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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

→ 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

Need tech support?
● Use the chat box
● Send private chat to “Tech Support” a.k.a. Jess @ the CDSC
● cdsc.info@wsu.edu
“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

Image: Continuity by Krisada from the Noun Project
How do digital files come to you?

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

Images: Donate by Matt Brooks, voice recorder by Vectors Point, Scanner by Douglas Machado, Cloud by Magicon from the Noun Project
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

Image: Conversation by Sebastian Belalcazar Lareo from the Noun Project
“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](https://creativecommons.org/licenses/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
The Three Essentials of Digital Preservation

File Access
- Metadata
- File types
- Security
- Migration
- Access copies/versioning

File Integrity
- Fixity
- Security
- Write blockers
- Virus checks

File

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

Image: Continuity by Krisada from the Noun Project
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

Image: Sustainable Heritage Network, Jesslyn Starnes at the Center for Digital Scholarship and Curation
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

webinar by Komkrit Noenpoempisut from the Noun Project
Educational Resources

- NEDCC Free resources
- AVP - Resources
  - DigiPres Commons
  - Digital POWRRR Project
- The State Library of North Carolina
- Digital Preservation Coalition Handbook
- 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!

- 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/](https://cdsc.libraries.wsu.edu/events-and-news/join-us/) cdsc.info@wsu.edu for additional webinar questions

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Credits: Presentation

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