TODAYS IS APRIL 2, 2013.
THIS IS WEBINAR AT 2:00 P
MRNGHTS ET.
TODAY IS APRIL 2, 2013.
THIS IS CARING FOR DIGITAL
MATERIALS WEBINAR AT 2:00 P.M.
ET.
>> HELLO EVERYBODY AND WELCOME
TO TODAY'S WEBINAR.
MY NAME'S MIKE, I WILL BE YOUR
TECHNICAL PRODUCER.
IF YOU HAVE ANY TECHNICAL ISSUES
OR QUESTIONS, YOU WILL BE ABLE
TO SUBMIT THEM IN THE QUESTION
AND ANSWER POD THAT BECOMES
AVAILABLE ON THE LEFT HAND ON
THE SCREEN.
IT WILL BE IN THE LOCATION WHERE
YOU CAN SEE THE HELLO WINDOW.
IF YOU'RE NOT HEARING ANY AUDIO
OR IF YOUR AUDIO STREAM DOES
DROP, TRY CONNECTING WITH AN
ETHERNET CABLE.
IT WILL QUITE OFTEN HELP.
IN ADDITION, WHEN WE DO OPEN UP
THE QUESTIONS AND ANSWERS POD,
THERE WILL BE, IF YOU SUBMIT A
QUESTION, YOU'LL SEE THE
QUESTION WILL APPEAR TWICE.
PLEASE DON'T PANIC.
THE TWO QUESTIONS BEEN ONLY
VISIBLE TO YOURSELF.
IT'S VISIBLE ONLY ONCE TO
EVERYONE ELSE SO YOU DIDN'T HIT
ENTER TWICE.
WE ARE EXPECTING NEARLY 900
PEOPLE IN TODAY'S COURSE SO
THERE'S A VERY GOOD POSSIBILITY
WE WILL NOT BE ABLE TO GET BACK
TO EVERY SINGLE QUESTION THAT
COMES IN.
AND SO WE WILL TRY TO DEAL WITH

THOSE AFTER THE FACT.
THE SESSION IS BEING RECORDED.
THE RECORDING IS GOING TO BECOME
AVAILABLE IN THE COMING DAYS.
OKAY, KRISTINE, WE'LL TRY TO SEE
WHAT WE CAN DO ABOUT DEALING
WITH YOUR AUDIO ISSUE.
AND WITHOUT FURTHER DELAY, I'M
GOING TO GO AHEAD AND PASS THE
ODDS -- AUDIO OVER TO CHRISTIAN.
PLEASE GO AHEAD.
>> THIS IS CHRISTEN AT HAIR
LITTLE PRESERVATION AND I'M VERY
PLEASED TO WELCOME YOU TO
TODAY'S COURSE, CARING FOR
DIGITAL MATERIALS AND PREVENTING
FOR DIGITAL DARK AGE.
AS MIKE SAID WE HOPE OUR AUDIO
IS WORKING WELL TODAY.
IF YOU'RE HAVING ANY TROUBLE
JUST DROP US A NOTE IN THE
CHATBOX.
THIS IS OUR FOURTH COURSE IN OUR
SERIES, CARING FOR YESTERDAY'S
TREASURES TODAY AND THE PROJECT
HAS BEEN MADE POSSIBLE BY LAURA
BUSH 21ST CENTURY LIBRARIAN
GRANT FROM THE INSTITUTE OF
MUSEUM AND LIBRARY SERVICES.
AND WE THANK THEM FOR ALL THEIR
SUPPORT.
THE REASON WE'RE ABLE TO OFFER
THESE COURSES FREE OF CHARGE.
AND WE WANT TO THANK LEARNING
TIMES, OUR PRODUCER FOR THESE
COURSES.
TODAY WE ARE JOIN BY OUR SPEAKER
LOREN GOODLY BUT SHE'S ALSO
BEING SUPPORTED BY OUR COURSE
COORDINATOR DANIEL PLUMBER.
SHE HELPED SELECT THE TOPICS AND
YOU'LL BE HEARING FROM HER IN A
FEW MORE CLASSES.
SHE'LL HELP YOU ABOUT ANY
QUESTIONS YOU HAVE IN OUR
CHATBOX TODAY.
AS MIKE SAID WE'VE HAD

TREMENDOUS INTEREST IN THIS
COURSE.
MORE PEOPLE ARE JOINING.
AS WE SPEAK WE'RE UP TO OVER 200
PEOPLE ALREADY TODAY.
YOU'RE WELCOME TO CONTINUE TO
SAY HELLO WHILE I GO OVER A FEW
COURSE LOGISTICS AND THEN WE'LL
MOVE THIS AWAY TO A Q&A
MODERATED QUESTION AND ANSWER
BOX.
AS I SAID, TODAY IS THE FIRST OF
OUR FIVE CLASSES IN THIS COURSE.
OVERVIEW OF DIGITAL PRESERVATION
WITH LAUREN.
WE HAVE ANOTHER WEBINAR THIS
THURSDAY, TWO MORE NEXT WEEK AND
THE FINAL WILL BE ON MONDAY
APRIL 15TH.
WE HAVE A COURSE WEB PAGE AND IF
YOU HAVEN'T ALREADY LOOKED AT IT
THIS IS WHERE YOU CAN FIND A
HANDOUT WITH A SPEAKER POWER
POINT SLIDES, A LINK TO OUR
HOMEWORK ASSIGNMENT, LINKS TO
RESOURCES MENTIONED IN THE CLALT
AND TO FURTHER INFORMATION.
PEA WILL BE POSTING OTHER
RECORDINGS ON THIS PAGE BUT
UNTIL THE COURSE IS CONCLUDEDS,
WE'LL JUST BE E-MAILING YOU
THOSE RECORDED LICENSES.
IF YOU HAVE TO MISS A CLASS YOU
CAN LOOK FOR THE E-MAIL
FRUSTLES.
WE DO THAT WITHIN A DAY OF THE
CLASS CONCLUDING.
PLEASE DO NOTE IT COMES FROM
HERITAGE PRESERVATION.ORG SO
MAKE SURE THAT'S A SAFE SENDER
FOR YOUR E MAIL.
IN ORDER TO GET A CERTIFICATE IN
THIS CLASS, IF YOU HAVEN'T TAKEN
A CLASS WITH US BEFORE I'LL GO
OVER THOSE STEPS.
FIRST OF ALL YOU NEED TO HAVE
REGISTERED AND THIS IS THE

REGISTRATION PAGE ON OUR
WEBSITE.
IF THIS DOESN'T LOOK FAMILIAR,
YOU HAVE NOT REGISTERED.
YOU SHOULD HAVE SENT IN A
PERMISSION FORM THAT LOOKS LIKE
THIS FROM YOUR SUPERVISOR GIVING
PERMISSION TO PARTICIPATE IN THE
COURSE.
WATCH E WEBINAR IN THE COURSE
EITHER LIVE OR RECORDING AND
COMPLETE ALL FIVE HOMEWORK
ASSIGNMENTS.
JUST SO YOU KNOW WE WON'T GIVE
INDIVIDUAL FEEDBACK ON THE
HOMEWORK BUT WE WILL LOOK AT IT
BETWEEN CLASSES AND PROVIDE
GENERAL FEEDBACK TO THE GROUP.
ALTHOUGH YOU'RE NOT REQUIRED TO
WORK AUTHORIZE A CERTIFICATE, IF
YOU DO WANT TO DO THIS, WE JUST
ASK YOU COMPLETE ALL THE WORK NO
LATER THAN MONDAY, APRIL 2
2ND SO THAT'S ONE WEEK AFTER THE
LAST CLASS.
MOST OF OUR HOW MANY WORK
ASSIGNMENTS ARE WRITTEN,
CONSIDERING YOU WORK AT AN
INSTITUTION, AT A LIBRARY,
ARCHIVE OR MUSEUM.
IF YOU'RE A STUDENT OR RETIREE
OR NOT CURRENTLY WORKING AT A
CULTURAL INSTITUTION, YOU CAN
STILL ANSWER THE HOMEWORK
QUESTIONS JUST THINKING ABOUT
MAYBE PERSONAL COLLECTIONS YOU
MIGHT HAVE.
AND IN ADDITION TO THE
CERTIFICATE, WE'RE ALSO REALLY
HAPPY TO AWARD DIGITAL
CREDENTIALS THROUGH CRUDLY, THIS
IS A NEW WAY OF ON-LINE LEARNING
GETTING RECOGNITION FOR YOU AND
SO WE WILL BE SENDING YOU
INFORMATION ABOUT THAT WHEN THE
COURSE CONCLUDES AS WELL.
FINALLY, IF YOU ARE CERTIFIED

ARCHIVIST, THIS CLASS IS
ELIGIBLE FOR ARCHIVAL CREDITS
FOR CONTINUING EDUCATION.
SO IF YOU HAVE ANY ADDITIONAL
QUESTIONS AFTER TODAY'S WEBINAR
YOU CAN DO A COUPLE THINGS
YOU CAN JOIN THE RESOURCE FOR
LINKS IN A DISCUSSION PAGE WHERE
YOU CAN ASK YOUR COLLEAGUES
ABOUT CIRCUMSTANCES AT YOUR
INSTITUTION.
AND ALSO GET A QUESTION TO OUR
SPEAKERS.
WE'LL MAKE SURE YOU GET AN
ANSWER ON THOSE OR YOU CAN
E-MAIL US AT INFO AT HERITAGE
PRESERVATION.ORG AND WE CAN
EITHER GET YOU ANY HELP YOU NEED
WITH THESE COURSES OR GET YOU
CONNECTED TO OUR SPEAKERS IF YOU
HAVE A TECHNICAL QUESTION.
WITH THAT, UNTIL WE HAVE
QUESTIONS AND ANSWERS I'LL DRAG
THIS BOX AWAY AND TRANSITION TO
OUR MODERATED CHATBOX.
SO CONTINUE TO TYPE IN
QUESTIONS.
IF YOU HAVE ANY TECHNICAL
ISSUES, ANY LOGISTICAL QUESTIONS
OR ANY SUBJECT MATTER QUESTIONS,
FEEL FREE TO TYPE, CONTINUE TO
TYPE THESE IN.
AND WE WILL APPROVE YOUR
COMMENTS IF IT'S SOMETHING TO
SHARE WITH THE GROUP.
JUST KEEP IN MIND THAT YOU WILL
HAVE, YOUR QUESTION MIGHT SHOW
UP TWICE AND THAT'S JUST ONCE
WHEN YOU TYPED IT IN AND ONCE
WHEN WE PUBLISHED IT.
SO DON'T WORRY, YOU'RE NOT
MAKING A MISTAKE.
IT WON'T APPEAR IF YOU TYPE
SOMETHING IN AND IT GETS
PUBLISHED TO THE GROUP.
WITH THAT I WOULD LIKE TO
INTRODUCE YOU TO OUR SPEAKER

TODAY, LAUREN GOODLY.
HE'S AN ARCHIVIST AT THE
UNIVERSITY OF TEXAS IN SAN
MARCOS RESPONSIBLE FOR
DEVELOPMENTING AND IMPLEMENTING
A PRESER VASION PROGRAM FOR
ARCHIVES WHICH INCLUDES A
SUBSTANTIAL AMOUNT OF
AUDIOVISUAL MATERIALS.
SHE GRADUATED FROM THE
INFORMATION SCHOOL AT THE
UNIVERSITY OF TEXAS AT AUSTIN
AND HAS PREVIOUSLY WORKED AS AN
ARCHIVIST AT THE TEXAS GENERAL
LAND OFFICE.
SHE'S A CERTIFIED ARCHIVIST AND
WILL EARN ADDITIONAL ARCHIVE
SPECIALISTS CERTIFICATE FROM THE
SOCIETY OF AMERICAN ARCHIVISTS
IN 20130.
AS SHE'LL TELL YOU TODAY, SHE
ATTENDED THE FIRST LIBRARY OF
CONGRESS DIGITAL PRESERVATION
AND EDUCATION TRAIN THE TRAINER
WORKSHOP, AND THAT HAS GIVEN HER
SO MUCH GREAT INFORMATION TO
SHARE WITH YOU TODAY.
SO WITH THAT, I'M GOING TO TURN
IT OVER TO LAUREN AND SHE WILL
PROCEED WITH HER POWER POINT
FROM HERE.
THANKS SO MUCH.
>> THANK YOU.
THIS IS LAUREN GOODLY, HELLO.
I WILL BE HERE FOR THE NEXT HOUR
OR SO.
I CURRENTLY WORK AT A SMALLER
STATE UNIVERSITY AND PREVIOUSLY
WHEN I WORKED AT A STATE AGENCY,
I WORKED ON COLLABORATIVE
PROJECTS WITH THE PUBLIC LIBRARY
AND A MUSEUM.
SO TO START W -- WITH LETS LOOK
AT THIS DIGITAL COLLECTION AS A
WHOLE.
TODAY WILL BE AN INTRODUCTION
AND OVERVIEW.

THE GOALS FOR THE SERIES ARE
THAT PARTICIPANTS WILL HAVE A
BETTER UNDERSTANDING OF THE
INHERENT FRIDGALLITY OF THE
FRIDGE.
THERE ARE INFORMATION BACK UP
FOR DIGITAL OBJECTS AND
PARTICIPANTS WILL BE ABLE TO
IDENTIFY ONE OR MORE ACTIONS
THAT CAN BE TAKEN TO IMPROVE
THEIR INSTITUTION FOR
PRESERVATION EFFORT.
TODAY WE ARE GOING INTRODUCTION
AND THEN THERE ARE FOUR MORE
SESSIONS TO GO MORE INTO DETAIL
ABOUT THE THINGS I GO OVER
TODAY.
AND I'LL BE TALKING ABOUT THE
BIG PICTURE VIEW.
I WANT TO TALK ABOUT CONCEPTS
THAT ARE DECISION POINTS AND
CONSIDERATIONS.
I WON'T BE TALKING ABOUT TOOLS
OR PROCEDURES AND ANSWERS.
THIS IS PARTLY BECAUSE THIS IS
AN OVER VIEW AND ALSO PARTLY
MUCH LIKE ANALOGUE LIBRARIANSHIP
AND PRESERVATION YOUR DIGITAL
PRESERVATION PROGRAM WILL BE
SPECIFIC TO YOUR INSTITUTION AND
YOUR MATERIAL.
SO I WANT TO SHARE WITH YOU THE
TOOLS AND KNOWLEDGE TO MAKE THE
BEST DECISIONS FOR YOUR
MATERIALS AND THE INSTITUTION
AND YOURSELF.
THE LIBRARY OF CONGRESS DIGITAL
PRESERVATION OUTREACH AND
EDUCATION PROGRAM OR DEPOT.
IN THE WHY IT'S THERE ARE
SEVERAL DIGITAL PRESERVATION
EXPERTS THAT ARE LEADER.
THIS INFORMATION IS OFTEN NEEDED
AT INDIVIDUAL INSTITUTIONS.
SO THEY CAME UP WITH SOME OVER
ARCHING CONCEPTS THAT I'M
SHARING WITH YOU HERE TODAY.

AND THIS CURRICULUM IS MEANT TO
BE APPLIED ACROSS DISCIPLINES AT
LIBRARIES, ARCHIVES AND MUSEUMS.
AND AT ANY TYPE OF INSTITUTION
FROM A NATIONAL GOVERNMENT TO
SMALLER HISTORICAL SOCIETIES
GIVEN TO YOUR PERSONAL DIGITAL
ART KIEFERS.
THE MISSION OF THE DIGITAL
PRESERVATION OUTREACH EXPEJ CASE
PROGRAM OF THE LIBRARY OF
CONGRESS FOR NATIONAL YOUTUBE
REACH EDUCATION AND ENCOURAGE
INDIVIDUALS AND ORGANIZATIONS TO
ACTIVITY PRESERVE THE CONTENT
BUILDING ON A COLLABORATIVE
NETWORK OF INSTRUCTORS,
CONTRIBUTORS AND INSTITUTIONAL
PARTNERS.
AND I'VE INCLUDED IN THE POWER
POINT SLIDE AND IN THE RESOURCES
ON THE WEBSITE THEY'RE REPEATED
AGAIN, COME LINK TO DPOE AND
THEY HAVE A LOT OF GREAT
INTRODUCTORY INFORMATION THERE
ON THEIR WEBSITE.
SO THE DPOE CURRICULUM IS SET UP
IN MODULES.
THEY'RE CALLED MODULES RATHER
THAN STEPS BECAUSE WE'LL SEE
THESE ARE ITERATIVE AND THEY
INFORM EACH OTHER.
YOU CAN ALSO COME BRAKE -- COME
BACK TO THESE STEPS WHEN YOU GET
STUCK AND GROW YOUR DIGITAL
PRESERVATION PROGRAM.
I'LL POINT OUT THESE ARE
RHETORICAL QUESTIONS.
THE FIRST MODULE IS IDENTIFY
WHAT CONCEPT YOU HAVE AND THE
NEXT IS SELECT [INDISCERNIBLE]
AND TODAY WE'RE GOING TO SKIP
[INDISCERNIBLE]
[INDISCERNIBLE]
WHAT PROVISIONS ARE NEEDED FOR
LONG TERM MANAGEMENT SUCH AS
REAL CONCEPTS.

AND PROVIDE WHAT CONSIDERATIONS
ARE THERE FOR LONG TERM ACCESS.
AND IN ABOUT AN HOUR YOU'LL HAVE
AN UNDERSTANDING OF DIGITAL
PROSPECT MANAGEMENT STAGES
[INDISCERNIBLE] RESTAGED AND
YOU'LL BE PREPARED TO GET THE
MOST [INDISCERNIBLE]
SO LET'S GET STARTED.
MODULE ONE, IDENTIFY.
WHAT DIGITAL CONTENT DO YOU
HAVE.
AGAIN, THESE ARE ALL RHETORICAL
QUESTIONS.
LET'S WALK THROUGH
[INDISCERNIBLE]
FIRST, WHY DO WE IDENTIFY
CONTENT.
RESERVATION REQUIRES AN EXPLICIT
SET OF RESOURCES.
YOU'LL NEED TO PLAN FOR THAT.
EFFECTIVE PLANNING IS BASED ON
KNOWING THE EXTENT OF WHAT WILL
BE PRESERVED.
STORAGE, TECHNOLOGY AND TOOLS,
EXPERTISE AND KNOWLEDGE AND OF
COURSE FUNDING.
IDENTIFYING CONTENT IS THE FIRST
STEP TO PLANNING FOR CURRENT AND
FUTURE PRESERVATION NEEDS.
AS YOU'LL SEE IN THE SELECT
MODULES [INDISCERNIBLE]
PROBABLY HAVE SOME IDEAS BUT YOU
WANT TO GET IT OUT OF YOUR HEAD
AND INTO A FORMAT.
WHAT DOES THE INVENTORY LOOK
LIKE.
THE CONTENT IS MORE IMPORTANT
THAN STYLE AND FORMAT.
IT DOESN'T MATTER AT ALL.
I WILL RECOMMEND [INDISCERNIBLE]
[INDISCERNIBLE] IF YOU DON'T
LET'S OKAY BECAUSE EVERYONE'S
INVENTORY THE ABOUT
[INDISCERNIBLE]
>>
THIS IS LAUREN, I'M CALLING BACK

ON THIS DIFFERENT PHONE SYSTEM.
HELLO.
>> HI LAUREN, THANKS FOR CALLING
BACK.
>> MIKE, ARE WE BROADCASTING?
>>
I CAN'T HEAR ANYONE ABOUT YOU
CHRISTEN.
>> THIS IS THE WAY IT SHOULD
SOUND.
>> OKAY.
>> I JUST WANT TO HAVE YOU TALK
A MINUTE AND SEE IF WE'RE
SOUNDING BETTER.
>> SURE.
>> LET'S BACK UP A FEW SLIDES
AND CONTINUE ON.
>> OKAY.
>> LET'S GO BACK TO THE FIRST
MODULE, MAYBE.
>> OKAY.
>> THANK YOU.
>> OKAY, I'M GOING TO BACK UP
AND START AGAIN AND HOPEFULLY
EVERYBODY CAN GET CAUGHT UP.
CAN WE TELL IF THE SOUND'S
BETTER?
OKAY.
SO THE FIRST MODULE WE'LL BE
LOOKING AT TODAY IS IDENTIFY.
WHAT DIGITAL CONTENT DO YOU
HAVE.
AND THESE ARE RHETORICAL
QUESTIONS SO DON'T ANSWER THIS
NOW, WE'LL WALK THROUGH THIS
TOGETHER.
WHY DO WE IDENTIFY CONTENT?
PRESERVATION REQUIRES AN
EXPLICIT COMMITMENT OF
RESOURCES.
SO YOU'LL NEED TO PLAN FOR THAT.
EFFECTIVE PLANNING IS BASED ON
KNOWING THE EXTENT OF WHAT WILL
BE PRESERVED.
YOU'LL NEED TO PLAN FOR STORAGE,
TECHNOLOGY AND TOOLS AND THE
EXPERTISE AND KNOWLEDGE THAT

YOU'LL NEED.
AND OF COURSE FUNDING.
SO IDENTIFYING CONTENT IS THE
FIRST STEP TO PLANNING FOR
FUTURE AND CURRENT PRESERVATION
NEEDS.
AS WE'LL SEE IN THE SELECT
MODULE, NOT ALL DIGITAL CONTENT
NEEDS TO BE PRESERVED.
AN INVENTORY IS BEST TO IDENTIFY
CONTENT.
YOU WANT TO GET IT OUT OF YOUR
HEAD AND INTO A MORE FAT --
FORMAT YOU CAN USE.
SO WHAT SHOULD YOUR INVENTORY
LOOK LIKE?
INVENTORY CONTENT IS MORE
IMPORTANT THAN STYLE AND FORMAT.
IN FACT, THE FORMAT DOESN'T
REALLY MATTER.
I WOULD RECOMMEND YOU KEEP IT AS
SIMPLE AS POSSIBLE, AND EXCEL'S
SPREADSHEET IS A GREAT TOOL FOR
THIS.
IT'S EASY TO USE, IT'S EASY TO
DO SIMPLE COMPUTATIONS, SORTING
AND
SEARCHES AND YOU CAN DO A LOT
WITH IT.
DO WHAT WORKS FOR YOU.
IF YOU LIKE DATABASES, IF YOU
FEEL IMPORTANT COMFORTABLE WITH
WORD, YOU CAN EVEN DO IT THAT
WAY.
THE TOOL DOESN'T MATTER AS MUCH.
AND I PUT AN EXAMPLE UP, I'M NOT
SURE IF YOU CAN READ THIS.
BUT I KIND OF HOPE YOU CAN'T
BECAUSE THE THING IS THAT
EVERYBODY'S INVENTORY IS GOING
TO HAVE DIFFERENT ELEMENTS.
IT DEPENDS ON YOUR INSTITUTION
AND THE CHARACTERISTICS OF YOUR
MATERIAL WHICH IS NOT A GOOD
TEMPLATE THAT WILL WORK FOR
EVERYONE.
BUT THE BASIC IDEA IS TO PUT A

LIST OF MATERIALS ALONG THE LEFT
AND THE INFORMATION ABOUT THE
ITEMS ACROSS THE TOP AND THE
COLUMNS.
IF YOU CAN READ THIS, YOU'LL BE
ABLE TO SEE THAT FOR THE KING
COLLECTION I HAVE TWO LINES.
I DON'T REMEMBER WHY NOW BUT I
WANTED TO HANDLE THAT COLLECTION
IN TWO DIFFERENT PARTS MAYBE
BECAUSE OF THE FORMAT OR THE
RIGHTS OR SOMETHING.
SO I ENTERED THAT TWICE REQUEST
DIFFERENT INFORMATION.
THERE ARE SOME COLUMNS I THOUGHT
I NEEDED BUT MAYBE I DON'T NEED
THEM OR MAYBE I NEED TO GO BACK
AND GET MORE INFORMATION.
AND I HIGHLIGHTED SOME SPOTS
THAT I NEED TO COME BACK TO.
SO THIS IS NOT A PRETTY PRETTY
DOCUMENT AND IT'S NOT A FINISHED
PERFECT THING.
IT'S A FIRST PASS AND I'LL COME
BACK TO THIS AS NEEDED.
SO WHAT ELSE ABOUT THE
INVENTORY.
IT SHOULD ALSO BE DOCUMENTED.
IT SHOULD BE USABLE IN A SIMPLE
FORMAT.
IT NEEDS TO BE AVAILABLE, SO
EVEN IF YOUR COLLEAGUES NEVER
LOOK AT IT, THEY SHOULD KNOW
IT'S THERE AND BE ABLE TO ACCESS
IT.
THE INVENTORY SHOULD BE SCALABLE
AS IT'S AN ITERATIVE PROJECT.
CUNT TENT -- CONTENT NEED TO BE MADE
AND YOU NEED TO MOVE FORWARD
WITH YOUR DIGITAL INFORMATION
PROGRAM AND IT SHOULD BE CURRENT
SO PLAN TO UPDATE IT AFTER YEAR
MAYBE AND PUT A DATE ON THE
DOCUMENT.
THIS WILL BE YOUR MAIN PLANNING
DOCUMENT SO IT NEEDS TO HAVE
THESE ATTRIBUTES.

NOW INVENTORY SCOPE.
TO GET STARTED, THESE ARE THE
QUESTIONS YOU CAN ASK YOURSELF.
IF YOU'RE NOT AT AN INSTITUTION,
AS CHRISTEN SAID THINK OF AN
INSTITUTION OR TYPE OF
INSTITUTION YOU LIKE OR YOU'RE
FAMILIAR WITH.
THE QUESTIONS YOU WANT TO ASK
YOURSELF ARE WHAT CONTENT ARE WE
ALREADY PRESERVING IF ANY.
WHAT OTHER DIGITAL CONTENT DO WE
HAVE.
IS THERE SOMETHING THAT'S NOT ON
OUR RADAR RIGHT NOW.
WHAT CONTENT DO OR WILL OUR
PRODUCERS CREATE.
THAT'S A LITTLE ARCHIVEY VOCALLY
BUT IT JUST NEEDS TO LOOK
FORWARD TO WHAT YOU MIGHT OBTAIN
IN THE FUTURE.
DIGITATION PROJECTS, RECORDS
FROM OTHER DEPARTMENTS OR FROM
DONORS OR ANYTHING YOU CAN
FORESEE OBTAINING.
ANOTHER QUESTION IS WHAT CONTENT
ARE WE REQUIRED TO KEEP.
THIS WOULD BE FOR GOVERNMENT OR
BUSINESSES THAT HAVE RECORDS
RETENTION REQUIREMENTS.
I IMAGINE THIS MIGHT BE
CORRESPONDENCE OR REPORT.
OF THESE TYPES OF THING THAT ARE
BECOMING MORE AND MORE DIGITAL
TODAY.
I'LL TAKE A MINUTE TO POINT OUT
MORE DIGITAL SIMPLY MEANS
MATERIALS THAT WERE NOT CREATED
IN DICTAL FORMAT ORIGINALLY.
THEY WEREN'T DIGITIZED FROM
SOMETHING ELSE.
THEY STARTED OUT AS DIGITAL
PHOTOGRAPH OR WORD DOCUMENT OR
SOMETHING LIKE THAT.
BUT THEY'RE BOTH HANDLED IN THE
SAME WAY FOR PRESERVATION
PURPOSES.

SO FOR OUR PURPOSES TODAY IT
DOESN'T MATTER IF WHAT YOU HAVE
IS BORN DIGITAL OR FROM A
DIGITIZATION PROJECT.
FOLLOW THESE SAME STEPS.
FINALLY WHAT CONTENT DO YOU NEED
TO REVIEW.
WHAT MATERIALS DO YOU NOT HAVE A
POLICY FOR OR YOU NEED TO LOOK
MORE CLOSELY AT.
I HAVE A LITTLE POLL HERE.
WHICH SHOULD BE COMING UP.
TAKE A MOMENT AND CHECK THE BOX
FOR ANY OF THESE YOU MIGHT V SO
RATHER THAN TAKING A WALK
THROUGH YOUR STATS YOU WANT TO
SEE WHAT INFORMATION YOU ALREADY
HAVE JUST ON MATERIALS.
DO YOU HAVE DOCUMENTATION FOR
RECORDS MANAGERS OUT THERE, YOU
MIGHT HAVE A RECORDS RETENTION
SCHEDULE FOR LIBRARIANS AND
ARCHIVISTS.
YOU HAVE A FINDING AIDE CATALOG
THAT NOTES DIGITAL MATERIAL.
HAS YOUR INSTITUTION DONE ANY
DIGITAL PROJECTS LATELY.
DID YOU DO A GENEALOGY OR
DIGITATION PROJECT AND IF SO
WHAT HAPPENED TO THAT MATERIAL.
THAT WOULD GO ON THE LIST.
FINALLY PLACES DO YOU HAVE
OPTICAL DISCS LIKE DVDS OR CDS
OR FLOPPY DISCS.
THIS MIGHT BE LABELED TO GIVE
YOU THAT INFORMATION.
DO YOU HAVE A SERVER.
DO YOU OR ANYBODY HAVE ARCHIVAL
MATERIALS ON THEIR DESKTOP
COMPUTER.
REMOVABLE HARD DRIVES OR FLASH
DRIVES.
THAT GIVES YOU AN IDEA WHERE TO
START.
AND WE'RE DONE WITH THAT POLL.
GREAT, THANK YOU CHRISTEN.
SO THE CONTENT CATEGORIES, YOU

ARE NOTICING THAT WE, OH YOUR
INVENTORY SHOULD ALL RELEVANT
INSTITUTIONAL RECORDS, SPECIAL
COLLECTION MATERIALS, SCHOLARLY
CONTENT BOTH LICENSED AND OPEN,
RESEARCH DATA AND WEB CONTENT.
SO CAST A WIDE NET AND YOU ARE
NOT COMMITTING TO PRESERVING ANY
OF THIS, YOU JUST WANT TO MAKE
SURE IT'S ON YOUR LIST SO YOU
CAN CONSIDER IT AND PLAN FOR IT
IF YOU NEED TO.
HOW DETAILED SHOULD YOUR
INVENTORY BE.
YOU DON'T WANT TO GET BOGGED
DOWN HERE.
THE INFORMATION YOU GATHER WILL
BE USED AS META DATA BUT IT'S
JUST FOR PLANNING NOW AND IT
DOESN'T NEED TO BE EXACT.
YOU CAN DETERMINE THE
APPROPRIATE LEVEL OF DETAIL FOR
YOU AND YOUR INSTITUTIONS.
SOME FACTORS IN DECIDING THIS
ARE HOW MUCH MATERIAL YOU HAVE,
WHAT IS THE EXTENT.
YOU MIGHT NEED TO START ON THE
COLLECTION LEVEL OR WITH GROUPS
OF MATERIAL IF YOU HAVE A LOT OF
DIGITAL CONTENT OR YOU MIGHT
HAVE LITTLE ENOUGH THAT YOU CAN
LIFT ON THE FILE OR FOLDER
LEVEL.
IT WILL MATTER WILL THESE
MATERIALS RESIDE.
IF ANY MATERIAL IS OFF SITE
PERHAPS DIFFERENT OFFICES OR
AGENCIES OR THE IS IT ALREADY
DESCRIBED.
WHAT MEDIA DO YOU HAVE.
THIS IS IMPORTANT HOW YOU CAN
GET WITH YOUR INVENTORY.
RESOURCES, YOU WANT THIS TO BE A
DOABLE PROJECT.
DO YOU HAVE STUDENT WORKERS OR
VOLUNTEERS OR ARE YOU ON YOUR
OWN?

WHAT IS YOUR TIME FRAME.
YOU MIGHT NEED TO SET ONE FOR
YOURSELF, GET A FIRST DRAFT BY
THE END OF THE SEMESTER OF THE
FISCAL YEAR.
HOW MUCH TIME CAN YOU ACTUALLY
CARVE OUT TO SPEND ON THIS.
THE KEY POINT IS THAT YOU WANT
TO DO SOMETHING YOU CAN ACTUALLY
ACCOMPLISH, AND DO THE LEVEL OF
DESCRIPTION THAT YOU CAN DO AND
THAT WILL BE A USEFUL TOOL FOR
YOU.
SO LET'S TAKE A LOOK AT OUR
COLLECTIONS AGAIN.
THIS IS GOING TO BE A POLL.
AND ONCE YOU SEE IT, YOU CAN
JUST CHECK OFF WHAT DIGITAL
CONTENT YOU HAVE OR EXPECT TO
HAVE IN YOUR COLLECTIONS.
HERE IT COMES.
OKAY, GREAT.
I'M GOING TO GO AHEAD AND CLOSE
THAT AND MOVE ON TO OUR NEXT
SLIDE.
WHICH IS ANOTHER POLL.
FORMAT TYPES.
AND TAKE A MOMENT FOR THIS POLL
AGAIN.
IT'S NOT TRULY A POLL, I JUST
WANTED TO GIVE YOU A LITTLE BOX
TO CHECK AS YOU THINK ABOUT YOUR
FORMAT TYPES.
WHAT DIGITAL FORMATS DO YOU
HAVE.
OKAY.
LOTS OF YOU ARE ANSWERING THAT
SO THAT'S GREAT.
EVERYONE HAS PHOTOGRAPHS.
THIS IS SOME QUESTIONS YOU CAN
START TO ASK YOURSELF AS YOU
BEGIN YOUR INVENTORY.
WE'RE DONE WITH THAT POLL, I'M
GOING TO GO AHEAD AND CLOSE IT.
SO YOU MIGHT HAVE BE STARTING TO
HAVE SOME IDEA OF WHAT
INFORMATION YOU SHOULD COLLECT

FOR INVENTORY.
THIS IS THE COLUMNS SPREAD
ACROSS YOUR SPREAD SHEET.
ITY TALKED ABOUT FORMATS AND
THIS IS FORMAT TYPES SUCH AS
AUDIO OR TEXT AND FILE TYPES
JUST MP3 OR PDF.
YOU ALREADY HAVE SOME CONTENT
CATEGORIES.
DO YOU NEED MORE DETAIL THAN
THAT ABOUT YOUR CONTENT OR ARE
THOSE CATEGORIES ENOUGH
DESCRIPTION FOR NOW FOR YOU TO
MAKE YOUR SELECTIONS.
YOU'LL NEED A DATA OR A DATA
RANGE FOR THE MATERIALS, YOU'LL
WANT TO NOTE THE LOCATION, ERROR
PHYSICAL BOX OR FOLDER OR THE
FILE PATH AND SERVER.
AND YOU MAY WANT TO NOTE THE
SIZE OF THE ITEMS IN TERMS OF
FOLDERS OR FILES.
A COUPLE TIPS ABOUT YOUR
INVENTORY.
YOU MAY HAVE MULTIPLE DATES AND
THAT'S FINE.
YOU DEFINITELY WANT TO HAVE THE
DATE OF THE INVENTORY AND ANY
UPDATES.
THE DATE OF THE FILES IS ALWAYS
USEFUL, THE DATE COVERED IN THE
CONTENT, EVEN IF APPROXIMATE.
AND THE DATE CREATED AND
RECEIVED IF THAT'S RELEVANT TO
YOU.
ANOTHER TIP ABOUT LOCATION.
THERE MAY BE DIFFERENT WAYS TO
DEMOTE THE LOCATION.
YOU MIGHT WANT TO SPECIFY IF
IT'S ON-LINE OR OFF LINE
LOCATION.
YOU CAN GIVE IT A GENERAL
LOCATION OF WITH US OR WITH THE
CREATOR OR IN DIFFERENT
DEPARTMENT.
AND YOU MAY NEED TO CHANGE
LOCATION FOR CONTENT MOVE AND

KEEP UP WITH THAT ON YOUR
INVENTORY.
AS WITH ALL OF YOUR INVENTORY BE
CLEAR ENOUGH WITHOUT GOING TO
EXTREMES.
SO WHAT ARE OUR OUT COMES FOR
THIS FIRST SECTION.
IDENTIFY POTENTIAL DIGITAL
CONTENT YOU MAY NEED TO
PRESERVE.
TREAT YOUR INVENTORY AS A
MANAGEMENT TOOL THAT GROWS AS
YOUR PROGRAM GROWS AND YOU CAN
USE IT AS A PLANNING TOOL TO
PREPARE FOR FUTURE STAFFING
NEEDS, TRAINING AND THE ANNUAL
GROWTH.
PROVIDES A BASIS FOR ACQUIRING
CONTENT, DEFINING SUBMISSION
AGREEMENTS AND COLLECTION PLANS.
AND AT THIS POINT WE'LL SEE IF
WE HAVE ANY QUESTIONS FROM THE
GROUP.
IT LOOKS LIKE WE HAVE ONE FROM
MELISSA IN CONNECTICUT.
OH, SORRY.
THAT'S FINE, GO AHEAD.
>> ARE WE TALKING ABOUT ONLY
DIGITAL MATERIALS THAT ARE IN
SESSIONS OR ALSO FILES AND
FORMATS.
>> THAT'S UP TO YOU.
IF IT WERE ME I WOULD INCLUDE
ALL OF THIS IN MY INVENTORY EVEN
IF YOU DECIDE DON'T NEED TO SAVE
EVERYTHING IN PERPETUITY OR
PRIVATE MATERIAL THAT WILL NEVER
BE PUT ON-LINE.
YOU MAY DECIDE YOU WANT TO
INCLUDE THAT IN YOUR
PRESERVATION PROGRAM.
THAT'S YOUR CALL.
I WOULD SAY CAST A REALLY WIDE
NET AT THIS POINT AND THEN WE'LL
FINE TUNE IT AND FOCUS AS WE
MOVE FORWARD.
>> MELISSA HAD A FOLLOW UP TOO.

SHE SAID CAN YOU PRINT A SITE
MAP FOR YOUR COMPUTER FILES OR
MUST IT BE COMPILED BY HAND?
>> I'M GOING TO BET THAT THERE'S
A FANCY TOOL OUT THERE FOR THAT.
AND I THINK IT'S NOT THIS
SESSION BUT THE NEXT ONE IS
GOING TO BE TALKING ABOUT FILE
TYPES.
THE NUMBER 4 DANIEL'S SAYING
THAT THE 4TH SESSION WILL GO
INTO MORE DETAIL ABOUT TOOLS AND
THOSE THINGS.
I CAN JUST SAY THAT I KNOW THAT
THEY'RE OUT THERE AND THAT IS A
GREAT THING FOR YOU TO LEARN AND
LOOK INTO AS YOU MOVE FORWARD
WITH YOUR MATERIALS.
AND ALSO AN EXAMPLE OF SOMETHING
THAT ONE PERSON MIGHT NEED TO DO
AND SOMEONE DOES DIFFERENTLY AND
THESE DOCUMENTS TURN OUT
DIFFERENT FOR EVERYONE.
>> IF WE HUNT DOWN SOME GREAT
RESOURCES THAT'S SOMETHING WE
WILL POST OF COURSE ON THE SITE.
>> OKAY.
DANIELLE'S SAYING SOMEONE ASKED
ABOUT BORN DIGITAL.
I SKIPPED OVER THAT TO TRY TO
MEEK -- MAKE UP THE TIME.
BORN DIGITAL IS SOMETHING THAT
WAS CREDITED -- CREATED IN A
DIGITAL FORMAT AND IT'S NOT A
SURROGATE FOR SOMETHING ELSE.
THAT GETS DROPPED A LOT AND THAT
TERM GETS USED A LOT, AND SO FOR
OUR PURPOSES TODAY, WHETHER IT'S
BORN DIGITAL AS WORD DOCUMENT OR
IF IT WAS A SCAN FROM A
HANDWRITTEN PAPER IT DOESN'T
MATTER.
WE'RE TALKING ABOUT ANY DIGITAL
CONTENT THAT YOU HAVE.
>> GO AHEAD.
>> JUST QUICKLY BECAUSE I WANT
TO MOVE FORWARD.

BUT.
KIND OF UP TO YOU.
I HAVE TO THINK OF ABOUT THIS
ONE FOR A MINUTE.
IN IN CASE I WOULD NOT ACTUALLY.
I WOULD HAVE, I WOULD SAY TREAT
THIS AS YOUR COLLECTION OF THIS
VIDEO COLLECTION AND THEN SAY
THAT YOU HAVE TAPES AND THE
DIGITAL FORMAT.
THAT'S HOW I WOULD HANDLE IT
WOULD BE TO KEEP IT TOGETHER.
>> I JUST WANT FOR THE CLOSED
CAPTIONING I WANT TO READ THE
YES OUT LOUD.
MARY SAYS WE HAVE TAPES THAT ARE
DIGITIZED.
THEY WERE CATALOGED.
DO YOU CREATE SEPARATE RECORDS
FOR THE DIGITIZED VERSION.
IF YOU DON'T ANSWER FULLY
THROUGHOUT THE REST OF THE
WEBINAR WE'LL MAKER SURE WE GET
AN ANSWER OUT TO YOU ALL.
>> FOR NOW I'M SAYING NO.
I HAVE A COUPLE RESOURCES HERE
AND HERE'S LISTED ON THE WEBSITE
AS WELL.
AND WE'LL MOVE ON TO MODULE 2.
THIS IS SELECTION.
WHAT PORTION OF THAT CONTENT
WILL BE PRESERVED.
SO WHY DO WE SELECT CONTENT TO
PRESERVE.
STORAGE MAY BE CHEAP BUT
MANAGEMENT IS NOT.
PARTICULARLY WHEN YOU'RE LOOKING
10 OR 20 YEARS AHEAD WITH STAFF
TURNOVER AND TECHNOLOGY.
IF YOU HEARD THE PHRASE -- THE
QUALITY OF CONTENT, MAYBE YOU
TONIGHT NEED TO SPEND RESOURCES
PRESERVE EVERYTHING THAT YOU
MIGHT HAVE.
DISCOVERY AND DISSEMINATION
SERVICES.
WHAT DO YOU HAVE AVAILABLE AS

FAR AS WHAT YOU CAN MANAGE,
SEARCH FOR AND PROVIDE.
IN YOUR CURRENT SYSTEM.
AND MATCHING MISSION TO CONTENT.
THIS IS GOING TO HELP YOU MAKE
YOUR CASE FOR YOUR PROGRAM AND
WHAT RESOURCES YOU NEED.
YOU'LL BE DOCUMENTING AND
SHOWING HOW YOUR DIGITAL
PRESERVATION PROGRAM SUPPORTS
YOUR INSTITUTION'S MISSION.
AND A NOTE ABOUT TERM.
THESE DIFFERENT TERMS AND
DIFFERENT DOMAINS.
THESE MODULES REFERRED TO ANY
INSTITUTION NO MATTER THE SIZE
OR TYPE.
WE MATE SAY SCHEDULING OR WE
MIGHT SAY MUSEUMS USE
ACQUISITION.
AND THEY ARE COMMON OUTCOMES.
SO WE'RE GOING TO USE JUST
SELECT FOR THE REST OF THIS
COURSE.
WHAT ARE THE STEPS FOR
SELECTION.
YOU'LL WANT TO DEFINE AND APPLY
SELECTION CRITERIA.
YOU'LL WANT TO DOCUMENT AND
PRESERVE YOUR SELECTION
DECISIONS AND YOU WANT TO
IMPLEMENT THOSE DECISIONS.
SO LET'S LOOK AT SOME SELECTION
CRITERIA EXAMPLES.
WE WANT TO GET THIS DOWN ON
PAPER, CREATING EXPLICIT
CRITERIA FOR SELECTION WILL MAKE
IT POSSIBLE TO BE MORE
SYSTEMATIC AND CONSISTENT IN
YOUR PROGRAM.
SO YOU MIGHT HAVE AN ACQUISITION
OR COLLECTION DEVELOPMENT POLICY
THAT YOU CAN USE FOR YOUR
DIGITAL SELECTION CRITERIA.
YOU MIGHT HAVE PRIORITIES AND
RESIDENCE FOR WHAT'S IMPORTANT.
THERE MIGHT BE CORE RECORD OR

CONTENT TYPES THAT YOU DON'T
NEED TO REVIEW SAY SPHO YOUR
FOUNDER OR IMPORTANT COMMUNITY
RECORDS.
RESEARCH CRITERIA.
WHAT IS OF INTEREST TO YOUR
USERS AND WHAT CONTENT HAVE HIGH
RESEARCH VALUES.
IS IT UNIQUE.
IS THIS THE ONLY COPY OR SOURCE
OF THE MATERIAL.
WHAT ABOUT VALUE, WHATEVER VALUE
MEANS TO YOUR INSTITUTION.
AND AGAIN, LOOK AT WHETHER
MATERIALS ARE PRESERVED
ELSEWHERE.
YOU DON'T WANT TO DUPLICATE YOUR
EFFORTS.
IF YOU HAVE LARGE AMOUNT OF
MATERIAL YOU MAY NEED TO
PRIORITIZE YOUR INVENTORY BEFORE
REVIEWING IT.
AND THESE PRIORITIES ARE ALSO A
CHANCE TO BE STRATEGIC IN YOUR
SELECTION FOR PRESERVATION.
THINK ABOUT YOUR STAKEHOLDERS,
PICK SOMEONE IMPORTANT TO
RESOURCE ALLOCATORS, SUCH AS
SIGNIFICANT MATERIALS OR
PRESIDENT'S ADDRESSES.
OR CHOOSE ITEMS THAT ARE OFTEN
REQUESTED OR SOMETHING FLASHY OR
SOMETHING IF YOUR USERS.
YOU COULD PRIORITIZE AN EASY
COLLECTION, SOMETHING WITH
SIMILAR FILE FORMATS OR
SOMETHING THAT YOU'VE WORKED
WITH BEFORE.
SO IN THAT INSTANCE, THINK LOW
HANGING FRUIT OR AN EASY WIN.
OR YOU MAY WANT TO TACKLE AN
EXTENSIVE COLLECTION FIRST
EXAMINE YOU MAY LEGAL
REQUIREMENTSOR MISSION MANDATES
TO ATTEND.
THINK ABOUT WHAT WILL HAVE
IMPACT FOR YOUR INSTITUTION.

KNEES CONSIDERATIONS ARE WHAT I THINK OF AS SHOW STOPPERS.
YOU SHOULD NOT SELECT MATERIALS FOR PRESERRATION IF ANY OF THESE CRITERIA APPLY.
SO THE CONTENT IS AN IMPORTANT AND SHOULD MATCH YOUR VALUE SCOPE AND MISSION.
REMEMBER THAT YOU DON'T HAVE TO PRESERVE EVERYTHING THAT YOU HAVE.
TECHNICAL, CAN YOU DO IT.
FOR EXAMPLE, DO YOU HAVE SPACE FOR VIDEO FILES AND ARE YOU KNOWLEDGEABLE ABOUT VIDEO FORMATS.
IF NOT, THEN MAYBE YOU DON'T SELECT VIDEO RIGHT NOW BUT YOU USE THIS INFORMATION TO PLAN, TO REQUEST MORE SPACE OR MORE TRAINING OR TO FIND SPACE FROM SOMEONE WHO KNOWS HOW TO HANDLE THIS.
ACCESS IS ANOTHER CONSIDERATION.
AT MY INSTITUTION THIS IS NOT A SHOW STOPPER BECAUSE WE DO HAVE RESTRICTIVE COLLECTIONS THAT MAY BE OPEN AT A LATER DATE.
IF YOU'RE A PUBLIC LIBRARY WITH A MANDATE TO PROVIDE ACCESS TO YOUR MATERIALS, SOMETHING THAT YOU DON'T OWN COPYRIGHT ON AND DON'T PROVIDE MAY BE A GOOD USE OF YOUR RESOURCES.
SO YOU CAN DECIDE WHETHER ON-LINE ACCESS IS AN IMPORTANT CONSIDERATION FOR YOU.
YOU MAY NEED TO LOOK AT DONOR AGREEMENTS AND COPYRIGHT AT THIS POINT.
AND YOU CAN USE THESE CRITERIA TO ADD LANGUAGE TO YOUR ACQUISITION AND APPRAISAL POLICIES TO INCLUDE DIGITAL MATERIALS SO YOU GET THINGS THAT YOU CAN HANDLE.
I'M GOING TO SWITCH GEARS A

LITTLE HERE BECAUSE I'M SURE
MOST OF US ARE FAMILIAR WITH
CHOOSING MATERIALS FROM OUR
COLLECTION.
AND I WANT TO TALK ABOUT DIGITAL
PRESERVATION AS A TEAM EFFORT.
YOU SIMPLY CAN'T BE AN EXPERT IN
EVERYTHING.
ESPECIALLY IN THIS FIELD, IT'S
SO VAST AND TECHNOLOGY CHANGES
QUICKLY AND OFTEN.
SO EVEN IF YOU'RE A ONE PERSON
DEPARTMENT, FOR EXAMPLE YOU
COPYRIGHT CODE OR DEVELOPING
STORAGE SYSTEMS.
YOU NEED TO KNOW THE QUESTIONS
YOU'LL BE ASKING YOUR VENDORS
AND HE PEOPLE YOU'RE WORKING
WITH.
WE WORK WITH DONORS AND
DEPOSITOR AS THEY HAVE
INFORMATION ABOUT DIGITAL
MATERIALS.
SO WE'RE GOING TO BRING UP
ANOTHER POLL.
AND ONLY A POLL IN THE SENSE
THAT I WANTED TO GIVE YOU SOME
BOXES TO CHECK.
AND THINK FOR A MINUTE ABOUT WHO
WOULD BE ON YOUR DREAM TEAM.
WHO CAN HELP YOU AS AGO FORWARD.
  HELP YOU AS YOU GO FORWARD.
OKAY.
EVERYBODY'S SAYING I.T. STAFF.
I LOVE IT.
I HAVE A FRIEND WHO BRINGS
CHOCOLATE TO I.T.
WE'RE GOING TO CLOSE THIS POLL
AND MOVE ON.
AS WE GO FORWARD AND AS YOU GO
FORWARD WE COULD PROGRAM.
IT'S ALWAYS TO THINK ABOUT WHO
YOU CAN HAVE ON YOUR SIDE AND
ADD TO YOUR PROGRAM.
SO SWITCHING BACK JUST THINK
ABOUT OUR INVENTORY AGAIN.
AT THIS POINT, YOU MAY NEED TO

ADD INFORMATION TO YOUR
INVENTORY.
I HAVE SOME DOCUMENTATION THERE.
DOES IT INCLUDE THE SELECTION
CRITERIA THAT YOU DECIDED UPON.
DO YOU NEED MORE INFORMATION AT
A MORE GRANULAR LEVEL THAN YOU
ORIGINALLY THOUGHT?
YOU MIGHT NEED A BETTER COUNT OF
FIVE TO START TO CRUNCH NUMBERS
ESPECIALLY FOR MATERIALS YOU DO
SELECT FOR PRESERVATION.
YOU MAY NEED TO ADD INFORMATION
ABOUT ACCESS AND USE.
MAKE SURE YOU UNDERSTAND THE
COPYRIGHTS ISSUES AND IF YOU ARE
ABLE TO PROVIDE AND PRESERVE
ACCESS.
THERE ARE LOTS OF OPPORTUNITY
HERE TO LEARN AND USE EXPERTISE
WITH YOUR COLLEAGUES SO DON'T BE
AFRAID TO BRANCH OUT AND ASK
QUESTIONS AND ASK FOR HELP HERE.
SO WHAT ARE OUTCOMES FOR THIS
MODULE?
YOU SHOULD NOW KNOW HOW TO GAIN
CONTROL OF POSSIBLE CONTENT FOR
PLANNING PURPOSES.
AND WHERE TO START TO BEGIN TO
DEVELOP A SUSTAINABLE PROGRAM.
AS FAR AS DELIVERABLES, AFTER
SELECTION, YOU'LL HAVE AN
EXPANDED INVENTORY OF DIGITAL
CONTENT WITH METABETA.
YOU MAY HAVE AGREEMENTS WITH
PRODUCERS SUCH AS RETENTION
SCHEDULES, ACQUISITION LISTS,
SUBMISSION AGREEMENTS THAT
INCLUDE DIGITAL MATERIALS.
YOU SHOULD HAVE MORE TEAM
MEMBERS AND STAKE HOLD BUY-IN
FOR YOUR PROGRAM AT THIS POINT.
TAKE A BREAK AND SEE IF THERE
ARE ANY QUESTIONS.
AT THIS POINT.
>> THANKS SO MUCH LAUREN.
WE DON'T HAVE ADDITIONAL

QUESTIONS NOW.
WE WANT TO WELCOME PEOPLE JUST
JOINING AND WANT TO APOLOGIZE
FOR DELAY YOU HAVE EXPERIENCED.
HERE'S ONE.
I WOULD WELL WILLIAM KUGGIONS
FOR COPING WHEN ONE DOESN'T HAVE
A DREAM TEAM.
WHAT IF I.T. AND RESOURCE
ALLOCATORS AREN'T KEEN OR DON'T
UNDERSTAND.
I KNOW THAT'S A REALLY, THAT'S
AN ELABORATE CHALLENGE TO HAVE
TO OVERCOME BUT DO YOU HAVE ANY
TIPS?
>> YES.
MAYBE I JUST LIKE CHALLENGES BUT
I THINK THAT PEOPLE WILL, I
WOULD NOT BE SURPRISED IF A LOT
OF PEOPLE HAVE THIS CHALLENGE.
AND I'M GLAD YOU SAID THIS TOO
CELIA BECAUSE I DIDN'T MENTION
IT IN MY PRESENT YEAH BUT
DEVELOPING RELATIONSHIPS WITH
I.T. IS IMPORTANT AND TRICKY
BECAUSE WE HAVE DIFFERENT
VOCABULARIES -- WHICH TIMES CAN
BE REALLY GOOD BECAUSE THEY HAVE
A LOT OVER EXPERTISE AND
INFORMATION THAT WE NEED.
BUT THERE'S A LOT OF SORT OF
MUTUAL SHARING OF INFORMATION
AND GETTING A RELATIONSHIP WITH
SOMEBODY AND KNOWING WHAT
QUESTIONS TO ASK THEM AND HOW
MUCH TO SHARE ABOUT YOUR PROGRAM
IS REALLY GOOD.
SO I'M NOT SURE THAT'S AN ANSWER
OR JUST SAYING THAT IT'S TRICKY
AND SOMETHING THAT WILL BE WORTH
THE EFFORT SPENDING TIME ON.
>> THEN MELISSA HAD ANOTHER
QUESTION.
IF THERE'S A STAFF FOR AND NO
OTHER I.T. PEOPLE --
>> SURE.
>> THIS IS DANIELLE AND LAUREN

JUST THREW THIS ONE OVER TO ME.
THERE ARE A NUMBER OF PEOPLE OUT
THERE THAT WORK AS INDEPENDENT
CONSULTANTS TO MATE BE -- MIGHT
BE ABLE TO HELP YOU.
WE'RE GOING TO HAVE RESOURCES ON
THE WEBSITE INCLUDING E-MAIL
LISTS THAT INCLUDE THE ARCHIVES
AND ARCHIVISTS LISTS AND OTHER
PLACES.
WHEN YOU HAVE QUESTIONS FEEL
FREE TO GO AHEAD AND ASK THEM
THERE AND SEE IF THERE'S ANYONE
THERE THAT CAN HELP YOU EITHER
FOR FREE OR AS A CON SULTANT WHO
GETS PAID FOR THAT.
THAT'S ONE WAY TO SOLVE THOSE
PROBLEMS.
WE'RE A REALLY SMALL SHOP WE
JUST DON'T HAVE THE LOCAL
EXPERTISE.
>> YES, THANK YOU ROBERT FOR
MENTIONING.
HE HAS FOUND GREAT RESOURCES
THROUGH THE IMAGE ARCHIVISTS.
SO LET'S SEE.
WE HAD QUESTION FROM STEPHANIE
ABOUT SAMPLE DONOR AGREEMENTS
FOR BORN DIGITAL CONTENT.
IF YOU ARE AWARE OF THOSE
RESOURCES, LAUREN, WE'LL PUT
LINKS UP ON THE SITE.
>> YES.
I KNOW THAT THEY ARE OUT THERE.
SOME OF THE MOVERS AND SHAKERS
ARE REALLY GOOD ABOUT POSTING
ALL OF THEIR DOCUMENTATION AND
SOMETIMES THAT CAN GET A LITTLE
OVER MY HEAD FOR SURE.
BUT YES, WE CAN GET A SAMPLE
DONOR AGREEMENT.
>> OKAY.
THERE WAS A REQUEST ALSO FROM
MARSHA ABOUT STATIC HEALTH
SPREADSHEET YOUR INVENTORY.
MAYBE WE'LL JUST ASK YOU FOR
THAT AS A HANDOUT.

WE CAN POST THAT AS WELL SO IT'S
READABLE.
>> I MIGHT MARSHA BUT IT'S
REALLY, I'M JUST HESITANT
BECAUSE I WOULDN'T WANT ANYONE
TO JUST COPY STRAIGHT OFF.
BUT YES, WE CAN DO THAT.
>> IT SEEMS WE HAVE A CHAT ABOUT
REFERRING EQUIPMENT FOR DIGITAL
PRESERVATION.
SOME FOLKS ARE HELPING TO ANSWER
JANENE'S QUESTION.
>> OH, GREAT.
SHE HAD A QUESTION ABOUT
REFURBISHED EQUIPMENT.
I HAD REALLY GOOD LUCK ABOUT S
SAYING ABOUT THE LOCAL LIST
SERVES BEING USEFUL.
VENDORS CAN HAVE A WAD OF
INFORMATION ABOUT DIGITIZATION.
I'VE GOTTEN HELP FROM THEM AND I
THINK DOING GOOGLE SEARCHES WILL
TURN UP REFURBISHED WHICH IS
WHAT WE GOT.
>> KEEP GOING AND IF WE HAVE
QUESTIONS WE'LL GRAB THEM AT THE
END IF WE HAVEN'T ANSWERED THEM
ALREADY.
>> SURE.
>> THANKS.
>> SURE, THANK YOU.
SO HERE ARE A COUPLE OF
RESOURCES THE NETWORKING AND
LIST SERVE AND SOMEBODY ELSE
MENTIONED SOME OF THE MORE
TECHNICAL LIST SERVES.
AND THEN THERE'S A DIGITAL
PRESERVATION MANAGEMENT TUTORIAL
ON-LINE.
SO LET'S FIND OUR SPOT.
WE WENT OVER IDENTIFY, WHAT
DIGITAL CONTENT YOU HAVE.
AND SELECT WHAT PORTION OF THAT
CONTENT WILL BE PRESERVED.
WE'RE GOING TO SKIP THE STORE
AND PROTECT FOR LATER SESSIONS
AND WE'RE GOING TO MOVE ON TO

MANAGE AND PROVIDE.
MANAGE IS WHAT PROVISIONS ARE
NEEDED FOR LONG TERM MANAGEMENT
AND PROVIDE IS WHAT
CONSIDERATIONS ARE THERE FOR
LONG TERM ACCESS.
>>
MODULE 5.
WHAT PROVISIONS ARE NEEDED FOR
LONG TERM MANAGEMENT.
SO FIRST I WANT TO POINT OUT
THIS REPORT, PRESERVING DIGITAL
INFORMATION WHICH REPRESENTS A
SEMINAL MOMENT IN DIGITAL
PRESERVATION PRACTICE.
AND THIS WAS PUBLISHED IN 1996.
SO THAT'S A WHILE AGO NOW.
AND GOOD PRACTICE FOR DIGITAL
PRESERVATION HAS BEEN EMERGING
SINCE THEN.
IN FACT DIGITAL PRESERVATIONED
HAS BEEN AN ORGANIZED PRACTICE
SINCE THE 1970'S WITH NASA AND
THE SCIENTIFIC COMMUNITY AND
THEN IN THE 1980'S WITH
GOVERNMENT RECORDS.
SO ALL THIS MEANS IS THAT AT
THIS POINT WE DO HAVE COMMON
PRACTICE EMERGING AROUND
MANAGEMENT OF DIGITAL
PRESERVATION PROGRAMS.
DIGITAL PRESERVATION MANAGEMENT
CAN BE REPRESENTED AS A
THREE-LEGGED STOOL AND THE THREE
LEGS ARE ORGANIZATIONAL,
TECHNICAL AND FINANCIAL.
EFFECTIVE MANAGEMENT INCLUDES
ORGANIZATIONAL REQUIREMENTS AND
OBJECTIVES.
SO THERE'S HELP AT THE
INSTITUTION DISPIJAL
PRESERVATION PROGRAM WITHIN THAT
INSTITUTION.
IT INCLUDES TECHNOLOGICAL
OPPORTUNITIES AND CHANGE AND IT
INCLUDES FREE SOURCES SUCH AS
FUNDING STAFF AND EQUIPMENT.

WHICH OF THESE DO YOU THINK
INSTITUTION TEND TO FOCUS ON?
WELL THAT WOULD BE TECHNOLOGY
WHICH IS UNDERSTANDABLE AS
TECHNOLOGY'S A BIT MORE TANGIBLE
AND HAS NO QUESTIONS AND
SOLUTIONS.
AS A FIELD WE NEED TO PUSH
OURSELVES TO BE SURE TO INCLUDE
ORGANIZATIONAL HEALTH AND
FINANCIAL RESOURCES IN OUR
DIGITAL PRESERVATION PROGRAMS.
WE'RE MOVING AWAY FROM ONE TIME
DIGITIZATION PROJECTS AND INTO
DIGITAL PRESERVATION PROGRAMS.
SO LET'S THINK ABOUT YOUR TEAM
AGAIN.
AND IF IT'S JUST YOU, WHAT
SKILLS DO YOU NEED IN YOUR
INSTITUTION.
OF THIS PROGRAM.
SO YOU'LL NEED POLICY
DEVELOPMENT, PROGRAM MANAGEMENT,
REPOSITORY SOFTWARE MANAGEMENT
OR PROGRAMMING.
META DATA MANAGEMENT LEGAL
EXPERTISE AND MARKETING
EXPERTISE.
SO IF YOU'RE WORKING ALONE,
THESE ARE SOME OF THE THING
YOU'LL BE DOING.
NOW YOU MIGHT BE USING A SERVICE
FOR EXAMPLE CONTRACTING SOMEONE
TO SET UP YOUR DIGITAL
REPOSITORY SYSTEM OR PURCHASING
ONE.
BUT ALL THESE SKILLS ARE NEEDED
SOMEWHERE IN YOUR PROGRAM.
WHAT ABOUT POLICIES.
PRESERVATION POLICY HANDS THE
BENEFIT OF SPECIFYING AND REALLY
NAILING DOWN INSTITUTIONAL
COMMITMENT.
DEVELOPING AND WRITING THE
POLICY CAN ALSO BE A TEAM
BUILDING EXERCISE TO GET BY AND
ACROSS THE ORGANIZATIONS.

A POLICY WILL DEMONSTRATE
COMPLIANCE WITH GOOD PRACTICE
FOR YOUR COMMUNITY AND IT CAN
HELP YOU MANAGE EXPECTATIONS.
FOR EXAMPLE NOT EVERYTHING WILL
BE PUT ON-LINE PERHAPS AND THIS
IS A CHANCE TO SAY THAT.
IDENTIFY ISSUES AND ENGINES AND
SPECIFIC AREAS WHERE YOU'RE
WEAK.
IT WILL RAISE AWARENESS OF YOUR
DIGITAL PROGRAM AND WILL DEFINE
ROLES AND RESPONSIBILITIES
WITHIN YOUR ORGANIZATION.
AS FAR AS TECHNOLOGY
ORGANIZATIONS DO NEED TO
REGULARLY INVEST IN TECHNOLOGIES
THAT WILL HELP THEM PRESERVE
DIGITAL CONTENT SUCH AS
COMPUTERS AND SERVERS, SOFTWARE
TOOLS AND UTILITIES REPOSITORY
SOFTWARE PACKAGES.
IS SYSTEM SHOULD BE SYSTEMATIC
AND INTENTION.
OUT SOURCING TO VENDORS AND
SERVICE PROVIDERS IS RECENTLY AN
OPTION AND THESE DECISIONS
SHOULD BE AS THOUGHTFUL AS THE
PROCESS TO BUY AND INVENT
TECHNOLOGY.
YOU SHOULD PRIORITIZE
TECHNOLOGY.
YOU SHOULD THEN ASSESS THE
TECHNOLOGY, SET A YOU STEPS TO
MEET YOUR GOALS.
INCLUDE FUNDING DECISIONS.
WE OWN, JOIN OR SHARE AND
COLLABORATE ON RESOURCES.
ANTICIPATE USER INVENTORY AND
SELECTION DOCUMENTS TO
ANTICIPATE NEEDS.
LOOK AROUND AND SEE WHAT
TECHNOLOGY IS EMERGING.
AND EVALUATE CHOICES.
SO INVEST IN TECHNOLOGY WISELY.
DON'T GIVE INTO THE TEMPTATION
TO THROW TECHNOLOGY AT YOUR

MATERIALS.
WHEN LOOKING AT SOFTWARE,
THERE'S A COUPLE THINGS TO
REMEMBER.
YOU SHOULD BE SURE IT WILL WORK
ON WIDELY USED OPERATING
SYSTEMS.
AND BE WELL SUPPORTED BY EITHER
THE COMMUNITY OR THE DEVELOPERS.
SO HAVING A COMMUNITY OF
PRACTICE OF MANY INSTITUTIONS
USING THE SOFTWARE IS OFTEN A
GOOD SIGN.
AND THE THIRD LEG OF THE STOOL
IS FUNDING.
SO IDENTIFYING FUNDING FOR
DIGITAL PRESERVATION CAN BE
CHALLENGING BUT ANY PROGRAM IN
AN ORGANIZATION NEEDS TO SUSTAIN
FUNDING TO DEVELOP AND GROW.
FUNDING ENSURES FUNDS ARE SET
ASIDE FOR DIGITAL PRESERVATION.
IT ALSO INDICATES MEASURABLE
CASE OF INTENT TO PRESERVE SO IT
SENDS A MESSAGE TO STAKEHOLDERS.
IT'S CHALLENGING BUT OVER TIME
FUNDING CONTRIBUTES TO YOUR
TRACK RECORD AND REPLICATION.
FUNDING CAN BE EXPLICIT SUCH AS
A LINE ITEM IN THE BUDGET BUT
EVEN IF YOU DON'T HAVE A LINE
ITEM, YOU'LL NEED TO MAKE SURE
THAT YOU HAVE FUNDING.
ALSO IMPORTANT IS SUCCESSION
PLANNING.
SO YOU SHOULD BE WILLING TO
EMPLOY AN INSTITUTION TO TAKE
OVER YOUR MATERIALS SHOULD
SOMETHING DRASTIC OCCUR AND
MEANS FOR THE PROGRAM TO
CONTINUE SHOULD YOUR JOB OR
DUTIES CHANGE.
>> SHOULD I STOP FOR QUESTIONS
NOW OR PRESS AHEAD.
>> WE DO HAVE A LOT OF QUESTIONS
BUT I DON'T WANT YOU TO RUN OUT
OF TIME.

SO WHY DON'T YOU PUSH AHEAD
RIGHT NOW UNTIL THE END.
>> OKAY.
>> THANKS.
>> SURE.
EARLIER I WAS TALKING ABOUT
DIGITAL PRESERVATION STANDARDS.
THE DIGITAL COMMUNITY NOW HAS A
FOUNDATION OF STANDARDS AS BASES
FOR GOOD PRACTICE.
THESE INCLUDE TRUSTWORTHY
DIGITAL REPOSITORIES, OAIS OR
OPEN ARCHIVAL INFORMATION
SYSTEMS.
REFERENCE MODELS WHICH IS NOW AN
ISS STANDARD.
ALSO PRESERVATION META DATA
IMPLEMENTATION STRATEGIES OR
PREMISE.
RECENTLY THERE'S A CHECKLIST FOR
TRUSTWORTHY REPOSITORIES AUDIT
AND CERTIFICATION OR TRACK.
SO THESE ARE STANDARDS YOU
SHOULD KNOW ABOUT AND YOU CAN
WORK TOWARDS PERFORMANCE.
THESE ATTRIBUTES OF A
TRUSTWORTHY DIGITAL REPOSITORY
HAVE BEEN USED SINCE 2002 BY
ORGANIZATIONS TO GUIDE THE
DEVELOPMENT OF THEIR DIGITAL
PRESERVATION PROGRAM.
SO AS WE GO THROUGH MAYBE THINK
ABOUT CHARACTERISTICS THAT YOUR
ORGANIZATION ALREADY HAS.
YOU CAN START TO WRITE THIS DOWN
IN YOUR PRESERVATION PROGRAM
PLAN AND THRUSH THEM OUT IN
POLICIES AND PROCEDURES AGO.
COMMUNITY STANDARDS.
YOU CAN COMMIT TODAY TO
COMPLYING TO OAIS AND TO THE
THIS IN YOUR POLICY STATEMENT.
COMMITMENT OR ADMINISTRATIVE
RESPONSIBILITIES.
I'M GUESSING THAT YOUR
INSTITUTION SUPPORT YOU BEING AT
THIS WEBINAR AND MAYBE HAVE

TASKED YOU WITH DIGITAL
PRESERVATION.
SO THAT'S A COMMITMENT ALREADY.
MANAGEMENT.
HOW VIABLE IS YOUR ORGANIZATION?
IF DISMANTLING IS A POSSIBILITY,
DO YOU HAVE A SUCCESSION PLAN.
RESOURCES.
WHAT FUNDING HAS ALREADY BEEN
DESIGNATED FOR DIGITAL
PRESERVATION.
A FAR AS INFRASTRUCTURE WHAT
TECHNOLOGY DO YOU ALREADY V FOR
EXAMPLE SERVERS OR SCANNERS.
WHAT TYPE OF SECURITY SIST FULL
 --
SYSTEM DO YOU HAVE AS FAR AS LOG
IN AND PASSWORDS.
WHAT ABOUT LOCKED DOORS.
AND DOCUMENTATION, AS YOU MOVE
FORWARD DOCUMENT YOUR POLICIES
TO ENSURE PROCEDURAL
ACCOUNTABILITY.
SO YOUR INSTITUTION MAY HAVE
SOME OF THESE CHARACTERISTICS
ALREADY.
YOU JUST NEED TO MAKE IT, PLICIT
FOR YOUR DIGITAL DOCUMENTATION.
YOU CAN USE THESE CHARACTERS TO
EXPLAIN YOUR PROGRAM TO
POTENTIAL DONORS AND OTHER
STAKEHOLDERS.
AND THE FINAL SESSION OF THIS
SERIES WILL GO OVER THESE
STANDARDS MORE.
GAP KNOWS IS A GREAT MANAGEMENT
TOOL AT THIS POINT.
YOU CAN ASK WHERE ARE WE, WHERE
WE WANT TO BE AS FAR AS
COMMUNITY STANDARDS AND
REQUIREMENTS THAT WE JUST LOOKED
AT.
AND THEREFORE WHAT DO WE NEED TO
WORK ON.
SO OUTCOMES FOR THE MANAGEMENT
PIECE INCLUDE THINKING ABOUT
WHAT WILL STANDARDS, PERFORMANCE

AND GOOD PRACTICE LOOK LIKE FOR
YOUR ORGANIZATION AND HOW WILL
YOUR ORGANIZATION DEMONSTRATE
GOOD BRA?
 GOOD PRACTICE.
I'M GOING TO GO AHEAD AND MOVE
ON TO THE LAST SECTION, MODULE
SIX AND THEN WE'LL HAVE
QUESTIONS AFTER THAT.
MODULE 6 IS PROVIDE WHAT
CONSIDERATIONS ARE THERE FOR
LONG TERM ACCESS.
WELL FIRST, WHAT IS LONG TERM
ACCESS.
PRESERVATION DOES MAKE LONG TERM
ACT SELLS -- ACCESS POSSIBLE.
I USE THAT TERM WHEN TALKING TO
MAJOR STALK SHOULDERS BUT THERE
ARE DIFFERENCES.
RELIES ON PROVEN RELIABLE AND
EVEN STODGY TECHNOLOGIES TO
PRESERVE DIGITAL OBJECTS ACROSS
GENERATIONS OF TECHNOLOGY.
ACCESS RELIES ON CUTTING EDGE
TECHNOLOGIES TO PROVIDE THE BEST
AND FASTEST ACCESS AT A POINT IN
TIME.
PRESERVATION ACCUMULATES META
DATA OVER THE LIFE CYCLE TO
PLACE AND PRESERVE CONTENT AND
ACT SAYS SELECTS METADATA NEEDED
TO USE AND UNDERSTAND CONTENT.
PRESERVATION SYSTEMS CREATE NEW
INVESTIGATORS OF DIGITAL OBJECTS
AS NEEDS AND TECHNOLOGY CHANGE
OVER TIME.
AND ACCESS SYSTEMS DELIVER THE
MOST APPROPRIATE VERSION THE AT
ANY GIVEN TIME.
THE PURPOSE OF PRESERVATION IS
TO ENSURE LONG TERM ACCESS AND
THE PURPOSE OF ACCESS SYSTEMS IS
TO PROVIDE CONTENT TO USERS.
AND OF COURSE THE FOCUS OF
PRESERVATION AS FUTURE USERS AND
THE FOCUS OF ACCESS OF CURRENT
USERS.

SO YOU CAN THINK OF THESE AS TWO
DIFFERENT SYSTEMS.
AND WE CAN THINK ABOUT HOW
ACCESS INFORMS A PRESERVATION
PROGRAM.
AND OF COURSE HOW THE ENDED
RESULT IS ACCESSED.
SO WHEN THINKING ABOUT PROVIDING
CONTENT AS PART OF YOUR
PRESERVATION PLAN, YOU WANT TO
BE SURE THAT CONTENT WILL BE
DELIVERED TO USERS OVER TIME.
IN THESE WAYS.
IT SHOULD BE DELIVERED EASILY,
USING CURRENT AND KNOWN
TECHNOLOGIES.
IT SHOULD BE COHERENT, WELL
DOCUMENTED AND PRESENTED.
IT SHOULD BE COMPLETE, IN TACT
AND WELL FORMED.
IT SHOULD BE RENDERED CORRECTLY,
ACCURATELY REPRESENTING
DEPOSITS.
IT SHOULD BE RELIABLE USING WELL
MANAGED TECHNOLOGIES.
CONSISTENT IN ACCORDANCE WITH
POLICIES AND FAIRLY WITH EQUITY
AND PRECEDENT.
SO THIS IS ALSO NOT NEW BUT IT
MIGHT BE USE THINKING ABOUT
DIGITAL MATERIALS IN THIS WAY.
ORGANIZATIONAL OR INSTITUTIONAL
AND RESPONSIBILITIES FOR
PROVIDING ACCESS INCLUDING
MAINTAINING AND DEVELOPING
COMPREHENSIVE ACCESS POLICIES.
POLICIES MAKES CONSISTENT
SUSTAINABLE ACCESS POSSIBLE OVER
TIME AND AD HOC DECISIONS DO
NOT.
YOU'LL WANT TO MANAGE
PRESERVATION AND ACCESS IN
PARALLEL.
TRANSPARENCY AND COMPLIANCE
SURROUNDING ACCESS ARE IMPORTANT
SO HAVING CLEAR WELL DOCUMENTED
DECISIONS, PROVIDING CONTENT TO

CURRENT AND FUTURE USERS.
ADAPTING NEW TECHNOLOGIES FOR
DISCOVERY AND DELIVERIES AND
MANAGING LEGAL ISSUES THROUGHOUT
THE LIFE CYCLE.
SO WHAT ISSUES MIGHT YOU
ENCOUNTER AROUND ACCESS TO
MATERIALS AND HOW WOULD YOU
SOLVE THESE ISSUES.
WHO IS ALLOWED TO HAVE ACCESS TO
CONTENT.
ARE ACCESS POLICIES EQUAL FOR
ALL CONTENT.
IF NOT HOW ARE THE CATEGORIES
MANAGED.
HOW ARE EXCEPTIONS OR SPECIAL
REQUESTS HANDLED.
HOW DO USERS REQUEST OR GET
ACCESS AND WHAT OPTIONS DO USERS
HAVE.
SO CONSIDER USING AN FAQ AS A
STEP TO DEVELOPING POLICIES.
AND YOU CAN ALSO THINK ABOUT HOW
THESE ISSUES CAN BE HANDLED VIA
TECHNOLOGY AND HOW THEY CAN BE
HANDLED THROUGH POLICY.
AND WHAT SORT OF COMBINATION IT
WILL TAKE.
TO MANAGE THESE ACCESS POLICIES.
IMPLEMENTATION.
ACCESS DECISIONS SHOULD BE
DOCUMENTED AND TRANSLATED INTO
POLICY STATEMENTS.
ACCESS POLICIES SHOULD ADDRESS
REQUIREMENTS FOR PRESERVATION
SYSTEMS TO PRODUCE ACCESS
OBJECTS.
ACCESS POLICIES SHOULD REFLECT
AND RESPOND TO NEW DELIVERY
DISCOVERY ISSUES THAT EMERGE,
AND PRESERVATION SYSTEMS AND
PROCEDURES SHOULD INCORPORATE
AND REFLECT ACCESS POLICIES AND
DECISIONS.
WHAT ARE THE DIFFERENT ROLES
INVOLVED FOR PROVIDING CONTENT?
THESE INCLUDE ACCESS SERVICE

MANAGERS WHO DEFINE SERVICES.
POLICY DEVELOPERS WHO ARE NEEDED
TO CAPTURE ACCESS DECISIONS.
ACCESS SYSTEM DEVELOPERS OR
PURCHASERS TO ENACT DECISIONS
AND ACCESS SYSTEMS MANAGER NEED
TO MONITOR AND RESPOND TO THE
SYSTEM.
USER SUPPORT STAFF SYSTEMS TO
ASSIST USERS.
SYSTEM ADMINISTRATORS TO MANAGE
THE ENVIRONMENT, AND USERS OF
CONTENT TO UNDERSTAND AND FOLLOW
THE RULE.
AND AGAIN, IF YOU'RE THE ONLY
PERSON ON YOUR DIGITAL
PRESERVATION PROGRAM THESE ARE
THE HATS YOU'LL BE WEARING OR
THINK OF IT AS A CHECK LIST FOR
WHAT ROLES AND ACTION YOU NEED
TO TAKE.
WHEN THINKING ABOUT ACCESS, WHAT
DO WE KNOW ABOUT OUR USERS?
IT MAY BE POSSIBLE TO TRACK AND
RESPONSE TO CURRENT USERS AND
FIND OUT WHO THEY ARE.
HOW DO WE ANTICIPATE, EITHER
THROUGH USER SURVEYS OR USAGE
INFORMATION FROM YOUR SYSTEM.
HOW DO ANTICIPATE THE NEEDS OF
FUTURE USERS.
THAT'S TRICKY.
THEY'RE DRIVEN BY DELIVERY AND
TECHNOLOGY THAT THEY KNOW AND
WANT.
WE CAN'T PREDICT FUTURE
TECHNOLOGIES, SO THAT'S A
BALANCE WE NEED TO MANAGE AND BE
AWARE OF.
PRESERVATION PROVIDES A PATHWAY
FROM ONE GENERATION OF
TECHNOLOGY TO THE NEXT SO WE CAN
USE THESE FUTURE TOOLS.
SO HOW SHOULD DIGITAL CONTENT BE
PACKAGED FOR DELIVERY AT
SPECIFIC POINTS OVER TIME.
WHAT ABOUT SUSTAINABLE ACCESS.

EFFECTIVE AND SUSTAINABLE
DIGITAL PARTICIPATION PROGRAMS
AWK -- ADDRESS THE VALUE.
THE ROLE THEY IDENTIFY
STAKEHOLDERS AND INVOLVE THEM IN
THE PROCESS.
INCENTIVES, THEY IDENTIFY
CARROTS ACROSS THE LIFE CYCLE.
SO WHAT ARE OUR GOALS FOR THE
PROVIDE MODULE?
WE SHOULD HAVE CLEAR ACCESS
POLICIES THAT ADDRESS LONG TERM
ACCESS.
WE SHOULD HAVE LINKS BETWEEN
PRESERVATION AND ACCESS OVER
TIME THAT ENSURE CURRENT ACCESS
AND LONG TERM ACCESS.
WE SHOULD HAVE THE CAPACITY TO
CREATE DISSEMINATION PACKAGES
FROM PRESERVATION PACKAGES USING
CURRENT TECHNOLOGIES.
AND AN AWARENESS OF AND CONTROL
OVER RELEVANT RIGHTS MANAGEMENT
ISSUES FROM CREATION OR DEPOSIT
FORWARDS.
SO THAT IS THE END OF MY
PRESENTATION.
AND I WOULD ENCOURAGE YOU TO
TAKE A MINUTE NOW TO THINK ABOUT
THREE THINGS YOU CAN DO TO WORK
ON YOUR INSTITUTION'S DIGITAL
PRESERVATION PROGRAM RIGHT NOW.
JUST WRITE DOWN THREE THINGS
THAT ARE STEPS YOU CAN TAKE.
I'LL BE GLAD TO ANSWER THESE
QUESTIONS THAT ARE COMING UP.
I HAVE A FEW MORE RESOURCES
LISTED HERE AND ON THE WEBSITE.
>> ALL RIGHT, THANK YOU SO MUCH
LAUREN.
I JUST WANTED TO JUST RECAP A
COUPLE OF QUESTIONS AND THEN
SOME RESPONSES THAT DANIELLE
GAVE REGARDING COPYRIGHT.
SO CINDY SAID DOES ANYONE HAVE
ANY LEGAL RESOURCES FOR
KNOWLEDGE ABOUT COPYRIGHT ISSUES

AND SHARED THE LINK ON THE --
DANIELLE WAS SAYING IT MIGHT BE
NECESSARY TO TALK TO A LAWYER
BUT IN GENERAL DANIELLE WAS
SAYING THAT JUST BECAUSE YOU
DIGITIZED SOMETHING DOESN'T GIVE
IT A NEW COPYRIGHT.
IF IT WAS IN PUBLIC DOMAIN
BEFORE THE DIGITIZED COPY IS
STILL PUBLIC.
IF YOU OWN THE COPYRIGHT FROM
THE ORIGINAL ITEM THEN YOU OWNED
THE COPYRIGHT TO THE DIGITIZED
COPY.
WE WEREN'T GOING TO GET INTO
HUGE AMOUNTS OF CONVERSATION
ABOUT COPY RIGHT ON THIS BUT
AGAIN IF WE FIND GOOD RESOURCES,
WE WILL MAKE SURE TO PUT IT ON
THE SITE BECAUSE WE KNOW IT'S A
COMPLEX ISSUE.
AND I THINK THAT PRETTY MUCH
ANSWERS JANENE'S QUESTION ABOUT
THEIR POLICY TO PUT COPYRIGHT
TAG ON ALL THE DIGITIZED CONTENT
THAT THEY CREATE.
>> DO YOU HAVE ANY TWO CENTS TO
THROW INTO THAT CONVERSATION,
LAUREN?
>> NO, I DON'T.
JUST THAT IT IS IMPORTANT TO
STAR THINKING ABOUT COPYRIGHT AS
EARLY AS POSSIBLE IN THE
PROCESS.
>> AND THEN DO YOU SEE MAGGIE
MUELLER'S QUESTION ABOUT
PRIVACY?
>> YES.
>> COULD YOU READ THAT OUT LOUD
AND THEN GIVE YOUR REPLY.
>> SURE, YES.
SO MAG PEE IS ASKING AS AN
ACADEMIC INSTITUTION WE HAVE
DIGITAL MATERIALS THAT ARE
COVERED BY FIRPA.
PRESERVATION IS IMPORTANT FOR
THESE RECORDS BUT DUE TO PRIVACY

THE RECORDS DON'T END UP IN
ARCHIVES OF SHOULD THEY END UP
ON THE INVENTORIES.
I'M SORRY SOMEONE'S GOING TO
HELP ME OUT WITH FIRPA.
IS IT THE -- IS THAT FOR THE
STUDENT RECORDS?
AND SO I'M GUESSING THAT THESE
WOULD BE ON OUR RECORDS
RETENTION SCHEDULE AND THEY
WOULD BE DESTROYED AT SOME POINT
IS THAT RIGHT OR ARE THEY KEPT
IN PERPETUITY THEY'RE JUST
PRIVATE.
BUT EITHER WAY, IF IT WERE ME, I
WOULD DEFINITELY PUT IT ON THE
INVENTORY BECAUSE EVEN IF IT'S
SOMETHING THAT YOU NEED TO KEEP
FOR 20 YEARS, YOU DON'T WANT TO
PUT IT ON A CD AND WALK AWAY
FROM IT.
YOU'RE GOING TO NEED TO HAVE
PRESERVATION MANAGEMENT TOOL FOR
IT EVEN IF YOU'RE ONLY GOING TO
KEEP IT FOR FIVE OR TEN YEARS.
I WOULD FIT ON THE INVENTORY AND
HAVE A COLUMN THAT SAYS WHAT'S
THE RETENTION PERIOD ON THIS.
>> I THINK THAT CAME UP RECENTLY
ON OUR ON-LINE COMMUNITY A
QUESTION SOMEONE HAD ABOUT
MEDICAL RECORDS AS WELL.
>> YES.
THIS IS DANIELLE.
I JUST WANTED TO ADD, THE BOOK
BY PETER HURDLE HAS BEEN
MENTIONED ON THE Q&A AND SOMEONE
ACTUALLY POSTED THE LINK.
WE'RE GOING TO APPEARED THAT TO
YOUR RESOURCES PAGE.
IF I REMEMBER HE ACTUALLY DOES
GO INTO FIRPA INFORMATIONAL AND
MEDICAL RESOURCES TO GIVE YOU A
LITTLE BIT OF GUIDANCE HOW TO
DEAL WITH THOSE.
THAT IS AN ONGOING ISSUE NOT
JUST COPYRIGHT BUT PRIVACY WHICH

IS ALSO A FEDERAL LAW IS
SOMETHING YOU NEED TO CONSIDER
FOR MAKING MATERIALS PUBLICLY
AVAILABLE.
>> WE HAVE SOME QUESTIONS ABOUT
OLDER TECHNOLOGY.
AND SO SAVING OLDER TECHNOLOGY
IN CASE YOU MIGHT NEED TO USE
IT, PULLING DATA OFF FIVE AND A
QUARTER INCH FLOPPIES -- FUN
STUFF.
I'M NOT SURE OTHER SPEAKERS WILL
BE GETTING INTO THIS IN MORE
DETAIL BUT DO YOU HAVE ANY
INFORMATION.
>> YES.
I'M GOING TO PASS IT TO DANIELLE
IN JUST A MOMENT BECAUSE I'M
SURE THAT WE WILL BE TALKING
ABOUT IT LATER IN THE SERIES.
BUT MY FIRST THOUGHT IS THIS IS
A GOOD CHANCE TO COLLABORATE
WITH OTHERS.
LIKE -- IS A GOOD EXAMPLE.
THOSE PLAYERS ARE HARD TO FINE.
I'M SURE IN SOME OFFICE SOMEBODY
HAS A -- TAPE PLAYER.
MY PREFERENCE IS INSTEAD OF
KEEPING ONE MYSELF I WOULD TRY
TO PARTNER WITH SOMEBODY.
THAT'S DEFINITELY SOMETHING THAT
WOULD BE HELPFUL FOR YOUR
PROGRAM.
>> SO THIS IS DANIELLE AGAIN.
AND JUST TO SPEAK ABOUT THE
TECHNOLOGY, ALTHOUGH WE WILL
TOUCH ON THIS A LITTLE BIT IN
SESSION 2 AND PERHAPS A LITTLE
BIT IN SESSION 4 AS WELL.
THIS IS ONE OF THE MOST VEXING
ISSUES OF PRESERVING DIGITAL
MATERIALS IS FINDING ORIGINAL
HARDWARE THAT WORKS.
SEVERAL E-MAIL LISTS HAVE BEEN
MENTIONED AS RESOURCES.
AMONG THE GOOD ONES -- HAS BEEN
MENTIONED, THE ASSOCIATION OF

MOVING IMAGE ARCHIVISTS.
THE SO INFORMATION FOR RECORDED
SOUND COLLECTIONS IS ANOTHER
REALLY GOOD ONE.
AND THE ARCHIVE AND ARCHIVISTS
LIST.
I SEE THESE COME UP OCCASIONALLY
ON THE MUSEUM L LIST.
PEOPLE ARE SAYING I NEED THIS
TYPE OF TECHNOLOGY DOES ANYONE
HAVE IT AVAILABLE.
SEA -- SO THIS IS ONE WAY TO TRY
TO FIND THIS.
ROBERT HAS MENTIONED A FEW TIMES
ON THE Q&A ABOUT VENDORS AND
LEARNING HOW TO EVALUATE
VENDORS.
THIS IS AN ONGOING ISSUE.
AND SOMETHING THAT YOU MIGHT
WANT TO CONSIDER IS AGAIN ASKING
FOR OPINIONS ON ANY OF THESE
DISCUSSIONS.
THESE ARE LISTS OF YOUR PEERS.
THERE ARE ALSO VENDORS WHO ARE
SIGNED UP FOR THOSE LISTS AND
THEY MAY TRY TO PROMOTE
THEMSELVES BUT YOU CAN GET
HONEST OPINIONS OFTEN BY PRIVATE
REPLY.
SO VARIOUS THINGS THAT YOU CAN
DO TO TRY TO MANAGE THE
TECHNOLOGICAL HURDLES.
WE'RE NOT GOING TO ADDRESS ALL
OF THEY ISSUES IN THIS SERIES
BECAUSE WE COULDN'T.
IT WOULD TAKE A REALLY LONG TIME
AND IT'S JUST AN ONGOING ISSUE.
SO JUST REMEMBER DON'T STOP YOUR
EDUCATION WITH THIS SERIES, KEEP
LOOKING FOR ADDITIONAL RESOURCES
GOING FORWARD.
>> THANKS, DANIELLE.
LET'S SEE.
I DON'T KNOW, LAUREN, IF YOU'RE
FAMILIAR WITH PAST PERFECT
SOFTWARE THAT MUSEUMS USE FOR
CATALOGING MUSEUM COLLECTIONS

AND THAT STORES DIGITAL IMAGES
AS WELL.
>> SURE.
>> DID YOU SEE LYNN'S QUESTION.
>> I AM LOOKING AT LYNN'S
QUESTION AND SHE'S SAYING THEY
DON'T HAVE DIGITAL CONTENT NOW
BUT THEY'RE PLANNING ON SCANNING
AND DIGITIZING.
AND SHE SAID THAT SHE'S
CONCERNED WITH DEALING WITH
PRESERVATION NOW AT THE POINT OF
CONVERSATION WHICH IS PERFECT,
THAT'S WHEN YOU WANT TO START
BEING CONCERNED ABOUT IT.
SO ARE THERE AVAILABLE EXAMPLES
OF WAYS TO ORGANIZE RECORDS IN
THE ON-LINE FORMAT.
>> I THINK SOMEONE SUGGESTED
THAT THE PAST PERFECT COMPANY
I'VE ALWAYS UNDERSTOOD IT AS
CUSTOMER SUPPORT AND THEY HOST
WEBINARS AND THEY HAVE, THEY MAY
BE A RESOURCE FOR INFORMATION
SPECIFICALLY FOR THIS CASE.
>> OKAY.
YES, I THINK THAT, YES, I THINK
SHE'S ON THE RIGHT TRACK TO FIND
OUT THE ANSWERS NOW AS FAR AS
DUPLICATING EFFORTS LIKE
REENTERING METADATA MAYBE MAKING
SURE SHE CAPTURES ALL THE
PRESERVATION NOT METADATA SHE
NEEDS NOW IN THE FUTURE TO
HANDLE THAT THE FIRST TIME
AROUND.
>> RIGHT.
AND THEN WHILE I HAVE, CAN YOU
JUST GIVE A QUICK DEFINITION FOR
METADATA, IT WILL BE COVERED IN
NEXT WEEK'S WEBINAR.
NOT IN DETAIL --
>> I WISH I KNEW WHO WAS ASKING
BECAUSE IT'S SUCH A FUNNY WORD.
IT'S THE SAME THING AS
CATALOGING TO ME.
IT'S TECHNICALLY MEANS THE DATA

ABOUT DATA SO ANY INFORMATION
THAT YOU NEED ABOUT YOUR
INFORMATION OBJECT.
SO A REALLY SIMPLE EXAMPLE IS
THAT YOU MIGHT HAVE A TITLE
AUTHOR SUBJECT.
IN THE DIGITAL REALM WE WOULD
CALL THAT METADATA.
THEN YOU ALSO HAVE TECHNICAL
META DATA SO YOU MIGHT WANT TO
KNOW WHAT THE FILE TYPE IS,
SIZE, WHAT YEAR, WHAT VERSION OF
SOFTWARE IT USES.
THERE'S ALSO PRESERVATION
METADATA, AND THE CATEGORIES ARE
NOT AS IMPORTANT BUT MAKING SURE
THAT YOU HAVE THE INFORMATION
THAT YOU NEED TO GO FORWARD
ABOUT YOUR MATERIALS.
AND I THINK YOU HAVE THE WHOLE
SESSION ON METADATA.
>> THERE IS.
IN FACT ACTUALLY I'M GOING TO
PULL IT OVER NOW THAT WE MENTION
IT BUT THAT IS ONE OF YOUR
HOMEWORK QUESTIONS, IT COULD BE
TO THINK ABOUT INFORMATION THAT
MIGHT BE IMPORTANT WHEN YOU
INVENTORY YOUR COLLECTION.
>> RIGHT.
AND THEN THAT WILL BE YOUR
METADATA.
THE BEGINNINGS OF IT.
>> IT'S THE A GREAT QUESTION AND
IT'S GOING TO COME UP A LOT.
SO MARIA HAD ASKED IF THERE ARE
SAMPLE PRESERVATION POLICIES,
DIGITAL PRESERVATION POLICIES
AVAILABLE.
AND YES.
>> DID YOU WANT TO GO AHEAD.
>> GO AHEAD.
>> THERE IS.
IN THE TUTORIAL KIND OF THAT IS
IN THE DIGITAL PRESERVATION
MANAGEMENT TUTORIAL WHICH IS IN
THE RESOURCES, I'LL WALK YOU

THROUGH THAT AND THERE ARE LOTS
OF PRESERVATION POLICIES
AVAILABLE.
I KNOW PEOPLE ARE ASKING FOR
LOTS OF SAMPLES SO I'M SURE
WE'LL COME UP WITH SOME FOR THE
WEBSITE AFTER WE'VE HAD A CHANCE
TO LOOK FOR THEM.
I JUST WANT TO WARN THAT MOST OF
THE PRESERVATION POLICIES THAT
ARE AVAILABLE ARE THINGS THAT,
YOU KNOW, STANFORD PUT ON-LINE.
WELL THAT'S NOT REALLY ALL THAT
MUCH USEFUL TO ME HONESTLY.
THOSE ARE HUGE ORGANIZATIONS
THAT JUST HAVE VERY DIFFERENT
NEEDS AND WAYS OF MEETING THOSE
NEEDS.
SO I'M GOING TO THINK SOME MORE
BUT I WOULD RECOMMEND THAT
TUTORIAL FIRST AS A SIMPLE WAY
TO SORT OF WALK THROUGH THE
POLICIES AND THE DOCUMENTATION
THAT YOU'LL NEED.
>> RIGHT.
>> AND THEN ROBERT ASKED A GREAT
QUESTION ABOUT THE ADVANTAGES
AND DISADVANTAGES OF USING OPEN
SOFTWARE FOR CONTENT MANAGEMENT.
BUT I THINK DANIELLE HAD SAID WE
WILL DEFINITELY BE GETTING INTO
THAT IN MORE DEAL IN LATER
WEBINARS.
>> YES.
DANIELLE'S WHISPERING TO ME I
TEND TO AGREE WITH HER.
MY GUT REACTION CALL ON THIS IS
TO PAY FOR SOMETHING UP FRONT
THAT YOU'LL GET THE SUPPORT FOR.
OPEN SOURCE CAN BE REALLY HARD
TO DEAL WITH IF YOU HAVE LIMITED
IP STAFF.
YOU END UP SPENDING ALL OF YOUR
TIME LEARNING HOW TO WORK THE
SYSTEM OR WHAT'S WRONG WITH IT
AND YOU DON'T HAVE ANY SUPPORT.
SO MY KNEE JERK REACTION IS

EXPLORE YOUR OPTIONS AND IF
THERE ARE A LOT OF PEOPLE USING
THIS WHATEVER SOFTWARE PLATFORM
YOU'RE THINKING ABOUT LIKE D
SPACE IS AN OPEN SOURCE BUT
THERE ARE VENDORS WHO WOULD DO
THE CUSTOMIZATION FOR YOU SO YOU
CAN WORK OUT ARRANGEMENTS LIKE
THAT TO WHERE YOU'RE NOT STUCK
WITH MANAGING THIS SOFTWARE THAT
DOESN'T HAVE ANY SUPPORT WITH
IT.
>> GREAT.
I DON'T KNOW IF YOU WANT TO --
I'M NOT SURE IF YOU'VE SEEN
OTHER QUESTIONS I HAVE NOT
CAUGHT.
THERE WAS A GOOD EXCHANGE MORE
ABOUT PRIVACY AND RECORDS AND
RECORDS RETENTION.
AND I THINK BASICALLY WE
SATISFIED THAT, THAT
CONVERSATION.
I JUST WANT TO MAKE SURE WE GOT
EVERYBODY.
>> YES.
THIS HAS BEEN A WHOLE SERIES OF
QUESTIONS IN THE Q&A AND I DON'T
KNOW THAT WE CAN GIVE YOU ALL OF
THE ANSWERS BECAUSE SOME OF THIS
IS GOING TO BE VERY
INSTITUTION-SPECIFIC.
AND BASICALLY COMES DOWN TO HOW
TO INTERPRET THE EDUCATION
RESOURCES PRIVACY ACT.
I WAS JUST SUGGESTING THE NAME
OF THE ACT FOR FIRPA.
IN SOME CASES INSTITUTIONS
HANDLE THESE RESOURCES BY
ACTUALLY DESTROYING THEM.
IF THE RESOURCE NO LONGER EXISTS
IT IS PRIVATE.
IN OTHER CASES, THEY DO SAY THAT
AND IT DOES BECOME AN ARCHIVAL
RECORD, AND THEY ASSUME THAT AT
SOME POINT, THE RESTRICTIONS OF
THE ACT IS SATISFIED AND THEY

DON'T HAVE TO WORRY ABOUT IT SO
MUCH.
BUT AGAIN THIS IS SOMETHING THAT
YOUR INSTITUTION NEEDS TO
DEVELOP A VERY SPECIFIC POLICY
FOR.
AND YOU MAY NEED TO GET LEGAL
ADVICE.
THERE ARE LAWYERS WHO PERSONIZE
IN INTELLECTUAL PROPERTY.
INSTITUTIONS HAVE LAWYERS ON
STAFF EITHER AT THE, IN LIKE THE
PRESIDENT'S OFFICE OR AT THE
SYSTEM LEVEL.
AND YOU MIGHT HAVE TO PAY A FEE
TO CONSULT WITH THEM BUT THEY'RE
THE ONES YOU REALLY NEED TO HELP
YOU GET THESE SPECIFIC NITTY
GRITTY DETAILS.
WE CAN'T GIVE YOU LEGAL ADVICE
IN THIS SORT OF SESSION.
NONE OF US ARE LAWYERS.
SO I DON'T WANT TO MISLEAD YOU.
IF YOU READ IT, THAT'S PROBABLY
THE ANSWER AS TO Y I'VE SEEN A
FEW MORE QUESTIONS.
WE'RE TRYING TO KEEP UP WITH THE
QUESTIONS BUT THERE ARE AN AWFUL
LOT OF FOLKS HERE.
I KNOW WE'VE MISSED IT BUT FEEL
FREE TO REPEAT IT IF WE HAVEN'T
GOTTEN TO YOU.
>> I JUST WANTED TO, WHILE
DANIELLE'S READING SOME OF THE
QUESTIONS I JUST WANT TO SAY ALL
OF THIS WILL BE RECORDED.
WE'LL HAVE THE TRANSCRIPT FROM
THE CLOSED CAPTION SO IF YOU
JOINED IS LATE.
WE'LL BE E-MAILING ALL
REGISTERED PARTICIPANTS A LINK
TO THE RECORDING AND WE WILL
EDIT OUT SOME OF THE BAD AUDIO
WE EXPERIENCED AT THE BEGINNING
OF THIS SESSION.
AND WE'LL ALSO BE GETTING AN
ANSWER ON I THINK WHAT PROBABLY

HAPPENED AT THE BEGINNING OF OUR
SESSION IS OUR WEBSITE CRASHED
BECAUSE WE HAD SO MANY PEOPLE
THAT WERE INTERESTED IN LOGGING
ON TODAY.
SO WE WILL BE TROUBLESHOOTING
THAT AND MAKING SURE THAT
THURSDAY'S WEBINAR GOES MORE
SMOOTHLY.
I DO APOLOGIZE IF YOU HAD TO
COME IN LATE -- SO THANK YOU.
DID YOU HAVE ANY MORE QUESTIONS,
DANIELLE?
>> AGAIN, I THINK THAT THERE'S A
VERY SPECIFIC QUESTION ABOUT --
VERSUS TOOLKIT.
WE'LL LET OTHER PEOPLE IN THE
Q&A HANDLE THAT.
THAT GETS A LITTLE BIT OUT OF
SCOPE FOR WHAT ARE WE'RE DOING
TODAY.
THERE'S BEEN A DISCUSSION ON ONE
OF THE SAA MEMBER LISTS ABOUT
THE ARCHIVE SPACE SUPPORT
POLICIES THAT HAVE BEEN
ADDRESSED AND I DON'T THINK WE
NEED TO GET INTO THAT TOO
CLOSELY RIGHT AT THE MOMENT.
ANY OTHER SPECIFIC QUESTIONS.
FEEL FREE TO REPEAT THEM BECAUSE
IT'S A LITTLE BIT DIFFICULT TO
GO BACK AND SEE SOME OF THEM.
>> I WILL SAY THAT THE CHAT'S
BEEN GREAT.
WE WILL PROBABLY JUST CLEAN IT
UP BUT ALSO JUST PULL OUT ANY
GOOD LINKS AND ADVICE THAT YOU
ALL SHARED WITH EACH OTHER.
THANK YOU FOR SHARING THAT AND
MAKE SURE IT'S PUT ON THE COURSE
WEBSITE ALONG AGAIN WITH THE
TRANSCRIPT FROM TODAY'S SESSION.
AND THE POWER POINT PRESENTATION
IS ALSO A HANDOUT ON THE SITE.
WE'LL MAKE SURE THAT'S UP THERE
TOO IN CASE WE MOVE QUICKLY
THROUGH SOME OF THESE SLIDES.

>> YES.
AND AGAIN, THANK YOU.
THE PEOPLE WHO ARE POSTING LINKS
AND INFORMATION IN THE Q&A, THAT
IS A GREAT WAY.
WE REALLY LOVE TO SEE YOU GUYS
HELPING EACH OTHER.
WE ARE NOT THE ABSOLUTE END ALL
BE ALL LAST WORDS ON THIS,
ALTHOUGH AGAIN I WANT TO REMIND
YOU THAT THERE ARE FOUR MORE
SESSIONS.
WE'VE GOT SOME GREAT SPEAKERS
COMING UP AND HOPE THAT YOU CAN
MAKE ALL OF THEM FOR ANSWERS TO
MORE DETAILED QUESTIONS.
SO ON THURSDAY, WE HAVE A
SESSION THAT WILL ADDRESS
DIGITIZATION AND DIGITAL FORMATS
IN SOME DEPTH.
THEN NEXT WEEK WE HAVE SESSIONS
ON METADATA AND SESSIONS ON BACK
UP AND GENERAL IT ISSUES.
AND THEN WE'LL WRAP UP THE
SERIES WITH A SESSION ON USING
NETWORKS REPOSITORIES AND OTHERS
WAYS OF ENSURING THAT YOUR
RESOURCES CAN BE PRESERVED INTO
THE FUTURE.
>> THAT'S GREAT.
WE'VE SEEN ON THE SCREEN, LAUREN
HAD OPINION ISSUED HER POWER
POINT BY THE WAY, A LINK TO THE
HOMEWORK ASSIGNMENT.
AND JUST A PLACE IF YOU WATCHED
WITH A COLLEAGUE LET US KNOW WHO
YOUR COLLEAGUE US.
WE KNOW WHO YOU ARE WARKS HAVE
THAT ALREADY BUT LET US KNOW SO
WE CAN GIVE YOUR COLLEAGUE
CREDIT FOR HAVING ATTENDED.
AGAIN, WE WILL KEEP WATCHING OUR
WEBSITE AND WE WILL MAKE SURE
THAT INFORMATION WE SHARED TODAY
WILL BE POSTED THERE.
YOU CAN ALWAYS E-MAIL US AT
INFO@HERITAGE PRESERVATION.ORG

AND WE'LL GET ANYTHING YOU NEED
TO YOU.
THANKS TO DANIELLE AND LAUREN
AND LEARNING TIME.
WE'LL CLOSE FOR TODAY BUT KEEP
THE CHAT OPEN FOR A FEW MORE
MINUTES.
THANKS AGAIN AND WE'LL SEE YOU
THURSDAY AT 2:00 EASTERN TIME. Q