
Developing Digital Preservation Workflows



ACADIA
UNIVERSITY

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High-level workflow development

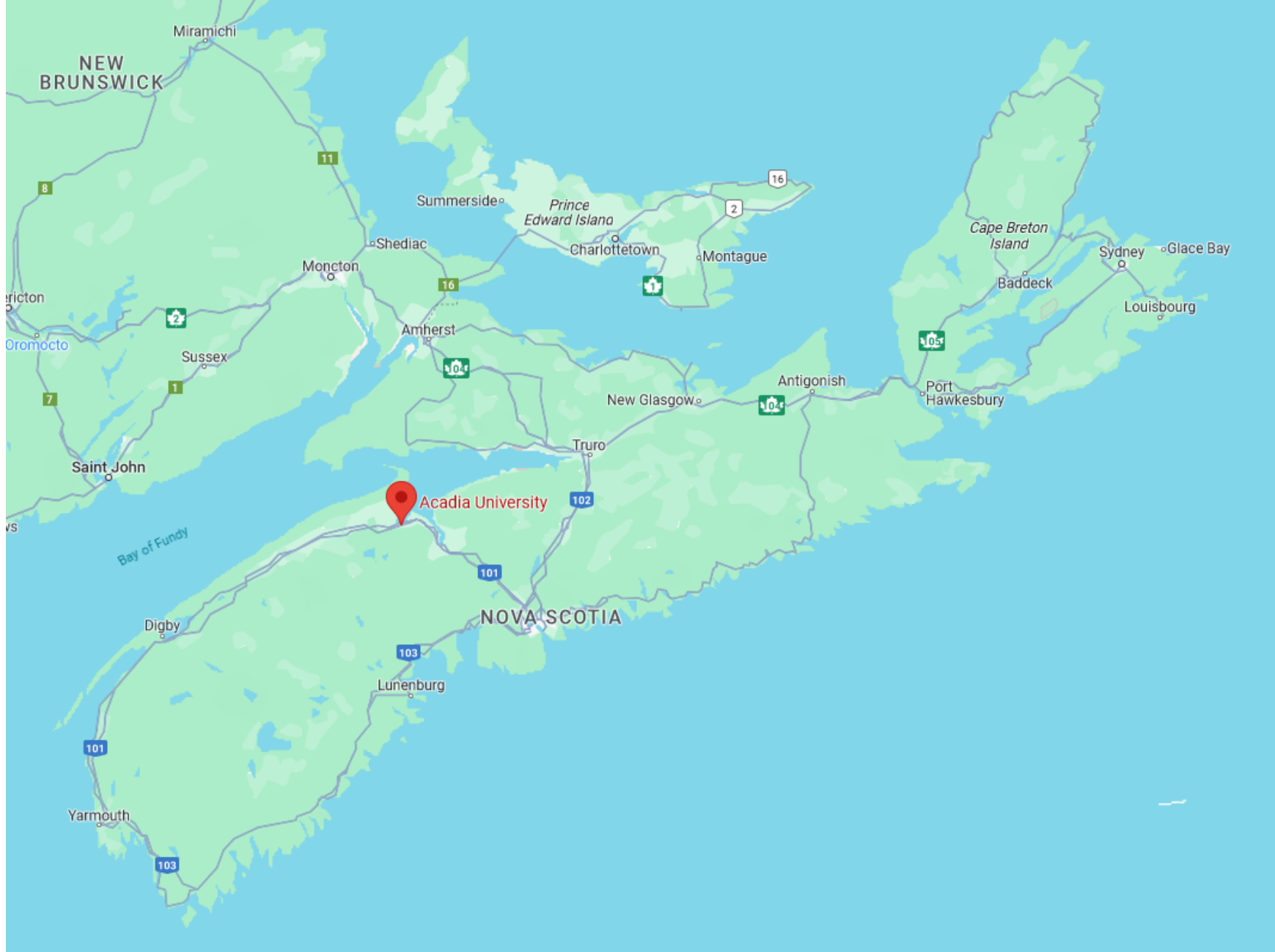
Appraisal, transfer, processing, storage

Institutional
context

Goals of the
workflow

Appraisal,
transfer,
processing,
storage







Acadia University

- Located in Wolfville, Nova Scotia in the Annapolis Valley
- Approximately 4,000 students
- Primarily undergraduate institution

Archives & Special Collections

Three archival collections

- University records
- Private records about the history and culture of the Annapolis Valley
- Atlantic Baptist Archives

Special collections

- 27 collections
- 50,000 titles



Archives & Special Collections

Staff

- Digital Archivist (me) started August 2023
- Archivist
- Archives Coordinator
- Archives & Special Collections Assistant

Digital records program

- AV material inconsistently identified in database
- Storage of digitized documents on old hard drives
- Limited capacity to care for born digital records



Workflow development

- Starting point to guide work
- High level understanding, goal to find tools that will fit the workflow, not workflows for a particular tool
- Communication tool to help stakeholders understand my work
- Road map to identify needs
- Goal: As straightforward and simple as possible

1

Appraisal

2

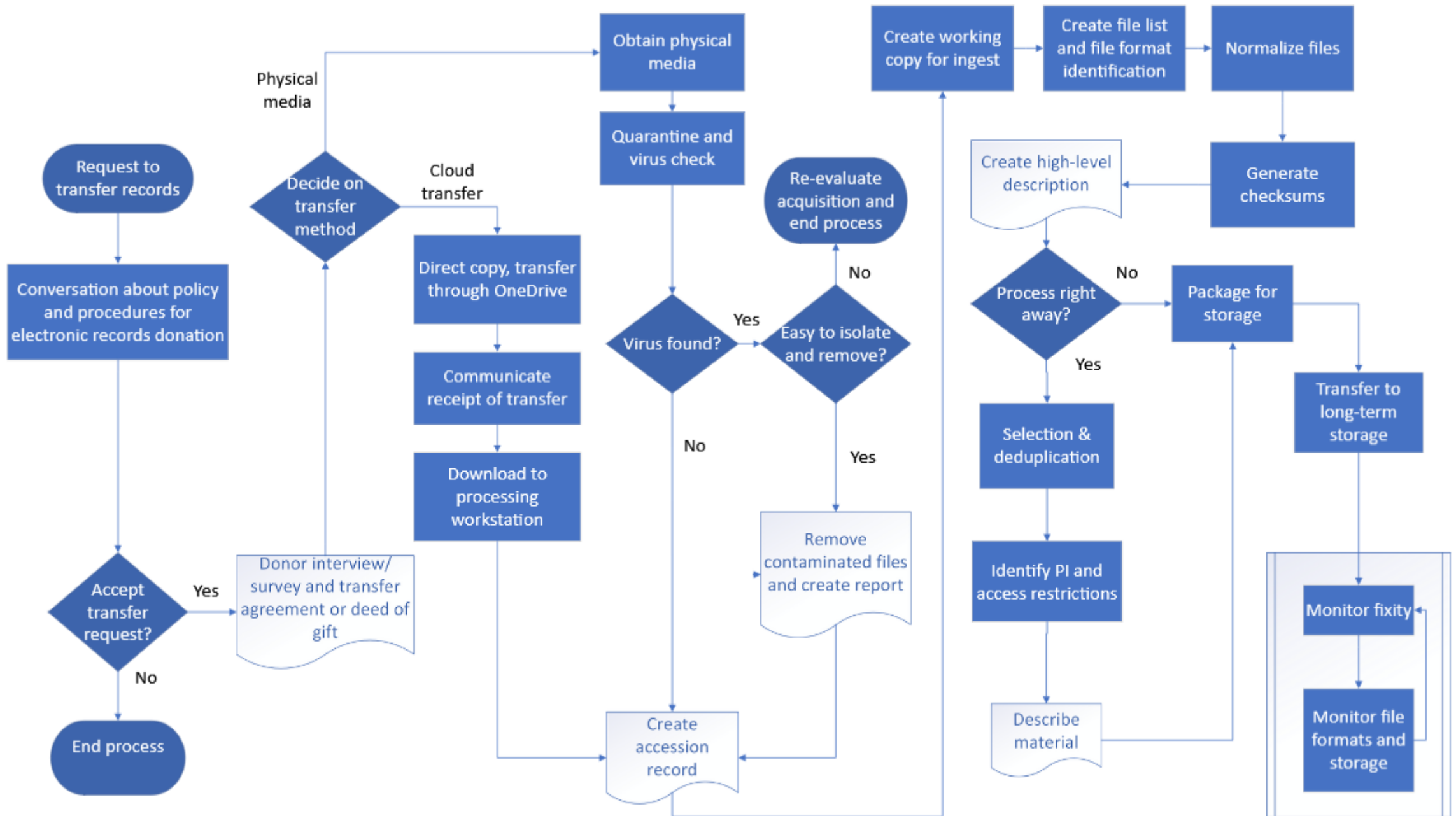
Transfer

3

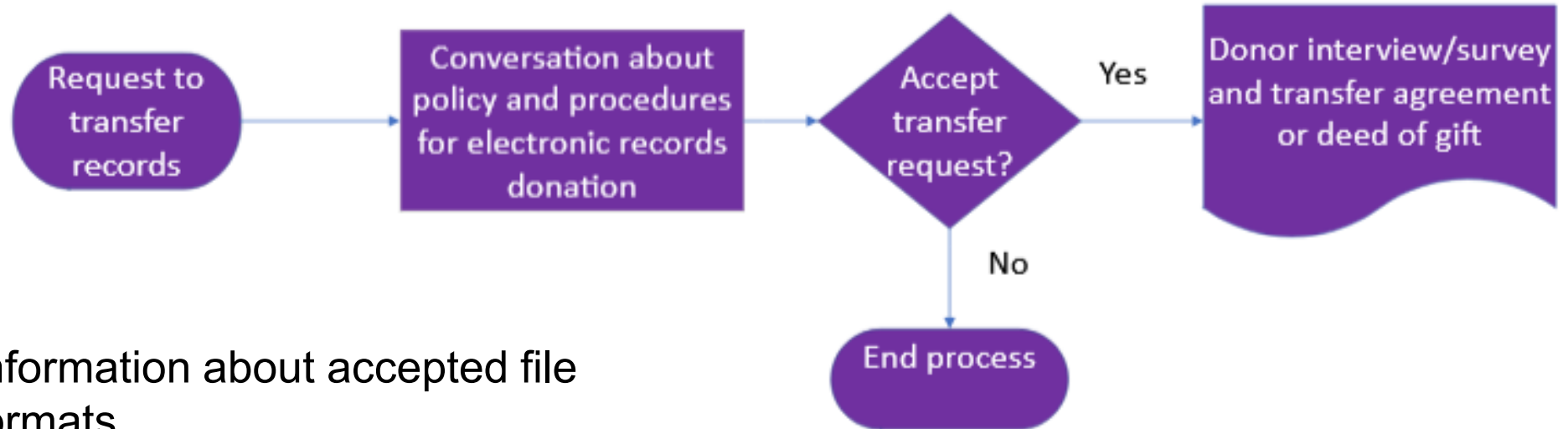
Processing

4

Storage

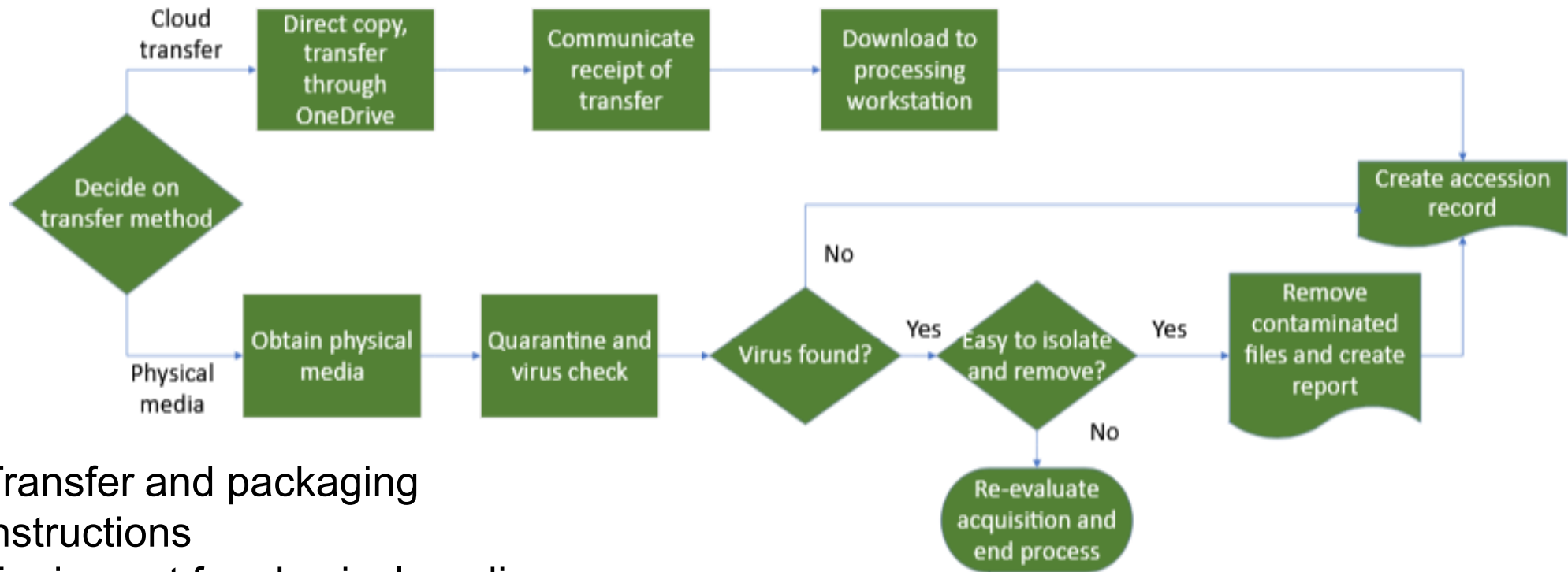


1. Appraisal



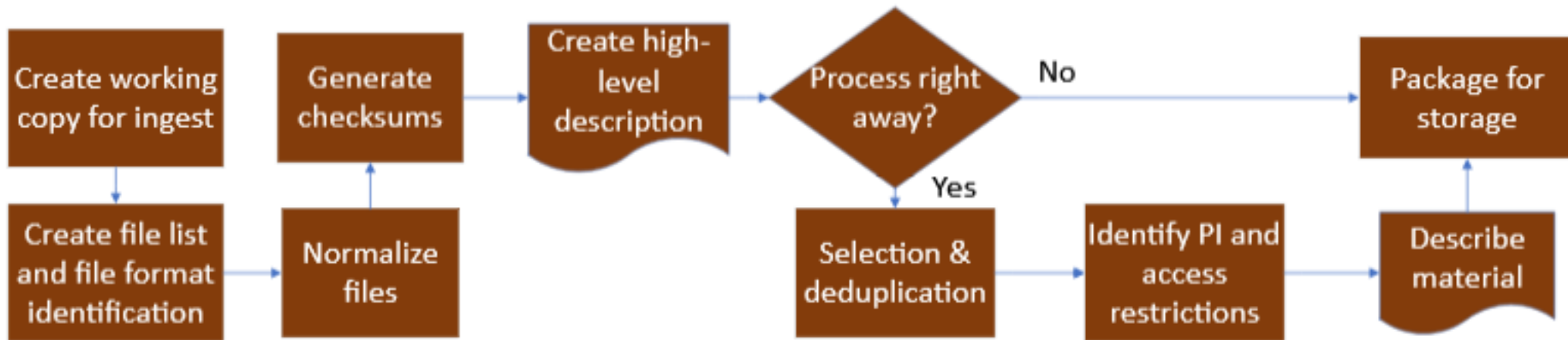
- Information about accepted file formats
- Information on the types of records we collect
- Donor digital materials survey
- Deed of gift/transfer agreement

2. Transfer



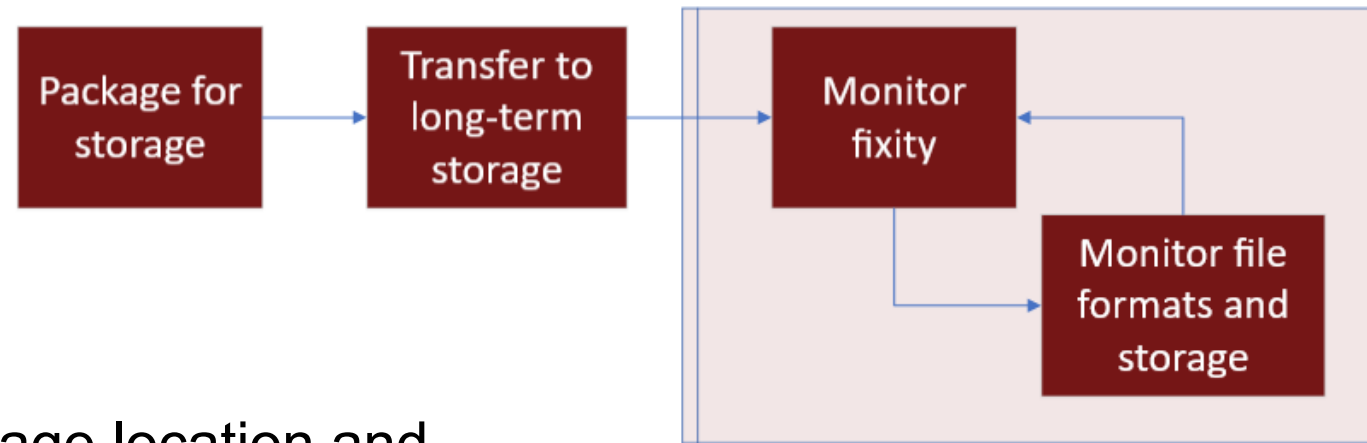
- Transfer and packaging instructions
- Equipment for physical media transfers
- Virus scanning procedures & cybersecurity

3. Processing



- Tools for checksums, normalization, file format identification
- Metadata requirements
- Format and specifications for packaging for storage

4. Storage



- Long term storage location and capacity
- How and how often to monitor for fixity
- How will bags be packed for storage

Takeaways

- Iterative workflow development as a tool to build a digital preservation program
- Identifies areas in need of policies, workflows, tools, and resources
- Many more workflows to come!

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