Brief for Digital Preservation Services
March 2019

Background

The Science Museum Group’s collection and corporate information each contain a growing quantity of digital assets. Digital assets comprise both born-digital assets, and digitised assets.

At present SMG does not have a digital preservation policy or strategy, and the management of assets is distributed across the organisation. Recognising the long term need to preserve and maintain its collection and corporate information, SMG now seeks to audit its digital assets and assess their current status and the organisation’s capacity and priorities in terms of digital preservation.

Goals and objectives

- Assess Levels of Digital Preservation for archive collection and corporate information at the National Railway Museum
- Produce a high level gap analysis highlighting key risks, opportunities and priorities for the organisation, to inform future strategy
- Advise on the organisation’s production of a Digital Asset Register covering all digital assets

Approach

A) Travel to most SMG sites will be required:
- Science Museum, London (SM)
- Science and Industry Museum, Manchester (SIM)
- National Railway Museum, York (NRM)
- National Science and Media Museum, Bradford (NSMM)
- National Collections Centre, Wroughton, Wiltshire (NCC)

Travel to Blythe House, London and Locomotion, Shildon, County Durham will not be required.

B) Consult SMG staff to gather information:
- Curatorial and archive departments
  - Curatorial and Archive Team at NRM (2 days on site at NRM)
  - Curatorial and Archive team at NSMM (1 day on site at NSMM)
  - Curatorial and Archive team at SIM (1 day on site at SIM)
  - Curatorial and Archive team at SM (0.5 days on site at SM)
  - Archive and Library team at NCC (1 day on site at NCC)
- Corporate Information department
  - Group Data Protection Officer, Senior Corporate Information Officer (1 day on site at NSMM)
• Collection Services department (Digitisation Manager, Data Manager, Group Head of Collection Services, Photography Manager) (1 day on site at SM)
• ICT department (Head of ICT, Data Manager, Database Architect) (0.5 days on site at SM)
• Digital department (Group Website Editor, Technical Architect) (0.5 days on site at SM)

C) Provide progress reports to steering group

Outputs

1. **Assess Levels of Digital Preservation for archive collection and corporate information at the National Railway Museum**

   In line with the requirements of Archive Service Accreditation gather the information required at the National Railway Museum and carry out an assessment using the NDSA Levels of Digital Preservation for each of the following areas:

   a. Storage and Geographic Location
   b. File Fidelity and Data Integrity
   c. Information Security
   d. Metadata
   e. File Formats

   Provide an overview of the current arrangements with respect to:

   I. Storage of digital records and how this meets the current and future needs of the collections
   II. How born-digital records are made accessible to stakeholders
   III. The procedures in place to manage access to sensitive data

2. **Produce a gap analysis**

   Survey current best practice in the museums and archives sectors and produce a high-level gap analysis for the whole Science Museum Group, and associated prioritised recommendations with respect to:

   i. Capability
   ii. Roles and responsibilities
   iii. Skills
   iv. Policies
   v. Risks
   vi. Technology and tools
   vii. Digital repository
   viii. Metadata standards
ix. Workflows, processes and functions
x. Scope of preservation
xi. Auditability
xiii. Access control
xiv. Version control
xv. Legislation compliance
xvi. Resources
xvii. Any other significant gaps

The recommendations will be used to develop the strategy and resourcing for digital preservation.

3. **Advise on the organisation’s production of a Digital Asset Register**

Advise on the organisation’s production of a Digital Asset Register covering all digital assets.

The Digital Asset Register is intended to cover all digital assets including but not limited to born-digital collections (e.g. archives, artworks, oral histories), digital derivatives (e.g. images, 3D scans), datasets, and corporate records.

An example spreadsheet and guidance will be piloted internally at the National Railway Museum in advance for the consultant to review and advise upon. Following the conclusion of the consultant’s work the final template will be completed internally across the whole Science Museum Group.

At present it is anticipated that Digital Asset Register will be created in Microsoft Excel spreadsheet format, consisting of as a minimum. Additional fields may be added based on the consultant’s experience.

i. SMG museum responsible for this content
ii. Name of collection or content
iii. Type e.g. collection, corporate record
iv. Accession numbers and other identifiers, where relevant
v. Status e.g. original master, digital derivative, copy
vi. Role responsible for this content
vii. Size of collection and file formats it contains
viii. Where information and metadata about the content may be found (e.g. Mimsy, Adlib, Media Library)
ix. Whether preservation metadata exists and if so what and where
x. Current location(s) including file servers, cloud locations and physical media
xi. Current access controls
xii. Retention policy for this content
xiii. Ownership (SMG or third party)
xiv. Any known intellectual property rights issues

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1 Consistently recorded as gigabytes or terabytes or petabytes to allow subtotals and totals to be calculated
xv. Any known data protection issues
xvi. Any known file format or technical issues with access
xvii. Associated risks and impact, including software / hardware / other dependencies
xviii. Estimated value of content, where available
xix. Any other relevant information, observations or issues

Milestones

Subject to agreement with the appointed consultant, a suggested work programme would consist of:

- Month 1: Initial advice on format of Digital Asset Register.
- Months 1–2: Interviews and visits with key staff.
- Month 2: Provide assessment of Levels of Digital Preservation for archive collection and corporate information at the National Railway Museum *(this is required by 21 June 2019 at the latest)*
- Months 3–4: Produce Gap Analysis and draft report
- Months 4–5: Follow up clarifications and produce final report

Your response

Please supply a response by email by 17.00 on Tuesday 2 April 2019, responding to the following questions:

- Tell us about two recent projects that you have worked on that you think relate to the approach you would take on this project.
- Outline your proposed methodology and programme for approaching the project, including when you could start work.
- Tell us about the project team who would work to meet the requirements of the brief. Please include bios of the individuals who will be working on this project including any sub-contractors.
- Outline any risks for concerns you have with regard to the project’s scope or achieving the proposed timeline.

Pricing:
You must set out below all of the proposed charges/prices to provide the Services. The charges/prices must cover all requirements. All charges/prices must be expressed in pounds sterling and should be exclusive of VAT, all pricing information will form the basis of any resultant Agreement. The price will remain fixed for the duration of the Agreement.

You should include a breakdown of how many days work you envisage spending on the contract and your daily rate.

Please note that the fee is inclusive of all travel and subsistence costs.

Contact:
Your proposal should be sent to:

- Jack Kirby, Group Head of Collections Services
  jack.kirby@scienceandindustrymuseum.org.uk
- Katy Swift, Collections Services Programme Manager
  katy.swift@sciencemuseum.ac.uk

If you have any doubt as to what is required or will have difficulty in providing the information requested, please contact us.