



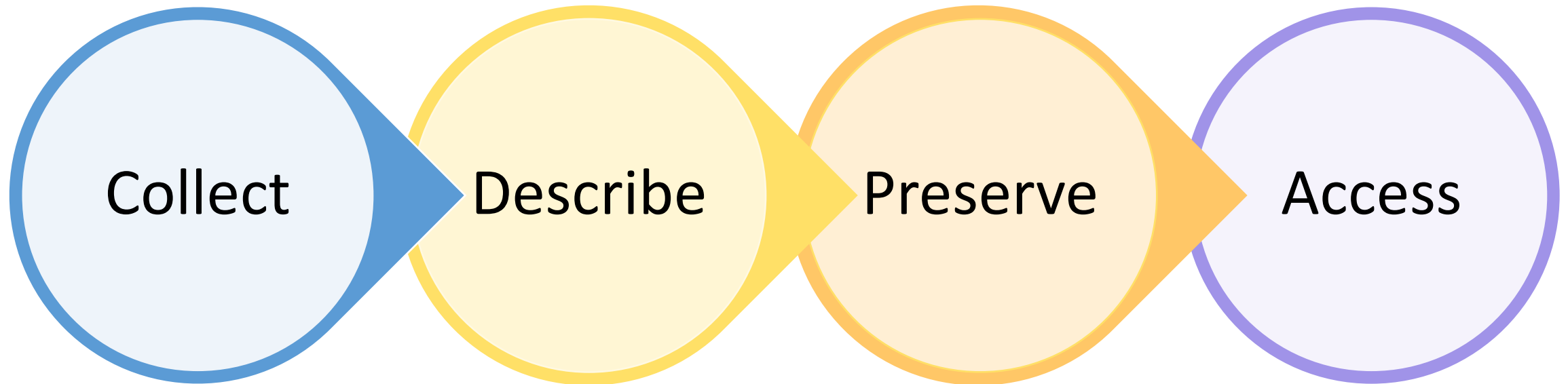
STATE LIBRARY®
NEW SOUTH WALES

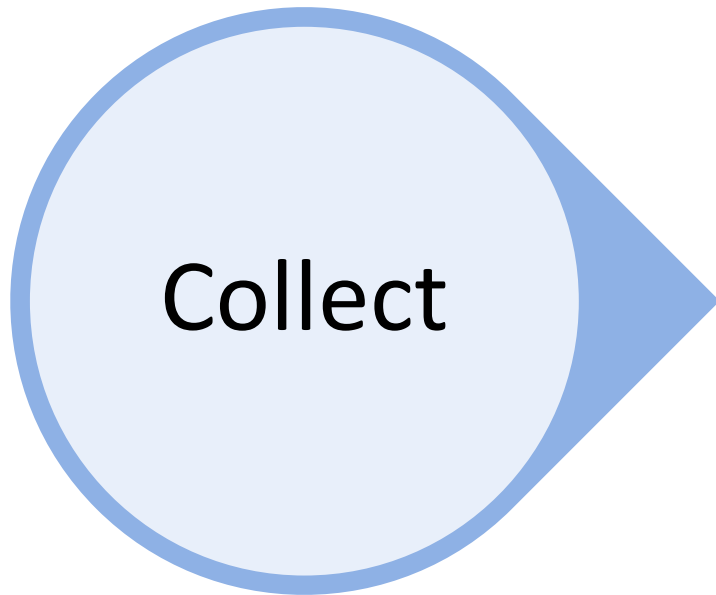
Documenting digital preservation workflows and procedures across multiple teams

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Digital Curation workflow





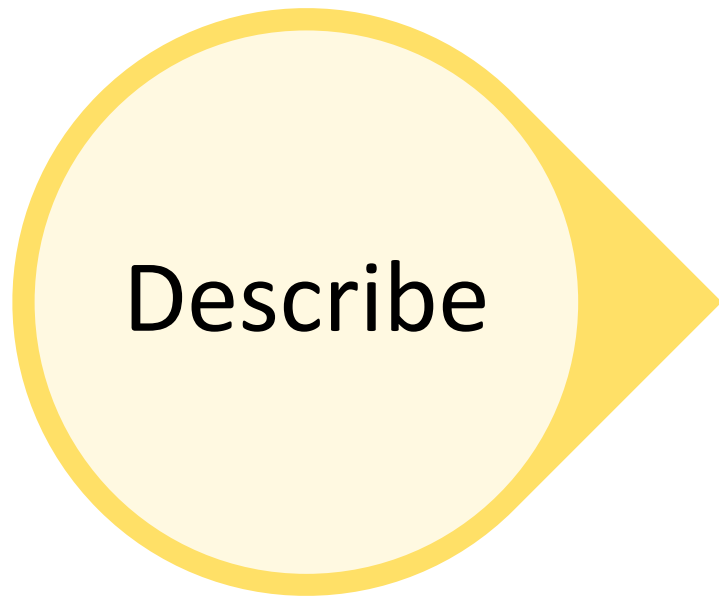
APPRAISE AND SELECT

Measured assessment of value to the Library, in line with policies and guidelines and set against the challenges of long-term preservation and access.

ACQUIRE AND TRANSFER

Acquisition and transfer of digital material, ensuring fixity and aligning with digital preservation good practices. Includes quality control to ensure files meet requirements and successful transfer.





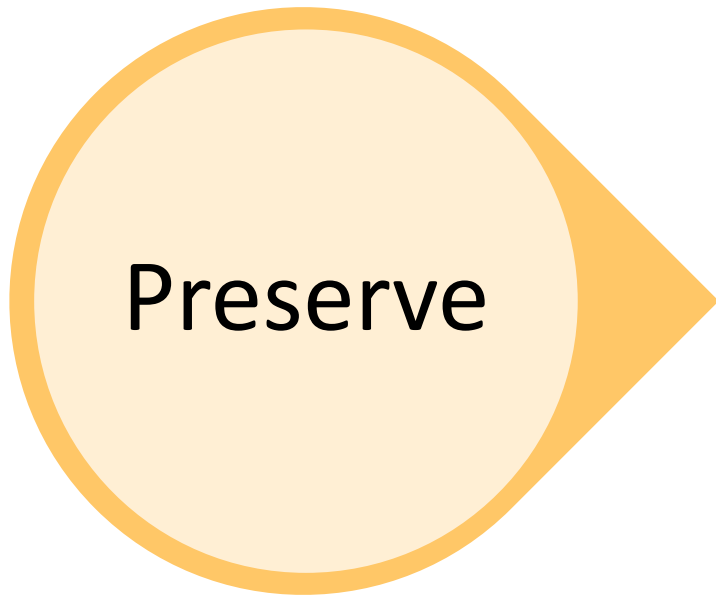
ARRANGE AND DESCRIBE

Arrangement of collection and creation of descriptive catalogue records. Includes creation of metadata spreadsheets for item-level records.

PREPARE AND DOCUMENT

Document digital material and prepare metadata spreadsheets for automated processes. Includes documenting original physical digital carriers, provenance and directory/file listings.





PRE-INGEST

Preparation of digital material for ingestion. Includes creation or updating of metadata spreadsheets, file format conversion, updating and validating BagIt bags.

INGEST

Ingestion of material for preservation and access, either manually or automated. Includes technical analysis and troubleshooting any errors during ingestion. Includes research for accurate file format identification.

STORE AND MANAGE

Storage and management over time within the digital preservation system. Includes preservation planning and technology watch, monitoring file formats, migration and storage.





Access

DISCOVER

Public facing catalogue, ensuring collections are discoverable online. Includes the creation of finding aids. Promotion of collections through exhibitions and outreach.

DELIVER

Methods and levels of access. Includes creation of access copies and delivery online or onsite according to access rights and restrictions.



Digital Curation workflow responsibilities

Collect

CA&C

- Librarian
- Specialist Librarian
- Curator
- Senior Curator

CS&DC

- Lead Digital Archivist
- Digital Archives Analyst
- Digital Archives Assistant

D&I

- Digital Media Technical Analyst

Describe

C&CS

- Library Technician
- Specialist Librarian
- Senior Librarian

CA&C

- Librarian
- Specialist Librarian
- Curator
- Senior Curator

CS&DC

- Specialist Librarian
- Lead Digital Archivist
- Digital Archives Analyst
- Digital Archives Assistant

DLSS

- Systems & Applications Team Leader
- Systems & Applications Developer

Preserve

CS&DC

- Lead Digital Archivist
- Digital Archives Analyst
- Digital Archives Assistant

DLSS

- Systems & Applications Team Leader
- Digital Preservation Technical Analyst
- Systems & Applications Developer

Access

RS

- Librarian
- Specialist Librarian

CA&C

- Librarian
- Specialist Librarian
- Curator
- Senior Curator

C&CS

- Librarian
- Senior Librarian

CS&DC

- Lead Digital Archivist
- Digital Archives Analyst
- Specialist Librarian

DLSS

- Systems & Applications Team Leader
- Digital Preservation Technical Analyst
- Systems & Applications Developer
- Digital Channels team
- Collection Experience Program (CEP)

OSSArcFlow Guide to Documenting Born-Digital Archival Workflows

<https://educopia.org/ossarcflow-guide/>

- Guidance on creating text-based workflow documentation useful for all types of workflows
- Tabular description is a great method for defining steps in a workflow and linking them to documentation:
 - Highlight where existing documentation needs to be updated
 - Highlight where new documentation needs to be created



Phase	Stage	Conditions	Step	Description	Software	Hardware
15 Describe	Arrange and describe	If record does not exist in Libraries Australia or Alma	Create brief bibliographic record	C&CS LTs creates a brief bibliographic record in Alma, ensuring the title and LDR 06 Type of Record is included. Use the transfer location noted on the published register to view files.	Alma	
16 Describe	Arrange and describe	Record has been created in Alma	Add details to the born-digital published register, including MMS ID and access conditions	LT to add MMS ID of new brief record to published born-digital register, including access conditions and mark 'LT actions complete' column as YES	Sharepoint	
17 Describe	Prepare and document		Document digital material and prepare metadata spreadsheets for automated processes.	Digital Curation filters to spreadsheet on 'LT actions complete' YES and 'Ready for Ingest' 'No' / blank to determine what needs ingestion. DC to prepare metadata spreadsheets. This includes provenance and directory listings.		
18 Preserve	Pre-ingest	Record has MMS ID assigned to it	Update folder name on published folder	Digital Curation staff to rename bag from BDA number to MMS ID and move material from Appraisal folder to published folder, updating Appraisal register to note 'Yes' in 'Moved to register?' Column N.		
19 Preserve	Pre-ingest	Material is located in Published folder	Update network location to published folder	Digital Curation staff to update the network location for title on the published register to the published folder on digit work	Sharepoint	

Tools and platforms

- SharePoint Site
- SharePoint lists
- SharePoint document libraries
- Spreadsheets
- PowerBI
- Visio
- Confluence
- Trello





Book a workstation in the Digital Preservation lab to process born-digital collections

[Lab booking calendar](#)

View reporting dashboards for digital curation activities

[Click here](#)

Forms

[Unpublished transfer form](#)

[Unpublished metadata spreadsheets](#)

Tracking born-digital material

[Appraisal register](#)

[Unpublished register](#)

[Published register](#)

[Supplementary digital materials register](#)

[Physical carrier register \(PC number\)](#)

[Original physical digital carriers register \(OPDC\)](#)

[DC call number register](#)

Metadata spreadsheets

[Unpublished metadata spreadsheets](#)

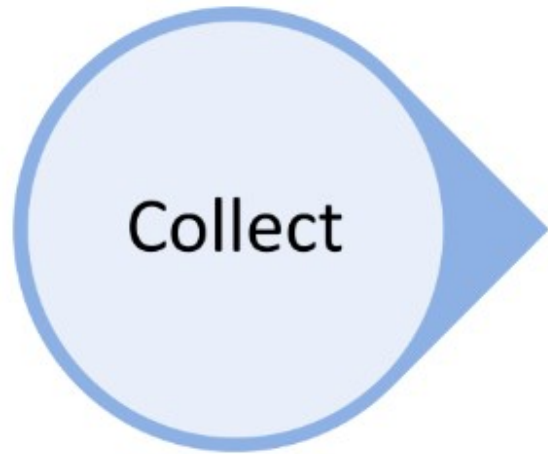
Read the guideline on acquiring digital collections with Bagger

[Click here](#)

Learn about each step in the digital curation workflow and responsible roles and branches across the Library

[Digital curation overview](#)

Need help with born-digital collections or have some feedback on this site? Send an email to digital.curation@sl.nsw.gov.au



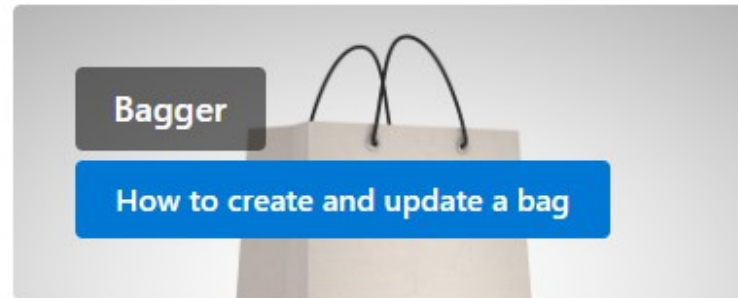
Specifications and requirements

Photographs: born-digital specifications

Photographs: digitised specifications

Photographs: metadata spreadsheet

Appraise and select



Oral history: born-digital specifications

Oral history: metadata spreadsheet

Video: born-digital specifications (TBC)

Video: metadata spreadsheet (TBC)

Acquiring digital collections with Bagger

Published 20/07/2023

[Back](#)

The Library uses Bagger to group collections of digital files together in a 'bag'. Bags are used to ingest digital collections into the Library's digital preservation system, Rosetta. The bagging process creates checksums for each file, which allows Library staff to check that files have been transferred between locations without any errors.

Use the following procedures when working onsite to:

- [Create a new bag](#)
- [Bag in place](#)
- [Add or delete files from a bag](#)

[Bagging workflow](#)

See the following instructions on setting up Bagger when using a Windows 11 pc for the first time:

- [Setting up Bagger in Windows 11](#)

See the following instructions on how to install and use Bagger when working at home:

- [Bagging from home](#)

Developing documentation

- Technical processes managed by Digital Curation team documented and updated as needed
- Documentation for processes across multiple teams reviewed and endorsed through relevant working groups
- Changes communicated via Teams channel and working groups
- Outdated SharePoint pages are unpublished but retained
- Updated SharePoint pages record previous versions

