The Handbook

Digital information is increasingly important to our culture, knowledge base and economy. The Handbook was first compiled by Neil Beagrie and Maggie Jones and is now maintained and updated by the DPC. The handbook provides an internationally authoritative and practical guide to the subject of managing digital resources over time and the issues in sustaining access to them. It will be of interest to all those involved in the creation and management of digital materials.

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The Preservation Management of Digital Material Handbook is maintained by the Digital Preservation Coalition in collaboration with the National Library of Australia and the PADI Gateway.
Digital information is increasingly important to our culture, knowledge base and economy. The Handbook was first compiled by Neil Beagrie and Maggie Jones and is now maintained and updated by the DPC. The handbook provides an internationally authoritative and practical guide to the subject of managing digital resources over time and the issues in sustaining access to them. It will be of interest to all those involved in the creation and management of digital materials.

**Notice**

The hardcopy version of the Handbook of Digital Preservation is now out of print. The online version of the Handbook is being maintained and updated by the DPC and is freely available.

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**Endorsements and Reviews of the Handbook**

*Preservation Management of Digital Materials; A Handbook* is the best example yet of turning discussion into action.

**Holding The Past In Our Digital Future** by Christopher Phipps, *The Times Higher*, 11th October 2002

To read the full article in The Times Higher please click here (Times Higher subscribers only)
"If you are in any doubt of the need for digital preservation, read this handbook. If you need education on the place of digital preservation in the larger scheme of access and management, and on the many issues it raises, use this handbook. And if you want a usable source of definitive references on just about every aspect of digital preservation, pop a copy of this handbook on your shelf."

Marc Fresko EDM & ERM Consulting Services Director, Cornwell Affiliates plc in Managing Information

for full review click here

Update 13 May 2008

"For some years, Neil Beagrie and Maggie Jones have quietly been making an outstanding contribution to the development of digital preservation - on both sides of the global e-village. This publication amply demonstrates their skills at bringing together the best information, analysing it and synthesising it to produce practical advice, and adding their own highly valued ideas. This is the big picture, close up and intimate."

Colin Webb, Director Preservation Services, National Library of Australia

"The ever-increasing range of digital information is bringing new challenges in terms of understanding and managing the digital lifecycle, and the preservation of electronic resources will be just as important to our future as the existing great collections of our archives, libraries, and museums. It is impossible to imagine how generations to come will gain insight into our society and our lives without getting access to that growing range of resources. Preservation Management of Digital Materials is an essential tool both to raise awareness of the risks we run if we do not take digital preservation seriously and to give a sense of direction for those directly involved in the digital lifecycle."

Chris Batt, Director of Learning and Information Society, Resource: The Council for Museums, Archives and Libraries

"This publication represents a significant step on the road from 'talking' to 'doing' in the area of digital preservation. It is a clear, authoritative, up to date and pragmatic handbook, drawing on the extensive practical experience of the authors."

Helen Shenton, Chair Digital Library System Project, British Library

"This will undoubtedly become a key reference text on all aspects of digital preservation"

Alison Horsburgh, National Archives of Scotland

"All institutions will greatly benefit from its practical approach, the thorough treatment of the subject and the numerous references on different issues of digital preservation."

Dr. Michael Wettengel, Germany

"Over the past few years the U.K. has been a hot spot for digital preservation activity. With the publication of Preservation Management of Digital Materials, Maggie Jones and Neil Beagrie have provided some of the most pragmatic information available today to assist cultural institutions in addressing digital preservation threats. It not only offers vetted guidance on available resources, but encourages the reader to think carefully about the issues, through a combination of case studies, commentary, checklists, and decision trees."

Anne Kenney Associate Director, Department of Preservation, Cornell University, USA
Change History of the Handbook

Please note all url links from the electronic edition of the Handbook are checked weekly by robot software to identify broken links and resources which have been moved from their original web location. Individual url changes are part of our routine maintenance and updating but are not noted below except in cases where newer versions of documents are available.

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| October 2008 | *Organisational Activities: Exemplars and Further Reading*
                 http://www.columbia.edu/cu/libraries/digital/criteria.html no longer valid - disabled |
| September 2008 | *Institutional Strategies: Exemplars and Further Reading*
                    http://www.bic.org.uk/digpres.doc URI no longer valid, updated with new location.
| May 2008    | *Institutional Strategies: Exemplars and Further Reading*
                    *A Handbook: Endorsements and Reviews of the Handbook*
                    Link to "Marc Fresko EDM & ERM Consulting Services Director, Cornwell Affiliates plc in Managing Information" removed as no longer available.
                    *Organisational Activities: Exemplars and Further Reading*
                    New location http://ota.oucs.ox.ac.uk/documents/creating/cdet/chap6.html |
| April 2008  | *Organisational Activities: Exemplars and Further Reading*
                    Archaeology Data Service, Guidelines for Depositors Version 1.1
                    http://ads.ahds.ac.uk/project/userinfo/deposit.html no longer available.
                    Link added to Version 1.3 at |
**Introduction**
Mailing address amended to
Digital Preservation Coalition
Innovation Centre
York Science Park
York
YO10 5DG

**Digital Preservation - References**
Links to http://europa.eu.int/ISPO/dlm/fulltext/full_ashl_en.htm and http://europa.eu.int/ISPO/dlm/ were disabled and a new URL for information added http://ec.europa.eu/archives/ISPO/dlm/

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| November 2007 | Organisational Activities: Exemplars and Further Reading Organisational Activities: References
| October 2007 | Institutional Strategies: Exemplars and Further Reading Organisational Activities: Exemplars and Further Reading RLG/OCLC link updated |

**Digital Preservation: References**

Guidance on Completion of the Decision Tree

**Organisational Activities: Exemplars and Further Reading**

*Organisation Activities: References*

The link to http://www.nlc-bnc.ca/9/8/index-e.html has been updated

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**August 2007**

**Institutional Strategies: Exemplars and Further Reading**


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**May 2007**

**Organisation Activities: References**


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**March 2007**

**Organisational Activities: Exemplars and Further Reading**

*Organisation Activities: References*

**Organisational Activities: Creating Electronic Records**

Link to "Electronic Records Management: Framework for Information Age Government. April 2000" (rtf) replaced with link to PDF

**Organisational Activities: Exemplars and Further Reading**

Link to "ECUP (European Copyright User Platform) Licensing Issues" removed as no longer available.

*Introduction: Acronyms and Initials*

Link to "ECUP European Copyright User Platform" removed as no longer available.

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**February 2007**

*Introduction: Acronyms and Initials*

New URL for PADS

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**December 2006**

**Institutional Strategies: Exemplars and Further Reading**

Link to "Essex Data Archive, Guide to Depositing Data. A guide and forms for depositors with the Essex Data Archive. This includes a pro forma licence agreement." updated.
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Institutional Strategies: costs and business modelling 
Location of Catriona II Project report updated. |
| August 2006 | Introduction: Acronyms and Initials | PRO Public Record Office - information added and link updated  
TNA added  
EROS Electronic Records in Office Systems - information added and link updated  
NDAD UK National Digital Archive of Datasets - link updated |
| August 2006 | Organisation Activities: References | Three links to http://www.pro.gov.uk/recordsmanagement/eros/guidelines disabled - the EROS project has now ended. Link to a page with links to relevant guidance added.  
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<td>March 2006</td>
<td>The Decision Tree has been updated and replaces the old Figure 4. The new version can be found at Decision Tree</td>
<td>The following pages have had links to the Decision Tree added or updated: Handbook section Home Page 4. Organisational Activities: 4.2.1 Appraisal and Selection 4. Organisational Activities: 4.2.2 Retention and Review Figure 4 in the list of figures now links to the PDF of the Decision Tree</td>
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<td>Link to &quot;<a href="http://www.nof-digitise.org">http://www.nof-digitise.org</a>&quot; (New Opportunities Fund) disabled and link to new page added.</td>
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<td>Link to &quot;A striking example of the potential pitfalls of reliance of converting email to paper can be found in the PROFS case involving the National Archives and Records Administration in the USA.&quot; disabled as the document is no longer accessible. A link to a document with information on PROFS was added.</td>
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**The Handbook was first compiled by Neil Beagrie and Maggie Jones and is now maintained and updated by the DPC.**

December 2004 *Organisational Activities: Exemplars and Further Reading*
Link to "Reference Model for an Open Archival Information System (OAIS) Draft Recommendation for Space Data System Standard. May 1999." replaced by link to a page from which the document is accessible as either a pdf or word document. (Two instances).
Link to http://www.hcu.ox.ac.uk disabled as HCU no longer in existence.

November 2004 *Institutional Strategies: Exemplars and Further Reading*
Link to "Public Record Office. EROS (Electronic Records in Office Systems) programme." disabled - the EROS project has now ended. Link to a page with links to relevant guidance added.

*Organisational Activities: Exemplars and Further Reading*
Canadana Online Project" by Bruce R. Kingma added.

**Introduction: References**


**Organisational Activities: Creating Electronic Records**


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<td>Decision tree (figure 4) explanatory text added to Question 5</td>
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<td>February 2002</td>
<td>Limited Edition CD produced for DPC launch at House of Commons</td>
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<td>Print publication published by British Library</td>
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<td>October 2000</td>
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Acknowledgements

This edition of Preservation Management of Digital Materials: A Handbook has been developed and maintained by the Digital Preservation Coalition. The handbook on which it is based was initially made possible through funding allocated by the Library and Information Commission (subsequently Resource). This has been supplemented by contributions from the Arts and Humanities Data Service (AHDS) and the Joint Information Systems Committee (JISC) Digital Preservation Focus whose staff made the original proposal and undertook the research, writing and administrative work. The contribution of the Advisory Group, some of whom have spent significant amounts of time in reviewing the handbook, has done much to improve the handbook and to provide overall guidance for the project. The Case Study interviewees at the British Library, University of Hull and the Royal Commission on the Ancient and Historical Monuments of Scotland contributed much time and effort in preparing for, and undertaking, interviews. Some also provided valuable feedback to the handbook to help ensure its practical relevance. Last, but not least, the specialist interviewees and peer review respondents gave generously of their time and provided additional insights based on their expertise and experience. Further practical testing and implementation of the handbook in draft form was also made possible by a grant from the British Library Co-operation and Partnership Programme and the participation of staff from the British Library, Cambridge University and the University of Oxford. The time and effort of all who have participated in the project is gratefully acknowledged.

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Case Study Interviewees

University of Hull: Glenn Burgess, Penny Grubb, John Chipperfield, Bruce Pears, Bridget Towler. Royal Commission on Ancient and Historical Manuscripts of Scotland: Lesley Ferguson, Ian Fraser, Mark Gillick, John Keggie, Diana Murray, Ian Parker.

Specialist Interviewees
Chris Batt (Resource); Richard Blake (Public Record Office); Ann Hughes (Joint Information Systems Committee); Derek Law (University of Strathclyde); Philip Lord (Smith Kline Beecham); Cliff Morgan (John Wiley & Sons); Dennis Nicholson (University of Strathclyde).

Other Peer Review Respondents
Helen Baigent (Resource), Christine Dugdale (University of the West of England), Luciana Duranti (University of British Columbia), Anne Gilliland-Sweatland (University of California Los Angeles), Susan Hockey (University College London), Alan Howell (State Library of Victoria), Hamish James (History Data Service), Greg Lawrence (University of Cornell), Oya Rieger (University of Cornell), Colin Webb (National Library of Australia), Michael Wettengel (Bundesarchiv).
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Neil Beagrie took up appointment as an Assistant Director in the Executive of the Joint Information Systems Committee in June 2000. He is responsible for JISC digital preservation programmes and for establishing and developing the Digital Preservation Coalition. He was previously Assistant Director of the Arts and Humanities Data Service. At the AHDS he developed digital collections policy and standards and published extensively on digital preservation issues. He was joint author with Daniel Greenstein of the LIC funded study "A Strategic Policy Framework for Creating and Preserving Digital Collections". Prior to joining the AHDS in 1997, he was Head of Archaeological Archives and Library at the Royal Commission on the Historical Monuments of England.

Maggie Jones is currently working as manager of the Cedars digital preservation project. Prior to this she was employed as a researcher and co-author of Preservation Management of Digital Materials, at the Arts and Humanities Data Service. Before returning to the UK in 1998 she worked at the National Library of Australia for seventeen years. Her last position at the NLA was Director of Collection Management and Retrieval Services which combined the preservation of the Library’s collections, and the stack retrieval service. She became very interested in the preservation of digital materials during this time and was one of the founder members of the PADI (Preserving Access to Digital Information) working group.