

Promoting Digital Preservation



 Annual Report 04-05
1 August 2004 - 31 July 2005



Contents

2	Missions and Goals/Programme of Work
3	Chairs Introduction
4	Achievements - Highlights from 2004-2005
10	DPC Events
10	DPC Member Activity
12	DPC Member Structure
14	People
16	Membership
17	DPC Meetings
18	Financial Statement

The Digital Preservation Coalition is a company limited by guarantee, incorporated in England and Wales. Registration number 4492292

Registered Office: Innovation Centre, York Science Park, Heslington, YO10 5DG

Mission and Goals

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.

In order to achieve this aim, the Coalition has the following long-term goals:

1. Producing, providing, and disseminating information on current research and practice and building expertise amongst its members to accelerate their learning and generally widen the pool of professionals skilled in digital preservation.
2. Instituting a concerted and co-ordinated effort to get digital preservation on the agenda of key stakeholders in terms that they will understand and find persuasive.
3. Acting in concert to make arguments for appropriate and adequate funding to secure the nation's investment in digital resources and ensure an enduring global digital memory.
4. Providing a common forum for the development and co-ordination of digital preservation strategies in the UK and placing them within an international context.
5. Promoting and developing services, technology, and standards for digital preservation.
6. Forging strategic alliances with relevant agencies nationally and internationally, and working collaboratively together and with industry and research organisations, to address shared challenges in digital preservation.
7. Attracting funding to the Coalition to support achievement of its goals and programmes.

Programme of work for the Coalition

The Coalition operates on four levels:

- Activities undertaken individually by member institutions and sectors but accomplished and co-ordinated in line with their commitment to the principles and goals of the Coalition
- A core set of Coalition activities of common interest and benefit to all its members supported by resources from its membership and sponsoring bodies.
- A series of collaborative projects which would be taken forward with project funding drawn from a variety of sources.
- Through the Coalition, its members, and strategic alliances, promoting, developing, and implementing a national infrastructure of services and training for sustaining access to and preservation of, digital resources.



Lynne Brindley (Chair), British Library

The solid progress made by the DPC has been possible thanks to the continued support of its diverse membership...

Chair's Introduction

This has been a year which has seen the DPC move to a fully independent administrative footing, a slow, painstaking process, beginning with the move of DPC offices to the Innovation Centre at York in August 2004, and ending with the appointment of a DPC Administration Manager, Carol Jackson, in April 2005. Kieron Niven has worked 2 days a week for the DPC since November 2004, so Carol's appointment increased the DPC secretariat from 1 to 2.4, enabling a much more efficient and effective business operation.

We were delighted to welcome three new members to the Coalition during the year. The University of Oxford became a full member in August 2004, which provided a very positive beginning to the financial year and meant that we now have five legal deposit libraries with DPC membership during this very significant time when legal deposit has been extended to include digital materials. The Digital Curation Centre also took up full membership and provided another excellent means of facilitating the close working relationship needed for our two organisations. The Corporation of London also became an Associate member, bringing yet more practical experience in implementing electronic records management and digital resource creation to the Coalition.

The DPC Planning Day provided a rare opportunity for all DPC members to discuss and reflect on the DPC Work Programme and future directions. It was noted during this activity that the DPC has moved to a more mature stage in its development and is able to build on and extend the solid foundation built in previous years. This maturity has enabled us to plan

major initiatives such as completing the UK Needs Assessment, which will provide us with essential data required to move the UK digital preservation agenda forward.

A fruitful partnership with Cornell University, combined with funding from JISC as part of their Supporting Digital Preservation and Asset Management in Institutions programme, has enabled the development of an intensive, modular training programme which the DPC is closely involved in and which will be run next year.

The DPC Executive Secretary Maggie Jones received an award from the Sunday Times given to those who have contributed to accelerating the digital revolution throughout 2004. This is indicative of both the increasing interest in digital preservation by the media and also the increasing use of the DPC by them as a source of advice and expertise. Advocacy and awareness raising has always been a cornerstone of DPC activity and we have been very successful in this activity.

The solid progress made by the DPC has been possible thanks to the continued support of its diverse membership and as we look back on the achievements of the past year we also look forward to another full and productive year ahead.

Achievements - Highlights from 2004-2005

DPC Planning Day

The DPC planning Day on 9th February 2005 at York provided an opportunity for DPC members to discuss progress to date and chart the way forward. It also provided an opportunity to see the new DPC office space, at the Innovation Centre. Gill Joy facilitated the day on behalf of the DPC. Maggie Jones, Duncan Simpson, and Peter Burnhill gave a series of presentations intended to set the context for the day, to stimulate discussion, and to reach agreement on key priorities and activities. A full report of the Planning Day is available from the DPC Members' Area of the website at:

<http://www.dpconline.org/members/main/dpcdocplan.html>



UK Needs Assessment

A key priority identified at the DPC Planning Day was the completion of the UK Needs Assessment, which had begun with the DPC Members' survey of 2003. An MLA funded sample survey of regional organisations, released in June 2005, provided further valuable data in building a picture of developments and issues in the UK. It was agreed that the DPC should make completing this assessment a major priority and that it should fund it from within its own resources, thus enabling rapid completion. A Steering Group was formed to assist in preparation of the ITT, to select the successful tender and to oversee progress. The Steering Group selected Tessella as the successful tender in a strong field and work commenced on the project in July 2005, due to be completed by the end of the calendar year. An early task will be to draw together the substantial sources of existing data gathered from the DPC Members survey, the MLA funded regional survey, and other key documents and synthesise these into a concise overview of the status quo.

Digital Preservation Training

Training has always been identified as a major part of the DPC work programme and DPC workshops were developed and run during 2003-04. A successful partnership was developed with Cornell University, who run a week-long training programme funded by the National Endowment for the Humanities in the US. Training was also identified as a major priority in the DPC Members Survey Workshop, held in November 2003, and JISC subsequently provided funding to the DPC for a scoping study on training needs. JISC's Supporting Digital Preservation and Asset Management in Institutions programme then provided an excellent opportunity to build on the DPC Workshops, the Cornell Workshops and data gleaned from the Cornell scoping survey to fund a week-long training programme. ULCC is the lead organisation in developing the training programme, which will pilot in October 2005. Cornell have been very generous in making their resources available to the project and we believe this training programme will fill a major gap in facilitating institutional readiness to develop digital preservation programmes tailored to suit their needs.

Digital Preservation Award shortlist for 2005

The first ever Digital Preservation Award was presented to the National Archives in June 2004. The Conservation Awards are presented at a high profile event every eighteen months, in recognition of the lengthy lead time required to plan and organise such an event. Applications for the 2005 Award opened in April 2005 and seven applications were received. The 2005 applications presented a similar dilemma as the 2004 applications as they were generally of a high quality and made it impossible for the screening panel to reduce the shortlist to fewer than five. The five shortlisted projects for the 2005 Award are:

- Choosing the optimal digital preservation strategy, Vienna University of Technology
- Digital Preservation Testbed, Nationaal Archief of the Netherlands
- PREMIS (Preservation Metadata: Implementation Strategies), the PREMIS Working Group
- Reverse Standards Conversion, BBC
- UK Web Archiving Consortium, UKWAC

Further details of the shortlist and other information about the awards is available from:

<http://www.dpconline.org/graphics/awards/2005shortlist.html>

All five shortlisted projects have been invited to give a presentation to the judging panel in September 2005, when a winning project will be selected and announced at the Conservation Awards event to be held at the British Museum on 22 November 2005. This event provides an excellent opportunity to draw digital preservation to the attention of an audience not generally familiar with it; to recognise and reward the excellent work going on to help address various challenges; and also to place it within the context of cultural heritage, rather than simply an IT issue, as it is often regarded.

Dissemination and Current Awareness

Technology Watch Reports

Two reports were commissioned during the year, to add to the two existing reports on an *Introduction to OASIS*, and *Institutional Repositories*. The British Library was invited to prepare a report on Mass Archival Storage. The resulting report, *Large Scale Archival Storage*, is based on the British Library's own experience, but also provides valuable guidance to other organisations contemplating purchasing a system for their own requirements. The authors of the report, Richard Masters, Sean Martin, Jim Linden, and Roderic Parker also gave presentations structured around their report at a DPC Meeting held in April. Both the report and the meeting have been very well received. The 4th DPC Technology Watch report will be on Preservation Metadata. Brian Lavoie, from OCLC, and Richard Gartner, from Oxford University Library Services, have been commissioned to prepare this. The Preservation Metadata report is expected to be completed in September. Further details of these and other reports are available from:

<http://www.dpconline.org/graphics/reports/index.html#dpcc>

What's New in Digital Preservation?

Two issues of *What's New in Digital Preservation?* were produced during the reporting period. Issue 9, July-December 2004 and Issue 10, January-May 2005. This invaluable source of current awareness in a rapidly developing area is compiled by the National Library of Australia and the Digital Preservation Coalition. Gerard Clifton and Marian Hanley contributed the NLA component and Michael Day prepared the DPC component. Deborah Woodyard-Robinson has been commissioned by the DPC to work on future issues of the report and is currently working on Issue 11.

Achievements - Highlights from 2004-2005

DPC Directory of Digital Repositories and Services in the UK

The initial impetus for the *Directory* came from the sub group of CURL's Task Force on Digital Content Creation and Curation. It was agreed that it would be valuable to have a directory indicating organisations undertaking digital preservation activities. The scope was extended to include all organisations known to be undertaking this activity, whether or not they provide a service for others so that the Directory could achieve a number of purposes. As a source of information for those considering outsourcing their digital preservation needs; for those looking for models to use when developing their own digital preservation programme; or simply as a means of identifying who is doing what in the UK. Duncan Simpson was commissioned to compile the Directory on behalf of the DPC, and will prepare regular updates to ensure currency. The second edition was produced in June 2005. It was also decided that a valuable companion to the Directory would be an information leaflet and checklist for those considering outsourcing. *Contracting Out for Digital Preservation Services* was produced in September 2004 as a companion to the first edition of the Directory. Both documents are available from:

<http://www.dpconline.org/graphics/guides/index.html#directory>.

The Digital Preservation and DPC-DISCUSSION email lists

The Digital Preservation list on JISC mail is moderated by the DPC Executive Secretary, Maggie Jones, and Neil Beagrie and has over 1000 subscribers worldwide. The archive for the list and a joining-the-list web-form is available at:

<http://www.jiscmail.ac.uk/lists/digital-preservation.html>

A private DPC discussion list (DPC-DISCUSSION) for members and allies includes a monthly update on DPC activities.



Papers and Presentations during 2004-2005

Papers and presentations prepared by the DPC Executive Secretary during the year are as follows:

'Determining the costs of digital preservation: issues to consider'. Erpanet Seminar on Cost Models, Amsterdam, 20-22 September, 2004. Report and presentations available from:

<http://www.erpanet.org/events/2004/amsterdam/index.php>

'Digital Preservation'. Paper presented at a Digitisation Workshop organised by the Academic and National Library Training Cooperative (ANTLC), at Queens University, Belfast, 28 January 2005.

<http://www.anltc.ie/ANLTC200502prog.htm>

Presentations on digital preservation and the DPC, given to Workshops organised by NEMILAC and MLA West Midlands, 17-18 March 2005.

'Digital Preservation Projects and Services'. Daily briefing sessions given at the UKSG Conference, Heriot-Watt University, Edinburgh, 11-13 April 2005. The report from the briefing sessions is available in *Serials*, 18(2), July 05. p145

'Are you talking to me?'. *SCONUL* Issue 33, Winter 2004. Also available online at: http://www.sconul.ac.uk/pubs_stats/newsletter/33/

'Preserving digital resources in the UK'. *Library and Information Update*, December 2004, Vol 3 (12), 39-41. Also available online at: <http://www.cilip.org.uk/publications/updatemagazine/archive/archive2004/december/jones.htm>

'The Digital Preservation Coalition: Building a National Infrastructure for Preserving Digital Resources in the UK'. *Serials Librarian*, Volume 49 (3). (Forthcoming). Pre-publication abstract available from: <http://www.haworthpress.com/store/ArticleAbstract.asp?sid=X0XEE6CMLCXP9NEBX5PPSF6PTUNN9EED&ID=63946>

Media Coverage

Jason Wright. 'Buried Treasure'. *Infoconomy* 18 July 2005. Features interviews with Lynne Brindley, British Library, Adrian Brown, The National Archives, and Maggie Jones, DPC.

<http://www.infoconomy.com/pages/search/group108356.adp>

Robbie Hudson. 'Unsung Heroine'. *Sunday Times*, 19 December 2004. Maggie Jones was awarded one of the 2004 Doors Awards for 'the people and events that are revving up the next digital revolution'. http://www.timesonline.co.uk/article/0,,2103-1408084_3_00.html

BBC Radio 4, *Losing the Past*. Part 1 Wednesday 6 October 2004 Part 2 Wednesday 13 October 2004. Richard Hollingham prepared a two-part programme described as "a timely investigation into the loss of cultural, public and historical records, both analogue and digital, as a result of deterioration or advances in technology." After contacting the DPC for background, several DPC members were interviewed for the programmes, including Kevin Ashley, ULCC, Richard Boulderstone, British Library, and David Ryan, The National Archives. Appropriately, the original interviews will be preserved and form part of the BBC's Creative Archive, launched in 2005.

http://www.bbc.co.uk/radio4/history/losing_the_past.shtml





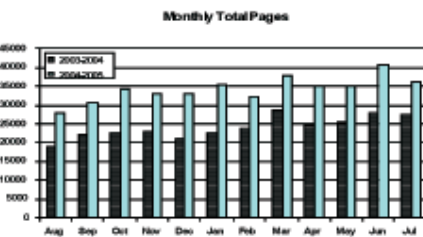
Achievements - Highlights from 2004-2005

DPC Website

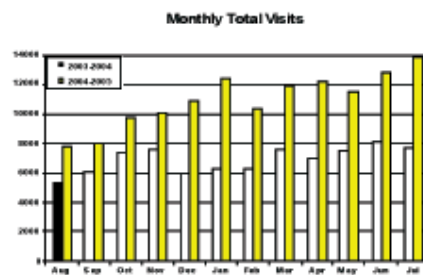
The DPC website has shown a steady rise in use over the year, with an increase of 43% for pages downloaded and an increase of 54% for total visits compared to last year.

Usage Statistics for www.dpconline.org
Comparison 2003 -2004 with 2004 -2005

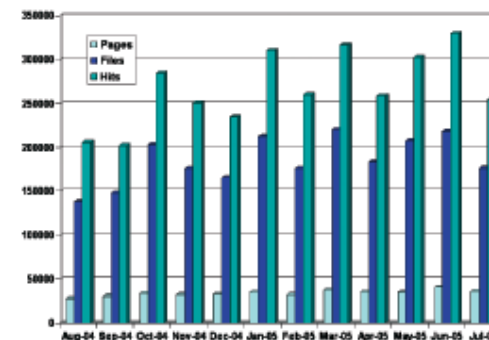
Month	2004 -2005	2003 -2004
Aug	18803	27867
Sep	22059	20706
Oct	23726	24623
Nov	22197	22850
Dec	20795	22023
Jan	22599	26381
Feb	22829	22223
Mar	26814	26106
Apr	25154	35325
May	25821	24911
Jun	27729	40679
Jul	27304	26454
Totals	266743	412216



Month	2004 -2005	2003 -2004
Aug	6364	7825
Sep	6005	7988
Oct	7411	8742
Nov	7574	10085
Dec	6967	10816
Jan	6916	12079
Feb	6246	10917
Mar	7672	11881
Apr	6952	12784
May	7906	11484
Jun	8276	12827
Jul	7709	13661
Totals	82997	131382



Usage Statistics for www.dpconline.org
01.08.04 - 31.07.05



Month	Summary by Month									
	Daily Avg				Monthly Totals					
	Vis	Pages	Files	Visits	Pages	Files	Visits	Pages	Files	Visits
Aug 2004	6651	4454	886	252	3502	1852536	7825	27867	136096	204183
Sep 2004	6743	4941	1023	265	3859	2027010	7988	30706	148239	202301
Oct 2004	8173	6964	1110	314	4392	2132710	8742	34422	263494	284366
Nov 2004	8387	5867	1065	334	4171	2089240	10085	32850	176028	251631
Dec 2004	7565	5333	1066	352	4406	2171825	10916	33053	165324	234544
Jan 2005	10023	6859	1141	369	5410	2459197	12079	35381	212642	319726
Feb 2005	9229	6256	1151	368	4616	1998525	10317	32233	176016	265101
Mar 2005	10029	7103	1229	382	5461	2997181	11851	38106	210206	318504
Apr 2005	8634	6139	1176	406	4549	2303916	12184	35355	163927	299043
May 2005	9759	6898	1126	369	4631	2499801	11494	34911	207667	302555
Jun 2005	10084	7227	1385	427	4556	2614314	12837	40278	218917	329532
Jul 2005	8197	5993	1175	446	4370	2496214	13651	36454	176489	254106
Totals						27555489	131382	412216	2237031	3211657

DPC Events

Forums and Meetings

Two Forums were held during the year, both in collaboration with another partner, in both cases, another DPC member. The first Forum was held in October 2004 in conjunction with CURL and focussed on institutional repositories. The theme of institutional repositories was proposed by CURL as being very timely as the move from theory to practice is likely to accelerate, requiring more emphasis on sustainability and lessons learned from the practical experience of early adopters. A report of the Forum is available from

<http://www.dpconline.org/graphics/events/041019forum.html>

The second Forum was held in July 2005, and held in collaboration with the Digital Curation Centre. It was agreed that costs and business models were of key importance to constituents of both organisations. The programme was packed with a mix of strategic insights and practical case studies and provided a rich source of information and discussion. A full report of the Forum is available from

<http://www.dpconline.org/graphics/events/050726workshop.html>

DPC Member Activity

DPC members have been actively contributing to advancing the UK Digital Preservation Agenda in many ways, including participating in projects. The JISC 4/04 Programme Supporting Digital Preservation and Asset Management in Institutions funded a number of projects with DPC member involvement. JISC 4/04 projects led by a DPC member and/or with a DPC member partner are:

- **Lead institution:** Arts and Humanities Data Service
Partners: University of Nottingham, Consortium of University Research Libraries (CURL)
Topic: SHERPA Part II: Creating a Persistent Preservation Environment for Institutional Repositories (SHERPA-DP)
This project aims to create a collaborative, shared preservation environment for the SHERPA institutional repositories project framed around the Open Archiving Information Systems (OAIS) Reference Model. The project would bring together the SHERPA institutional repository systems with the preservation repository established by the Arts and Humanities Data Service to create an environment that fully addresses all the requirements of the different phases within the life cycle of digital information.

- **Lead institution:** University of London Computer Centre
Partners: The British Library, Cornell University, Digital Preservation Coalition
Topic: Digital Preservation Training Programme
This project aims to develop a modular training programme in digital preservation, with class-taught, online and off-line components. It meets the needs identified in the recent JISC-funded study, carried out by Cornwall Management Consultants, into training needs in digital preservation. It builds on existing exemplars of training and information provision, including the NEH-funded Cornell University digital preservation course, the DPC's travelling 1-day workshop, the "Preservation Management of Digital Materials" handbook, and training from existing JISC-funded services such as AHDS. The training will be developed at multiple levels, to meet the needs of senior managers as well as practitioners and new staff.

DPC Forums have become increasingly well attended over the years, growing from an average of barely forty delegates to an average of over seventy over the course of the ten Forums which have been held since the DPC began. This increased interest has been very welcome and a good indication both of the overall quality of the Forums and also their increasing relevance to a wider community. However, it was also felt that we needed to provide another kind of meeting, restricted to DPC members, which would recapture the more informal atmosphere of earlier Forums. The very successful DPC Technology Watch Report on Mass Storage, authored by the British Library, provided an ideal springboard for a DPC meeting, held at York. We were fortunate to have all four authors of the report available to lead discussion on the British Library's experience of building a mass storage system capable of dealing with the large scale ingest of heterogeneous digital collections anticipated under legal deposit. A report of this meeting is available from

<http://www.dpconline.org/graphics/events/050422meeting.html>.

- **Lead institution:** University of London Computer Centre
Partners: Arts and Humanities Data Service, The British Library, Digital Preservation Coalition, King's College London, School of Advanced Study of the University of London, National Preservation Office, The National Archives
Topic: Digital Asset Assessment Tool
This project will develop a digital preservation assessment tool for use within the UK HE/FE and research, learning and teaching communities. It will provide those responsible for managing digital resources in a variety of institutional settings, including libraries, archives, data centres, computer services and research teams, with a valuable tool for identifying the preservation needs of their digital holdings. It will do so in a way which allows scarce resources to be focused on those assets where the risk of loss and cost of loss is greatest. The project is supported by the Digital Preservation Coalition and brings together extensive expertise in digital preservation from a range of partners. Evaluation of the tool in real-world settings will take place in The National Archives, the British Library, and two identified academic institutions (King's College London and The School of Advanced Study University of London).

- **Lead institution:** University of Oxford
Partners: University of Manchester
Topic: Digital Archive Exemplars for Private Papers (the PARADIGM project)
The Universities of Oxford and Manchester have established collecting profiles in modern political papers. The papers of contemporary politicians - that will become the research materials of tomorrow - are

being comprehensively created in electronic form. The exemplar strategies that this project will develop with political papers will be of use for any institution which collects, preserves, and maintains access to private papers. Such institutions are not confined to major research libraries, but include a broad sweep of institutions in HE, and in other sectors, including national libraries, museums and galleries. Each of these institutions will benefit from a project that develops best-practice guidelines rooted in practical experience in the archival and preservation aspects of digital private papers. In addition, the project benefits will have major implications for University Archives who also have in their mission the need to collect, preserve, and maintain access to papers of individuals associated with their own institutions.

- **Lead institution:** University of Oxford
Topic: METS Awareness Training
The Oxford Digital Library has developed some introductory training materials on METS, primarily intended for internal use. This project will develop the existing materials further by making them less institutionally specific. The training materials will be delivered at six locations in the UK and contribute to the Institutional Digital Preservation and Asset Management Programme by:

- Raising general awareness of METS and other closely related emerging standards both within the Programme and among the wider community served by JISC;
- Providing attendees with sufficient information to assess how METS and related standards might contribute to their institutions' current and planned digital preservation and asset management activities;
- Enabling attendees to find out more about METS for themselves, and to prepare them for the METS tutorial workshops.

- **Lead institution:** UK Data Archive
Partners: The National Archives
Topic: Assessment of UK Data Archive and The National Archives compliance with OAIS/METS

The immediate aims of this short project are to map the systems and metadata currently in use by UK Data Archive (UKDA) and The National Archives (TNA) against those in the OAIS Reference Model and the METS standards, to assess how the two institutions' operational structure can be informed by OAIS (and vice versa); and to explore the potential for interaction between existing metadata standards utilised within the two institutions and METS. This will enable each organisation to assess the relevance of the Reference Model and the metadata standard to their work and determine whether or not the assumption that each is compliant, is in fact correct. A further aim is the production of a report outlining the experiences of each organisation in undertaking mapping. This is expected to be of use to other organisations that might want to undertake mapping to OAIS and METS.

- **Lead institution:** University of Southampton
Partners: The National Archives, British Library, University of Oxford
Topic: Preservation Eprint Services (PRESERV)
This project will implement an ingest service based on the OAIS reference model for institutional archives built using Eprints software. Working with the National Archives, the project will link Eprints through a Web service to software for identification and verification of file formats. The project will emphasise automation, will provide modular tools for capturing

metadata and will enable the identification and verification of file formats. The project will scope a technology watch service to populate and update services where full automation is not feasible for file format recognition. This ingest service will be integrated into the Eprints deposit process for two existing institutional archives, at Southampton and Oxford Universities for evaluation, subject to prior satisfactory testing on pilot archives. The British Library and Southampton University will build and test an exemplar OAI-based preservation service. This service could be used with any OAI-compatible preservation archive to create a software-independent preservation archive. The project will work with other JISC approved projects in the JISC 4/04 programme and other JISC programmes to create institutional responsibility for preservation planning, data management, archival storage and administration, to effectively build a network of distributed and cooperating services that are based on the OAIS reference model.

- **Lead institution:** University College London
Partners: British Library
Topic: Lifecycle Information for E-literature (LIFE)
LIFE will explore and develop a life cycle approach to costing digital archiving for e-journals. The outcomes of the project are intended to answer the following Key Questions for Higher and Further Education:

- What are the long term costs of preserving digital material?
- Who is going to do it?
- What are the long term costs for a library in HE/FE to partner with another institution to carry out long term archiving?
- What are the comparative long term costs of a paper and digital copy of the same publication?
- At what point will there be sufficient confidence in the stability and maturity of digital preservation to switch from paper to digital for publications available in parallel formats?
- What are the relative risks of digital versus paper archiving?

These projects will all be expected to make a significant impact in helping to embed digital preservation within UK institutions. Details of these and other DPC member projects are available from:
<http://www.dpconline.org/graphics/join/projects.html>

Digital Curation Centre

The Digital Curation Centre was formally launched by Lord Sutherland at an event held at the e-Science Centre, Edinburgh, on 5 November 2004. The programme also included presentations from the Director (Phase 1) Peter Burnhill, who provided an overview of what the DCC needed to achieve, followed by presentations on the four programmes, Outreach and Community Support (Liz Lyon); Service Definition and Delivery (Seamus Ross); Research and Development (Peter Buneman); and Development (David Giarretta) who all outlined agendas, plans and activities, including an online journal, a network of associates, and an online help desk. The afternoon colloquium provided an opportunity for lively debate and discussion on what the major priorities should be. A champagne reception and an excellent display of posters also added to the occasion. In February, Chris Rusbridge was appointed as Director of the DCC.

There are many synergies between the two organisations and the DCC's membership of the DPC provides a welcome means of ensuring close collaboration and cooperation. The joint DCC/DPC Workshop was a useful collaboration and we look forward to further opportunities to work together.

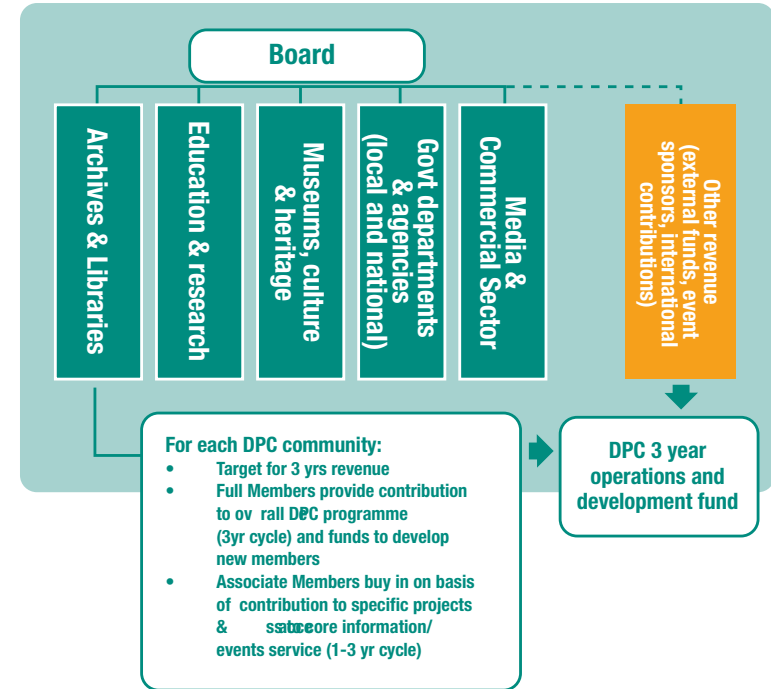
DPC Membership Structure

ESYS were commissioned to assist the DPC in reviewing its membership structure. The following are the key findings and recommendations sent to DPC members as a briefing paper in December 2004.

Key findings & recommendations

- Through the consultation, members indicated that core sponsorship by commercial organisations is inappropriate for DPC. Most of the major public sector stakeholders who might have been considered as sponsors are already Full Members so this raised the question - why change?
- Members had no strong feelings regarding a change to a single structure. Most felt they were getting value for money and were planning to continue their membership. Feedback was less about structures and fees and more about growing the Coalition, raising its visibility in mainstream information lifecycle management (ILM) activities and the need for more focused support to implementation issues in DP;
- On the basis of the consultation and following further Board discussion, ESYS has proposed that the current structure of Full and Associate Members should be retained as an appropriate basis for future growth and need not be changed to a single category + sponsors. Most members felt that current fee levels are broadly acceptable (there is no need for a sliding scale or special international membership fee) but they were looking for a focused programme of activities to justify their involvement;
- ESYS has proposed that efforts should be made to secure two or three year subscriptions (with discounts as an incentive) from those members willing and/or able to pay in advance. This will provide more security for longer term planning;
- Sponsorship of events or specific resources/services by commercial bodies is acceptable in principle however this can be time-consuming to negotiate and the secretariat has only limited resources. The Coalition should continue to signal its interest in sponsorship of specific activities through its website and other communications but should focus its main efforts on attracting new members;
- DPC is primarily an advocacy body and all members should join with a view to contributing to DPC aims as well as receiving services in return for their membership fee. Communications from DPC should outline both the benefits that new members can expect and also the contribution that they can expect to make to advance the aims of the Coalition;
- DPC continues to attract new Full Members and, in the short term, revenue is not a major problem. However the full potential of the Coalition could be exploited more effectively through more active participation of all members in promoting the DPC, taking greater advantage of the extensive network of contacts and influence which they can offer. A clear marketing plan should be articulated for the next three years that builds on the momentum that the Coalition has generated and specifies what members can do in their own community to promote the DPC and its aims, with a view to growing the membership and raising awareness of the Coalition's aims;
- The current DPC membership has a very strong representation from the library/archives and education/research communities at national level. In order to integrate the DPC more closely with mainstream information lifecycle management (ILM) activities, new members will also be required from other sectors - local and national government departments, business and industry ILM practitioners and regional libraries/archives. Membership should not be open to system vendors/consultants but the DPC should nevertheless take action to raise awareness of DP issues in this sector;

The proposed DPC structure below could be used as the basis of the DPC marketing plan. Each community will require a different approach relevant to their particular needs and targets should be agreed for new members in each sector;



- Current members in each of these communities are best placed to help DPC attract new members and should be more actively engaged in marketing the Coalition in their own sector;
- Access to tangible resources such as practical help, case studies, partners, training and expert advice will become increasingly important for members as the focus for networking activities. This is also needed to attract more practitioners to the membership;
- A small Marketing Group (5-6 people) is required to work with the secretariat to co-ordinate actions for raising the visibility of the DPC within its various communities and to support a campaign to attract new members. The group should initially operate on a time-limited basis in order to assess whether this approach is workable;
- Members recognise the need to tackle implementation issues and the DPC can play a role in facilitating collaborative projects across the membership (and has already done so with the UK Web Archiving Consortium). Given the diversity of interests in the Coalition, support to implementation should be driven primarily from the various DPC communities (with some central co-ordination) and focused on a small number of specific projects or task forces;
- These and other documents relating to the membership structure are available from the DPC Members' Area at <http://www.dpconline.org/members/main/dpcdoeplan.html>

People

DPC Board Members and Directors



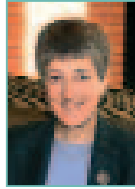
Kevin Ashley, University of London Computer Centre (ULCC)



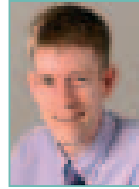
Simon Bains, National Library of Scotland



Chris Batt, Museums, Libraries and Archives Council (MLA)



Lynne Brindley (Chair), British Library



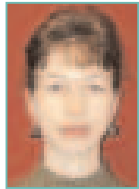
Adrian Brown, The National Archives



Reg Carr (Vice Chair), JISC



Ronald Milne, University of Oxford



Laura Mitchell, National Archives of Scotland



Richard Ovenden, CURL



Chris Rusbridge, Digital Curation Centre (DCC)



Helen Shenton, British Library



Gerry Slater, Public Records Office of Northern Ireland (PRONI)

UK Needs Assessment Steering Group

Juan Bicarregui, CCLRC
 Hugh Campbell, PRONI
 Leona Carpenter, JISC (to July 05)
 Adam Farquhar, British Library
 Helen Hockx-Yu, JISC (from July 05)
 Jim Jamieson, ULCC
 Maggie Jones, DPC
 William Kilbride, Archaeology Data Service, AHDS
 Martin Nail, Museums, Libraries and Archives Council (MLA) (Chair)
 Dave Thompson, Wellcome Library
 Stella Wisdom, National Library of Scotland

Digital Preservation Award judging panel

Richard Boulterstone, British Library (Chair)
 Sheila Anderson, Arts and Humanities Data Service (AHDS)
 Kevin Ashley, University of London Computer Centre (ULCC)
 David Dawson, Museums, Libraries and Archives Council (MLA)
 Hans Jansen, National Library of the Netherlands
 Maggie Jones, DPC
 Chris Rusbridge, Digital Curation Centre (DCC)
 David Seaman, Digital Library Federation (DLF)

DPC Staffing



Maggie Jones
 Maggie was appointed as DPC Co-ordinators position and became the first full-time DPC member of staff in May 2003. She became the Company Secretary when Neil Beagrie resigned from this post in November 2003 and her job title was changed to DPC Executive Secretary in June 2004, to reflect the dual roles.

New Appointments



Kieron Nivon - 1 November 2004
Administration Assistant (two days per week)
 Kieron is a curator with the Archaeology Data Service, based in York and since November 2004, has worked two days a week for the DPC and three days a week for ADS, in a very successful job sharing arrangement.



Carol Jackson - 18th of April 2005
Administration Manager
 Carol joined the DPC as Administration Manager in April 2005, having recently returned from working for the EU Commission in Milan for a number of years.

DPC Consultants

Anna Arthur PR Ltd

Anna Arthur PR is a professional PR and Media company which has been engaged by the DPC to support its Advocacy Campaign.

Kate Bradford

Kate is employed by ULCC, and has provided contracted support to the DPC regarding preparation for the 2005 Digital Preservation Award.

The Complete Support Group Ltd

Complete support is a professional events organising and support company. They have been contracted to provide registration and administrative support for the DPC Forums and training events.

Michael Day

Michael Day is a researcher at UKOLN, at the University of Bath, one of the DCC partners. Michael has helped prepare issues of What's New in Digital Preservation?

ESYS

ESYS is an independent strategic consultancy specialising in business analysis, market strategy and technology developments. ESYS were commissioned to facilitate the DPC Planning Day and also to prepare and produce reports on the DPC membership structure.

Emanuella Giavarra LLM

Emanuella Giavarra has provided legal advice to DPC regarding implications on the Articles of Association if commercial members were admitted to DPC membership.

Wendy Griffiths

Produced CD roms based on the Conservation Awards in 2004.

Mike Taylor Design & Direction

Mike Taylor is a freelance graphic design consultant and designed a DPC poster and publicity leaflet.

Ms Najla Semple

Working as a freelance consultant Najla has coordinated the DPC Technology Watch Reports.

The Silk Route

Alison Jackson is the Director of The Silk Route web design and Management Company and has managed the DPC website since November 2003.

Duncan Simpson

During 2004-05, Duncan compiled and updated the DPC Directory of Digital Repositories and Services, produced a leaflet and checklist on outsourcing and undertook workshops with the DPC, in association with the MLA funded survey of regional organisations.

Graham Mathers Photography

Graham Mathers took photos of the DPC planning day.

Deborah Woodyard-Robinson

Deborah Woodyard-Robinson has taken over the DPC's contribution to What's New in Digital Preservation? and has also been working on updating the online version of the Handbook of Digital Preservation.

Tessella Support Services plc

The UK Needs Assessment survey is being carried out by the software services company Tessella, which won a competitive tender process.

Membership

Full Members

British Library
 Consortium of University Research Libraries (CURL)
 Digital Curation Centre (DCC)
 Joint Information Systems of the Higher and Further Education Funding Councils (JISC)
 The Council for Museums, Archives and Libraries (MLA)
 National Archives
 National Archives of Scotland
 National Library of Scotland
 Public Record Office of Northern Ireland
 University of London Computer Centre (ULCC)
 University of Oxford

Associate Members

Arts and Humanities Data Services (AHDS)
 Association of Learned and Professional Publishers (ALPSP)
 BBC Information and Archives
 Council for the Central Laboratory of the Research Corporation of London (CCLRC)
 Ministry of Defence (MOD)
 National Electronic Library for Health (NELH)
 National Library of Wales
 Natural History Museum
 Open University
 OCLC
 Publishers Association (PA)
 Research Libraries Group (RLG)
 Trinity College Library Dublin
 UK Data Archive (UKDA)
 Wellcome Library

DPC Meetings over the Year

19 October 2004	CURL/DPC Forum on Institutional Repositories, London
26 October 2004	DPC Board Meeting and second AGM, London
9 February 2005	DPC Planning Day, York
10 February 2004	DPC Board Meeting, York
6 April 2005	DP Award Planning Meeting, London
20 April 2005	UKNA Steering Group meeting, London
22 April 2005	DPC Meeting on Mass Storage, York
2 June 2005	DPC Board Meeting, London
15 June 2005	DP Award applications screening, London
5 July 2005	UKNA Steering Group meeting to select tender, York
26 July 2005	DCC/DPC Forum on Cost Models, London





Report of the Directors and Financial Statements for the Year Ended 31 July 2005

Contents

- Company Information
- Report of the Directors
- Report of the Independent Auditors
- Profit and Loss Account
- Balance Sheet
- Notes to the Financial Statements
- Profit and Loss Account

Company Information

DIRECTORS:

- L Brindley
- R Carr
- R Ovenden
- G Slater
- C Batt
- K Ashley
- L Mitchell
- C Rusbridge
- A Brown
- S Bains
- R Milne

SECRETARY:

- M Jones

REGISTERED OFFICE:

Innovation Centre
York Science Park
Heslington
York
YO10 5DG

REGISTERED NUMBER:

4492292 (England and Wales)

AUDITORS:

J Matthiae & Co
Registered Auditors
The Tythings
West Winterslow
Salisbury
Wiltshire
SP5 1RE

Report of the Directors and Financial Statements for the Year Ended 31 July 2005

Report of the Directors

The directors present their report with the financial statements of the company for the year ended 31 July 2005.

PRINCIPAL ACTIVITY

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.

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

DIRECTORS

The directors during the year under review were:

- L Brindley
- R Carr
- R Ovenden
- T Hey - resigned 2.6.05
- D Ryan - resigned 26.10.04
- L Dempsey - resigned 26.10.04
- G Slater
- C Batt
- K Ashley
- L Mitchell
- C Rusbridge - appointed 2.6.05
- A Brown - appointed 2.6.05
- S Bains - appointed 26.10.04
- R Milne - appointed 26.10.04
- P Burnhill - appointed 26.10.04
- resigned 2.6.05

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

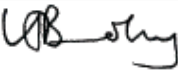
The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The auditors, J Matthiae & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD:



L Brindley - Director
2 November 2005

Report of the Independent Auditors to the Members of Digital Preservation Coalition

We have audited the financial statements of Digital Preservation Coalition for the year ended 31 July 2005 on pages five to nine. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described on page two the company's directors are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

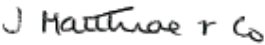
Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 July 2005 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



J Matthiae & Co
Registered Auditors
The Tythings
West Winterslow
Salisbury
Wiltshire
SP5 1RE

2 November 2005

Report of the Directors and Financial Statements for the Year Ended 31 July 2005

Profit and Loss Account for the Year Ended 31 July 2005

		31.7.05	31.7.04
	Notes	£	£
TURNOVER		141,986	132,988
Administrative expenses		139,340	108,177
		<u>2,646</u>	<u>24,811</u>
Other operating income		-	16,540
OPERATING PROFIT	2	2,646	41,351
Interest receivable and similar income		34	-
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		2,680	41,351
Tax on profit on ordinary activities	3	-	-
PROFIT FOR THE FINANCIAL YEAR AFTER TAXATION		2,680	41,351
Retained profit brought forward		53,866	22,515
		<u>56,546</u>	<u>63,866</u>
Transfer to designated funds		-	(10,000)
RETAINED PROFIT CARRIED FORWARD		<u>£56,546</u>	<u>£53,866</u>

The notes form part of these financial statements

Balance Sheet 31 July 2005

		31.7.05	31.7.04
	Notes	£	£
FIXED ASSETS:			
Tangible assets	4	1,720	622
CURRENT ASSETS:			
Debtors	5	35,711	1,546
Cash at bank		114,840	175,707
		<u>150,551</u>	<u>177,253</u>
CREDITORS:			
Amounts falling due within one year	6	13,973	39,604
NET CURRENT ASSETS:		136,578	137,649
TOTAL ASSETS LESS CURRENT LIABILITIES:		<u>£138,298</u>	<u>£138,271</u>
RESERVES:			
Designated funds	7	13,243	15,896
Reserves brought forward	8	68,509	68,509
Profit and loss account		56,546	53,866
		<u>£138,298</u>	<u>£138,271</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

ON BEHALF OF THE BOARD:



L Brindley - Director
Approved by the Board on 2 November 2005

The notes form part of these financial statements

Report of the Directors and Financial Statements
for the Year Ended 31 July 2005

Notes to the Financial Statements
for the Year Ended 31 July 2005

1. ACCOUNTING POLICIES

Accounting convention
The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Turnover
Turnover represents net invoiced sales of services, excluding value added tax.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.
Office equipment - 20% on cost
Computer equipment - 33% on cost

Deferred tax
Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Pensions
The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account.

2. OPERATING PROFIT

The operating profit is stated after charging:		
	31.7.05	31.7.04
	£	£
Depreciation - owned assets	1,410	621
Pension costs	5,195	4,877
Directors' emoluments and other benefits etc	-	-

3. TAXATION

The Inland Revenue has confirmed that there will be no liability to corporation tax during the period since the Digital Preservation Coalition is not a profit-making organisation and the subscriptions received from members are outside the scope of corporation tax. Other income received during the period is below the rate at which corporation tax is chargeable.

Notes to the Financial Statements
for the Year Ended 31 July 2005

4. TANGIBLE FIXED ASSETS

	Office equipment	Computer equipment	Totals
	£	£	£
COST:			
At 1 August 2004	-	1,865	1,865
Additions	358	2,150	2,508
At 31 July 2005	358	4,015	4,373
DEPRECIATION			
At 1 August 2004	-	1,243	1,243
Charge for year	72	1,338	1,410
At 31 July 2005	72	2,581	2,653
NET BOOK VALUE:			
At 31 July 2005	286	1,434	1,720
At 31 July 2004	-	622	622

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.05	31.7.04
	£	£
Trade debtors	-	521
Other debtors	33,108	772
Prepayments	2,603	253
	35,711	1,546

Report of the Directors and Financial Statements for the Year Ended 31 July 2005

Notes to the Financial Statements for the Year Ended 31 July 2005

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.7.05	31.7.04
	£	£
Trade creditors	273	2,933
Deferred income	10,000	34,000
Social security & other taxes	712	-
Accrued expenses	2,988	2,671
	<u>13,973</u>	<u>39,604</u>

7. DESIGNATED FUNDS

	31.7.05	31.7.04
	£	£
Training fund	9,340	9,680
Technology watch fund	3,903	6,216
	<u>13,243</u>	<u>15,896</u>

8. RESERVES BROUGHT FORWARD

	31.7.05	31.7.04
	£	£
Reserves brought forward	<u>68,509</u>	<u>68,509</u>

9. POST BALANCE SHEET EVENTS

The Coalition has decided not to proceed with applying for registered charity status unless advised otherwise by the auditors.

Profit and Loss Account for the Year Ended 31 July 2005

	31.7.05		31.7.04	
	£	£	£	£
Subscriptions		141,986		132,988
Other income:				
Non-members forum fees	-		6,540	
Funding for training report	-		10,000	
Deposit account interest	34		-	
	<u>34</u>	<u>34</u>	<u>16,540</u>	<u>16,540</u>
		142,020		149,528
Expenditure:				
Salaries	54,137		37,829	
Pensions	5,195		4,877	
Recruitment costs	5,663		-	
Telephone	601		65	
Printing, postage & stationery	2,231		3,500	
Advertising & promotion	386		-	
Travel & subsistence	6,389		6,482	
Internet costs	1,780		-	
Room hire	6,189		2,923	
Sundry expenses	142		433	
Audit and accountancy	1,000		1,250	
Legal fees	341		764	
Companies House	30		15	
Consultancy	38,584		9,163	
Computer costs	1,323		662	
Web site costs	6,836		5,152	
Public relations	3,221		17,625	
Hospitality	1,378		1,655	
Forums and meetings	2,504		13,092	
Office service charge	-		2,069	
	<u>137,930</u>	<u>137,930</u>	<u>107,556</u>	<u>107,556</u>
		4,090		41,972
Depreciation:				
Fixtures & fittings	72		-	
Computer equipment	1,338		621	
	<u>1,410</u>	<u>1,410</u>	<u>621</u>	<u>621</u>
NET PROFIT		<u>£2,680</u>		<u>£41,351</u>

This page does not form part of the statutory financial statements

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