Digital Preservation:
What libraries need to know

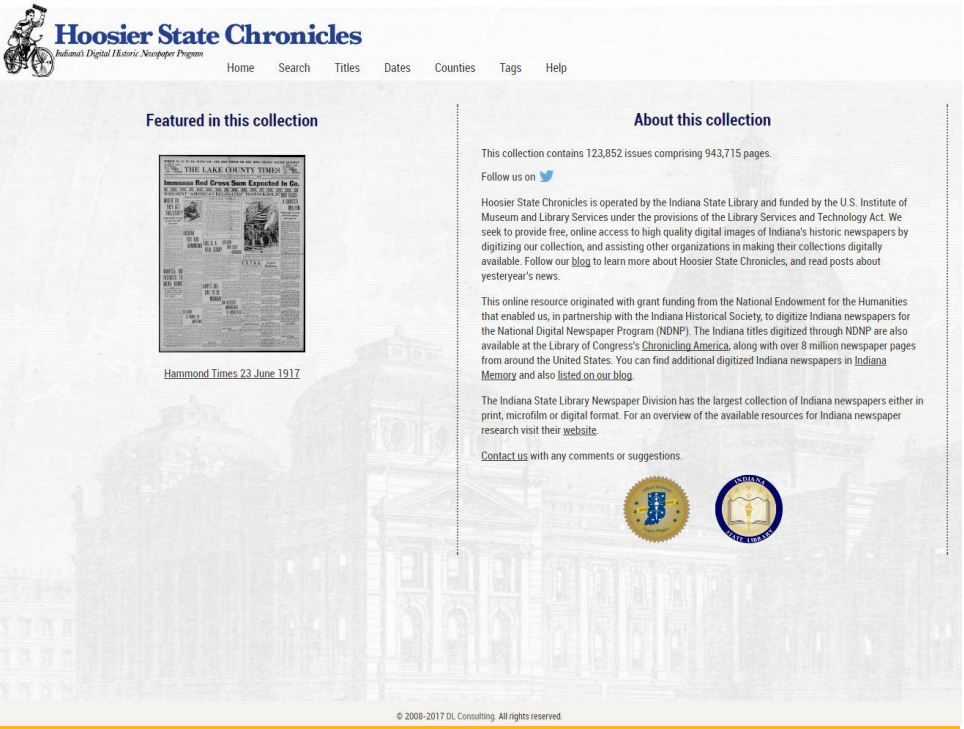
Justin Clark, Janice Gustaferro, and Charla Gilbert
Indiana Digital Preservation
Indipres.org

What is Indiana Memory?

- Launched in 2008
- Digital platform for Indiana's cultural heritage
- Collaboration with libraries and cultural heritage institutions
- Web portal to provide access

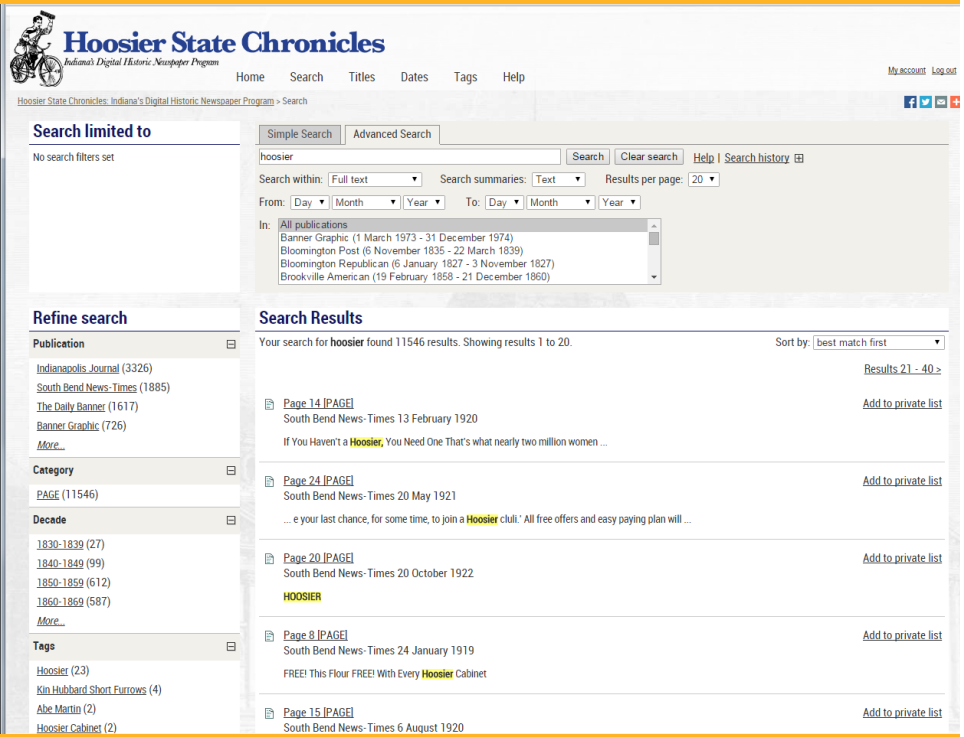
What is Indiana Memory?

- 150+ partners
- 400+ collections
- 600,000 items
- CONTENTdm Responsive Web Interface
- Integrated Features
- Working on harvesting from non-CONTENTdm



What is Hoosier State Chronicles?

- Launched in 2011
- Component of Chronicling America
- Digital platform for Indiana's historical newspapers
- Collaboration with libraries and cultural heritage institutions
- Web portal to provide access



What is Hoosier State Chronicles?

- www.hoosierstatechronicles.org
- Nearly 300 titles
- 155,000+ issues
- 1,300,000+ pages
- Text Searchable
- Downloadable (Both jpegs and PDFs)

Digital Preservation

- What is it?
  - Defined as any planning and activity that helps ensure long term access to existing digital assets

- Why is it important?
  - Hardware, software and operating system obsolescence
  - Changes to file format
  - Media degradation
  - Threats to storage location
  - Controlled access to assets
  - LOCKSS principle

InDiPres

- Why InDiPres?
  - Trust
  - Community
  - Institutional Support
- Benefits
  - Creation of Digital Preservation Plan
  - Core Activity
  - Grants

InDiPres

- Offsite Dark Archive of Digital Files
  - Extra layer of security in the case of internal issue (fire, flooding, etc.)
- Decentralized Server Structure
  - Provides multiple backups in the event of a server failure
- Works with LOCKSS

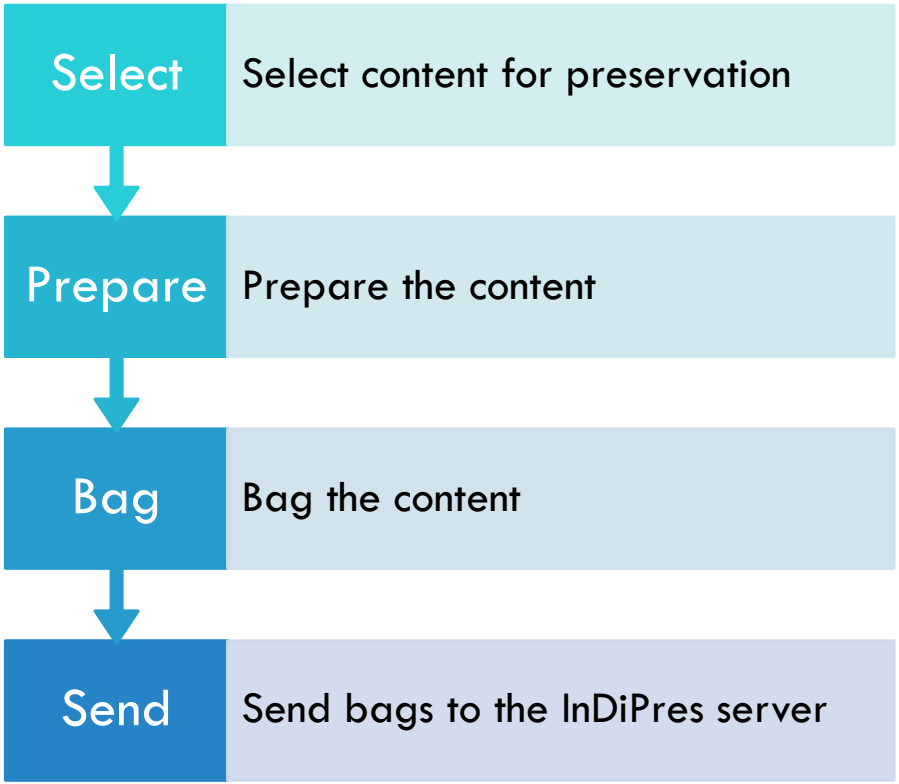
InDiPres

- 22 Members
  - Academic Libraries, Public Libraries, Historical Societies
- 14.4 TB of Archived Storage
  - Available to members via multiple nodes in MetaArchive Network
- Works with a variety of CMS
  - Provides multiple backups in the event of a server failure

PRESERVATION PROCESS

InDiPres & MetaArchive

YOUR PART OF THE PROCESS



1. SELECT CONTENT

Consider risk factors* such as vulnerability to change and loss, potential obsolescence, or disaster damage

Prioritize* based on mission, policies, requirements, uniqueness, significance, frequency of use, age and extent of content, value, rights ownership, and digital quality

*From the InDiPres Guidance Document and Technical Appendix

2. PREPARE CONTENT

Collect files

- Content files
- Metadata files
- Any other documentation that would help to put the collection back together again (field mapping information, etc.)

Rename files, if needed

- Recommendations* include:
  - use prefixes that identify your institution and the collection
  - avoid spaces and special characters

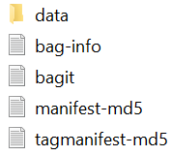
Use standard file formats (preferably non-proprietary)

- This will help for future format migrations

*See the InDiPres Guidance Document and Technical Appendix

3. BAG THE CONTENT

A bag* is like a folder or directory on a computer and is composed of:



- a bag declaration text file, which is like a seal of authenticity
- a text-file manifest listing the files in the collection
- a subdirectory - usually titled “data” – filled with the digital content
- an optional text file, titled "bag-info.txt," with administrative metadata

We are currently using the Library of Congress Bagger software. There are other bagging software options, such as DART, from APTrust

- Help is available (documentation, training videos and sessions)

Bag names should start with a prefix that identifies your institution and the collection.

*From the Library of Congress Digital Preservation page on Digital Content Transfer Tools

4. SEND BAGS TO THE STAGING SERVER

InDiPres is currently using ReadyCLOUD to send files to the InDiPres staging server at Butler University

We will help you to set up your ReadyCLOUD account. You can then drag and drop bags into a folder, and they will transfer to the staging server.

TESTING AND INGEST

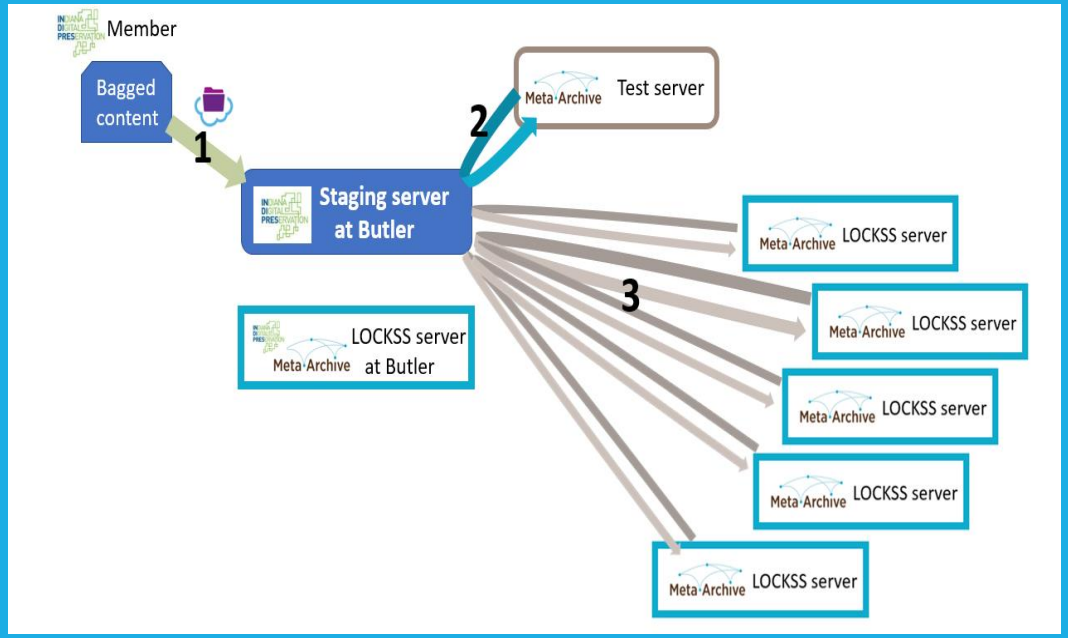
InDiPres will create Archival Units (AUs) identifying the location of the bags on the staging server

The MetaArchive test server will pull the bags and run tests

MetaArchive LOCKSS server administrators at 5 geographically diverse locations will be notified to pull the bags and ingest them into their LOCKSS servers

When the ingest is complete, the bags will be removed from the InDiPres staging server to make room for more bags

CURRENT INGEST PROCESS



FOR MORE INFORMATION:

MetaArchive: https://metaarchive.org/

InDiPres: https://indipres.org/ (see the Guidance Document under Member Tools)

Please feel free to contact us!

Justin Clark: JusClark@library.IN.gov

Charla Gilbert: cgilbert@vinu.edu

Janice Gustaferro: jgustafe@butler.edu

InDiPres: Member Experience

Thanks!

Justin Clark

Digital Initiatives Director

IHB, A Division of the Indiana State Library

317.232.2988

jusclark@library.in.gov

www.in.gov/history

Charla Gilbert

Director, Library Services at
Shake Learning Resource Center

Vincennes University

812.888.5377

cgilbert@vinu.edu

Janice Gustaferro

Metadata Librarian

Butler University

317.940.9349

jgustafe@butler.edu