

Digital Curation Working Group (DCWG)
Annual Report for FY 2020-2021

Organization

Membership includes representatives from the three Special Collections Libraries (BMAC, Hargrett, and Russell), Digital Library of Georgia (DLG), Map and Government Information Library (MAGIL), Library Technology, and Libraries Administration. The DCWG is chaired by Adriane Hanson, Head of Digital Stewardship.

New member: Robert Lay (Head of Arrangement and Description, Russell Library).

Full meetings of DCWG membership were held on July 28, 2020; November 30, 2020; and April 29, 2021. All meetings were held via Zoom.

Major Accomplishments

DCWG Documentation, September 2021

The official documentation for the Digital Curation Working Group was migrated to Teams. The [DCWG Google Site](#) contains copies of all documentation that may be shared publicly.

LTO Tape Subgroup, September-November 2020

The subgroup documented our use of LTO tape and other ad hoc storage, shared our LTO tape practices, and met with Library Technology to discuss replacing LTO tape with networked storage.

Levels of Preservation Subgroup, January-April 2021

The subgroup defined four combinations of storage and preservation actions that were appropriate for different categories of digital objects, as well as criteria for assessing which level of preservation to apply to content.

Digital Preservation Policy Subgroup, May-June 2021

The subgroup wrote version 3 of our Digital Preservation Policy, which defines our high-level principles and commitments to digital preservation. We also surveyed the literature and policies of other institutions to identify additional information to add to this policy or supporting policies in the future.

Digital Disaster Plan Update, May-July 2021

We began work on the next version of the UGA Libraries Digital Disaster Plan, which is scheduled to be completed by July 31, 2021.

ARCHive Digital Preservation System

Ingest: 212 TB (9,296 AIPs) were ingested this fiscal year.

Updates: Expanded permissions for editing and deleting non-AIP objects, renamed the main preservation metadata file to preservation.xml, changed to the default AIP page layout, added file size to the format report, and fixed date filtering on the copy report.

Maintenance: In October 2020, we established a 6-month maintenance schedule, which includes hardware and firmware updates as well as ARCHive interface development. Libraries Administration approved an expansion of ARCHive to add an additional 1 PB capacity.

Formats: The Head of Digital Stewardship established a workflow for analyzing format data in ARCHive, which will be done annually. There were 710 unique format identifications in ARCHive. Executable formats, Kodak FlashPix, and unknown binary have the highest preservation risk.

Preservation Storage Collaboration with Emory

Emory University and UGA drafted an MOU and are conducting a pilot test for sharing preservation storage space. Emory University received 5 TB in ARCHive and UGA received 5 TB in APTrust. This collaboration also serves as a proof of concept for a potential statewide collaboration on digital preservation storage.

Web Archiving

436 GB for 107 websites have been archived to date by Hargrett and Russell using Archive-It. [\[link to UGA Archive-It homepage\]](#)

The Head of Digital Stewardship developed a script to download all saved web crawls from Archive-It quarterly and prepare them for ingest into ARCHive for long term preservation. [\[link to script\]](#)

Sarah Causey (MAGIL), with support from the Head of Digital Stewardship, tested using Archive-It for collecting Georgia state agency websites as part of the government documents collection. MAGIL will officially begin web archiving in 2022.