Preservation Planning

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Outline

• Definitions and introduction

• Example approaches
  - Prestospace
  - Parliamentary archives
  - PLANETS plato tool

• Summary and conclusion
What is 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).”

www.ifs.tuwien.ac.at/dp/plato/intro_documentation.html
What is preservation planning?

• A process by which the general and specific needs for the care of collections are determined, priorities are established, and resources for implementation are identified.

• Its main purpose is to define a course of action that will allow an institution to set its present and future preservation agendas.

• In addition, it identifies the actions an institution will take and those it probably will never take so that resources can be allocated appropriately.

www.nedcc.org/resources/leaflets/1Planning_and_Prioritizing/01WhatIsPreservationPlanning.php
Plans in the wider environment

**POLICY**
- preservation policy
- collections remit
- organisational mission

**PARAMETERS / RESTRICTIONS**
- legal obligations
- resources / budget
- technical constraints

**ASSESSING REQUIREMENTS**
- analysing user needs
- collection surveys
- preservation objectives

**UNDERLYING PROCESSES**
- format characterisation
- monitoring environment and risks
- evaluation / assessment

Preservation Plan
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• Summary and conclusion
Preservation strategies and plans

• A preservation strategy is a schedule of actions for every type of content in your collection. The preservation plan adds the specifics.

• The main new information in a preservation plan (as compared with a strategy) is:
  - the exact specification of the digital object to be made
  - who will make it
  - how long the process will take
## BBC 16mm film collection example

### Preservation strategy

<table>
<thead>
<tr>
<th>Type of material</th>
<th>Condition</th>
<th>Action needed</th>
<th>Timescale</th>
<th>In-house or contracted?</th>
</tr>
</thead>
<tbody>
<tr>
<td>16m mag sound track - masters</td>
<td>vinegar syndrome!</td>
<td>digitisation to file formats; destruction of originals</td>
<td>2 years starting immediately</td>
<td>Contracted; checking in-house</td>
</tr>
<tr>
<td>16m mag sound track - duplicates</td>
<td>vinegar syndrome!</td>
<td>destruction (after respective masters are transferred and checked)</td>
<td>2 years starting immediately</td>
<td>In house</td>
</tr>
<tr>
<td>16mm Ektachrome</td>
<td>some colour fade</td>
<td>Access copies made on digibeta and DVD</td>
<td>Starting when budget allows: in 2 years</td>
<td>Preparation and checking in-house; telecine contracted out</td>
</tr>
<tr>
<td>16mm B&amp;W film negatives</td>
<td>good</td>
<td>Maintain in appropriate storage conditions; review condition at intervals</td>
<td>Review plan and condition every five years</td>
<td>Review is done in-house</td>
</tr>
<tr>
<td>16mm B&amp;W film prints</td>
<td>fair: have been circulated</td>
<td>Maintain in appropriate storage conditions</td>
<td>Keep until preservation actions taken on negatives</td>
<td>Storage is in-house</td>
</tr>
</tbody>
</table>

## BBC 16mm film collection example

### Preservation plan

<table>
<thead>
<tr>
<th>Type of material</th>
<th>Preservation Action</th>
<th>Service Provider</th>
<th>Batching</th>
<th>Outcome</th>
<th>Quality Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>16m mag sound track - masters</td>
<td>Digitisation at CD quality: 44.1 kHz sampling @ 16 bits; synch pulses recorded on 2nd CD channel</td>
<td>Three outside contractors selected by competitive tender</td>
<td>Monthly basis</td>
<td>One audio CD and one BWF file (on CD-ROM) per original mag sound track</td>
<td>Internal spot checking of each CD. Selective end-to-end checking. Done in-house.</td>
</tr>
<tr>
<td>16m mag sound track - duplicates</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16mm Ektachrome</td>
<td>Conservation for 2 more years; 10° C; 35% rh</td>
<td>In House</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16mm B&amp;W film negatives</td>
<td>Conservation for 5 more years; 10° C; 40% rh</td>
<td>In House</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16mm B&amp;W film prints</td>
<td>Conservation for 5 more years; 17° C; 35% rh</td>
<td>In House</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Content preservation process

Comprises three activities in a continuous cycle:

- Characterisation
- Preservation Planning
- Preservation Action

- Risk assessment
- Technology watch
- Impact assessment
- Preservation plan generation

www.parliament.uk/documents/upload/digitalpreservationpolicy1.0.pdf
Content Preservation process (2)

Characterise
• Understand the technical characteristics of the content that you hold
• Define significant properties to determine what needs to be preserved

Plan
• Identify and monitor technological changes and their potential impact
• Develop preservation strategies to mitigate the impact of these changes
• Define the precise steps required to perform the preservation actions
• Set the relevant success criteria (based on significant properties)
• Determine the urgency of preservation action to decide when to act

Act
• Undertake preservation actions
• Validate that the preservation plan has been executed successfully
Plato – a preservation planning tool

- Plato was developed by the PLANETS project
- It aims to help you find the “right action to enable future access to digital content in a transparent way”

www.ifs.tuwien.ac.at/dp/plato/intro.html
Plato workflow

- Objects
- Technology
- Usage criteria
- Policies
- Actions
- Preservation planning environment
  - Define requirements
  - Evaluate alternatives
  - Analyse results
  - Recommendation
  - Build preservation plan
  - Preservation plan
- Knowledge base
  - Monitor
  - Requirements
  - Technology
  - Environment
- Repository
Elements of a PLATO preservation plan

- 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

(Becker et al, 2009)
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
Basic advice

• Approaches differ – do what works best for you

• Be aware of the broader context / environment - this will inform your preservation plans

• Identify priorities and be realistic about what you can achieve
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?

This is what you’ll cover in the exercise
Thanks – any questions?

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