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

Introduction
Progress: 3 fronts
Recap: Getting Started ➔ Making Progress
Part One: Introductions
With apologies to Gartner’s Hype Cycle.

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

Not my problem

How hard can it be?

Oh what’s the point

The boss is taking the credit
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 two:
Making progress on three fronts
Making Progress in Digital Preservation
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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 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

Remember also:
• Time (inflation!)
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 is your collection like?

What is it now?
What will it be?
Where is it stored?
What encourages you?
What worries you?
How is it growing?
What will it be like in 5 years
know the risks: prioritise your actions
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...
## Evaluating Risks and Making Decisions

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<th>Major</th>
<th>Moderate</th>
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*Priorities*
What are your priorities?

What really matters?
Are you prioritising everything??!
planning preservation
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?