

**Towson Conference for Academic Libraries**  
**Planning for Digital Preservation**  
**Group Activity**

## Scenario

Pretty Great University (PGU) is renovating its humanities building and discover a closet containing VHS and cassette tapes, various hard drives and DVDs, and projector slides, among other “relics.” Everything is carefully packed in boxes labeled **IMPORTANT! -- for PGU Library**. A librarian and history professor examine some of the materials, including audio and video oral history interviews, word processing documents in a variety of file formats, maps and photographs, 8mm home movie footage, and more. They determine that the materials document a federal urban renewal project in Pretty Great City in the 1960s which disproportionately affected impoverished and minority communities. The library has a few items in its institutional repository about the urban renewal project. Everything is brought to Special Collections and the library dean makes preserving the collection for posterity a top priority for the next fiscal year. Word spreads on campus and faculty start making requests to digitize materials to use in the classroom next semester.

## Stakeholder

### Digital Collections Librarian

Manage PGU Libraries’ digital preservation system. Teach course on Intro to Digital Archives.

## Group Activity

1. Read Scenario
2. Read Stakeholder description
3. Discuss the 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 before you can begin a project to preserve these materials?
  - How do the areas of Policy & Procedure, Access, and Investment apply to the scenario?
  - What types of costs might be involved in fulfilling the dean’s request?

### 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 Framework*

### Investment

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

- *Digital Preservation Coalition*