

Sample Documents  
requested in  
Introduction to Caring for Digital Materials  
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Suggestion: Don't use these as templates and attempt to plug in your institution's information. Rather, lift language and use the parts that apply to you now.

### **1. Example Inventory**

Excel spreadsheet. This is what I used to inventory the a/v and digital materials in our collections. A grad student and I skimmed our finding aids and keyword searched for audio, video, cassettes, etc. I threw in digital, but our main focus now is digitizing our a/v collections, so this counts as a "soon to be digital" inventory. I did not worry as much about size, as the first step was for our curator to prioritize the digitization. Your program might benefit from knowing the size of your digital files (or soon to be digital) for space planning purposes.

There is no "good" inventory, other than what works for you. Include information that is relevant and useful, try (though it's hard) not to get too detailed and bogged down, and get a quick and dirty lowdown on what digital content you have.

<http://bit.ly/10wb6LO>

### **2. Example Deed of Gift from East Texas Digital Archives & Collections**

[http://digital.sfasu.edu/ui/custom/default/collection/default/resources/docs/release\\_community.pdf](http://digital.sfasu.edu/ui/custom/default/collection/default/resources/docs/release_community.pdf)

Note that they pretty much just set out what they would be doing with the materials, which was putting them up on their Digital Collections site. The archives was targeting community members for their materials, so that was the audience for the donor agreement/release. Your language may include words about your preservation repository, if you have one, or plans for such a thing. Language and vocabulary will depend upon your audience.

### **3. Example of a digital preservation policy.**

The policy framework is meant to communicate your program, scope, context, etc. to those outside your department. And it's a good place to start, then fill in with specific policies (perhaps not made public) as you create them.

<http://www.icpsr.umich.edu/icpsrweb/content/datamanagement/preservation/policies/dpp-framework.html>

The following template lists things that you might include in your policy statement (though you certainly don't need to include them all).

[http://metaarchive.org/public/resources/pres\\_comm/policy\\_planning/Digital\\_Preservation\\_Policy\\_Template.pdf](http://metaarchive.org/public/resources/pres_comm/policy_planning/Digital_Preservation_Policy_Template.pdf)