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
    but
  - 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
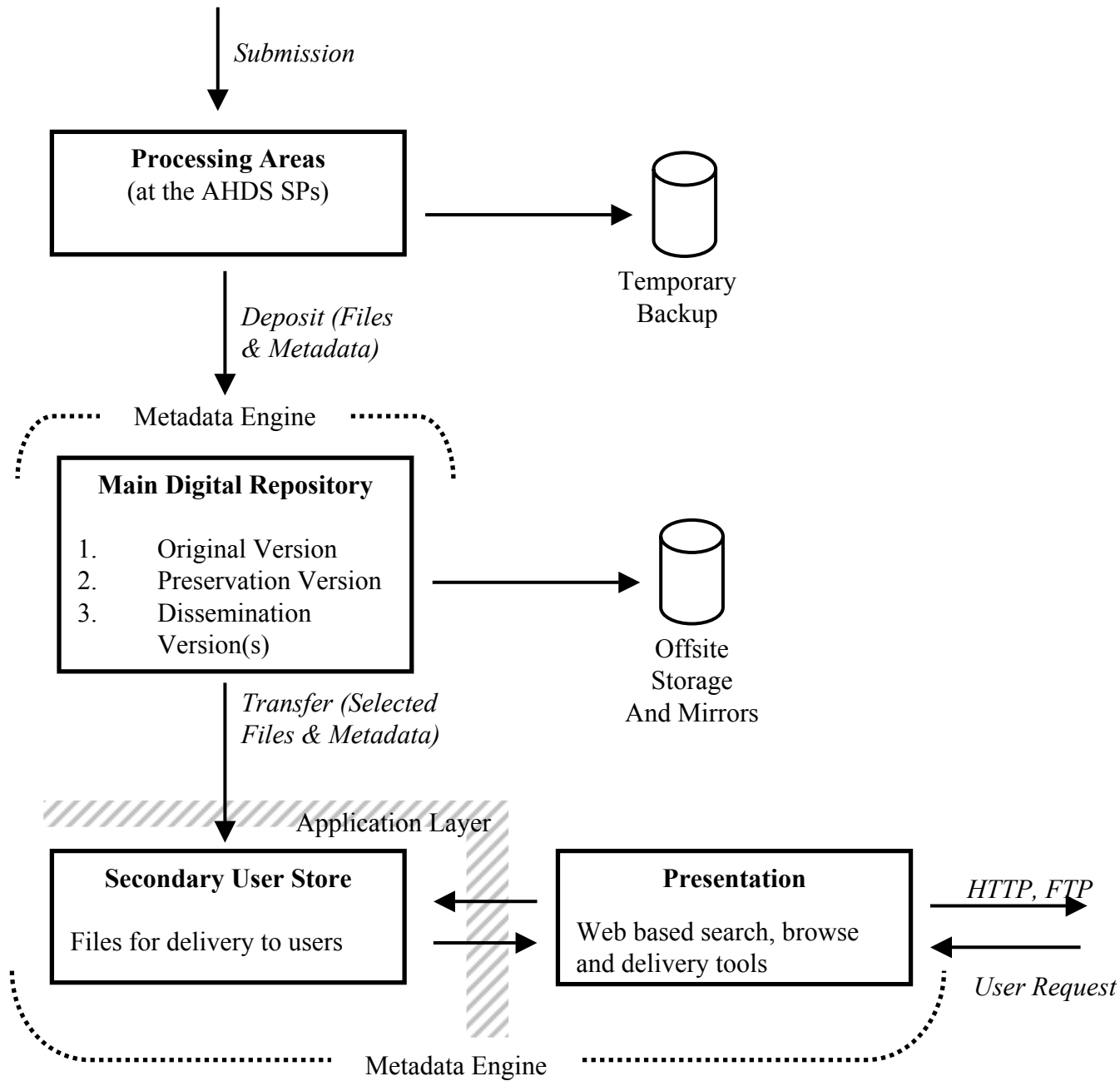
Naming Architecture

- 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

Processing Areas
(at the AHDS SPs)

Temporary
Backup

*Deposit (Files
& Metadata)*

Metadata Engine

Main Digital Repository

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

Offsite
Storage
And Mirrors

*Transfer (Selected
Files & Metadata)*

Application Layer

Secondary User Store

Files for delivery to users

Presentation

Web based search, browse
and delivery tools

HTTP, FTP

User Request

Metadata Engine

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?