The AHDS Preservation Review

• Overview:
  – Brief introduction to the AHDS
  – Strategic context of the review
  – Review deliverables
  – AHDS Digital Repository Process Architecture
  – Questions
Introduction to the AHDS

- Managing Executive: King’s College London
- AHDS Archaeology: University of York
- AHDS History: University of Essex
- AHDS Literature, Languages, Linguistics: University of Oxford
- AHDS Performing Arts: University of Glasgow
- AHDS Visual Arts: Surrey Institute of Art and Design
Distribution of Tasks

**Executive**
- Strategic Planning
- Common Policy Framework
- AHDS Gateway
- AHDS wide promotion / publicity

**Service Providers**
- Advice and guidance
- Negotiation for Content
- Accession process
- Discovery
- Dissemination
- Preservation
- Subject level promotion and publicity
Review of Organisational Model

- Key Findings:
  - Excellent for subject outreach
  - Excellent for collections development
  - Excellent for metadata development
  - Excellent for subject advice and guidance
  - Difficult for SPs to acquire all the expertise required
  - Duplication of effort
  - Duplication of expertise
  - Duplication of hardware and systems
  - Varying interpretations of the ‘common policy framework’
Keep the Best – Change the Rest

• Establish shared functions
• Establish subject specific functions
• Move to shared solutions

• Preservation identified as a shared function requiring an AHDS wide solution
Towards a Shared Solution

• Undertake a review of current practice and solutions for a shared infrastructure

• Consultant employed:
  Raivo Ruusalepp
  Estonian Business Archives

• Collections Manager employed: Hamish James
Deliverables

- Critical Review
- Taxonomy of Data Types
- Preservation Metadata Framework
- Bibliography
- Glossary of Terms
- Naming Architecture
- Procedures Framework
Critical Review

• Scope:
  – To identify best practice in digital preservation across the AHDS; To identify differences and gaps in current AHDS preservation practice

• Recommendation:
  – “A preservation centre should be established to hold preservation copies of all materials held by SPs which require indefinite preservation”
Taxonomy of Data Types

• Scope:
  – An overview of data types and file formats in the collections of the AHDS SPs, assessing the risks associated with file formats and related preservation practices

• Recommendations:
  – “The AHDS should establish an over-arching preservation policy that would state the AHDS digital preservation mission, strategy and principles.”
  – “The AHDS should implement a preservation metadata scheme … for documenting the administration of preservation management and preservation processing.”
  – “The AHDS should issue detailed guidance to its Service Providers on digital preservation management and practices”
Preservation Metadata

- **Scope:**
  - A statement of the information needed to manage preservation of the AHDS digital collections; not a “complete set” of preservation metadata elements

- **Sources:**
  - OCLC/RLG Working Group
  - the Consultative Committee for Space Data Systems
  - the CEDARS project
  - the Public Record Office
  - the Office of the e-Envoy
  - the NEDLIB project
  - the California Digital Library
  - the Harvard University Library
Bibliography

• **Scope:**
  – A summary of sources AHDS staff made use of, supplemented by additional sources found by the consultant

• **Future:**
  – Means of sharing information within the AHDS
  – Will be made available on our website
Glossary

• Scope:
  – Digital preservation terminology that is relevant in, and sometimes specific to, the context of the AHDS

• Future:
  – Aid to internal communication
  – Style guide for AHDS reports, research and publications
Naming Architecture

• Originally conceived as a recommendation for a system for naming files and their variants and versions in the digital repository

• This deliverable has been deferred and will now take the form of an critical external review of the initial naming architecture proposed for the digital repository
Procedures Framework (1)

• Scope:
  – Identify and define the processing steps involved in the ingest of a digital resource into the AHDS digital repository

• Future:
  – SP Ingest Manuals within Procedures Framework
  – Key File Format Conversion Guides
  – Digital Object Preservation Handbooks
Procedures Framework (2)

- Identified 17 in our collection so far:
  - plain text
  - markup
  - word processor document
  - database
  - statistical data file
  - spreadsheet
  - GIS
  - CAD
  - raster image
  - vector graphics
  - virtual reality
  - audio
  - moving image
  - geophysics data file
  - source code
  - executable
  - unknown
Submission

Temporary Backup

Processing Areas
(at the AHDS SPs)

Deposit (Files & Metadata)

Metadata Engine

Main Digital Repository

1. Original Version
2. Preservation Version
3. Dissemination Version(s)

Transfer (Selected Files & Metadata)

Application Layer

Secondary User Store
Files for delivery to users

Offsite Storage And Mirrors

Presentation
Web based search, browse and delivery tools

User Request

Metadata Engine

HTTP, FTP
Watch this Space…….
http://ahds.ac.uk

• Public version of the review documents soon to be on the AHDS website
• Articles and one or more case studies as we establish the AHDS digital repository
• Identify areas for further research and collaborative projects
• Role of the Digital Curation Centre?