

# DP workflows on a budget

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# Acknowledgement of Country

**We all sit on Awabakal and Worimi land  
'Niirun Yalawa Awabakal and Worimi burrei'**

City of Newcastle (CN) acknowledges its Local Government Area (LGA) sits within the Country of the Awabakal and Worimi peoples. We acknowledge that Country for Aboriginal peoples is an interconnected set of ancient relationships. We acknowledge the custodianship of the Awabakal and Worimi peoples and the care and stewardship they have performed in this place since time immemorial.

**Always was, always will be Aboriginal land  
'Wunyibu wunyibu warra wunyibu wunyibu kuumba  
Guuri burrai'**



# Newcastle Library's DigiLab

Newcastle Library's DigiLab – a state-of-the-art space to digitise the City of Newcastle's collections.

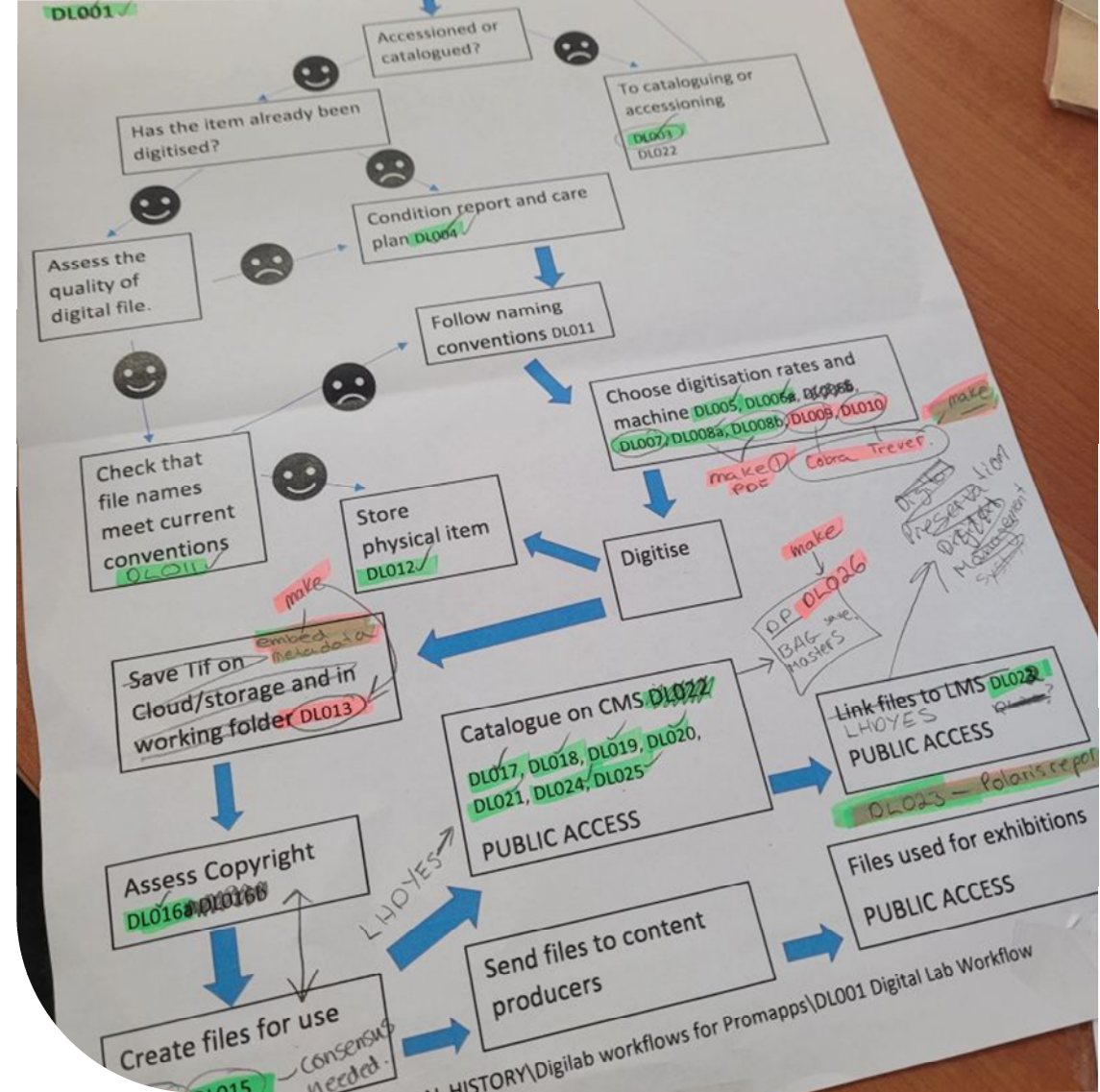
gile items dating back to the early 1800s are now able to be digitally preserved for future generations.

located at Newcastle Library today, the high-tech digitisation lab will feature cutting-edge equipment including scanning instruments and robotic page turners capable of converting 2,500 pages an hour into digital format.



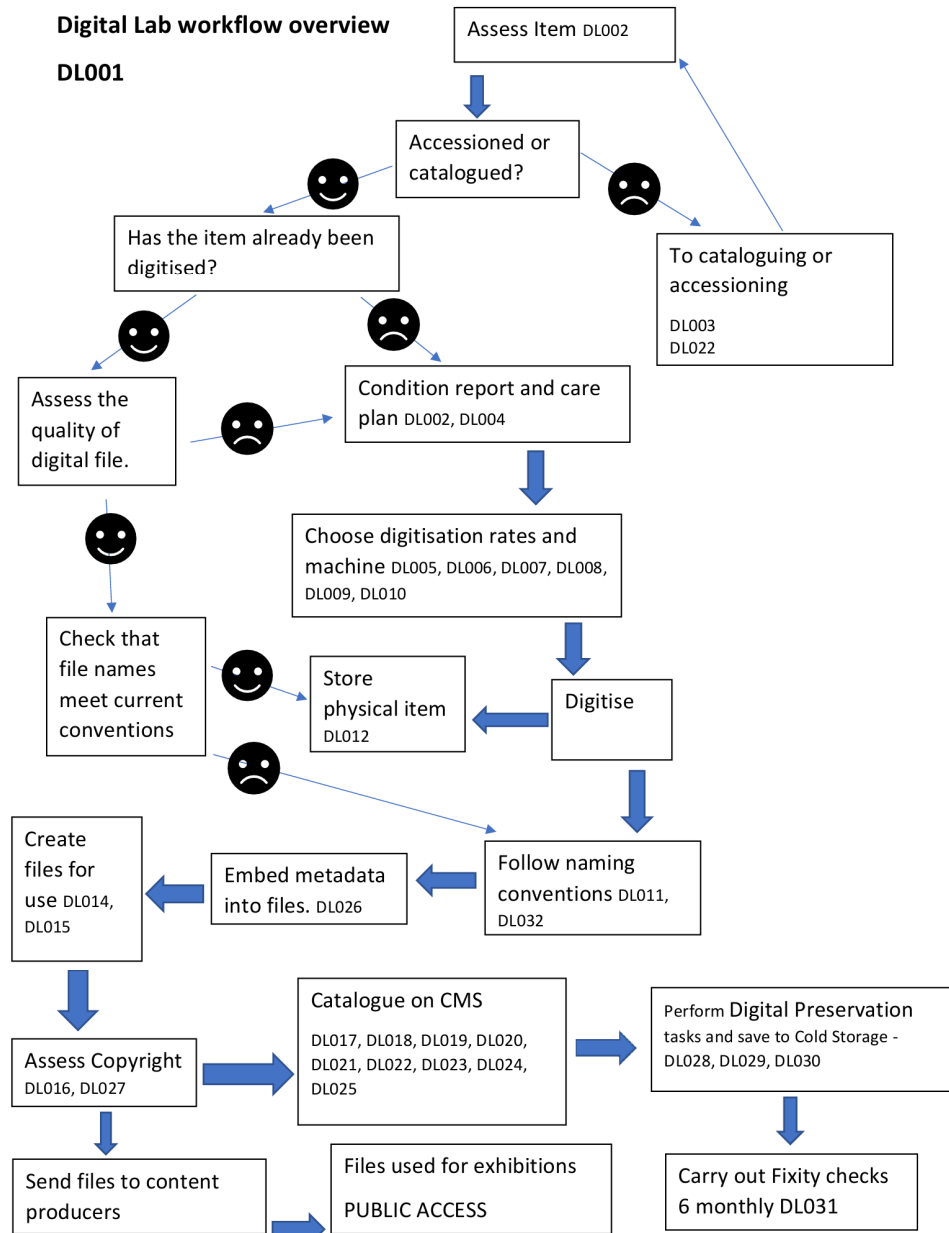
DigiLab was co-funded through the City of Newcastle's works program and an \$85,000 Merit grant from State Library of NSW.

My original workflow for the lab looked like this...  
The only acknowledgement of digital preservation was the naming conventions and file name embedding.



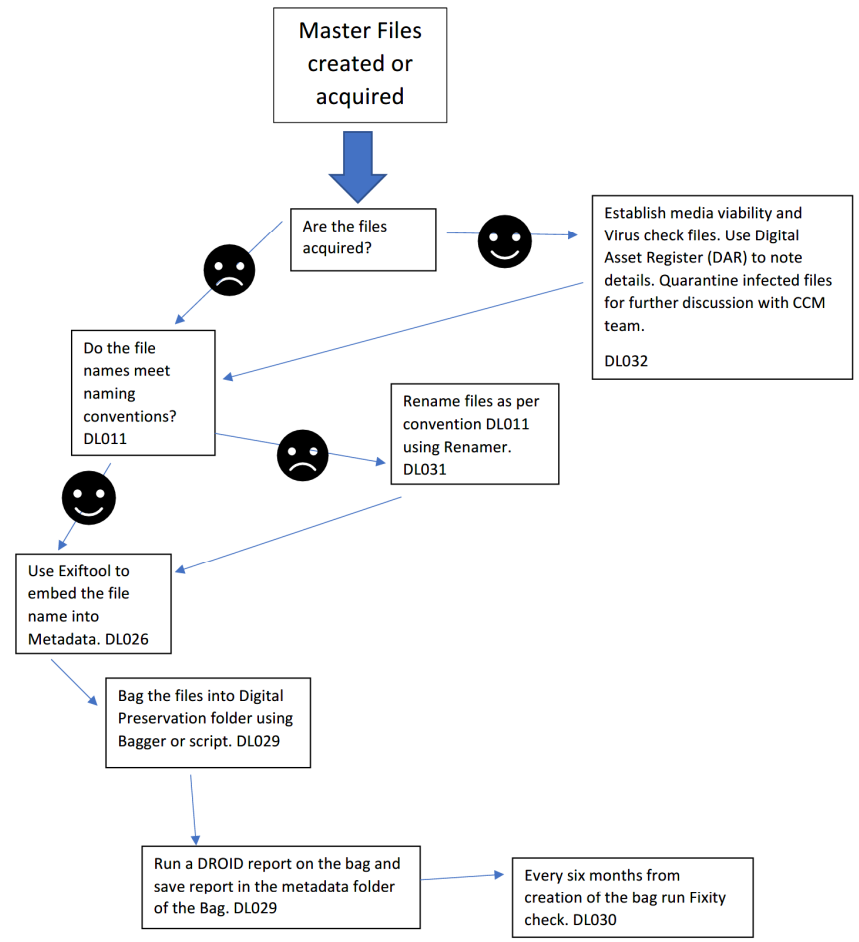
Digital Lab workflow overview

DL001



5 years on my workflow now looks like this

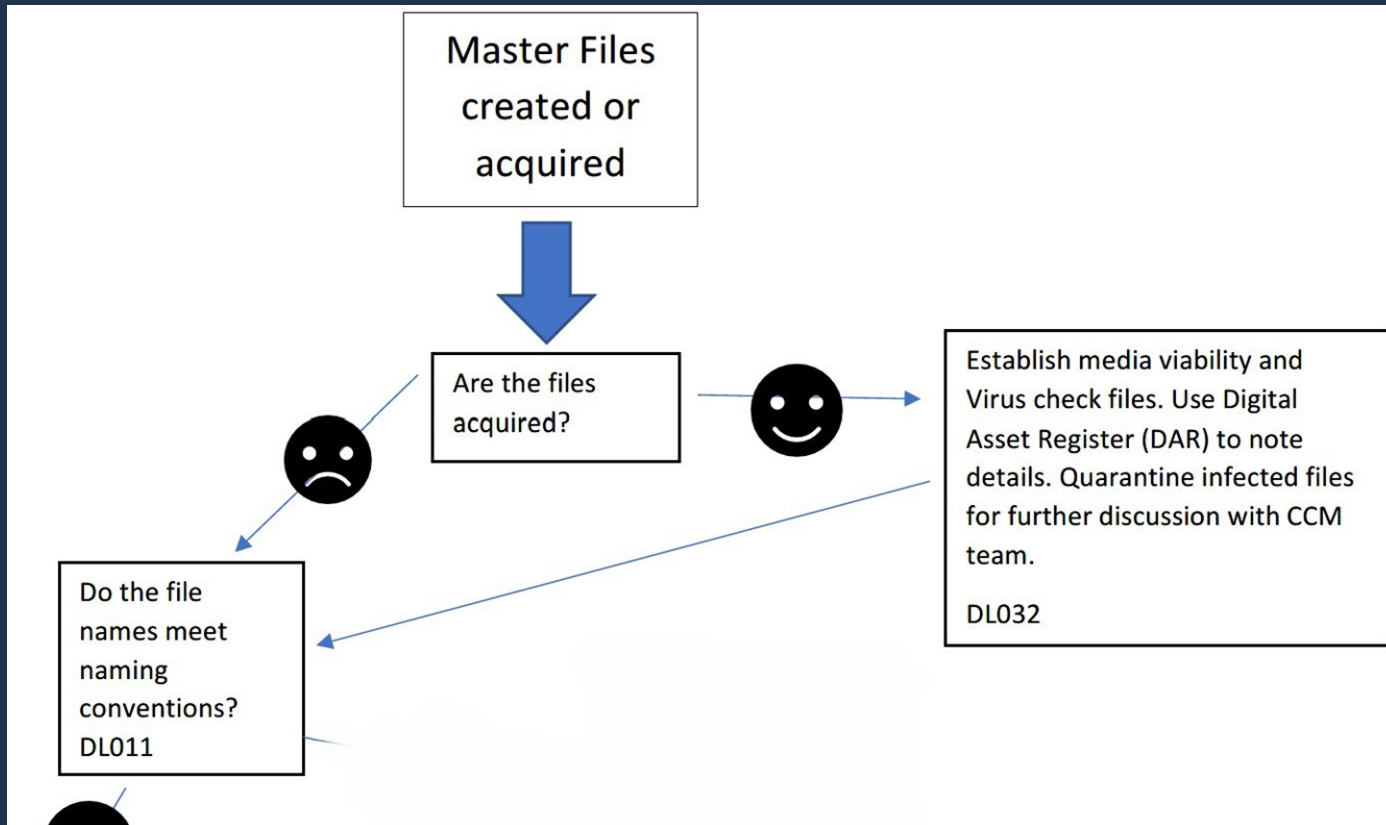
**DL028 Digital Preservation Overview (Part of the Digilab workflow DL001)**



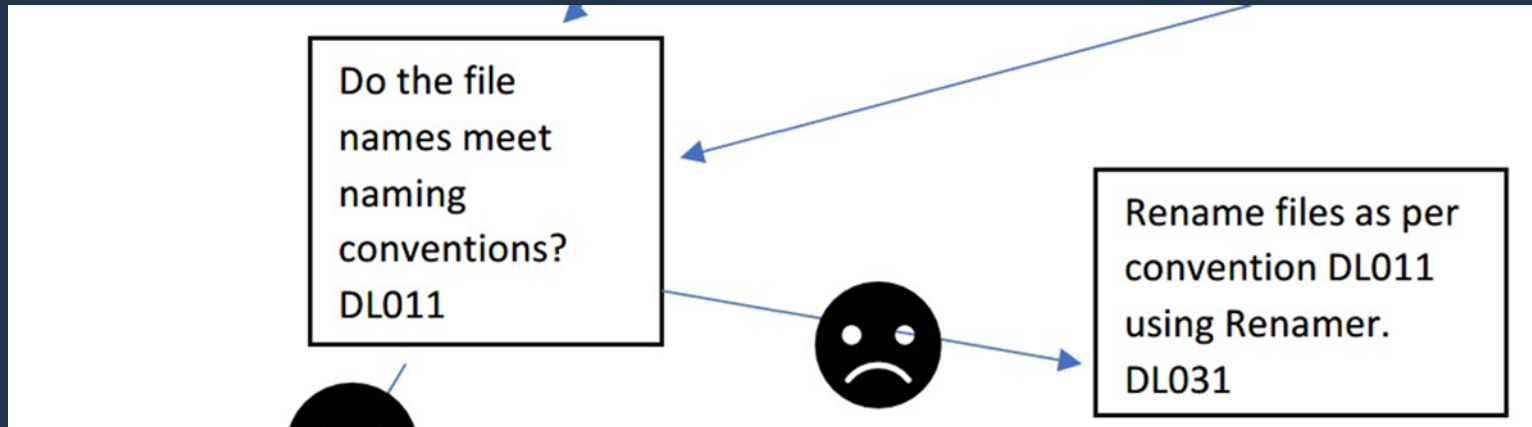
2 years ago, I finalised and adopted this to carry out DP on the files I create and procure.

A workflow using  
free tools and \$0.

Step by step.



# Where have the files originated from?

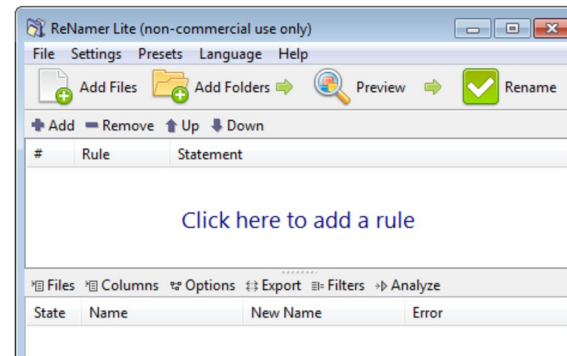


Decision time:  
Rename or maintain authenticity by retaining file name?

# Renamer



## Products › ReNamer



*Click on the image to view all screenshots*

### Description

ReNamer is a very powerful and flexible file renaming tool, which offers all the standard renaming procedures, including prefixes, suffixes, replacements, case changes, as well as removing contents of brackets, adding number sequences, changing file extensions, etc. For advanced users there is support for Regular Expressions and the Pascal Script rule, which lets users program their very own renaming rule.

This program allows you to combine multiple renaming actions as a rule set, applying each action in a logical sequence, which can be saved, loaded, and managed within the program. In addition, it can rename folders, supports Unicode characters, and

Installer

Portable

Downloads

Changelog

Screenshots

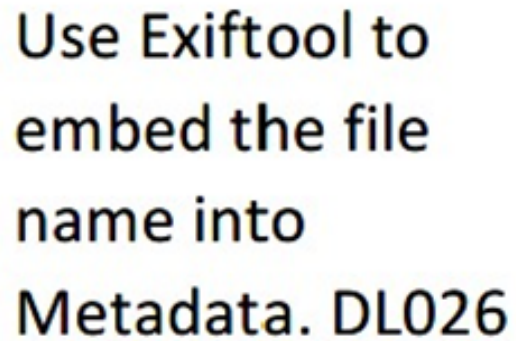
Documentation

Awards (18)

Purchase Pro

Lite vs Pro

Licensing Terms

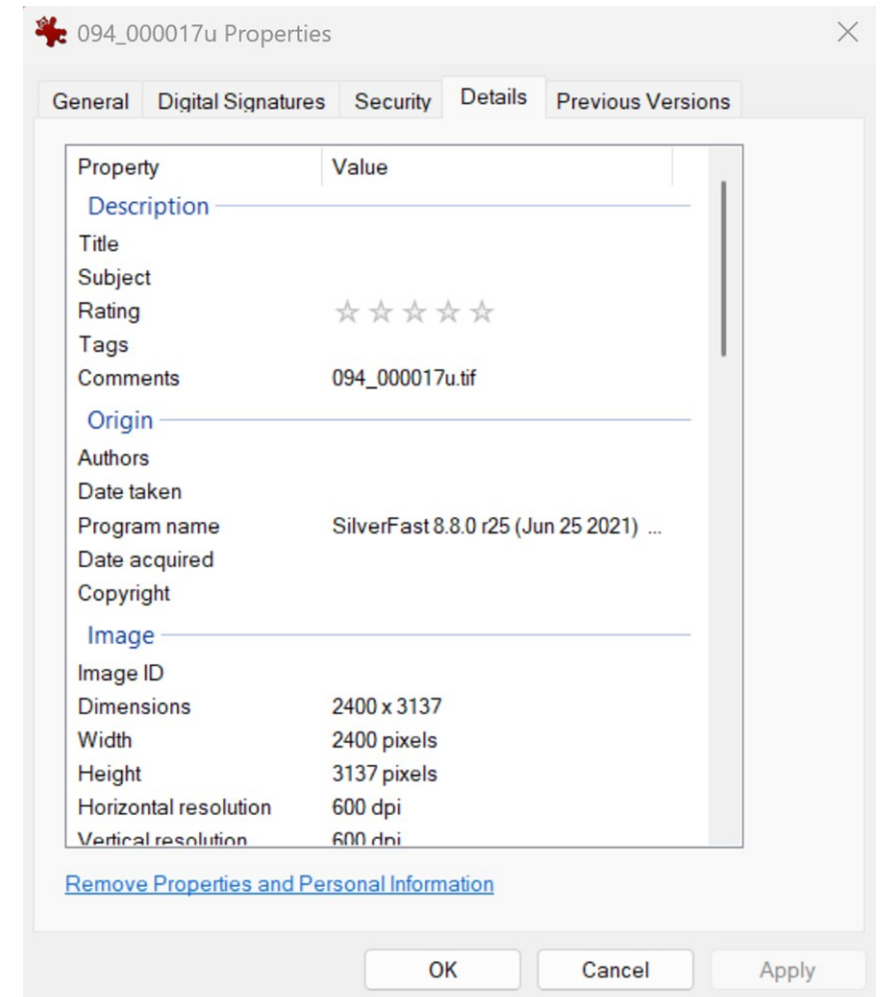
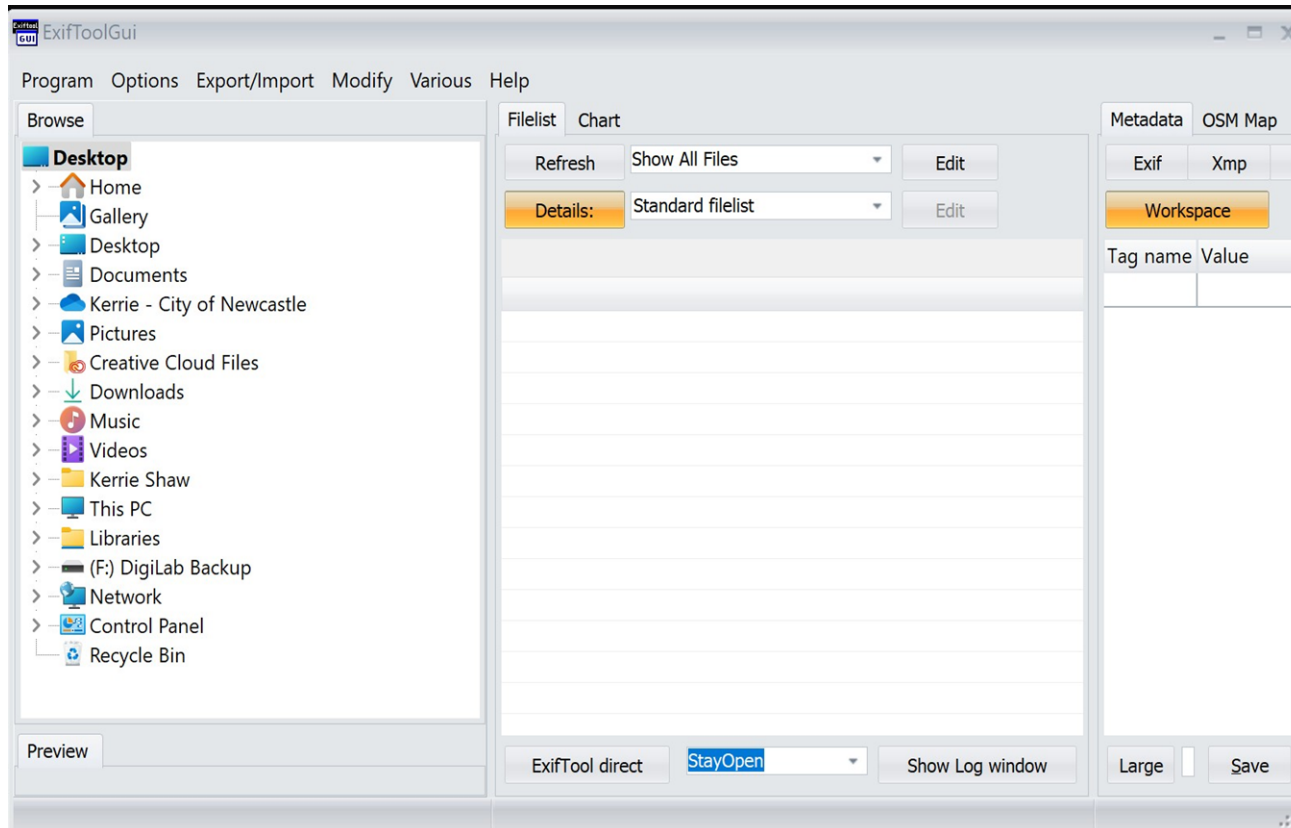


Use Exiftool to  
embed the file  
name into  
Metadata. DL026

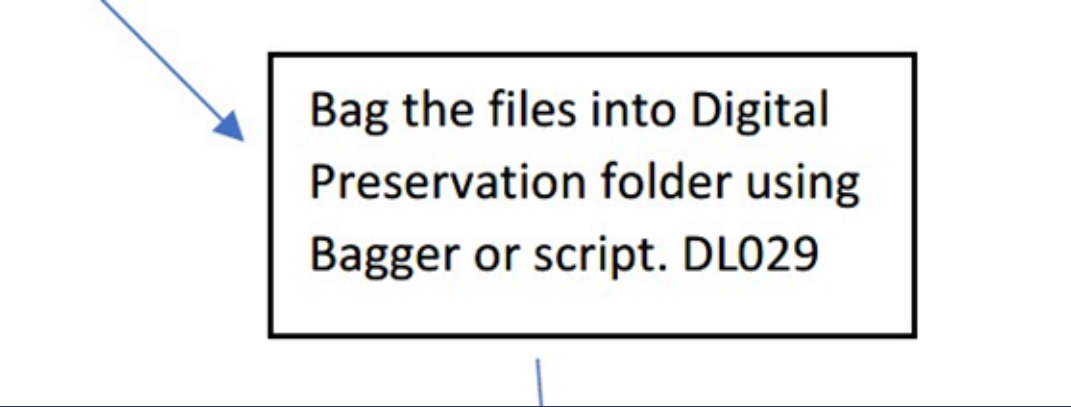
The filename is the link to the metadata.

I use this tool to maintain that link.

# Exiftool GUI



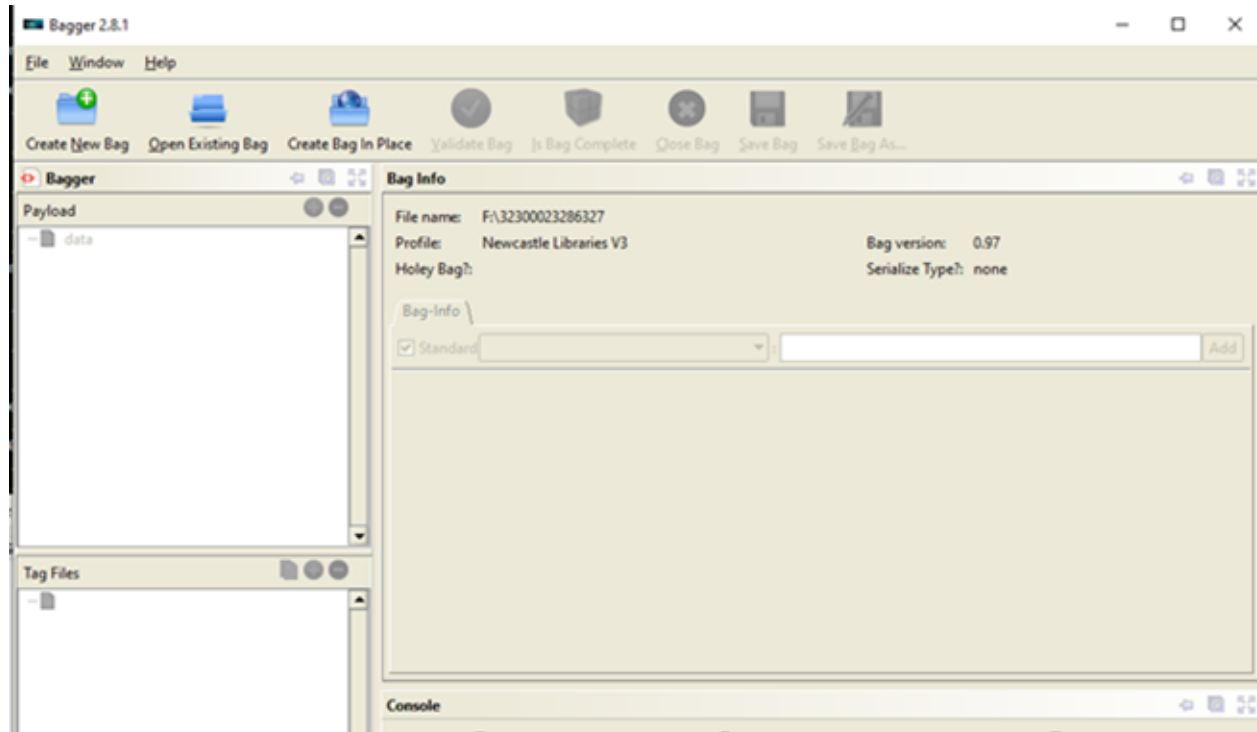
I use Exiftool to embed the file name into the metadata



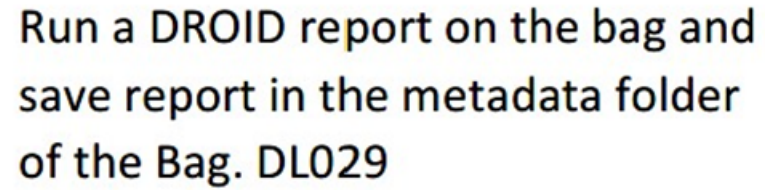
Bag the files into Digital  
Preservation folder using  
Bagger or script. DL029

Once the filename is embedded, I  
am ready to bag the files.

# Bagger or command code



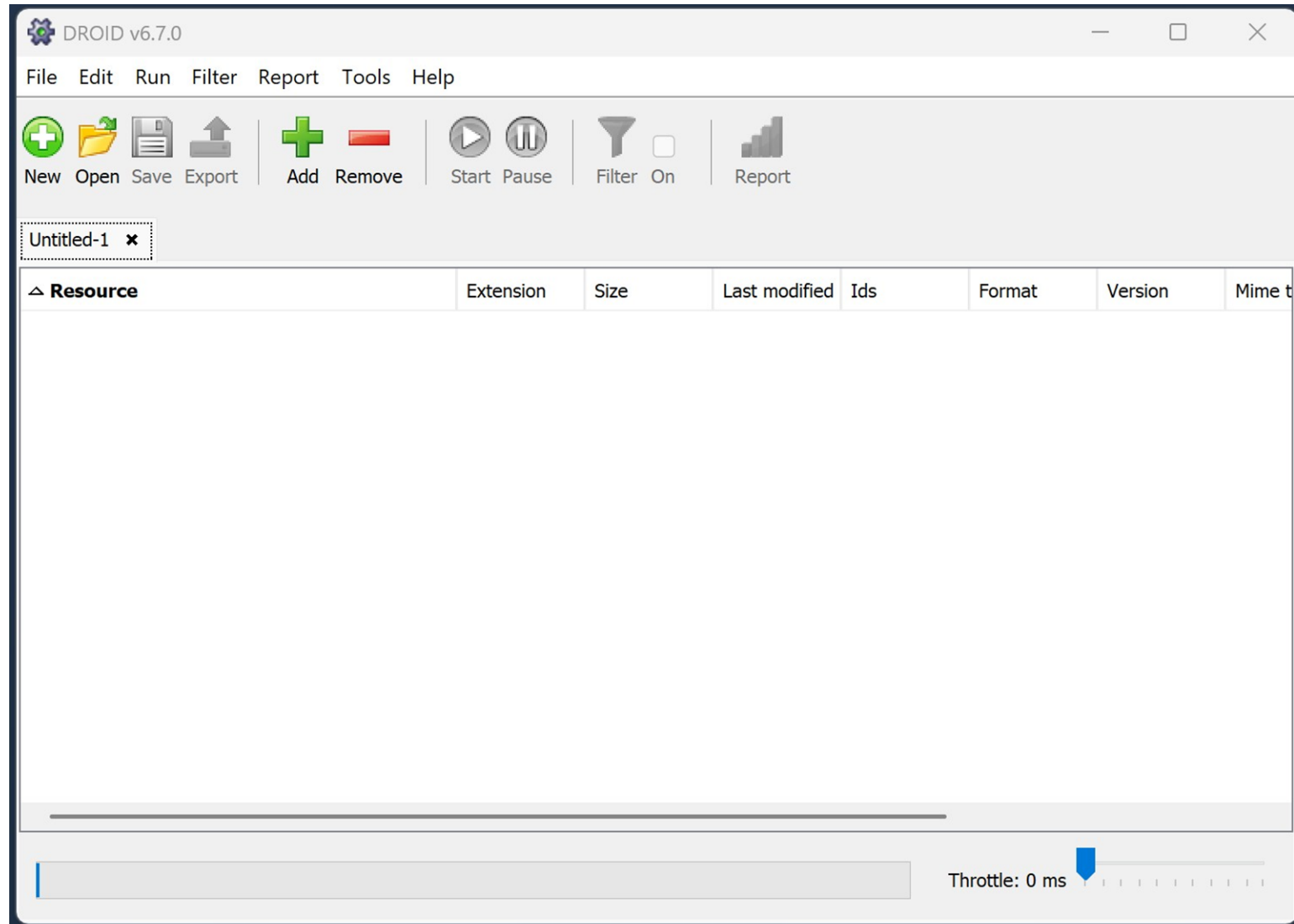
Initially I used Bagger but now I use a script in Visual Code Studio. Either does the job.




Run a DROID report on the bag and save report in the metadata folder of the Bag. DL029

Once Bagged I use DROID for file identification report generation.

# Droid





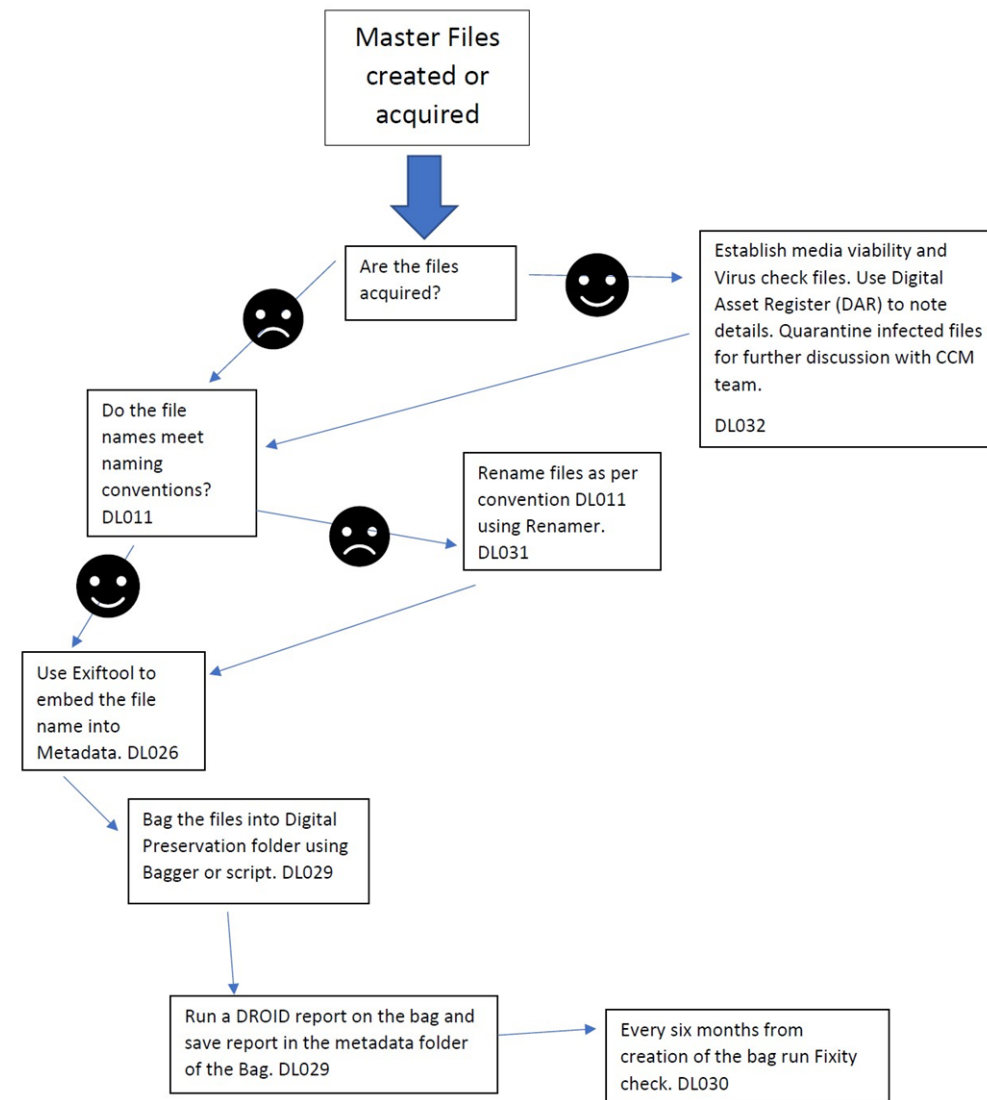
Every six months from  
creation of the bag run Fixity  
check. DL030

Only just implementing this.....

# Digital preservation in my workflow

Its basic but it's better than no preservation at all right?

## DL028 Digital Preservation Overview (Part of the Digilab workflow DL001)



My message to you dear listeners;  
do not despair if you have no  
budget or no system, you can still  
implement Digital Preservation, it  
just takes a bit longer to carry out.

# Thank you

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Registrar (Digitisation)

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PS.

I also provide training in how to implement this workflow, find me on LinkedIn or email me

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