Making Progress in Digital Preservation
... from basic steps to business as usual

Progress: 3 fronts
Essentials: DP basics
Recap: Getting Started ➔ Making Progress
With apologies to Gartners’ Hype Cycle

- **Peak of inflated expectations**
- **Trigger point**
- **Trough of disillusion**
- **Slope of Enlightenment**
- **Plateau of Productivity**

- How hard can it be?
- Oh what’s the point?
- The boss is taking the credit

**Not my problem**

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What have you tried already?

What has worked?
What has not?
What has stopped you?
What has encouraged you?

What questions

... we’ll try to make sure your questions are answered
Part one: Making progress on three fronts
Making Progress in Digital Preservation
... from basic steps to business as usual

Progress on three fronts
• Technology
• Organisation
• Resources
Making Progress in Digital Preservation

basic steps to business as usual

Progress on three fronts

• Technology ➔ Practical problem solving
• Organisation ➔ Embedding policy
• Resources ➔ Understanding requirements
Part two:
Digital Preservation Basics
Digital preservation typically makes bleak reading

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Access and long term use depends on the configuration of hardware and software and the capacity of the operator.

Documentation
Technology continues to change creating the conditions for obsolescence.

Need to become a learning institution
Storage media have a short life and storage devices are subject to obsolescence.

Be mobile and format neutral
Digital preservation systems are subject to the same obsolescence as the objects they safeguard.

Standards and modularity
Digital resources are intolerant of gaps in preservation.

Ongoing process
Different strategies for different types of user or collection or interaction

Find meaningful answers for how to preserve in your institutional mission
Part three: Getting started – A recap
Getting started in digital preservation: A recap

Know what you have

Prioritise the risks

Plan what to do about them

Test the plan

Implement the plan

Check the plan has worked
Knowing what you have: Making sense of your collections

Characterisation
- Technology not content
- Duplication
- Fixity

Some tools
Tools to help: Pronom + Droid et al

- Pronom: a register of file formats and their behaviours
- DROID: a tool that analyses the files on a system

What have you tried already?

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What questions

... we’ll try to make sure your questions are answered
know the risks:

prioritise your actions
Overview of RM Process

- Identify Internal and External Context
- Identify Risks
- Analyse and Assess Risks
- Manage and Treat Risks
- Monitor and Review
- Communicate
Identifying Risks

Some examples of risks to digital media:

• File format obsolescence
• Media degradation (bit rot)
• Media obsolescence
• Hardware obsolescence
• Viruses
• Dissociation (loss of context)
• Network failures
• ...etc...
# Example Risk

<table>
<thead>
<tr>
<th><strong>RISK</strong></th>
<th>CDs are damaged and not readable</th>
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</thead>
<tbody>
<tr>
<td>Consequence</td>
<td>Data loss, Disassociation of other data sets</td>
</tr>
<tr>
<td>Likelihood</td>
<td>4</td>
</tr>
<tr>
<td>Impact</td>
<td>5</td>
</tr>
<tr>
<td>Score</td>
<td>20</td>
</tr>
<tr>
<td>Frequency</td>
<td>Annual check</td>
</tr>
<tr>
<td>Owner</td>
<td>Senior Information Risk Owner</td>
</tr>
<tr>
<td>Response</td>
<td>Copy it, backup onto a network server, Wrap information together into a single container</td>
</tr>
<tr>
<td>New Likelihood</td>
<td>2</td>
</tr>
<tr>
<td>New Impact</td>
<td>2</td>
</tr>
<tr>
<td>New Score</td>
<td>4</td>
</tr>
<tr>
<td>Frequency of Review</td>
<td>Annual</td>
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</tbody>
</table>
## Evaluating Risks and Making Decisions

<table>
<thead>
<tr>
<th>likelihood</th>
<th>consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Likely</td>
<td>Major</td>
</tr>
<tr>
<td></td>
<td>Moderate</td>
</tr>
<tr>
<td></td>
<td>Minor</td>
</tr>
<tr>
<td>Possible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Priorities</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Unlikely</td>
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**Priorities**

This table categorizes risks based on their likelihood and consequences, highlighting priority areas for attention.
planning preservation
Preservation Planning

Four Approaches:
- OAIS
- DMPonline
- PLATO
- Simple exercises
Preservation Planning in 12 Questions

1. Why do we want to keep this stuff?
2. For whom are we keeping it? How do we test their expectations?
3. What are our preferred preservation approaches?
4. What is the collection? How does it break down?
5. What risks do the different parts of the collection face?
6. What are the highest priorities for action?
7. What actions should we take to meet them?
8. What tools do we have available to carry them out?
9. What are our constraints in terms of cost / resources?
10. What are our expectations of quality?
11. How will we validate our plans?
12. How and when will we update our plans?
Has anyone written a preservation plan?
What worked? What has not?
What has stopped you?
What has encouraged you?