Planning for Digital Preservation

Towson Conference for Academic Libraries
July 25, 2019

Mark Lane
Digital Preservation Librarian
James Madison University
Digital Preservation in theory...
Digital Preservation is not...

- a check box on a task list
- making copies of files
- a single activity
- one person’s job
- hoarding
- hoarding
**Policy & Procedure**

The series of **managed activities**, policies, strategies and actions to ensure the accurate rendering of digital content for as long as necessary, regardless of the challenges of media failure and technological change.

- National Digital Stewardship Alliance

**Access**

The primary purpose of digital preservation activities is to preserve **future access** to digital assets determined to be of high value to the university over time.

- JMU Digital Preservation Policy

**Investment**

Digital preservation protects investment, captures potential, and **transmits opportunities** to future generations and our own.

- Digital Preservation Coalition

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**Trevor Owens**  
*Head of Digital Content Management, LOC*

> When I tell people that I work on digital preservation and explain what I mean by that... most people respond something along the lines of "**Gosh! I never even thought of that!**"
Digital Preservation in practice...
JMU School of Music
Performance Recordings Collection

- Student & Faculty performances
- 1960s - present
- 2,000+ recordings
**String Chamber Ensembles**  
Harrisonburg, Va.: James Madison University, 1996

<table>
<thead>
<tr>
<th>Location (?)</th>
<th>Call number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Lib-Archives</td>
<td>PCD1996/04/18</td>
</tr>
</tbody>
</table>

- **Description**: 1 compact disc (originally 1 DAT tape)
- **Series**: JMU School of Music Performance Recording Collection
- **Note**: Compact disc  
  Other formats: 1 DAT tape D1996/04/18

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**JMU Jazz Band ; JMU Jazz Ensemble**

<table>
<thead>
<tr>
<th>Location (?)</th>
<th>Call number</th>
<th>Status (?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet</td>
<td>PCD2018/12/03</td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

- **Series**: JMU School of Music Performance Recording Collection

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**FORBES CENTER FOR THE PERFORMING ARTS**  
**JAMES MADISON UNIVERSITY.**

**School of Music**  
**presents the**

**JMU Jazz Band**  
Dave Stringham, **director**

**JMU Jazz Ensemble**  
Chuck Dotas, **director**

Monday, December 3, 2018  
8 pm  
Concert Hall

*There will be a 15-minute intermission.*

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**Connect to**

- Streaming audio (JMU users only)

**Program**

Bookmark URL for this catalog record:  
https://catalog.lib.jmu.edu:443/record=b3341083
Project Background

1. Scope creep, multiple migrations, high risk for loss
2. Incoming expectations
3. One year timeline
1. Move collection backlog from RAID server to Preservica

2. Incorporate digital preservation into workflows moving forward

3. Take RAID server offline
Stakeholders:
College of Visual & Performing Arts
Libraries
(Students & Faculty)

Content:
2TB media stored on aging RAID server
34,802 files; 2,809 folders
A/V files, PDF, MARCxml

Workflows:
Accession
Process
Preservation

Project Management
Technology

Accession
- RAID server
- Adobe AirBridge
- Library server

Process
- Library Server
- Trello
- Library ILS
- Illumira

Preservation
- Library Server
- Preservica
Goal 1

Step 1
- Move files from RAID to Library server
- Organize files & perform QC

Step 2
- Create MARCxml records
- Create Submission Information Packages (SIPs)
  - A/V file(s)
  - PDF file
  - MARCxml

Step 3
- Ingest SIPs into Preservica
- Amazon Glacier storage
Performance Recordings Workflow (PCDs)

1. CVPA
   - Upload Performance Recording audio & video files to AirBridge
   - Upload Performance program scans (PDF) to AirBridge

2. Music Library
   - Download files from AirBridge to Music Server: Public folder
   - Create Trello card
   - Assign Call #
   - Upload files to Illumira
   - Update Trello that items are ready for cataloging

3. Metadata Strategies
   - Catalog in JMU Library
   - Catalog (include Preservation note)
   - Add holdings to OCLC
   - Add MARCxml file to PCD folder in Music Server: Public folder
   - Update Trello that items are cataloged & ready for preservation

4. Music Library
   - QC check records in Catalog/Illumira
   - Move files to Music Server: Preservation folder
   - Delete completed Trello cards

5. Digital Collections
   - Ingest PCD folder from Music Server: Preservation folder into Preservica
   - Update Trello that items are fully preserved in Preservica
   - Delete files from Music Server: Preservation folder semi-annually
challenges & opportunities

Stakeholders
- Communication & Trust
- Buy-In
- Managing Expectations

Content
- Capacity & Scope
- Technology
- File formats

Workflows
- Capacity & Scale
- Technology
- Automation
Lessons Learned

1. Project agreement
2. Scale & scope
3. Communication

Next Steps

1. Reflect, Revise, Retune
2. Apply framework
3. Documentation
Group Activity
Instructions

1. Read scenario
2. Read stakeholder description
3. Discuss scenario as it relates to digital preservation

- Does your Stakeholder have a direct or indirect connection to the scenario?
- What questions do you need to ask to get started?
- How do the areas of *Policy & Procedure, Access, & Investment* apply to the scenario?
- What costs might be involved in preserving these materials?
questions?

Mark Lane
James Madison University
lane2mg@jmu.edu