

DIGITAL PRESERVATION FOR COMMUNITY ARCHIVES



JARGON BUSTER GLOSSARY AND ACRONYM LIST

GLOSSARY

Digital Collection	The digital content held by your group. More than one digital file relating to the same topic is a digital collection
Digital Content	Digital content is any digital file, record or item held by your group in a digital format.
Lifecycle	The stages a record goes through when it is being processed for long term use and access.
Metadata	Information about the digital content you hold. Also known as data about data.
Storage Medium	The place your digital content is stored on. This could range from a laptop or PC, to a USB stick or SD card, to a cassette tape or cloud storage,
Web Archiving	The action of preserving webpages from the internet
The Internet Archive	The Internet Archive is a non-profit organization that provides free access to a digital library of cultural artifacts and historical collections
UK Internet Archive	UK based web archiving programme run by the British Library.
ArchiveWeb	A web archiving programme that can be used from within a google chrome web browser
Web Crawl	The act of browsing the web automatically and methodically to index or download content and other data from the web. The software to do this is often called a web crawler.
Copyright	Copyright is a type of intellectual property that gives the creator of an original work the right to control who can copy or share it

A fuller glossary of digital preservation terms can be found at
<https://www.dpconline.org/handbook/glossary>

ACRONYMS

DPC	Digital Preservation Coalition. A UK and Ireland based organisation active in digital preservation and responsible for the Digital Preservation Toolkit for Community Archives
DPC RAM	Digital Preservation Coalition - Rapid Assessment Model - A digital preservation maturity modelling tool that has been designed to enable rapid benchmarking of an organization's digital preservation capability and facilitate continuous improvement over time.
DAR	Digital Asset Register - A DAR is a tool for gathering information about digital content to support an understanding of the digital content held by an organization, and to facilitate efficient management of its preservation.
GDPR	General Data Protection Regulation - A law that governs how personal data of individuals in the European Union (EU) is processed and transferred. The GDPR is considered the world's strongest privacy and security law.
NDSA	The National Digital Stewardship Alliance (NDSA) is an international organization that works to preserve digital heritage
OHOS	Our Heritage, Our Stories - Towards a National Collection spoke project focused on the landscape and fragility of community archives and their digital content. This toolkit was created as part of the OHOS project.
TNA	The National Archive of the UK