

Don't Get Stranded Alone...

Join Us on Digital Preservation Island!

Glossary

Analog – A device in which information is represented by physical quantities. For example, photographs, VHS recordings and slides.

Born digital – Information created in an electronic format. For example, photographs you take with your phone or digital camera would be “born digital.”

Checksums – Digits, embedded in a file, which helps detect errors and verify data. Used to determine whether or not two sets of files are the same.

Cloud storage – Service model in which data is maintained, managed, backed up remotely and made available to user over a network, such as the Internet.

Digital preservation - A series of managed activities necessary to ensure continued access to digital materials.

File naming – Characters used to identify a data file in a system.

Ingest – Process related to receiving information from an external source and preparing it for storage. For example, uploading information from hard drives to our Islandora repository is called ingesting.

Log – A systematic record keeping track of numbers used or data entered.

LOCKSS – Lots of Copies Keep Stuff Safe (see <https://www.lockss.org/>)

Metadata – Description documenting the identification, management, nature, use or location of information. Data which is often categorized into fields, using similar terminology to describe the material.

Backup copy – Version of an object (digital or analog) created to replace the original if it is damaged.

Preservation copy – Version of an object (digital or analog) set aside to protect its information from harm, injury, decay or destruction.

Use/access copy – Version of an object (digital or analog) created for use by patrons, protecting the original from wear or theft.

Digital Preservation Plan Information

- **Developing a Preservation Plan:** (Minnesota Historical Society/Minnesota State Archives CAROL project)
http://www.mnhs.org/preserve/records/legislativerecords/carol/docs_pdfs/PreservationPlan.pdf
- **More information on CAROL and digital preservation can be found here:**
<http://www.mnhs.org/preserve/records/legislativerecords/carol/preservation.php>
- **Digital Preservation Handbook (from the Digital Preservation Coalition):**
<https://www.dpconline.org/handbook>
- **Digital Preservation Plan Framework for Cultural Heritage Institutions (from the Government of Canada):** <https://www.canada.ca/en/heritage-information-network/services/digital-preservation/plan-framework-museums.html>
- **Digital Preservation Plan Worksheet (from the Sustainable Heritage Network):**
<https://sustainableheritagenetwork.org/digital-heritage/digital-preservation-plan-worksheet>
- **National Archives (UK) Digital Preservation Policies: Guidance for Archives:**
<http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf>
- **NEDCC Planning for Digital Preservation: A Self-Assessment Tool:**
<https://www.nedcc.org/assets/media/documents/DigitalPreservationSelfAssessmentfinal.pdf>
- **NEDCC Digital Preservation Policy Template**
<https://www.nedcc.org/assets/media/documents/SoDAExerciseToolkit.pdf>
- **NEDCC Digital Stewardship Questionnaire**
<https://www.nedcc.org/assets/media/documents/ToolkitQuestionnaire.pdf>
- **Strategy for Preserving Digital Archival Materials (from the National Archives and Records Administration):** <https://www.archives.gov/preservation/electronic-records.html>
- **University of Minnesota Digital Preservation Framework:**
<https://www.lib.umn.edu/dp/digital-preservation-framework>

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Free Tools

- **University of Minnesota Library Digital Preservation Guides:** Created by University of Minnesota Libraries staff while researching possible tools for processing, managing, and preserving electronic records, with guides to describe the main purpose of the tool or program, where it can be found, and how to use the tool.
<https://www.lib.umn.edu/dp/guides>
- **Avast Free AntiVirus Software:** for scanning donated born digital objects,
https://www.avast.com/en-us/free-antivirus-download?ref=cj&utm_medium=affiliate&utm_source=commissionjunction&utm_campaign=5226272&couponfield=yes&cjevent=3621dc0b611e11e9804d01c70a240613
- **Bulk Rename Utility:** allows you to easily rename files and entire folders based upon extremely flexible criteria. https://www.bulkrenameutility.co.uk/Main_Intro.php
- **Bagger/BagIt:** Bagger is a desktop software tool developed at the Library of Congress that packages files into a specific directory structure, called a bag, for transfer and digital preservation. <https://sourceforge.net/projects/loc-xferutils/files/loc-bagger/>
- **Duplicate File Finder:** find duplicate files regardless of file name, free version is limited but still allows you to find duplicates. <https://www.ashisoft.com/>
- **Duplicate Photo Finder:** looks for similarities in different images and easily finds duplicates as well as photos of the same pixels, rotated photos, flipped photos, resized photos, and edited images, <https://www.ashisoft.com/duplicate-photo-finder.htm>
- **ExactFile:** Checksum validator. <https://www.exactfile.com/>
- **Exiftool:** Command Line program that allows you to see embedded metadata across a diverse set of files. <https://www.sno.phy.queensu.ca/~phil/exiftool/>
- **Fixity:** Checksum validator. <https://www.weareavp.com/products/fixity/#fixity-download>
- **HashMyFiles:** Checksum validator. http://www.nirsoft.net/utills/hash_my_files.html
- **NARA File Analyzer:** allows a user to analyze the contents of a file system or external drive to generate a report about its contents (get things like file format, size, etc.)
<https://github.com/usnationalarchives/File-Analyzer>
- **ReNamer (Lite):** simple tool to use to rename files and folders.
<http://www.den4b.com/?x=downloads&product=renamer>

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Professional Development (list servs, free sessions)

- **National Digital Preservation Alliance** “Levels of Digitization” document
<https://ndsa.org//activities/levels-of-digital-preservation/>
- **Minitex:** <https://www.minitex.umn.edu/Digitization/>
 - Training sessions: <https://www.minitex.umn.edu/Training/Browse.aspx>
 - Filter by Category” check “Digitization & Digital Preservation”
- **Minnesota Digital Library and Preservation Handout**
 - <https://mndigital.org/standards-best-practices/best-practices-digitization>
- **University of Minnesota Libraries, digital preservation:** <https://www.lib.umn.edu/dp>
- **University of Michigan Libraries, digital preservation:**
https://www.lib.umich.edu/files/services/preservation/DigitalPresHowTo_2014-5.pdf
- **Library of Congress:** <http://www.digitalpreservation.gov/education/>
 - On the left side of the screen are resource links which are helpful specifically “Federal Agencies Digitization Guidelines Initiative” and “Library of Congress Recommended Format Specifications.” The “Digital Formats Sustainability” is also important for your digital preservation plan.
- **Northeast Document Conservation Center:** <https://www.nedcc.org/>
 - Digital Preservation Assessment Training Resources:
<https://www.nedcc.org/preservation-training/digital-preservation-assessment-training#resources>
- **AVPreserve Guidelines & Training:** <https://www.weareavp.com/resources/#guidelines>
- **Blogs**
 - Library of Congress “The Signal” blog <https://blogs.loc.gov/thesignal/>
 - Digital Preservation Matters <http://preservationmatters.blogspot.com/2019>
 - Archivation Line <http://thearchivationline.blogspot.com/>
- **Listservs**
 - Digipres (from the American Library Association):
<http://lists.ala.org/sympa/info/digipres>

Thank you!

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Our presentation is available at: https://cornerstone.lib.mnsu.edu/lib_services_fac_pubs/167/