DEVELOPING POLICIES AND PROCEDURES FOR ACCESSIONING DIGITAL MATERIALS

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OVERVIEW

- Case study for University of Houston Archives
  - Development of accessioning procedures and policies for digital materials
  - Discussion of tools used and storage structure
    - Duke Data Accessioner
    - Archival Information Package

DIGITAL ACCESSIONING BASICS

- Similar to traditional materials with some unique challenges
  - Obsolete or inaccessible media

  - Transferring materials safely

  - Maintaining authenticity
    - Metadata is crucial

IN THE BEGINNING. . .

- Digital materials largely undocumented

- No short-term migration procedures

- No long-term management policies

- Increase in number of contemporary accessions

TECHNICAL LIMITATIONS

- What can we accession immediately?
  - CDs (data and audio) and DVDs

- Purchased write-blocker for USB devices and hard drives

- Not currently equipped for
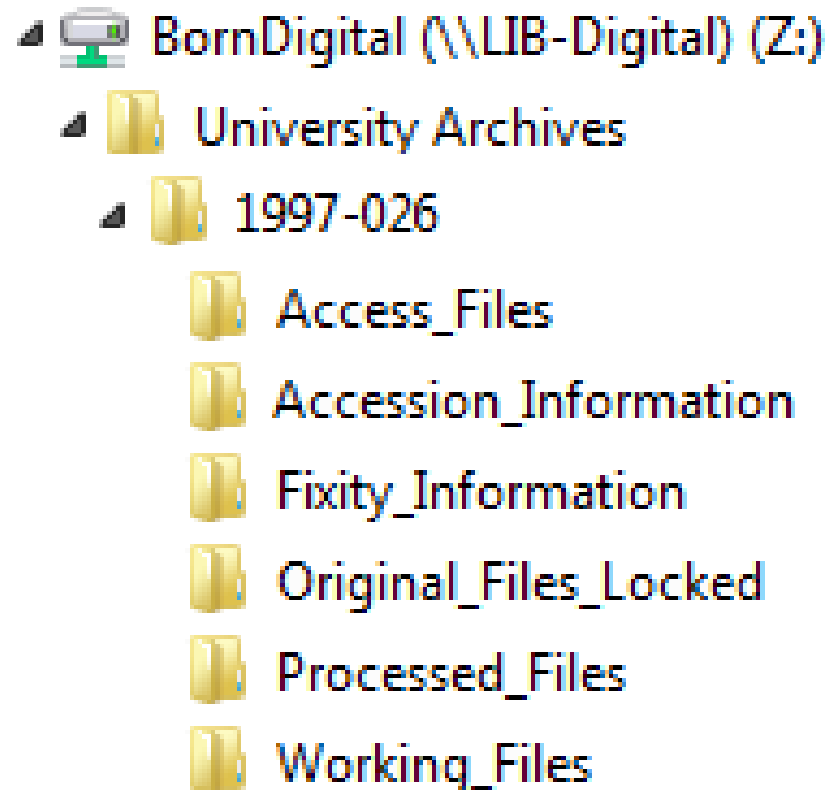 - Floppy disks, assorted other media formats

GOALS

- **Short-term**
  - Safely copy materials from removable media to server for preservation

- **Long-term**
  - Create extensible policies and procedures for managing digital materials

FIRST STEPS

- Survey collections for digital media

- Create digital accession log to document incoming digital media
  - Received ~600 CDs in first two months

- Set up pilot program and initial policies

ARCHIVAL INFORMATION PACKAGE (AIP)

- Based on OAIS Reference Model

- Contains:
  - Technical and descriptive metadata
  - Content

BornDigital (\\LIB-Digital) (Z:)
- University Archives
  - 1997-026
    - Access_Files
    - Accession_Information
    - Fixity_Information
    - Original_Files_Locked
    - Processed_Files
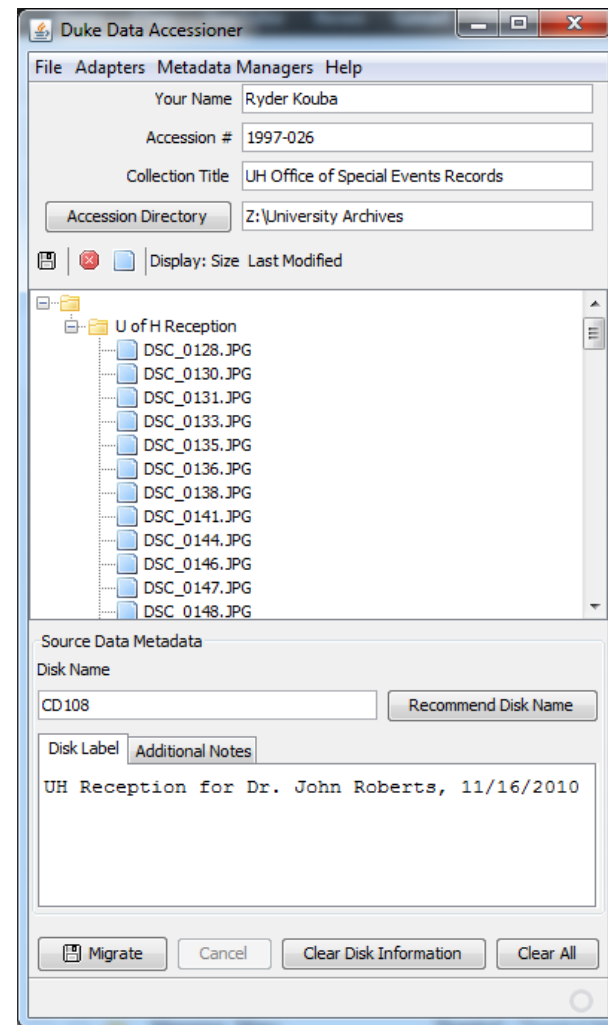   - Working_Files

IMAGING VS. COPYING

- Imaging
  - Bit-by-bit copy of everything on disk
    - Includes deleted files and unallocated space
  - Creates single file; cannot alter files inside

- Copying
  - Transfer selected files using specialized software
  - Requires less space, but more fragile

DUKE DATA ACCESSIONER

- Safely copies selected files

- Generates basic technical metadata
  - MD5 checksums, file name, size, last modified date

STORAGE

- Files are currently on backed up server with RAID system
  - Looking into additional backup, including cloud storage

- Working with others on procedures for depositing materials in dark archive

CURRENT WORKFLOW

- Acquire and log materials

- Create AIP structure for accession

- Copy files into AIP and generate metadata

NEXT STEPS

- Processing copied files
  - Arranging, describing, and stabilizing
- Access
  - Short-term: Stripped-down reading room computer
  - Long-term: DAMS
- Students take over copying files
- Increase manageable media formats

REFERENCES

- General papers
    - AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship
    - Erway – "You've Got to Walk Before You Can Run"
    - Daines – "Processing Digital Records and Manuscripts"
- Various institutions' workflows
    - Michigan, Michigan State, Stanford

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