The New Edition of the Digital Preservation Handbook

Guiding Principles

The values which underpin all of the DPC's activities are expressed in the publications plan and are drawn from the strategic plan. In everything we do, the DPC will:

- Operate as a neutral body.

- Embrace a consultative, innovative and open approach.

- Engage in a collaborative manner with all stakeholders to comprehend and respond to their needs.

- Maintain sound stewardship of the Coalition's resources.

- Share best practice and knowledge transfer with our members to support their local priorities.

- Maintain vendor neutrality.

- Support developments of standards and generic approaches to digital preservation.

To ensure this happens, all publications that emanate from the DPC or which carry its endorsement must meet a set of criteria described in the DPC publication plan. As far as the Handbook is concerned, it should:

- Be consistent with the mission of the Coalition by being vendor independent, encouraging pro-active participation by the community, and sharing knowledge and best practices.

- Be derived from the needs of the digital preservation community and deliver benefit to it. The community of current and potential users of the Handbook will be surveyed and their feedback used to inform its development. Future evaluations will be used to provide further user feedback and impact assessment.

- Be informed, current, concise and balanced. Chapters will provide concise overviews of topics with a selection of further reading and case studies providing opportunities to pursue topics in greater depth. Selection of further reading and case studies will be guided by the utility, currency and continuing relevance of their content.

- Lower the barriers to participation in digital preservation by being written in an informative but accessible style for a wide audience.

- Have peer-reviewed, authoritative content with explicit quality criteria as set out in the DPC Notes for Authors, Reviewers and Editors (Version 4) and in the Handbook project plan.

- Work together and achieve synergies with, reports in the DPC Tech Watch Series. The reports provide "deep dives" in either specific areas of content preservation (e.g. email) or topics (e.g. digital forensics) that can be cited or to source case studies in the Handbook.

- Promote other resources (e.g. the Community Owned digital Preservation Tool Registry -COPTR) that may be the most appropriate means of providing advice in areas of detail outside of the Handbook.

- Be developed for ease of maintenance, cost-efficiency, and sustainability in the long-term by the DPC.

Digital Preservation Handbook – Draft Contents Outline

Previous content and "tools" such as checklists and the decision tree are shown in black and proposed additional new content in red.

The retention of previous content and the proposed additions are based on the results of the Handbook user consultation and survey. All sections of the Handbook will be revised and its functionality significantly enhanced to create an entirely new online edition. The fine detail comments received will guide content of the sub-sections.

This is a draft outline for the contents – it is expected that some changes in arrangement and content will need to be made as the content is authored and takes shape.

- **Introduction**
  - **How to Use The Handbook**
    - Recommended Chapters and Audiences
  - **Scope (and related areas not included)**
  - **Definitions and Concepts**
  - **Acronyms and Initials**
  - **References**
- **Reviews**
- **Change History**
- **List of Figures**
- **Acknowledgements**
- **Biographies**
- **Digital Preservation**
  - **Strategic Overview**
  - **Preservation Issues**
  - **Getting Started**
  - **Case Studies and Further Reading**
  - **References**
- **Institutional Strategies**
  - **Institutional Policies and Strategies**
  - **Collaboration**
  - **Outreach**
  - **Procurement and Third Party Services**
    - Issues and Potential Advantages and Disadvantages of Using Third Party Services in Digital Preservation Activities
  - **Audit and Certification**
  - **Legal Compliance (includes rights management)**
  - **Risk and Change Management (includes succession planning)**
  - **Staff Training and Development**
  - **Standards and Best Practice Guidelines**
  - **Costs, Benefits, Impact and Business Cases**
  - **Case Studies ~~Exemplars~~ and Further Reading**
  - **References**
- **Organisational Activities**
  - **Creating Digital Materials**
    - Creating Digital Surrogates – Management Context and Checklist
  - **Creating Electronic Records**
  - **Acquisition and Appraisal**
    - Decision Tree for Selection of Digital Materials for Long-term Retention
    - Options for Transfer and Accessioning of File Formats and Storage Media
  - **Retention and Review**

- o **Storage and Preservation**
  - Case study – disaster recovery procedures –Data Archive, University of Essex
  - Summary of Environmental Conditions Recommended in BS 4783 for Data Storage Media
- o **Metadata and Documentation**
- o **Access**
- o **Case Studies ~~Exemplars~~ and Further Reading**
- o **References**
- **Technical Solutions and Tools**
  - o **Tools**
    - **Open Source/Commercial**
    - **Tool registries**
  - o **Media**
  - o **File Format and Standards**
  - o **Complex Objects**
  - o **Compression and Encryption**
  - o **Cloud Services**
  - o **Technology Watch**
  - o **Digital Forensics**
  - o **Disaster Recovery**
  - o **Persistent Identifiers**
  - o **Summary Recommendations**
  - o **Case Studies ~~Exemplars~~ and Further Reading**
  - o **References**
- **Detailed Content Preservation Case Studies**
  - o **Introduction**
  - o **Computer-Aided Design**
    - FACADE
    - The KIM Project
    - The SHAMAN Project
  - o **eBooks**
    - National Library of the Netherlands
    - Portico
  - o **e-Journals**
    - Imperial College London Library
    - Graft/Sage
  - o **Email**
    - Bodleian Library: Preservation for Cultural Heritage
    - Medical Research Council
  - o **Geospatial Data**
    - This Techwatch report does not really feature case studies itself, though the Selected References and Resources section does signpost some
  - o **Moving Pictures and Sound**
    - The Open University (OU) Access to Video Assets project:
    - British Library Archival Sound Recordings project:
    - Imperial War Museum PSRE project:
    - British University Film and Video Council Newsfilm Online project
  - o **PDF/A**
    Current version is over 6 years old but new edition pending for next year.
  - o **Web-Archiving**
    - The UK Web Archive
    - The Internet Memory Foundation
    - The Coca-Cola Web Archive

Version 1.6: 24 September 2014