

Digital Curation Working Group Progress Report: January 2014 - June 2018

Summary of Major Accomplishments:

- Designed and implemented digital preservation storage system (ARCHive), Oct 2014-Nov 2017
- Self-assessment with TRAC, March-April 2015
- Digital Preservation Policy, July 2015
- AIP Definition, August 2017
- Developed workflows for creating AIPs, July-Oct 2017
- Digital Disaster Plan, June 2018

History and Organization: The Digital Curation Working Group (DCWG) was charged on January 16, 2014 "to promote the long term integrity of and access to the locally-held digital collections of the University of Georgia Libraries." (DCWG Charge) DCWG facilitates collaboration between units so we can scale to meet the processing and storage demands of our growing digital collections. The DCWG met once or twice a month until April 2016, when the group took a break until a storage solution could be purchased. The DCWG resumed in March 2017 with a quarterly meeting schedule of the full group and small subgroup(s) working on deliverables between each meeting.

Membership: The original membership included all three Special Collections Libraries, the DLG, the institutional repository, the Library Technology Support Group, and administration. Ranks include staff, faculty, department heads, and the deputy university librarian. Representatives from MAGIL joined the DCWG in May 2015. The DCWG has averaged 16 members. The group was first chaired by volunteers from member units: Adriane Hanson, Russell Library (2014-2015 July) and Alex Kroh, BMAC (2015 August- 2016 April). When the DCWG resumed in 2017, the Libraries had just made a new position of Head of Digital Stewardship (Adriane Hanson) and leading the DCWG is one of her roles.

Major Accomplishments:

Information Gathering, February - October 2014; March - April 2015

Our first task was to develop a shared understanding of the standards and best practices for digital preservation and of our own situation. We discussed OAIS, PREMIS, Archivematica and other tools, and the workflows and metadata practices of each unit. We assessed our practices using the Cornell Digital Preservation Survey (March 2014) and TRAC (March-April 2015).

Digital Preservation Policy, May 2014 - June 2015

The DCWG wrote a Digital Preservation Policy to unify our understanding of the principles and goals driving our work. It includes sections on the administrative, organizational, financial, technical, security, and procedural aspects of our program and has appendices to outline our commitment to OAIS, define roles and responsibilities, and set goals for the first year of implementing the policy. It was approved by TOG as official UGA Libraries policy in July 2015.

Digital Preservation Storage System Part I, February 2014 - August 2015

The main work of DCWG during this reporting period has been to establish a digital preservation storage solution for the over one petabyte of content, most of it digitized AV, held by the UGA Libraries. Tim Peacock, IT manager, met with vendors and reported back to the DCWG beginning in February 2014 until a solution was purchased in early 2017 from Spectra Logic.

During this period, the DCWG developed the functional requirements for the digital preservation storage system. We determined it would be a dark archive that would provide secure, monitored storage for our high priority preservation masters. We also developed the requirements for the system to manage the ingest and metadata, which was developed in-house by Shawn Kiewel starting in August 2015, drafted a minimum AIP definition, and outlined workflows for creating AIPs.

Policy Work, August 2015 - March 2016

Once coding began on the digital preservation system, the DCWG turned its focus to building policies to support digital preservation. Using templates and guidelines from the DCWG, units updated their collection development policies to include digital content, assessed if sufficient rights information was being included in deeds of gifts, licenses and other transfer agreements, and documented their accepted file formats and file naming conventions. The DCWG also made a template for unit preservation policies, which for the most part have not yet been created. The group then chose to go on hiatus until hardware was purchased for the digital preservation storage system because the next work relied on knowing the specifics of the system.

Digital Preservation Storage System (ARCHive) Part II, March - November 2017

The DCWG resumed meeting in March 2017 after the storage hardware was purchased. For the rest of the year, DCWG created or updated the policies and procedures needed for the digital preservation storage system, which we named the ARCHive. This included finalizing the storage ingest workflow and minimum AIP definition, writing policies on rights metadata and the use of the storage system, and developing workflows for creating AIPs. Staff learned bash scripting and XSLT to automate the majority of the AIP creation workflows.

The first AIPs were ingested into the ARCHive in November 2017. To date, over 60 TB have been ingested into the system. Ingest stopped on May 10 when we discovered the ARCHive was not making enough copies of the AIPs. Systems staff have been making the additional copies and ingest is expected to resume in July.

Digital Disaster Plan and Digital Preservation Policy, January - June 2018

With the ARCHive live and in use, the DCWG returned to working on policies. DCWG wrote a Digital Disaster Plan during the first half of 2018, which was approved by TOG on June 19. The plan addresses the wide range of storage infrastructures and databases in use by DCWG-member units. For each system, the plan documents its use, salvage priorities, measures taken to mitigate risk, and the primary contact person when there is a problem. The DCWG also commissioned a subgroup to review and update the Digital Preservation Policy, which is now three years old.

Future Work: The draft of version two of the Digital Preservation Policy will be reviewed and approved by the DCWG in July 2018. The DCWG will then conduct a second self-assessment using TRAC starting in August in order to evaluate the progress made so far and to identify the next areas to focus on.

Prepared by Adriane Hanson (chair)
July 2018