

**Our Digital Memory accessible tomorrow**

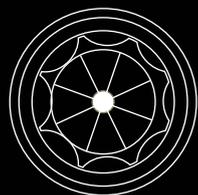
Annual Report 2008-2009



DigitalPreservationCoalition

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[Cover Image] View of the Robert Adam dome ceiling in HM General Register House, The National Archives of Scotland, Edinburgh.

Image on [Contents], [Page 39] and [Page 40] courtesy of Mike Braham Photography, York. All other images courtesy of DPC and its members.

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## Chairman's Introduction [1]

### THE CORE TASK OF ENSURING THAT OUR DIGITAL MEMORY IS ACCESSIBLE TOMORROW REMAINS

The aim of the Digital Preservation Coalition is to secure the preservation of digital resources in the UK and to work with others internationally to secure our global digital memory and knowledge base. Vigorous advocacy and a collaborative approach to digital preservation matters are hallmarks of the DPC and are important characteristics that will persist into the future. The coalition is conscious, however, that, in order to retain its relevance, it must keep ahead of the times by reflecting on the balance of its activities and by continuing to serve its members in the most appropriate and beneficial way.

By far the most significant action of the coalition in the last year has been the creation and adoption of a new three-year strategic plan. Presented and approved at our AGM in November, the plan identifies five key functions of the coalition: leadership; sharing and disseminating knowledge; enriching the experience of members; empowering members' workforces; and assuring the sustainability of the coalition. Discussions relating to this new plan provided an opportunity for members to revisit the coalition's founding principles and to calibrate them against new and emerging needs. The values of the coalition are strong and, although some of the needs which our organisation was established to address have changed,

the core task of ensuring that our digital memory is accessible tomorrow remains.

While developing the plan was the work of Executive Director, Frances Boyle, delivery has fallen to her successor. Frances left the DPC in January to lead the development of the UK Research Reserve. She leaves the coalition greatly strengthened. We wish her well in her new role and thank her for the work that she has done. Our new Executive Director – William Kilbride – is known to many in the coalition from his previous work at the Archaeology Data Service and, more recently, at Glasgow Museums. We are grateful to colleagues at Glasgow University who have provided him with an office in the Humanities Advanced Technology and Information Institute (HATII). By this action the 'closer working relationship with HATII' envisaged in the strategic plan has been effected more completely than could have been predicted. The administrative centre remains in York, where Carol Jackson, Events and Administration Manager, has overseen a move to more compact accommodation.

## Chairman's Introduction [2]

### A SIGNIFICANT VENTURE THIS YEAR HAS BEEN THE LAUNCH OF A DIGITAL PRESERVATION ROADSHOW

Interest in the coalition has continued to grow. We welcomed two new associate members at the start of 2009: the Research Information Network (RIN) and Tate. RIN undertakes evidence-based research into information and data issues that relate to professional researchers – particularly academic researchers – and develops policy, guidance and advocacy on that basis. RIN and DPC are natural allies for policy development and agenda setting. Tate is one of the UK's leading cultural heritage organisations. It is charged with curating and exhibiting the national collection of British Art plus international modern and contemporary art. Tate operates across four different sites and receives a total of eight million visitors a year. [www.tate.org.uk](http://www.tate.org.uk) receives twenty million visitors a year; its interest in digital preservation is particularly distinctive. Tate's digital collections began with the 'collection' itself which was the subject of an inaugural digitisation project started over 10 years ago. Two subsequent projects have created established workflows to digitise existing imagery and new digital captures and have helped inform and create the basis for further digitisation such as contemporary digital art, time-based media, and an extensive commercial photographic library. Digitisation is an ongoing process at Tate and is rapidly expanding to include areas such as Library and Archive documentation. The key

strategy is to apply digital preservation management to all current and future digital assets belonging to Tate.

Although awareness of digital preservation is now much more widespread than when the coalition was founded in 2002, the gap between awareness and action remains wide; policy needs transforming into practice. In late 2008 the DPC supported a survey of local government archive services. This showed that around 50 percent had a digital preservation policy in place, indicating that progress has been made in recent years, but that, clearly, a lot of basic work is still needed. Respondents ranked 'finance' as the biggest challenge they face. The need for appropriate skills and support was identified as the second greatest need and it is in this realm that DPC has much to offer.

In similar vein, a survey of JISC-funded projects undertaken by the DPC, in conjunction with Portico and the University of London Computer Centre (ULCC), provided an insight into preservation planning for large-scale digitisation projects. Although many of those involved in the projects had thought carefully about the long-term future, some of them were facing unforeseen difficulties such as the disappearance of partners or a dislocation between access and preservation services.





Little wonder, then, that the DPC's events programme has been as popular as ever. A significant venture this year has been the launch of a Digital Preservation Roadshow, in association with the Society of Archivists and the National Archives. Seven day-long events are planned in total across the UK and Ireland with preliminary feedback from York and Gloucester giving evidence of success. The speed at which the events reach capacity and the size of the waiting lists demonstrate the appetite for expertise in the long-term management of digital data.

Training is also available for those looking for more detail than can be provided in a single day. The Digital Preservation Training Programme run by the ULCC has had a long association with the DPC. This acquaintance was renewed in May when the DPC sponsored two places on the course for members. These 'scholarships' were initially intended as an experiment, but feedback from participants and the number of applications means that we hope this can become a regular feature and an obvious benefit for members.

In September the DPC sponsored the International Conference on Preservation of Digital Objects (iPres 2008), hosted by the British Library. The conference was themed 'Joined Up and Working: Tools

and Methods for Digital Preservation' and brought together researchers and practitioners from around the world to explore the latest trends, innovation and practices in digital preservation. Other key events this year have been the 'Missing Links: the Enduring Web', a conference on the topic of web archiving held in July, 'Tackling the Preservation Challenge: practical Steps for Repository Managers' in December and an invitation-only meeting to review the OAIS standard. This last event produced two sets of recommendations signalling the coalition's ongoing commitment to standards development.

The coming year promises much. Work is well under way on a new platform for the DPC website, and the publication plan has already generated a great deal of interest from members and non-members alike. The final board meeting of 2008/9 approved the formation of a new DPC task force on web archiving with a specific mandate to support the collaborative policy development that the UK will need to ensure a long term memory from the web. Reviews of membership and branding are also on the horizon.

In demitting office after almost three years as chair of the Digital Preservation Coalition (and with a move to New Zealand imminent), I am heartened that DPC is in such excellent shape, with first-rate staff, a busy agenda and an engaged membership. It has been a great privilege for me to chair the organisation and I am grateful to all for their collegiality and support. The DPC has a bright future, and I shall observe with great interest the continuing growth and success of the coalition, albeit from distant shores.

Ronald Milne  
Chair

**The DPC has a  
bright future**



Dr William Kilbride, Executive Director, DPC and Richard Davies, ULCC  
The Web Archiving Consortium Workshop – Missing Links: the Enduring Web, July 2009

# DPC Activities <sup>[1]</sup>

## DPC EVENTS HIGHLIGHT

### iPRES 2008: The Fifth International Conference on Preservation of Digital Objects

29th & 30th September 2008

Hosted by the British Library and sponsored by the DPC, iPRES 2008 was the fifth in the series of annual international conferences addressing the latest trends, innovations, thinking, and practice in digital preservation. The theme of iPRES 2008 was 'Joined Up and Working: Tools and Methods for Digital Preservation'. Sessions addressed three core topics: practical preservation work, policy and costs, and theory and conceptual frameworks.

More information on the event can be found at: [www.bl.uk/ipres2008/about.html](http://www.bl.uk/ipres2008/about.html)

### DPC/DCC Workshop – OAIS 5 Year Review – Follow Up

1st December 2008

The joint meeting of members of the DPC and the Digital Curation Centre's Associates Network members workshop was held as a follow up meeting to the Open Archival Information System (OAIS) Standard 5 Year Review held in 2006. The workshop provided an opportunity for the original participants to review and contribute feedback to the Consultative Committee for Space Data Systems (CCSDS) response for inclusion in the revised draft of the full OAIS Reference Model.

The full Response to CCSDS's comments on the OAIS Five-year review: recommendations for update, 2006 can be found on the DPC website: [www.dpconline.org/docs/events/081201OAIS.pdf](http://www.dpconline.org/docs/events/081201OAIS.pdf)

### DPC/RSP/DCC/JISC Workshop – Tackling the Preservation Challenge: Practical Steps for Repository Managers

12th December 2008

The DPC, the Repositories Support Project, the Digital Curation Centre and the Joint Information Systems Committee (JISC) organised the joint workshop bringing together key stakeholders, the repository managers and preservation experts working in this important area within the repository community. The practically focused event offered an opportunity for delegates to discuss and share perspectives and problems, learn about requirements, and solutions and further repository managers' understanding of how to implement preservation strategies and processes.

A brief report on this event can be found on the RIN website at: [www.rsp.ac.uk/news/news2008-12-12preservation.php](http://www.rsp.ac.uk/news/news2008-12-12preservation.php)





Attended by over 100 delegates the event addressed technical, social and historically acceptable preservation issues surrounding the 'Enduring Web'

## DPC Activities [2]

### DPC EVENTS HIGHLIGHT

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#### JISC, the DPC and the UK Web Archiving Consortium Workshop – Missing Links: the Enduring Web

21st July 2009

Sponsored by the Digital Preservation Coalition and the JISC and the six partners of the UK Web Archiving Consortium (British Library, National Library of Wales, JISC, Wellcome Library, The National Archives and the National Library of Scotland) this event brought together content creators and tool developers with key stakeholders from the library and archives domains. Attended by over 100 delegates the event addressed technical, social and historically acceptable preservation issues surrounding the 'Enduring Web'.

An extended report of the event, with links to discussion pieces and reflections from participants on what they have learned is available online at: [www.dpconline.org/graphics/events/090721MissingLinks.html](http://www.dpconline.org/graphics/events/090721MissingLinks.html)

#### Digital Preservation Roadshows 2009-2010

Various dates and venues across UK including York, London, Edinburgh, Dublin, Manchester, Wales

A series of Roadshows organised by the Society of Archivists and sponsored by the DPC, The National Archives (TNA) and Cymal was launched across the UK to raise awareness of digital preservation tools and techniques.

The events aimed to raise awareness of the issues, to demonstrate that there are solutions that don't involve spending large amounts of money, and to show how to take the first, small, incremental steps in this field. Events were held in Gloucester and York and further events are being held through 2009 and 2010.

For more information on the road shows, including links to forthcoming events please see: [www.dpconline.org/graphics/events/09-10roadshows.html](http://www.dpconline.org/graphics/events/09-10roadshows.html)

All DPC event presentations and photographs are available on the DPC website at: [www.dpconline.org/graphics/events/](http://www.dpconline.org/graphics/events/)





It is encouraging that nearly half (47.4%, 18/38) of survey respondents reported already having a Digital Preservation Policy

## Papers, Presentations and Reports [1]

### THERE IS MUCH EVIDENCE OF A GROWING AWARENESS OF DIGITAL PRESERVATION ISSUES

#### JISC Digitisation Programme: Preservation Study

##### September 2008

A DPC led bid was awarded a contract from the JISC to complete work on the Digitisation Programme: Preservation Study.

The consortia, which comprised of the ULCC, Portico and the DPC, responded to the JISC ITT in September 2008. The work was undertaken between November 2008 - March 2009.

The main aims of the study were:

- To study the preservation plans and processes of the digitisation projects, identifying possible areas of risk.
- To offer recommendations, at both an individual project level and for JISC as a whole, for processes and strategies for mitigating the risk.
- To provide case studies which would be helpful to the broader community.

Full details of the JISC ITT may be found: [www.jisc.ac.uk/fundingopportunities/funding\\_calls/2008/08/digi2.aspx](http://www.jisc.ac.uk/fundingopportunities/funding_calls/2008/08/digi2.aspx)

The DPC proposal is available to members and can be found in the DPC website Members' Area: JISC Digitisation Programme: Preservation Study.

Four case studies and a digest of the project will be released imminently.



## Digital Preservation Survey for Local Authority Archivists & Record Managers

November 2008

The National Archives, the Records Management Society and the Digital Preservation Coalition, with the support of the Association of Chief Archivists of Scottish Local Authorities Working Group gathered at an open consultation event in November 2008 to consider the findings of a recent survey in the sector.

The aim of the survey, which was available throughout September 2008, was to collect a snapshot of current preparedness for digital preservation within the local authority archive sector. Invitations to respond to the online questionnaire were issued via the Association of Chief Archivists in Local Government [ACALG] in England and Wales, the Archivists of Scottish Local Authorities Working Group [ASLAWG], and the Local Government group of the Records Management Society.

The presentations from that event may be found at: [www.dpconline.org/graphics/reports/index.html#nhsstrategy](http://www.dpconline.org/graphics/reports/index.html#nhsstrategy)

The full report on the Survey regarding Digital Preservation on Local Authority Archive Services is available on the DPC website: [www.dpconline.org/docs/reports/digpressurvey08.pdf](http://www.dpconline.org/docs/reports/digpressurvey08.pdf)

The report is also available via the Records Management Society March 2009 bulletin.

Still image formats – jpeg and tiff (plus pdf) – are the most frequently held digital file types



# Papers, Presentations and Reports [2]

## THE DPC JOINED FORCES WITH COLLEAGUES FOR THE 5 YEAR REVIEW OF THE OPEN ARCHIVE INFORMATION SYSTEM STANDARD

### OAIS Review

2006-9

The DPC with colleagues in the Digital Curation Centre joined forces for the 5 year review of the Open Archive Information System standard. This standard has been widely adopted by those looking to preserve and manage digital data in the long term so is influential beyond the space science community from which it first emerged. An initial workshop in 2006 produced a report containing a series of recommendations for changes to the standard, a subsequent meeting in 2008 produced a report reviewing responses to the first recommendations, and a third consultation in 2009 produced a report on remaining errors in a pre-publication draft of the standard.

Each of these reports is available to download, as is a technology watch report on OAIS: [www.dpconline.org/graphics/reports/index.html#nhsstrategy](http://www.dpconline.org/graphics/reports/index.html#nhsstrategy)

### DPC Response to Digital Britain: The Interim Report

March 2009

The DPC welcomed a new government consultation and offered knowledge transfer between sectors as a way to promote long term access to digital content.

On the 29th January 2009 the Department for Business, Enterprise and Regulatory Reform (BERR) and the Department for Culture, Media and Sport (DCMS), published a plan to secure Britain's place at the forefront of the global digital economy. The interim report underlined the importance of the communications sector, its contribution to the economy and its role in building Britain's industrial future.





The DPC Response to the report recommended:

- Greater clarity and consideration of digital legacy.
- That consideration of the long-term of digital content will deliver long-term competitive advantage to the UK economy.
- Greater collaboration between the producers of content and memory institutions charged with curating and preserving this generation's digital legacy.
- Greater knowledge transfer between the digital curation and preservation skills sector (such as DPC members) and the creative industries producing new digital content.

The full DPC Response to Digital Britain: The Interim Report (March 2009) is available at: [www.dpconline.org/graphics/reports/digitalbritain.html](http://www.dpconline.org/graphics/reports/digitalbritain.html)

More information and the full Digital Britain: The Interim Report can be found at: [www.culture.gov.uk/what\\_we\\_do/broadcasting/5631.aspx](http://www.culture.gov.uk/what_we_do/broadcasting/5631.aspx)

### Curating Research: e-Merging New Roles and Responsibilities in the European Landscape

17th April 2009 The Hague

A report from the conference is available to Members of the DPC: [www.dpconline.org/members/docs/090417CuratingResearch.pdf](http://www.dpconline.org/members/docs/090417CuratingResearch.pdf)

(requires DPC Member login)



A recurring theme was the aligning of traditional and emerging competencies and skills – to support people's confidence and to address the skills shortage

# Papers, Presentations and Reports [3]

## OUT AND ABOUT: KEY MEETINGS AND CONFERENCES 2008-9

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### September

- International Conference on Preservation of Digital Objects – iPRES 2008, The British Library, London

### October

- Driving the long-term preservation of electronic records in your organisation – ARK Group, London

### December

- 4th International DCC Conference, Edinburgh
- OAIS Review workshop, Edinburgh

### February

- UK Research Data Service Conference, London
- Digital Curation Centre Evaluation Meeting, London

### March

- JISC Conference, Edinburgh

### April

- Curating Research: e-Merging New Roles and Responsibilities in the European Landscape, LIBER/NCDD/KB, The Hague
- Digital Preservation Roadshow, Gloucester

### May

- Research Information Network, Crewe
- DPTP, London
- Alliance for Permanent Access Board Meeting, Den Haag

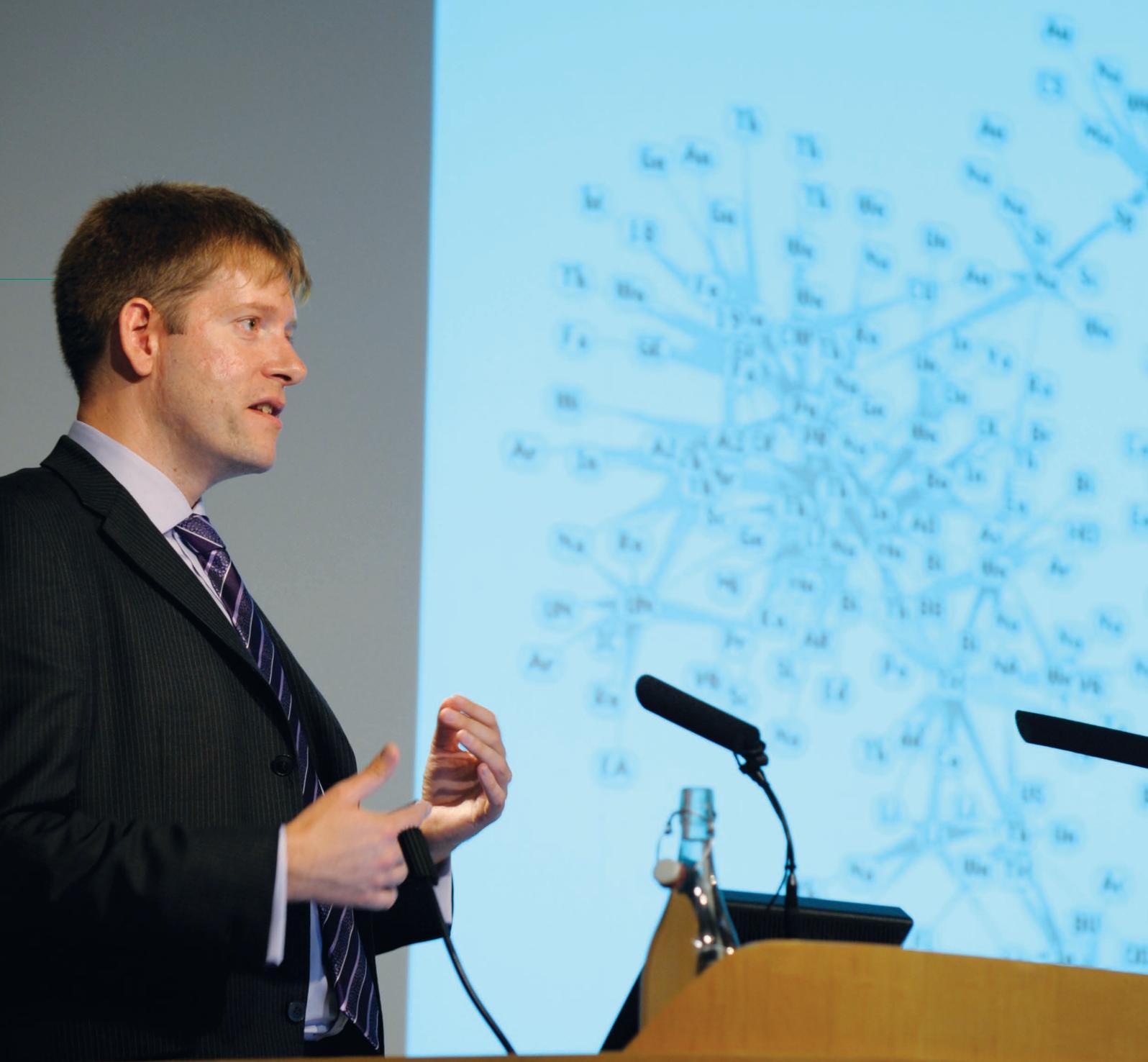
### June

- Archives Roadshow, York
- ARCW meeting, Aberystwyth
- JISC Collections Conference

### July

- DCC 'Face to Face', Glasgow
- Missing Links: the Enduring Web, London
- Islamic Manuscript Association Conference, Cambridge
- HEIRNet, meeting, York





Adrian Brown, The Parliamentary Archives  
Keynote speaker at the Web Archiving Consortium Workshop – Missing Links: the Enduring Web, July 2009



# Leadership Programme

## DIGITAL PRESERVATION TRAINING PROGRAMME SCHOLARSHIPS

18th – 20th May 2009

### School of Oriental and African Studies

In April the DPC awarded two Scholarships on the Digital Preservation Training Programme (DPTP). A panel of judges selected Grant Young, Digital Preservation Specialist at Cambridge University Library and Vicky Phillips, Digital Standards Manager at Llyfrgell Genedlaethol Cymru / National Library of Wales from a strong shortlist. Applicants were judged against three main criteria: the role that DPTP would play in career development; the benefits to their organisation from attendance and the extent to which the applicant's job profile within the organisation pertains to digital preservation. Applications were open to DPC members and associates.

**“We are delighted to be able to offer this DPC member benefit. DPTP will equip our winners with the knowledge to effect change and broaden digital preservation knowledge both within their job role and the wider organisation. The number and quality of applications underlines the need for training”**

Dr William Kilbride  
Executive Director, DPC

The Digital Preservation Training Programme (DPTP) is designed for all those working in institutional information management who are grappling with fundamental issues of digital preservation. It provides the skills and knowledge necessary for institutions to combine organisational and technological perspectives, and devise an appropriate response to the challenges that digital preservation needs present. DPTP is operated and organised by the University of London Computer Centre in collaboration with the DPC.

For more information on the DPC programme of scholarships see: [www.dpconline.org/graphics/training/](http://www.dpconline.org/graphics/training/)





“Geo-spatial technologies are set to become one of transformative technologies of the next decade. The growing prevalence of location-aware services already points to this. But time and space go together. This report sets a premium on long term access to spatial data, and it provides practical recommendations as to how to secure that long-term”

Dr William Kilbride  
Executive Director, DPC

## Technology Watch Report

### Technology Watch Report 2009-01

#### ‘Preserving Geospatial Data’ by Guy McGarva, Steve Morris and Greg Janée

This report, the seventh in the series, was designed for repository managers and archivists who may be expected to preserve and manage geospatial data but don’t have a background in geospatial sciences. The report provided an advanced introduction to the often daunting world of geospatial data management and supports efforts to ensure that these valuable and complex data sets can be secured for future generations.

Key recommendations of the report pertain to formats, metadata and the systems used to manage geospatial data. They also underline the need for careful rights management when preserving commercially sensitive third party data.

DPC Technology Watch reports can be found on the DPC website at: [www.dpconline.org/graphics/reports/index.html#techwatch](http://www.dpconline.org/graphics/reports/index.html#techwatch)

“Increasingly large amounts of geospatial data are being created and collected. Much of this data has long term value but its preservation is a complex problem caused not least by the variety of formats. It is very important that people understand the approaches and actions that need to be considered when preserving geospatial data with the aim of ensuring future access”

Guy McGarva  
University of Edinburgh  
principal author TWR  
‘Preserving Geospatial Data’

# What's New In Digital Preservation      The Digital Preservation and DPC-Discussion email lists

What's New is a summary of selected recent activity in the field of digital preservation commissioned and published by the DPC.

**Issue No 18**  
**March 2008 – August 2008**

**Issue No 19**  
**September 2008 – December 2008**

**Issue No 20**  
**January 2009 – April 2009**

Issues 18, 19 and 20 included sections on Digital Preservation Projects, Research data, Copyright and IPR, Web Archiving, Digital Preservation life cycle and tools and standards as well as summaries of recent publications on the themes of digital preservation, events and training.

[www.dpconline.org/graphics/whatsnew/](http://www.dpconline.org/graphics/whatsnew/)

The digital preservation (Digital-Preservation@jiscmail.ac.uk) email list facilitates information on digital preservation activities, management of digital materials and on-line discussions. The list now has over 1266 subscribers.

[www.jiscmail.ac.uk/cgi-bin/webadmin?A0=digital-preservation](http://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=digital-preservation)

The DPC also has a private DPC discussion (DPC-DISCUSSION@jiscmail.ac.uk) list for members and allies which is used to disseminate DPC activity and information. The list currently has almost 130 subscribers.





# Members' Activities <sup>[1]</sup>

## FULL MEMBERS

BRITISH  
LIBRARY



### The British Library

The British Library has continued to expand its digital preservation activities and is near the halfway mark in progress towards its ten year goal to fully preserve its substantial collection of digital materials. National and international collaboration has remained a key focus, with the EU co-funded Planets Project moving into its final year and delivering second generation digital preservation tools and services. A third phase of the LIFE Project, co-funded by JISC and RIN, was launched and will develop a predictive lifecycle costing tool over the coming year.

Significant practical progress has been made in preserving British Library collections. A new Content Stabilisation activity has been established to move content stored on 'at-risk' hand held media into secure storage and has processed some 80 terabytes to date. The Digital Library Programme has launched an internal project to integrate the results of development projects such as Planets and LIFE with the BL's Digital Library System. This will provide the ability to plan and execute appropriate preservation actions on BL collections. A dedicated full-time post has been established in the growing Digital Preservation Team to develop and realise a solution for the long term preservation of complex web materials.

### Cambridge University Library

Grant Young took up the newly-established post of Digitisation and Digital Preservation Officer in the library in August 2008, working closely with the DSpace@Cambridge team. In May 2009 he initiated, with Elin Stangeland, the CUPID 1 Project, a series of activities intended to scope out the requirements for a preservation service based on DSpace@Cambridge. It represents a particularly interesting case among repositories for its emphasis on collecting research data and multimedia content as well as e-publications. It also receives the outputs of digitisation projects and institutional administrative records. Both TRAC and DRAMBORA audits will be carried out and there will be a survey of preservation needs across the university. Following this initial scoping study, due for completion in March 2010, CUPID will continue with a planning stage in which technical specifications and policies will be mapped out, and an implementation phase. The project is intended to draw on developments elsewhere, notably the Planets and LIFE projects.

The library also collaborated in the JISC-funded project, Keeping Research Data Safe 2, led by Neil Beagrie, which commenced in March 2009. It will identify long-lived datasets for the purpose of cost analysis and build on the work of the first "Keeping Research Data Safe" study completed in 2008.

# Members' Activities [2]

## FULL MEMBERS



### The Council for Museums, Archives and Libraries (MLA)

The Museums Libraries and Archives Council chiefly funds digital preservation activities for the sector through Collections Trust and UKOLN. The goals of our work are consistent throughout all the projects that we fund: to promote awareness of digital preservation issues in the sector and to ensure that, where possible, the digital activities funded by MLA have a digital preservation strategy built into them.

In the past 12 months our work has chiefly been channelled through the Collections Trust and includes:

- Development of a Digital Preservation strategy for the London 2012 People's Record project (ongoing)
- Development of a Digital Preservation strategy for culture-sector metadata under the Culture Grid project (ongoing, due to launch in September '09)
- Participation in the National Archives discussion about Digital Preservation and Web Archiving (ongoing)
- Discussions with OCLC and CILIP about Digital Preservation as part of library digitisation workflows (ongoing)
- Collections Trust representing MLA at European Commission Member States Expert Group discussions on Digital Preservation strategies in the EU and for Europeana (ongoing)

### Digital Curation Centre (DCC)

The DCC provides a national focus for support of curation issues and promotes expertise and good practice for the management of research data. The DCC produces a range of resources from high-level briefing papers, technology watch papers, case studies and interviews to detailed digital curation manual instalments. The DCC also offers a varied timetable of events including information days and workshops and an Annual Conference. Following successful conferences in the UK in 2005 and 2006, and in Washington, USA, in 2007, the 4th International Digital Curation conference was held in Edinburgh, Scotland in December, 2008. This year the 5th conference will be held from 2nd to 4th December in London. The DCC also sponsors the open access International Journal of Digital Curation, published by UKOLN, the only research journal in its field.

The DCC works closely with a wide range of organisations and projects, including several large-scale European-funded projects including CASPAR, PARSE.Insight and PLANETS. The DCC has a significant support role in the emerging JISC-funded Research Data Management Programme.



# JISC



## Joint Information Systems Committee of the Higher and Further Education Funding Councils (JISC)

During this period, one major programme of JISC-funded work finished and another one commenced. The Repositories and Preservation Programme featured a number of significant preservation initiatives<sup>1</sup> and JISC will continue to help those projects synthesise and disseminate outputs on behalf of the community. The new programme, Information Environment 2009-2011<sup>2</sup> is also addressing preservation issues and includes four new 'Preservation Exemplar' projects.

Phase 2 of the Digital Curation Centre was evaluated and further funding was granted. The DCC will principally support universities to effectively manage their data and ensure they are accessible and re-usable well into the future.

The UK LOCKSS Alliance transitioned to a subscription service and a new pilot project commenced (PEPRS) to examine the feasibility of setting up a registry of preserved e-journal titles. Other important initiatives included: funding a Preservation of Web Resources Handbook (JISC PoWR Project); a significant report on Preservation Policy issues; and working in partnership with a number of other organisations to deliver conference sessions and workshops that addressed key issues of interest to both the university sector and beyond.

<sup>1</sup> [www.jisc.ac.uk/whatwedo/programmes/reppres.aspx](http://www.jisc.ac.uk/whatwedo/programmes/reppres.aspx)

<sup>2</sup> [www.jisc.ac.uk/whatwedo/programmes/inf11.aspx](http://www.jisc.ac.uk/whatwedo/programmes/inf11.aspx)

## The National Archives (TNA)

Digital continuity is a term coined by The National Archives. It means the ability to use digital information for as long as you need to, over time and through change.

The Digital Continuity project was set up in 2007. We received funding from all central government departments to develop a service that can be used by all of the public sector to understand and manage digital continuity. The service will include guidance and a Framework of tools, services and consultancy. Much of the guidance, and the Framework of tools and services, will be ready by the summer of 2010. The service will be fully embedded within The National Archives by early 2011.

[www.nationalarchives.gov.uk/electronicrecords/digitalcontinuity/default.htm](http://www.nationalarchives.gov.uk/electronicrecords/digitalcontinuity/default.htm)

The National Archives completed its contributions to JISC's InSPECT and Preserv2 projects in April 2009, but continues to be actively involved in Planets. In particular, we've improved the collection profiling tool, which is being used both within Digital Continuity and Planets, and have delivered through Planets major new enhancements to PRONOM that will enable Planets to experiment with new characterisation and risk assessment services.

[www.nationalarchives.gov.uk/preservation/digital.htm](http://www.nationalarchives.gov.uk/preservation/digital.htm)



# Members' Activities [3]

## FULL MEMBERS



### The National Archives of Scotland (NAS)

The National Archives of Scotland (NAS) programme to develop its secure, trusted digital repository – the Digital Data Archive (DDA) – has been completed. Functional operation of the ingest procedures will start in October 2009. A browser-based application using .net and SQL Server, DDA incorporates the authenticity requirements of the 'BIP 0008' Code of practice for legal admissibility and evidential weight of information stored electronically. The first digital data to be ingested will probably be born-digital images from the Sasine Register (the Scottish register of land) produced by Registers of Scotland. NAS is developing a policy for ingest which will help to assess the viability of electronic records already held.

Advances in digital preservation technology can frequently outstrip the law, and reveal shortcomings with it. As legal registers change format and are produced exclusively in born digital formats, new statutory definitions may be required. NAS has been involved in discussions about whether we need new legislation to deal with these changes, or whether, as happened in the past, the changes can be simply introduced as part of wider powers of Government office holders.

On 5 February 2009, NAS launched The Scottish Register of Tartans to promote and preserve information about registered tartans. Tartan, known throughout the world as a national symbol of Scotland, has been officially recognised by the Parliament in Edinburgh with the passage of the Scottish Register of Tartans Act, 2009. The Register is maintained by the NAS as a national repository of tartan designs, and acts as the official point of registration for all current and future designs. Each tartan is recorded digitally, as well as descriptively, thus ensuring the uniqueness of each design and accurately recording the sett (pattern) via online images.

[www.tartanregister.gov.uk](http://www.tartanregister.gov.uk)



### National Library of Scotland (NLS)

Over the last year we have been working to develop the Library's digital repository in order to meet the needs of customers and allow us to work more closely with our partners. One example of joint-working would be the Memorandum of Agreement signed by NLS, NLW and the BL to develop a shared infrastructure for UK legal deposit materials. There are plans to make some of these materials available in reading rooms by mid-2010.

The installation of a digital video transfer suite has enabled the Library to store uncompressed video on a network and expose it to digital preservation activities such as automated integrity checking. Half a million pages from our Gaelic book collections have been digitised and are being used to explore the changes required to move the master storage format from TIFF to JPEG2000.

We continue to archive a selection of websites that reflect the knowledge and culture of Scotland using the Danish Netarchive web archiving suite. Agreement with the Scottish Government ensures that we continue to collect the government website, as well as initiating a pilot focusing on the deposit of web-only government publications into the trusted digital repository.

### Public Record Office Northern Ireland (PRONI)

Over the last year the Public Record Office of Northern Ireland has been involved in several projects to address the challenges arising from the increase in electronic working across the Northern Ireland Civil Service.

Currently, PRONI is not in a position to provide for the preservation of electronic records. The last year has seen a concerted effort to remedy this situation with the aim of establishing a Trusted Digital Repository within the next two years. As PRONI combines the roles of a national archive and a county record office it is envisaged that the TDR will account for electronic records both from Government Departments and Non-departmental public bodies and from private individuals and larger bespoke digitisation projects.

As well as setting up a TDR at PRONI, staff have also been involved in a project that will provide for the archiving of public sector organisation websites. This work has been carried out in conjunction with colleagues from the National Archives and the European Archive. The archived websites will be made available on PRONI's website once they have been captured and placed in the web archive.

With the rollout of the "TRIM" electronic document records management system having been achieved, attention has now turned towards solving the challenge of providing long-term access to records created with the application. As Departments need to maintain paper records for the entirety of their life cycles, so too will they have to ensure that electronic records are available for as long as they are needed, whether it be five or fifty years. This work, essential to business continuity and accountability, is being taken forward by the Delivery and Innovation Division of the Department of Finance and Personnel, with PRONI acting as external consultants.

# Members' Activities [4]

## FULL MEMBERS



### Publishers Licensing Society (PLS)

On behalf of the UK publishing industry, the Publishers Licensing Society (PLS) is a full member of the DPC. Its role is to stimulate innovation and good practice in rights management, in this case by increasing awareness of the importance of preserving the digital objects that manifest copyright and related rights.

Publishers, and in particular scholarly publishers, actively participate in an array of digital preservation activities. Publishers:

- Deposit publications in trusted dark archives such as Portico, CLOCKS, and LOCKS where material would be accessible in case of catastrophe;
- Participate in legal deposit initiatives and other projects led by national libraries. For example, in the UK there are voluntary arrangements for legal deposit of digital publications and these are evolving toward statutory licences; and
- Protect digitisation investments through active digital asset management.

PLS has been working with Copyright Licensing Agency (CLA), publishers and the trade associations on a series of new license proposals allowing licensees to re-use born-digital material to the usual CLA license extent limits. More and more organisations and businesses are purchasing/subscribing to more digital material. Such a licence will allow organisations to copy limited parts of these works for limited usage. We hear that this provides a convenience to licensees which they find valuable.





## Research Councils UK (RCUK)

Science and Technology Funding Council (STFC) STFC has been coordinating two major European projects advancing digital preservation: CASPAR and PARSE.Insight. CASPAR has been running for three years and has developed a framework for digital preservation, based on the OAIS standard and applied and tested in the domains of scientific data (from ESA and STFC), cultural heritage (from UNESCO) and performing arts (from IRCAM and others), all of which bring their own unique problems and requirements for preservation. STFC is of course itself a major holder of scientific data, often accumulated over many years of observations. CASPAR developed a framework, methods and infrastructure to support preservation, which themselves will be sustained beyond the life of the project itself. The project's website is at:

[www.casparpreserves.eu](http://www.casparpreserves.eu)

PARSE.Insight started in 2008 and completing in 2010 aims to survey a wide variety of scientific disciplines with respect to digital preservation and produce a comprehensive roadmap for the future of digital preservation in Europe. As well as a general survey, there are three in-depth case studies in high energy physics, social sciences and earth science. The other partners include high-profile organisations such as CERN and the European Space Agency. The project has developed the questionnaires to be used for the surveys, and an initial draft roadmap that will ensure that the surveys cover all the relevant angles on digital preservation.

A series of workshops have been and will be held throughout the life of the project to validate and disseminate the work done. The project's website is at:

[www.parse-insight.eu](http://www.parse-insight.eu)

In addition STFC plays a major role in the JISC funded Digital Curation Centre (DCC) where we are responsible for tools and development. The aim of this work is to produce a set of tools which are of use in supporting the long term preservation of digitally encoded information. In particular the challenges of scientific data are tackled.

Supporting the work in digital preservation we play leading roles in standards bodies. We provide the co-chair of the standards panel which is responsible for the Reference Model for an Open Archival Information System (OAIS, ISO 14721) which is the standard most widely used in this field, and also for developing related standards. In addition we chair the Repository Audit and Certification Working Group which is attempting to produce an ISO standard on which a full audit and certification of digital repositories can be based. If successful this standard and process would be a major driving force in the field of digital preservation.



# Members' Activities <sup>[5]</sup>

## FULL MEMBERS



### Research Libraries UK (RLUK)

The 19th Century Pamphlets Online project was sponsored by Research Libraries UK (RLUK), funded by JISC and led by the University of Southampton. Other partners included JSTOR, Mimas, and the Universities of Bristol, Durham, Liverpool, LSE, Manchester, Newcastle and UCL.

The overall aim of the project was to provide researchers, teachers and learners with online access to significant collections of 19th century pamphlets held within UK research libraries. In order to achieve this aim, the project drew on the pamphlet holdings of seven research libraries (Bristol, Durham, Liverpool, LSE, Manchester, Newcastle and UCL), choosing collections that focused on the political, social and economic issues of the day. The project scanned these collections within the University of Southampton Library's specialist BOPCRIS Digitisation Centre and then sent the datasets to JSTOR for archiving and delivery via their online publishing platform. Mimas enabled links to the digitised pamphlets to be added to the national Copac catalogue and to local library catalogues. A supporting website was developed to hold information about the collections and educational resources to support researchers, teachers and students.

The 19th Century Pamphlets Online project sought to build on previous work and expertise. It followed on from a large retrospective cataloguing project, which included many of the same partners and was also sponsored by RLUK. Metadata created within this previous project was extended and linked to the digitised pages and text. The project drew on the considerable digitisation experience of BOPCRIS, the delivery platform of JSTOR, and existing resource discovery channels available via JSTOR and Mimas (such as Google Scholar and Copac).

In addition to building on the past, the project was concerned to leave a good legacy for the future.

A problem facing large consortia digitisation projects is how to preserve and sustain the resources they create. Which of the many partners will take on this responsibility? How will it be paid for? To address this problem, the UK partners chose to enter into a long (25 year) agreement with JSTOR over the care and delivery of the collection. JSTOR would preserve the data and make it available free of charge to UK users, and it would pay for this by making the content available on commercial terms to others.

Over the course of two years the project succeeded in scanning 26,041 unique pamphlets (1,000,732 pages) and ensuring their effective online delivery and discovery. Despite undertaking much research and planning prior to its commencement, the project inevitably faced challenges and changes. It was able to respond to these in a flexible and adaptive way, drawing on the strengths within the consortium and the trust that had been established between partners.

Although the main aim of the project was the production of content, it also had research and development components, and there was much learned and created through the project, which will benefit partners and the wider community of resource providers and users.



### University of London Computer Centre (ULCC)

ULCC has added new repository customers with repositories for three of the previous SHERPA-LEAP partners and a significantly enhanced eprints installation being developed for London's School of Oriental and African Studies.

A renewed partnership with the DPC has helped our digital preservation training programme DPTP ([www.dptp.org](http://www.dptp.org)) to further success and we are looking forward to continued collaboration in the coming year.

We have also built up strong links with the DCC and their DC 101 training course and expect to see closer integration in the coming year.

A number of research and development projects have started or finished in the past year, and we have seen wider uptake of SNEEP ([sneep.ulcc.ac.uk](http://sneep.ulcc.ac.uk)) CLASM has brought together expertise in e-learning systems and repositories and AIDA – a self-assessment tool for DP readiness – has provoked great interest and will be developed further in late 2009.

<http://aida.jiscinvolve.org>

There's more to tell – information on all our activities is at Da Blog <http://dablog.ulcc.ac.uk>

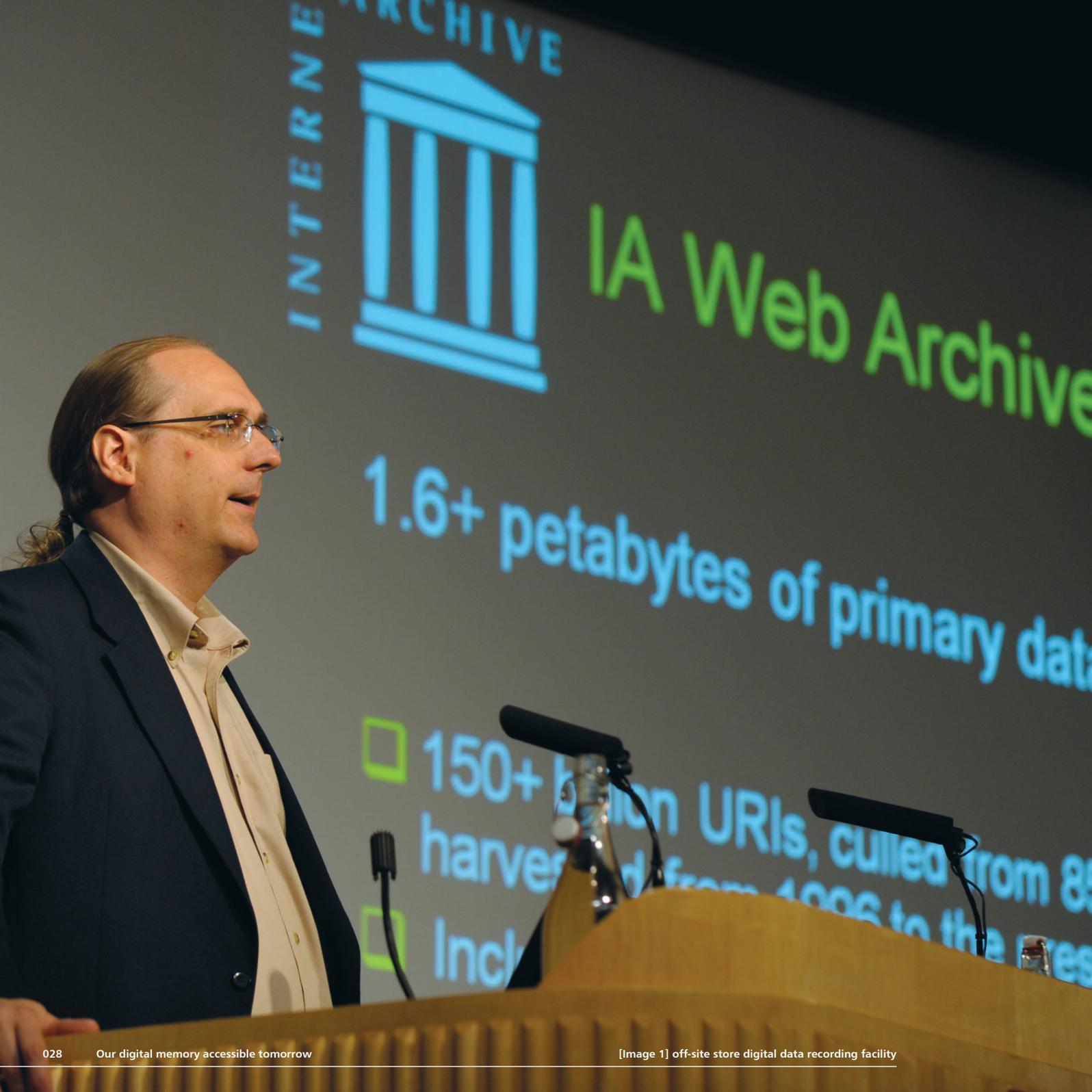
### Oxford University Library Services

Oxford University is one of the world's great memory organisations and takes digital preservation very seriously. In the past year the Library received a \$1.4m grant from the Andrew W. Mellon Foundation for the futureArch project, which aims to develop the Library's capacity for collecting, managing and preserving personal digital archives, through a new service called Bodleian Electronic Archives and Manuscripts (BEAM), a project managed by Susan Thomas and directed by Richard Ovenden. Closely allied with this work, the Library has been developing a Digital Asset Management System (DAMS) that will become the Library's preservation-standard digital management and storage system for a wide variety of digital assets including e-print, pre-print, and e-theses, digital images, and other data sets. Based

on the pioneering work of Sally Rumsey, Ben O'Steen and Neil Jeffries, for the Oxford University Research Archive (ORA), the Library's DAMS is based on the Fedora software and a collaboration with Sun Microsystems as a Sun Center for Excellence in Digital Libraries. Richard Ovenden received a grant from the Andrew W. Mellon Foundation in June 2009 together with collaborators from the University of Texas at Austin and the Maryland Institute for Technology in the Humanities for work on a report describing the current state and future potential for Digital Forensics.

For more information see: <http://futurearchives.blogspot.com> and [www.ouls.ox.ac.uk/beam](http://www.ouls.ox.ac.uk/beam) <http://ora.ouls.ox.ac.uk>





INTERNET ARCHIVE



IA Web Archive

1.6+ petabytes of primary data

- 150+ billion URIs, culled from 85 harvests from 1996 to the present
- Incl

# Members' Activities [1]

## ASSOCIATE MEMBERS



### BBC

Work has continued this year in digitising the BBC's audio and video collections. The technical quality of material transferred is assured through use of uncompressed file-formats (BWA V and MXF) and in quality checking the result of all ingest work. Long-term data storage has been explored – comparing the total cost of ownership of hard disk and robotic data tape solutions.



### Centre for Digital Library Research (CDLR)

During the last year, the Centre for Digital Library Research at the University of Strathclyde has continued to be involved in projects with a DP element. Principally, this has meant continued involvement in the FP7 SHAMAN project. This passed its first review during 08/09 and a number of key early deliverables were produced. It will continue for a further three years and CDLR will be involved over the whole of that period. In addition to this, CDLR, as part of a group of Scottish organisations, became involved in a JISC-funded open access project called ERIS (Enhancing Repository Infrastructure in Scotland). This has open access institutional repositories as its main focus, but also has a DP element embedded in it – in particular, considering preservation metadata requirements and generally improving the capacity of Scottish repositories to contribute to the preservation of the material they hold. A particular aim is developing recommendations – in close collaboration with repository managers – for a set of machine-readable digital object preservation policies for use within a collaborative preservation service option, and investigating the advantages and feasibility of developing a long-term preservation facility for repository content in partnership with the National Library of Scotland.

# Members' Activities [2]



## ASSOCIATE MEMBERS

### Centre for e-Research (CeRch)

Applied research is central to the operation of the Centre for e-Research (CeRch) at King's College London, informing the development of its teaching programme and other services. The centre successfully completed a number of preservation projects in 2009.

InSPECT ([www.significantproperties.org.uk](http://www.significantproperties.org.uk)) addressed the challenge of maintaining the authenticity and integrity of digital objects across changing technical environments. CeRch worked with The National Archives to develop a methodological framework for the identification, analysis and description of significant properties. It went on to determine the property sets of four object types – audio recordings, raster images, presentational markup and e-mails – that may, in specific scenarios, be considered significant.

SOAPI ([kcl.ac.uk/iss/cerch/projects/completed/soapi.html](http://kcl.ac.uk/iss/cerch/projects/completed/soapi.html)) produced a technical architecture for (partially) automating key tasks when ingesting digital objects into a digital repository. The architecture is composed of a set of atomic web services that each performs an activity, such as format characterisation, conversion and metadata generation.

SHERPA DP2 ([www.sherpadp.org.uk](http://www.sherpadp.org.uk)) developed a data management strategy in which the roles and responsibilities for curation and preservation are performed by a third-party that is separate from those that create/publish research. The project worked with several institutions to demonstrate the provision of preservation functionality for content distributed via digital repositories, web sites and other systems.

More recently, CeRch received funding for several additional projects. Several of these consider themes associated with the curation and preservation of research data that exists within the institution.

PEKin ([www.kcl.ac.uk/iss/cerch/projects/portfolio/pekin.html](http://www.kcl.ac.uk/iss/cerch/projects/portfolio/pekin.html)) is a collaboration between CeRch and the KCL Archives division to implement a service to manage electronic business records and research materials in an HE institution. The project is working with central services to implement a consistent preservation strategy and service; and liaising with academic units to ensure local data producers and systems managers are provided with targeted advice, guidance and tools to support decision-making.

BRIL ([www.kcl.ac.uk/iss/cerch/projects/portfolio/bril.html](http://www.kcl.ac.uk/iss/cerch/projects/portfolio/bril.html)) aims to embed the digital repository within the researchers' day-to-day research and experimental practices. By working with researchers in the KCL Randall institute, the repository will capture and curate the ongoing process of the experiment workflow.

SPIL ([www.kcl.ac.uk/iss/cerch/projects/portfolio/spil.html](http://www.kcl.ac.uk/iss/cerch/projects/portfolio/spil.html)) builds upon the InSPECT methodology to identify significant properties of value to these researchers and will be producing services to extract and validate properties using automated tools.

Finally, CeRch is working with the University of Hull on the CLIF project ([www.hull.ac.uk/clif/](http://www.hull.ac.uk/clif/)) to examine lifecycle management of digital research across system boundaries. To achieve its objectives, the project is integrating the Fedora digital repository with Microsoft Office Sharepoint Server (MOSS) and Sakai.



### Corporation of London

In October 2008 The Corporation of London commenced work on the digitisation and presentation for public use of genealogical sources from the London Metropolitan Archives and Guildhall Library. The project will capture and make available poor law records for the London area. It seeks to provide full online access to some of the most essential sources for family history in the world and to harness digital systems to improve the visitor experience at the CoL sites. The resulting images and indexes are available free of charge for visitors to the CoL sites and through an Ancestry subscription package to online users. The first phase of the project is expected to finish in 2010.



### The National Library of Wales (NLW)

The NLW is currently implementing its Digital Preservation Policy and Strategy. One of the aims of the strategy is to ensure that digitisation projects undertaken by the NLW have preservation plans, which will provide sufficient information to ensure the preservation and sustainability of the digital resources. The first project to create a plan has been the Wales Journals Online project, the aim of which is to provide users with free online, searchable, access to a selection of 19th-21st century Welsh and Wales related journals held by the Library and its partner institutions. The material ranges from academic and scholarly journals to current affairs and popular magazines, reflecting all aspects of Welsh life. Partners in the project include JISC and the Welsh Assembly Government.

The preservation plan is structured following the OAIS model, and includes information regarding roles and responsibilities, the creation and content of SIPS, AIPS and DIPS, information about rights, file formats and migration plans. It records that high-resolution TIFF files in greyscale for archiving and low resolution JPEGs for web presentation were generated and that scans were run through an OCR process to generate a TEI text file to facilitate word searching of the entire content. METS documents were created upon ingest into Vital, the NLW's digital asset management system. A detailed record of each article was prepared in the main catalogue, which then forms part of the metadata within the METS document in order to present the material online. The Library is committed to continuing to upload current or semi-issues of ongoing periodicals, and the clarification of corporate commitments to maintain and enhance the resource, and the need to include tasking for this in future operational plans, has proved very useful.

# Members' Activities <sup>[3]</sup>

## ASSOCIATE MEMBERS



### Natural History Museum (NHM)

The Natural History Museum is an international leader in the scientific study of the natural world. Our science describes the present diversity of nature, promotes understanding of the critical importance of its past, and develops knowledge that supports anticipation and management of the impact of human activity on the environment. We promote the discovery, understanding, enjoyment, and responsible use of the natural world.

Work continues on the roll-out of improved records management procedures and practice across the Museum, now supplemented by new work on information risk management according to Cabinet Office requirements.

The Museum supports the principles of Open Access publishing. Published material created by our scientists is now recorded and, where Intellectual Property Rights (IPR) allow, made available for further research or private study in the new Open Repository.

This is can be found at: <http://nhm.openrepository.com>

### The Open University

The Open University AVA (Access to Video Assets) project is an internally funded project aiming to esupport the resource discovery, reuse and preservation management of video materials hosted within the organisation. This two year ten months project is focusing on identifying, digitising and migrating digital video content which has been classed 'at risk' in terms of format preservation. The project led by Sue Allcock is working with external and internal experts in the field of video preservation and access management to scope the development of a portal of video material that course teams can potentially reuse for new elearning developments.

This key project will deliver a cost benefit analysis for preservation strategy relevant to the collection. AVA will be drawing on tools provided by the Digital Curation Centre and Digital Preservation Coalition during the course of the project to help with providing a business case to back organisational strategic objectives relating to The Open University's Learning and Teaching and Multiplatform Broadcast Strategies.

This project is working closely with The Open University Archivist and Information Management Teams to ensure a coherent approach to digitising and digitally preserving the broad range of material house in The Open University Courses Archive.

Sue can be contacted via e-mail on [s.allcock@open.ac.uk](mailto:s.allcock@open.ac.uk)

AVA Project website [www.open.ac.uk/library/ava/](http://www.open.ac.uk/library/ava/)



### OCLC Online Computer Library Center (OCLC Research)

In the previous 12 months OCLC Research has concentrated its digital preservation research efforts in the following activities:

- Brian Lavoie continues to serve as co-chair of the Blue Ribbon Task Force on Sustainable Digital Preservation and Access. The Task Force, an international group of experts in preservation and economics, published its Interim Report in December 2008, and is scheduled to publish its final report in January 2010.
- Brian Lavoie remains an active member of the PREMIS Editorial Committee, which is responsible for managing the PREMIS Data Dictionary for Preservation Metadata. Currently, Brian is taking an active role in a subcommittee tasked with drafting a new PREMIS conformance statement to support PREMIS implementations.

- Brian Lavoie is participating in the JISC-funded Keeping Research Data Safe 2 project, led by Neil Beagrie. The project aims to develop selection criteria and guidelines for collecting and analysing digital preservation cost data, in the context of the cost framework developed in the JISC Keeping Research Data Safe 1 project (in which we also participated).
- OCLC Research hosted two interns from the University of Michigan School of Information. The students, who are specialising in the preservation of information, have made significant contributions to both the PREMIS activity and the sustainability task force.

### Oxford Archaeology (OA)

OA has made progress towards standardising on preservable formats e.g. for documents using ISO 26300 (ODF) and PDF/A and encouraging others, in and out of the heritage sector, to do the same. Work at an international level on the latter has been very successful, particularly in Europe, Brazil and South East Asia. We also continue to be committed to the Open Archaeology concept which, by building and distributing tools and methods for use in the archaeological process hopes to ensure archaeology is not lost to the future.

More information can be found at the newly launched <http://openarchaeology.net>

Digitising all our legacy holdings has had to be put on hold because of the financial climate as we are our own funders; we hope to resume with digitising our extensive slide collection next financial year. The OA Library is live at <http://library.thehumanjourney.net> and a portion of past material has been made available. We also hope to start exposing legacy archaeological project archives using the DMS KnowledgeTree further aiding preservation and widening access to the archaeological data we hold.

# Members' Activities [4]

## ASSOCIATE MEMBERS



### Parliamentary Archives

Parliament took the first steps to implement its Digital Preservation strategy by initiating a project to put in place an appropriate environment for the long term preservation of its valuable digital resources. One of the first activities involved rescuing a series of image files which were at risk as a result of being stored on fragile media; the files were transferred to more secure storage where they will be held until a digital preservation repository is established in the later stages of the project. Two tools were made available for project managers and system developers to help them to assess the digital preservation needs of their projects and inform decision making<sup>1</sup>. Work in guiding approaches to digital preservation across Parliament continued with the publication of our Digital Preservation Policy<sup>2</sup> and an updated Acquisition Policy<sup>3</sup>, which will guide decisions about which resources will be selected for permanent preservation in the Parliamentary Archives.

<sup>1</sup> [www.parliament.uk/parliamentary\\_publications\\_and\\_archives/parliamentary\\_archives/digitalpreservation.cfm](http://www.parliament.uk/parliamentary_publications_and_archives/parliamentary_archives/digitalpreservation.cfm)

<sup>2</sup> [www.parliament.uk/documents/upload/DigitalPreservationPolicy1.0.pdf](http://www.parliament.uk/documents/upload/DigitalPreservationPolicy1.0.pdf)

<sup>3</sup> [www.parliament.uk/documents/upload/ArchivesAcquisitionPolicy09.pdf](http://www.parliament.uk/documents/upload/ArchivesAcquisitionPolicy09.pdf)

### Portico

Portico, a part of the not-for-profit ITHAKA, preserves scholarly literature published in electronic form and ensures that these materials remain accessible to future scholars, researchers and students. More than 10,300 e-journals and 26,000 e-books from 83 publishers representing more than 2,000 scholarly societies and associations are committed to the Portico archive. In addition, nearly 650 libraries from fourteen countries support and rely upon the archive for long-term preservation of materials core to their collections.

The Portico archive is “dark” and opens for use by faculty and students only when access to particular a journal or book has been lost to library participants through discontinuation or other “trigger events” ([www.portico.org/news/trigger.html](http://www.portico.org/news/trigger.html)). Through August 2009, four journals have been opened for campus-wide use to participating libraries.





Portico is among the first archives to undergo a preservation audit conducted by the US-based Center for Research Libraries (CRL) applying the Trustworthy Repositories Audit & Certification: Criteria and Checklist (TRAC).

The audit is scheduled to conclude in Fall, 2009, when a report will be issued by CRL ([www.crl.edu/content.asp?11=13&12=58&13=181](http://www.crl.edu/content.asp?11=13&12=58&13=181)).

Portico, the University of London Computing Centre (ULCC), and the Digital Preservation Coalition (DPC), in response to a JISC call, have also surveyed 16 JISC digitisation projects, assessed preservation risks, and identified strategic risks and recommendations.

[www.jisc.ac.uk/fundingopportunities/funding\\_calls/2008/08/digi2.aspx](http://www.jisc.ac.uk/fundingopportunities/funding_calls/2008/08/digi2.aspx)

A report will be issued in late 2009.

### Research Information Network (RIN)

Much of the RIN's recent and current work in digital preservation focuses on research data management and sharing. In the summer of 2008, we published our To share or not to share report ([www.rin.ac.uk/data-publication](http://www.rin.ac.uk/data-publication)), which investigated how researchers in a representative range of disciplines make their research available to others, the issues they encounter when doing so, and the problems or disincentives they face.

Nearing completion is a separate project, in the form of case studies ([www.rin.ac.uk/case-studies](http://www.rin.ac.uk/case-studies)) on understanding life scientists' information needs and uses. This detailed behavioural analysis includes a strong focus on the relationship between researchers and the digital content that they use and create. The report from this work will be published in October and will serve as a prelude to similar case studies in other disciplinary areas.

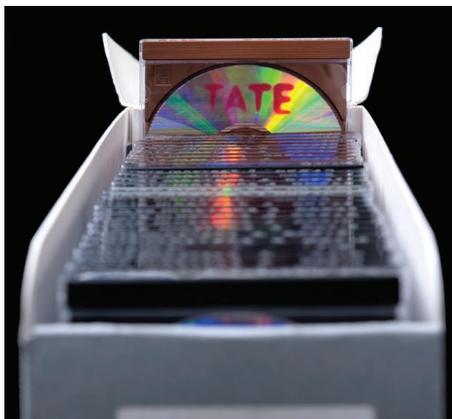
Finally, we have recently commissioned, jointly with JISC, a study on the uses and benefits of research data centres in the UK, to be completed in March 2010.

### TATE

Tate's digital preservation activity has been focused over the past year on the ongoing archiving of core assets. The Tate Photography department's step-up to using medium format Hasselblad capture systems is creating an invaluable resource of high resolution digital images which are used both by Tate staff in the performance of their daily roles and also commercially by the Picture Library and the Print & Design team. The creation of this resource forms the backbone of Tate's digital preservation activity.

Tate continues to archive its master images onto DVD in duplicate and stores a further copy on a large capacity server. This practice is due for review, normally carried out by an external consultant; our guess being that we will be advised to migrate to the next generation of optical disks.

A new Digital Asset management steering group has been formed, and the group has begun auditing and quantifying Tate's assets as the first steps towards forming global preservation policies and strategies.



# Members' Activities [5]

## ASSOCIATE MEMBERS



### The Society of Archivists

The Society of Archivists (SoA) is the principal professional body for archivists, archive conservators and records managers in the United Kingdom and Ireland. It exists to: promote the care and preservation of archives and the better administration of archive repositories; to advance the training of its members; and to encourage relevant research and publication. Archives professionals are increasingly tackling the challenges presented by the need to preserve digital material. Over the last year associate membership of the DPC has acted as a focus for a number of collaborative activities which raise awareness and provide solutions for digital preservation activities. A series of Digital Preservation Roadshows, are being run in collaboration with the DPC, The National Archives (TNA), the National Archives of Ireland, the National Archives of Scotland and the Planets Project. These popular events demonstrate affordable and achievable solutions to the problem of Digital Preservation within archives. In addition a framework of IT standards relevant to the digital preservation of archives is being developed in conjunction with the Digital Curation Centre (DCC), which is accompanied by a series of monthly expert articles in the society's ARC magazine.



### Trinity College Library Dublin (TCLD)

The Digital Resources and Imaging Services Department (DRIS) is a new library department dedicated to the digitisation and dissemination of digital library collections and resources. Current digitisation activities are primarily focused on the Early Printed Book and Manuscripts collections with special emphasis placed on the creation of new digital resources to support advanced academic research.

Our current projects include the digitisation of the manuscripts department's holdings of Medieval Greek manuscripts, the J.D. White collections of 19th century Ballads, the Early Printed Book Department's collection of World War I postcards, and the Robinson Collection of Caricature. We are also excited to announce our participation in the Europeana Travel project, which will include the digitisation of late 18th to mid 19th century travel journals, and the papers of the surgeon, author, and naturalist Major Richard William George Hingston (1887-1966).

Over the next year we will continue the expansion of the Libraries electronic resources with the introduction of a new Digital Library Collections Repository. This Fedora Commons based digital repository will support the long-term storage and preservation of our unique digital collections, provide innovative new research toolsets to the humanities researcher, and open library access to a wide variety of new user groups.

For further details please contact the Digital Resources and Imaging Services department at [digitalresources@tcd.ie](mailto:digitalresources@tcd.ie)



### UK Data Archive, Essex University (UKDA)

The UK Data Archive has been involved in the evolution of the informal Data Seal of Approval (DSA) assessment process. DSA was established by a number of European institutions committed to durability in the archiving of research data. The DSA is not a formal certification, rather a series of guidelines which demonstrate best practice for organisations wishing to guarantee the durability of research data, as well as promoting goals relating to durable archiving in general. In relation to the DSA, the UK Data Archive was also represented at the European Commission sponsored 'Digital Preservation of Scientific Information in a Trusted Environment' workshop in Luxembourg, as part of the ongoing CESSDA-PPP project.

The UK Data Archive has also published a well-received booklet and website entitled *Managing and Sharing Data: a best practice guide for researchers*. The first printing of the booklet was "sold-out" within a couple of months, and a new edition is due to be published later in 2009. From a digital preservation point of view the booklet demonstrates that the research life-cycle and the digital preservation life-cycle need to be well integrated. However, it is designed to help researchers and data managers across all research disciplines and research environments make sure that research data are of the highest quality

and have the greatest potential for long-term re-use. A programme of training in Data Management and Sharing was also established last year with the most popular events being those on consent, confidentiality and disclosure.

The UK Data Archive is playing a significant role in the JISC-funded Keeping Research Data Safe 2 project. This project will extend previous work on digital preservation costs for research data, including the original Keeping Research Data Safe study. Our main role to date has been to undertake a detailed review of the activity model published in the KRDS report and to carry out a detailed review of activity costs within the UK Data Archive. These cost data, along with data from other organisations, will also provide guidelines for other organisations which wish to produce their own cost profiles based on their own, often different, institutional mandates.

Minor amendments have been made to the UK Data Archive's Preservation Policy (v.3.10) and it remains available on its website.

Work has been proceeding on the UKDA Secure Data Service. This new service will allow controlled restricted access of potentially disclosive microdata files to Approved (Or Accredited) Researchers, subject to various conditions of eligibility and purpose of use.



### Wellcome Library

The Wellcome Library continues to actively seek born digital materials for its collections. This year the Library has acquired Safety Deposit Box as its digital object repository. Safety Deposit Box has been installed and is currently being integrated with the Library's archival system Calm. The Library's archivists are actively engaged with selected donors to secure personal and organisational digital archives.

Recognising the need for user education the Library has updated the Digital Curation section on its website. Information here is based on our growing understanding and experience of working with born digital material, and is designed to support individuals or professionals in their work.

The Library continues to contribute material to the UK Web Archive. Websites archived by the Library are catalogued and available through the Library OPAC. The Calm archival catalogue now includes links to archived websites where the Library holds an organisations material and has also archived its website.

For more information about the Wellcome Library see: <http://library.wellcome.ac.uk/>

# Allied Organisations

The Inter-University Consortium for Political and Social Research (ICPSR)

The National Library of Australia

National Preservation Office (UK and Ireland)

The National Digital Information Infrastructure and Preservation Program of The Library of Congress (NDIIPP)

Alliance for Permanent Access to the Records of Science in Europe

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(Chair), BL

Bruno Longmore **2**  
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ULCC

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NLS (Resigned 29 August 2008)

Adrian Brown **5**  
TNA (Resigned 2 February 2009)

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MLA (Appointed 3 November 2008)

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JISC

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Cambridge University Library  
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PLS

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Executive Director  
(Appointed 23 February 2009)

Frances Boyle **22**  
Executive Director  
(Resigned 28 January 2009)

Carol Jackson **23**  
Administration and Events Manager



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# 2008-2009 Financial Statement



<b>Income</b>		<b>£</b>	<b>£</b>
Subscriptions		172,300	
JISC project funding		49,669	
			221,969
<b>Expenditure</b>			
JISC project costs	46,320		
Wages and salaries	81,949		
Employer's N.I. contributions	8,874		
Staff pension costs	8,423		
Staff training	1,697		
Rent	7,579		
Insurance	367		
Printing, postage and stationery	785		
Publicity and promotion	710		
Telephone	635		
Computer costs	1,328		
Internet costs	2,342		
Travelling expenses	12,078		
Member events	3,733		
Legal and professional fees	15		
Recruitment costs	666		
Website maintenance and development	7,910		
Accountancy	3,043		
Audit fees	863		
Bank charges	419		
Sundry expenses	160		
Member publications	10,727		
Subscriptions	1,191		
			(201,814)
			20,155
<b>Depreciation</b>			(1,261)
<b>Deposit account interest</b>			3,237
Taxation			(668)
Net profit for the year			21,463
<b>General reserves</b>			
Pre-incorporation reserves		49,123	
Reserves brought forward at 01/08/08		119,013	
Profit for the year		21,463	
			189,599

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The project was supported by the Economic and Social Research Council (ES/R01012/1)

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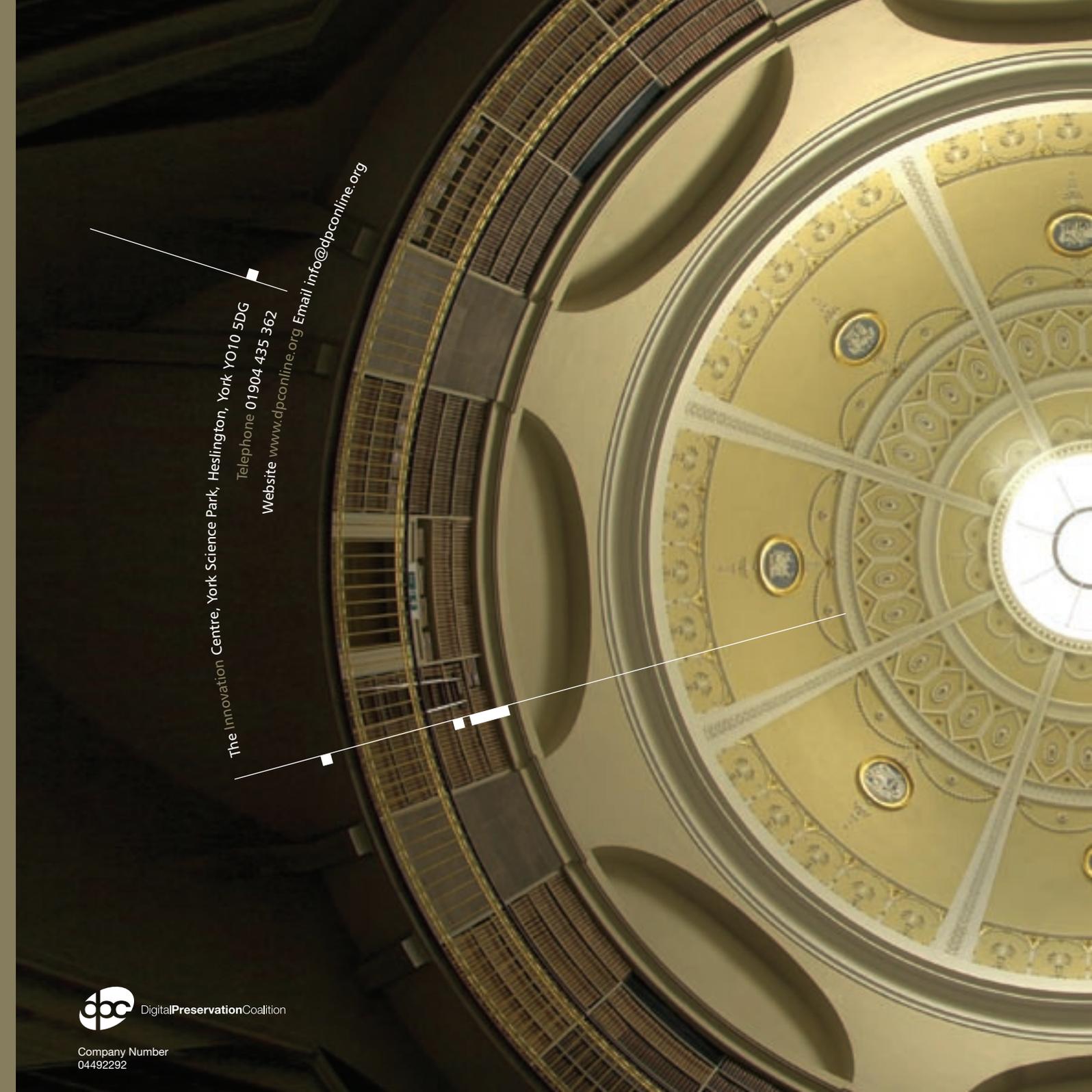
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Access to repositories) project led by  
LSE.





The Innovation Centre, York Science Park, Heslington, York YO10 5DG  
Telephone 01904 435 362  
Website [www.dpconline.org](http://www.dpconline.org) Email [info@dpconline.org](mailto:info@dpconline.org)



Digital Preservation Coalition

Company Number  
04492292