

RESOURCE LIST

This toolkit has provided a series of basic practical guidance to get you started on your digital preservation journey. If you would like to learn more about a particular topic or build on the processes you have already put in place, the resource list below is a good place to start. It has been split into the toolkit topic sessions for ease of searching.



Click the resource title to go to the resource web page

General Guides - The resources here give an overview of a range of digital preservation tasks

<u>Digital Preservation Coalition Novice to Know How</u>	Novice to Know How is an online digital preservation training basics course. The course covers basic digital preservation policy and procedure and gives guided demos of some software options.
<u>Digital Preservation Coalition Tech Watch Reports and Guidance Notes</u>	These are a series of reports and guidance notes on a wide range of digital preservation topics. They are in depth and can be quite technical in language and topics covered.
<u>Digital Preservation Coalition Digital Preservation Handbook</u>	The Digital Preservation handbook is a how- to guide for all things digital preservation.
<u>Community Owned Digital Preservation Tool Registry (COPTR)</u>	COPTR helps practitioners find tools needed for long term digital preservation tasks. It describes 611 tools and 36 workflows.
<u>Community Owned Workflows</u>	Specific area of COPTR where practitioners upload their workflows for others to see and learn from or implement in their own groups.
<u>Digital Repository of Ireland Guide to archiving digital records for volunteer and community groups</u>	Guide for volunteer, grassroots and community groups, created to assist them with cataloguing and preserving their digital records.

Choose/ Create Your Content

<u>Digital Curation Centre Appraisal Guidance</u>	Guidance on how to select the content that will form your digital collections.
<u>The National Archive UK Suggested Collecting Policy Elements</u>	Guidance on possible elements that you may want to include in your collecting policy.

Organise Your Content

<u>Harvard University – File Naming Conventions</u>	Guidance and examples relating to how to name your files.
<u>Dalhousie University Archive File Structure Guide</u>	Simple explanation of how archival hierarchies are used.
<u>Navigating Art Levels of Description Guide</u>	Information and examples relating to archival hierarchies and levels of description.

Who Does What

<u>Digital Preservation Coalition Preservation Policy Toolkit</u>	Toolkit to help you create a digital preservation policy.
<u>Digital Preservation Competency Framework and Audit Toolkit</u>	Toolkit with practical advice and guidance on how to make sure all group members are well trained to do the role they are doing.

Understand Your Content

<u>Digital Preservation Coalition Digital Asset Register Training</u>	In depth training focused on why you should and how to create a digital asset register.
<u>Dublin Core Specification</u>	The complete standard and information about Dublin Core, the file information standard used in level 2 of this topic.
<u>Scottish Council on Archives Getting Started with DROID</u>	A tutorial showing you how to use DROID. DROID is a file identification tool that provides you with information about your files that you can transfer into your digital asset register. It is easy to install and use.

Keep Your Content

<u>The National Archive UK Preservation Workflows</u>	Guidance on storage and how to transfer your content to a new storage medium safely.
<u>Scottish Council on Archives Getting Started with Fixity Pro</u>	A tutorial showing you how to use Fixity Pro. Fixity Pro is explained in level 3 of this topic.

Control Your Content

<u>The National Digital Stewardship Alliance (NDSA) Good Migrations Checklist</u>	A list of things to do and issues to consider when moving digital materials and metadata to new digital preservation systems.
<u>Digital Preservation Coalition Procurement Toolkit</u>	Toolkit providing practical advice on guidance on the steps to take when looking at new software systems.

Make Copies

<u>Scottish Council on Archives Getting Started with Teracopy</u>	Tutorial showing you how to use Teracopy. Teracopy is a tool which allows you to safely make and transfer copies of your digital collections.
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Plan to Share

<u>Naomi Korn & Associates Copyright Resources</u>	A range of easy-to-understand resources about Copyright. A good place for beginners to start.
<u>Chartered Institute of Library and Information Professionals (CILIP) Copyright Training</u>	A range of resources focused on Copyright
<u>UK Information Commissioners Office GDPR Guidance and Resources</u>	Up to date advice and resources to help you navigate GDPR regulations and sensitive data sharing.
<u>Creative Commons Licensing</u>	Advice on licensing your created content so it can be shared and with no restrictions.

Preserve Your Website

<u>ArchiveWeb User Guide</u>	User Guide for ArchiveWeb browser extension from level 3 of this topic
<u>ReplayWeb User Guide</u>	User guide for the software required to play the files created using ArchiveWeb outside the browser extension (once the files are downloaded).
<u>Stanford University Website Archivability Guide</u>	A guide to creating web pages which are easier to archive using web archiving methods.
<u>Archive Ready Tool</u>	An online tool which evaluates if a website will be archived correctly by web archives, such as the Internet Archive.

Safeguard Your Content

<u>The National Digital Stewardship Alliance (NDSA) Levels of Digital Preservation</u>	Technical matrix which describes different levels of preserving digital content.
<u>Webcomic about password creation</u>	Comic strip that gives advice about creating passwords.
<u>Digital Preservation Coalition Rapid Assessment Model</u>	Model that allows you to benchmark your progress across a range of digital preservation topics. Level up with RAM contains a range of useful resources related to all of the topics in this toolkit.