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# Preservation Advisory Centre

## Planning digital preservation

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## Digital preservation policies

- Intent
- Approach
- Clarity
- Buy-in

Further information: JISC study, 2008, Charles Beagrie Limited

- 1) a model/framework for digital preservation policy and implementation clauses based on examination of existing digital preservation policies
- 2) a series of mappings of digital preservation links to other key institutional strategies in UK universities and colleges.

[http://www.jisc.ac.uk/media/documents/programmes/preservation/jiscpolicy\\_p1finalreport.pdf](http://www.jisc.ac.uk/media/documents/programmes/preservation/jiscpolicy_p1finalreport.pdf)

## Planning digital preservation

- What do we mean by a ‘preservation plan’

“A preservation plan defines a series of preservation actions to be taken by a responsible institution due to an identified risk for a given set of digital objects or records (called collection).

The preservation plan takes into account the preservation policies, legal obligations, organisational and technical constraints, user requirements and preservation goals and describes the preservation context, the evaluated preservation strategies and the resulting decision for one strategy, including the reasoning for the decision. It also specifies a series of steps or actions (called preservation action plan) along with responsibilities and rules and conditions for execution on the collection.”

Becker et al, Systematic planning for digital preservation: evaluating potential strategies and building preservation plans, Springer-Verlag 2009.

<http://www.ifs.tuwien.ac.at/~becker/pubs/becker-ijdl2009.pdf> (accessed 02/02/2011)

## Elements of a preservation plan

(Becker et al, 2009)

- Identification
- Status and triggers
- Description of the institutional setting
- Description of the collection
- Requirements for preservation
- Evidence of decision for a preservation strategy
- Costs
- Roles and responsibilities
- Preservation action plan

## Plato – the PLANETS preservation planning tool

<http://www.ifs.tuwien.ac.at/dp/plato/intro.html>



PLANETS Preservation Planning Tool (*Plato*)



[logout Hannes] [feedback] [help]

Plan

### Home

Welcome to the Home screen of Plato. You can always reach this screen by clicking on the polar bear in the upper left.

#### Actions



List my preservation plans



List public preservation plans



New plan



Define policy



Documentation

#### Information

##### How to start?

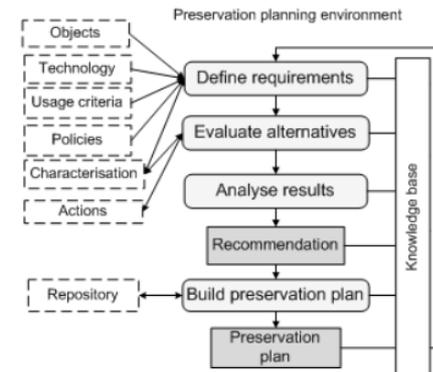
If you are unsure of how to get started, we recommend to do the following:

1. Take a look at the definition of the preservation plan at the documentation page,
2. Read through the description of the preservation planning procedure (below), and then
3. Create a *demo plan* in the list of plans, and walk through the steps to familiarise yourself with the procedure and tool.
4. If you have any questions, comments, or ideas, please [let us know!](#)

Below you find an abstracted diagram of the principal structure of the Planets preservation planning environment.

The planning procedure is completely supported by Plato, relying on a variety of information sources and services. When you load a plan, you will find four menu items on the top which correspond to the four planning phases:

1. Define requirements,
2. Evaluate alternatives,
3. Analyse results, and
4. Define preservation plan.



[More about the planning workflow](#)

Source: presentation at [http://www.ifs.tuwien.ac.at/dp/plato/intro\\_documentation.html](http://www.ifs.tuwien.ac.at/dp/plato/intro_documentation.html)

## Practical: The Historic Parish Archive

*Elements of a preservation plan:*

1. Identification
2. Status and triggers
3. Description of the institutional setting
4. Description of the collection
5. Requirements for preservation
6. Evidence of decision for a preservation strategy
7. Costs
8. Roles and responsibilities
9. Preservation action plan

The context in which the planning activity takes place and in which the plan needs to function

- Mission
- Users
- Relationship to other policies

Set of digital objects or records for which plan is created

Significant properties of the digital objects (what do you want to preserve)  
Process characteristics (performance, scalability)  
Cost limits  
Technical constraints  
Etc...

Who's doing what when