

CDSC

Center for Digital Scholarship & Curation

WASHINGTON STATE  UNIVERSITY

Pullman, Washington



**Center for Digital Scholarship and Curation
Washington State University**



Image: Smithsonian American Art Museum, Transfer from the General Services Administration

CDSC Spring 2021 Webinar Series

Webinars begin at 10am PST

Mukurtu 100 - Introduction and Overview

Available December 15, 2020

Mukurtu 101 - Site Planning and Basics

January 12, 2021

Getting Started with Digital Preservation

January 26, 2021

Mukurtu 102 - Extended Tools

February 16, 2021

An Introduction to Scalar

March 2, 2021

Tools for Editing Images

March 23, 2021

An Introduction to ArcGIS StoryMaps

April 2, 2021

Federal Repository Research


April 30, 2021

Center for Digital Scholarship & Curation

WASHINGTON STATE UNIVERSITY

Image: Jon 'ShakataGaNai' Davis, [CC BY-SA 3.0](#), via Wikimedia Commons

Getting Started with Digital Preservation at a Small Institution



Presented by Lotus Norton-Wisla

Center for Digital Scholarship and Curation
Washington State University
CDSC Spring Webinar Series

Webinar Housekeeping

Need tech support?

- Use the chat box
- Send private chat to “Tech Support” a.k.a. Jess @ the CDSC
- cdsc.info@wsu.edu

- **Mute** unless asking a question
- I am **recording** this webinar
- Breakout rooms
- Use the **chat box** for questions and comments
- **Slides and handout** have been shared in the chat box

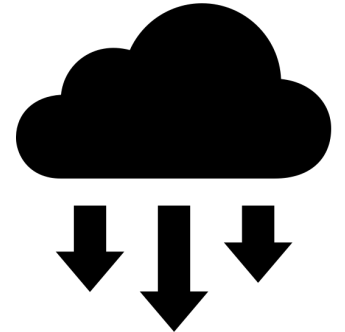
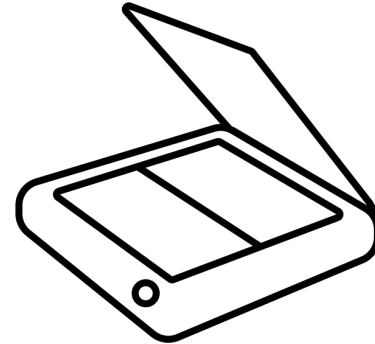
“Getting Started” - Today’s Goals

- Learn basic concepts and terms
- Connect with others, consider your next steps
- Learn about resources for further education
- Understand DP as a marathon (or a relay race) not a sprint



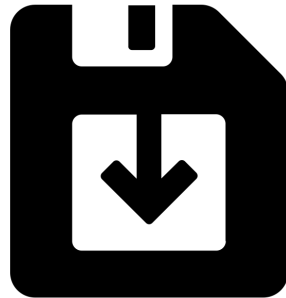
How do digital files come to you?

- Donated
- Transferred
- Digitized
- Created, recorded
 - **Born digital** records
- Copies from another repository



Digital Preservation

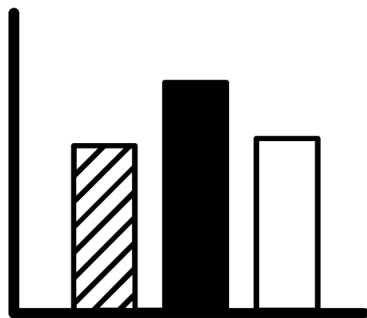
- Long term storage and care of your digital files
- Runs through all of your digital projects
- Digitization is not the same as preservation!



Documenting Digital Preservation

- Documentation
 - Digital Preservation Plan
 - Digital Preservation Policy
 - Add into workflows and practices
- Can't just “set it and forget it”
- Update, research, monitor





Poll

Is digital preservation a **solo effort** or **team effort** at your institution?

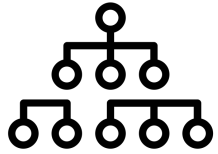
Move Towards a Team Effort

- Find others to bring into the conversation
- Fit your needs into what already exists
- Maintain communication
- Balance responsibilities



“Three Legged Stool” of Digital Preservation

Taught by Nancy McGovern and Anne Kenney starting in ~2003



Organization - *what*

- Strategy, policy



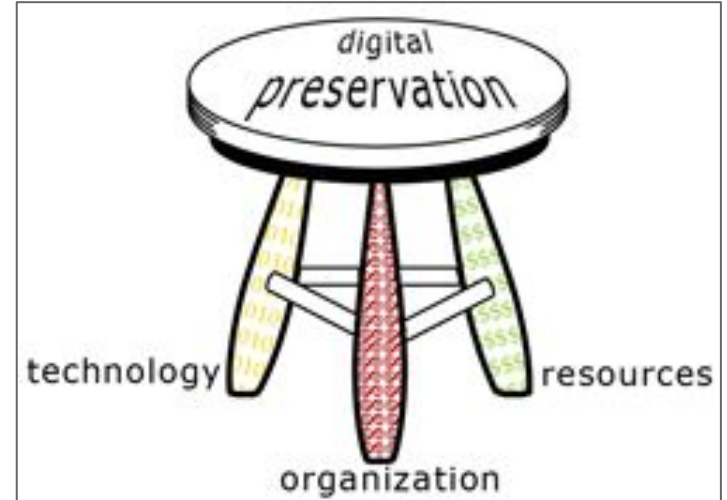
Technology - *how*

- Tools and processes



Resources - *how much*

- Money, time, staff



Images: McGovern, Nancy. [A Digital Decade: Where Have We Been and Where Are We Going in Digital Preservation?](#), organization by Gregor Cresnar, binary by Bartama Graphic resources by BomSymbols from the Noun Project. Emoji One, [CC BY-SA 4.0](#) via Wikimedia Commons

Issues and concerns with digital files

- Gathering good quality digital files
- Safely storing digital content
- Unique steps for management of digital content



THE SCARY STUFF

- Data loss and corruption
- Cost of storage, management
- Learning a new skill set
- Getting started

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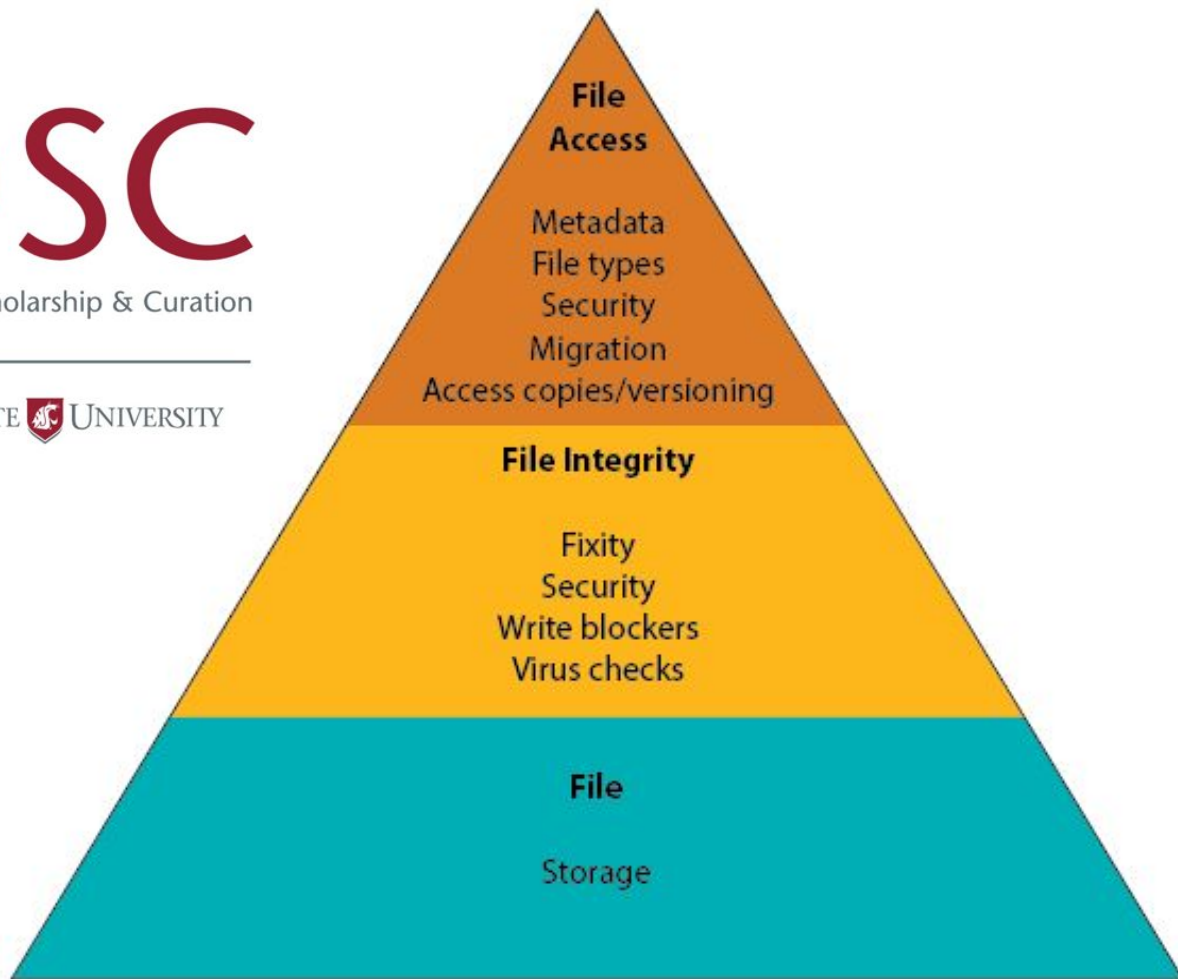


Image: The Three Essentials of Digital Preservation, Center for Digital Scholarship and Curation

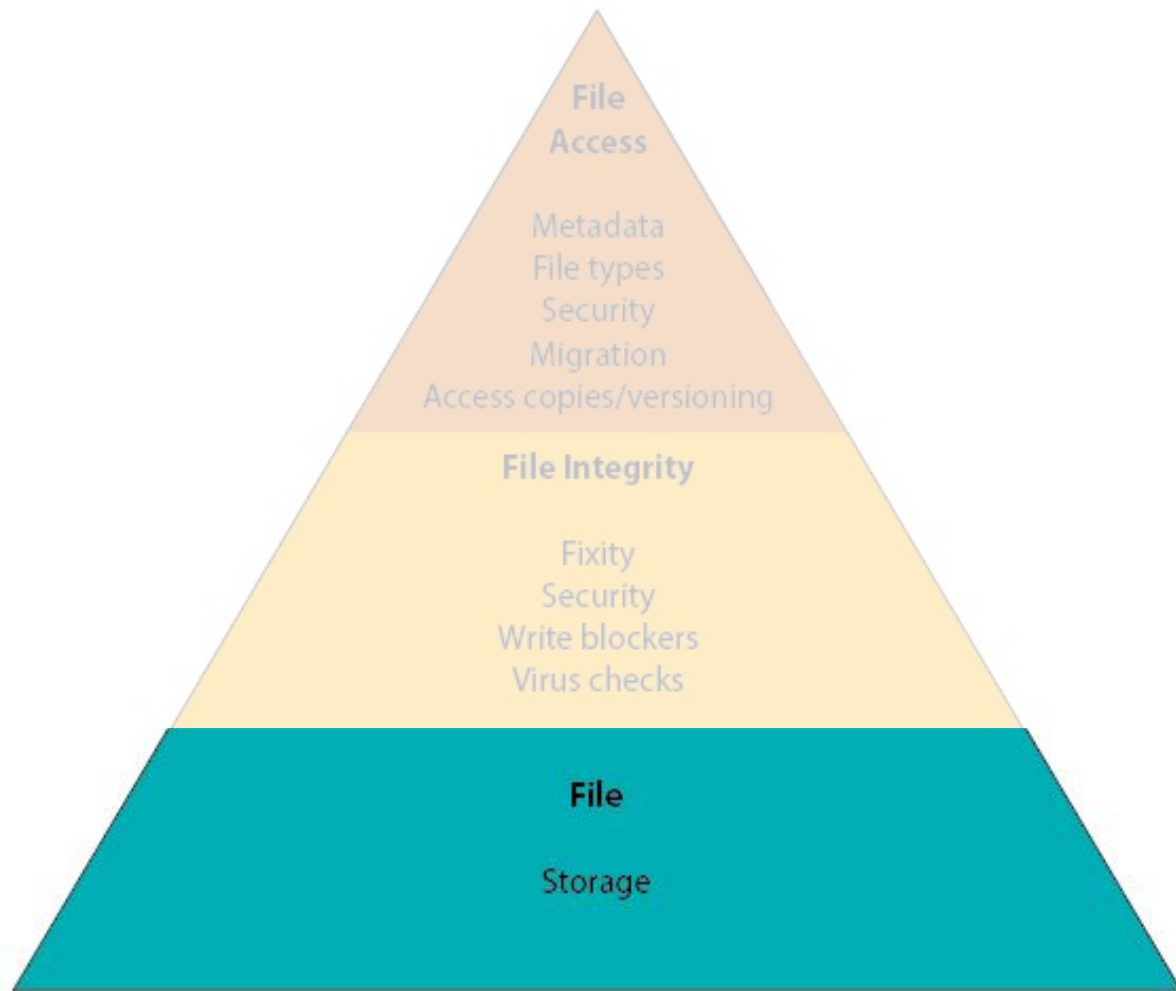


Image: The Three Essentials of Digital Preservation, Center for Digital Scholarship and Curation

Storage - General Considerations

- Storage space for content
- Integrate with IT
 - What does your IT department already have set up?
- Consider types of storage
- Multiple layers

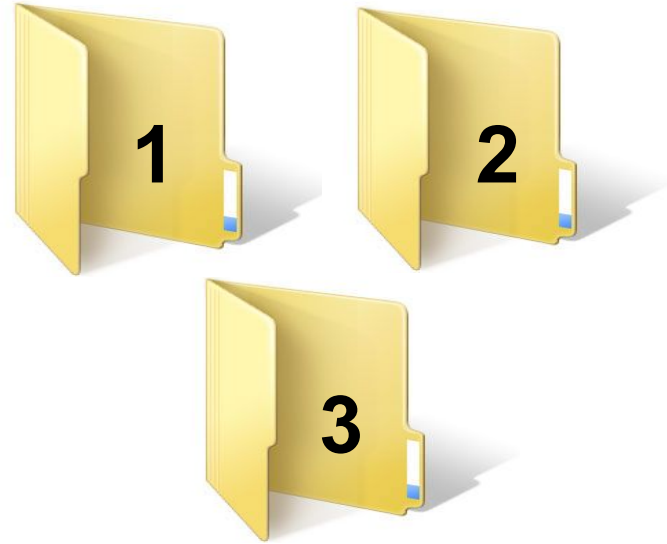
 3 Copies

 2 Types of Storage

 1 Different Geographic Location

→ 3 Copies

- Preservation quality files
- Choose files for long term preservation
- Not in active use
- Other versions
 - Access/derivative copies usually not a priority



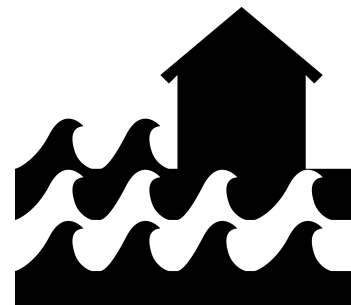
➔ 2 Types of Storage



- At least two different types of storage media
- Manageable
- Fault tolerant

➔ 1 Different Geographic Location

- Different “disaster zone”
- Protect against natural disasters
- Option: cloud storage



Some Types of Storage Media

- HDD (hard disk drives)
- ~~● flash drives~~
- RAID hard drive
- cloud/hosted storage
- ~~● CDs or DVDs~~
- SSD (solid state drives)
- LTO Tape
- Network Attached Storage

Digital Preservation, **First Steps:**

- Create and update an inventory of digital files
- Have at least one backup copy of important files
- Start talking with IT, or others



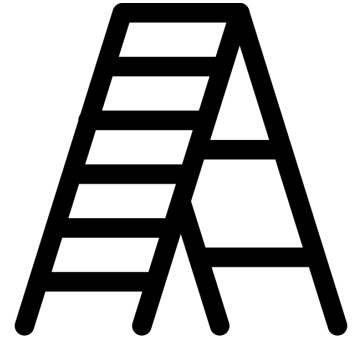


Breakout Rooms

- Which of the FIRST STEPS will you tackle first? Why?
 - Inventory, backup, or start conversations
- Who else in your community should you talk to?

Digital Preservation, **Second Steps:**

- Transfer data off outdated media
- Decide which file types you will use for various formats
- Define security of files
- Estimate future storage needs





Questions and Discussion



Resources

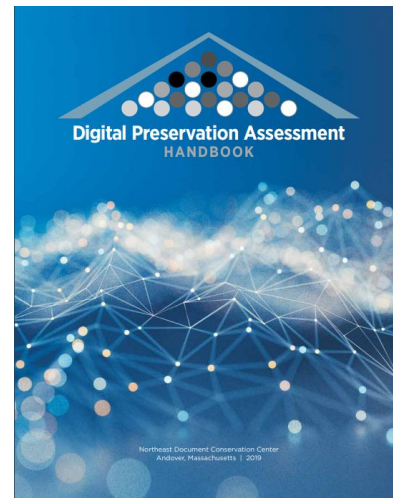
More from Lotus and the CDSC

- [Introduction to Digital Preservation Curated Collection](#) on the Sustainable Heritage Network



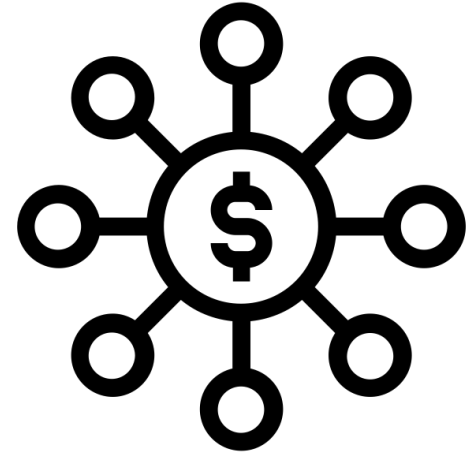
NEDCC Digital Preservation Assessment

- [Digital Preservation Assessment Handbook](#)
- [Digital Preservation Peer Assessment](#)
- [Caring for Digital Collections](#)
ATALM panel on SHN



Funding Opportunities

- [NEH](#)
 - [Preservation Assistance Grant](#)
- ➔ Digital Preservation Outreach & Education Network
 - [Professional development](#)
 - [Emergency hardware support](#)
- [Institute of Museum and Library Services](#)



Live (Virtual) Training

- [Society of American Archivists](#)
- [Northeast Document Conservation Center](#)
- [Lyrasis](#)
- [Library Juice Academy](#)
- [University of Wisconsin - Madison](#)



Educational Resources

- NEDCC [Free resources](#)
- AVP - [Resources](#)
- ➔ [DigiPres Commons](#)
- ➔ [Digital POWRR Project](#)
- [The State Library of North Carolina](#)
- [Digital Preservation Coalition Handbook](#)
- [Book: The Digital Archives Handbook: A Guide to Creation, Management, and Preservation](#)
- Sustainable Heritage Network resources
 - Digital Preservation curated collection
 - [Using Open Source and Free Tools for AV Digital Preservation Workflows](#)

Groups and Communication

- [The Signal blog](#) from the Library of Congress
- ➔ [Digital Preservation Q&A](#) from digipres.org
- ➔ [National Digital Stewardship Alliance](#)
- Digital Curation [Google Group](#)
- Listservs and sections within professional organizations on Digital Preservation Topics ([ALA](#), [SAA](#), [code4lib](#))

Personal Digital Archiving

- Purdue University [Libguide](#) on PDA
- The New School [Libguide](#) on PDA
- [Book](#): The Complete Guide to Personal Digital Archiving
- [WITNESS resources](#) and [library](#)
- Personal Digital Archiving Conference

Review

Digital Preservation, **First Steps**

- Create or update an inventory of digital files
Get to know your content
- Have at least one backup copy of important files
Back up your content
- Start talking with IT, or others about DP
Start a conversation

Thank you!

Contact information:

- support@sustainableheritagenetwork.org
- lotus.norton-wisla@wsu.edu

- Recording available within one week
- Supplement with the Digital Preservation curated collection on the SHN
- Check out our other upcoming webinars!
<https://cdsc.libraries.wsu.edu/events-and-news/join-us/> cdsc.info@wsu.edu for additional webinar questions

Credits: Presentation

- Cite as: Lotus Norton-Wisla "Getting Started with Digital Preservation at a Small Institution." *Sustainable Heritage Network*. [Date accessed.] [Link](#)
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