

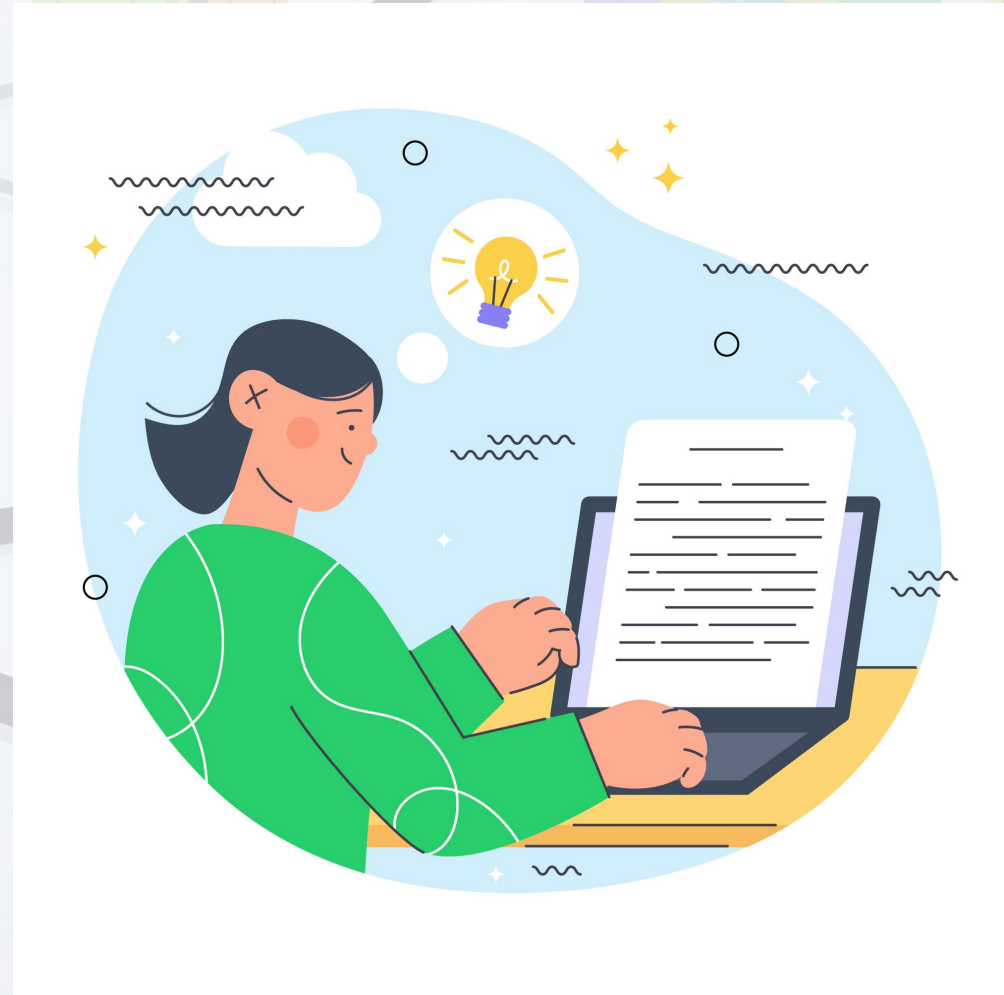
Community Support

Research



Community Support

Drafting



Community Support

Digital Preservation Toolkit

Community Archives Digital Preservation Toolkit

Edit

Published Article



Welcome to the Community Archives Digital Preservation Toolkit. This toolkit has been designed in collaboration with a wide range of Community Archive groups to enable you to tackle preservation of your digital collections.

Digital Preservation can be complex, and there is no one size fits all process or workflow that works in all situations, but there are simple steps you can take to help safeguard your digital collections. This toolkit guides you through the basics in a series of levels to ensure that no matter where you are with your digital preservation journey, you will be able to find and implement guidance that's relevant to you.

Working to preserve your collections for the future is an important task and small steps can have a large impact. The toolkit has been designed to empower you to work on your digital collections with confidence. It will be continuously improved and added over time so if you have feedback or suggestions, please send your thoughts to karyn.williamsonatdpconline.org.

Community Support

What is Digital Preservation?

DIGITAL PRESERVATION FOR COMMUNITY ARCHIVES



WHAT IS DIGITAL PRESERVATION?

Community Support



	Topics	Level 1	Level 2	Level 3
1	Choose / Create your content	Selecting your content	What to collect	What to keep
2	Organise your content	Naming conventions	File Structure	Using a system
3	Who does what	Roles and Responsibilities- on a page	More detailed roles and responsibilities	Annual review of roles and responsibilities
4	Understand your content	What and where your content is	Find this information	Digital Asset Register
5	Keep your content	Storage review	Storage Options	Storing your content
6	Control your content	Make sure you can retrieve content from where you put it	How to talk to suppliers	Check your contracts
7	Make Copies	Back up your content offsite	The 3 - 2- 1 rule	Check your copies
8	Plan to share	Don't provide access to anything you don't own	Permission to share	The rules of access
9	Preserve your website	Submit your URL to BL or Internet archive	Make your website archivable	Archive your website
10	Safeguard your content	Where does your content go if your organisation shuts down	Additional Protection Information	Security

Community Support

Just One Thing

**DIGITAL PRESERVATION FOR
COMMUNITY ARCHIVES**



JUST ONE THING

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Explaining the Lifecycle

**DIGITAL PRESERVATION FOR
COMMUNITY ARCHIVES**



**EXPLAINING THE
LIFECYCLE**

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You Are Not Alone

DIGITAL PRESERVATION FOR COMMUNITY ARCHIVES



YOU ARE NOT ALONE

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Additional Content

DIGITAL PRESERVATION FOR
COMMUNITY ARCHIVES



CASE STUDIES

DIGITAL PRESERVATION FOR
COMMUNITY ARCHIVES



JARGON BUSTER

GLOSSARY AND ACRONYM LIST

DIGITAL PRESERVATION FOR
COMMUNITY ARCHIVES
WHAT NEXT?



RESOURCE LIST

Community Support

Evolution



Things to Think About

Current toolkit

- What's missing from the matrix?
- What additional resources could be added?

Support

- How can the toolkit be expanded / adapted to further help communities?
- What do we as professionals need to help support communities in using the toolkit?



Thank You!

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