



PARADIGM

DPC Briefing Day

Richard Ovenden

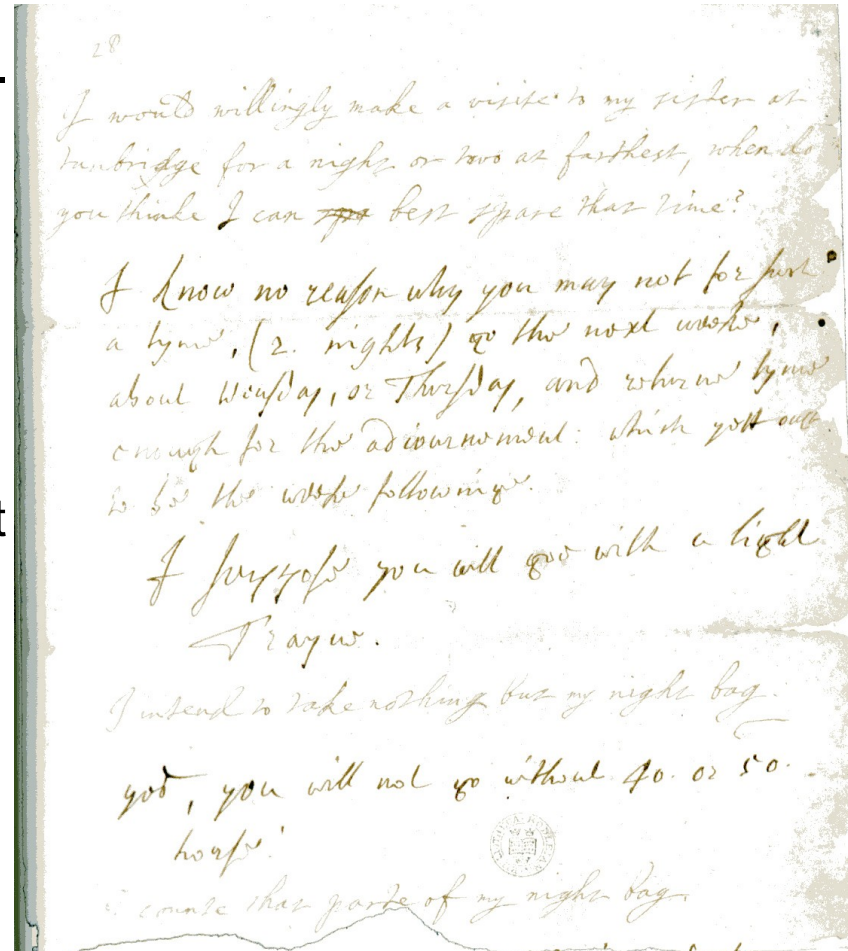
Susan Thomas

Fran Baker

27 Nov 2007

What's So Special About Personal Archives?

- *They are a vital record of our culture:*
 - The most immediate historical records.
 - Bring their subjects to life - we can all connect with an individual perspective.
 - Biography - most popular form of non-fiction writing.
- *They have unique research value:*
 - Recognised as important sources by researchers at all levels, from senior scholars to life-long learners.
 - Reveal aspects of the past that are not captured in other forms of data.
- *Ubiquity of the problem:*
 - Personal archives exist in almost all archival collections.
 - More and more personal archives are being created all around us.
 - Personal archives are of value to all subject domains.



Notes at Meetings of the Privy Council between Charles II. and the Earl of Clarendon

King Charles II: I would willingly make a visite to my sister at Tonbridge for a night or two at farthest, when do you thinke I can ~~spa~~ best spare that time?

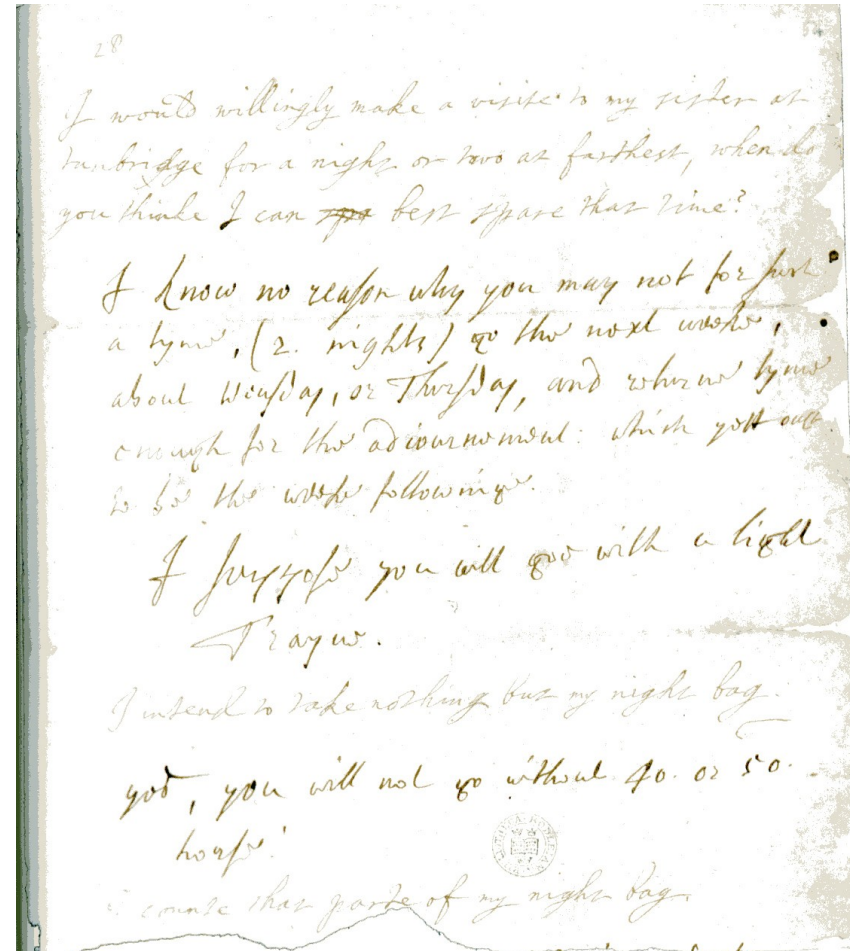
Lord Chancellor: I know no reason why you may not for such a tyme, (2 nights) go the next weeke, about Wensday, or Thursday...

I suppose you will goe with a light trayne.

King Charles II: I intend to take nothing but my night bag.

Lord Chancellor: yes, you will not go without 40 or 50 horse?

King Charles II: I counte that parte of my night bag.



What is the Problem with Personal Digital Collections?

- Oxford and Manchester are among the UK's most heavily used archival repositories.
 - Much of that use is within personal archives.
 - Both have major holdings of political (and other) archives.
- Such archives today are created in electronic (and other) forms:
 - Correspondence now done by email.
 - Drafts of speeches now made in word processing formats.
 - Communication with constituents is via blogs and web pages.
- To maintain this information for cultural, historical, intellectual and political reasons, we have to address the existence of personal digital collections and hybrid archives.

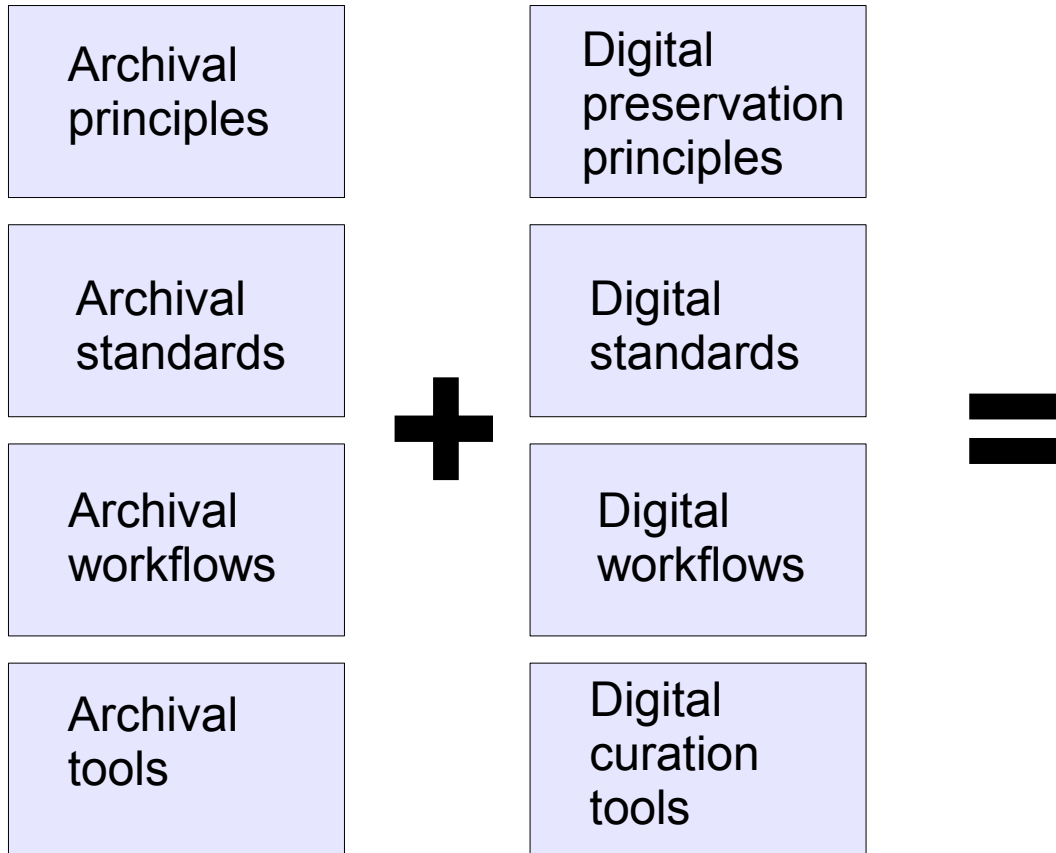


Why Paradigm?

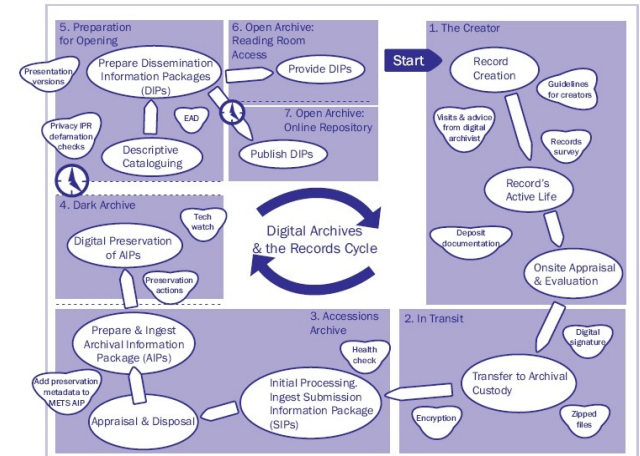
- Conceived to devise means to handle the digital aspects of acquiring, managing, and making available personal archives in digital form.
- Oxford and Manchester working together with active, prominent politicians, to solve the problem.
- With support from JISC
- With input from potential researchers of personal digital archives.
- Tackle the problems of the present to maintain traditions formed 800 years ago.



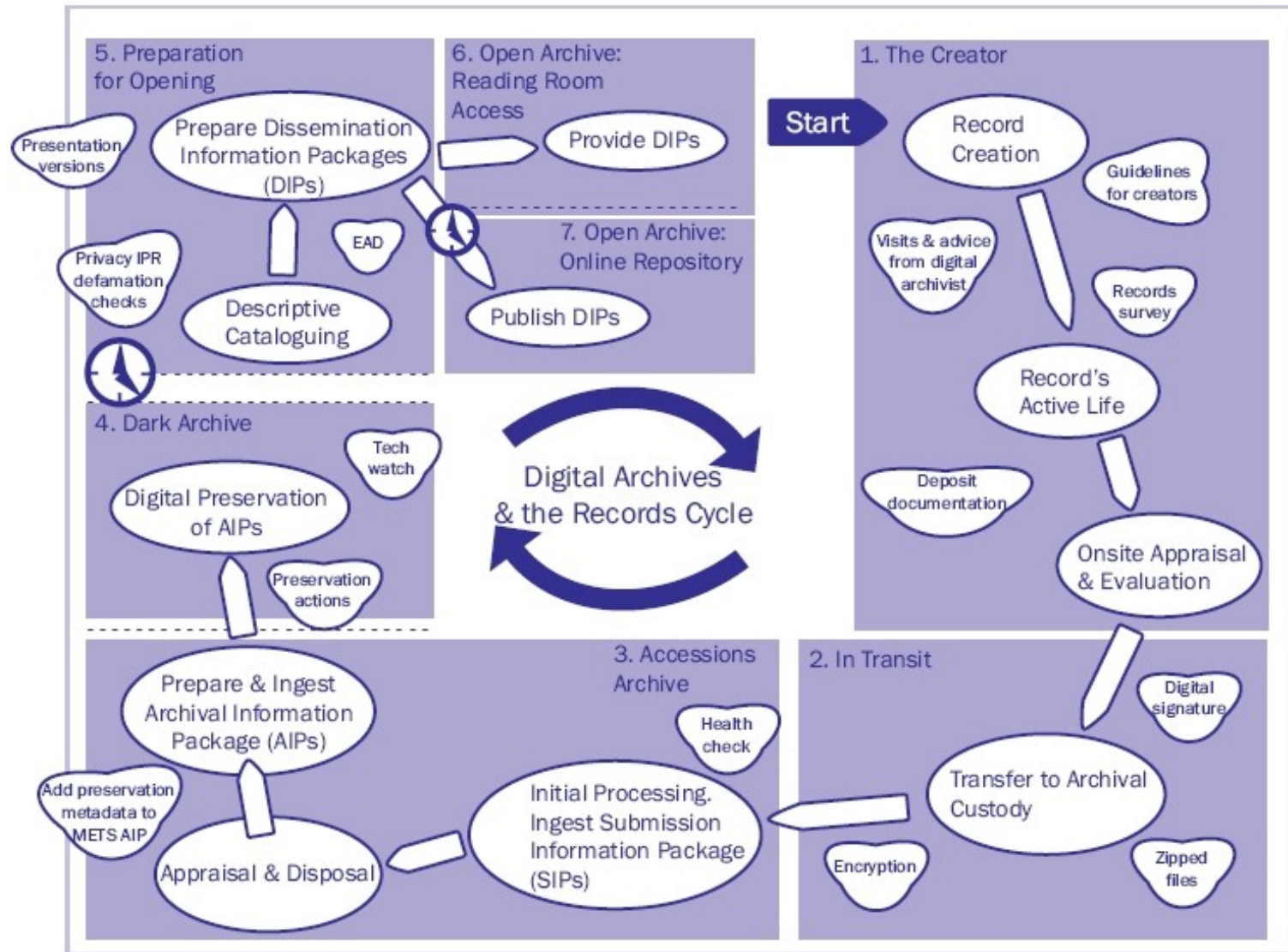
What Paradigm Did – a Bird's Eye View



Digital archives lifecycle



Uniting Traditional Archival and Digital Curation Workflows



Working with Creators

- Characterising hybrid archives
 - Range of personal digital archives from legacy to future formats
- Characterising approaches to collection development
- Developing tools for survey and selection of archives
 - Records survey
 - Capturing screenshots & directory structures
 - Data extraction how-tos – email, web harvesting, files, digital forensics (with British Library)
- Developing template transfer & deposit agreements
- Developed guidance for creators
- Evaluation of technical, cultural and legal issues based on hands-on experience

Relevant Standards & Tools

- Exploration of METS, PREMIS, rights metadata and various object-specific metadata
 - High level content models produced
- Exploration of DSpace and Fedora
 - Comparison in personal archives context
 - How-tos for installation, ingest, repository security
 - Work with Fedora community
- Exploration of digital signatures
- Exploration of persistent identifiers for archives
- Working with third-party metadata registries and extraction tools

Preservation Strategies for Personal Digital Archives

- Explored how preservation strategies could be implemented for personal archives
 - Need for combined strategies
 - Impact of collection development approach
 - Dependence on community
- Preservation monitoring
 - Fedora for monitoring integrity
 - Potential of Fedora for obsolescence notification
- Timing of preservation actions

Dissemination Strategies for Personal Digital Archives

- Explored legal issues around dissemination
 - Rights, privacy, defamation, public records act
 - Lead to two-stage access: reading room and later publish to online repository
- Explored issues around access and use with academic advisory board – authenticity, navigation
- Looked at how hybrid archives might be presented to researchers and presented a metadata framework for this

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Home About **Project documents** News and events

Project documents > Papers

Papers

Information about papers here.

Forthcoming:

Available

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Value in a digital en
digital deluge, Ma

- Download as PDF
- Download as ODF

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Experiences with P
Literary Archives :
16 March 2007

- Download as PDF
- Download as ODF

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Making Links with P
Post-ingest Activity
Liverpool, 30 Novem

- Download as PDF
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Workbook on Digital Private Papers

Workbook on Digital Private Papers

The Workbook, originally written for online publication, is a consistency between the online and hardcopy versions, the content may be subject to change. Final versions of the or

1. Introduction

- Introduction to the Workbook
- Introduction to the OAIS model
- Glossary
- Key Digital Preservation Directories
- Draft lifecycle for the long-term preservation of d

2. Collection development

- General considerations when collecting digital p
- Approaches to collection development
- Regular snapshot accessions
- Post-custodial approach
- Combining snapshots & post-custodial approach
- The traditional approach
- Transfer via retired media
- Self-archiving
- Conclusions

3. Working with record creators

- Guidance for Creators of Private Papers
- The Structure of Private Papers
- Surveying Collections

p Guidance for creators of personal papers

Caring for your personal digital archive

Archivists often become involved with a personal archive after the retirement, or even death, of its creator. A paper-based personal archive can be left untouched for generations with little impact on its future viability as long as the material is simply arranged and suitably stored it can be used effectively over many decades. The same cannot be said for the increasing amount of material that now exists solely in digital form. The long-term viability of unmanaged digital material is uncertain, and efforts to keep material accessible in the medium-term can be frustrated by hardware, software and media degradation and obsolescence.

Time is of the essence. The fragility of digital materials in our fast moving world is well documented. To ensure continued access to your digital materials in your own life-time, and to pass these digital materials on to future generations, you need to act now.

To maximise the chances of your digital material surviving for as long as you need it, it is important to learn new ways of managing that material. This document aims to assist you in doing just that, by providing practical advice that can be implemented by anyone.

Why should I bother managing my digital materials?

Because their survival is far from assured...

Not so long ago, personal records documenting the early years of an individual's life served as talismans on the tops of wardrobes or in shoe boxes in the attic. The pampered people often include cherished photographs and school work. The digital such valuable records for individuals born at the start of the twenty-first century will be benign neglect. Even if copied to a CD and placed in a shoebox their survival is unlikely may take decades to degrade, the hardware required to read them and the software render the file formats may have long since become obsolete. Many of us are all too the loss of such irreplaceable digital artefacts – sometimes only a comparatively of their creation. The time is now when the family photograph album, now lovingly hand generation to generation, is likely to exist only in digital format. Without active and valuably to become an heirloom, or even survive the next software crash. The same is and video recordings, correspondence and personal websites.

Because your digital materials are important to you and your family
Managing your digital materials will ensure that weeks spent slaving away at a paid wanted because of a hardware failure particularly close to a deadline. It will safeguard memories captured in photographs and email correspondence that will intrigue future of your family. Some digital materials fulfil practical, often professional or administrative provide members of people, places and times which are more personal. All parts of your personal archive, ensure that they are available to you when you need 'later' means now, in a few months, in a few years, or even in a few decades.

Because your digital materials are important to society...

You may not have thought of your digital files as part of a personal archive, or as the historical interest, yet what seems ordinary and mundane to you now may well aid researchers. In an archival repository your archive will reveal a personal perspective on and environment for posterity. It will combine with the memories of your contemporaries and successors to provide personal and historical insights into past times.

Sharing Lessons

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A practical approach to the preservation of personal digital archives

Susan Thomas
Bodleian Library
March 2007
v1.0

Outcomes of Paradigm

- Learned through doing
- Created a platform for future development
 - Developed institutional capacity
 - Identified areas where more work needed
 - Area of ingest taken forward in Cairo project
- Created a tool for other institutions
- Triggered change in organisational priorities

Questions?

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<http://www.paradigm.ac.uk>