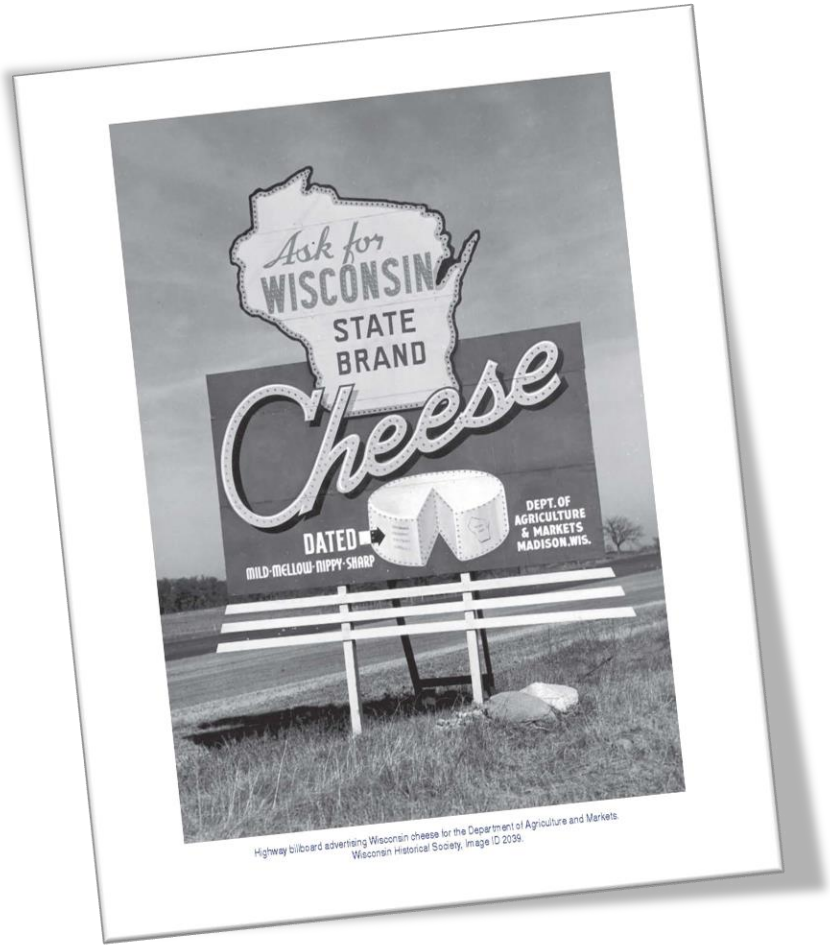
MAC midwest archives conference

Moving Archives Forward:
The 2022 Midwest Archives Conference
Annual Meeting



Highway billboard advertising Wisconsin cheese for the Department of Agriculture and Markets. Wisconsin Historical Society, Image ID 2039.

Session 302
Forward Progress:
Diverse Digital Preservation Perspectives

May 5 – 7, 2022 | Madison, WI | #MACMadison2022 | #MACMadison2022s302

Forward Progress: Diverse Digital Preservation Perspectives

- Amy Moorman
  - Archivist
  - Avila University
- Daniel Hartwig
  - Head, Special Collections & University Archives
  - Iowa State University
- Dan Noonan
  - Digital Preservation Librarian
  - The Ohio State University
  - @dannynoonan1962

"Digital Preservation is about making the best use of your resources to mitigate the most pressing preservation threats and risks."

Guiding Digital Preservation Axiom #9 - Trevor Owens, *The Theory and Craft of Digital Preservation* ©2018

Digital Preservation as a Solo Archivist

Moving Forward with Limited Resources

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Amy M. Moorman
University Archivist

TIMELINE

Avila – 1916

CSJ Federation – 1966

WRSC – 1997

MSARC – 2014

Sisters of St. Joseph of Carondelet, 1956

Peace March at CSJ Federation Assembly, 1986

Coretta Scott King on Avila Campus, 1978

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DIGITAL PRESERVATION

"Digital preservation is best thought of as an incremental, ongoing, and ever-shifting set of actions, reactions, workflows, and policies. An iterative approach means that practitioners don't have to start by creating or selecting a comprehensive solution and making hard and fast technology choices to be used for the next 20 years. They can start by taking small steps to prioritize and triage digital collections, while working to build awareness and advocate for resources."

- Schumacher, Jaime, Lynne M. Thomas, Drew VandeCreek, et al, *From Theory to Action: "Good Enough" Digital Preservation Solutions for Under-Resourced Cultural Heritage Institutions* (August 2014) 5.

STARTING POINT

Present Advantages

- Dedicated archives server
- High-Profile digital collections
- Administrator initiatives

Existing Challenges

- No recurring budget
- Executive staff turnover
- Lack of technical support
- Unsecured, disorganized file storage

Drama Class, College of St. Teresa Campus, 1963

DEVELOPING A PLAN

Phase I

- Surveying existing digital materials
- New directory structure
- Server security & setup
- Updating policies & procedures

Leonard Nimoy visits Avila College, 1978

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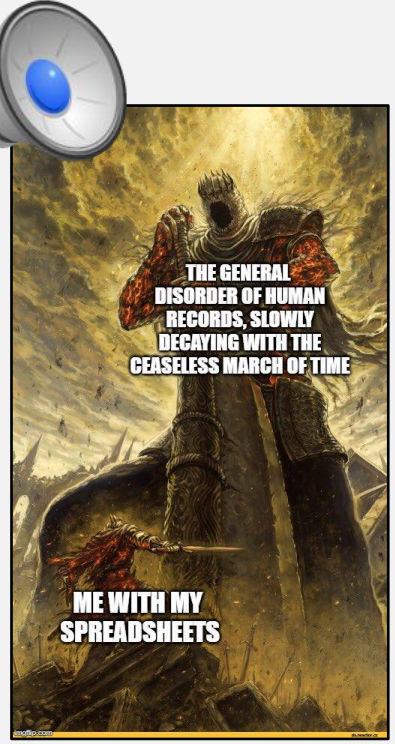
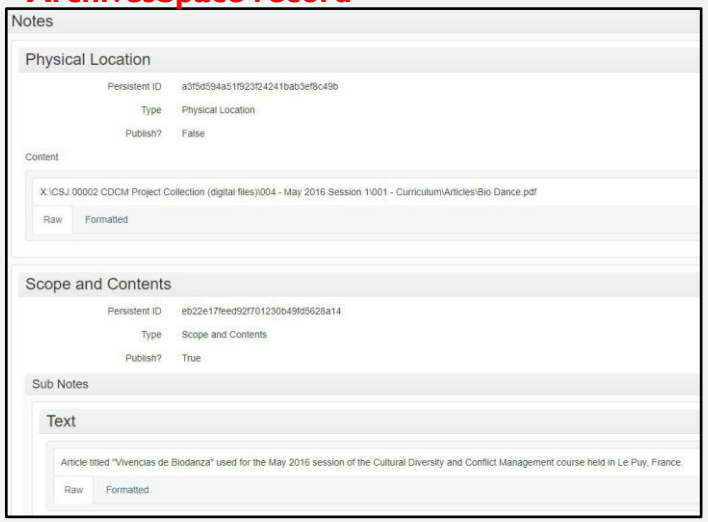
INVENTORIES

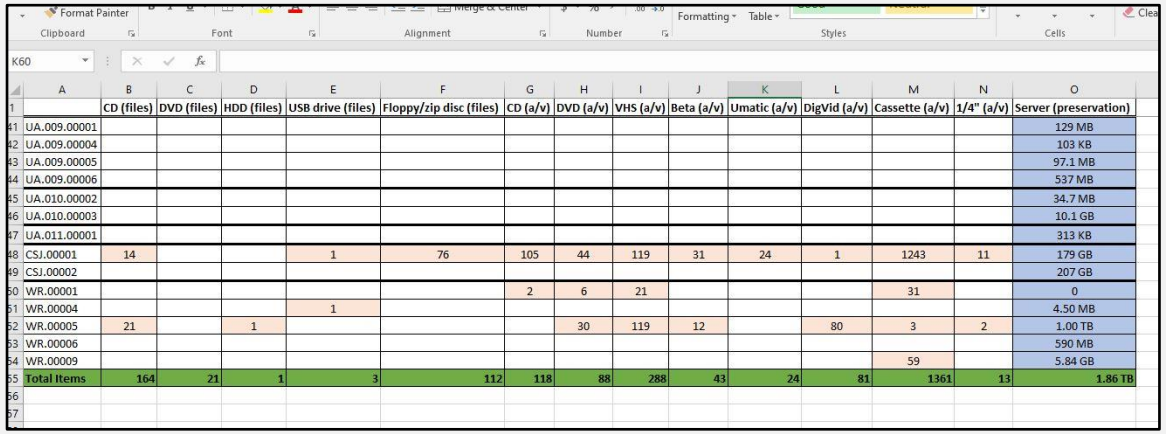


Source: @archivistmemes

ArchivesSpace record

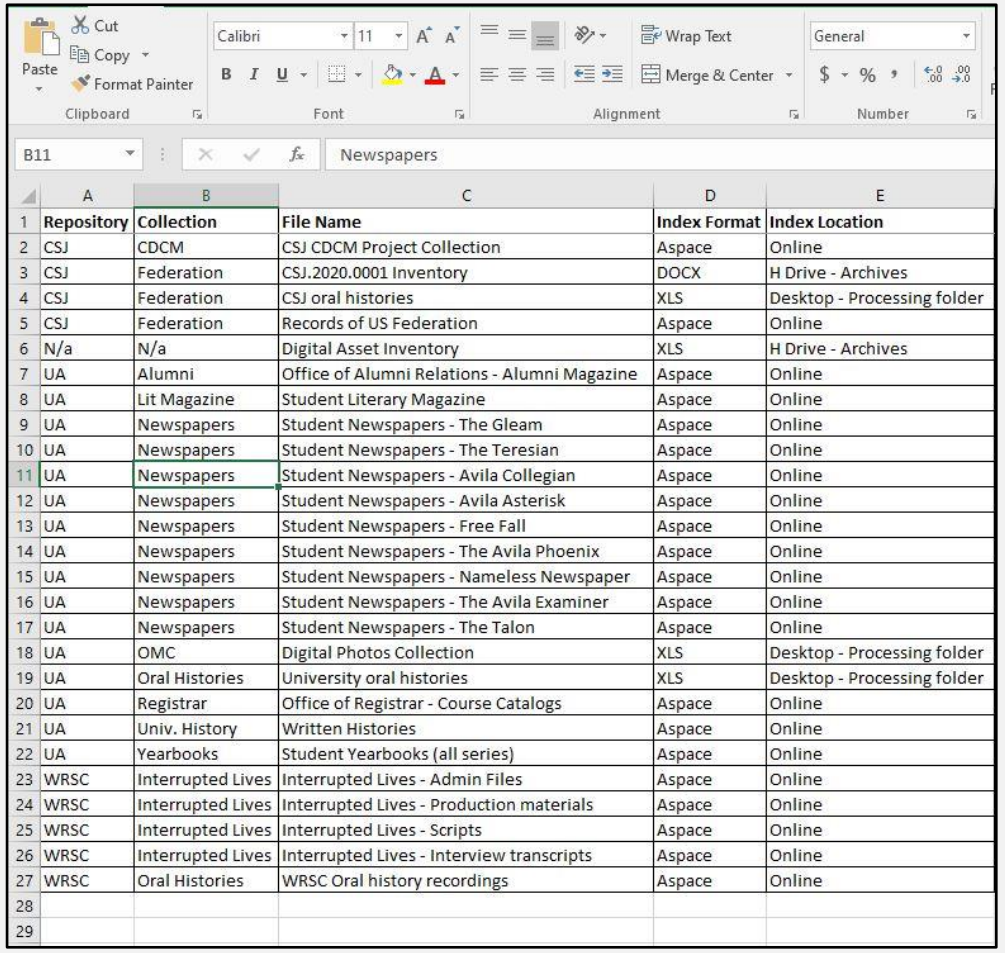


Quantity Inventory (physical carriers)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		CD (files)	DVD (files)	HDD (files)	USB drive (files)	Floppy/zip disc (files)	CD (a/v)	DVD (a/v)	VHS (a/v)	Beta (a/v)	Umatic (a/v)	DigVid (a/v)	Cassette (a/v)	1/4" (a/v)	Server (preservation)
41	UA.009.00001														129 MB
42	UA.009.00004														103 KB
43	UA.009.00005														97.1 MB
44	UA.009.00006														537 MB
45	UA.010.00002														34.7 MB
46	UA.010.00003														10.1 GB
47	UA.011.00001														313 KB
48	CSJ.00001	14			1	76	105	44	119	31	24	1	1243	11	179 GB
49	CSJ.00002														207 GB
50	WR.00001						2	6	21				31		0
51	WR.00004				1										4.50 MB
52	WR.00005	21		1				30	119	12		80	3	2	1.00 TB
53	WR.00006														590 MB
54	WR.00009												59		5.84 GB
55	Total Items	164	21	1	3	112	118	88	288	43	24	81	1361	13	1.86 TB
56															
57															

Inventory of Inventories



	A	B	C	D	E
1	Repository	Collection	File Name	Index Format	Index Location
2	CSJ	CDCM	CSJ CDCM Project Collection	Aspace	Online
3	CSJ	Federation	CSJ.2020.0001 Inventory	DOCX	H Drive - Archives
4	CSJ	Federation	CSJ oral histories	XLS	Desktop - Processing folder
5	CSJ	Federation	Records of US Federation	Aspace	Online
6	N/a	N/a	Digital Asset Inventory	XLS	H Drive - Archives
7	UA	Alumni	Office of Alumni Relations - Alumni Magazine	Aspace	Online
8	UA	Lit Magazine	Student Literary Magazine	Aspace	Online
9	UA	Newspapers	Student Newspapers - The Gleam	Aspace	Online
10	UA	Newspapers	Student Newspapers - The Teresian	Aspace	Online
11	UA	Newspapers	Student Newspapers - Avila Collegian	Aspace	Online
12	UA	Newspapers	Student Newspapers - Avila Asterisk	Aspace	Online
13	UA	Newspapers	Student Newspapers - Free Fall	Aspace	Online
14	UA	Newspapers	Student Newspapers - The Avila Phoenix	Aspace	Online
15	UA	Newspapers	Student Newspapers - Nameless Newspaper	Aspace	Online
16	UA	Newspapers	Student Newspapers - The Avila Examiner	Aspace	Online
17	UA	Newspapers	Student Newspapers - The Talon	Aspace	Online
18	UA	OMC	Digital Photos Collection	XLS	Desktop - Processing folder
19	UA	Oral Histories	University oral histories	XLS	Desktop - Processing folder
20	UA	Registrar	Office of Registrar - Course Catalogs	Aspace	Online
21	UA	Univ. History	Written Histories	Aspace	Online
22	UA	Yearbooks	Student Yearbooks (all series)	Aspace	Online
23	WRSC	Interrupted Lives	Interrupted Lives - Admin Files	Aspace	Online
24	WRSC	Interrupted Lives	Interrupted Lives - Production materials	Aspace	Online
25	WRSC	Interrupted Lives	Interrupted Lives - Scripts	Aspace	Online
26	WRSC	Interrupted Lives	Interrupted Lives - Interview transcripts	Aspace	Online
27	WRSC	Oral Histories	WRSC Oral history recordings	Aspace	Online
28					
29					

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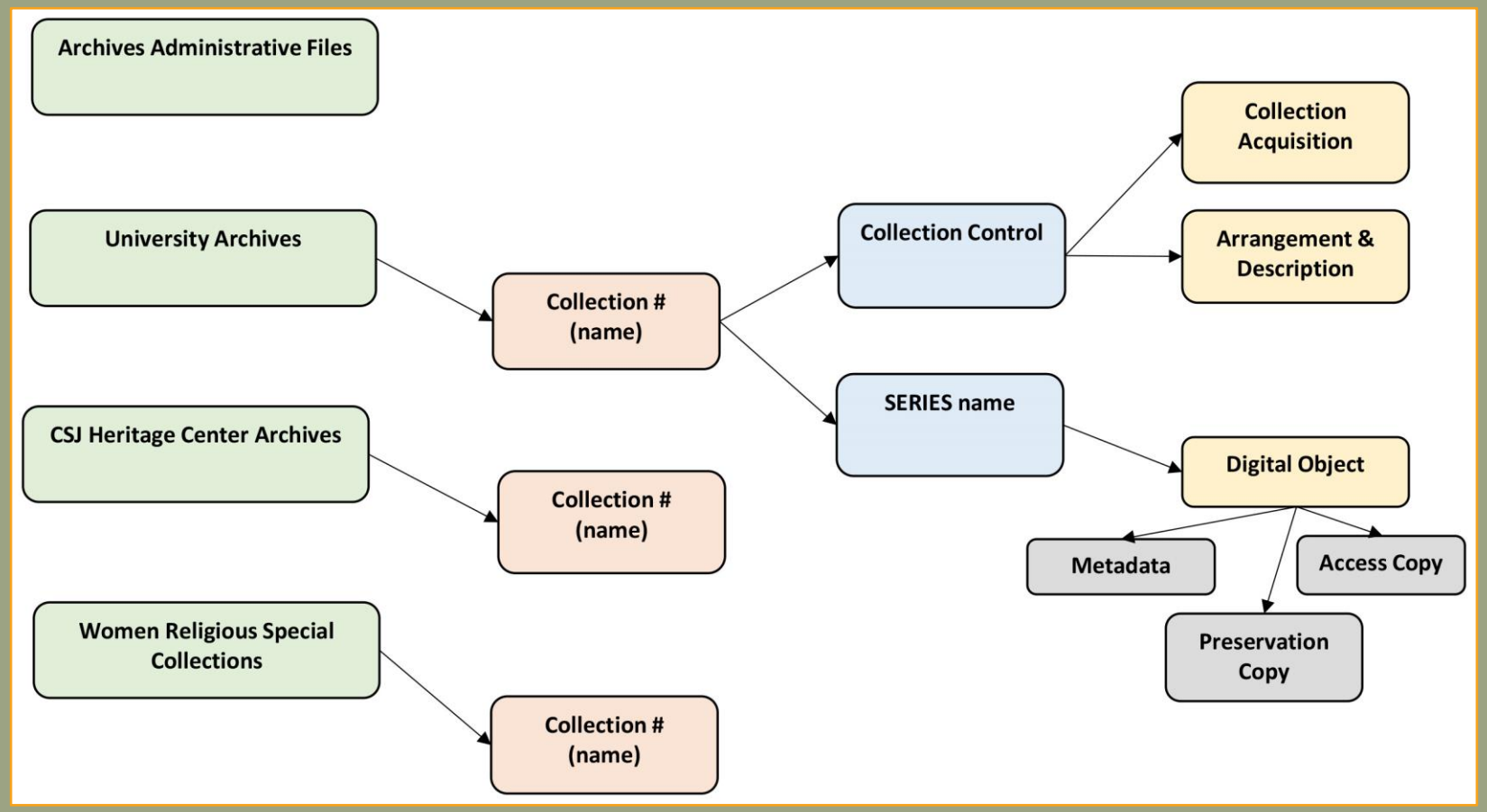
FILE DIRECTORY



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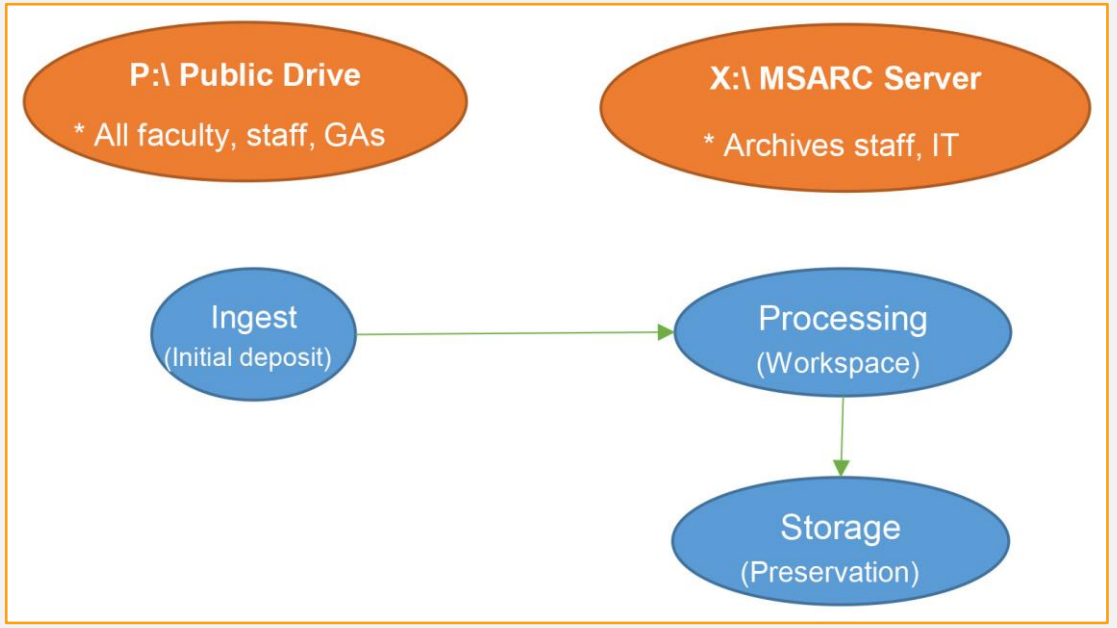
SERVER SECURITY & SETUP

Students fencing outside Blasco Hall



POLICIES & PROCEDURES

Collection policy

- Format neutral
- Appraisal, review & deaccession considerations

Accession/Processing procedures

- Workflows: born-digital transfers, donations, digitized materials
- Email, public drive materials

Metadata templates

- ArchivesSpace fields, particularly location fields for various assets
  - Preservation copy, born-digital, digitized version of analog original, access copy…

DIGITAL POWRR

[HTTPS://DIGITALPOWRR.NIU.EDU/](https://digitalpowrr.niu.edu/)

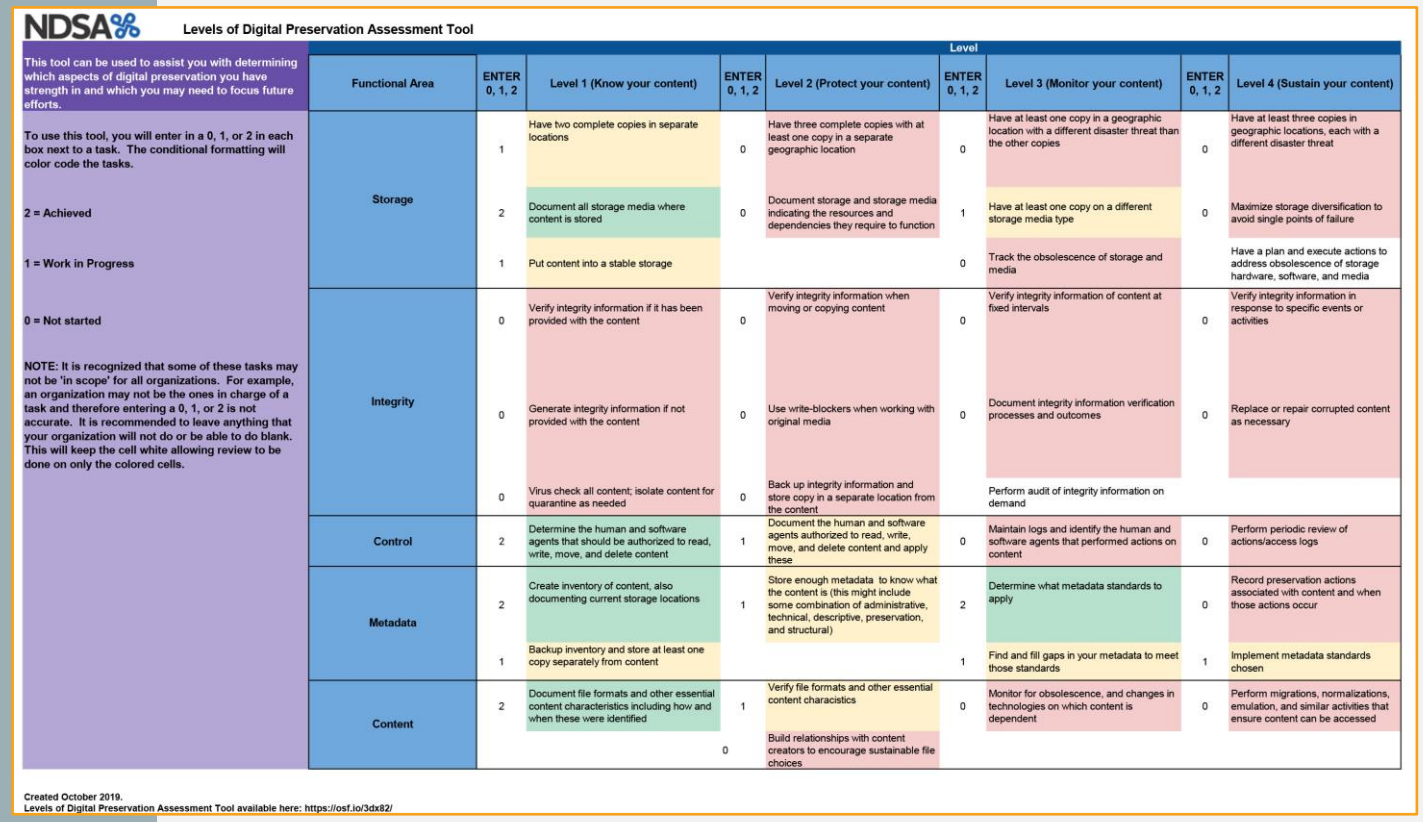
Institute – 2019

"Two-day professional institutes… to build skills for curating and preserving digital collections."

Peer Assessment Program – 2022

"Year-long cohort-based training program… applying digital preservation assessment procedures."

- Tool Grid
- Walk the Workflow
- Self-Assessment
- POWRR Plan



NDSA

Levels of Digital Preservation Assessment Tool

This tool can be used to assist you with determining which aspects of digital preservation you have strength in and which you may need to focus future efforts.

To use this tool, you will enter in a 0, 1, or 2 in each box next to a task. The conditional formatting will color code the tasks.

2 = Achieved

1 = Work in Progress

0 = Not started

NOTE: It is recognized that some of these tasks may not be 'in scope' for all organizations. For example, an organization may not be the ones in charge of a task and therefore entering a 0, 1, or 2 is not accurate. It is recommended to leave anything that your organization will not do or be able to do blank. This will keep the cell white allowing review to be done on only the colored cells.

	Level							
Functional Area	ENTER 0, 1, 2	Level 1 (Know your content)	ENTER 0, 1, 2	Level 2 (Protect your content)	ENTER 0, 1, 2	Level 3 (Monitor your content)	ENTER 0, 1, 2	Level 4 (Sustain your content)
Storage	1	Have two complete copies in separate locations	0	Have three complete copies with at least one copy in a separate geographic location	0	Have at least one copy in a geographic location with a different disaster threat than the other copies	0	Have at least three copies in geographic locations, each with a different disaster threat
	2	Document all storage media where content is stored	0	Document storage and storage media indicating the resources and dependencies they require to function	1	Have at least one copy on a different storage media type	0	Maximize storage diversification to avoid single points of failure
	1	Put content into a stable storage			0	Track the obsolescence of storage and media		Have a plan and execute actions to address obsolescence of storage hardware, software, and media
Integrity	0	Verify integrity information if it has been provided with the content	0	Verify integrity information when moving or copying content	0	Verify integrity information of content at fixed intervals	0	Verify integrity information in response to specific events or activities
	0	Generate integrity information if not provided with the content	0	Use write-blockers when working with original media	0	Document integrity information verification processes and outcomes	0	Replace or repair corrupted content as necessary
	0	Virus check all content; isolate content for quarantine as needed	0	Back up integrity information and store copy in a separate location from the content		Perform audit of integrity information on demand		
Control	2	Determine the human and software agents that should be authorized to read, write, move, and delete content	1	Document the human and software agents authorized to read, write, move, and delete content and apply these	0	Maintain logs and identify the human and software agents that performed actions on content	0	Perform periodic review of actions/access logs
Metadata	2	Create inventory of content, also documenting current storage locations	1	Store enough metadata to know what the content is (this might include some combination of administrative, technical, descriptive, preservation, and structural)	2	Determine what metadata standards to apply	0	Record preservation actions associated with content and when those actions occur
	1	Backup inventory and store at least one copy separately from content			1	Find and fill gaps in your metadata to meet those standards	1	Implement metadata standards chosen
Content	2	Document file formats and other essential content characteristics including how and when these were identified	1	Verify file formats and other essential content characistics	0	Monitor for obsolescence, and changes in technologies on which content is dependent	0	Perform migrations, normalizations, emulation, and similar activities that ensure content can be accessed
			0	Build relationships with content creators to encourage sustainable file choices				

Created October 2019.
Levels of Digital Preservation Assessment Tool available here: https://osf.io/3dx82/

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FORWARD PROGRESS

PHASE II

- Update ingest process
- Additional backup storage
- Tools to automate processes

PHASE III

- Integrated system

Avila Spirit Squad, 1976

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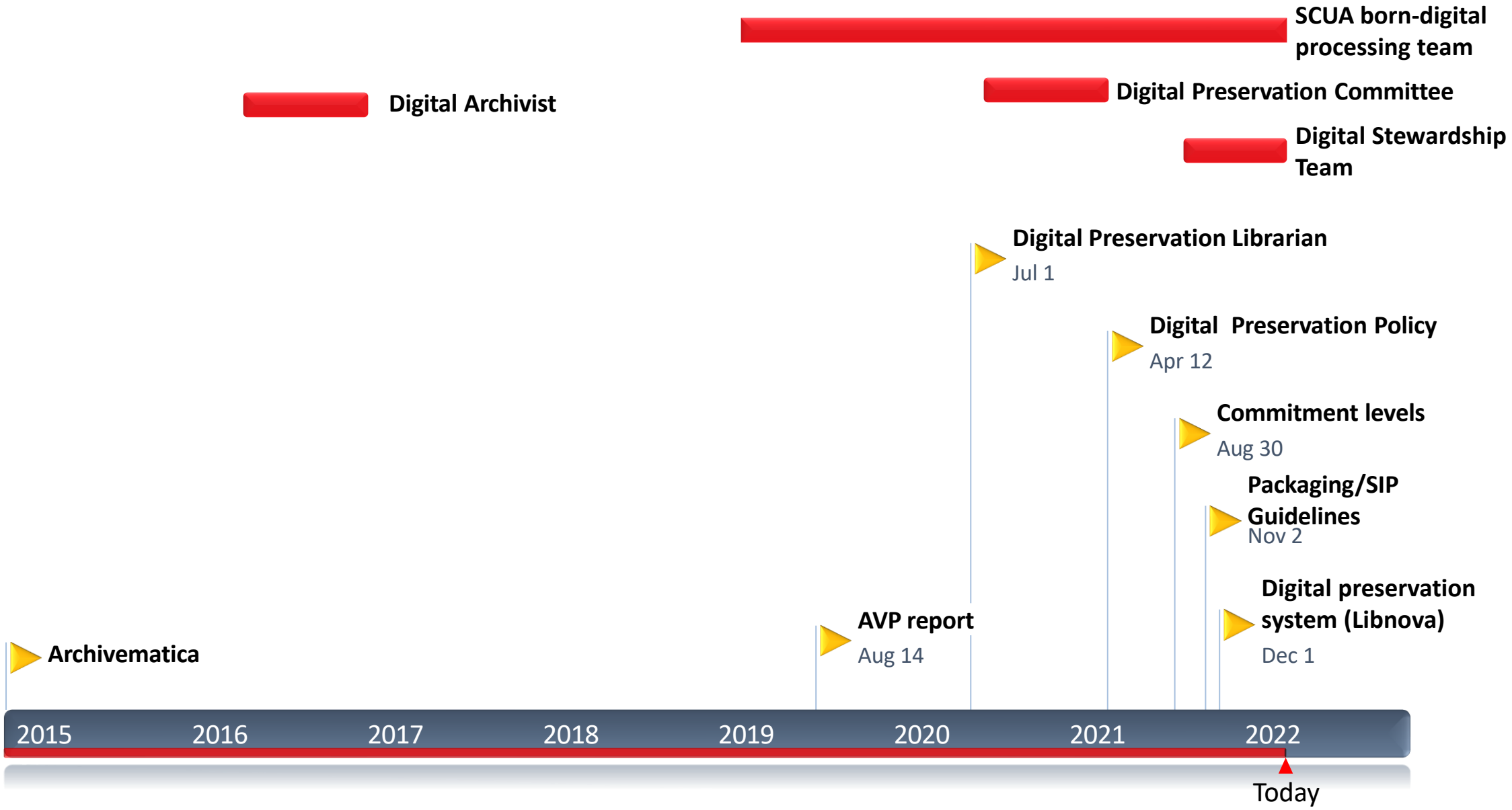
Digital Preservation Planning

Daniel Hartwig

IOWA STATE UNIVERSITY

Timeline


SCUA born-digital processing team
Digital Archivist
Digital Preservation Committee
Digital Stewardship Team
Digital Preservation Librarian
Jul 1
Digital Preservation Policy
Apr 12
Commitment levels
Aug 30
Packaging/SIP Guidelines
Nov 2
Digital preservation system (Libnova)
Dec 1
AVP report
Aug 14
Archivematica
2015
2016
2017
2018
2019
2020
2021
2022
Today

Assessment

- Boundaries
- Priorities

Functional Area	Level			
	Level 1 (Know your content)	**Level 2 (Protect your content)**	**Level 3 (Monitor your content)**	**Level 4 (Sustain your content)**
Storage	Have two complete copies in separate locations Document all storage media where content is stored Put content into stable storage	Have three complete copies with at least one copy in a separate geographic location Document storage and storage media indicating the resources and dependencies they require to function	Have at least one copy in a geographic location with a different disaster threat than the other copies Have at least one copy on a different storage media type Track the obsolescence of storage and media	Have at least three copies in geographic locations, each with a different disaster threat Maximize storage diversification to avoid single points of failure Have a plan and execute actions to address obsolescence of storage hardware, software, and media
Integrity	Verify integrity information if it has been provided with the content Generate integrity information if not provided with the content Virus check all content; isolate content for quarantine as needed	Verify integrity information when moving or copying content Use write-blockers when working with original media Back up integrity information and store copy in a separate location from the content	Verify integrity information of content at fixed intervals Document integrity information verification processes and outcomes Perform audit of integrity information on demand	Verify integrity information in response to specific events or activities Replace or repair corrupted content as necessary
Control	Determine the human and software agents that should be authorized to read, write, move, and delete content	Document the human and software agents authorized to read, write, move, and delete content and apply these	Maintain logs and identify the human and software agents that performed actions on content	Perform periodic review of actions/access logs
Metadata	Create inventory of content, also documenting current storage locations Backup inventory and store at least one copy separately from content	Store enough metadata to know what the content is (this might include some combination of administrative, technical, descriptive, preservation, and structural)	Determine what metadata standards to apply Find and fill gaps in your metadata to meet those standards	Record preservation actions associated with content and when those actions occur Implement metadata standards chosen
Content	Document file formats and other essential content characteristics including how and when these were identified	Verify file formats and other essential content characteristics Build relationships with content creators to encourage sustainable file choices	Monitor for obsolescence, and changes in technologies on which content is dependent	Perform migrations, normalizations, emulation, and similar activities that ensure content can be accessed

NDSA

Preservation Services/Actions	Level 1	Level 2	Level 3	Level 4	Level 5
Preservation Metadata	Minimal/None	Minimal	Full	Full	Full
Preservation Formats	Maybe	Maybe	Yes	Yes	Yes
Preservation Copies (multiple locations)	B + 1X + Offline	B + 1-2X + Offline	B + >=4X + Offline	A+B + >=4X + Offline	A+B + >=4X + Offline
Preservation Approach	Bit	Bit	Full	Full	Full
Open/Closed	Open/Limited	Open/Limited	Open/Limited	Closed	Closed
Confidential	No	No	No	Yes	Yes
Rare/Unique	No	No	Yes	Yes	Yes
Independence	Low	Low	High	High	High
Preservation Action Level	Low	Low	Medium	High	High
Born Digital (BD)/Digitized	Both/Often PDF	More Digitized	More BD	More BD	More BD
Regulated	No	No	No	No	Yes

MIT


Amount of digital content
Petabytes (PB)
Terabytes (TB)
Levels:
1
2
3
4
5

MIT

Levels of commitment (2021)

- Actions
- Weighted effort
- Cost

Preservation 1 (22/43)

- Tech
  - Files on platform w/ characterization & local storage with fixity monitoring
- Actions
  - Preservation files in 2nd location w/ fixity monitoring
- Business records
  - Review cycle
  - Storage environments
  - Formats, access, & preservation files; files to support accessibility
  - Inventory Control
- Package contents
  - Checksums
  - Manifest
  - Metadata (descriptive, provenance, preservation, rights)

Preservation 2 (25/53)

- Actions
  - metadata files in second location w/ fixing monitoring, on-demand access audit
- Business records
  - Procedures for packaging
- Package contents
  - Metadata (technical, OCR, structural, transcripts, VTT)

Preservation 3 (44/114)

- Tech
  - Libnova/S3, Glacier or Azure bucket
- Actions
  - Archival packaging with METS & LD or RDF & LD, preservation files in 2nd location w/ fixity monitoring, platform w/ ongoing access & actions logging, schedules for log review, dependencies monitoring, fixed interval fixity monitoring, migration actions, files & metadata in 3rd location
- Business records
  - Dependencies
  - File obsolescence and tech migration plan
  - Archival packaging with METS and LD or RDF & LD
- Package contents
  - Documented behavior
  - Files with forensics reports

Preservation 4 (48/132)

- Tech
  - LTO, APTrust or MetaArchive
- Actions
  - Files & metadata in 4th location
- Business records
  - Risk management procedures
  - Emulation environment
- Package contents
  - Donor records
  - Documentation of entire preservation environment in system-independent storage

Preservation 5 (49/137)

- Actions
  - Restricted access

Collection Program Priorities (2022)

- Objectives

Sustainability

- Carbon footprint
- Maturity models
  - Digital Maturity (Rossman, 2018): Strategy, Leadership, Business model, Operations, People, Culture, Governance, Technology
  - Digital Preservation Capability (Dollar, Ashley & Misic, 2014)
  - Rapid Assessment Module v2 (DPC, 2021): Organizational: Viability, Policy/Strategy, Legal, IT, Continuous Improvement, Community

DPCMM Components	Current Capability	Year 1	Year 2	Year 3	Year 4	Year 5	Difficulty
INFRASTRUCTURE							
Policy	1	2	⇨	⇨	3	⇨	LOW
Strategy	0	2	⇨	⇨	3	⇨	MEDIUM
Governance	0	1	2	3	⇨	⇨	MEDIUM
Collaboration	1	2	⇨	3	⇨	⇨	MEDIUM
Technical Expertise	1	⇨	⇨	2	⇨	3	MEDIUM
Open Standard Technology Neutral File Formats	1	⇨	2	⇨	3	⇨	MEDIUM
Designated Community	1	⇨	2	⇨	3	⇨	MEDIUM

Dollar, Ashley and Misic , 2014

Where are we now?

- Environmental scan of collection programs & services
- Libnova implementation
- Culture/community: Agile

What's next?

- Cost modeling
- Workflows
- Ecosystem

Lessons learned

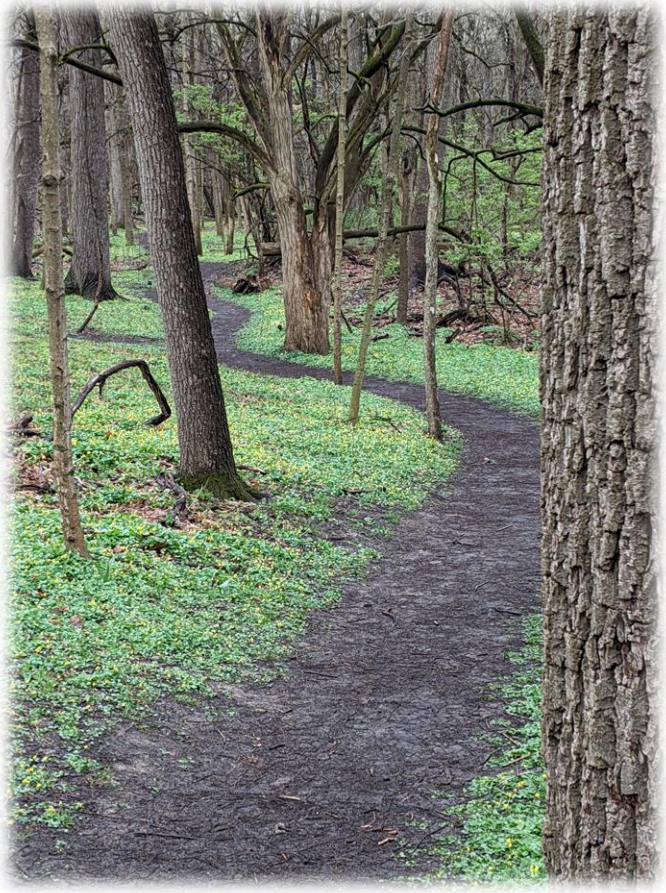
- Strategic plan
- Personnel
- Assessment

Thanks!

dhartwig@iastate.edu

Moving Forward w/DP @ The Ohio State University

Our Journey @ Ohio State…



- Policy to Ethos
- Environmental Scan
- Workflows, Workflows Everywhere
- Priority, what is a priority?
- But what about born digital?
- Collaboration, Documentation & Transparency

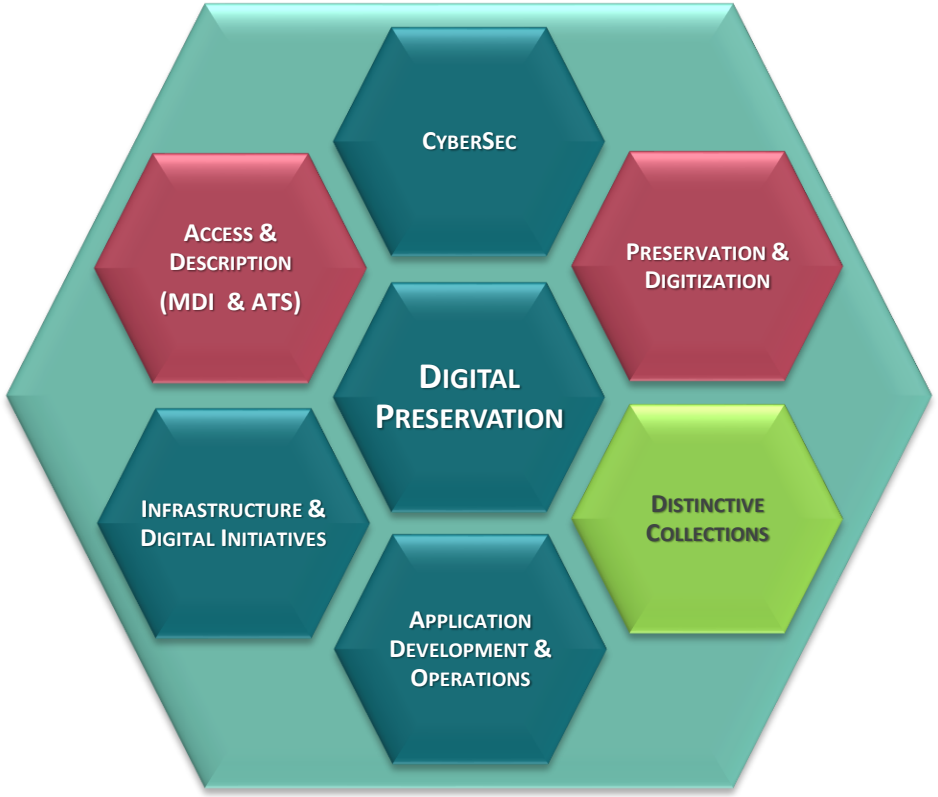
Why Ethos?

- Policy: a definite course of action adopted and pursued by an institution (e.g. government, ruler, political party) for the sake of prudency, expediency, facility, etc.
  - https://www.dictionary.com/browse/policy
- Ethos: the character or fundamental values of a person, people, culture, or movement *[or organizational program].*
  - https://en.wiktionary.org/wiki/ethos
- It is not just one person/one program; it is a organizational collaboration

Digital Preservation @ Ohio State

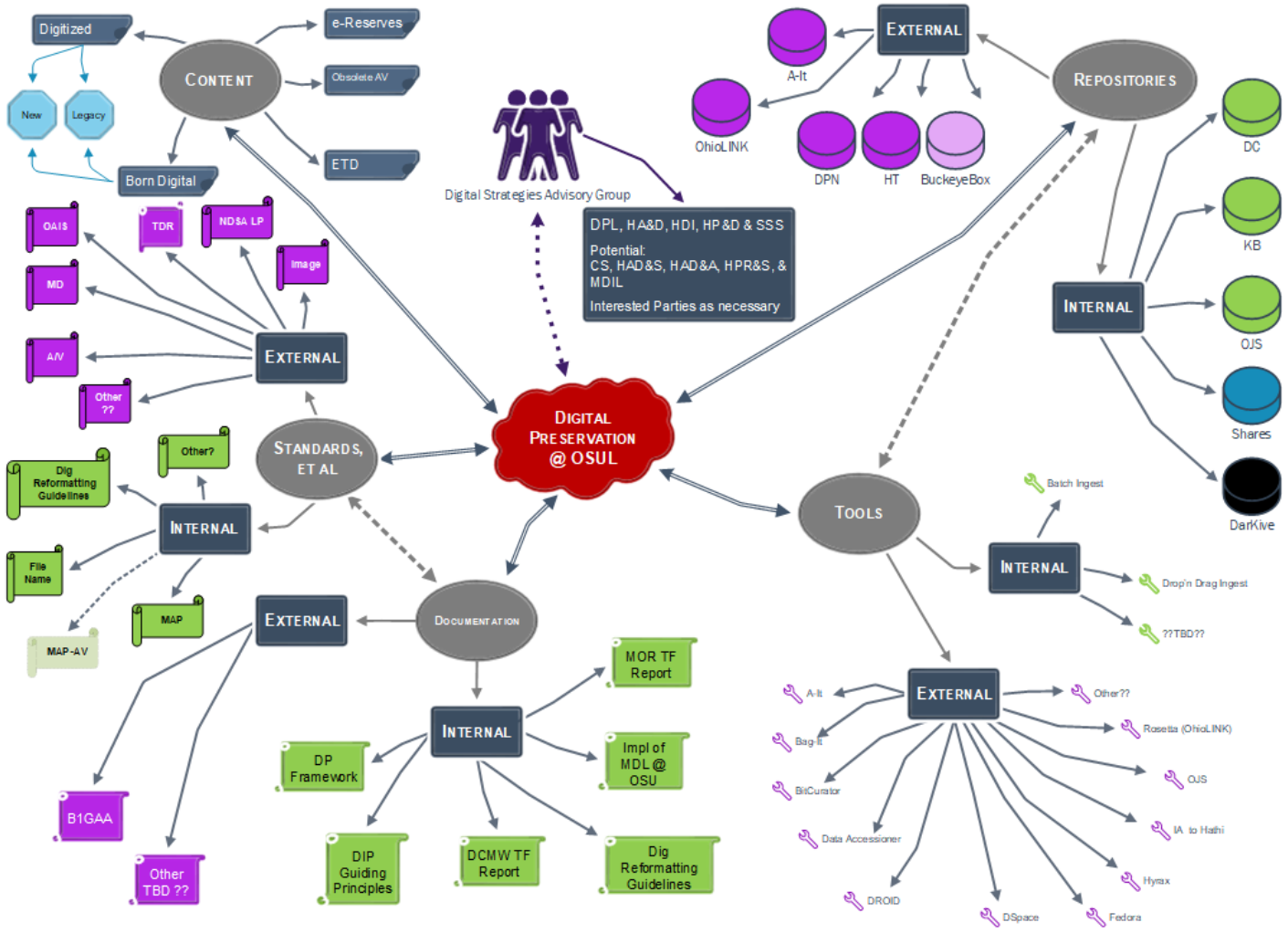
- 2012 – 2013: DigCCur Project to develop Digital Preservation Policy Framework
- 2013 - 2016: Task forces and workgroups
- 2015: Fedora/Sufia
- 2016: Web archiving
- 2017: DPL
- 2018-2019: Fedora/Hyrax upgrade
- 2019-2020: Enviro scan/birth of Ethos
- 2020 - current: DP&A
- 2022: BDR

Digital Preservation @ Ohio State

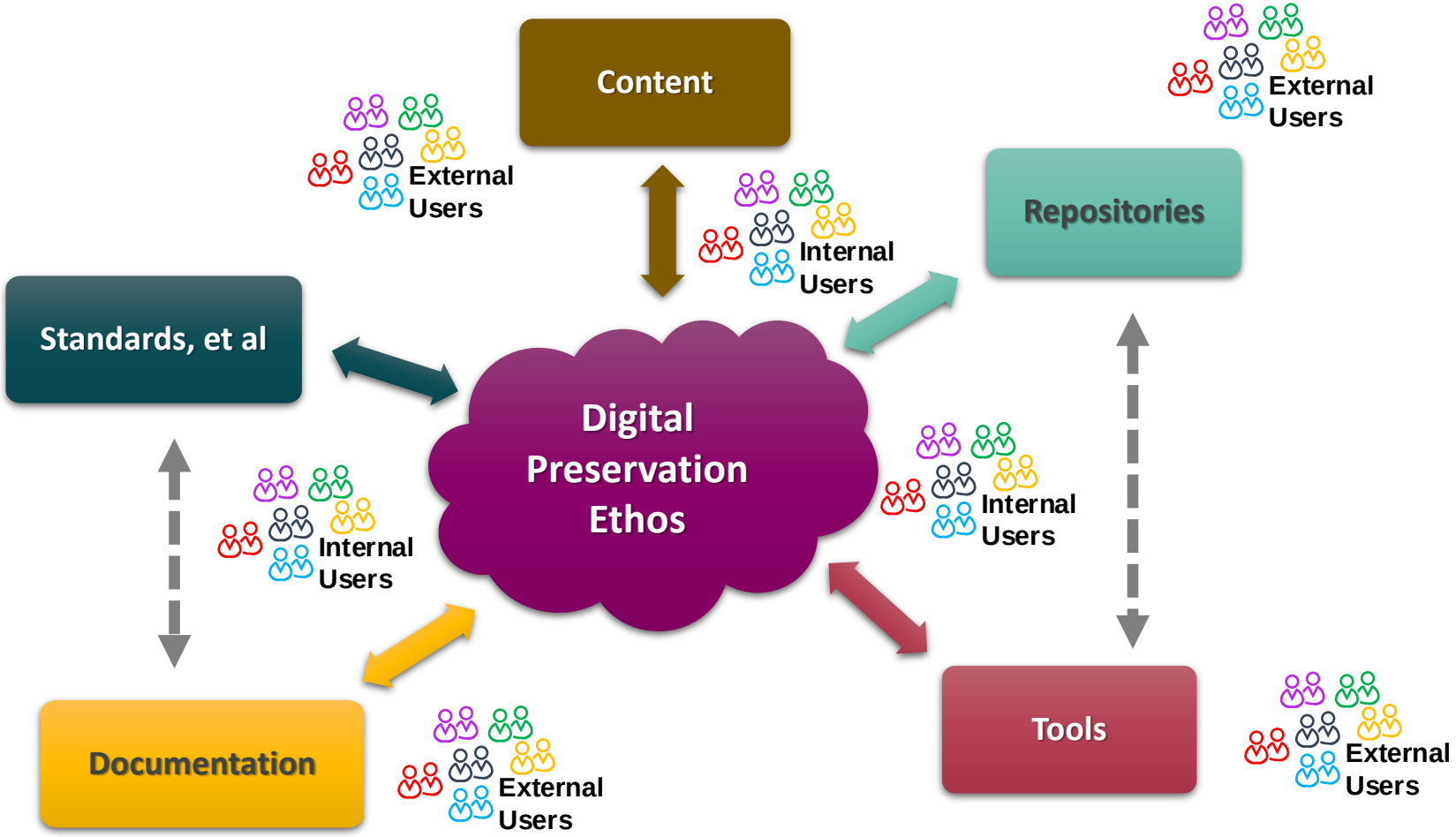


- Articulate the requirements for creating and acquiring preservable digital content…
- Develop guidelines, protocols, and organizational practices when needed…
- Develop and oversee workflows and activity to migrate digital content…
- Collaborate with content owners, subject experts, metadata experts, and others to ensure that appropriate workflows, tools, and infrastructure...
- Contribute to a continuous process of assessment and QC.

Digital Preservation @ Ohio State



Digital Preservation @ Ohio State



Policy ⇨ Ethos Review Methodology

BTAA Review

- Preservation Policies
- Guidelines
- Mission & Vision
- Tools & Standards
- Hardware & Software

Shared Elements

- Operating Principles: 10 institutions
- Purpose: 9 institutions
- Scope: 8 institutions
- Roles: 8 institutions
- Objectives: 7 institutions
- Mandate: 7 institutions

Historical perspective: "Digital Preservation Policy Framework: A Case Study," *EDUCAUSE Review online*. 49 no. 4 (July 2014) (http://er.educause.edu/articles/2014/7/digital-preservation-policy-framework-a-case-study)

Policy ⇨ Ethos

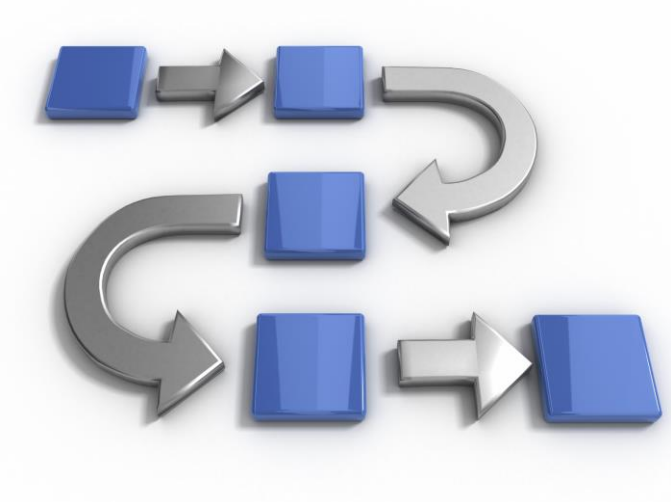
- Purpose
- Objectives
- Mandate
- Scope
- Challenges
- Principles
  - Guiding principles
  - Operating principles
  - Standards
- Categories of commitment
- ~~Levels of Preservation~~
- Roles and Responsibilities
- Collaboration/Cooperation
- ~~Access and Use Criteria~~
- Implementation
- Review Cycle
- ~~Appendices~~

- Summary
- Requisites for Digital Preservation
- Objectives
  - Objectives Statement
  - Mandate
- Scope
  - Scope Statement
  - ***Selection and Acquisition (new)***
  - Categories of Commitment
- Principles and Standards
  - Guiding principles
  - Operating principles
  - Standards
- Roles and Responsibilities (reduced)
- Collaboration/Cooperation
- Implementation (made actionable)
- Review Cycle
  - History

Digital Preservation & Access Work Group

- Grassroots
- Cross-functional
- Consistent Strategies
- Knowledge Management
- Transparency
- Areas of focus
- **Task #1: Identify Workflows**

Differentiating the Processes



What are the current digitization, born digital acquisition, preservation and access processes in the organization?

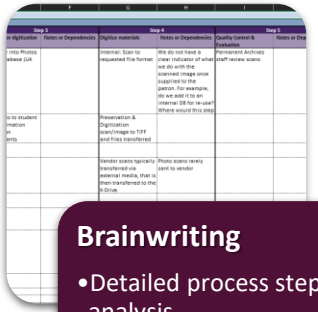
- High Level POV
- The activities, functions, and/or hand-offs

Where We've Been…Workflow Mapping Analysis

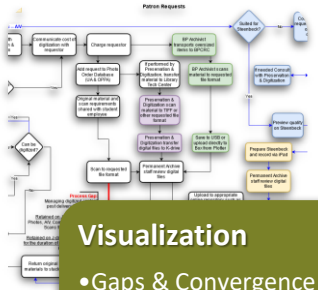
2020 → **2021**

SIPOC
- Suppliers
- Inputs
- Process
- Outputs
- Customers

RACI
- Responsible
- Accountable
- Consulted
- Informed



Brainwriting
- Detailed process step analysis



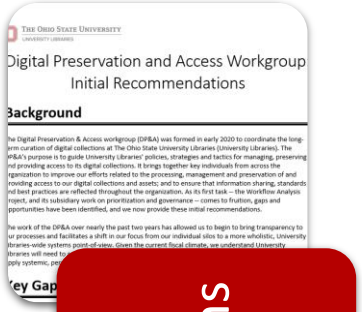
Visualization
- Gaps & Convergence Analysis

Initial Recommendations

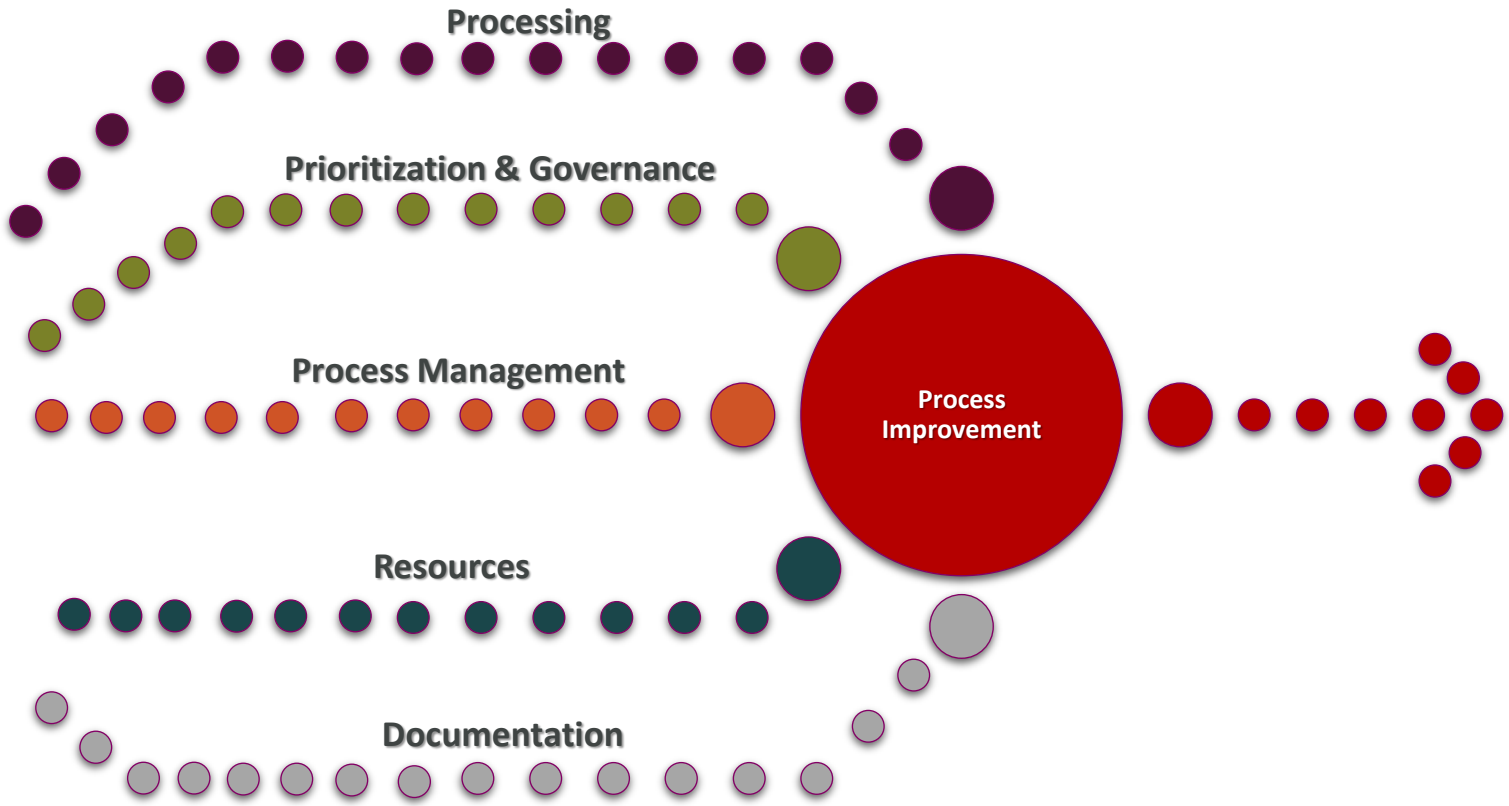
What have we shed light on?

- Created opportunity to contemplate processes for the first time
  - Making Tacit & Implicit Knowledge Explicit
- Shift from “Silo Thinking” to encouraging “Systems Thinking”
  - Making silos transparent & permeable
- Consolidating documentation; making it visible
- Surfaced documentable gaps that we kind of knew were there
- Total Cost of Stewardship

What's next?



Initial Recommendations



Recommendations: Prioritization & Governance

https://line.17qq.com/articles/hchgplhdv.html

- Change Management Process
  - ✓Problem Statement
  - ✓Current State ➔ Future State
  - ✓Defining the Change
  - ✓Benefits
  - **Process**
    - ✓Definition of “Project”
    - Prioritization Factors
  - Measuring Progress

Prioritization Factors

https://line.17qq.com/articles/hchgplhdv.html

- **Pre-conditions**
  - Has the collection been accessioned?
  - Does this collection meet copyright moratorium exemption?
- **Alignment**
  - Priorities of University Libraries
  - Who is requesting the work and why?
- **EDIA** : Amplify nationally and globally marginalized voices by processing born digital or digitizing collections that represent historically underrepresented groups.
- **Opportunity**
  - Disaster mitigation
  - Fragility and obsolescence of materials:
  - Does this work lead to future efficiencies?
  - Historic use patterns
  - Critical mass
  - Distinctiveness

- **Readiness**
  - Project size and scope
  - Complexity
  - Level of Processing
  - Metadata (existing)
  - Workplan readiness
- **Dependencies** (negatively scored)
  - Metadata (required):
  - Exigent circumstances
  - Accessibility
  - Content restrictions

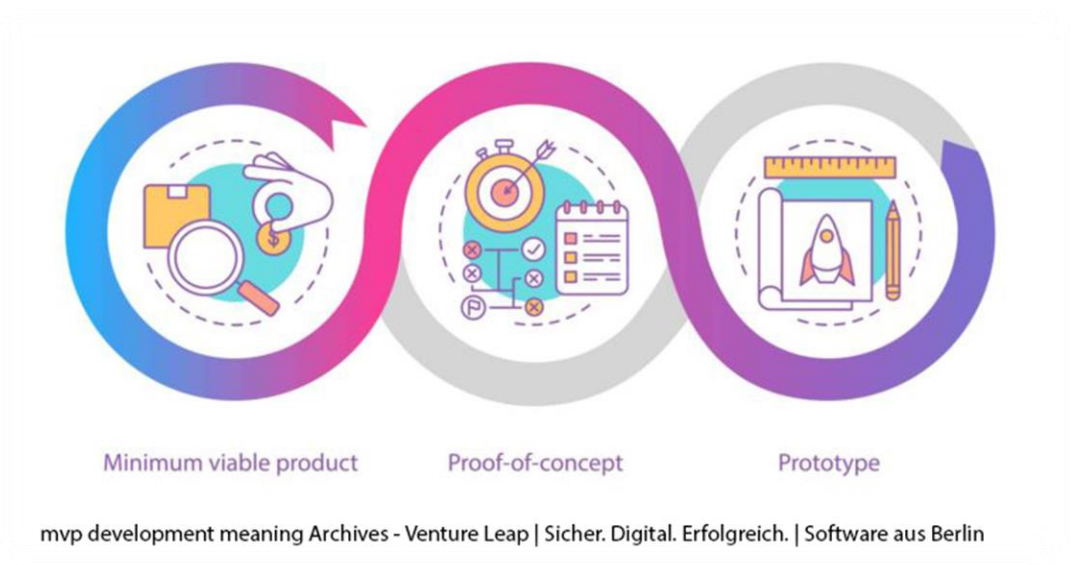
Next Steps: Immediate Impact

- Complete prioritization sub-workgroup rubric and governance process...
- Inventory of known projects and activities...
- Documentation repo...
- Kaizen event(s)...

Next Steps: Long-term Impact

- Process re-engineering, which is dependent upon aforementioned Kaizen event(s) outcome(s)...
- Expertise and skills development...
- Development, articulation and implementation of standardized best and good-enough practices...
- Digital asset management dashboard...

MVP for New Digital Repo



mvp development meaning Archives - Venture Leap | Sicher. Digital. Erfolgreich. | Software aus Berlin

- Use case for minimal viable product (MVP)
- Lean Start Up
  - Build ⇔ Measure ⇔ Learn

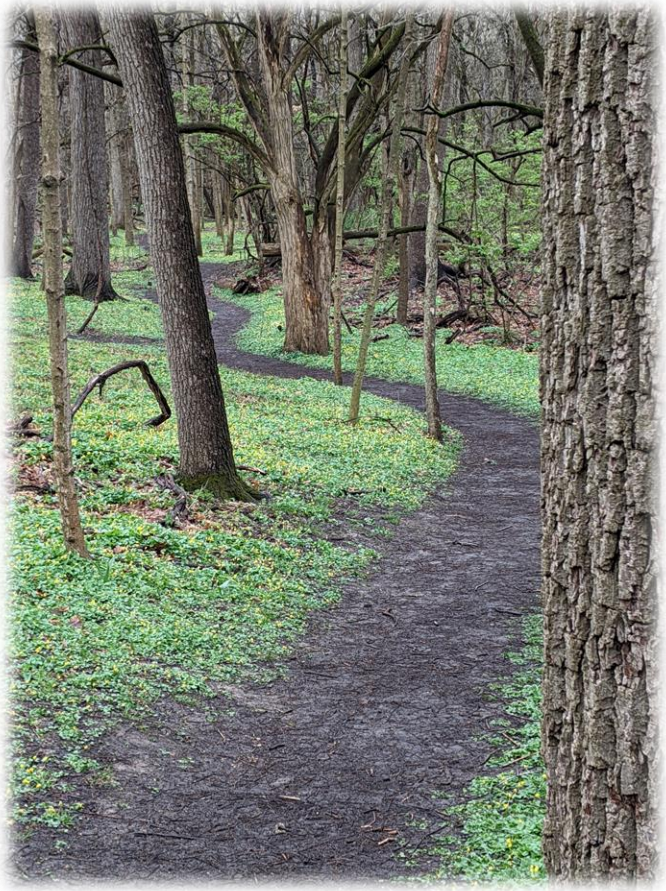
What it is and is not…

- Dim archive
- Proposed content
  - Minimally described by design
  - KB legacy preservation files
  - Temporally restricted files
- Mediated access
  - Not publicly accessible

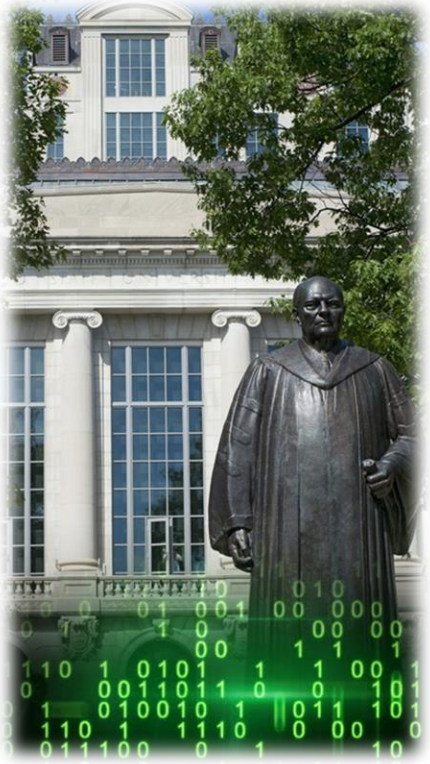
- Analogous to the Book Depository
  - More intellectual control
    - DROID & Bag manifests
    - DLP Report
- Fedora ID and finding aid linkage

The on-going journey…

- Continued Collaboration
- Continued Experimentation
- Further Documentation
- Transparency



Contact Info



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