



Memory: building capacity in the digital environment

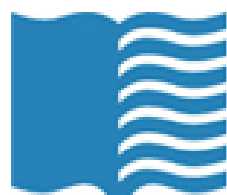
Sarah Slade



STATE LIBRARY
VICTORIA
What's your story?

ALIA August 2016





LIBRARY OF
CONGRESS



NATIONAL
and **STATE**
LIBRARIES
AUSTRALASIA

Brimbank Libraries

Casey-Cardinia Library Corporation

Central Highlands Libraries

Darebin Libraries

Eastern Regional Libraries Corporation

Geelong Regional Library Corporation

Glenelg Libraries

Greater Dandenong Libraries

High Country Library Service

Latrobe City Library

Melbourne Library Service

Mildura Rural City Council Library Service

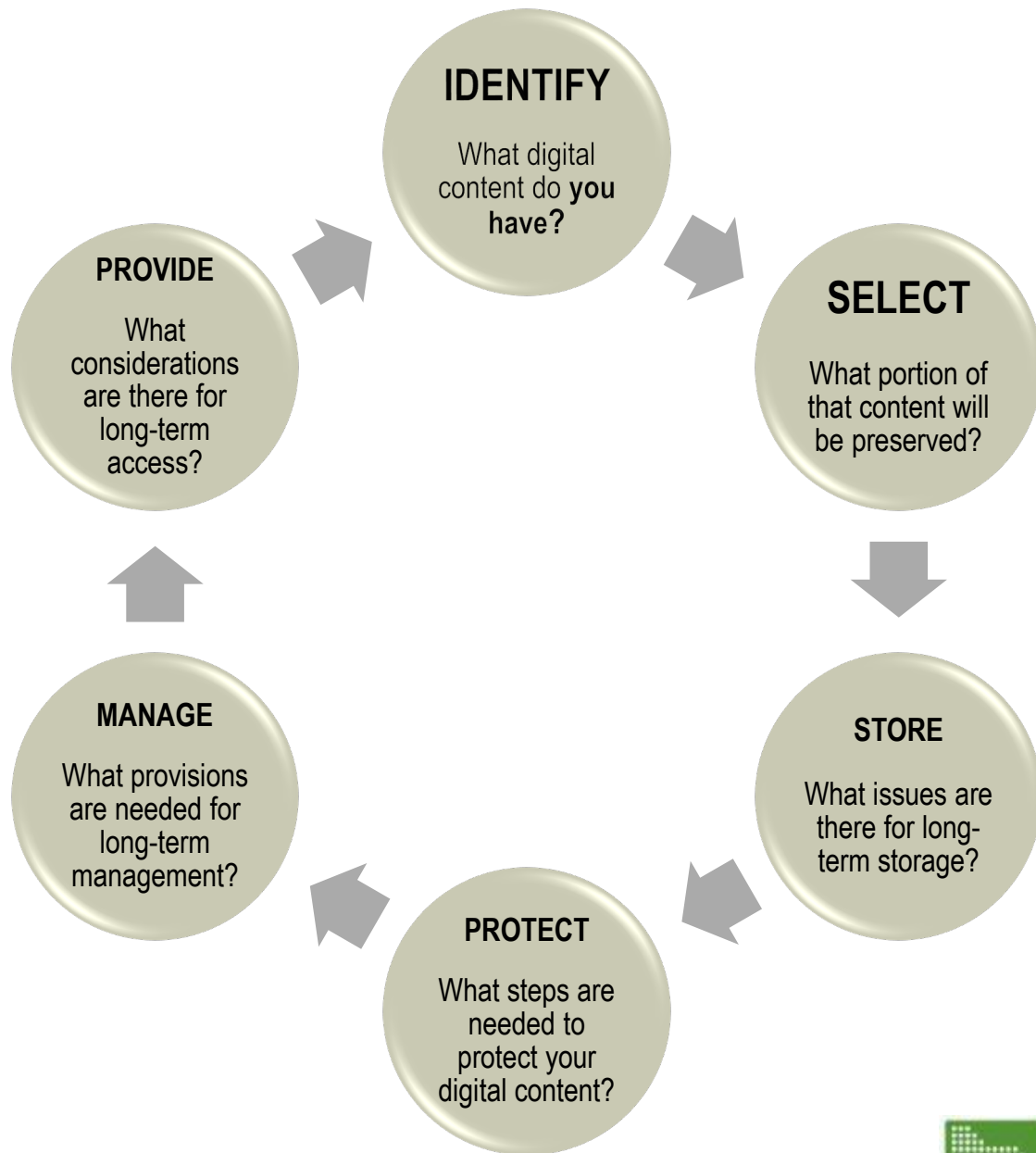
Stonnington Library and Information Service

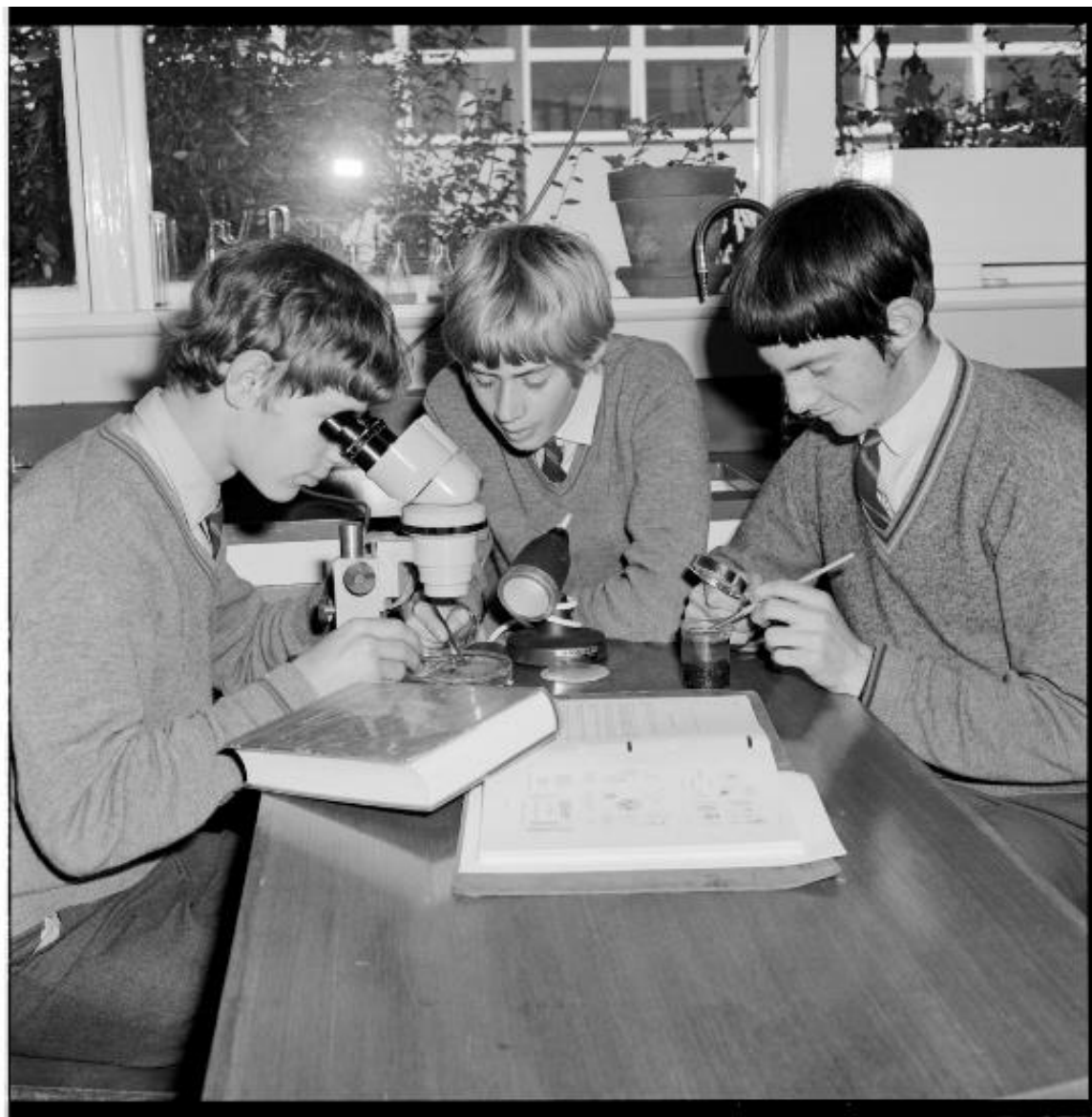
Wimmera Regional Library Corporation

Wyndham City Library Service

Yarra Libraries

Yarra Plenty Regional Library Service





“It was a level I could comprehend and enabled me to see how I could implement this practically in my own and other workplaces”

“I felt the entire course was very focussed and logical. Each component is important to the to the process of digital preservation”

“It was the most intensive training I have ever experienced”

Digital Preservation Awareness Workshop



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Stage 1:

Digital Object

Digital storage manages content as Digital Objects.

A digital object is the combined package of the files that make up the digital content PLUS the associated metadata (or information about the digital content).

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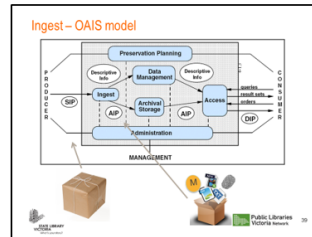
The digital content may be one file, or it may be a bundle of files. Files can include any type of content.

Files can have images, text, sound, video, maps.

An example is an ebook, which may have a jpeg for the cover image, another file for the written content, and a file that defines what files need to go in.

The information about the files is called metadata.

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At this stage we need to look at what we are ingesting the digital object into – this is a digital preservation environment.

The OAIS (or Open Archival Information System) Reference Model is an International Standard and forms the basis for digital preservation environments.

It establishes common language for discussing digital preservation and 'establishes a common framework of terms and concepts.'

(Centre for Research Libraries 2007, p.83)

Ingest is receiving information and preparing it for storage and management within the digital archive. Digital objects that are prepared for storage are are termed Submission Information Packages or SIPs.

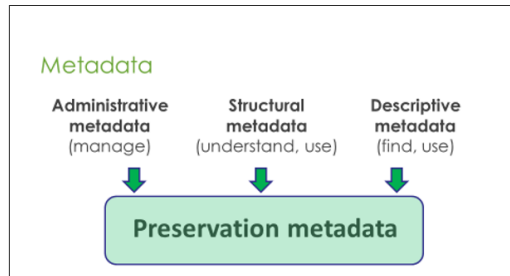
Click to bring up animation of open box.

When it is ingested into storage it is called an Archival Information Package or AIP, you can see our AIP here – this is where it gets its preservation metadata, including checksum.

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Metadata



Administrative metadata helps with managing the digital object.

This includes details such as its creation date, file type, encoding, technical information, and access rights.

Structural metadata makes it possible to correctly understand and contextualise the digital object, which may comprise a number of files.

It describes the physical and/or logical structure of digital objects. It expresses the intellectual boundaries of complex objects and can be used to describe relationships between an object's component parts.

Descriptive metadata is used to index, identify and describe the content of the digital object: titles, authors/creators, and subject descriptions.

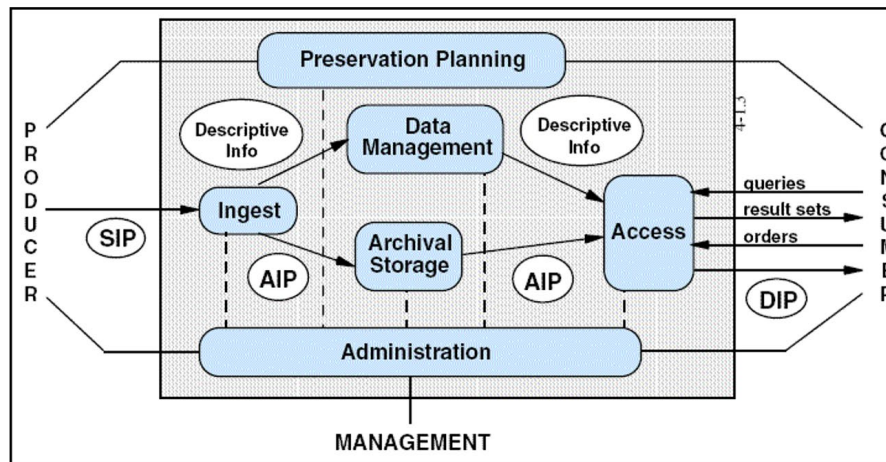
*Preservation metadata*¹ is used maintain long-term accessibility to the digital object, in essence it describes and records the information needed to manage the preservation of the digital object.

Preservation metadata can incorporate components of the other metadata types (in particular administrative) and includes:

- technical details on the format, structure and use of the digital objects
- the history of all actions performed on the objects including changes and decisions
- authenticity information such as technical features or custody history
- the r

¹ Preserving .
30, 2015

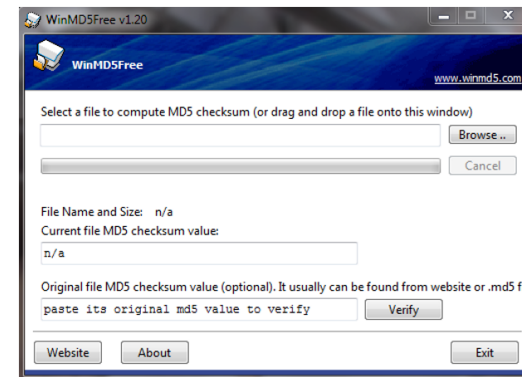
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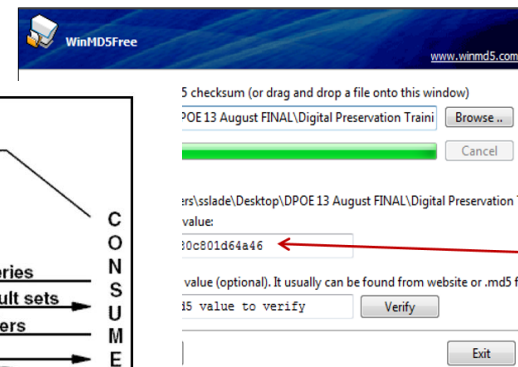
Checksum handout

Your preservation ingest system may create the original checksum automatically, or it may need to be done manually. This handout shows it can be generated quite simply and quickly.

This is an example of a small, free piece of software that creates and validates checksums called WinMD5Free which can be found at <http://www.winmd5.com/>



You can select a file on your computer or network using the 'Browse' button or you can simply drag and drop any file onto this window. In the screen shot below, you can see that the file is called 'DPOE 13 August Final/ Digital Preservation Training.ppt' and it has created a checksum:

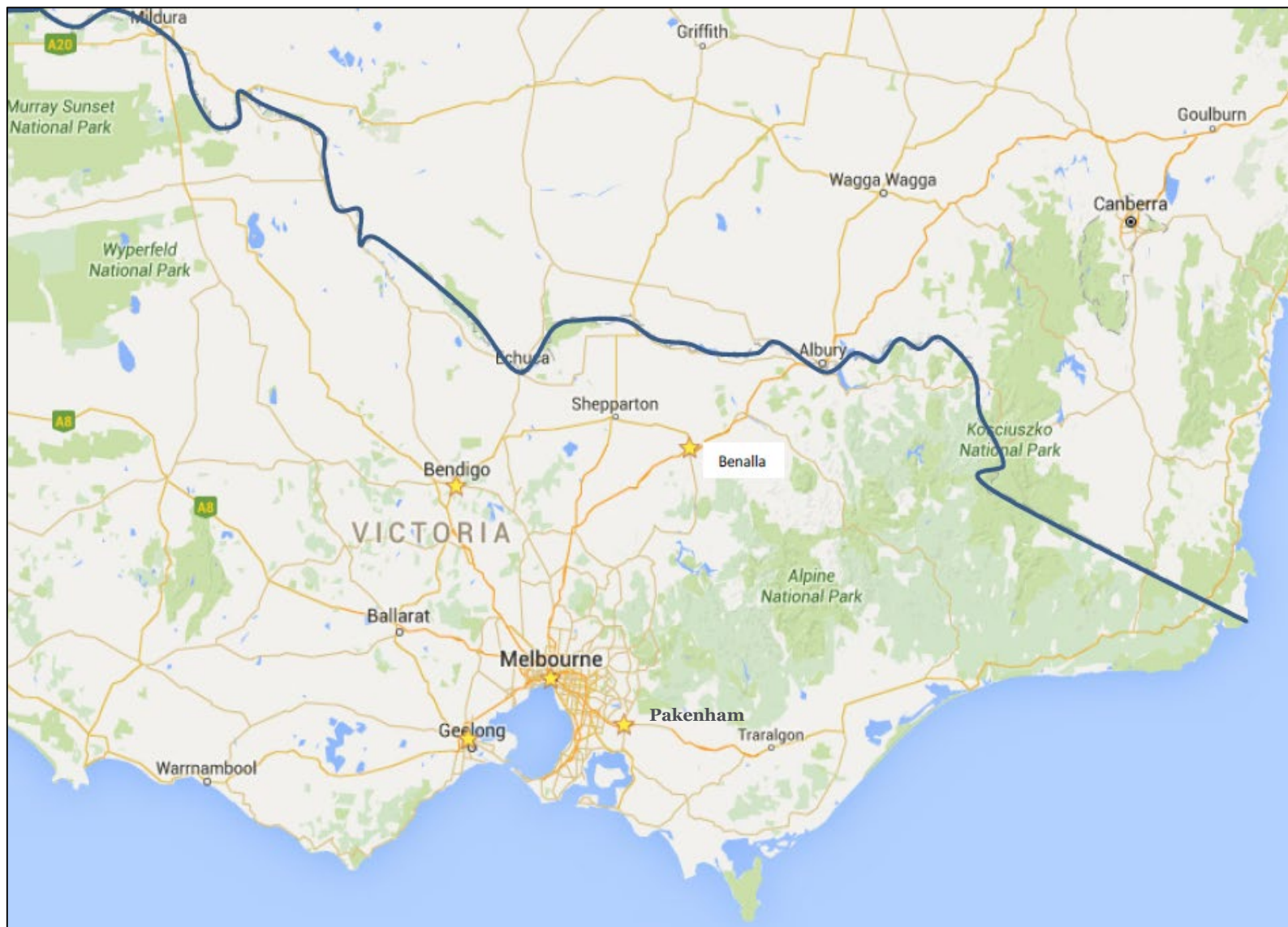


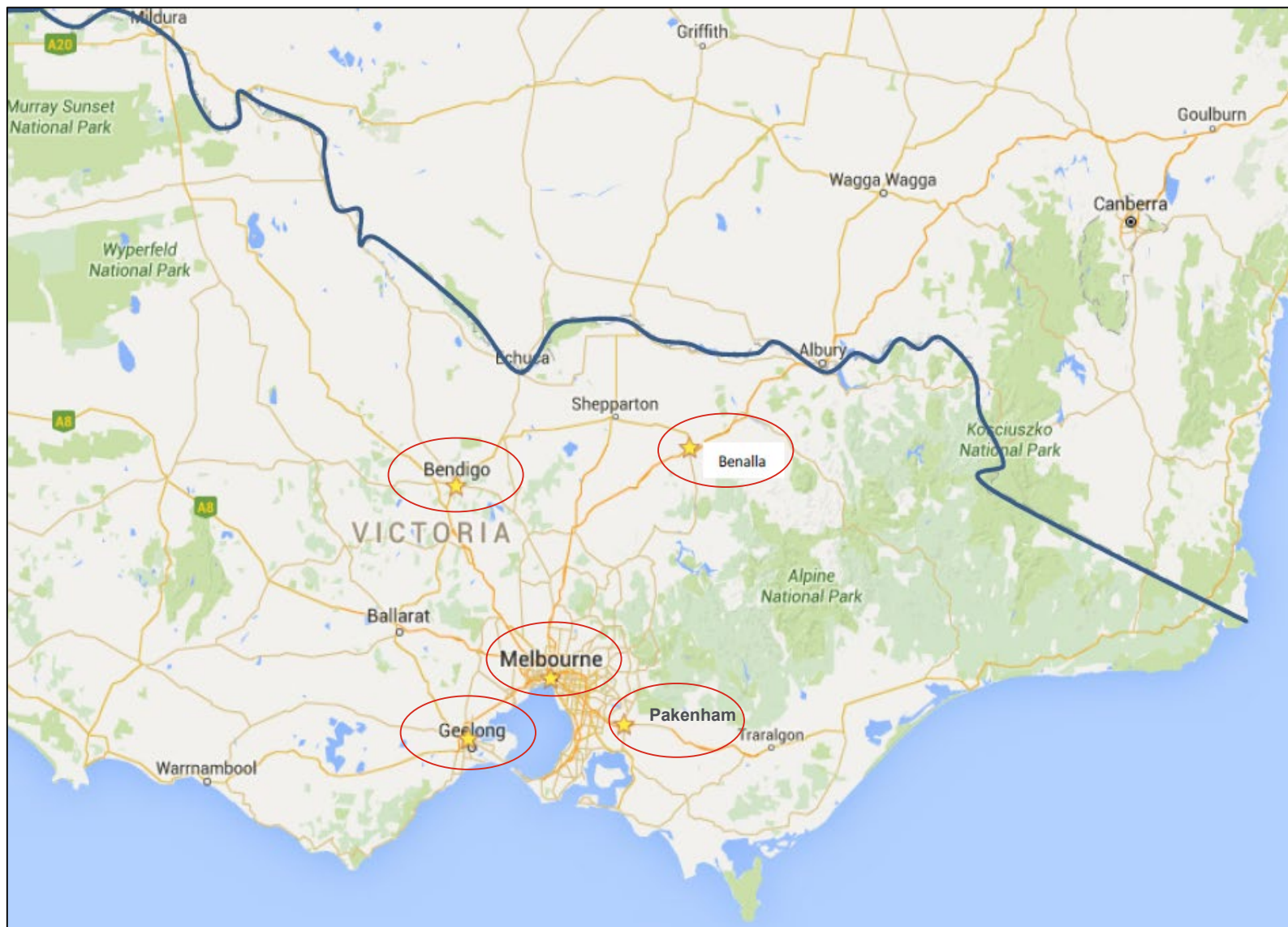
same process can be done with the same file and if the two same, you can be confident that the file remains exactly the

FAQ

Questions	Answers
Can you advise me about where to get information about copyright?	<p>Good summaries of copyright information and places to contact with specific queries can be found on the National & State Libraries of Australia (NSLA) website: http://www.nsla.org.au</p> <p>A good summary paper from 2011 that is currently being updated is Copyright Information for Clients:</p> <p>http://www.nsla.org.au/sites/www.nsla.org.au/files/publications/NSLA.copyright_information_for_clients_2011.pdf</p>
Will I get the same checksum value if I use different software?	Yes if you are using MD5 software, then this will give you the same value.
How do I know the company I choose for my digital storage is OAI compliant? Will they even know what OAI is if I ask them?	<p>If a company is OAI compliant then they will know what the standard is when you enquire. OAI is a digital preservation standard that is well-established.</p> <p>If a company says that it meets OAI ask them for some documentation that explains what steps they take and how they would look after your digital objects in relation to OAI.</p> <p>If they say that they are not OAI compliant ask them to explain what aspects of the standard they do meet.</p>
I thought this session was going to tell me how to preserve my digital content (not just why). Where do I go to learn how to do this?	The further readings in the handouts is a good place to start. This is a recent and evolving area of work, so starting with the readings and keeping in contact with colleagues who are also undertaking this work will be important.
I have heard horror stories about cloud storage. Is it safe for my library to use?	Cloud storage is a term that covers a lot of different situations, it is important to determine what level of control you require for your digital objects and then compare these requirements to different storage options available to make a decision.

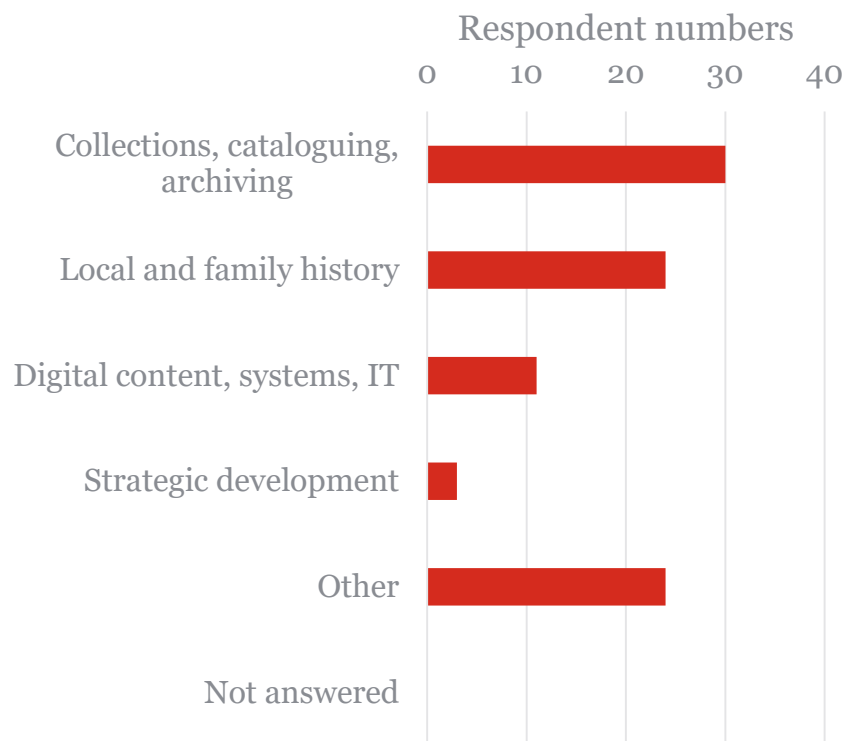
Do I have to follow all these rules?	As with physical preservation, these are suggested guidelines to help you think about the issues and plan your organisational approach.
How can I do this with a small staff?	These are guidelines to aid in decision making, even doing something in a small way, such as making a rule to regularly save data on an organisation laptop, understanding the importance of collecting the metadata at the same time your library is collecting the digital object, or conducting a checksum when significant digital material is acquired or accepted by your library will improve your library's practices.
How do I accurately determine a file type – a jpg could easily be renamed with an extension of .txt?	There are tools available to help you analyse file types accurately: Offer to follow up with urls .
Can you recommend software for the inventory?	<p>Excel is very suitable, there are other types of database software available. You want to use something that everyone working with the collection will find easy to use and access.</p> <p>Ask other participants what they use/plan to use and offer to follow up with examples if needed.</p>
Text also mentions we need to support delivery content for all our users and to look to the disability advisor and people who know about adaptive technology. We may get asked about adaptive technologies and how important it is to provide this?	This is an access policy and equity issue, ensuring that everyone can access the material offered by your library. Understanding what adaptive technology is or will be in use needs to be considered when thinking about how the digital objects are going to be delivered.



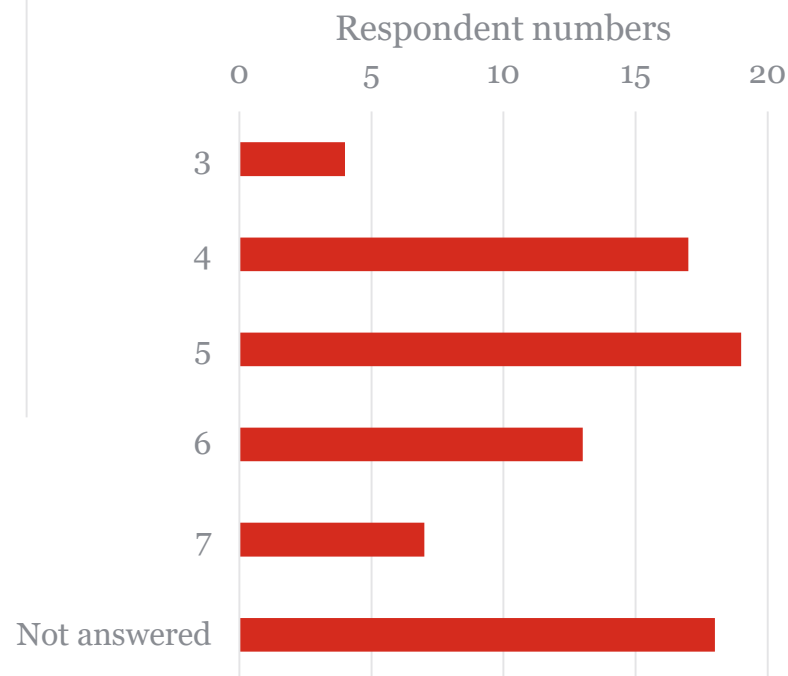




What division of your library are you from?

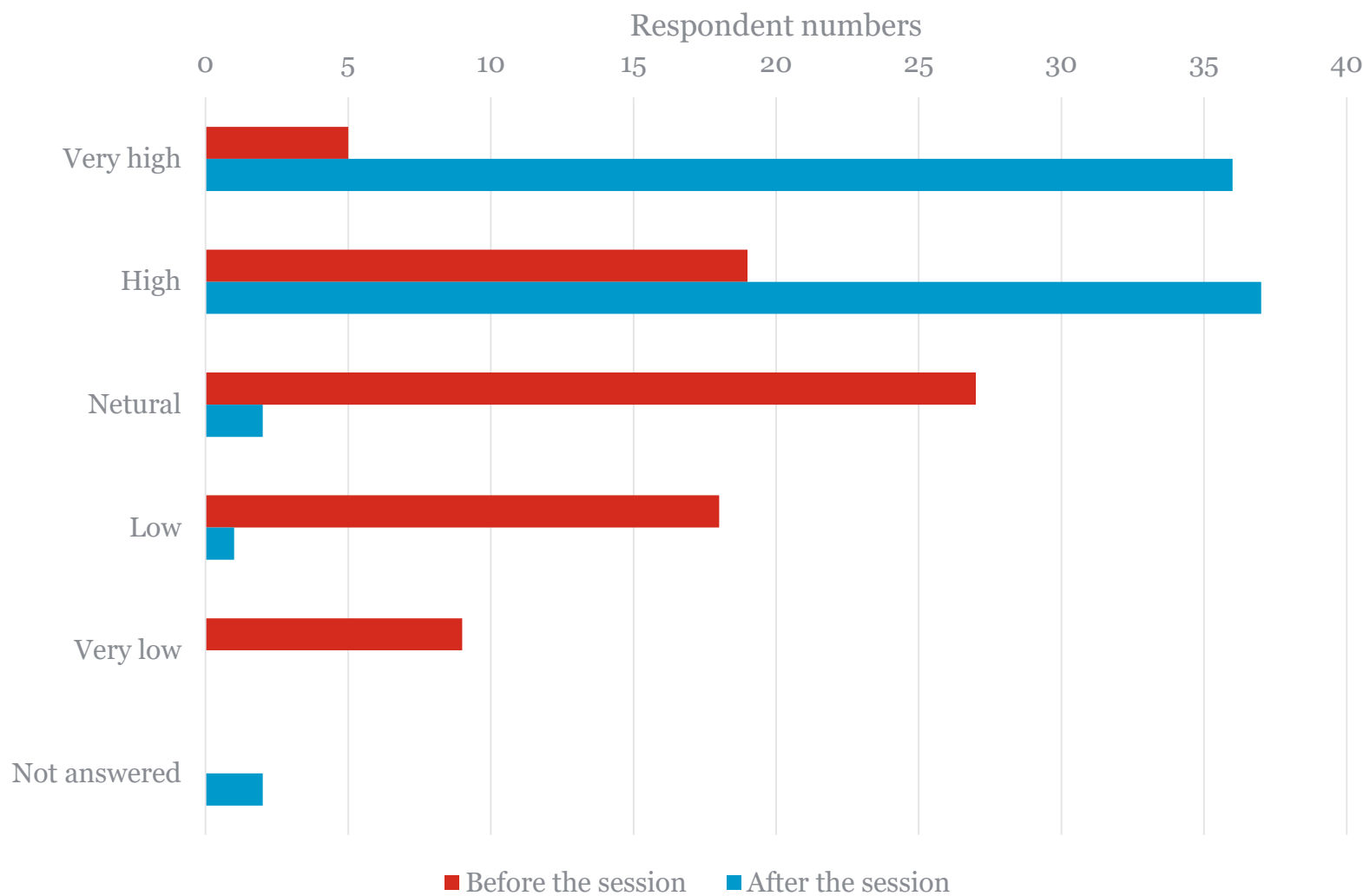


Band level





Awareness of digital preservation

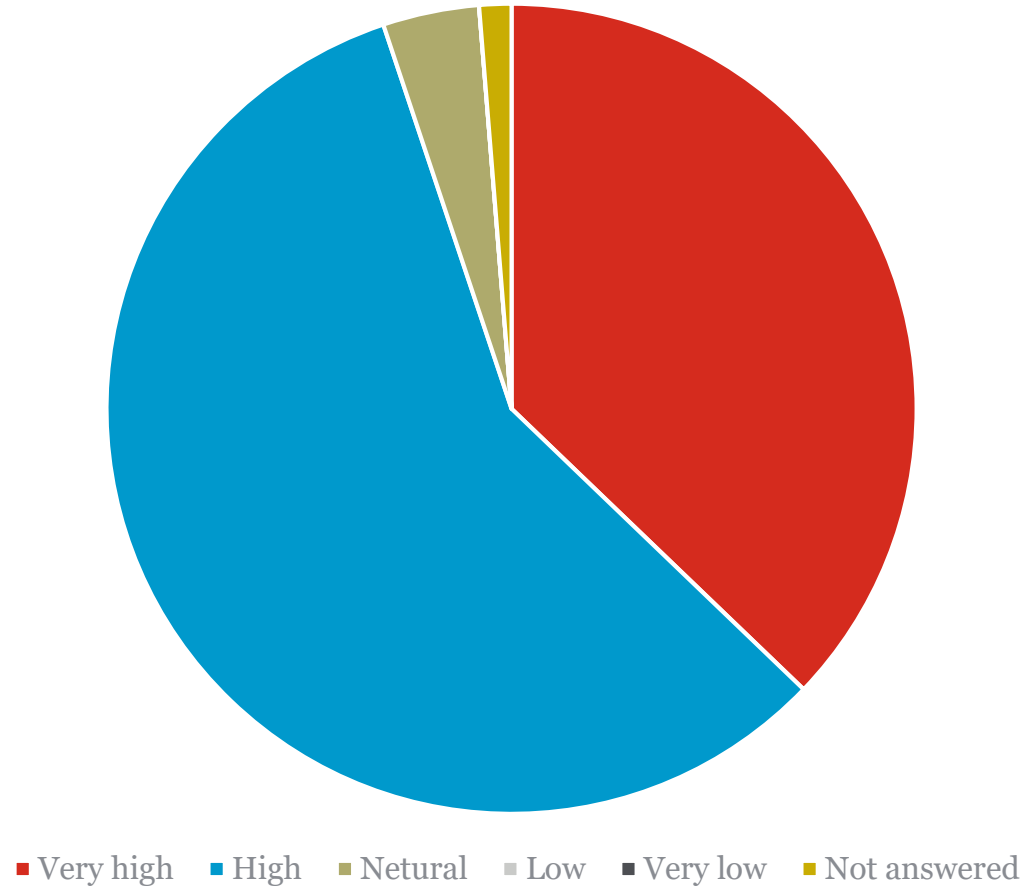




Street Crossing #1, 1956

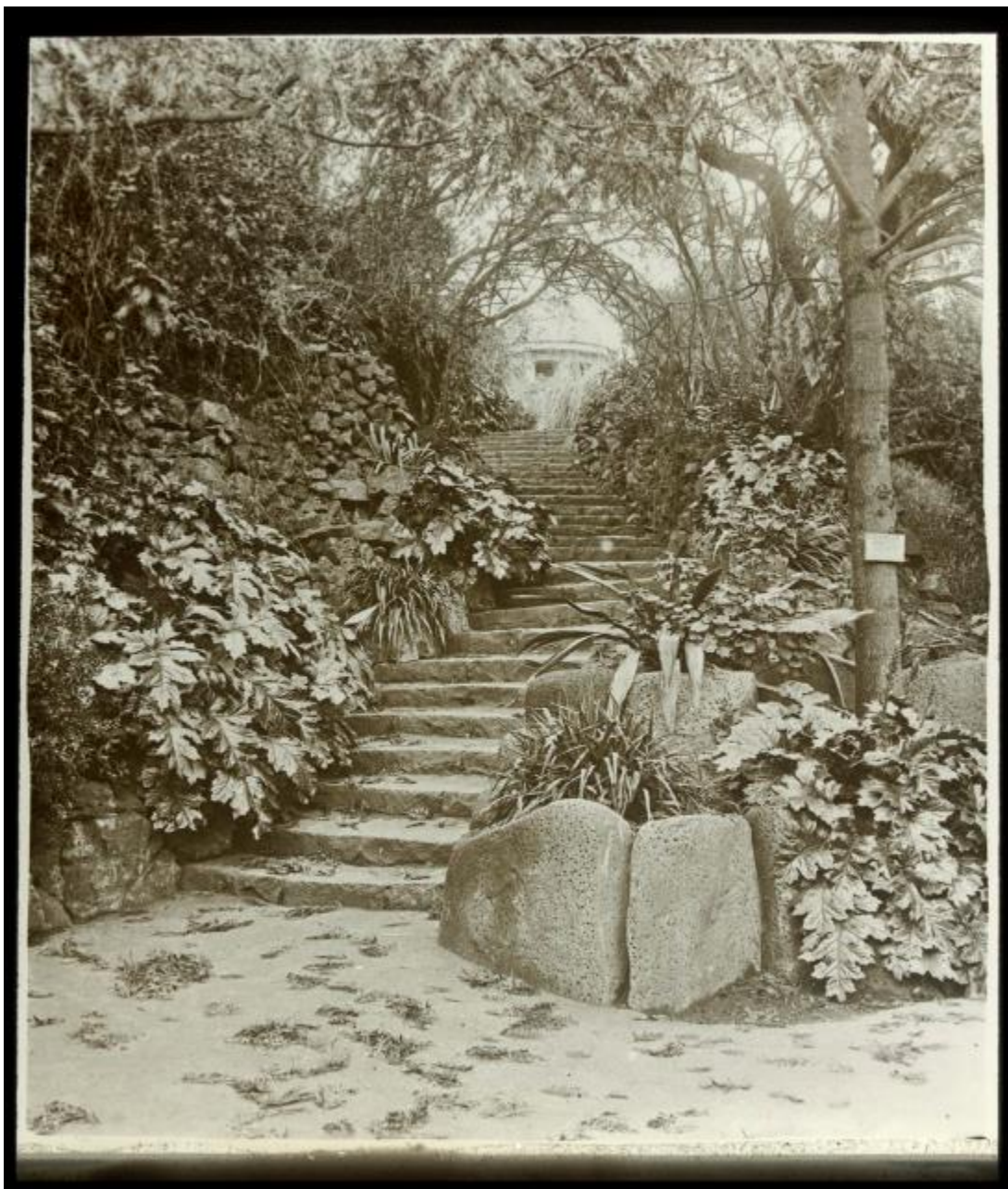
Wanda Gágas '105

Importance of developing a consistent approach to digital preservation across Victorian public libraries











Thank-you ...