

Building a Skilled Digital Preservation Workforce

Using the DigCurV Framework



The Issues.....

- New and developing field
 - Constantly moving target!
 - Lots of theory but limited experience of practice
- New skills required
 - Training for existing staff
 - Job descriptions for changing roles and new hires
 - How to structure CPD?
- Staff retention
 - Remember staff are both a key resource and asset
 - How to ensure continuity?



Starting to Make Progress

- Make sure roles and responsibilities are clearly defined
 - Include as part of any planning and development work
 - Guidance and documentation
 - May result in new job descriptions
- Undertake a skills audit
 - Benchmarking will help you identify gaps
 - Highlights training needs
 - Can help make a case for additional staff
 - DigCurV framework can be used as the starring point



The DigCurV Project

DigCurV - Digital Curator Vocational Education Europe

http://www.digcur-education.org/

Main activities

- Identified and analysed existing training opportunities and methodologies
 - Training registry
- Surveyed training needs
- Identified key skills and competences
 - Focus groups, job adverts analysis
- Created a curriculum framework
- Tested results within communities
- Promoted the results for use within and across countries



Curriculum Framework



out Join Us News Events Tra

Training Opportunities

International Conference

Resources

Links

A Curriculum Framework for Digital Curation

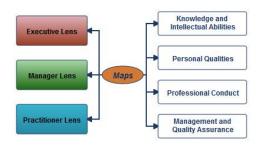
Digital curation has an increasingly important role to play in a range of market sectors, not least of which is the Cultural Heritage sector. Supporting the professional development of digital curators across these sectors is a priority in maintaining the quality of service delivered by organisations that rely on digital curation in its many forms.

The DigCurV Curriculum Framework offers a means to identify, evaluate, and plan training to meet the skill requirements of staff engaged in digital curation, both now and in the future.

Significantly, our framework is rooted in the actual working experience of digital curators 'in the field'. In particular, the DigCurV team has undertaken multi-national research to understand both the skills currently used by those working in digital curation in the Cultural Heritage sector, and the skills sought by employers in this sector.

Focusing on Specific Audiences

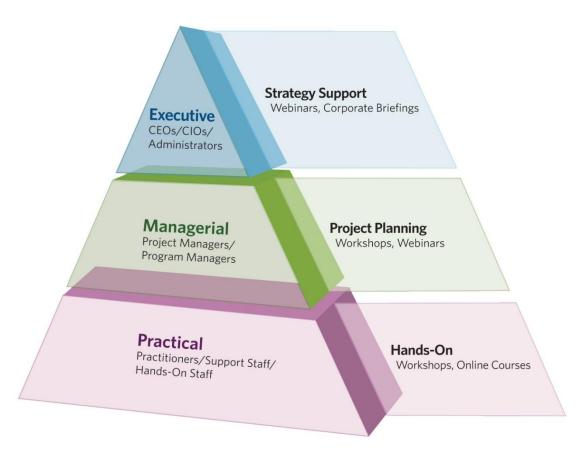
The framework defines separate skills lenses to match the specific needs of distinct audiences within digital curation in the shape of Executives, Managers, and Practitioners.



Introducing the Framework Using the Framework Skill Definitions Executive Lens Manager Lens Practitioner Lens Comparing Lenses



Levels for Training and Development: DPOE



From: 'Training Needs Assessment Survey' (2010). Digital Preservation Outreach and Education (DPOE). Washington DC, US Library of Congress. dpoe@loc.gov



DigCurV Lenses

 Portfolio of three 'lenses' to reflect career progression: 'Practitioner', 'Manager' and 'Executive'

 Indicate digital curation skills and competences, and pathways of skills progression

Framework: i.e. will NOT specify a particular training curriculum



Practitioner Lens

- · Understands creation, management and monitoring of project plans
- · Understands project management concepts and techniques
- · Understands data management requirements
- · Is able to undertake project management activities and innovative
- Is able to deal with data curation challenges through structured planning
- Is able to produce relevant information to support decision-making
- Understands audit of curation functions
- · Understands certification of repositories or programmes
- · Is able to maintain documentation in preparation for audit process
- · Is able to apply risk management practice, techniques and standards to digital curation activity within institutional risk management context
- Is able to assess, analyse, monitor, communicate risks
- Understands social and ethical responsibility in digital curation
- · Understands energy consumption, carbon footprint of digital curation activity
- Is able to adhere to principles of ethical conduct
- · Understands institution's legal culpabilities in digital curation activity
- Understands institutional regulatory framework in which digital repositories operate
- · Is able to apply appropriate actions to curation workflow to ensure compliance with legal and policy frameworks and relevant standards
- · Is able to select and apply validation techniques against policy infringement

- Understands subject-specific knowledge and definitions
- Understands fundamental digital curation principles including lifecycles
- · Understands designated community
- Is able to select and apply appropriate technological solutions
- Is able to develop a professional network for support
- . Is aware of digital preservation standards
- Understands digital curation and preservation terminology
- · Understands information technology definitions and skills • Is able to select and apply digital curation and preservation
- Understands scope of own role within institutional context

- · Is able to articulate benefits and long-term value of collections
- Understands information- and records-management principles
- Understands institutional policies, including criteriafor selection/appraisal
- Is able to plan application of selection/appraisal criteriato collections

Information

Skills

Data Skills

Integrity

Communication

Is able to communicate across

other relevant communities

importance of digital curation

Is able to articulate

domains, staff groups and with

- Is able to conduct user needs analysis
- Is able to continuously monitor and evaluate digital curation technologies
- Is able to conduct usability evaluation
- Is able to prioritise curation activities based on value of digital objects and the risks facingthem

Resource Management

Management

and Quality

Assurance

Regulatory

Requirements

Knowledge and Intellectual **Abilities**

Selection /

Appraisal

Practitioner Lens

Subject

Knowledge

Professional

Personal Conduct Qualities

> Responsiveness to Change

- Understands user information-Evaluation seeking strategies, access Studies technologies and sharing behaviours
 - · Understands how to support information access and sharing
 - · Is able to deploy appropriate information-seeking strategies
 - · Understands key metadata standards for sector/ subject
 - · Is able to select and apply metadata standards
 - Understands relationship between appropriate controlled vocabularies and metadata standards
- and Advocacy
- Understands data structures and types
- Understands file types, applications and systems
- Understands database types and structures
- Is able to execute analysis of and forensic procedures on digital objects.
- to peers, other staff and public Is able to engage with wider digital curation community
- Understands communication protocols for designated community
- · Is able to apply responsibility, accountability and good practice in digital
- Is able to identify malpractice

curation

legal frameworks in which curation is taking place

Understands

Audit and

Certification

Risk

Management

Ethics,

Principles and

Sustainability

Regulatory

Compliance

- Understands domain policies and standards for management and preservation of digital objects
- · Is able to cultivate and maintain relationships with other relevant sources of information in digital curation (individuals. services, institutions)
- · Is able to maintain continuous awareness of emerging developments in digital curation
- Is able to translate current digital curation knowledge into new services and tools

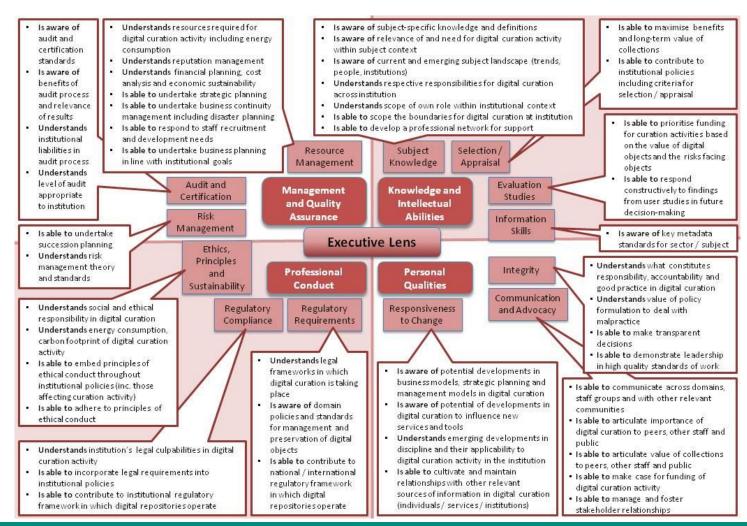


Manager Lens

 Understands Understands data management requirements Understands subject-specific knowledge and definitions Is able to articulate informationaudit / . Is able to respond to staff recruitment and development needs Understands fundamental digital curation principles including and records-management certification Is able to undertake financial planning, cost analysis, economic standards · Understands designated community Is able to articulate the benefits · Is able to lead Is able to undertake business planning in line with institutional Understands digital curation and preservation terminology and long-term value of collections repository Understands scope of team responsibilities within institution Is able to contribute to through · Is able to make sound decisions based on information produced by Understands scope of own role within institutional context institutional policies, including certification project team · Is aware of relevance of, and need for, digital curation activity criteria for selection / appraisal process Is able to motivate staff within subject context · Is able to . Is able to create a team environment Is aware of digital curation tools (at high level) Is aware of data respond to audit . Is able to plan and implement sound staff training and development Is aware of digital preservation standards structures, types report and build Is able to make sustainable storage decisions in institutional context . Is able to scope the boundaries for digital curation at Is aware of file types. new service plan Is able to create, manage, monitor project plans applications, systems where required Is able to undertake project management activities and innovative Is able to select appropriate technological solutions · Is able to Is able to develop professional network for support Understands information seeking prepare · Is able to produce relevant information to support decision-making strategies, access technologies and effectively for an user sharing behaviours audit of curation Selection / Subject Understands relationship between functions Appraisal Data Resource Knowledge appropriate controlled vocabularies Skills and metadata Management Understands risk management theory Is aware of key metadata standards Management Knowledge and and standards for subject / sector Information Audit and Is able to apply risk management and Quality Intellectual Is able to select metadata standards Skills Certification practice, techniques and standards to Assurance **Abilities** digital curation activity within Risk Understands how to conduct user institutional risk management context Evaluation Management needs analysis · Is able to undertake succession Manager Lens Studies Is able to continuously monitor and planning evaluate digital curation technologies Is able to assess, analyse, monitor and Ethics, Is able to monitor, assess needs of communicate risks **Professional** Personal Integrity Principles and designated community Conduct Qualities Sustainability Understands social and ethical Responsiveness responsibility in digital curation Is able to apply responsibility, Regulatory Regulatory Communication to Change Understands energy consumption, carbon accountability and good practice in Compliance Requirements and Advocacy footprint of digital curation activity digital curation Is able to adhere to principles of ethical Is able to identify malpractice Is able to make transparent decisions Is able to communicate across domains, staff groups Is able to evaluate and treat employees and with other relevant communities Understands legal . Is able to articulate importance of digital curation to Understands value of new and emerging digital curation peers, other staff and public Is aware of validation techniques to detect frameworksin technologies and processes which curation is Is able to articulate value of collections to peers, other · Is able to cultivate and maintain relationships with other policy infringement staff and public · Understands institution's legal culpabilities in taking place relevant sources of information in digital curation Is aware of . Is able to make case for funding of digital curation digital curation activity (individuals / services / institutions) domain policies Is able to translate knowledge of technology and Understands institutional regulatory framework Is able to manage and foster stakeholder relationships and standards for processes into new services and tools for needs of in which digital repositories operate · Is able to plan and deliver dissemination activities · Is able to apply appropriate actions to curation management and designated community Is able to make case for staff training, development worlflow to ensure compliance with legal and preservation of Is able to assess, extend and generate digital curation. · Is able to engage with wider digital curation community policy frameworks and relevant standards digital objects models for cultural heritage domain



Executive Lens





Using the DigCurV Framework for a Skills Audit

- Identify roles with digital preservation responsibilities
- Map roles to lenses of the DigCurV framework
- Work with role holders to match skills to relevant lenses
 - Useful to mark on a scale
 - Self-assessment or collaborative process
- Analyse results to identify:
 - Skills gaps
 - Training requirements
 - Additional roles that may be required
- Can be carried out in the course of regular staff reviews/CPD activities



Other Uses for the Framework

- Curriculum development
 - Developing new courses
 - Reviewing current courses DPTP
- Continuing Professional Development
 - Benchmarking an individual's skills against a particular lens
 - Goal setting for moving forward
 - Identifying relevant training courses
- Course Accreditation
 - Framework for assessing relevance