

Digital Preservation Questions Worksheet

Part 1: Storage

Digital Stewardship Curriculum

Use this worksheet as you begin digital preservation discussions at your institution. You will think of three people who will be involved in digital preservation storage at your institution, create a short list of the digital preservation information you already know, and three activities or questions that you will pursue in the next few months.

This worksheet series is intended to aid in starting conversations, setting meetings, and creating your own personalized goals for digital preservation. These worksheets have been adapted from the Digital POWRR Project 3-3-3 Action Plan (<https://digitalpowrr.niu.edu/>).

What roles in our institution are related to digital storage? Who should be involved in ongoing conversations and decisions? What will they contribute?

List THREE people that you can discuss digital storage within the next few months. Can list roles or specific names.

If there is no one within your own organization currently, can you find a colleague from a different organization who is working through the same issues?

1.

2.

3.

What do you already know? Or what does your department or institution already have in place?

Make note of at least three steps you have already taken towards digital preservation.

What kind of storage media do you use? Do you use any cloud storage? What plans or workflows do you currently follow for saving digital files for the long term?

1.

2.

3.

What do you need to learn about digital preservation?

List three questions, actions, or tasks related to digital preservation that are your *top priorities* to learn about, discuss, or put in place in the next few months.

1.

2.

3.