



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

A day in the life

Adrian Brown, 24 January 2013

Digital Preservation: What I wish I knew before I started...

9-9.30am

**Talking to information owners
about possible transfers**



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

2008 in SPIRE on SPIRE_PRODUCTION - Microsoft Outlook

File Edit View Go Tools Actions SPIRE Help

Send/Receive Search address books

Type a question for help

Mail

Favorite Folders

Mail Folders

All Mail Items

- BOARDS AND GROUPS
- COMPLIANCE
- CONTROL
- DISPOSAL
- INTELLECTUAL PROPERTY
- MONITORING
- PLANNING AND STRATEGY
- POLICY MAKING
- PROCEDURES AND GUIDANCE
- PROGRAMME MANAGEMENT
- PROJECT MANAGEMENT
- <PROJECT NAME>
- HL - DIS - PARLIAMENTARY ARCHIVES
 - ARCHIVES IT PORTFOLIO
 - BFI AUDIO-VISUAL COLLECTIONS
 - CATALOGUE APPLICATIONS
 - CLASSIFICATION SCHEMES
 - CLOSED RECORDS ON CD-ROMS
 - DESIGNATIONS
 - DIGITAL PRESERVATION
 - PROJECT BOARD
 - 2008
 - 2009
 - 2010
 - 2011
 - PROJECT CLOSURE
 - PROJECT DELIVERY
 - PROJECT DOCUMENTATION
 - PROJECT REVIEW
 - PROJECT START UP
 - DIGITISATION
 - SHARED DRIVE DETOX
 - UNESCO MEMORY OF THE WORLD
 - VITAL RECORDS PROGRAMME
 - WAR MEMORIALS
- REPORTING
- RISK MANAGEMENT
- SECURITY
- INFORMATION SYSTEMS AND TECHNOLOGY
- LEGAL SERVICES

Mail

Calendar

Contacts

Tasks

6 Items

Send/Receive

Search address books

Agenda Meeting 2008- 2.doc

**DIGITAL PRESERVATION
PROJECT BOARD**

2nd Meeting

30 Sept 2008, 11am

HL Director of Information Services' Office

AGENDA

1. Apologies
2. Minutes of Last Meeting
3. Highlight Report
4. Communications Plan – for approval
5. AOB
6. Date of Next Meeting – 15th December 2008, 2.30pm

To-Do Bar

November 2011

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

UCL slides
15:30 - 17:00

Divert phone
Wed 9:30 - 10:00

Mid-year review - LA
Wed 10:00 - 11:00
Rm 21; BROWN, Adrian

Arranged By: Due Date

Type a new task

- Update S&A...
- Plan update...
- Digitisation ...
- Digitisation ...
- Parliamentar...
- Volunteers
- a new worki...
- PQAF Digital...
- AGIMO issu...
- Fwd:
- Digitisation ...
- Mapped Re...
- Workflows ...
- In Summary
- RE: notes an...
- SDB USM pr...
- SDB USM pr...
- *NEW* Yoga...
- Digitisation ...
- Command a...

This Week

- PICTs Cloud ...
- Digitisation ...
- Notes actio...

Office Communicator DRAFT revised Auth... 2008 in SPIRE on SPL... Hampshire MDO ev... Adrian Brown UCL 2... 15:56





HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

9.30-10.30am

**Ingesting and cataloguing
digital records**



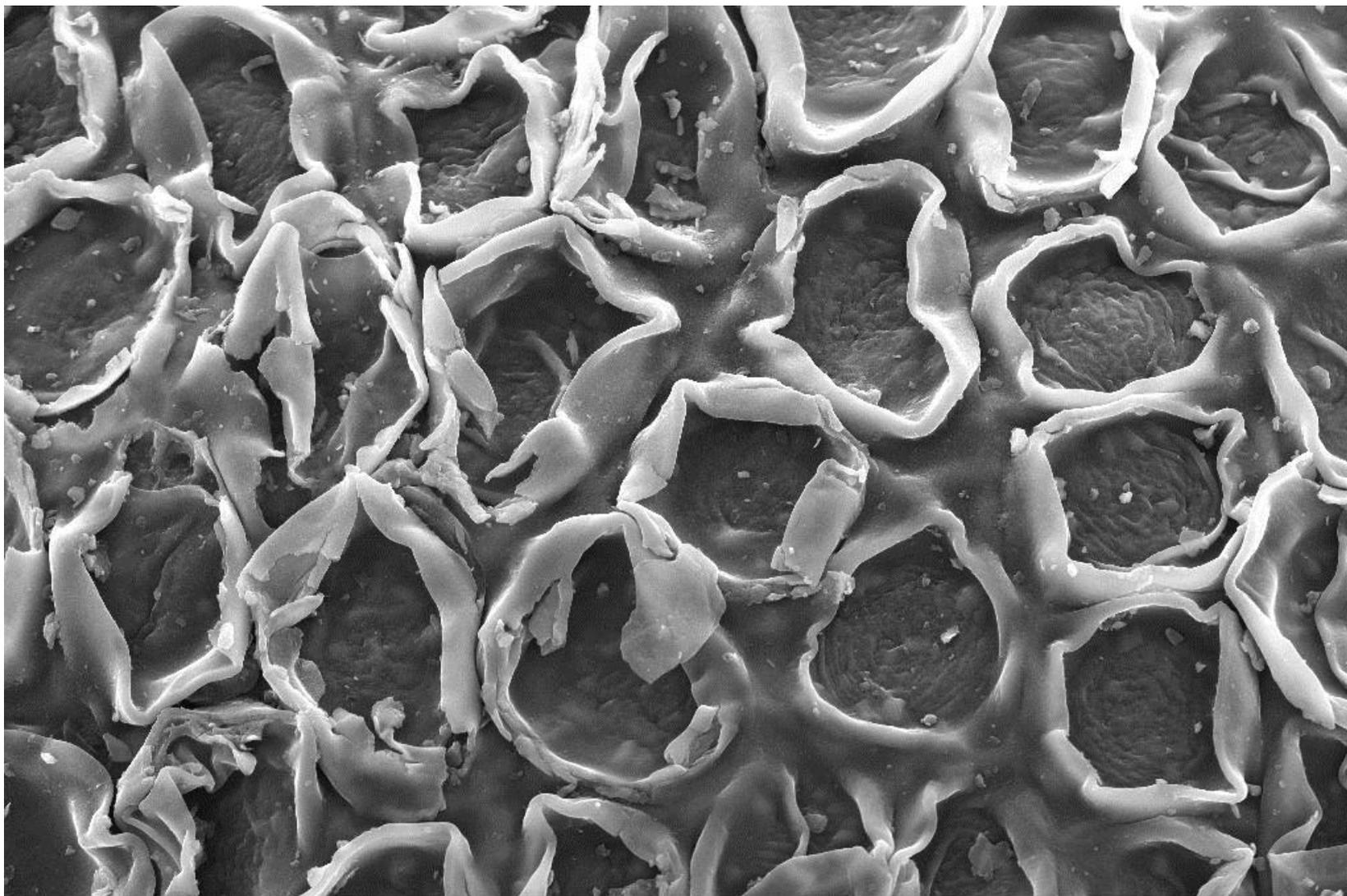
HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



MAG = 421 X

EHT = 25.00 kV

100µm*

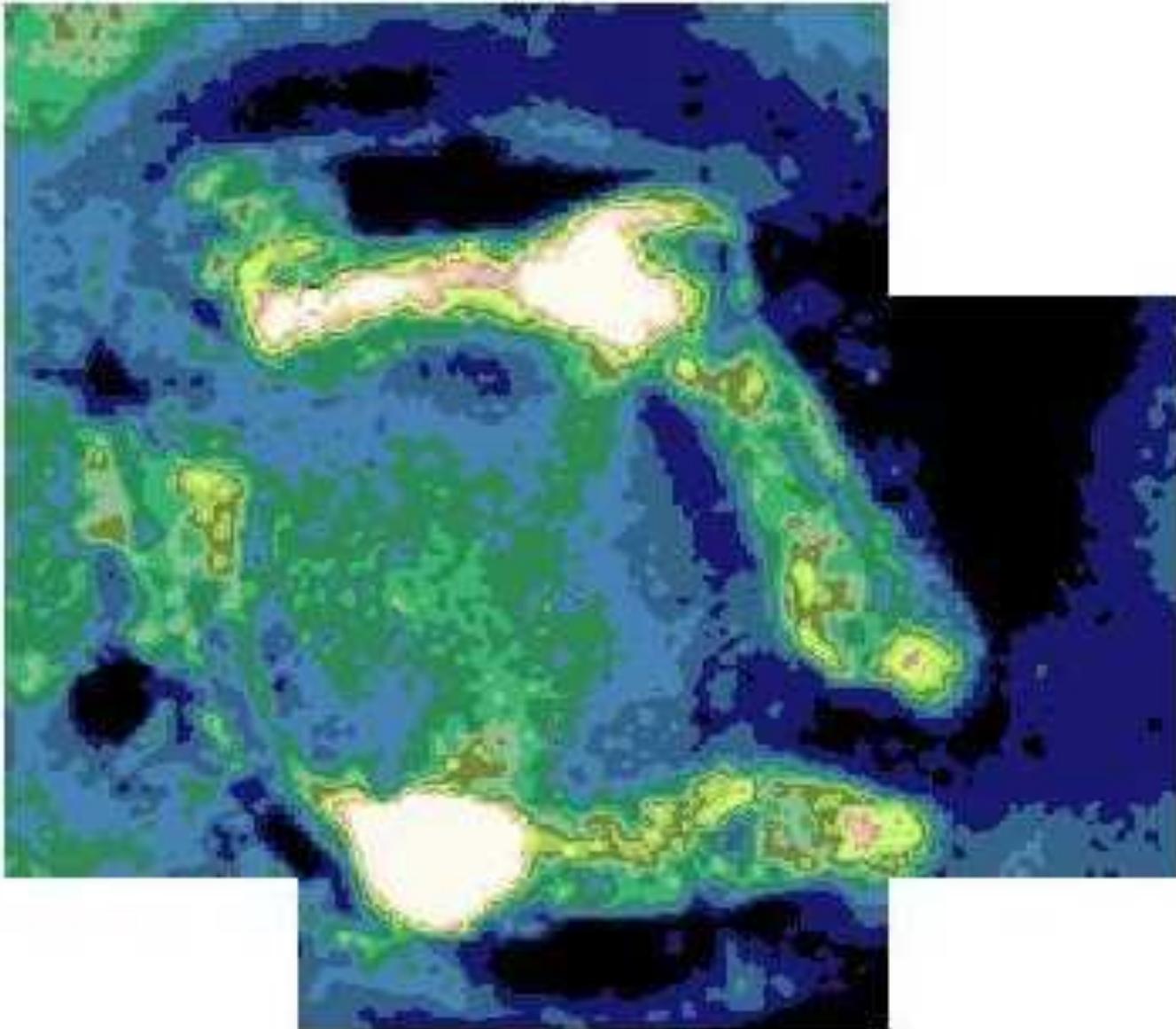


Detector = SE1

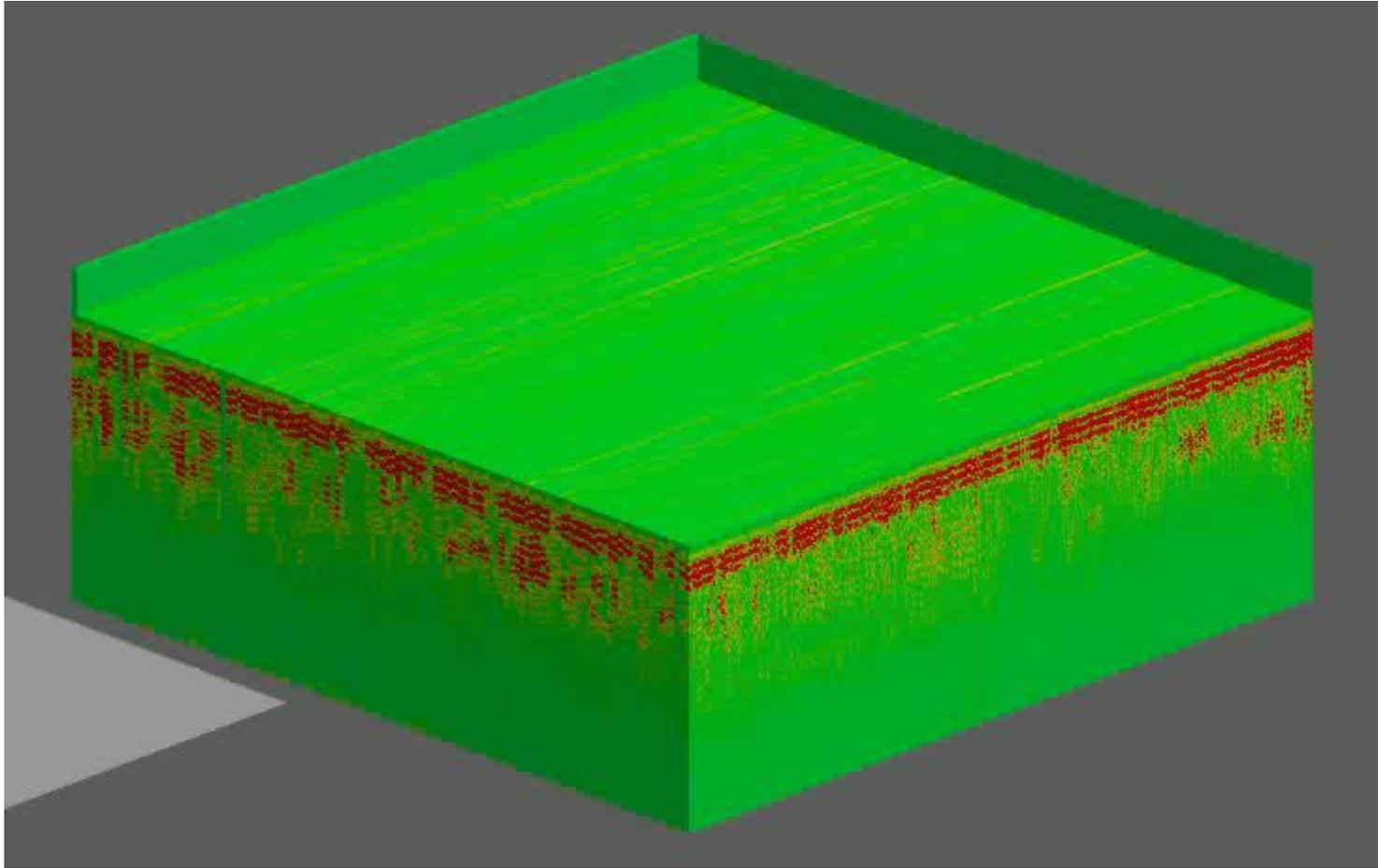
Date :7 Dec 2000



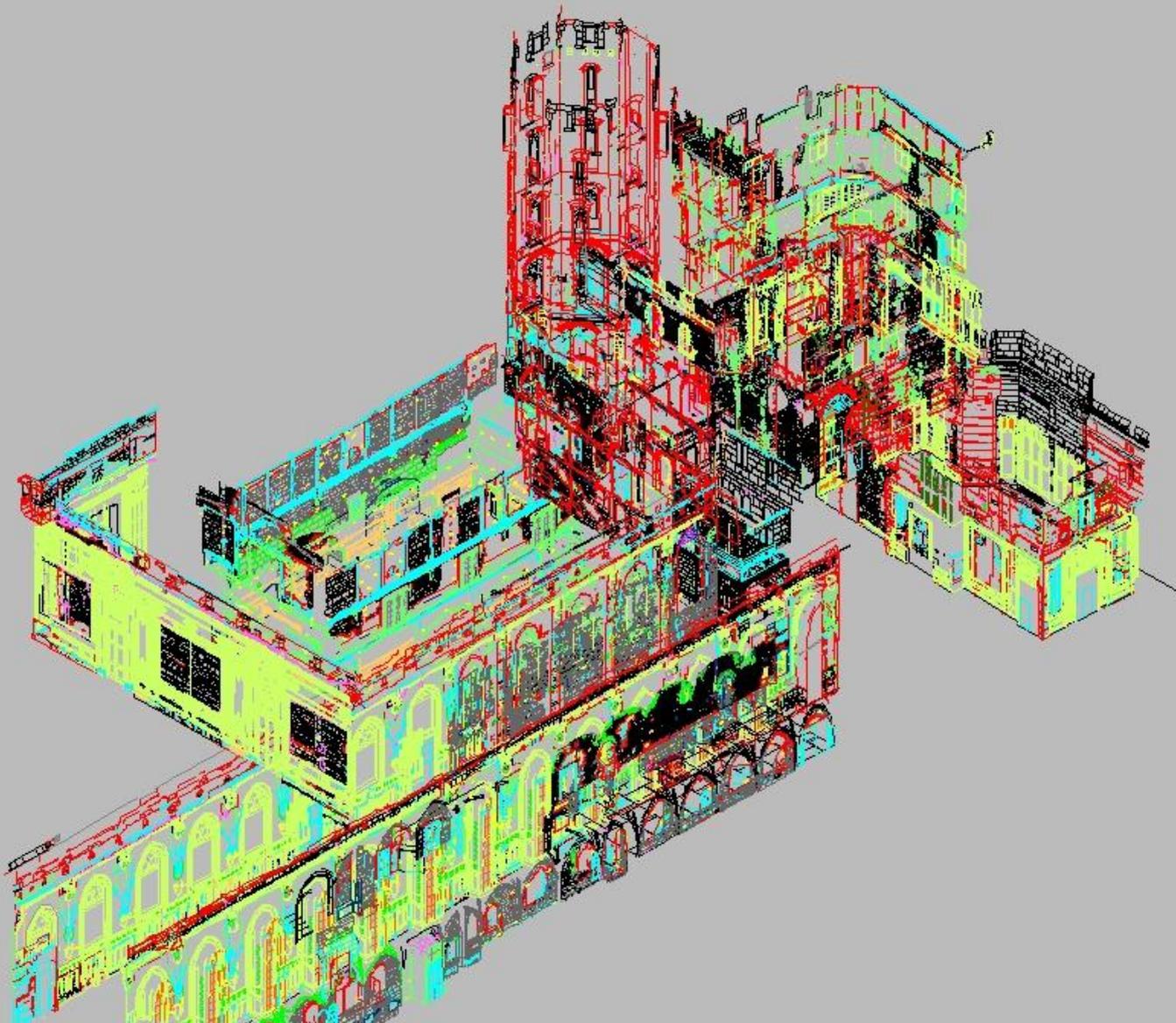
HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

Hey there! UKParliament is using Twitter.

Join today!

Already using Twitter from your phone? [Click here.](#)

Twitter is a free service that lets you keep in touch with people through an exchange of quick, frequent answers to one simple question: What are you doing? **Join today** to start receiving **UKParliament's** updates.



Welcome to the United Kingdom Parliament

Features on the Parliament website



Autumn school visits to Parliament

Call to book a school visit to Parliament for the autumn term 2009 - phone lines will open at 9am on 29 April



UKParliament

Reading transcript of this morning's questions to Ministers on energy and climate change. Today in the Commons: <http://is.gd/u5XJ>

Posted 1 hour ago from web

Watching Daily Mail editor, Paul Dacre, give evidence to Cmtee

Name UK Parliament
Location Westminster, London
Web <http://www.parlia>
Bio Keeping an eye on government, debating laws, opposing taxes. This official Twitter feed is produced by the web team in Parliament.

5,604 5,741
Following followers

Updates 906

Favorites

facebook

Sign Up UK Parliament is on Facebook



UK Parliament

Wall Info RSS/Blog FriendFeed Events

UK Parliament Just Fans

UK Parliament We've redesigned the Parlia <http://www.parliament.uk/> - have a look and blog <http://is.gd/mQo> 05 April at 08:41

flickr Home The Tour Sign Up Explore

UK Parliament Sets

Royal Gallery



5 photos | 61 views

Items are from between 25 Jul 2008 & 02 Apr 2009.

Feed - Subscribe to the set "Royal Gallery"

You Sign in Create Your Free Account
Explore Places Last 7 Days This Month Popular Tags The Commons Creative Commons Search
Help Community Guidelines The Help Forum FAQ Sitemap Help by Email

Flickr Blog About Flickr Terms of Use Your Privacy Copyright/MP Policy Report Abuse

a Yahoo! company

Parliamentary Business

What's On Parliamentary News Topical Issues Bills and Legislation

Latest news from the House of Commons and House of Lords



Local Democracy Bill: report stage
Local government and development - Lords completes



YouTube English Videos | Channels | Community | Upload



Videos | Playlists | Groups | Subscriptions

UK Parliament Subscribe

UKParliament
Style: Broadcaster
Joined: 17 May 2007
Last Sign In: 3 days ago
Subscribers: 385
Channel Views: 58,919

This is a pilot YouTube channel for the United Kingdom Parliament.

Website: <http://www.parliament.uk/>
Live and archive footage: <http://www.parliamentlive.tv/>
Twitter: <http://twitter.com/ukparlia>
Facebook: <http://www.facebook.com/pag...>
Flickr: <http://www.flickr.com/photos...>
FriendFeed: <http://friendfeed.com/ukpar...>
Blog: <http://parliamentlabs.wordpress...>
Easy YouTube player: <http://kicant.co.uk/easy-you...>



UK Parliament Labs

Production blog of the UK Parliament Web Centre

Subscribe to feed Home About this blog

Search

Google

Search the Parliament website with our Google search gadget XML

EMAIL ALERTS - SUBSCRIBE!

Subscribe to UK Parliament Labs by email

Subscribe to all UK Parliament's RSS feeds by email

UK PARLIAMENT TWITTER

UKParliament: Reading

Parliament Tweetminster widget

17/04/2009 in Social-networking, twitter | Tags: tweetminster, iframe, widget | by Alistair Reid | No comments

We worked with the good folks from Tweetminster recently to put together a custom iFrame widget that we could use on the Parliament website.

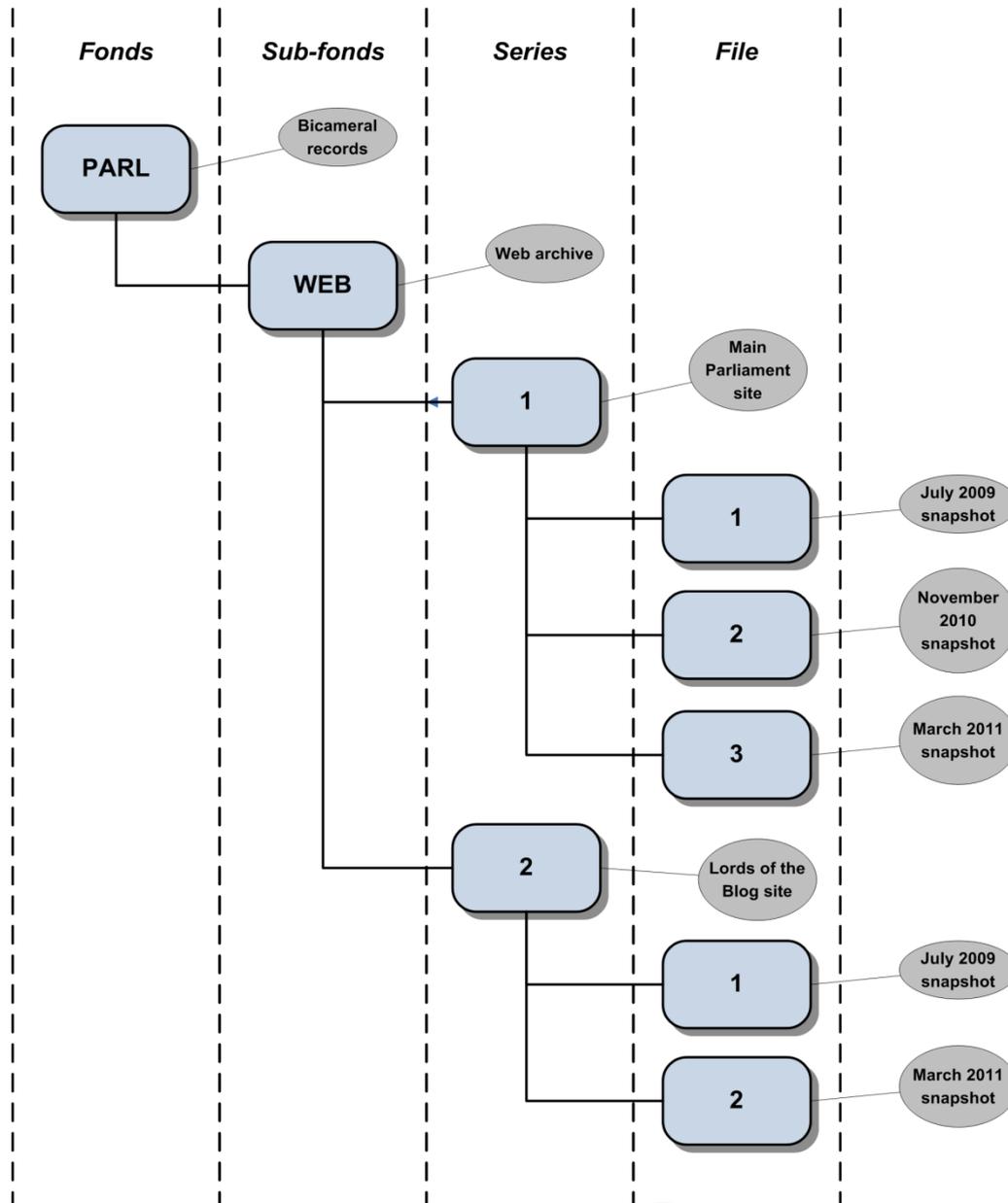
This involved styling the widget Tweetminster already make available so that it fitted with the look of our new redesign, and specifying what Twitter feeds it would use. We wanted the widget to be "Parliament on Twitter" - so it uses our own @ukparliament feed, any MPs or Peers that use Twitter (are there any Peers using Twitter yet?), but no parliamentary candidates, government departments or political parties.

The hope is that using this widget will further promote how Parliament and its Members are trying to engage with social media tools and with the public. During recess it should also give an insight into the work of MPs in their constituencies. Although, we have included a disclaimer because the Web Centre team is responsible only for the content of @ukparliament updates, not



HOUSES OF PARLIAMENT

PARLIAMENTARY ARCHIVES



10.30-11am

**Writing and updating policies
and procedures**



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

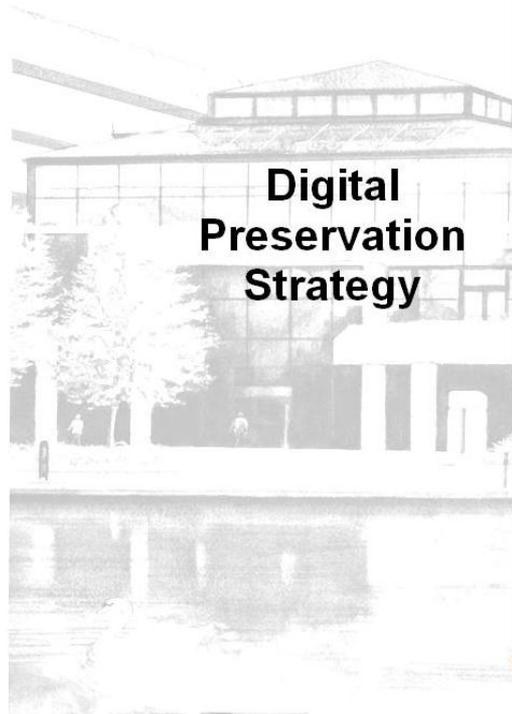

 ENGLISH HERITAGE
 Centre for Archaeology



Digital Archiving

Adrian Brown
 Information Management &


 the national library



Digital Preservation Strategy

1 December 2006
Digitiser


 HOUSES OF PARLIAMENT
 PARLIAMENTARY ARCHIVES

Collection & Acquisition Policy

11am-12pm

**Giving a demo of our
repository**



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



Lunch

**Meeting colleagues from
nearby institutions**



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



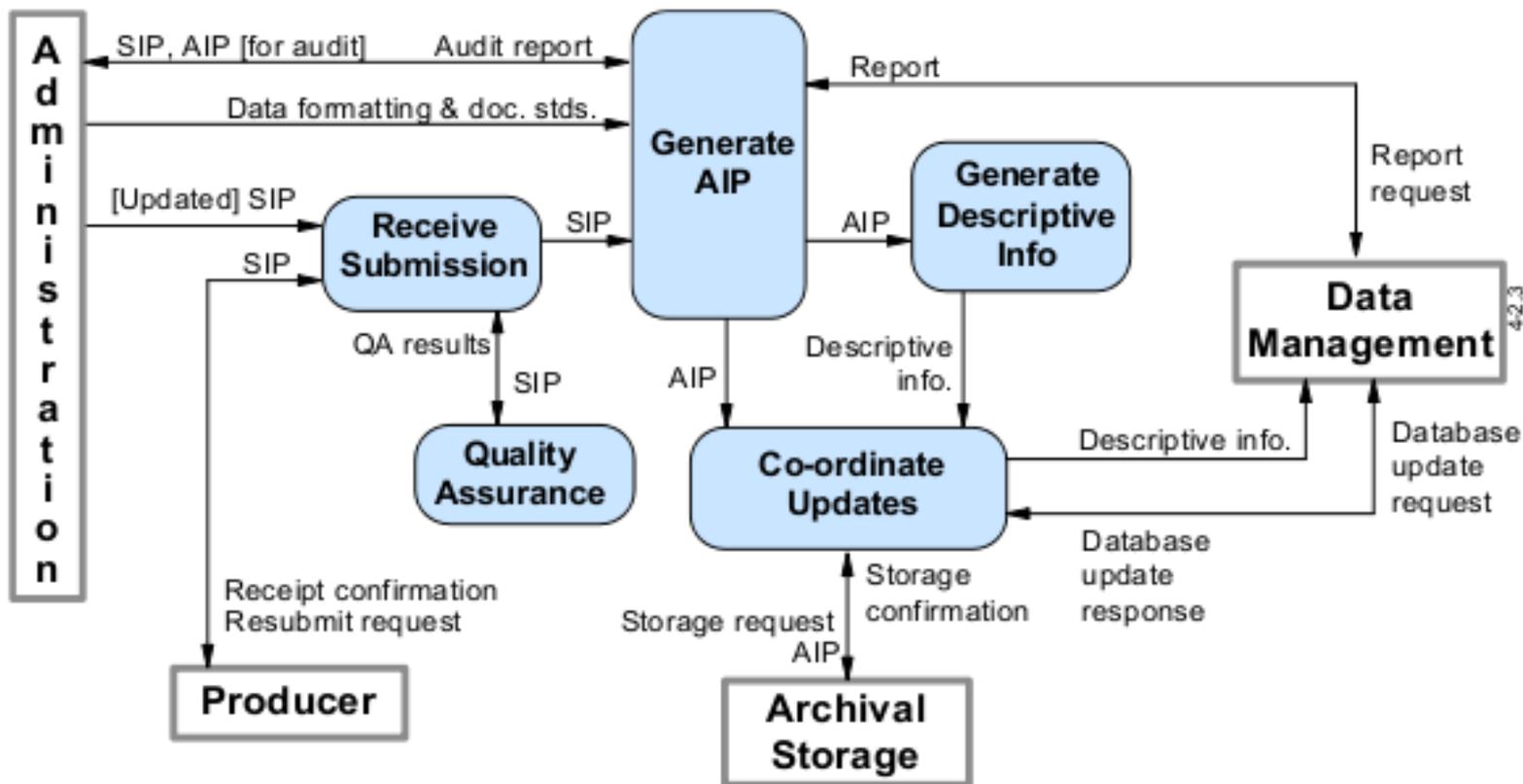
HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

1-1.30pm

**Developing future
requirements**



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



1.30-2.30pm

Software testing



[Start](#)
[Waiting](#)
[Running](#)
[Completed](#)
[Reports](#)
[Manage](#)

Workflow Details

Workflow Context	Full ingest workflow with...
Workflow Definition	Full Ingest Workflow (Manual Selection, Store Metadata File, Thumbnails)
Workflow ID	19
Workflow State	Completed
Date Started	04.10.11 11:19:00
Date Finished	04.10.11 11:21:37
Number of Files	26
Total Size	2 MB
Collection Code	CALM/GH1
Submission name	CALM Export Test
Top Level Record	Spire Ingest 2

Step Progress

State	Name	Progress	Started	Finished	Messages
	Select	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:19:00	04.10.11 11:19:07	
	Copy XIP Package	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:19:07	04.10.11 11:19:11	
	Virus Check	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:19:11	04.10.11 11:19:33	
	Fixity Check	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:19:33	04.10.11 11:19:35	
	Metadata Integrity	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:19:35	04.10.11 11:19:57	
	Content Integrity	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:19:57	04.10.11 11:20:19	
	Characterise	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:20:19	04.10.11 11:20:51	View
	Store Files	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:20:51	04.10.11 11:20:55	
	Store Metadata	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:20:55	04.10.11 11:21:18	
	Store Metadata File	<div style="width: 100%; height: 10px; background-color: green;"></div>	04.10.11 11:21:18	04.10.11 11:21:25	



2.30-3.30pm

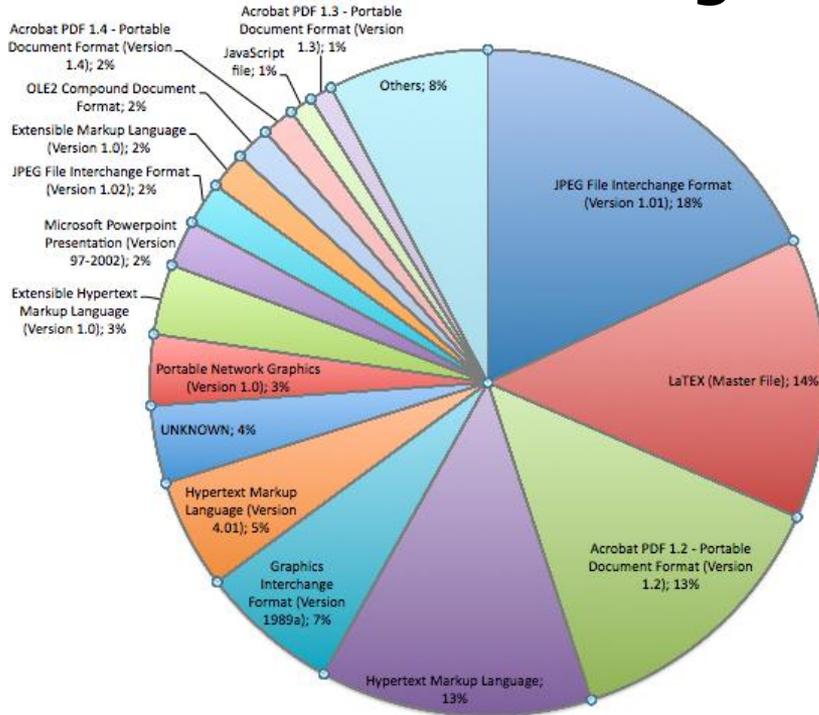
Preservation planning



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

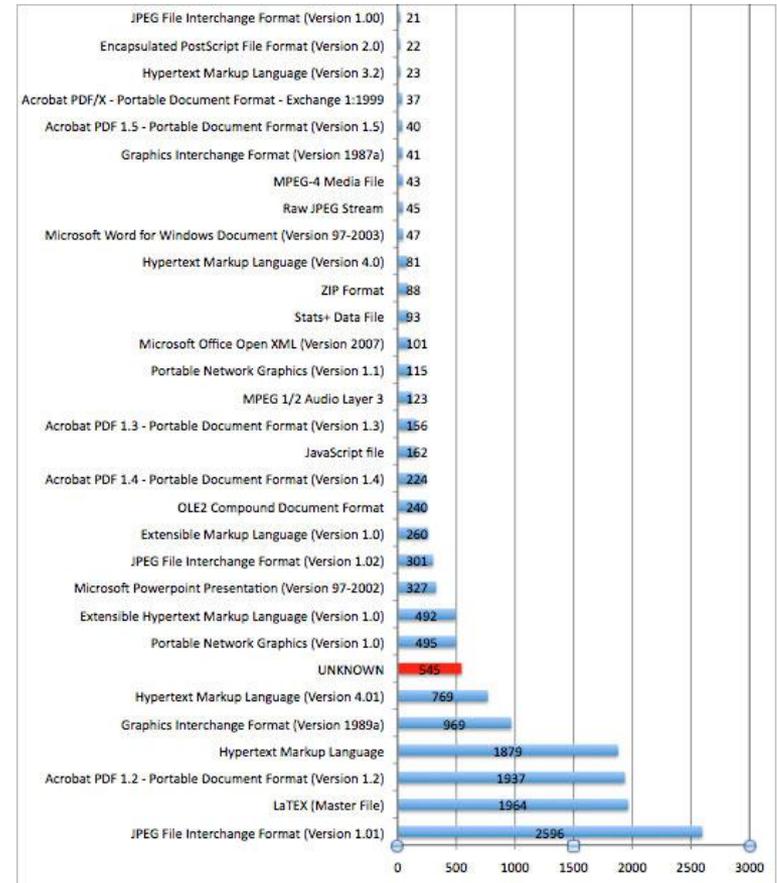
Formats

Age



Volume

Usage



3.30-4.30pm

QA-ing digital records



Featured on the UK Parliament Website



Video



Art Collection



Tours



Olympic Britain

Olympians in Parliament: Lord Coe

Lord Coe discusses his life as an Olympic athlete and the influence that has had on his role in Parliament



Parliamentary news

[What's On](#) | [Bills & legislation](#) | [Watch](#)

Latest news from the House of Commons and House of Lords



Scottish Affairs Committee publishes report on multi-question referendum

MPs publish fourth report about referendum on separation for Scotland



Death of Lord Morris of Manchester
Champion for disability rights and former MP dies



Lords written questions
Lords quizzes government on Paralympic Games and climate change



Committee launches inquiry into leadership and standards in the police
Home Affairs Committee announces new inquiry



House of Commons

Democratically elected house, makes laws and checks the work of Government



House of Lords

Checking and shaping draft laws and challenging the work of Government



Committees

MPs and Lords check the work of Government and scrutinise legislation



Hansard and daily business

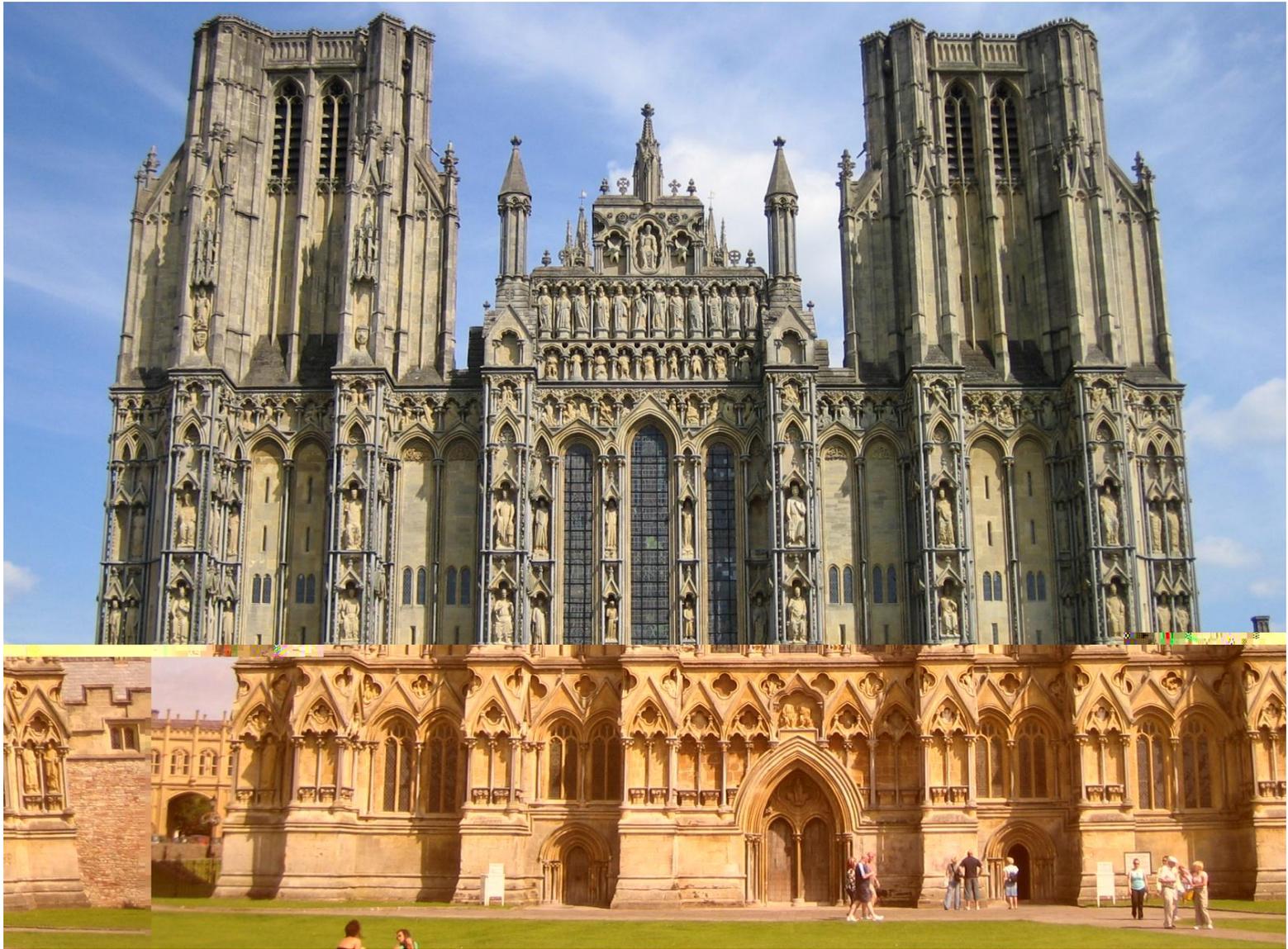
Reports of debates from both houses, business papers, publications and records



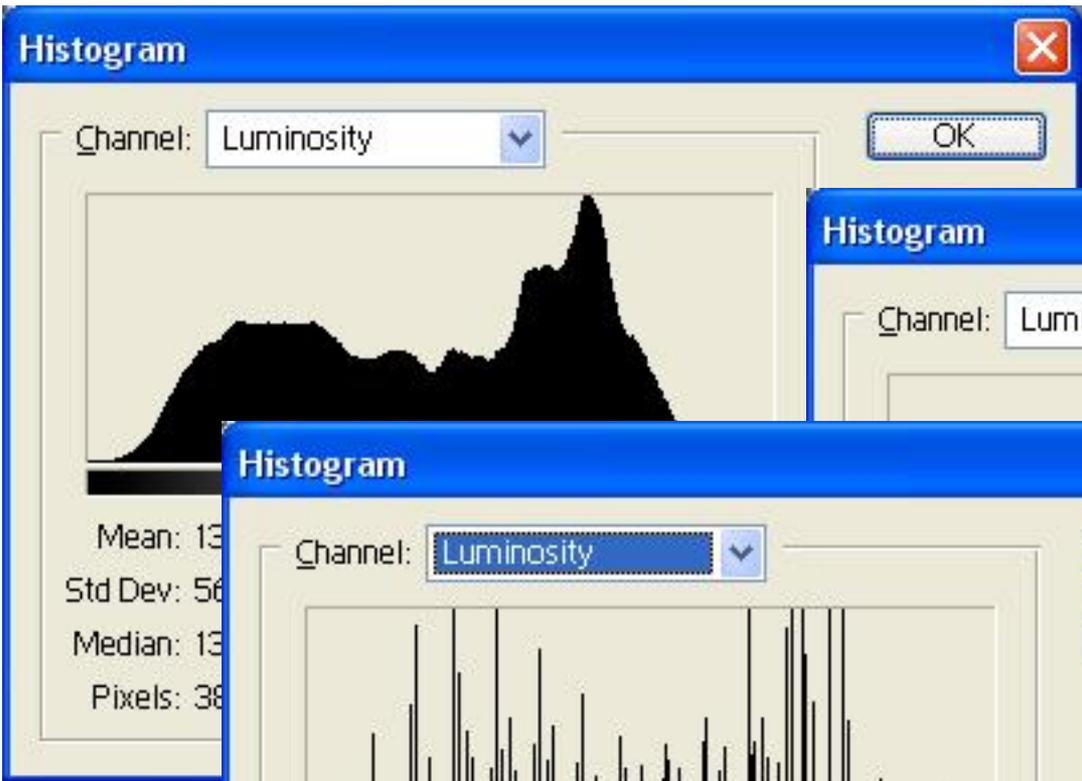
Topics

Search parliamentary information on topics from



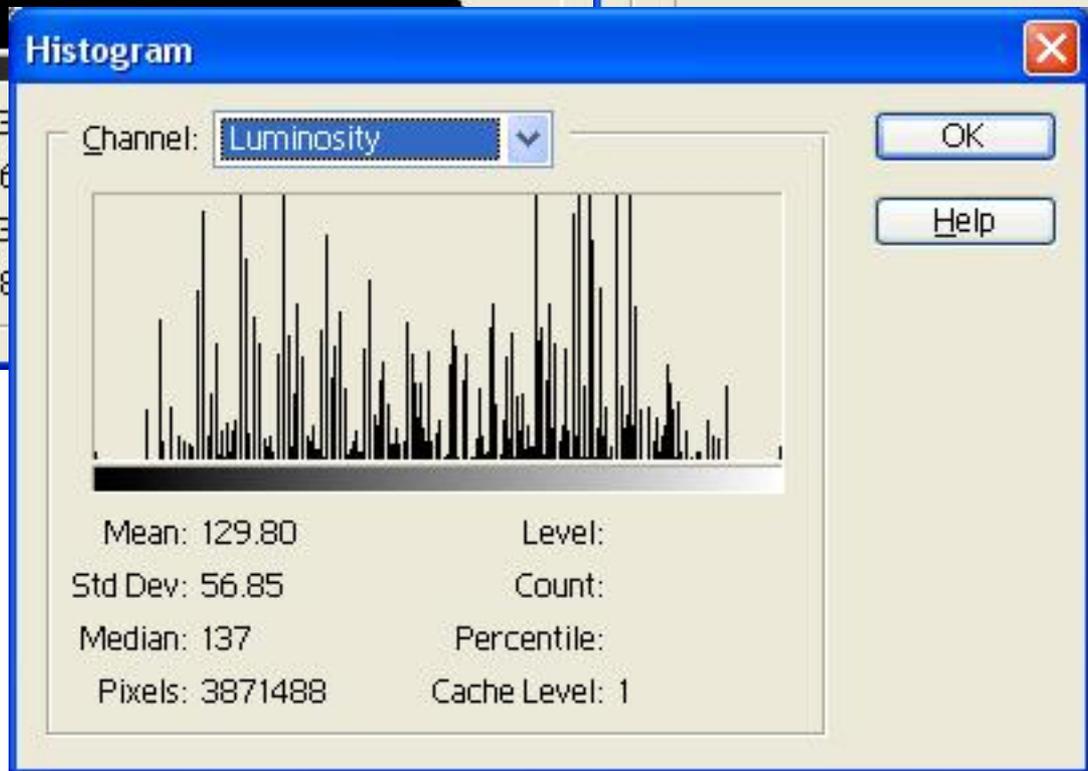
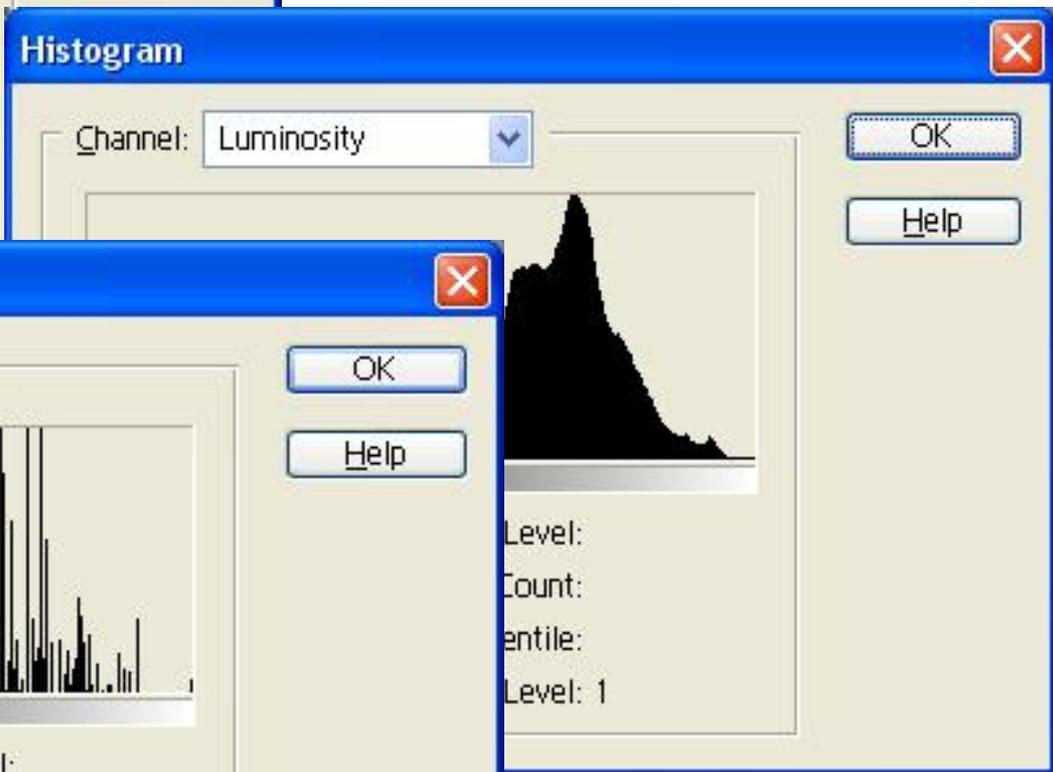


HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



BMP

PNG



GIF



4.30-5pm

Developing contingency plans



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

ATOMIC SNOWMEN CONTINGENCY PLAN



- 1.) WAIT FOR SPRING
- 2.) RELEASE THE WEREJACKALOPES TO EAT THEIR FACES
- 3.) DEVELOP A ZOMBIE SPECIAL FORCES UNIT TO TAKE CARE OF THE SITUATION
- 4.) DEPLOY NaCl PAYLOAD KUMQUAT GRENADES
- 5.) LURE INTO INCINERATOR WITH BAIT MINIONS
- 6.) ACTIVATE THE LYSINE CONTINGENCY
- 7.) MOVE OPERATIONS TO LUNAR BASE



CREATED BY NATALIE METZGER

WWW.THESECRETLAIR.COM



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

6-7pm

**Reviewing Borsetshire
Archives draft digital
preservation policy**



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

Home @ Connect # Discover Me #digitalpreservation

Tweets

People

Who to follow · Refresh · View all

- Culture24** @Culture24 Follow
- Bodleian Libraries** @bodleianlibs Follow
- Louise Pichel** @head2head83 Follow

Browse categories · Find friends

Trends · Change

- #AskAbou
- #district3snowsongs
- #AskAndrey
- #AskLukasz
- Mark McGhee
- House of Commons
- #Algeria
- London
- Lance Armstrong
- Cheers

© 2013 Twitter About Help Terms Privacy Blog Status Apps Resources Jobs Advertisers Businesses Media Developers

Results for #digitalpreservation

Tweets Top / All / People you follow

Paul Wheatley @prwheatley 32m
File format problem? Still being solved! Do your bit now....
ascii.textfiles.com/archives/3914 #digitalpreservation #archives
Expand

Clemens Neudecker @cneudecker 2h
Best project acronym in #DigitalPreservation so far. ForgetIT - addressing preservation by managed forgetting
cordis.europa.eu/fp7/ict/creati...
Followed by Eleonora and 14 others
Expand

DuraSpace Community @duraspace 19h
NISO Webinar: Metadata for Preservation: A Digital Object's Best Friend, Feb 13, 1:00-2:30 pm EST bit.ly/XGEgXC
#digitalpreservation
Expand

NDSA @NDSA2 21h
On 2/12 PASIG will offer the first in a series of webinars: "#DigitalPreservation in Theory & Practice" with Tom Cramer
bit.ly/V9HTZb
Followed by SCAPE Project and 9 others
Expand

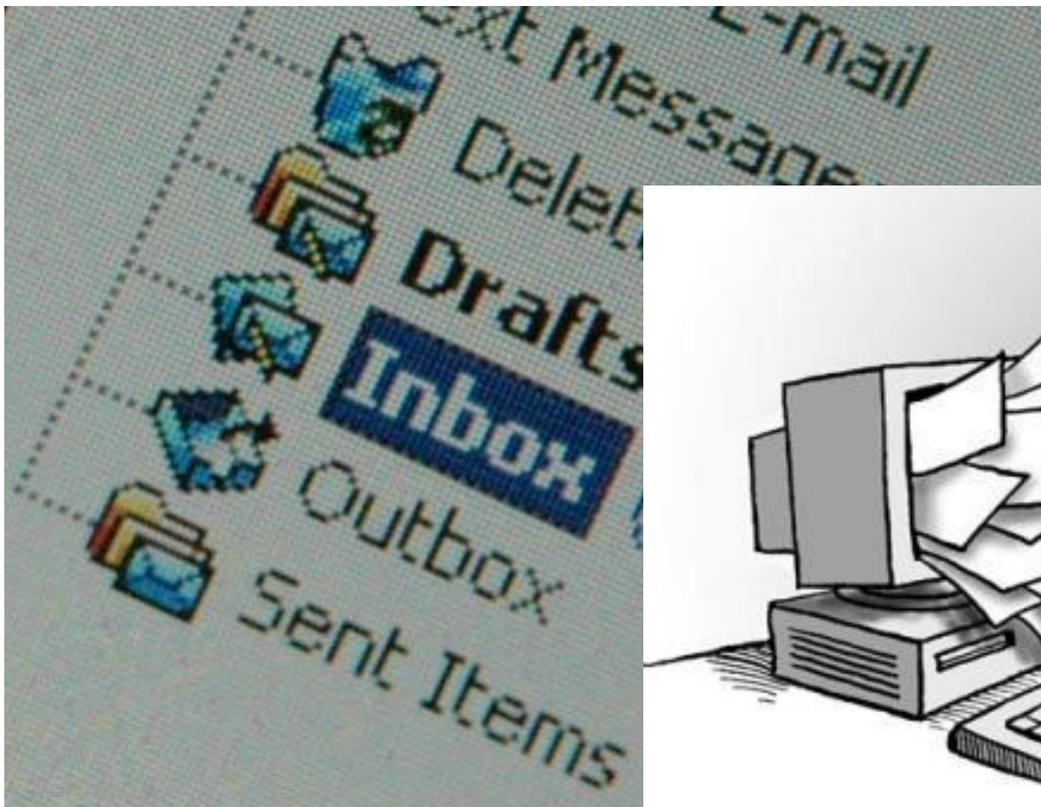
Paul Wheatley @prwheatley 16 Jan
Characterising PDFs question, can you help? j.mp/X6NFVB
#digitalpreservation
Expand

SCAPE Project @SCAPEproject 16 Jan
New blogpost by David Rosenthal: 'Moving vs. Copying' a new perspective on computing tinyurl.com/auqoov2 #digitalpreservation
Retweeted by Tim Gollins
Expand

SCAPE Project @SCAPEproject 15 Jan
Why does #digitalpreservation matter? Read the latest newsletter from Library of Congress, digitalpreservation.gov/news/newslette...
Retweeted by OPF



I still do plenty of...



www.jesperdeleuran.dk



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

...and far too much of...

Are you lonely?

Tired of working on your own?
Do you hate making decisions?

HOLD A MEETING!

You can —

- See people
- Show charts
- Feel important
- Point with a stick
- Eat donuts
- Impress your colleagues

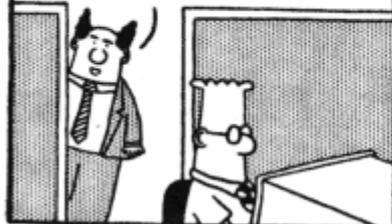
All on company time!



MEETIN

THE PRACTICAL ALTERN.

LET'S HAVE A LITTLE
PREMEETING TO PREPARE
FOR THE MEETING
TOMORROW.



WHOA! DO YOU THINK
IT'S SAFE TO JUMP
RIGHT INTO THE
PREMEETING WITHOUT
PLANNING IT?



OKAY, LET'S GET THIS
PRELIMINARY
PREMEETING
MEETING
GOING.



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

Questions?

Web: <http://www.parliament.uk/archives>

Twitter: @UKParlArchives, @realAdrianBrown



HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES