DigiVengers: Digital Preservation in Progress

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Disclaimers

- We are not all-knowing experts in everything.
- We are still learning about digital preservation.
- Possible side effects from today may include:
  - A need to learn more about digital preservation.
  - A desire to create your own digital preservation plan.
Our Digitization Experiences

- Minnesota Digital Library (2000)
- Local Digitization:
  - CONTENTdm in 2006 (photographs)
  - Digitizing student magazine and newspapers in 2010
  - Audio oral histories in 2012
  - Video oral histories in 2015
- ARCH = New platform for Digital collections (2014) – Islandora by PALS
- Cornerstone = Institutional Repository (2014) – bepress Digital Commons®
Preservation Experiences

- Preservation of Library Materials
- Library Assessment
  - Comprehensive overview of ALL items in the Library collections along with environmental conditions, best practices, tools for building a preservation program, etc.
  - NEDCC is a great resource
- Disaster Team
  - Preparing for disasters that affect the building and contents (physical and virtual)
Our Current Digital Projects

- **ARCH** – University Archives Digital Collections
  - 9000+ photographs
  - Video interviews – Homecoming Stories, Vikings Training Camp
  - Student Magazines and Newspapers
  - Yearbook

- **Cornerstone** – Institutional Repository
  - Electronic Theses and Dissertations
  - 3 Journals
  - Faculty publications
  - Student works
Digitization projects are COOL!

But what about… FUN!

STORAGE? COPIES? FILE CORRUPTION?
Our Story:
From Average Library Folk to the DigiVengers

- Video Inserted here
- See associated files for the MOV file.
Our Mission… if we choose to accept it

The DigiVengers will implement a digital preservation plan for our expanding digital materials, including solutions for effective storage, usability, maintenance and updates to our digital collections for the continued use and accessibility of students, faculty, staff, and the global online community.
The DigiVengers Team

- Heidi the Metadata Enforcer
- Jamie the Disaster Master
- Anne the Dominating Digitizer
Who are Our Allies?

- Library Systems Unit
- Campus IT Department
- PALS
- bepress
- Continuing Education
  - University of Minnesota Digital Preservation = https://www.lib.umn.edu/dp
Who are Our Villains?

- Faux Formats
- Storage Scoundrels
- Dastardly Data Corruption
- Frightening Forgotten Files
- Funding Foes
Where to Begin?

- Start with the “easy” questions
  - What do you have?
  - How it is organized?
- Gather some helpful tools (allies)
Digital Collections Inventory

• What is in our digital collections?
  o Begin with a list
  o Create a log
  o Create unique identifiers to keep track
  o Collection development policy =

  http://lib.mnsu.edu/archives/diglib/intro.html
Describing Digital Collections

• What metadata schemas are used?
  o MODS based for ARCH (can export in Dublin Core)
  o Home grown schema for Cornerstone (AKA. messy)
  o Dublin Core based for Cornerstone
Metadata Tools

• Exiftool (DigiVenger approved™) = http://www.sno.phy.queensu.ca/~phil/exiftool/

• NARA File Analyzer and Metadata Harvester (DigiVenger approved™) = https://github.com/usnationalarchives/File-Analyzer

• MediaInfo (audio & video files) = https://sourceforge.net/projects/mediainfo

• MDQC (batch metadata checking) = https://www.avpreserve.com/tools/mdqc/
Organizing Digital Items

How are digital items organized/arranged?

- Consistent file naming structure (our examples)
  - msu00072_SMHC_103_07_022_0006.tif
  - c_biol_fac_pubs_1000_Land_Allison_Oncotarget_2015_10_31_Article.pdf
- Folder structure matches digital collection structure
- Importance of logs (https://youtu.be/RTrAVpK9blw)
- ReNamer Lite (DigiVenger approved™) = http://www.den4b.com/?x=downloads&product=renamer
- Bulk Rename Utility = http://www.bulkrenameutility.co.uk/Download.php
More Questions

- Where can we store our digital items?
- How many copies do we keep?
- How are they backed up?

- And how do we protect our digital items against...
Why should we give a DAM?!

- **What is a DAM?**
  - Digital Asset Manager
  - Preservation included

- **Our DAMs**
  - ARCH and Islandora (true DAM)
  - Cornerstone and Digital Commons® (false DAM)

- **Do you know how your DAM is backed up?**
Duplicate Copies

• How many copies do we keep?
  o 3 Copies = Item Born Digital
  o 2 Copies = Physical Item Digitized

• How are the copies arranged/organized?
  o BAGGER/BAGIT (DigiVenger approved™)
    (https://sourceforge.net/projects/loc-xferutils/files/loc-bagger/2.1.3)
Duplicate Copies 2.0

- Where do we keep them?
  - 4 Drives (networked, backed up by ITS)
    - Masters are kept here (Born Digital)
  - GOLD (networked storage array)
    - Masters are kept here (Physical Item Digitized)
  - Hard drives and CDs – backup copy
  - ARCH – backup copy
  - Cornerstone – backup copy
Checksums

- How often do we run checksums?
  - Every 3 months – check everything
  - Stored with Copies

- What checksum format do we use?
  - SHA-1 (recommended by PALS)

Checksum Tools

- Exact File = http://www.exactfile.com
- HashMyFiles = http://www.nirsof.net/utils/hash_my_files.html
- Fixity (DigiVenger approved™) = https://www.avppreserve.com/tools/fixity
Long-Term Storage

- Needs more investigation (Cost, Binding Contracts and Licenses, Security concerns)
- Microsoft Azure (Campus IT Department)
- LOCKSS = [http://www.lockss.org](http://www.lockss.org)
  - Digital Commons Private LOCKSS Network
  - Minnesota Private LOCKSS Network
What’s Next?

- Evolving/Living Document
  - Review every semester because it is changing so fast!
  - Draft found at: [http://cornerstone.lib.mnsu.edu/lib_services_fac_pubs/53](http://cornerstone.lib.mnsu.edu/lib_services_fac_pubs/53)
ERM?

- Electronic Records Management
  - Working on our own ERM plans

- ERAS Development (Electronic Records Acquisition Station) DigiVenger™
  - Will be documented in our Digital Preservation Plan
We Want to Hear from YOU!

• What Do YOU Do at YOUR Library?
  o Who are YOUR Villains?
  o Do YOU have a Plan?
  o Tell us More!
THANK YOU!!

Questions? Contact us at: archives@mnsu.edu