



Selecting, acquiring, managing, and preserving born digital collections

... in 5 minutes!

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**Session no. 84: Brave New World: Teaching and Learning Special
Collections Librarianship**

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Acquiring and
managing born-digital
collections is very
different from
managing digitized
collections



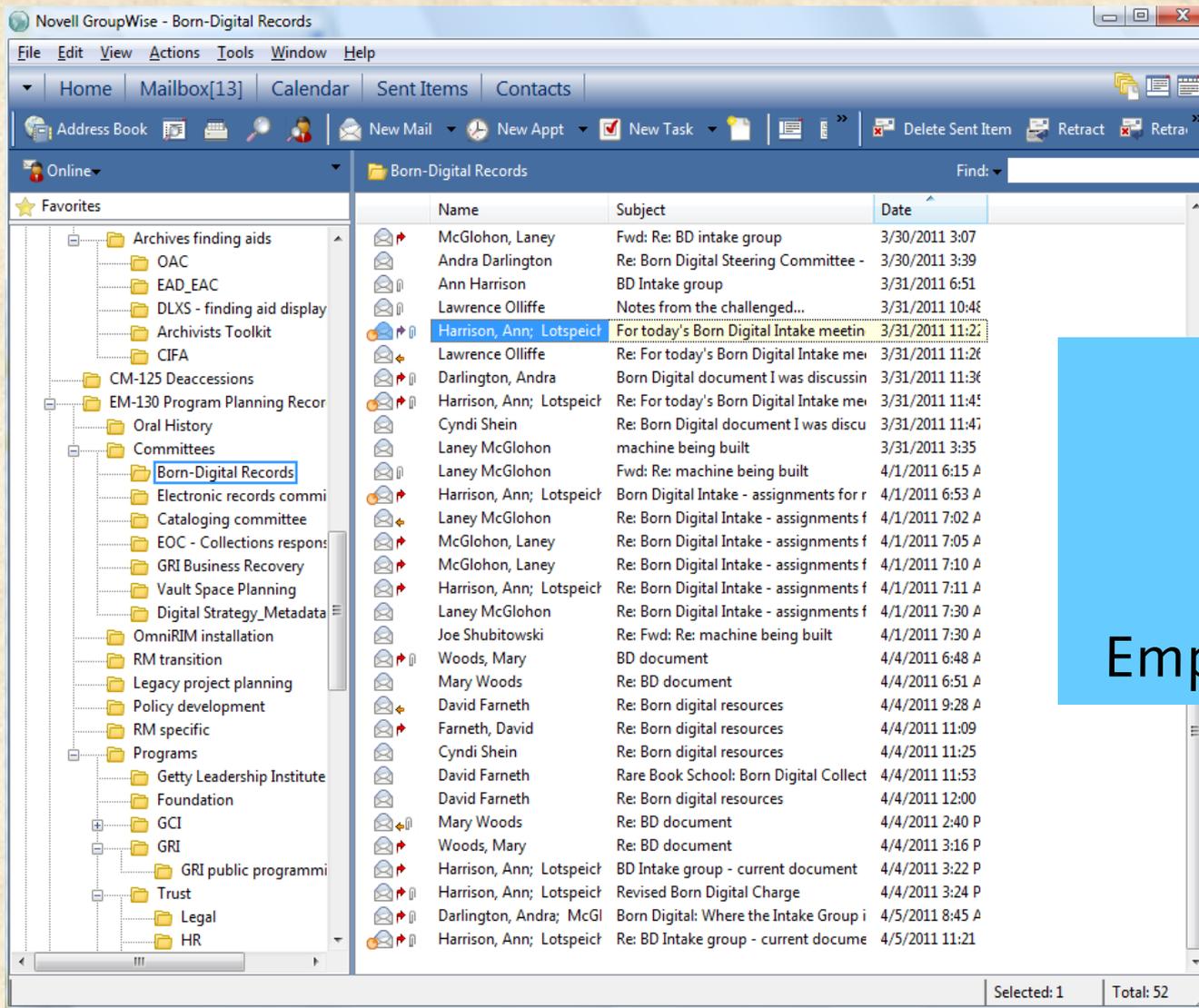
Selecting

Where are born-digital collections
located?

Portable media, hard drives, and personal computers

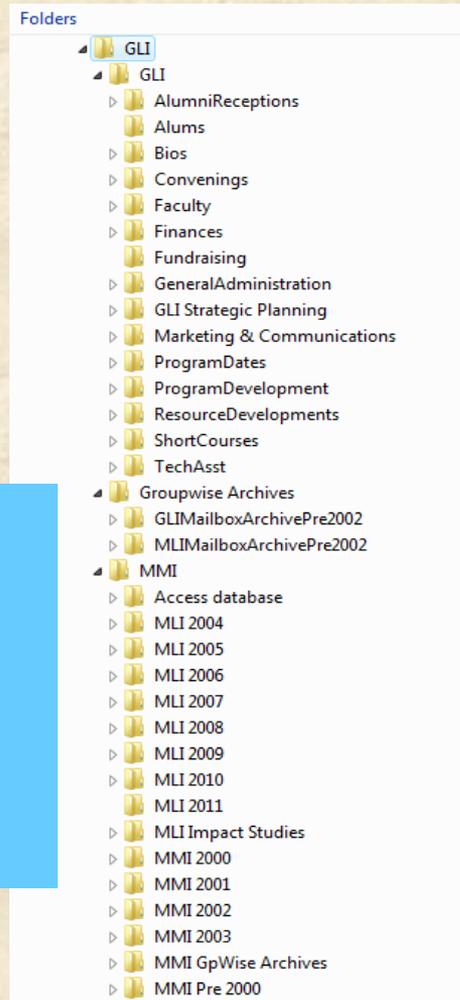
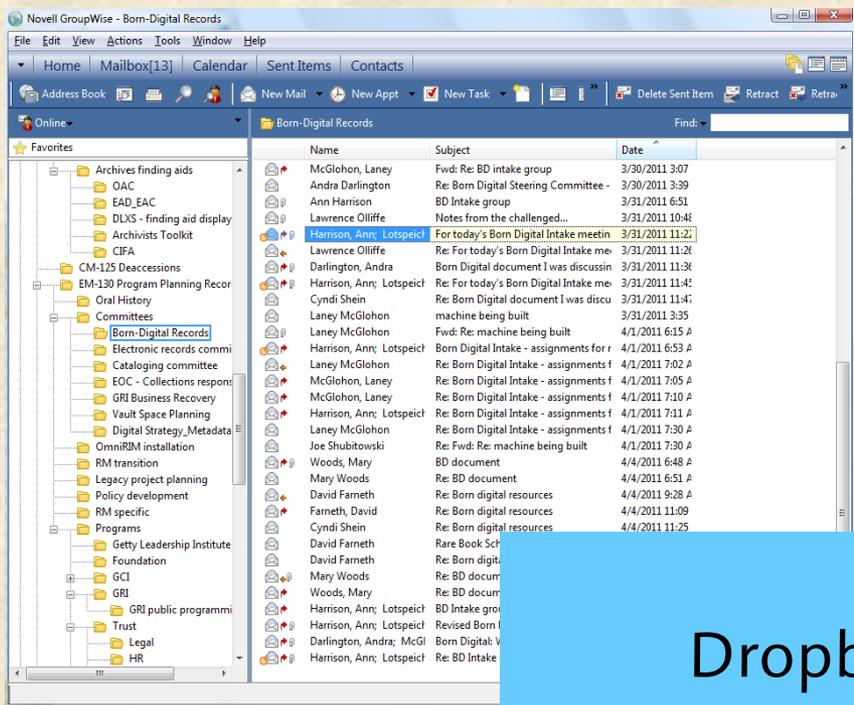


Email accounts: perhaps many, with messages stored locally and remotely



Yahoo!
Gmail
Employer systems

Networks, cloud-based storage, or data repositories



Dropbox
Google docs

Web-Based Content

Websites, webpages, blogs, social media

INTRODUCTION:

Egyptology has as its object a culture, of daily life, as well as ancient pathology, and all other professions that make sense of such a wealth of every relevant source, of potential to open unexplored

Study and Play for Visiting Scholars at the Getty Research Institute

By Andrea Arauz on January 14, 2011 under Behind the Scenes, Getty Research Institute, International, Los Angeles

For thirty years the Lexikon der Antike seven-volumes published in 1971 of knowledge is still extremely relevant recent archaeological disc



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as remarkably culture, of daily life, as artists, geologists needed to have access to with the

stendorf), is great body of knowledge due to the scholarly



Discussions with owner of the born-digital materials

- Relation to the physical collection
- Methods of creating and storing
- Ownership and rights
- Emphasize the need to protect authenticity and integrity
- Include born-digital materials in the Deed of Gift and obtain the rights to create derivatives, edit, and publish via the web and any media that may be devised in the future.



Acquiring



...some special hardware and software is required





Transfer BEFORE Looking

- Do not compromise the integrity of the original.
- Transfer data from at-risk media: create a bit-exact copy of the entire storage medium (disk-imaging).
- Scan for viruses prior to reviewing file content or saving it to a network.
- Make an inventory of what you received



Appraisal

Appraise Materials

Analyze content, context, and technical considerations.

Document-level appraisal is usually unrealistic

Keep the Original Media/Carriers

Portable storage media found within a physical collection should remain in situ until their context can be documented.

Consider keeping original media permanently

Document the Accession / Create an Electronic Accession File

Managing

Metadata and Access



Metadata

Identify the standards you will use

METS, PREMIS, EAD, MARC, Media-specific

Harvest on ingest

Enhance using metadata tools

HandBrake, MP3Tag, Better File Rename

Explore keyword metadata extraction

Structural and administrative metadata



Access

Lots of experimentation / Evolving best practices

Barriers: copyright, privacy, restrictions

Version control / authenticity

Difficult to put on the web / access is often restricted to the reading room

Preserving

Storage and Preservation



Storage and Preservation

Establish Secure Storage Spaces

Storage options include: establishing a stand-alone data repository on site; outsourcing storage to a third-party; and distributing storage among partners at other institutions.

Back Up the Data

Save at least three copies of each digital file/object: an archival master (stored in a dark archive), a duplication master, and an access copy

Consider Emulation versus Migration strategies



Advice

Take Immediate Action

Survey existing collections; make priorities; act now on the items already in the care of the institution

Establish and document local policies and procedures

Be Proactive Regarding Future Acquisitions



For more information

Institutional Records and Archives - J.
Paul Getty Trust

Training

Numerous workshops offered by professional associations

DigCCurr Professional Institute

<http://ils.unc.edu/digccurr/institute.html>

Digital Preservation Management Workshops
offered by ICPSR/University of Michigan and
Cornell University

<http://www.dpworkshop.org/workshops/topical.html>



Online tutorials

Digital Preservation Management: Short-term Strategies for Long-term Problems

http://www.icpsr.umich.edu/dpm/dpm-eng/eng_index.html

METS: An Overview and Tutorial

<http://www.loc.gov/standards/mets/METSOverview.v2.html>

Staying on "TRAC" webinar/workshop

<http://www.lyrasis.org/Products-and-Services/Digital-Services/Staying-on-TRAC.aspx>

Conferences

International Conference on Preservation of
Digital Objects (iPres) 2014

<http://ipres2014.org/>

International Council on Archives

<http://www.ica.org/3/homepage/home.html>

Questions, Comments?

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