



Planning for Digital Preservation



Towson Conference for
Academic Libraries
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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*

Trevor Owens
Head of Digital Content
Management, LOC

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*

*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!**"*

- *The Theory and Craft of Digital Preservation*



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

Location (?)

Music Lib-Archives

Call number

PCD1996/04/18

Description

1 compact disc (originally 1 DAT tape)

Series

JMU School of Music Performance Recording Collection

[JMU School of Music Performance Recording Collection](#)

Note

Compact disc

Other formats: 1 DAT tape D1996/04/18

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 one 15-minute intermission.



JMU Jazz Band ; JMU Jazz Ensemble

Location (?)

Internet

Call number

PCD2018/12/03

Status (?)

AVAILABLE



Connect to

Streaming audio (JMU users
only)

Program

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

Series

[JMU School of Music Performance Recording Collection](#)

Project Background

1. Scope creep, multiple migrations, high risk for loss
 2. Incoming expectations
 3. One year timeline
-

Project Goals

1. Move collection backlog from RAID server to Preservica
 2. Incorporate digital preservation into workflows moving forward
 3. Take RAID server offline
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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

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graph TD; Technology[Technology] --- Accession[Accession]; Technology --- Process[Process]; Technology --- Preservation[Preservation]; Accession --- RAID[RAID server]; Accession --- Adobe[Adobe AirBridge]; Accession --- LibServer[Library server]; Process --- LibServer2[Library Server]; Process --- Trello[Trello]; Process --- ILS[Library ILS]; Process --- Illumira[Illumira]; Preservation --- LibServer3[Library Server]; Preservation --- Preservica[Preservica];
```

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

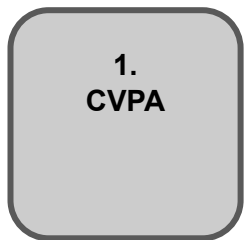
- Create MARCxml records
- Create Submission Information Packages (SIPs)
 - A/V file(s)
 - PDF file
 - MARCxml

Step 3

- Ingest SIPs into Preservica
- Amazon Glacier storage

Performance Recordings Workflow (PCDs)

Goal 2



Upload Performance Recording audio & video files to AirBridge

Upload Performance program scans (PDF) to AirBridge



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



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



QC check records in Catalog/Illumira

Move files to Music Server: Preservation folder

Delete completed Trello cards



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

Accession →

Process →

Preservation →

Stakeholders

- Communication & Trust
- Buy-In
- Managing Expectations

Content

- Capacity & Scope
- Technology
- File formats

Workflows

- Capacity & Scale
- Technology
- Automation

challenges & opportunities

Lessons Learned & Next Steps

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

1. Reflect, Revise, Retune
 2. Apply framework
 3. Documentation
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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?



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