

# Digital Preservation: A Rapid Assessment Model

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Digital**P**reservationCoalition

# Workshop Program

2:45 Introduction to Continuous Improvement

2:55 The DPC's Rapid Assessment Model (RAM)

3:10 Vanderbilt University case study

*3:40 Break*

3:50 Try it out! (in groups)

4:20 Reconvene and feedback

4:40 Wrap up and what next?

4:45 End

<https://www.dpconline.org/digipres/implement-digipres/dpc-ram>

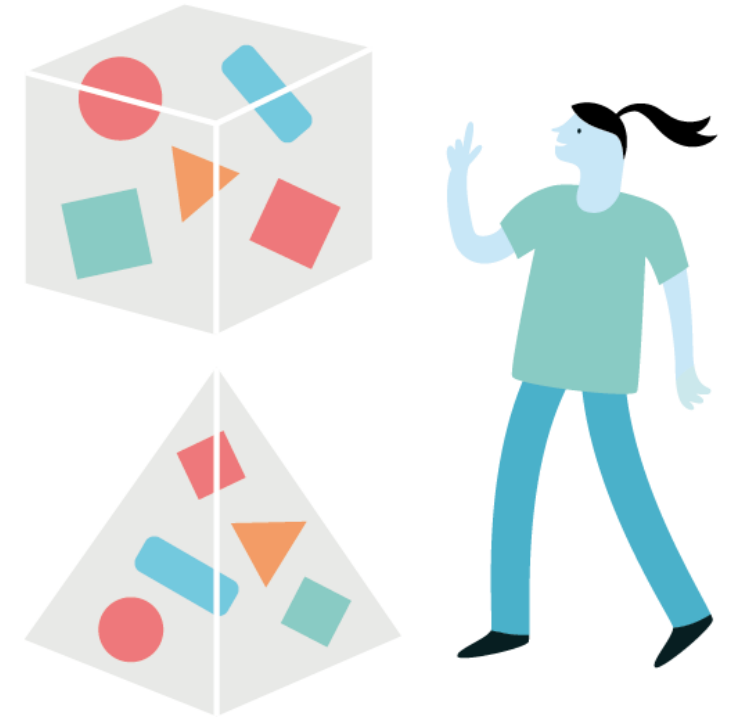
# What is Continuous Improvement ?

- An ongoing effort to improve products, services, or processes
- Facilitates an incremental approach to planning and development
- Useful when tackling a multi-faceted issue like digital preservation
- Allows the setting of achievable targets
- Particularly where resources are limited
- Smaller wins but quicker progress/results
- Can be beneficial to advocacy activities



# Good versus Best...

- Aiming for “best practice” can end up being self-defeating
- Thinking instead in terms of “good practice” allows more scope to consider:
  - Organizational context
  - Resources available
  - Preservation aims/requirements
  - Ultimately “what is good enough?”

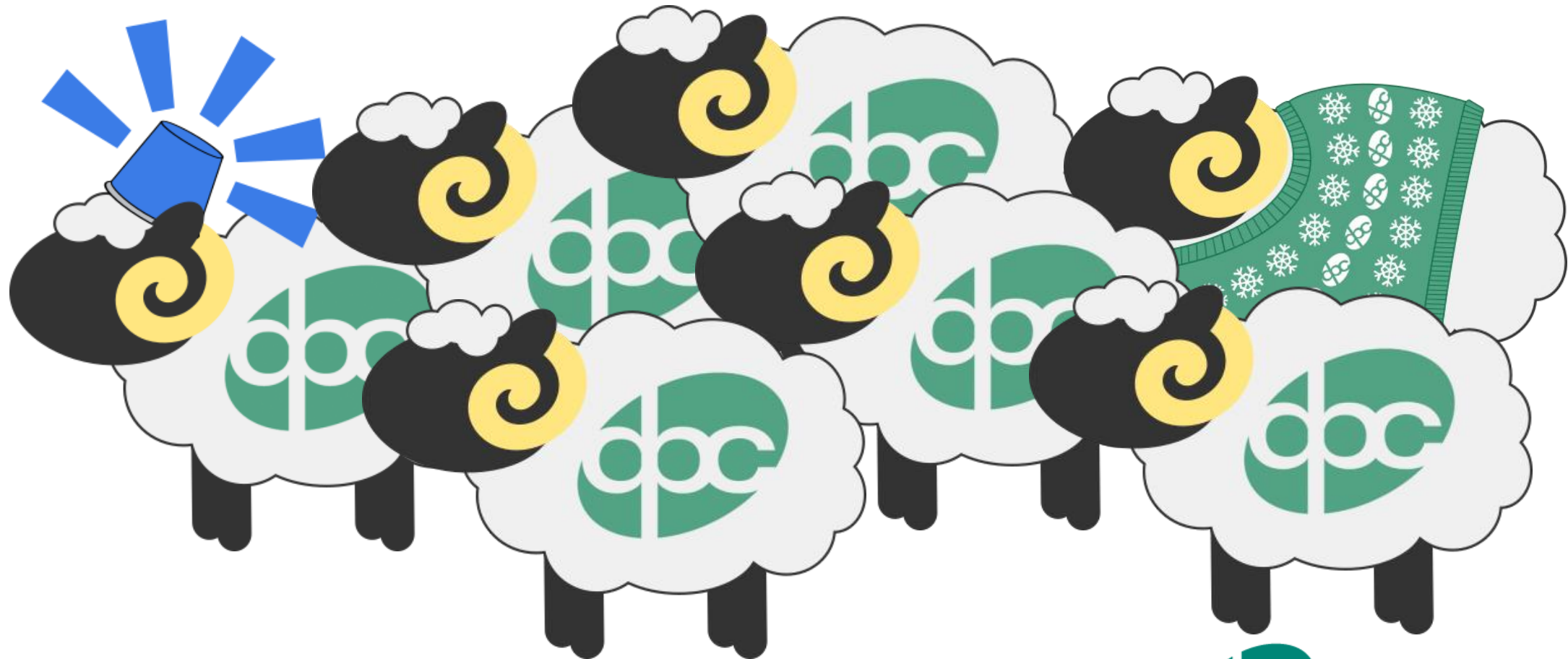


# Maturity Modelling for good practice

- Align well with the principles of continuous improvement
  - Levels to progress through rather than the pass/fail of certification
- Users can set their own targets
- Allow the identification of gaps
- Results can be used for:
  - Advocacy (e.g. for additional resources)
  - To help establish trust



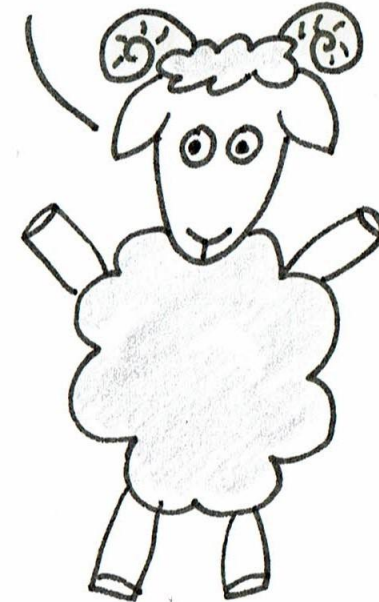
# Introducing the DPC's Rapid Assessment Model (RAM)



# DPC RAM is...

- A maturity model for digital preservation
- RAM can help you to work out:
  - Where you are
  - Where you would like to be
- Can also help with:
  - Communicating with colleagues
  - Forward planning
  - Making the case

*The DPC Rapid Assessment Model is a digital preservation maturity modelling tool*



# Measuring Good Practice

Functional Area	Level			
	Level 1 (Know your content)	Level 2 (Protect your content)	Level 3 (Monitor your content)	Level 4 (Sustain your content)
Storage	Have two complete copies in separate locations Document all storage media where content is stored Put content into stable storage	Have three complete copies with at least one copy in a separate geographic location Document storage and storage media including the resource and dependencies they require to function	Have at least one copy in a geographic location with a different disaster threat than the other copies Track the obsolescence of storage and media	Have at least three copies in geographic locations, each with a different disaster threat Maintain storage diversification to avoid single points of failure Have a plan and execute actions to address obsolescence of storage hardware, software, and media
Integrity	Verify integrity information if it has been provided with the content Generate integrity information if not provided with the content View check all content, isolate content for quarantine as needed	Verify integrity information when moving or copying content Use write-blockers when working with original media Back up integrity information and store copy in a separate location from the content	Verify integrity information of content at fixed intervals Document integrity information verification processes and outcomes Perform audit of integrity information on demand	Verify integrity information in response to specific events or activities Replace or repair corrupted content as necessary
Control	Determine the human and software agents that should be authorized to read, write, move, and delete content	Document the human and software agents authorized to read, write, move, and delete content and apply them	Maintain logs and identify the human and software agents that performed actions on content	Perform periodic review of authorization logs
Metadata	Create inventory of content, also documenting current storage locations Backup inventory and store at least one copy separately from content	Show enough metadata to know what the content is (file name, include some combination of administrative, technical, descriptive, preservation, and structural)	Determine what metadata standards to apply Find and fill gaps in your metadata to meet those standards	Record preservation actions associated with content and when those actions occur Implement metadata standards (where)
Content	Document file formats and other essential content characteristics including how and when these were identified	Verify file formats and other essential content characteristics Build relationships with content creators to encourage sustainable file choices	Monitor for obsolescence, and changes in technologies on which content is dependent	Perform migrations, normalizations, emulation, and other activities that ensure content can be accessed



ICS > 49 > 49.140

ISO 16363

Less complex

More complex



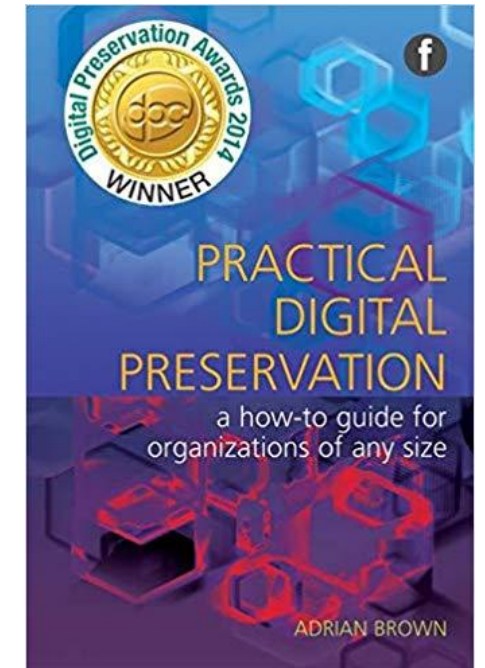
Lighter weight standards and **maturity models**:  
e.g. DPC's Rapid Assessment Model (RAM),  
Digital Preservation Capability Maturity Model  
(DPCMM) and the NDSA Levels of Preservation

Formal **certification** standards: e.g.  
CoreTrustSeal and ISO 16363: Audit and  
certification of trustworthy digital repositories

# DPC RAM: a short history



- Developed as part of a collaborative project with UK Nuclear Decommissioning Authority
  - Launched at iPRES 2019
- Based on a model by Adrian Brown
  - In “Practical Digital Preservation”
- Developed with feedback from Adrian & the wider DPC membership



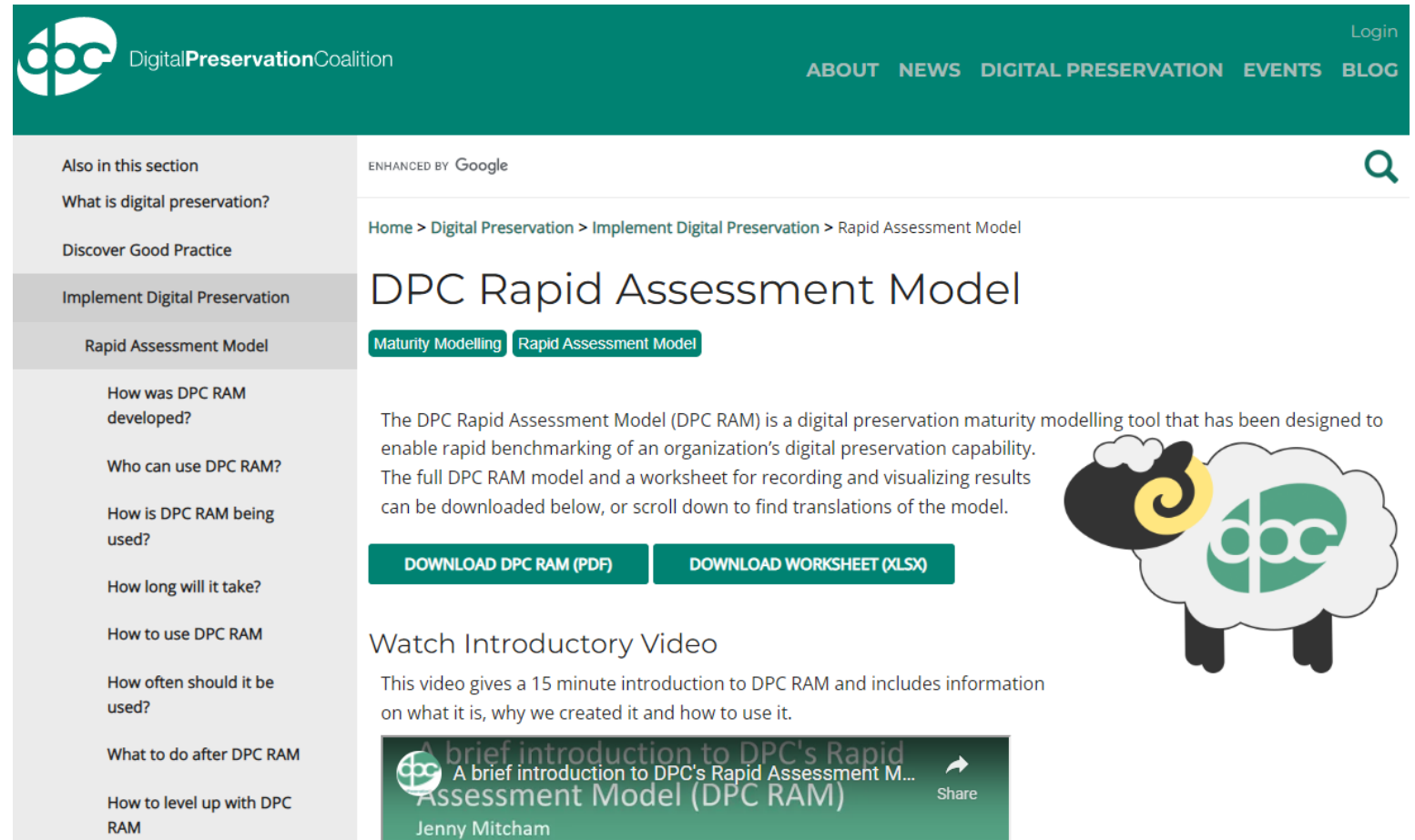
# Guiding Principles

- Developed based on a set of guiding principles
- It should be:
  - Applicable for organizations of any size and in any sector
  - Applicable for all content of long-term value
  - Preservation strategy and solution agnostic
  - Based on existing good practice
  - Simple to understand and quick to apply
  - Also, continuous improvement is central and essential



# Freely available to all!

- Find the Rapid Assessment Model on the DPC website
- Scroll down to see translations of RAM in several different languages!



The screenshot shows the DPC website interface. At the top, there is a green header with the DPC logo and the text "Digital Preservation Coalition". Navigation links include "ABOUT", "NEWS", "DIGITAL PRESERVATION", "EVENTS", and "BLOG". A "Login" link is also present. Below the header, a sidebar on the left lists various topics under "Implement Digital Preservation", with "Rapid Assessment Model" selected. The main content area features a breadcrumb trail: "Home > Digital Preservation > Implement Digital Preservation > Rapid Assessment Model". The title "DPC Rapid Assessment Model" is displayed, followed by two tags: "Maturity Modelling" and "Rapid Assessment Model". The text describes the DPC RAM as a digital preservation maturity modelling tool. Two buttons are provided: "DOWNLOAD DPC RAM (PDF)" and "DOWNLOAD WORKSHEET (XLSX)". Below this, there is a section for a video titled "Watch Introductory Video" with a description and a "Share" button. A cartoon sheep with the DPC logo on its side is positioned to the right of the video section.

<https://www.dpconline.org/digipres/dpc-ram>

# What Does RAM Look Like?

Organizational capabilities		
A	<a href="#">Organizational viability</a>	Governance, organizational structure, staffing and resourcing of digital preservation activities.
B	<a href="#">Policy and strategy</a>	Policies, strategies, and procedures which govern the operation and management of the digital archive.
C	<a href="#">Legal and ethical</a>	Management of legal, social and cultural rights and responsibilities, compliance with relevant regulation and adherence to codes of ethics related to acquiring, preserving and providing access to digital content.
D	<a href="#">IT capability</a>	Information Technology capabilities for supporting digital preservation activities.
E	<a href="#">Continuous improvement</a>	Processes for the assessment of current digital preservation capabilities, the definition of goals and the monitoring of progress.
F	<a href="#">Community</a>	Engagement with and contribution to the wider digital preservation community.

Service capabilities		
G	<a href="#">Acquisition, transfer and ingest</a>	Processes to acquire or transfer content and ingest it into a digital archive.
H	<a href="#">Bitstream preservation</a>	Processes to ensure the storage and integrity of digital content to be preserved.
I	<a href="#">Content preservation</a>	Processes to preserve the meaning, usability and functionality of the digital content over time.
J	<a href="#">Metadata management</a>	Processes to create and maintain sufficient metadata to support preservation, discovery and use of preserved digital content.
K	<a href="#">Discovery and access</a>	Processes to enable discovery of digital content and provide access for users.

- 0 - Minimal awareness
- 1 – Awareness
- 2 – Basic
- 3 – Managed
- 4 – Optimized

# Selecting Maturity Levels

- Each maturity level for each section has a basic definition

Maturity score	Basic definition for 'Organizational Viability'
0 – Minimal awareness	The organization has <b>minimal awareness</b> of the need to support digital preservation activities.
1 - Awareness	The organization is <b>aware</b> of the need to support digital preservation activities.
2 - Basic	Digital preservation activities are supported and resourced at a <b>basic</b> level within the organization...
3 - Managed	Digital preservation activities are <b>managed</b> and supported within the organization...
4 - Optimized	Digital preservation activities are <b>proactively managed</b> , enhanced and developed within the organization...



...but what might this actually look like in practice?!?

# ...There Are Examples To Help

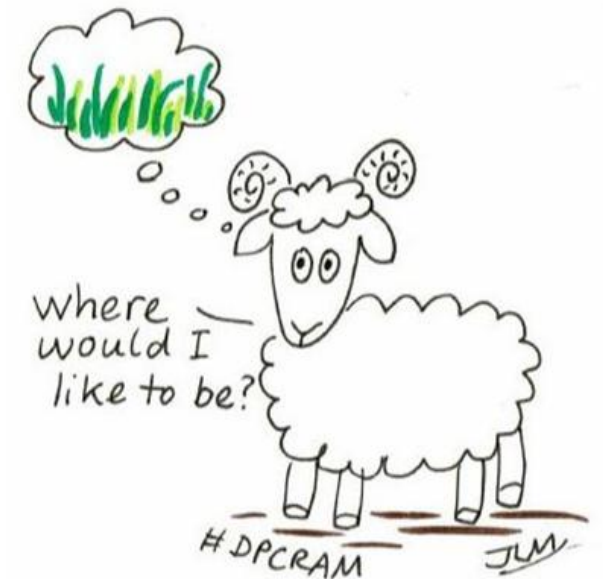
- What might the 'Basic' level look like for Organizational Viability?

2 – Basic	<p>Digital preservation activities are supported and resourced at a basic level within the organization, for example:</p> <ul style="list-style-type: none"><li>• There is some engagement from senior management.</li><li>• Staff have assigned responsibilities and the time to undertake them.</li><li>• A budget for digital preservation has been allocated (may be time-limited).</li><li>• Staff development requirements have been identified.</li></ul>
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- but remember, these are only examples. Use them to help you define where you are but note they may not all be applicable to you.

# How To Use DPC RAM

- Work out where you sit currently
  - Be honest and realistic
  - There are no half marks
  - Don't take the examples too literally
- Work out where you would like to be
  - Again...be realistic
  - **Don't assume you must aim for the top**
  - Consider time frame you are working to



# The RAM Worksheet

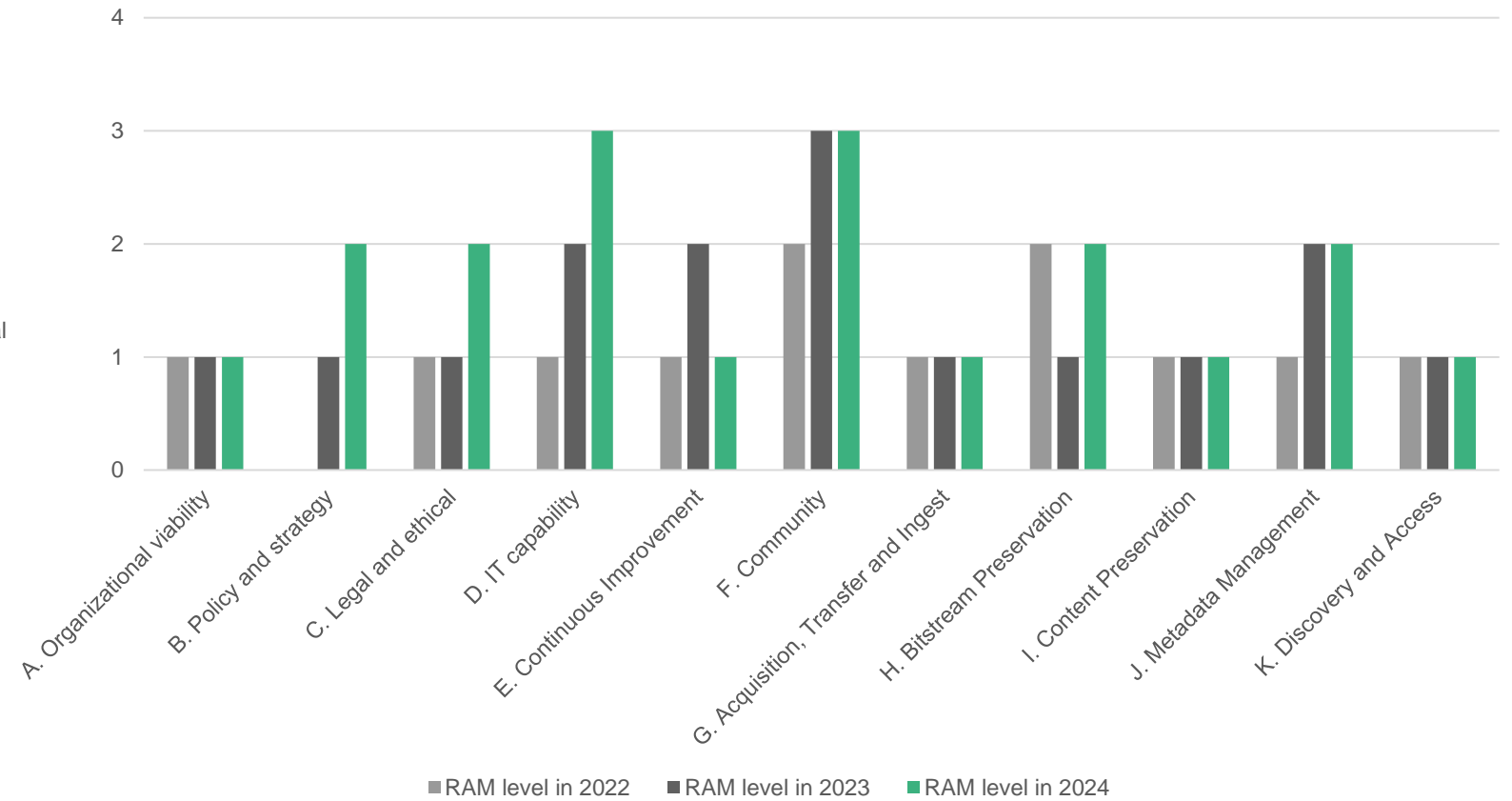
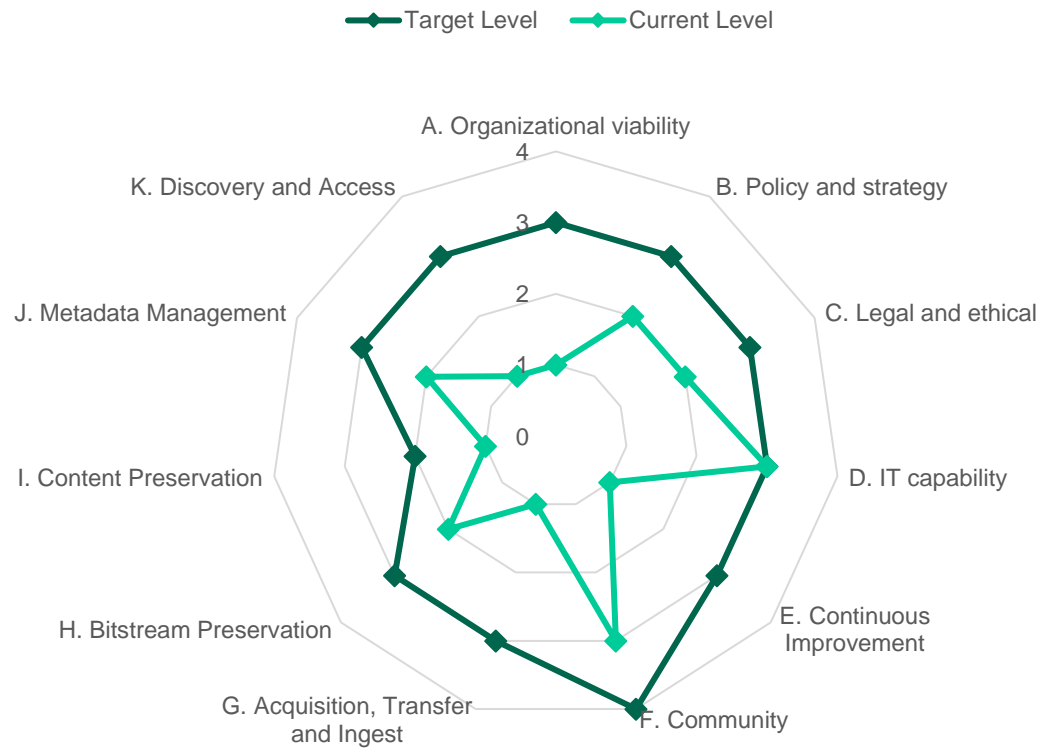
## Digital Preservation Coalition Rapid Assessment Model (DPC RAM)

<b>Assessment Worksheet</b>				
<b>Organization:</b>				
<b>Number of employees:</b>				
<b>Type of organization:</b>	Archive / Business / Higher Education & Research / Library / Museum or Gallery / Other (Delete as appropriate)			
<b>Scope of assessment:</b>				
<b>Type of content being assessed:</b>	Born digital archives / Digitised document collections / Digitised AV collections / Email / Ebooks / Etheses / Research data / Websites / Other (Delete as appropriate)			
<b>Number of TB of digital content being assessed:</b>				
<b>Time frame used for target levels (e.g. 1/3/5 years)</b>				
<b>Assessment completed by:</b>				
<b>Assessment complete on:</b>				

ORGANIZATIONAL CAPABILITIES				
	Current Level	Why did you select this level?	Target Level	What needs to be in place to get there?
<b>A. Organizational viability:</b> Governance, organizational structure, staffing and resourcing of digital preservation activities.				
<b>B. Policy and strategy:</b> Policies, strategies, and procedures which govern the operation and management of the digital archive.				
<b>C. Legal and ethical:</b> Management of legal, social and cultural rights and responsibilities, compliance with relevant regulation and adherence to codes of ethics related to acquiring, preserving and providing access to digital content.				
<b>D. IT capability:</b> Information Technology capabilities for supporting digital preservation activities.				
<b>E. Continuous Improvement:</b> Processes for the assessment of current digital preservation capabilities, the definition of goals and the monitoring of progress				

<https://www.dpconline.org/digipres/implement-digipres/dpc-ram>

# Visualize Your Results



# Before you start

- First, consider the scope of your assessment: which part of your organization you are measuring?

- Establish which digital assets are in scope e.g.:

- All digital archives      - Research data  
- Business records      - Digitised content      - Websites

- Next consider the time frame you would like to work to for any targets you will set:

- 1 year      - 3 years?      - 5 years?      - Unspecified

- Does your organization have a forward planning period, strategy or annual review cycle that you want to align with?

...if you change your mind as you work through the model you can adjust this later



# Use of RAM at Vanderbilt University

# Introduction

1			
2	<b>Assessment Worksheet</b>		
3			
4	<b>Organization:</b>	Vanderbilt Special Collections and University Archives	
5	<b>Number of employees:</b>	12 Employees	
6	<b>Type of organization:</b>	Archive / Business / Higher Education & Research / Library / Museum or Gallery / Other (Delete as appropriate)	
7	<b>Scope of assessment:</b>	To establish digital preservation standards and starting at a level 1 of "knowing our data"	
8	<b>Type of content being assessed:</b>	Born digital archives / Digitised document collections / Digitised AV collections / Email / Ebooks / Etheses / Research data / Websites / Other (Delete as	
9	<b>Number of TB of digital content being assessed:</b>	Unknown at this time	
10	<b>Time frame used for target levels (e.g. 1/3/5 years)</b>	1 year	
11	<b>Assessment completed by:</b>	Zach Johnson, Jacqueline Devereaux, and Tim Gollins	
12	<b>Assessment complete on:</b>	3/28/2024	
13			

# Organizational Capabilities

3 4 ORGANIZATIONAL CAPABILITIES	5	6	7	8
	Current Level	Why did you select this level?	Target Level (optional)	What needs to be in place to get there?
<p>5 6 A. <b>Organizational viability:</b> Governance, organizational structure, staffing and resourcing of digital preservation activities.</p>	2 - Basic	We joined DPC as full members, the department created and hired a born digital archivist, staff have begun taking trainings from DPC, SAA, and other accredited professional organizations, our department director is considered an expert in the field, a budget has been allocated for digital preservation for foreseeable future, and the library system understands the short term and long need for focusing on digital preservation	2 - Basic	This year, will take opportunities as they arise to improve incrementally in this area.
<p>7 B. <b>Policy and strategy:</b> Policies, strategies, and procedures which govern the operation and management of the digital archive.</p>	1 - Awareness	We do not clearly have policies in place or have defined our needs for specific procedures for digital preservation. We have not defined the entire scope too.	2 - Basic	We will need to start crafting policies and procedures as we develop and grow the program. By writing down higher level policies and some detailed procedures, this should take us to the next level. Specifically, understanding the scope of the collection and more general polices for the department will enable us to develop policies for managing and providing access to digital content. If we 1) create a development strategy 2) procedure for accessing content we should be able to come closer to achieve a level 2 status.
<p>8 C. <b>Legal basis:</b> Management of legal rights and responsibilities, compliance with relevant regulation and adherence to ethical codes related to acquiring, preserving and providing access to digital content.</p>	1 - Awareness	General Counsel, as our expert advisors on campus, knows we have a need and we have consistent conversations and we have developed some policies around ethical and legal use and access of materials. We have written an oral history agreement and a deed of gift form. We have written policies across JStor and Aviary about access and use of materials including copyright. Cultural and ethical implications are largely absent from current documentation.	2 - Basic	If 1) we have licensing, legal rights, and contracts easily available 2) designate the roles and responsibilities for legal risks 3) establish different access workflows for content with different legal responsibilities 4) meet local and national legislation for accessibility 5) define cultural and ethical requirements. Need to identify our materials in order to appropriately identify relevant parties.

# Organizational Capabilities

<p><b>D. IT capability:</b> Information Technology capabilities for supporting digital preservation activities.</p>	<p>2 - Basic</p>	<p>The libraries do have support regarding long term storage, support for varying activities, but at this time a major concern is time - many of our IT staff members have limited time to update Aeon, ArchivesSpace, and assist with other digital preservation activities. For long term stroage, we have Fedora and Amazon that also hold multiple copies. IT systems are documented on the LTAS website.</p>	<p>2 - Basic</p>	<p>If 1) we have our contracts well documented with 3rd party services 2) have IT systems updated and patched when possible 3) have the IT roles and responsibilities well documented then we could achieve a level 3. We do not currently have a plan to get these completed in the next year due to time and resources (both SCUA and LTAS).</p>	
<p><b>E. Continuous Improvement:</b> Processes for the assessment of current digital preservation capabilities, the definition of goals and the monitoring of progress</p>	<p>1 - Awareness</p>	<p>We are aware that we need to have more benchmark goals for digital preservation, but more staff would like to grow in certain areas and establish goals. We need more staff to have a basic knowledge and now a dedicated staff member can continue to participate in professional development opportunities, join organziations, and keep up with professional literature.</p>	<p>2 - Basic</p>	<p>If 1) we have each member of the department complete the novice training from DPC 2) understand what tools we need to develop the program 3) determine our standing in comparison to peers 4) identify a program of work to progress within this space and advocate for the funding of such a program then we will be able to achieve a level 2.</p>	
<p><b>F. Community:</b> Engagement with and contribution to the wider digital preservation community.</p>	<p>2 - Basic</p>	<p>We are full members at DPC, DLF, NDSA, SAA, IIF, VRA. The directors have a robest network of colleagues in numerous continents and with joining the DPC other staff members have more access to digital preservation events. Staff members are establishing contacts and conducting meetings with other digital archivists to understand their work and develop more understanding to the profession.</p>	<p>3 - Managed</p>	<p>If 1) staff begin to form connections to other digital archivists 2) join and participate in organizations such as NDSA, DLF 3) provide a test case for digital preservation to contribute via article, presentation, etc. then the department can achieve a level 3.</p>	

# Service Capabilities

	A	B	C	D	E	F
22	<b>SERVICE CAPABILITIES</b>					
23		<b>Current Level</b>	<b>Why did you select this level?</b>	<b>Target Level (optional)</b>	<b>What needs to be in place to get there?</b>	
24		1 - Awareness	We currently have individual approaches to acquiring and transferring materials to SCUA. We do have the resources and IT backing for ingesting materials onto holding servers and eventually onto Amazon or Fedora, but the procedures are not normalized or consistent over instances.	2 - Basic	If we 1) create a documented ingest process 2) create basic guidance for donors 3) document process for selecting website capture 4) create a working area for ingest activities such as virus checking and file identification.	
25		1 - Awareness	Currently we have the capability in Fedora and sometimes in Archivematica to automatically generate checksums, but it is not a standardized process. We need to have content in a central place for staff to access information.	1 - Awareness	We will be redesigning our current system to be a better basis for building on in the future. This involves going back in development a bit to get back to our current capabilities. This system will be designed and tested by next year, but will not be ready for implementation next year.	
26		1 - Awareness	Most content that has made it onto servers has the capability of being saved for the future - and access to audiovisual materials is available on both Aviary and Jstor for users to continue to access those types of resources. We need to develop a sense of file formats, understand quality or encryption issues, and develop an understanding of a future audience of users.	1 - Awareness	In the next year, we can target characterizing all new material and will have begun the process of characterizing our legacy collection. Builds off the previous point.	
27		1 - Awareness	Our department has one staff member with job parameters set for establishing metadata standards on our different platforms. We are creating standards for metadata expectations for preservation, administration, and description that should soon become more standardized on ArchivesSpace. It will require basic preservation metadata at an item level and metadata acquired with the objects needs to be retained during transfer to the repository.	1 - Awareness	We can likely define the criteria in the next year and may be able to repurpose the digital asset survey to become this. It is unclear whether this could actually get us to level 2 within the next year. Will look to define minimum metadata standards for these areas.	
28		2 - Basic	At this moment in time, we have ArchivesSpace for descriptive purposes to describe objects through the Digital Object category on the database. We also actively use Aviary for digitized audio materials and Jstor for digitized books, photographs, publications, and selected archival materials.	2 - Basic	If we 1) have a basic inventory available for what digital materials exist 2) users can access digital content remotely or on site 3) we use Aeon or Jstor to document the viewing stats 4) have rights information displayed across systems 5) full text search is available for some content we could get to level 3.	

# Year 2

2	<b>Assessment Worksheet</b>		
3			
4	<b>Organization:</b>	Vanderbilt University Special Collections and University Archives	
5	<b>Number of employees:</b>	17 employees	
5	<b>Type of organization:</b>	Higher Education & Research	
7	<b>Scope of assessment:</b>	To build infrastructure and continue growing our knowledge and abilities to reach basic and managed levels	
8	<b>Type of content being assessed:</b>	Born digital archives / Digitised document collections / Digitised AV collections / Email / Ebooks / Etheses / Research data / Websites / Other (Delete as	
9	<b>Number of TB of digital content being assessed:</b>	273	
0	<b>Time frame used for target levels (e.g. 1/3/5 years)</b>	1 year	
1	<b>Assessment completed by:</b>	Jacqueline Devereaux, Zach Johnson, Tim Gollins	
2	<b>Assessment complete on:</b>	3/20/2025	

# Year 2

	Current Level	Why did you select this level?	Target Level	What needs to be in place to get there?
5				
6				
7				
8				
9				
10				
11				
	<b>A. Organizational viability:</b> Governance, organizational structure, staffing and resourcing of digital preservation activities.	We achieved all the elements of 2 including staff development, senior management such as the University Librarian and the head of the department, Tim, has high visibility. Parts of digital preservation have been taken from some parts of the SCUA/library budget, but it is not permanent. We have 1 full time staff member for Digital archiving, with a supervisor and director.	3 - Managed	This would be achieved if we had a center for applied digital preservation. This would mandate a permanent budget and help with visibility. Assessments with inventory and reports on AWS and Aeon are needed as well.
	<b>B. Policy and strategy:</b> Policies, strategies, and procedures which govern the operation and management of the digital archive.	We have achieved basic documentation, a policy that is informed by basic understanding of needs, we have a gap in coverage for specifics under a digital preservation policy, and the scope of collections is mostly understood	2 - Basic	Too much to achieve, we hope to gain more understanding of collection scope, develop and finalize a digital policy and continue to strengthen documentation over
	<b>C. Legal and ethical:</b> Management of legal, social and cultural rights and responsibilities, compliance with relevant regulation and adherence to codes of ethics related to acquiring, preserving and providing access to digital content.	We mostly rely on our system of donation forms for this section. We have forms for digital contribution, non-custodial materials, and we have templates for donating materials. We refer to General Counsel, as our expert advisors on campus, knows we have a need and we have consistent conversations and we have developed some policies around ethical and legal use and access of materials. We have written an oral history agreement and a deed of gift form. We have written policies across JStor and Avary about access and use of materials including copyright. Cultural and ethical implications are largely absent from current documentation. We adhere to professional codes of conduct such as SAA, ALA etc	2 - Basic	We anticipate this will require more relationship building both on campus and with community organizations to move to the next level If 1) we have licensing, legal rights, and contracts easily available 2) designate the roles and responsibilities for legal risks 3) establish different access workflows for content with different legal responsibilities 4) meet local and national legislation for accessibility 5) define cultural and ethical requirements. Need to identify our materials in order to appropriately
	<b>D. IT capability:</b> Information Technology capabilities for supporting digital preservation activities.	This is the nature of Vanderbilt University as IT. This is beyond our department of what we can control.	2 - Basic	If 1) we have our contracts well documented with 3rd party services 2) have IT systems updated and patched when possible 3) have the IT roles and responsibilities well documented then we could achieve a level 3. We do not currently have a plan to get these completed in the next year due to time and resources
	<b>E. Continuous Improvement:</b> Processes for the assessment of current digital preservation capabilities, the definition of goals and the monitoring of progress	We need to carry out an assessment in a department. Once we have our staff and other identified departments fill out a CAT, we will have a better understanding of our individual strengths and weaknesses and we will be better able to allocate our staff resources moving forward	2 - Basic	If 1) we have each member of the department complete the novice training from DPC 2) understand what tools we need to develop the program 3) determine our standing in comparison to peers
	<b>F. Community:</b> Engagement with and contribution to the wider digital preservation community.	We are full members at DPC, DLF, NDSA, SAA, IIF, VRA. The directors have a robust network of colleagues in numerous continents and with joining the DPC other staff members have more access to digital preservation events. Staff members are establishing contacts and conducting meetings with other digital archivists to understand their work and develop more understanding to the profession. If 1) staff formed digital archivists through DPC events and individual outreach 2) participate in organizations such as NDSA, DLF 3) provide a test case for digital preservation to contribute via article, presentation, which Jacqueline and Zach completed by submitting a conference proposal and academic article regarding using AWS for storage and creating ingestion procedures	4 - Optimized	Hub of digital preservation in this area of Nashville to start growing local connections in the future.

# Year 2

A	B	C	D	E	F
<p><b>G. Acquisition, Transfer and Ingest:</b> Processes to acquire or transfer content and ingest it into a digital archive.</p>	2 - Basic	We 1) created a documented ingest process 2) created basic guidance for donors 3) documented process for selecting website capture 4) created a working area for ingest activities such as virus checking and file identification.	2 - Basic	We hope to maintain this momentum and continue work to streamline these procedures and make it more accessible beyond a single person. We also need to continue more work on appraisal to determine ways to avoid streamlining and reducing the initial intake of material. We also have several ideas for how to automate metadata description, but it will	
<p><b>H. Bitstream Preservation:</b> Processes to ensure the storage and integrity of digital content to be preserved.</p>	2 - Basic	We have dedicated storage to meet current preservation needs via AWS S3. We record the location in an asset registry that is updated quarterly, we have backups as part of AWS, checksums are generated via command line before uploading as a tar file to AWS and appended as an etag to the material, we have limits for staff members who have access to the collections	3 - Managed	Listing of 2 factor authentication, conduct a risk register, moving content to SCUA and develop verifying checksums once it's on it for AWS, 1 check per month, clear	
<p><b>I. Content Preservation:</b> Processes to preserve the meaning, usability and functionality of the digital content over time.</p>	2 - Basic	We have identified file formats using Sigfried and manually checked for invalid files. We have a basic understanding of current users and use cases for born digital materials.	2 - Basic	We will continue work on strengthening our identification and preparation for preservation. 1) We need to carry out actions to ensure quality such as normalization or emulation 2) Need to thoroughly document changes to digital content through stronger metadata 3) We need to have watch activities for at risk materials	
<p><b>J. Metadata Management:</b> Processes to create and maintain sufficient metadata to support preservation, discovery and use of preserved digital content.</p>	2 - Basic	We identified most of our collection using a asset register, we have minimum description in ArchivesSpace such as size, file types, and carrier information, we have bundled our metadata and documentation into our preservation system. We have metadata at an item level with the help of using Sigfried	3 - Managed	We already use a system of persistent identifiers and structural relationships are documented using ArchivesSpace Digital Object capabilities to show hierarchies and connections with materials. We need to 1) Have appropriate metadata standards and controlled vocabularies to ensure consistency 2) Document these metadata	
<p><b>K. Discovery and Access:</b> Processes to enable discovery of digital content and provide access for users.</p>	2 - Basic	We have a basic resource discovery mechanism to find content using ArchivesSpace, the access to digital content is recorded using Aeon "Born Digital" content bucket, basic support is provided by both the digital archivist and the manager of public services, users can access the materials and metadata onsite with the possibility of remote access	2 - Basic	We need to boost our accessibility on our websites, but ArchivesSpace passes accessibility criteria and the onsite experience needs to offer more searching capabilities. We can also work on 1) access to sensitive content is provided with full disclosure of risk 2) document mass extraction of all digital content during an exit 3) clear information is provided to users on permitted uses	



# Break

# Time to have a go!

First, think about your scope...

Then start by focusing on assessing current levels for headings under  
“Organizational Capabilities”

“Where are we now?”

**30 minutes**

# Reconvene and feedback

info@dpconline.org  
www.dpconline.org

# Wrap up and what next?

info@dpconline.org  
www.dpconline.org

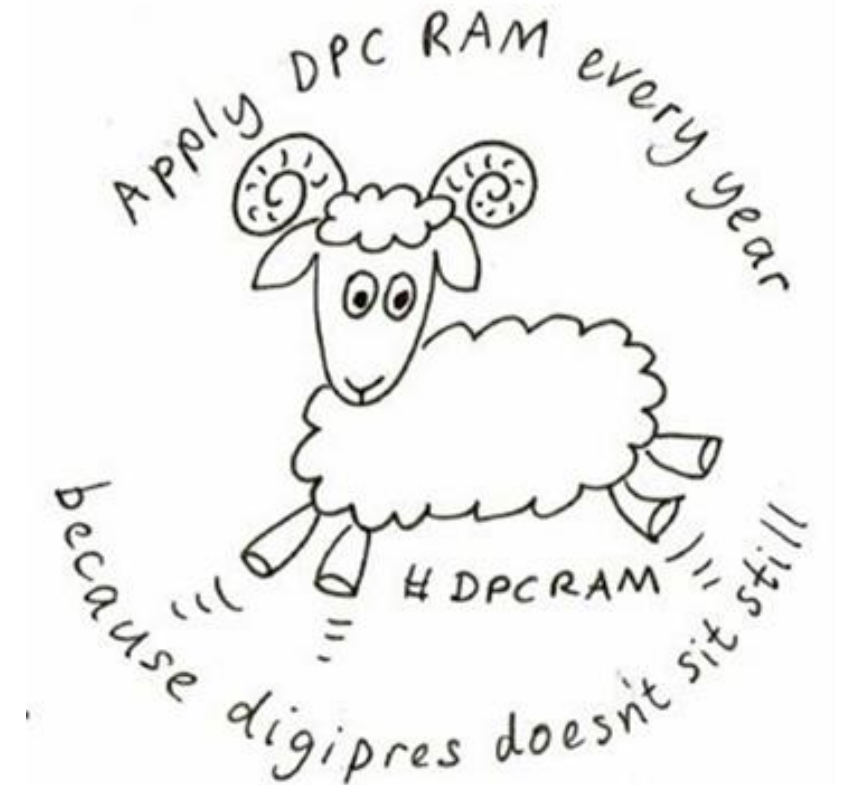
# Self-assessment is the first step!

- After completing a RAM assessment, you may want to:
  - Share with colleagues – start a conversation!
  - Include it in a business case for digital preservation
  - Set priorities: which areas to progress first?
    - Establish a roadmap or a plan for moving forward
  - Create an aspirational preservation policy that reflects your goals



# ...and Repeat...

- Useful to do a RAM assessment once...
- But even more useful to repeat regularly
- We recommend an annual check in on the current status and targets
- Re-visiting should be a quick task
  - Hugely valuable to keep an eye on progress
  - Don't be too surprised/worried about decreases in scores!



# RAM for DPC Members

- Help with completing RAM assessment
- Events every year to help Members with RAM
  - RAM-balance (We're here to help!)
  - RAM-Jam (Case studies, lessons learned and more!)
- Members share their results with us
- More [free to all] complementary resources!
  - DPC CAT
  - Novice to Know-How online training
  - Toolkits for Advocacy, Business Cases, Policy Making and more



# Thank you

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