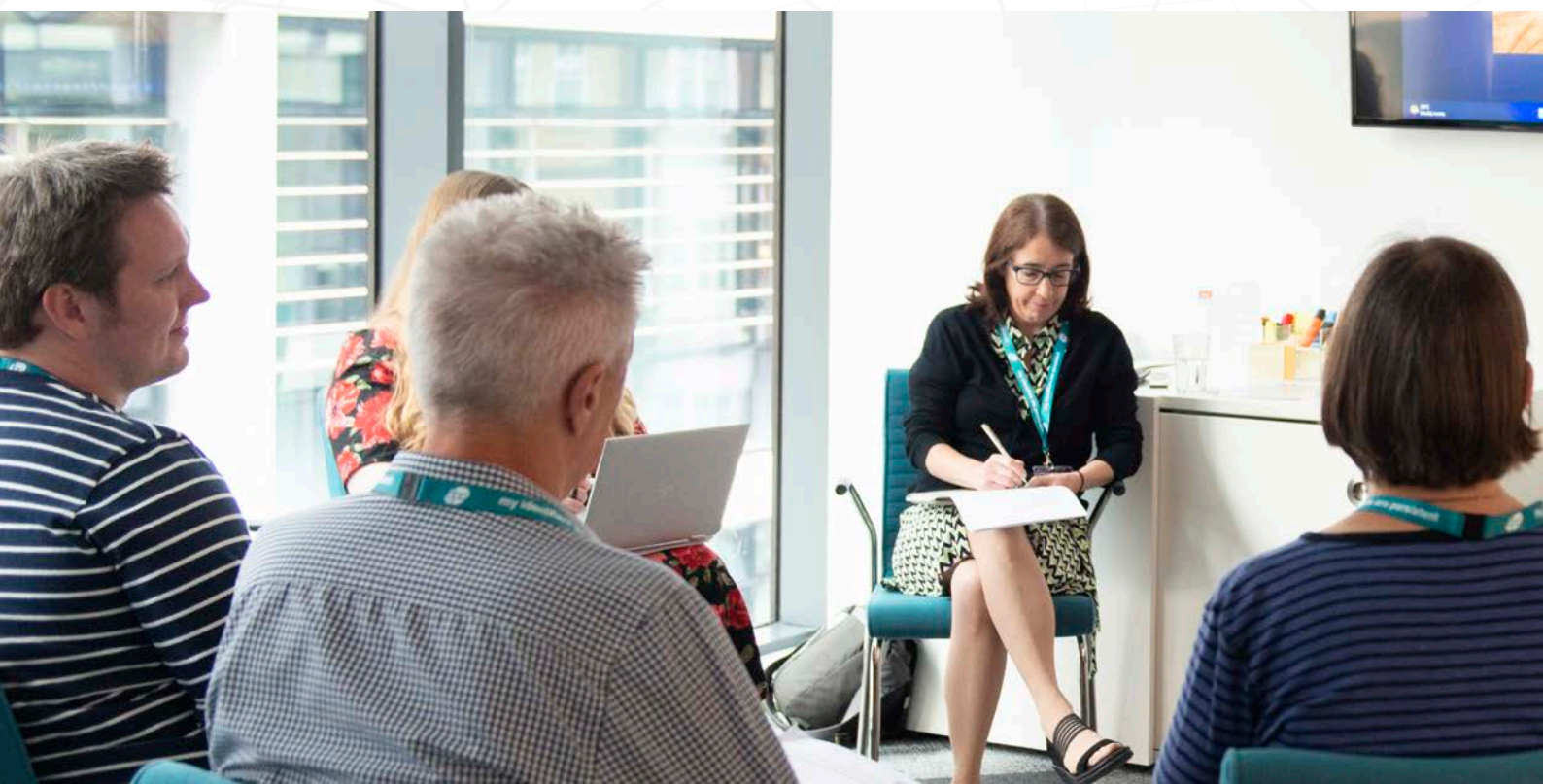
We support our members towards greater maturity in digital preservation by delivering knowledge exchange, continuous improvement, horizon scanning, advice on standards, authoritative publications, and through engaging and informative events.

Events

This is an indicative program and dates may change. See all events listings and up to date details on the DPC events page: <https://www.dpconline.org/events>

| Name | Type/Location | Target Date |
|---|---|--------------------------|
| DPC Australasia and Asia-Pacific: Event series Join us for a series of events celebrating and focusing on the work of our members in Australia and New Zealand. | Events/Various locations: Australia and New Zealand | September – October 2023 |
| New Zealand RAM Jam Designed to help you complete an assessment using the DPC's Rapid Assessment Model. | Workshop/Wellington | October 2023 |
| Persistent Identifiers A launch event for a new Technology Watch Guidance Note on this topic. | Online event | August – December 2023 |
| Cloud-based content An event focusing on the challenges of preserving content from platforms such as WhatsApp, Google Drive and MS Teams. | Online event | August – December 2023 |
| Documentation Workshop A workshop to launch the new documentation guide and discuss and share documentation practices. | Workshop | August – December 2023 |
| AI and Digital Preservation | Online event | August – December 2023 |
| The Environmental Impact of Digital Preservation | Online event | August – December 2023 |
| RAM Jam: Maturity Modelling Workshop This year's Rapid Assessment Model Jam will provide an opportunity for members to share experiences of how they use DPC RAM. | Online workshop | August – December 2023 |
| Digital Preservation Workflow Webinar Series | Online events | January – April 2024 |

| | | |
|---|--------------|----------------------|
| Launch of the Digital Preservation Awards 2024 | Online event | January – April 2024 |
| Digital Forensics | Online event | January – April 2024 |
| Appraisal and Digital Preservation | Online event | January – April 2024 |
| RAM-Balance Sessions Drop-in online surgery sessions for DPC members seeking support in completing Assessments using the Rapid Assessment Model | Surgery | April – May 2024 |
| Case studies on Emulation and Legal Issues | Online event | May – August 2024 |
| DPC Reading Club Join us each month to discuss a recently published article relevant to digital preservation. | Online event | Monthly |
| Digital Preservationists Anonymous (Fail Club) Sessions will be run on demand and dependent on scheduling and availability in various locations around the world. | Surgery | On demand |



Resources and Toolkits

We will be updating and adding to our collection of toolkits and resources this year. Discover all the DPC resources available to help you with your digital preservation work on our website: <https://www.dpconline.org/digipres>

DPC Rapid Assessment Model 3.0 (es, fr, it, jp, nl, pt, tr)

An online resource to help organizations make progress towards their DPC RAM targets. In our annual member assessment, the RAM helps organizations quickly assess, benchmark and measure progress. An annual report on member maturity and developments will be shared during our AGM.

New revision coming this year!

Digital Preservation Documentation

DPC will release a new good practice guide for the creation of digital preservation documentation.

Coming this year

Community Owned Tool Registry (COPTR)

DPC will continue to provide ongoing support and will coordinate community collaboration around this resource.

Ongoing

Publications

Technology Watch Series

Our publication program represents the subjects we will be working on in 2023-2024, although other titles may be added. The subjects reflect the strategic needs of Full Members, and the publications are overseen by the DPC Good Practice Sub-Committee. All members are offered early access to publications on the DPC website. DPC members and staff also share informal and current work via the DPC Blog: <http://dpconline.org/blog>

Technology Watch Reports

Providing in depth reference guides to specific content or data types:

- Web Archiving (revision)
- Preservation Metadata (revision)

Technology Watch Guidance Notes

Providing bite-sized overviews of specific digital preservation challenges and solutions:

- The Environmental Impact of Digital Preservation
- Disaster Planning
- Traditional Knowledge Markers

Working Groups and Task Forces

These active Working Groups (which explore a specific subject area on an ongoing basis) and Task Forces (which address a specific task on a time-limited basis) are open to members and invited guests and are spaces to discuss, debate and resolve issues on targeted topics in an informal and confidential way.

| Topic | When |
|---|------------------------------|
| Audio Visual Working Group | Every 2 months |
| Fair Play Task Force | Schedule to be confirmed |
| File Format Registries Working Group | Schedule to be confirmed |
| Museums and Galleries Working Group | Every 2 months |
| National Libraries and Archives (NatLA) Working Group | Every 2 months |
| Operational Preservation Systems (OPS) Working Group | Every 2 months |
| <u>Web Archiving and Preservation Working Group (WAPWG)</u> | 3 – 4 online events per year |

Projects

Throughout the year, the DPC will undertake work to enhance and deepen the community experience, working to support members to ensure benefits are recognized and felt throughout each institution.

| | |
|---|---|
| Open Book Futures (OBF) | <i>A follow on from the COPIM Project, the DPC will continue to enable knowledge exchange with the global digital preservation community, ensuring that open access publications are made resilient beyond the limits of the infrastructure through which they are created.</i> |
| Building registries of digital preservation good practice project | <i>A dedicated Preservation Registry Community Manager will work to expand, enhance, and join up existing registry efforts as part of this new project.</i> |

5

Accountable, Sustainable & Dynamic Governance

We will maintain and enhance our organizational functions and structures to ensure good governance, and we will demonstrate a commitment to members, to our values and to the greater good as laid down in the Articles of Association and our charitable objects.

| Meeting type | Date |
|--|---------------------|
| Meetings of Executive Board and Representative Council | Quarterly |
| Meetings of Thematic Sub-Committees | Quarterly |
| Annual General Meeting | December 2023 |
| Election of Chair and Vice Chair | November 2023 |
| Annual Report | November 2023 |
| Independent Auditor's Report | November 2023 |
| Nominations to the DPC Board | January 2024 |
| Recruitment for DPC Sub-Committees | January 2024 |
| Register of Directors' Interests | Shared with members |
| Quarterly Reports and Workplans to members | Published Quarterly |
| Apprentice Directors' Training | Starting March 2024 |



Here's why some of our latest members have joined the DPC:

"The DPC offers valuable resources which will help us continue to address our digital preservation challenges, so we are keen to apply these whilst learning from the practice and experience of other DPC members."

National Library of Norway

"Since our first engagements with the DPC, faculty and staff at Illinois have found it to be a critical connecting mechanism as part of the international digital preservation community."

University of Illinois at Urbana-Champaign

"Engagement with DPC's international community will certainly help us to facilitate the museum's ability to assess, care for, interpret and share NMA collections in this interconnected world."

National Museum of Australia

"We are aware of how important digital preservation is for our pledge to keep information assets in our realm available and accessible. To do this we need a compass for guidance and travel mates as allies, and we trust that DPC will help us with that."

The European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT)



Join us

Our members are found across many different sectors, in twenty-three countries and on six continents. They represent global corporations, national and local memory institutions, higher education and research institutions, broadcasters, strategic investors and funding bodies and professional bodies. As our Membership continues to grow in diversity and in geographical range so does the context in which we operate. We welcome applications from organizations of any kind provided they share our vision and principles.

There are three routes to participation in the DPC's activities:

- **Full Membership:** leadership roles with extended access to the Coalition and its staff and outputs as well as the opportunity to focus the Coalition's expertise on specific thematic areas.
- **Associate Membership:** access to events, programs and publications and the opportunity to develop innovative cross-sector partnerships.
- **DPC Supporters:** any organization which provides products or services to the digital preservation community is welcome to register as a DPC Supporter, sponsoring our work to extend the global digital preservation community.

Download an application pack by visiting the DPC website:
www.dpconline.org/join-us

Start a conversation about joining by emailing us at:
info@dpconline.org

This prospectus is also available in Spanish, French, German, Arabic and Chinese

Este programa está disponible en español

Ce programme est disponible en français

Dieses Programm ist in deutscher Sprache verfügbar

هذا البرنامج متاح باللغة الفرنسية

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info@dpconline.org
www.dpconline.org



Digital Preservation Coalition