



Digital Preservation Cost Myths and Sustainability Explored

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Welcome and agenda

14:00 - 14:05

Introduction

14:05 – 15:20

Part 1 – Challenging Digital Preservation Cost Myths

Part 2 – Getting Started

15:20

Introduction to Digital Preservation Awards Finalists

15:45

Tea & Coffee

16:15 -17:30

Part 3 – Ensuring Sustainability

Part 4 – Experiences of the UK Parliamentary Archives

Introduction to Preservica

- Washington, US & Oxford, UK – a subsidiary of Tessella
- 10+ years expertise in digital preservation
- Proactive contributor to DP research and standards
- Open Archival Information System (OAIS) compliant
- On premise/hybrid and cloud hosted editions
- Trusted by pan-national, national, state, university and business archives and libraries across 4 continents

Preservica: World Leading Digital Preservation

National & Pan-National



The National Archives
UK National Archives



Malaysian Archives



European Commission



Dutch National Archives



Swiss Federal Archives



Austrian Archives



National Archives of Hungary



Finnish National Archives



Latvian National Archives



Estonian National Archives

Libraries, Museums & Education



dc public library



Colby Sawyer College



Hagley Museum and Library



Emerson College



Bates College



University of Glasgow



DUNDEE



northumbria UNIVERSITY



UNIVERSITY OF LIVERPOOL



University College London



Archives of Michigan



WISCONSIN HISTORICAL SOCIETY



State of Vermont Archives



UK Met Office



Dorset



UK Parliament



Rotterdam City Archive



Budapest City Archive



Unilever



HSBC Corporate Archives



Science & Technology Facilities Council



FamilySearch

State & Government

Business & Corporate

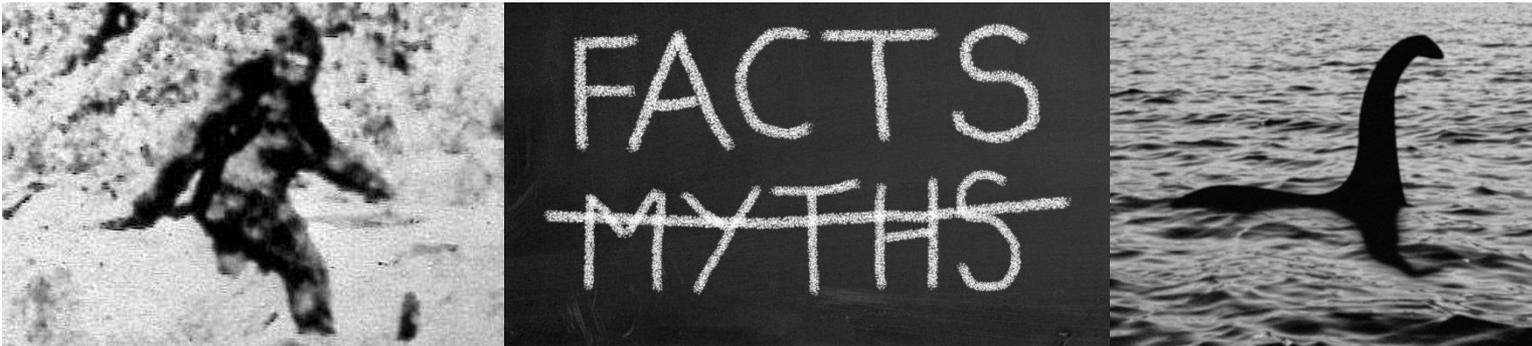
Part 1

Challenging Digital Preservation Cost Myths



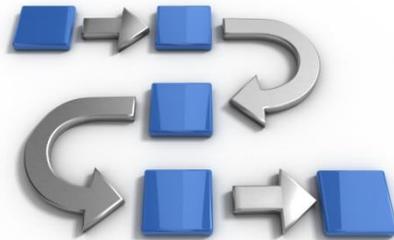
Cost Myths

- **Technology myths**
 - 1: Automation is expensive
 - 2: Processing power is expensive
 - 3: Storage is cheap
 - 4: It's expensive (and hard) to get started
- **Commercial myths**
 - 5: Free software and tools are free forever
 - 6: Commercial products are expensive



Myth 1: Automation is expensive

- Myths:
 - Digital Preservation needs manual intervention
 - Every organization has unique processes
- Reality:
 - All can be automated with the right workflow engine
 - Easier and cheaper to customize existing workflows than start from scratch
 - People time is costly



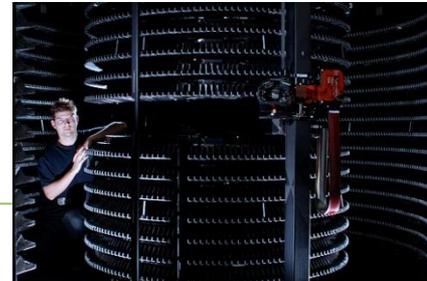
Myth 2: Processing power is expensive

- Myths:
 - Tools are slow
 - Faster software is needed
 - Need lots of processing hardware
- Reality:
 - Tools tend to multi-thread very well
 - At scale system will get I/O (read/write) bound not CPU bound
 - So don't need expensive processing hardware
 - In fact, at scale, better to focus on good network and multiple file readers & writers to keep up with processing speed
 - Don't need map/reduce tools (like Hadoop) which are designed for CPU bound problems



Myth 3: Storage is cheap

- Myth:
 - Storage is cheap, so Lots of Copies Keeps Stuff Safe (LOCKSS)
- Reality:
 - Storage is getting cheaper (very rapidly).... however....
 - At scale (over 100TB) storage costs begin to dominate
 - Configure storage based on a risk assessment
 - Keep what you need and no more
 - Consider tiered storage
 - Ensure DP system can easily support multiple storage options



Myth 4: It's expensive (and hard) to get started

- Myth:
 - It's hard & expensive to get started
- Reality:
 - Digital Preservation is not a research problem any more
 - Don't get bound up in the details, individual tools and technology
 - You can now buy complete, affordable, standards-based DP solutions “off-the-shelf”
 - You don't even need to buy your own hardware (use the cloud)



Myth 5: Free software and tools are free forever

- Reality:
 - Consider the long-term **Total Cost of Ownership (TCO)**
 - Hidden cost of local IT or technical/developer resource
 - Hidden cost of on-going support and maintenance
 - Hidden cost of lack of automation and seamless user experience
 - And risk - single point of failure – if technical resource leaves....
 - Is it sustainable?



Myth 6: Commercial products are expensive

- Reality:
 - Individual tools are a small component of a complete digital preservation solution
 - Consider overall value and long term sustainability
 - Ensure solution addresses all OAIS model functions
 - Especially “preservation planning and action”
 - Complete, ready-to-go offerings = more time to focus on DP policy, process and people



DP Cost Myths: Summary

- ✓ Automation can provide a good return on investment
- ✓ At scale, focus on optimising I/O – rather than processing power
- ✓ At scale, storage costs dominate
- ✓ **Complete DP solutions exist today.....that make it relatively easy and inexpensive to get started**



Discussion



Part 2

Getting Started



Why don't Organisations Get Started?

- Reasons vary, but typically:
 - Not knowing which assets are at risk.
 - Not knowing what the value of their assets is.
 - Lacking a budget
(because unable to articulate the benefits that digital preservation brings).
 - Being overwhelmed by trying to tackle everything at once.

Digital Preservation : 5 Step Journey

What do I need to preserve?

How do I get organisational buy-in?

What solution do I need?

How do I deploy my solution?

How do I realise the benefits?

inputs

- Digital asset register template
- Digital Value at Risk
- Educational material

- Business cases
- DP Policy template
- DP Best Practice
- Peer network experience

- Requirements templates
- Pilot package

- Implementation plans and packages
- Hardware options
- Training packages

- Continual improvement template
- Certification assessment template

Assess digital assets

Build vision & business case

Create policy & specify system

Deploy system & user training

Certify, measure & improve

outputs

- ✓ Comprehensive Digital Asset Register

- ✓ Approved Business Plan
- ✓ Draft Digital Preservation Policy

- ✓ Approved DP Policy
- ✓ System spec.
- ✓ Experience
- ✓ Procurement process initiated

- ✓ Live system
- ✓ Trained staff
- ✓ SOPs

- ✓ ISO 1636 Trusted Digital Repository
- ✓ Benefits review
- ✓ Continual improvement plan

Step 1. Understanding Where You Are Now

What do I
need to
preserve?

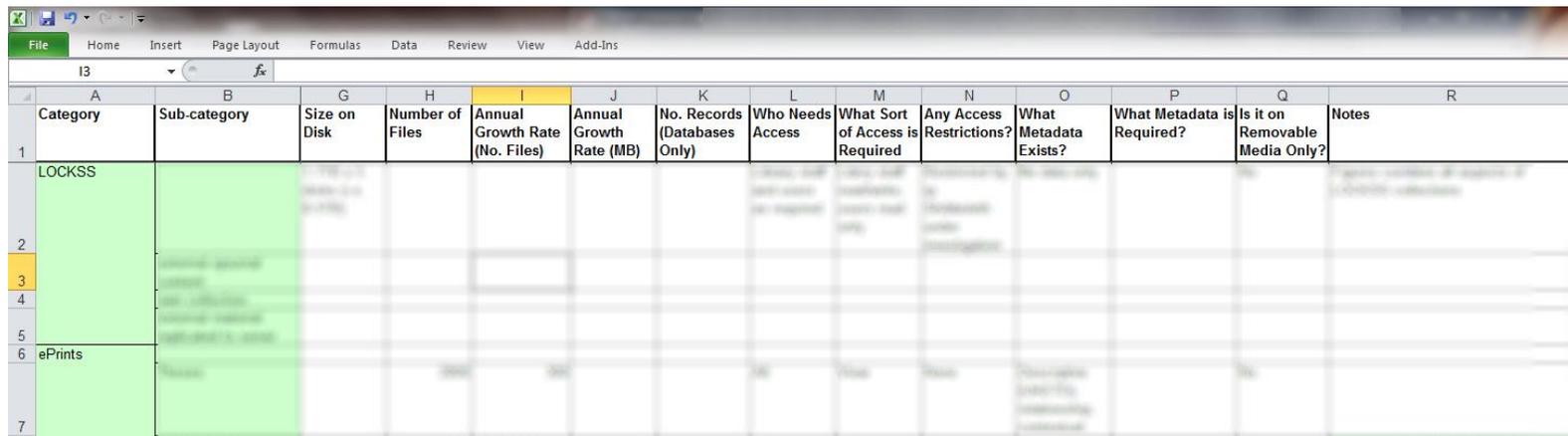
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- Digital Value at Risk
- Educational material

**Assess
digital
assets**

- ✓ Comprehensive Digital Asset Register

Audit your Digital Material

- Record
 - **What** you have
 - **Why** you are keeping it
 - **Who** needs access to it
 - What **risks** it faces
 - What the **consequences** of losing access to it would be



The screenshot shows an Excel spreadsheet with a table for auditing digital material. The table has 15 columns and 7 rows. The columns are: Category, Sub-category, Size on Disk, Number of Files, Annual Growth Rate (No. Files), Annual Growth Rate (MB), No. Records (Databases Only), Who Needs Access, What Sort of Access is Required, Any Access Restrictions?, What Metadata Exists?, What Metadata is Required?, Is it on Removable Media Only?, and Notes. The first row is the header. The second row has 'LOCKSS' in the Category column. The third row has 'ePrints' in the Category column. The rest of the rows are empty.

	A	B	G	H	I	J	K	L	M	N	O	P	Q	R
1	Category	Sub-category	Size on Disk	Number of Files	Annual Growth Rate (No. Files)	Annual Growth Rate (MB)	No. Records (Databases Only)	Who Needs Access	What Sort of Access is Required	Any Access Restrictions?	What Metadata Exists?	What Metadata is Required?	Is it on Removable Media Only?	Notes
2	LOCKSS													
3														
4														
5														
6	ePrints													
7														

Your Digital Assets

- Consider what digital material you have already
 - Different categories
 - Different sources (organisations/departments & systems)
 - Don't forget **removable media!**



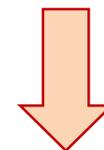
- Known future projects
 - Digitisation
 - New donors (departments, organisations, individuals)
 - New source systems (e.g. ERMS)



Digital Assets Register

- Consider what subset needs to be **preserved** & **how long** for
 - Indefinitely?
 - Long-term (10+ years)?
- Consider **why** you are keeping it
 - Preservation mandate
 - Legal or regulatory compliance
 - Business continuity
 - Corporate memory
 - Protect your reputation
 - Information reuse
 - Protect investment

10+



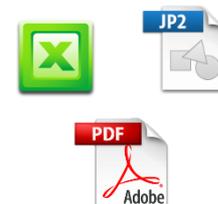
∞

Digital Assets Characteristics

- Format

- File format
- Category (e.g. documents, images, audio, video, etc.)

jp2
mp3 doc
mpg



- Size

- On disk (e.g. in MB)
- Number of files
- Annual growth rate (in MB and/or number of files)
- For databases/catalogues: estimate no. of records

- Is it stored **only** on removable media (CD, DVD, USB stick, floppy disk, etc.)?

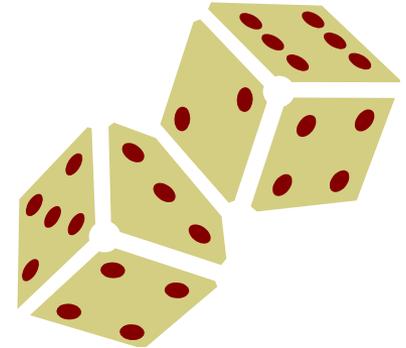


Access to Digital Assets

- Access requirements
 - Who needs access?
 - What sort of access is required (view only, reuse, manage, etc.)?
 - Any access restrictions?
 - Confidential material
 - Copyright restrictions
 - Sensitive personal information
- Metadata
 - What metadata exists for it?
 - What metadata is required?
 - Discovery
 - Search
 - Context / interpretation

Risk Assessment

- Risks
 - Loss of material
 - Technology obsolescence
 - Unable to find or interpret
 - Can't prove authenticity
- Consequences of loss
 - Legal challenge / litigation
 - Cost of re-work / recreation (or even irreplaceable)
 - Statutory / regulatory fine
 - Loss of reputation



The Digital Value at Risk (DVAR) Tool

Risk calculator v3a - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

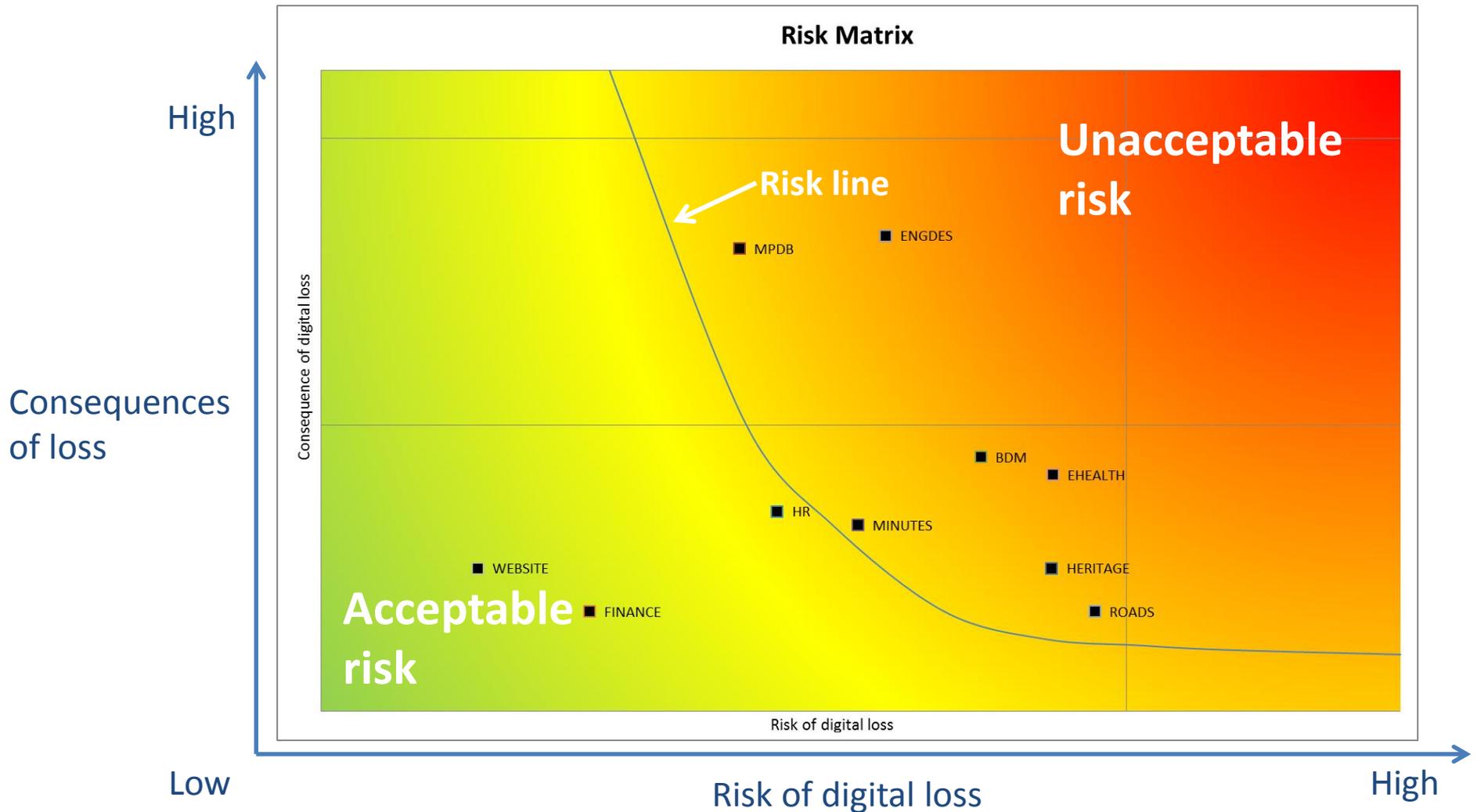
K9 <10M GBP

		Collection Characteristics		Risk Factors					Consequences			
Title	Description	Approximate size	Retention period	Are record transfers planned?	File formats	Preservation Strategy	Storage Technology	Metadata	Legal challenge	Litigation	Statutory fine	Other
HERITAGE	Local history records	<500 MB	Permanent	All transfers planned. Planning done as part of handover process	Legacy file formats	Binary preservation only	Offline storage, unmanaged	Limited metadata available, separate system	N/A	N/A	N/A	N/A
	Records of special education needs determinations	<500 MB	<10 years	Significant unplanned transfers from external organisations	Office file formats present (DOC/MS/PPPT)	Migration to archival format	Offline storage, legacy media	Limited metadata available, separate system	<1M GBP	<100K GBP	<100K GBP	N/A
		<1GB			Office file formats present (DOC/MS/PPPT)			Limited metadata available, separate system	<100K GBP			
		<100 MB			Office file formats present (DOC/MS/PPPT)			Limited metadata available, separate system	N/A			
		<500 GB			Office file formats present (DOC/MS/PPPT)			Metadata - Full text search	<1M GBP			
		<10 GB			Legacy file formats			Only basic metadata recorded	<100K GBP			
		<5 TB			Legacy file formats			Only basic metadata recorded	<100K GBP			
		<500 GB			Legacy file formats			Only basic metadata recorded	<250K GBP			
WASTE	Waste management records	<10 GB	<100 years	organisations. All transfers planned. Planning done as part of handover process	Database formats (PST/IMDB)	Binary preservation only	Offline storage, managed	Only basic metadata recorded	<500K GBP	N/A	<500K GBP	N/A
CAFE	Social care records	<5 TB	<10 years	All transfers planned. Planning done as part of the specification of originating system	Office file formats present (DOC/MS/PPPT)	Migration to archival format on ingest	Immediate access, single site with error checking	Only basic metadata recorded	<250K GBP	<100K GBP	<250K GBP	N/A

Different types of information
Size and retention period
Risk factors
Consequences of loss

Risks Risk Matrix Size FileFormat-ArtivePreservation FileFormat-Normalisation FileFormat-NoMigration Metadata RecordTransfers StorageTechnology Risk Call

The D-VAR Risk Matrix



Step 1 Output

- Digital Asset Register
 - **What** digital materials you have
 - **Why** you are keeping them
 - **Who** needs access to them
 - What **risks** they faces
 - What the **consequences** of losing access to them would be

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Step 2. Work out Where you Want to Get to

How do I get organisational buy-in?

- Business cases
- DP Policy template
- DP Best Practice
- Peer network experience

Build vision & business case

- ✓ Approved Business Plan
- ✓ Draft Digital Preservation Policy

Articulate your Vision

- Where does digital preservation fit into your organisation's information work flow?
- What are the drivers for digital preservation?
- What benefits can digital preservation bring?



Digital Preservation Drivers

- Avoid damage to organisation:
 - Need to comply with legal / regulatory requirements
 - Protect investment (IP / patents)
 - Reputation: Need to be seen to treat information with respect
 - Insurance policy
 - Loss of vital digital information
 - Business continuity
 - eDiscovery
- Gain benefits:
 - Enable future reuse of information
 - Save search time
 - Retirement of existing legacy systems (saves costs)
 - Preserve heritage (cultural or scientific) or corporate memory

Business Case



- Make a case for investing in digital preservation
 - Easier to justify for a specific goal, than generically
- Consider
 - Why do we need to undertake this project?
 - What are the business benefits?
 - What are the risks?
 - What are the potential costs?
- Offer various options
 - Do nothing
 - Do the minimum
 - Do something
 - And make a recommendation

Digital Preservation Policy

- Provides **authority** to carry out digital preservation
- Purpose & **drivers** for preserving digital records
- Outlines **benefits**
- Roles & **responsibilities**
- **Scope** (of d.p. activities & of records to be preserved)
- Align with other policies
(e.g. collections management, acquisition, preservation of analogue records, access, FoI & data protection, records management)
- **Standards** (e.g. OAIS, ISAD(G), ISAAR(CPF), PREMIS)

The Importance of Having a Policy

“There exists a digital preservation divide between the policy haves and the policy have-nots.

Organisations **with** a digital preservation policy are more likely to include digital preservation in their operational, business continuity and financial planning. They are 3 times more likely to have **secured a budget** for digital preservation, 4 times more likely to be **investing in a solution** now and 3 times more likely to **have a long-term solution** already in place.

By contrast, organisations *without* a digital preservation policy are 4 times more likely to have *no experience or be unaware of the challenges* presented by digital preservation, 3 times as likely to have *no plans* for the long-term management of digital information, and more than twice as likely to *put off investing* in a digital preservation solution for more than 2 years.

Therefore, the existence of a digital preservation policy is a **vital first step** towards implementing a solution.”

The Digital Divide: Assessing Organisations' Preparations for Digital Preservation, A Planets White Paper, 2010

Step 2 Output

- Approved business plan
- Digital preservation vision
 - Draft digital preservation policy



Step 3. Plan How to Get There

What solution do I need?

- Requirements templates
- Pilot package

Create policy & specify system

- ✓ Approved DP Policy
- ✓ System spec.
- ✓ Experience
- ✓ Procurement process initiated

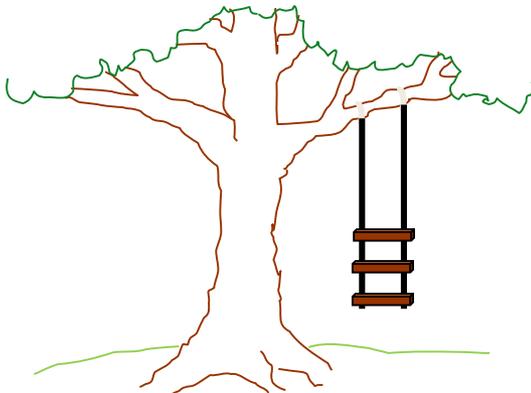
Digital Preservation Pilot

- Gain experience
- Discover your requirements
 - Find out how you would REALLY use a digital archive
 - What features are important & which don't matter for you
- Use a cloud-based digital preservation system
 - No infrastructure costs
 - Quick to get started
 - You're not committed – you can take what you've learnt, throw away the pilot and start again

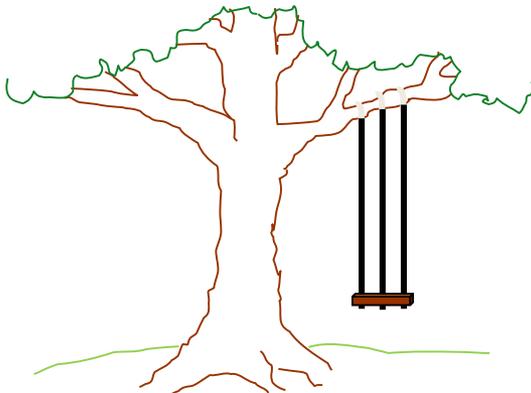
Gaining Experience

- Gain experience
 - How to ingest material
 - Representative sample of digital material
 - How to arrange & describe material
 - Interface to your catalogue
 - Preservation actions
 - Migration for preservation &/or access
 - Access to material
 - For archivists/librarians
 - For end users
 - Search & browse
 - Permissions
 - Content based
 - Role based
- Try out ≥ 1 digital preservation systems

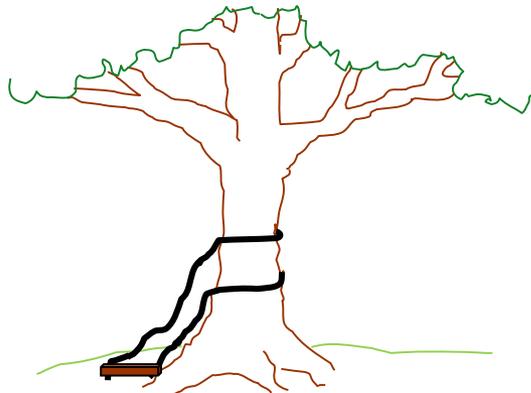
The Importance of Getting Requirements Right



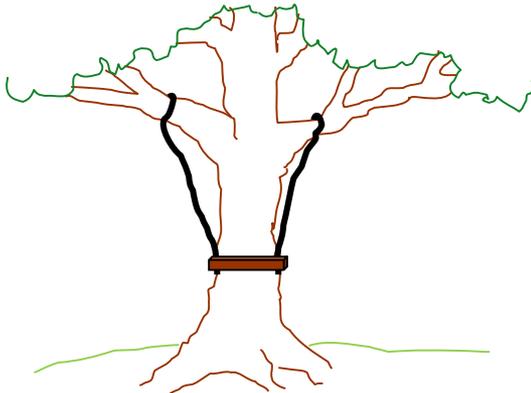
How the customer explained it



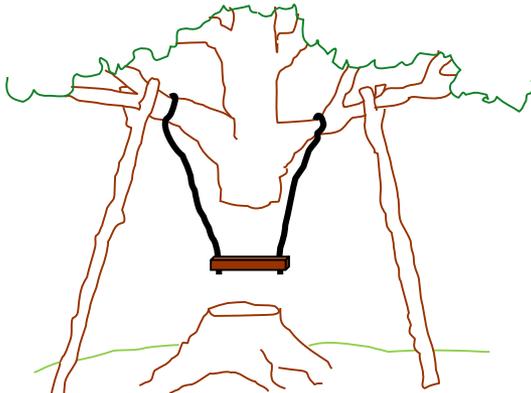
How it was recorded in the requirements



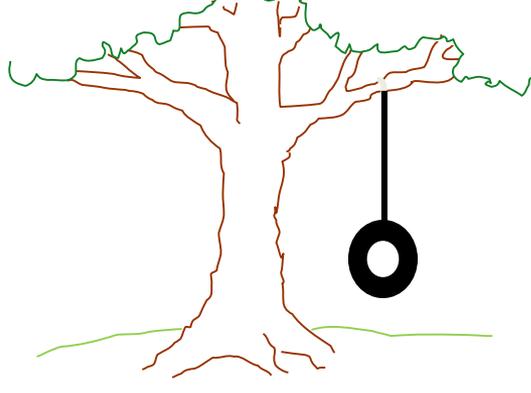
How the architect designed it



How the programmer implemented it



How it was installed at the customer's site



What the customer really needed

What Makes A Good Requirement?

Characteristics of good requirements

- Cohesive - One and only one thing is addressed
- Atomic - No use of the word “and”
- Complete - The requirement is fully stated
- Testable - Must be able demonstrate the requirement is met
- Unambiguous - Correctly stated without jargon. Expresses facts
- Traceable - Requirement meets a business need
- Feasible - Can be implemented within project constraints

Implementation Neutral – Describes “What” **NOT** ‘How’

Examples

Good:

“The system shall capture the format of an ingested file.”

Not So Good:

“The system shall be user friendly.”

“The system shall ingest records quickly.”

Classify / Prioritize Requirements

- Wish list will be bigger than your budget / timeframe
- Set a realistic scope
- Assign a priority to each requirement
 - Mandatory
 - Desirable
 - Optional
- Adopt an incremental / phased approach
 - Start with a core set of essential and manageable functions
 - Add complexity and desirables over time
 - Learn from each increment
 - Adapt requirements as necessary
 - Gain early and frequent insights into implementation

Procurement Preparation

- Software
 - Think product selection not bespoke development
 - Find out about the available digital preservation solutions
 - Webinars
 - Comparison events & reports
 - E.g. POWRR report (<http://commons.lib.niu.edu/handle/10843/13610>)
 - Independent, unbiased advice
- Consider the infrastructure
 - On premises - need appropriate servers & storage systems
 - Cloud - jurisdiction (EU/US), durability of vendor, elasticity

Step 3 Outputs

- Approved digital preservation policy
- Experience
- Requirements for your digital preservation system
- Procurement process initiated

Step 4. Getting There

How do I
deploy my
solution?

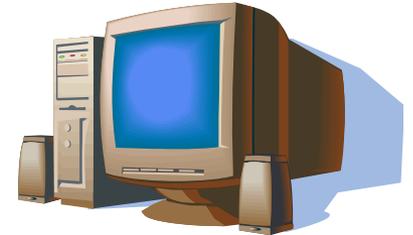
- Implementation plans and packages
- Hardware options
- Training packages

**Deploy
system &
user
training**

- ✓ Live system
- ✓ Trained staff
- ✓ SOPs

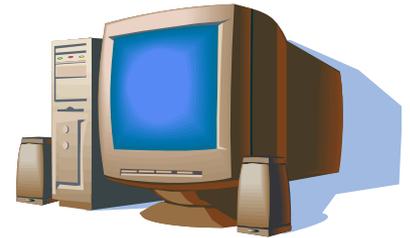
Implementation is not just about IT

- Digital archive is more than hardware & software
- New business processes
- Don't ignore change management
 - Involve users
 - E.g. in working out new business processes
 - Provide effective training
- Plan for initial digital object ingest



Implementation Plan

- Think about
 - Who will have access to the system & where from
 - Firewalls, SSL certificates, etc.
 - Hardware installation (liaise with IT)
 - Software installation (liaise with IT)
 - Servers
 - Clients (if not fully web-based)
 - Software configuration
 - User training
 - User acceptance testing
 - Does the software do what it's supposed to
 - Operational testing
 - Security, performance, backup & recovery



Change Management & New Processes

- Implementing a digital archive is **CHANGE!**
 - Need new business processes
 - Consider both automated & manual aspects of processes
 - Document (SOPs)
 - Be prepared to test & modify processes to develop good practice
 - People resist change
 - So keep them informed & get them involved (don't impose it)
 - Provide training



Training

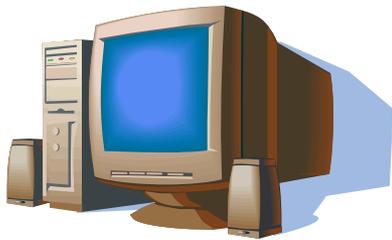
- How to use the software
 - System administration (if not in the cloud)
 - Different user roles (OAIS functions)
 - Management
 - Catalogue / ingest
 - Preservation
 - Access / dissemination

- New processes (manual & automated)



Step 4 Outputs

- Installed digital preservation system
- Trained staff
- Standard operating procedures (SOPs)



Step 5. Ensuring Sustainability

- Business as usual
or
Certify, measure & improve

How do I
realise the
benefits?

- Continual improvement template
- Certification assessment template

**Certify,
measure &
improve**

- ✓ ISO 1636 Trusted Digital Repository
- ✓ Benefits review
- ✓ Continual improvement plan

Business as Usual or What Next?

- System in place it's all over, isn't it?

No!

- Need to make it business as usual
 - Bed in your new processes & systems
- Review stated benefits
 - Ensure you're delivering on them
- Then start trying to improve



Continual Improvement Plan

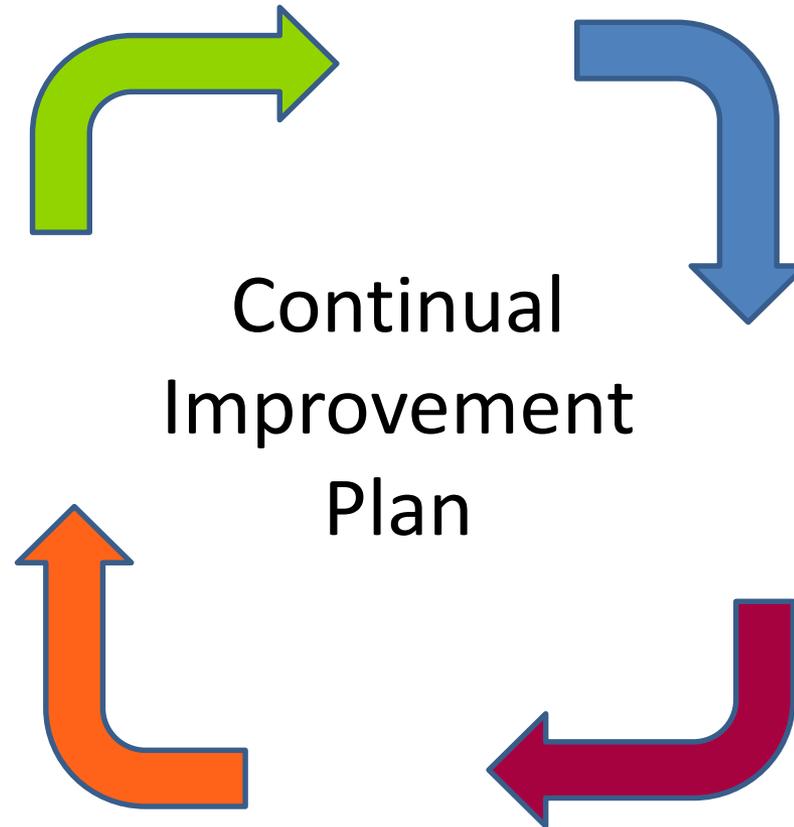
Act

If the change was successful, implement it on a wider scale and continually assess your results.

If the change did not work, begin the cycle again.

Check

Use data to analyse the results of the change and determine whether it made a difference.



Plan

Identify an opportunity and plan for change.

Do

Implement the change on a small scale.

Incremental Advances in Capability

- Keep D.P. Policy & SOPs up to date
 - Review every 2 years
- Implement best practice as it emerges
- Consider automating manual processes, where appropriate
 - Will incur a capital cost & higher support costs (for bespoke functionality)
but lowers the running costs => T.C.O. is lower
 - If done as part of a user-driven community, costs are spread
- Plan to deal with new technology as & when it's adopted
- Audit

Audit

- European Ladder <http://trusteddigitalrepository.eu/>



- Data Seal of Approval
<http://datasealofapproval.org/en/>



- Self-audit against ISO 16363
e.g. Nestor Seal for Trustworthy Digital Archives
http://www.langzeitarchivierung.de/Subsites/nestor/EN/nestor-Siegel/siegel_node.html



- ISO 16363
<http://public.ccsds.org/publications/archive/652x0m1.pdf>
<http://www.iso16363.org/>

- Based on TRAC
Trustworthy Repositories Audit & Certification
http://www.crl.edu/sites/default/files/attachments/pages/trac_0.pdf

Sustainability

- Good governance
 - D.P. policy basis for this
- Integrate digital preservation into your organisation
 - So it's a part of everything you do
- Minimise costs
 - E.g. move from manual to automated processes
- Maximise value & revenue
 - Ensure that digital preservation is valued & budget is secure

Step 5 Outputs

- Trusted digital archive
- Continual improvement plan
- Sustainable digital preservation

Digital Preservation : 5 Step Journey



inputs

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- Business cases
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outputs

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- ✓ Live system
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- ✓ ISO 1636 Trusted Digital Repository
- ✓ Benefits review
- ✓ Continual improvement plan

Discussion



Break

- 15:20 – Minute Madness: Introduction to the Digital Preservation Awards Finalists
- 15:45 – Tea & Coffee
- 16:15 – Reconvene

Part 3

Ensuring Sustainability



Business as Usual

Having made the decision to preserve digital assets Digital Preservation needs to become 'business-as-usual'

To become business as usual, the following are needed:

- A preservation process that continually improves
- A Digital Preservation platform that is sustainable

Continuous Improvement

- Most important - get started
- Plan for incremental advances in capability (e.g. automation of manual processes)

What does a sustainable DP system look like?

A Sustainable Digital Preservation Platform

Rich Functionality

Seamless User
Experience

Comprehensive
Customer Service

Simple
Commercials

Scalable and proven technology

A Sustainable Digital Preservation Platform

Rich Functionality

- ✓ Full standards based OAIS implementation
- ✓ Active Preservation – for over 800 different file formats and 300 migration pathways
- ✓ Metadata: EAD, MODS, Dublin Core, METS and XML Schemas
- ✓ Comprehensive security down to information object level
- ✓ Out-of-the-box connectors for DSpace, CONTENTdm, CALM, MS Sharepoint, MS Outlook, Web Harvesting, OAI-PMH and CMIS
- ✓ Seamless wrap of best-of-breed and open-source tools – e.g. DROID, JHOVE

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Seamless User Experience

- ✓ Comprehensive, out-of-the-box, end-to-end solution
- ✓ Integrated, consistent, intuitive user interface
- ✓ Preservation and public access in one system
- ✓ Extensive workflows for automating manual steps and performing bulk actions
- ✓ On demand help & full documentation
- ✓ Out-of-the-box and bespoke integration with other systems – for automated content lifecycle management
- ✓ Reliable, proven and extensible framework

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Scalable and proven technology

Maintain Choice

Avoid lock-in

Ensure the platform provides for:

- Content migration and exit
- Content and metadata flexibility on the way in and on the way out

Platform Longevity

Is the DP system protected from obsolescence?

Does the platform provide a policy and the ability to upgrade

- Storage
- Servers
- Software
- Tools
- Who is keeping up with security?

Discussion



Preservica: Summary

- ✓ **Part 1:** Complete DP solutions exist today.....that make it relatively easy and inexpensive to get started
- ✓ **Part 2:** Use a proven framework to guide your journey to a digital archive (governance & system)
- ✓ **Part 3:** Choose a DP platform that is proven and sustainable in the long term

www.preservica.com/resources

- white papers, videos, case studies, live demo, webinars

info@preservica.com

Part 4

Experiences of the UK Parliamentary Archives





HOUSES OF PARLIAMENT
PARLIAMENTARY ARCHIVES

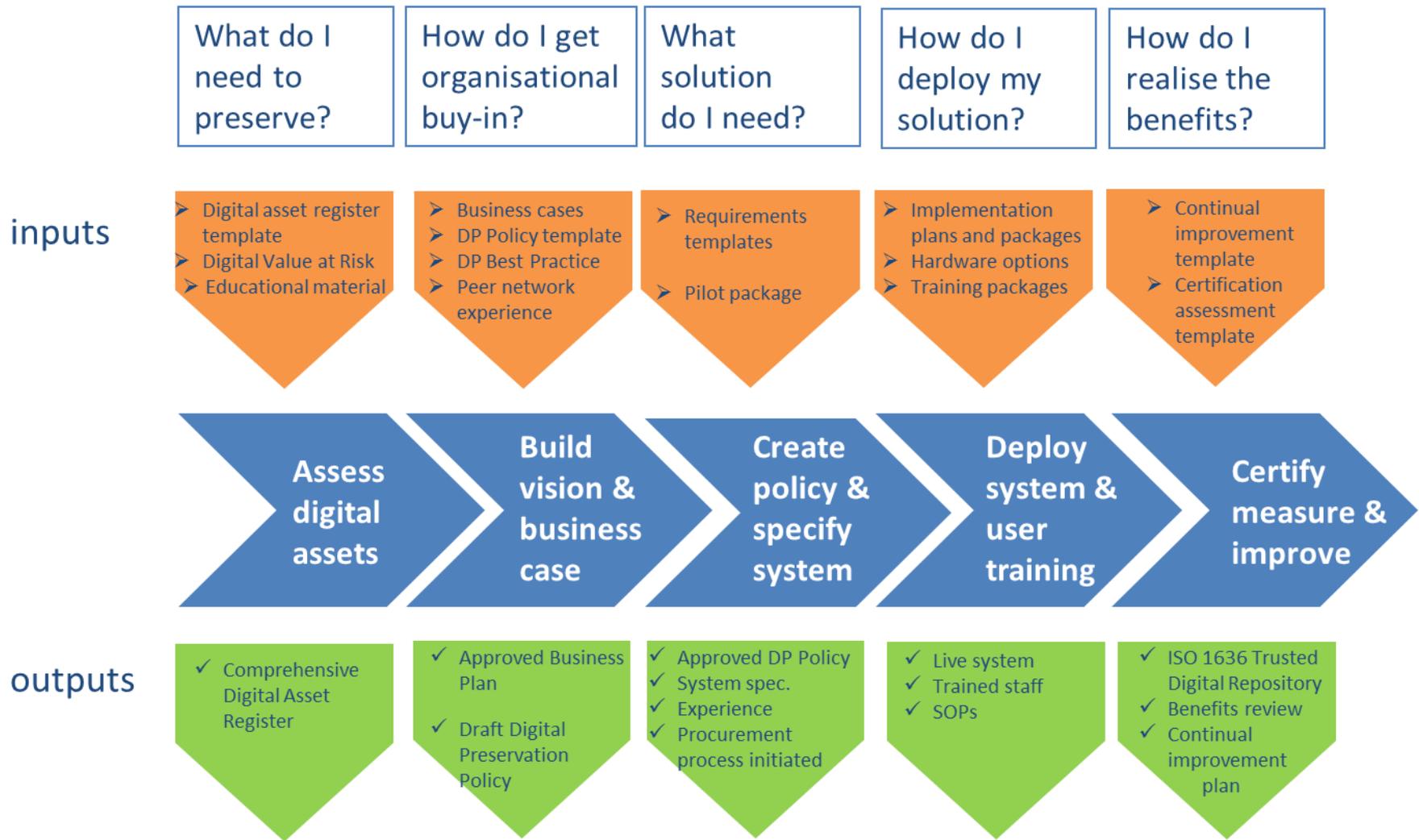
From parchments to podcasts:

Developing digital preservation capability at Parliament

Adrian Brown, Parliamentary Archives

***Investing in Opportunity: Policy Practice and Planning for a
sustainable digital future***

17th -18th November 2014



Parliament's 5 step journey

House of Lords
Thursday, 23 April 2009.

11 am

Prayers—read by the Lord Bishop of Southwark.

Health: Tuberculosis
Question

11.06 am

Asked By **Baroness Sharples**

To ask Her Majesty's Government what measures they are taking to combat the spread of tuberculosis in the United Kingdom.

Baroness Thornton
Officer for England
To implement this, to meet local need; help earlier identific

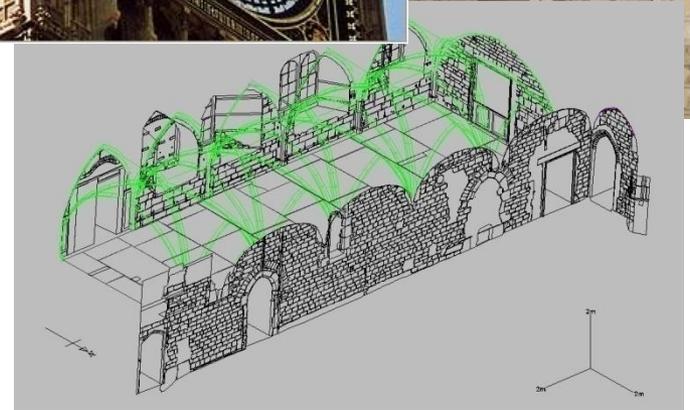
Baroness Sharples
of the world's popu
people with possibl
£60,000 per patien



All Mail Folders

- [-] Mailbox - BROWN, Adrian
 - Deleted Items (5)
 - Drafts
 - Inbox
 - Junk E-mail
 - Outbox
 - Sent Items
 - Search Folders
 - For Follow Up
 - Large Mail
 - Unread Mail

- [+] Arch
- [-] Mailb
- D
- I
- S



Identifying what we need to preserve

Digital Asset Register

Ref.	Asset name	Owner	Type	Volume		Estimated value	Potential benefits	Vulnerability	Risk type	Risk Assessment			Risk Score
				Curr.	Accrual rate					Probability	Impact	Proximity	

Identifying what we need to preserve



Parliamentary Arch
 Houses of Parliam
 London SW1A 0
 Telephone: +44(0) 20 7219 3
 Fax: +44(0) 20 7219 2
 E-mail: archives@parliamen
 Web: www.parliament.uk/arch
 Online catalogue: www.portcullis.parliamen



Authorised Record Disposal Practice

for records covered by the Keyword

BUSINESS OF THE

Version 2.3

Approved by
 the Clerk of the Parliaments and the Clerk of the House

David Beamish
 Clerk of the Parliaments

Robert Roger
 Clerk of the House

Date:

Date:

A DIGITAL PRESERVATION POLICY FOR PARLIAMENT

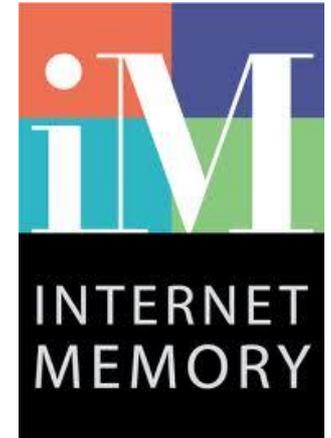
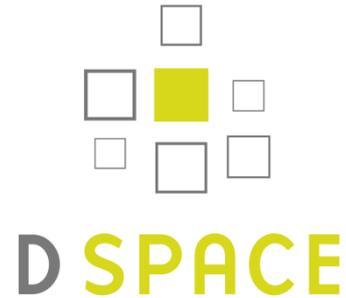
1st Edition
 March 2009



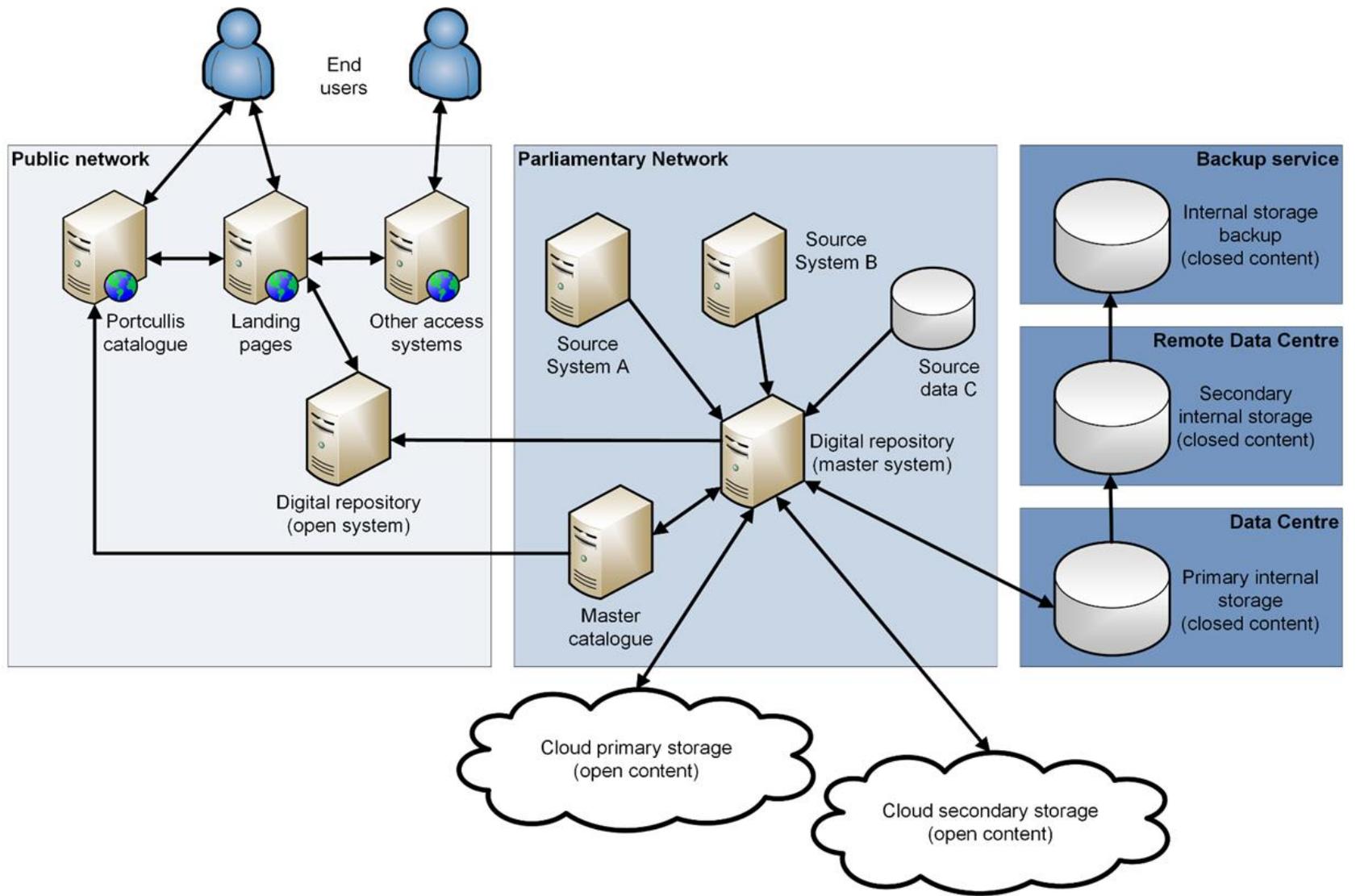
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Collection & Acquisition Policy

Gaining organizational buy-in



Choosing a solution



Deploying our solution



Achieving sustainability

- Getting your requirements and objectives right
- Incrementally building capability
- Continuous improvement
- Embedding as business-as-usual
 - Change management
 - Governance
 - Advocacy and engagement
 - Resourcing
- Benefits realisation

Achieving sustainability



Collections on a Map

Search a handful of series at The National Archives for geo-referenced material...

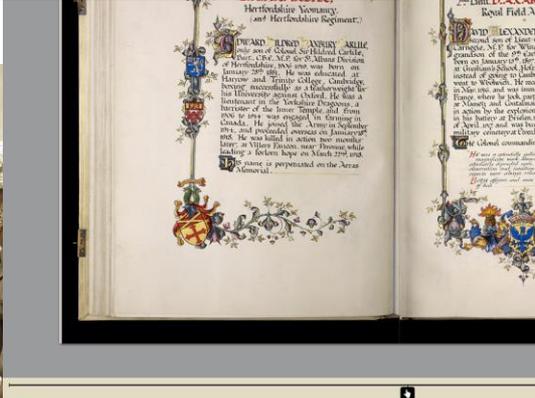
- INF 9**
The Dixon Scott Collection:
Photographs, 1926-1948
- IR 30**
Tithe Maps of England and Wales, 1836-1903
- E 322**
Surrenders of Monasteries and Other Religious Institutions, 1518-1552
- Schools**
ED 103: Building Grant Applications, 1833-1881
ED 161: Elementary and Primary School Digest Files, 1854-1984
- COAL 80**
National Coal Board and predecessors: Photographs, 1890-1990
- Early Maps**
A selection of early maps, C15-C17



SW1A 0PW within...
5 km

370 results found

[reset map](#)



© Parliamentary Archives

Realising the benefits



So how much does it cost?

- Invest in ingest and automation
- Risk- and evidence-based decision making
- Prioritise investment – don't spend until you need to
- Major cost areas:
 - Storage
 - Staff
 - Start-up
 - Support
- But, costs must be seen in context of benefits

So how much does it cost?

Questions?

Web: <http://www.parliament.uk/archives>

Twitter: @UKParlArchives, @realAdrianBrown



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PARLIAMENTARY ARCHIVES

Discussion



Thank you!

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@dPreservation