

DIGITAL PRESERVATION TASK FORCE

FINAL REPORT

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EXECUTIVE SUMMARY

As digital formats comprise a large proportion of the VCU Libraries' collections, a policy is necessary to guide managing the lifecycle of digital collections. Libraries have always grappled with the concept of keeping their collections preserved and available for future use. The digital arena, however, poses unique challenges with wide-ranging implications.

Digital preservation is "the series of management policies and activities necessary to ensure the enduring usability, authenticity, discoverability and accessibility of content over the very long-term" (Portico/Cornell, p. 7). A full-level digital preservation program should provide mechanisms for the active routine monitoring of records for authenticity, reliability, and integrity. Digital preservation also requires an institutional framework for those activities encompassing secure funding and staffing as well as technological infrastructure.

While there are several commercial and non-commercial services for a range of digital preservation-related activities, from simple storage and backup to format emulation and active format monitoring for obsolescence or deterioration, there are few that actually meet all of the qualifications needed to provide a full-level digital preservation program as defined by the Center for Research Libraries with its "trusted digital repository" certification program. There is no single off-the-shelf solution.

While the VCU Libraries does not currently have the technological infrastructure, the budget, or the manpower to create and sustain a certified trusted digital repository on its own, this does not mean that we cannot take actions to continue the process of managing our digital resources with long-term preservation in mind. In addition to offering text for a Digital Preservation Policy (See Appendix A), the Task Force makes the following recommendations:

- Adopt a tiered, multi-leveled approach to preservation for VCU Libraries digital content.
- Investigate designating the VCU Libraries as the official Archives for the University.
- Conduct an inventory and assessment of all electronic records at VCU.
- Use the Internet Archive's Archive-It service to capture content from top-level VCU websites.
- Investigate the creation of an FTE Faculty position of University Archivist.
- Investigate the creation of an FTE Faculty position solely devoted to Digital Preservation.
- Solidify procedures for the acceptance of digital materials into Special Collections.
- Improve the capture of technical and administrative metadata.
- Investigate the use of the PREMIS metadata scheme.
- Investigate membership in the LOCKSS Alliance and in CLOCKSS.
- Establish a standing VCU Libraries digital preservation committee

INTRODUCTION

As digital formats comprise a large proportion of the VCU Libraries' collections, a policy is necessary to guide managing the lifecycle of digital collections. Based on our aspirations to become an ARL library, we can expect to see a correlative growth in digitizing our unique special collections, particularly those in the graphic arts, as well as increased interest in an Institutional Repository to highlight VCU's unique contributions to scholarship. Our digital content will continue to grow. Libraries have always grappled with the concept of keeping collections preserved and available for future use. The digital arena, however, poses unique challenges with wide-ranging implications.

Digital preservation is "the series of management policies and activities necessary to ensure the enduring usability, authenticity, discoverability and accessibility of content over the very long-term" (Portico/Cornell, p. 7). A full-level digital preservation program should provide mechanisms for "maintaining the authenticity, reliability and integrity of records, checking they have not been damaged, and planning the preservation of content to deal with technical obsolescence" (Digital Divide, p. 3). Beyond these preservation-related tasks and activities, digital preservation requires an institutional framework for those activities encompassing secure funding and staffing as well as technological infrastructure.

The concept of a "trusted digital repository" has been developed and articulated by the Center for Research Libraries (CRL), in conjunction with OCLC/RLG and National Archives and Records Administration (NARA). CRL conducts assessments of repositories using its Trustworthy Repositories Audit & Certification (TRAC) checklist, a detailed analysis taking into account not only the repository's ability to reliably store, migrate, and provide access to digital collections, but also the repository's entire infrastructure and context within which it exists, its ability to deal with threats to and risks within its systems, and its transparency. (See Appendix B for more details.)

Currently, only two institutions have been certified: Portico and HathiTrust.

Even though they are certified, neither offers a full preservation service--Portico's preservation program currently focuses on electronic journals, while HathiTrust concentrates on out-of-print monographs (although not exclusively). There is no single off-the-shelf solution. While there are several commercial and non-commercial services for a range of digital preservation-related activities, from simple storage and backup to format emulation and active format monitoring for obsolescence or deterioration, there are few that actually meet all of the qualifications needed to provide a full-level digital preservation program. As Portico/Cornell states, "many cultural heritage organizations would benefit from a turn-key solution that provides both access and preservation for a large variety of formats and content types. Such a 'one stop shop' would be cost-effective for institutions with a need for protection, but less rigorous preservation and access" (Portico/Cornell, p. 18).

While the VCU Libraries does not currently have the technological infrastructure, the budget, or the manpower to create and sustain a certified trusted digital repository on its own, this does not mean that we cannot take actions to continue the process of managing our digital resources with long-term preservation in mind. Possible solutions include the use of outside providers, collaborative solutions with other interested parties, or a mix-and-match approach for different types of material.

It is worthwhile to note that we are in roughly the same position as most of our peers. The Task Force conducted an informal survey of our SCHEV peer institutions as well as some other Virginia libraries. We discovered that the overwhelming majority of our peers do not yet have a digital preservation policy in place. Most of them have arrangements with Portico and/or LOCKSS, and some of them showed evidence of investigations similar to ours.

TYPES OF DIGITAL MATERIALS IN THE VCU LIBRARIES COLLECTIONS (AND CURRENT PRESERVATION ACTIONS)

I. DIGITAL RESOURCES HELD BY VCU LIBRARIES

Digital resources created by VCU Libraries as part of its Digital Collections

1. *In-house.* These resources are created by the Digital Scanning Unit, digitized primarily from collections held by Special Collections and Archives (SCA), including both unique, original material and previously published works for which we have the rights or which are in the public domain. All of the master files are produced in the most appropriate, sustainable, standardized formats (mostly TIFF or WAV files) as specified in our standards and best practices documentation. The master files are kept on University networked storage, where they are routinely backed up and copied to tape drives stored in two physical locations on campus, using the same procedures as those used for all of the University's critical systems. There are also XML files containing the metadata in Dublin Core, extracted from the working collections on CONTENTdm. Web versions of the files (mostly JPEG2000, PDF, or MP3 files) are derived via CONTENTdm, and are stored on that server, located at the University Computing Center, also backed up regularly and copied to tape drives. As of May 2011, there are ca. 7 terabytes of high resolution master files. Backup files make up half of this amount. The estimated growth rate of resources in this category is approximately 2 to 3 terabytes a year (again, half of which are backup files). For storage and backup, we are charged \$400 per terabyte per year.

Outsourced. Some print resources (VCU yearbooks and alumni publications) were digitized via the Lyrasis Mass Digitization Program, and Oral History Videos (Voices of Freedom) have been outsourced for digitization through the state contract with TapHere.

2. *Born-digital content created by the VCU community and contributed to the VCU Digital Archives.* Currently this category consists of student-created Electronic Theses and Dissertations (ETDs). These files are stored on a DSpace server located at the University Computing Center, where they are routinely backed up and copied to tape drives. The ETD collection grows by approximately 4 gigabytes (600 files) a year. This category could potentially expand to include other intellectual output of VCU such as faculty scholarly work, published work, pre-prints, web sites, research data sets, etc.
3. *Unique digital resources acquired by the VCU Libraries Special Collections and Archives through donations or purchase, as parts of acquired archival/manuscript collections.* This category can range from old files on outdated storage media (such as floppy disks) to emails in various formats to actual computers or hard drives containing data. We anticipate that this category will grow as time goes on and more and more personal and professional collections are kept in computerized form.
4. *Digital resources collected by the VCU Libraries Special Collections and Archives as part of its responsibility for managing the archives of the University.* This category requires special mention in that currently VCU Libraries has no official mandate to be the University Archives, although it de facto acts in that capacity. We currently collect some VCU-related print material, but much of University-generated publication has moved online. Material in this category can include web sites covering all aspects of VCU activity, from both academic and

administrative departments as well as VCU-related outside organizations, papers, policies, and other publications produced by the University (such as Course Bulletins), digital files created by Schools and Departments, images and videos from Creative Services, and files (such as email) from prominent individuals. At present, SCA does not actively capture any of the Web content. While SCA has occasionally added some VCU digital content to the collection (such as the HDTV broadcast videos), for the most part there is no active systematic collection plan in place. Additionally, there is currently no plan on the part of the University to attempt to save or preserve any of this material.

Note: Retention and disposition of University records, including those in electronic format, are covered by the Virginia Public Records Act. Select series of University records are designated for permanent retention and could pose some challenges if the Libraries continues to serve as the official archival repository. Administrative records of the University in digital form (such as personnel and business records and email) are under control of the VCU Records Manager. While parts of these could eventually become part of the Archives, for the most part these fall outside the scope of this report and the draft policy within it.

II. COMMERCIALY AVAILABLE DIGITAL RESOURCES (DIGITAL PUBLICATIONS SUCH AS ELECTRONIC JOURNALS, E-BOOKS, AND DATABASES PURCHASED OR LICENSED BY THE VCU LIBRARIES)

VCU Libraries does not have primary responsibility for the preservation of this material, but recognizes the importance of assuring long-term access to it. To this end, VCU Libraries participates in Portico and subscribes to JSTOR to provide a mechanism for keeping multiple copies of digital content in distributed repositories. We also work to build this kind of support into licensing agreements.

RECOMMENDATIONS

While the demands of digital preservation can be daunting, it is important that the VCU Libraries make its best effort to manage its digital collections. Inaction is in and of itself a decision that can have far-reaching negative consequences. The following recommendations take a multi-faceted approach to the situation. They build on our current activities, and will move us forward on several different fronts.

I. TIERS: ADOPT, ASSIGN, MONITOR

Adopt a tiered, multi-leveled approach to preservation for VCU Libraries digital content. Articulate the digital preservation posture for every digital collection, keeping that information with the master files.

All categories of digital content of the VCU Libraries should be identified and assigned tier levels, based on the following criteria:

- the material's uniqueness
- scholarly and cultural impact
- availability of physical original
- long-term value

- legal requirements for retention

The Tier levels are:

- *Tier One* (highest level): VCU Libraries will make the strongest effort to ensure the preservation of the digital objects
- *Tier Two*: Every reasonable step will be taken to preserve the digital objects
- *Tier Three*: Minimal preservation steps will be taken
(See Appendix A for potential approaches to Tiers.)

Assigned tiers will vary depending on context, format, and cost. Assignment should be done by the appropriate stakeholders or "owners" of the content (SCA, Collection Management) in accordance with the Libraries' collection development policies, other policies supporting the selection and acquisition of digital materials, and state law, in consultation with Preservation and Library Information Systems. This work should be done following the guidelines outlined in the "Pre-Preservation Analysis & Planning" section of the Portico/Cornell white paper (pp. 22-23). The assignment should take place at the beginning of a project when material is first selected for digitization.

Potential cost and effectiveness for this approach are largely unknown. Collections designated into tiers that entail stewardship should be monitored for future cost estimates.

II. UNIVERSITY ARCHIVES

1. Investigate the formalization of an official mandate from the University, with attendant funding, to designate the VCU Libraries as the official Archives for the University.
2. Conduct a detailed inventory and assessment of all electronic records at VCU, focusing on publications and other materials available only on the web, and determine what should be collected for the University Archives. Determine best procedures for capturing this material, whether it be through automation, arrangement with individual units, or other means.
3. Concurrently, begin use of the Internet Archive's Archive-It service to systematically and periodically capture content from every site appearing on the A-Z index at <http://atoz.vcu.edu/>, including the Office of the President, the Board of Visitors, Course Bulletins, the Provost's office, the Vice President for Health Sciences, and the Office of Research. Roughly, Archive-It would cost \$12,000 a year to harvest approximately 12,000 documents.

III. STAFFING

1. Investigate the creation of an FTE Faculty position of University Archivist to oversee all aspects of the VCU University Archives including the management, development, promotion, and preservation of permanent university records and archival materials in all formats. The University Archivist will lead efforts to select, acquire, preserve, and provide access to permanent electronic records, web content, and a wide-range of born-digital materials that have scholarly or enduring historic value for VCU.
2. Investigate the creation of an FTE Faculty position solely devoted to Digital Preservation, to coordinate all digital preservation activities including analysis and selection of preservation solutions and procedures, vendor relations, file maintenance, infrastructure determination,

coordination with the University Computing Center, and liaising with other cultural institutions (potential collaborators, VIVA, RALC, ASERL, etc.).

IV. GIFTS AND PURCHASED COLLECTIONS WITH DIGITAL COMPONENTS

Solidify SCA's procedures for the acceptance of digital materials as part of gifts, donations or acquisitions. Consider building in preservation costs and digitization rights as part of deed of gift/acceptance procedures, leveraging the opportunity of the donation process to solicit funds from donors for their materials to be digitized and preserved.

V. METADATA

1. Improve the capture of technical and administrative metadata and assure that the master metadata are collocated with the high resolution master files in accordance with best practices.
2. Investigate the use of the PREMIS (PREservation Metadata: Implementation Strategies) metadata scheme and incorporate as appropriate into digitization and digital preservation workflow. At a minimum, insure that our metadata is compatible with what is called for in PREMIS.

VI. LOCKSS AND CLOCKSS

Investigate membership in the LOCKSS Alliance and in CLOCKSS as additional components to our preservation-related strategy for purchased electronic materials and potentially for collaborative private networks of unique digital content. We are not currently LOCKSS members, but we do run a LOCKSS server and have done some small-scale experimentation. LOCKSS membership would entitle us to archive a broader range of commercial publications and support the LOCKSS initiative in general. Membership costs are \$10,800 per year. In addition to membership costs, there would need to be additional staffing dedicated to administering and monitoring the LOCKSS service. Hardware and storage costs would also increase if we ventured into setting up private LOCKSS networks for digital collections, as master digital files are typically large and uncompressed. CLOCKSS (Controlled LOCKSS) is a dark archive based on the LOCKSS architecture. Members have access to Web-based scholarly content no longer available from any publisher. The cost of participation in CLOCKSS is based on our materials budget, and does not require setting up servers on our own. VCU's membership cost would be \$4,200 per year.

VII. COMMITTEE

Establish a standing Libraries digital preservation committee to deal with digital preservation issues and to implement recommendations arising out of this report. Makeup of the committee should include personnel from LIS, SCA, Preservation, and Collections.

APPENDIX A: DRAFT POLICY

VCU Libraries acknowledges the need for providing long-term access to its digital content. As part of the VCU Libraries collections, digital resources are subject to the same criteria for selection and preservation as print resources. However, resources in digital form are particularly susceptible to problems that prevent their future use without active intervention, including format obsolescence and technical failure. This policy seeks to address the preservation of digital materials in this context.

While the VCU Libraries collections include many types of digital content, both created and acquired, not all of that content will be preserved at the same level. VCU Libraries takes a multi-tiered approach to this material, based on the following criteria:

- uniqueness
- scholarly and cultural impact
- availability of physical original
- long-term value
- legal requirements for retention

As digital resources are created and acquired, they will be evaluated according to these criteria. Preservation strategies are required to follow best practices but will be evaluated and adapted according to local needs.

This policy will be reviewed periodically as appropriate.

APPENDIX B: TIER SCENARIOS

TIER 1: VCU LIBRARIES WILL MAKE THE STRONGEST EFFORT TO ENSURE THE PRESERVATION OF THE DIGITAL OBJECTS

Tier 1 digital items are those requiring the highest level of attention and the fullest level of preservation, including born-digital works and digitizations of extremely rare works for which no reasonable analog versions exist.

Full-level digital preservation is a suite of activities, ideally based on the Open Archival Information System (OAIS) reference model. This model calls for six levels of functionality for a digital preservation system: Ingest, Storage, Data Management, Administration, Preservation Planning, and Access. Tier 1 activities thus would have the highest impacts in terms of policy, budget planning and commitment of funds, staffing, and provision for storage.

The most complete delineation of all activities involved in digital preservation at the highest level can be found in the TRAC checklist. See Appendix B for more details.

To attempt to accomplish this for Tier 1-designated materials, there are several scenarios the Libraries could follow:

SCENARIO 1: SINGLE COMMERCIAL SOLUTION

As stated in the introduction, there are not many full-scale digital preservation turnkey solutions in the marketplace. Some possibilities include:

1. **ROSETTA (Ex Libris).** With the advent of Alma, the status of Rosetta as a standalone product is unclear. Ex Libris intends to include Rosetta, along with DigiTool, as part of its suite of Alma cloud-based services. It is unknown what the pricing structure will be for Alma customers.
2. **PORTICO.** Portico is actively working on developing a full-level service for preservation of locally created digital content (born-digital and digitized). Given the fact that they are TRAC-certified, and given that we are currently members of Portico, this is a promising development that we should monitor closely. As of this writing, no word is available on the potential release date or cost of such a service.
3. **OCLC DIGITAL ARCHIVE.** This product claims to offer a full suite of digital preservation services, but it seems primarily aimed at the ingest, storage, and backup of files used in CONTENTdm. Its storage charges are based on total file size; for our current collections, the rate would be \$2000 per terabyte per year. Based on our current size, this would be \$7,500 a year. Getting records into the archive would be free for individual records loaded one at a time, but that solution is not scalable. The ingest charge for multiple items on physical storage media would be \$250 per each 100 gigabytes. For our current locally-created content, this would be \$9,375. This service is pretty much fancy backup with disaster recovery, which is what we currently have with our networked storage.
4. **CHRONOPOLIS.** Chronopolis is a fee based distributed preservation service that is still developing policy, funding, and technical frameworks to support a sustainable service. The network is striving for full TRAC certification. It began with funding from the Library of Congress in 2008 with the goal of providing cross-domain collection sharing for long-term

preservation. Using existing high-speed educational and research networks and mass-scale storage infrastructure investments, the partnership is designed to leverage the data storage capabilities at the San Diego Supercomputer Center, National Center for Atmospheric Research and University of Maryland Institute for Advanced Computer Studies. The result is a set of heterogeneous and highly redundant data storage systems. Cost for usable storage is \$1500 per terabyte per year. Costs for storage are \$500 per terabyte per year. There is also a \$2000 start-up cost. Additional costs are calculated according to a formula based on scaling factors along with existing and future economies of scale. Each Chronopolis member operates a grid node with at least 50 terabytes of storage capacity for digital collections related to the Library of Congress' NDIIIP content.

5. DURACLOUD. DuraCloud is a pilot hosted service and open-source program using cloud technologies to provide digital preservation services for digital content stored elsewhere on the cloud. They have designed interfaces with commercial cloud-based storage providers such as Amazon or Rackspace. It will be released as a DuraSpace service in mid-2011.

Amazon AWS (Amazon Web Services) provides a suite of cloud-based infrastructure web services. Within the suite, Amazon Simple Storage Service (Amazon S3) is a scalable backup and storage service that includes a web interface for storing and retrieving data. Pricing starts at \$1,786 per terabyte per year. There are additional costs for other activities. Objects are redundantly stored on multiple devices across multiple facilities. Amazon S3 regularly verifies the integrity of data and makes repairs using redundant data.

One thing to note is that Chronopolis is currently reviewing its pricing structure. In general, it should be noted that all storage and cost models mentioned here are subject to change.

SCENARIO 2: MIX-AND-MATCH SOLUTION

Tie in preservation activities with different products or services geared toward specific formats or types of material. For example:

- Digitized collections of unique material: Rosetta, Portico, or OCLC Digital Archive
- Digitized published books: HathiTrust or Internet Archive
- Web sites: Internet Archive
- ETDs: ETD Dark Archive

This approach might prove to be more expensive in the long run in that each approach could accrue one-time startup costs in addition to yearly costs.

The ETD Dark Archive is a cooperative venture between the Networked Digital Library of Theses and Dissertations (NDLTD) and the MetaArchive Cooperative, a preservation network of research institutions. Membership is required in both in order to participate. VCU Libraries is currently a member of NDLTD. Membership in the MetaArchive Cooperative is offered at three levels, but at minimum requires the setup, hosting, and maintenance of a server that would serve as a node for distribution and backup of member data (not just our own), and membership in the LOCKSS Alliance (\$10,000 a year). For the category of Preservation Member, membership is \$1000/year for an initial three-year commitment, which includes 20 gigabytes of space for the ETD Dark Archive.

SCENARIO 3: OPEN-SOURCE ALTERNATIVES

Set up our own digital preservation system, using the TRAC checklist as a guide to functionality and making use of open-source tools to manage the files. Possible open-source products include:

- Archivemata (a comprehensive digital preservation system from Canada)
- DPSP (Digital Preservation Software Platform) from National Archives of Australia
- DAITSS (a digital preservation repository application developed by the Florida Center for Library Automation)

Costs are harder to calculate for open-source solutions, largely because of the staff resources required to run the systems. Basic archive maintenance goes well beyond backing up the files to a reliably safe storage system. Archive maintenance includes, at a minimum, replication, media refreshment, fixity and completeness checks, and status reports on holdings, repairs, fixity, completeness, and migrations.

SCENARIO 4: COOPERATIVE SOLUTIONS

Work with other regional interested organizations to cooperatively establish or participate in a digital preservation system. This could be achieved through participation in a collectively-organized preservation program such as the MetaArchive Cooperative. Another possibility could be to follow the model of the state of Alabama, ADPNet (the Alabama Digital Preservation Network). ADPNet is a distributed LOCKSS-based digital preservation network for locally created digital content. We could investigate a similar structure for Virginia libraries, using VIVA or RALC as a basis for membership.

Membership costs for the MetaArchive Cooperative outside the scope of the ETD Dark Archive (Scenario 2 above) are different. Of the three levels of membership, the highest, Sustaining Members, do some of the R&D for the cooperative. The membership fee is \$5,500 annually with a three-year commitment. Fees can be paid annually or all at once for a 10% discount. The next level, Preservation Members, costs \$3,000 a year, with the same provisions as above. The final category, Collaborative Members, is \$2,500 a year, again with the same provisions. This category is for a group of institutions who run a shared centralized repository. Membership in the LOCKS Alliance is also required. In order to take advantage of the storage options, which are currently \$1 per gigabyte a year, the institution must be a member in good standing.

TIER 2: EVERY REASONABLE STEP WILL BE TAKEN TO PRESERVE THE DIGITAL OBJECT

Tier 2 digital materials would include files digitized from non-unique collections held by the Libraries for which available non-unique analog versions exist. Maintaining backups of these files on networked storage, as we currently do, may be the best reasonable approach for this tier. Key formats (standardized non-proprietary formats such as TIFF and WAV, or widely used proprietary formats such as PDF) will be monitored for obsolescence or major changes that could affect the master files.

TIER 3: MINIMAL PRESERVATIONS STEPS WILL BE TAKEN

This level includes such items as materials scanned for e-reserves and document delivery, images created for SCA patrons on a one-time basis, and digital material received as portions of larger collections for which there are no plans to make available to the public at large on the web. Files of this type will not be added to networked storage. In some cases, the files may be kept on external hard drives or moved to physical media such as DVDs.

APPENDIX C: TRAC CRITERIA FOR TRUSTED DIGITAL REPOSITORIES

The Trustworthy Repositories Audit & Certification document at <http://www.crl.edu/PDF/trac.pdf> gives a detailed list of criteria for the audit and certification of trusted repositories (see especially pp. 51-72). The guidelines focus on three major areas: organizational infrastructure, digital object management, and technologies, technical infrastructure, and security.

The Center for Research Libraries has identified Ten Principles, ten basic characteristics of digital preservation repositories:

1. The repository commits to continuing maintenance of digital objects for identified community/communities.
2. Demonstrates organizational fitness (including financial, staffing structure, and processes) to fulfill its commitment.
3. Acquires and maintains requisite contractual and legal rights and fulfills responsibilities.
4. Has an effective and efficient policy framework.
5. Acquires and ingests digital objects based upon stated criteria that correspond to its commitments and capabilities.
6. Maintains/ensures the integrity, authenticity and usability of digital objects it holds over time.
7. Creates and maintains requisite metadata about actions taken on digital objects during preservation as well as about the relevant production, access support, and usage process contexts before preservation.
8. Fulfills requisite dissemination requirements.
9. Has a strategic program for preservation planning and action.
10. Has technical infrastructure adequate to continuing maintenance and security of its digital objects (<http://www.crl.edu/archiving-preservation/digital-archives/metrics-assessing-and-certifying/core-re>).

For a detailed example of the kinds of activities a theoretical full-scale digital preservation service for locally created content would perform, see pp. 53-55 of the Portico/Cornell white paper at <http://www.portico.org/digital-preservation/wp-content/uploads/2010/01/NEH-IMLS-D-book-model.pdf>.

APPENDIX D: CHARGE TO TASK FORCE

Purpose and Background	The VCU Libraries’s collections and services increasingly are digital in content, with the prospect that this trend will accelerate in the future. Traditional library practices for managing and preserving information are ill-equipped to cope with this flood of digital data. The national and international debate and thinking on this issue will inform the decisions we make locally.
Charge	<p>The Digital Preservation Task Force will:</p> <ul style="list-style-type: none">▪ Examine the literature on best practices for digital preservation, consulting with preservation experts and internal staff as needed▪ Develop and recommend a strategy for the VCU Libraries to manage its data (whether produced locally or procured elsewhere), preparing different scenarios and cost estimates▪ Recommend strategies to manage the born digital content of other areas of the University that has enduring scholarly or institutional value▪ Recommend a digital preservation policy for the VCU Libraries <p>The Task Force will deliver an interim report to Administrative Council no later than January 31, 2011. It will deliver its final report by May 31, 2011.</p> <p>Reference: “Towards a digital preservation policy for the VCU Libraries: initial steps” (Sam Byrd, 6/10/2010)</p>
Members	Sam Byrd (chair), Kevin Farley, Yuki Hibben, Jodi Koste, Patricia Selinger; John Duke, Administrative Council liaison.
Date charged	October 27, 2010

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