

# Practical ways to tackle digital preservation using DPE tools and services

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# What is DPE?

- [www.DigitalPreservationEurope.eu](http://www.DigitalPreservationEurope.eu)
- 2006>2009
- to foster collaboration and synergies between existing national and international initiatives across the Europe
- addresses the need to improve coordination, cooperation and consistency in current activities to secure effective preservation of digital materials.
- *to raise awareness about issues of long-term digital preservation and possible solutions*

# What can DPE offer? Information!

- DPE website - main point to get DP information
- not only project website
- events, announcements, community
- registries
  - trainers + training materials
  - projects + competence centres
  - online resources etc.
- publications
  - reports
  - case studies
  - papers, newsletters etc.

# What else can DPE offer? Tools!

## – DPE DRAMBORA Toolkit

- the Digital Repository Audit Method Based on Risk Assessment
- methodology for self-assessment, encouraging organisations to establish a comprehensive self-awareness of their objectives, activities and assets before identifying, assessing and managing the risks implicit within their organisation

[www.repositoryaudit.eu](http://www.repositoryaudit.eu)

# What can DPE offer? Other Tools!

## – PLATTER

- Repository Planning Checklist and Guidance
- Planning Tool for Trusted Electronic Repositories
- published March 2008 (SB, NKP, NANETH, GU)
- one of the most downloaded items (publ.>reports)
- Drambora inside out!?

## – Unique Identifier Service (PURL)

- the PURL resolution service
- available on DPE website

# PLATTER

## Planning Tool for Trusted Electronic Repositories

# Why PLATTER? For whome?

- many record holders look for advice on how to create a trusted digital repository (TDR) with the minimum necessary investment in labour and skills
- TDR is the result of implementing a strategic plan covering many different business processes far beyond the purely technical issues of storage
- Implementing such a solution could be very difficult and timeconsuming
- > DPE has set itself a goal of providing repository planners with a toolkit to guide them through the process of planning for trust

# What is PLATTER for?

- guide for planning the repository
- provides a basis for a digital repository to plan the development of its goals, objectives and performance targets
- PLATTER is not audit or certification tool > rather designed to complement existing audit and certification tools
- A repository planned using PLATTER will find itself in a strong position when it subsequently comes to apply one of the existing auditing tools



# What is a Repository?

A Repository is an **organisation** responsible for conserving digital material.

- “Conservation” implies a timescale beyond the limits of current technology
- A repository is *not* a piece of technology
- ... but it is defined by the challenge of technological change

# What is the trust?

Trust is demonstrated organisational fitness for purpose.

- Established as part of relationship between repository and stakeholders (funding agency, depositors, users, parent institution etc.)
- A two-stage process: achieving fitness and demonstrating it
- PLATTER handles the first of these (and DRAMBORA is concerned with the second)

# The road to trust

- There are no widely-accepted standards for trust!  
What exists are
  - Checklist-based standards (such as nestor catalogue and TRAC)
  - Flexible toolkits (i.e. DRAMBORA)
  - Promising standardisation initiatives (e.g. The Birds of a Feather Group)
- PLATTER is a tool to steer a path towards satisfying those criteria.

# Finding The Middle Way

## Over-generality

- General-purpose organisational planning tools
- Only useful with prior knowledge of repositories
- Lacking concrete advice

## Over-specificity

- Inflexible
- Unrealistic expectations
- Failure to balance costs/benefits
- May not be applicable to every repository

# Finding The Middle Way ...

## The PLATTER approach:

- Define general guiding principles (for all repositories)
- Use these as a basis for repository to set **its own** goals
- Provide **many examples** for repositories to use, modify, or reject according to their specific mandate
- Use the CRL/DCC/DPE/nestor Ten Core Principles as a starting point

# Ten Core Principles

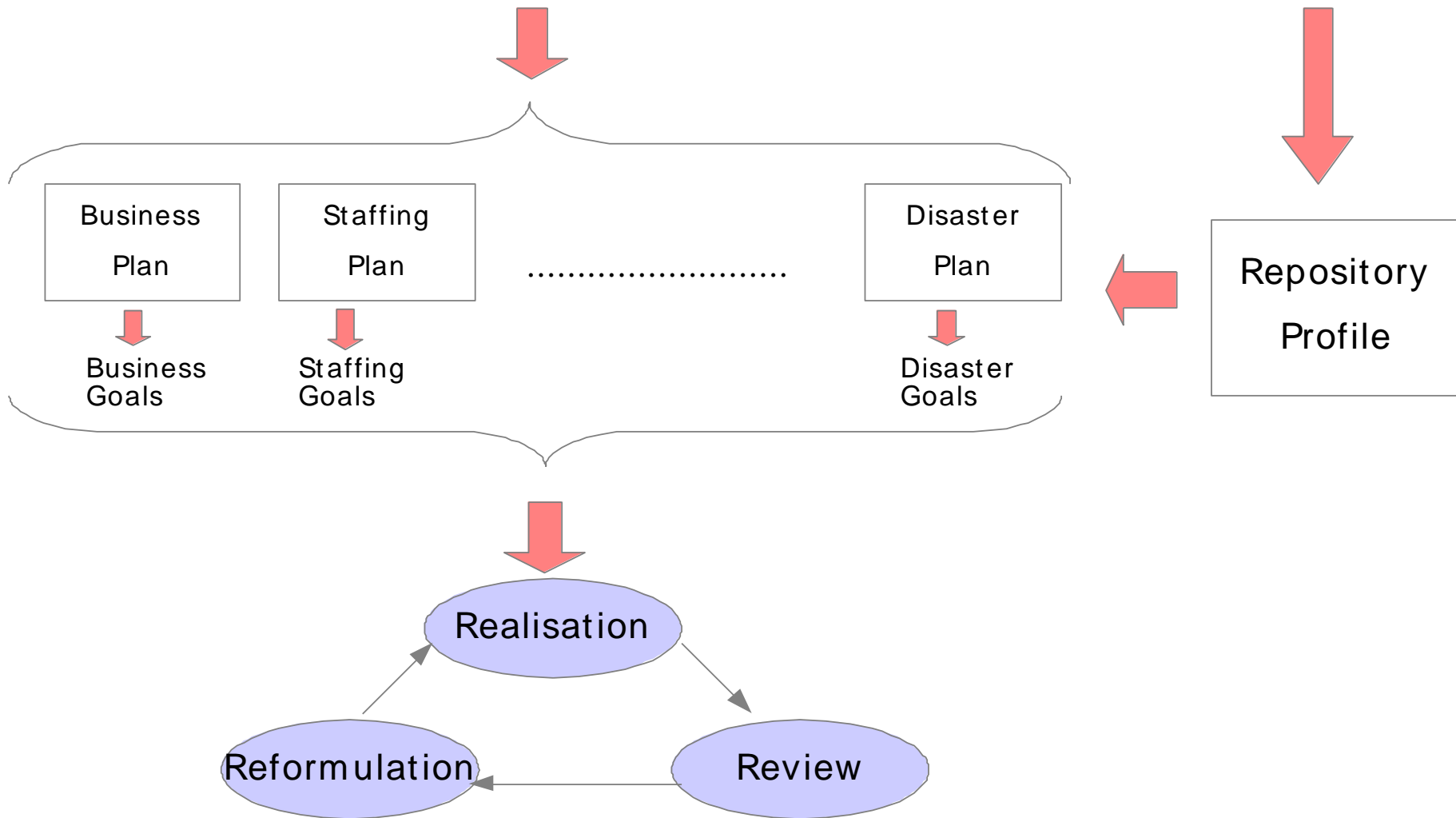
- Commits to **continuing maintenance** of digital objects for identified community
- Demonstrates **organizational fitness** (including financial, staffing structure, and processes) ...
- Acquires and maintains requisite contractual and **legal rights** and fulfils responsibilities.
- Has an effective and efficient **policy framework**.
- Acquires and **ingests digital** objects based **upon stated criteria** that correspond to its commitments and capabilities.

# Ten Core Principles

- Maintains/ensures the **integrity, authenticity and usability** of digital objects it holds over time.
- Creates and maintains requisite **metadata about actions** taken on digital objects during preservation ...
- Fulfils requisite **dissemination requirements**.
- Has a **strategic program** for preservation planning and action.
- Has **technical infrastructure** adequate to continuing maintenance and security of its digital objects.

# Ten Core Principles

Repository  
Characterisation





# Repository Characterisation

4 descriptive classes:

- Purpose and Function
- Scale
- Operation
- Technical Solution and Implementation

– Example

## Q1.2 Commercial Status

Explanation:

The functioning of a repository is strongly constrained by its business status, and specifically whether it has a responsibility to further the financial aims of itself or its parent body .

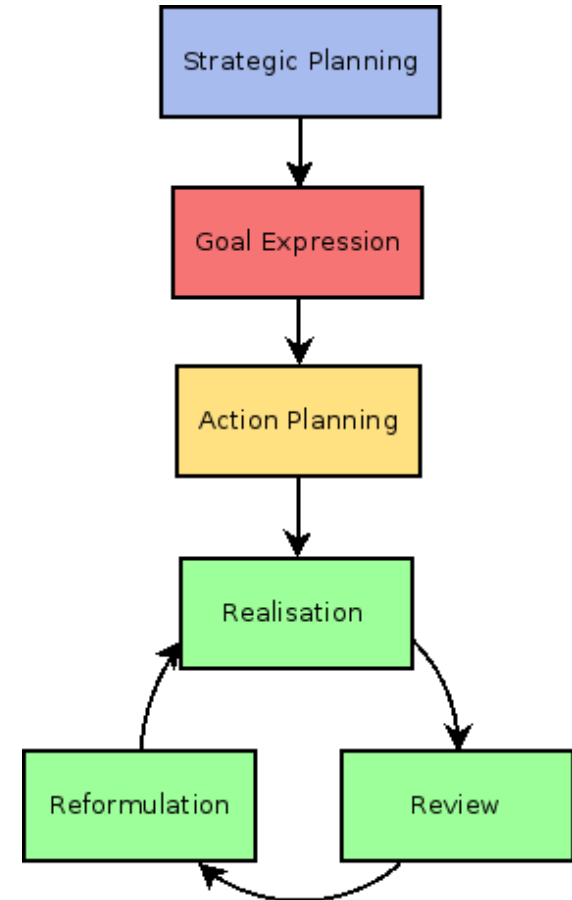
– *Is the Repository for profit or non-profit?*

# Strategic Objective Plans

- Business Plan
  - Acquisition Plan
  - Staffing Plan
  - Access Plan
  - Technical Plan
  - Data Plan
  - Succession Plan
  - Disaster Plan
  - Preservation Plan
- Generic Goal:
    - Goal 2.1 Acquire relevant material
  - Specific Examples:
    - Archive 90% of national internet
    - Archive 75% of all articles published in-house
    - Ingest at least 1000 new images per year
  - Discussion

# PLATTER Planning Cycle

- objectives conform to the SMART requirement
  - Specific
  - Measurable
  - Assignable
  - Realistic
  - Time-Related
- Only SMART objectives can form the basis for subsequent evaluation.



# Try PLATTER Today?

download PLATTER here

<http://www.digitalpreservationeurope.eu/platter/>

Repository Planning Checklist and Guidance