

HALS pre-ingest requirements

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Pre-ingest requirements



- Hearts and minds
- Guidelines for staff and depositors:
 - File formats
 - Storage media
 - Copyright



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Links with existing practices

- Collecting policy
- Appraisal
- Continuity of sources
- New types of source



What do we actually do?

- Liaise with depositors
- Gather metadata
- Virus check e-accession
- Check contents of e-accession
- Multiple copies



Guidelines for businesses

- Risk management
- Information management
- Disaster recovery
- Data protection
- Company history
- Information security
- E-commerce

