Getting Started: First steps checklists

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New to DP?
Key first steps, not necessarily in this order

- Where are you, where do you want to be? – Maturity modelling
  - NDSA Levels of Preservation
- Survey what you have and create a Digital Asset Register
  - Keep it simple, what, where, why, who
- Establish an organisational preservation policy
  - Establish consistent policy + win some organisational buy in
  - DPM Tools and Techniques, Catalogue of policy elements
- Build a business case – get the resources to make it happen
  - Digital Preservation Business Case Toolkit
- Secure the bits! – minimise risk for the minimum of effort
  - (see next slide)
- Collection assessment - Understand the characteristics of your digital assets
  - Spruce example
- Document your collections
  - Make them understandable before personal knowledge is lost
Keep the bits now

The minimum required to preserve a new collection

• **Prompt check in** – have you got what you thought you would receive?
  – Check all expected files are present
  – Open a random selection to verify integrity
  – Request replacements from supplier promptly

• **Create a verifiable manifest** – verify fixity
  – Create a top down manifest file that lists each digital object in your collection as a relative filename and a checksum (try [www.avpreserve.com/tools/fixity/](http://www.avpreserve.com/tools/fixity/))

• **Stabilise** – make a copy, make several copies. Keep the bits
  – Keep a copy on spinning disk if possible – its easy to access and easy to revisit and inspect (see below)
  – Backup to tape or more disk. Keep copies in different geographical locations to avoid catastrophic disaster

• **Register** – record the existence of the collection in your digital items register
  – Record: What it is, who is the responsible owner, where it is, who owns it, and who can access it.

• **Revisit and inspect** – are your bits still alive?
  – Revisit the collection, recalculate your checksums and verify content has not been lost
  – Do a test recovery of your backups to ensure they are working effectively!