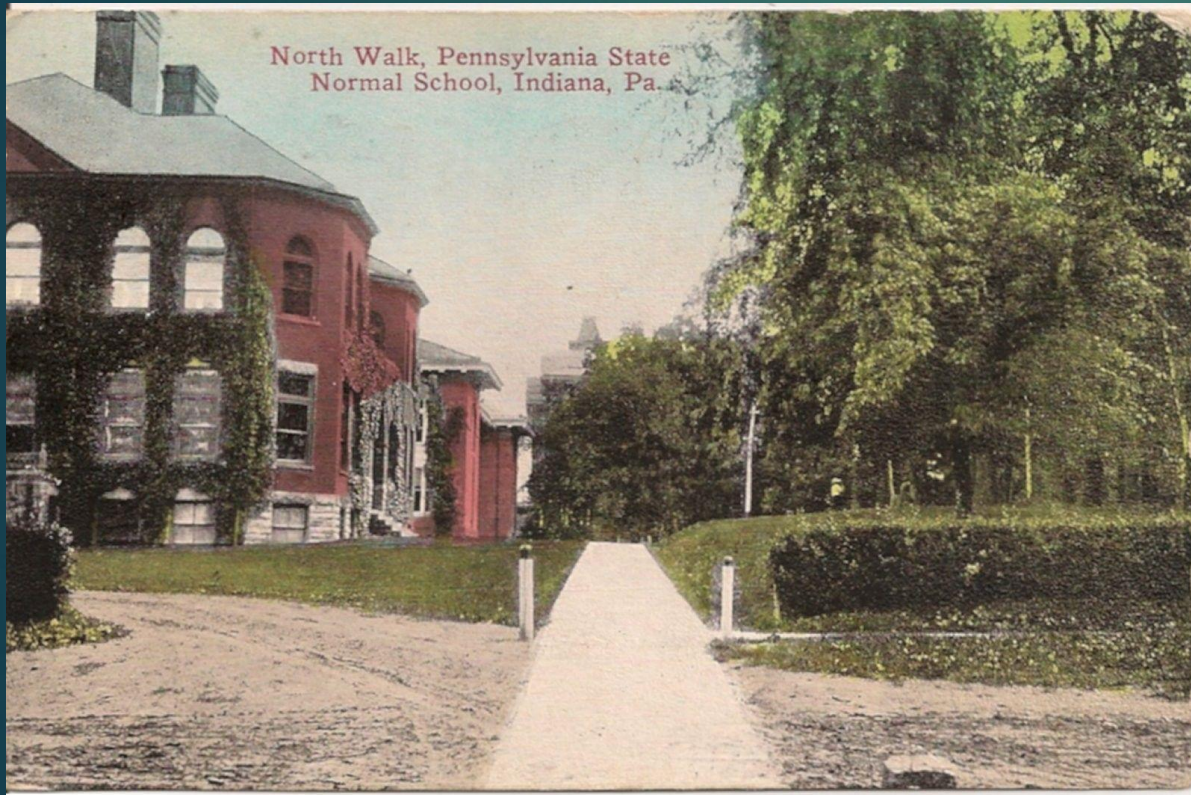


# Managing Digital Archival Material on a Shoestring Budget



HARRISON WICK - INDIANA UNIVERSITY OF PENNSYLVANIA (IUP)

REBECCA SKIRVIN - SISTERS OF THE LIVING WORD

# Special Concerns in Micro-shops

Micro-shops are Archival Repositories with 1 FTE employee or less with an annual budget of less than \$5,000

- ▶ Time required to accomplish digital projects
- ▶ Training (yourself and others)
- ▶ Resources (think about the sustainability of the project)
- ▶ Purpose: How is this project applicable and beneficial to your institution?



# Elements of a Digital Preservation Program

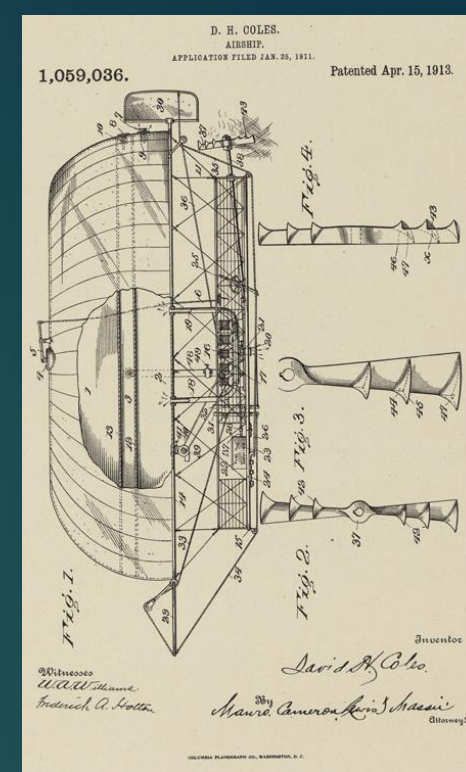
- ▶ Technical know how (metadata, equipment and software, server space, etc.)
- ▶ Willingness to evaluate on a regular basis
- ▶ Get buy-in from your institution (colleagues, subordinates, higher-ups)
- ▶ Collaboration with other institutions
- ▶ Resource allocation
- ▶ Questions that you need to ask yourself
  - ▶ What do you want to digitize?
  - ▶ Who is my audience?
  - ▶ How will this collection be used?
  - ▶ What metadata are you going to collect?
  - ▶ Where and how will the files be stored?



Collaborative Exhibition with the University Museum at IUP

# Recommendations

- ▶ Select software and equipment that is affordable and easy to replace (Adobe Suite and HP Scanjet are excellent low-cost options)
- ▶ Consider server storage space as well as back-up digital storage
- ▶ Beware of the “upgrade game” when considering database systems such as Content DM or Past Perfect, and other content management systems.
- ▶ Look into third-party scanning and server hosting (off-site)
- ▶ For smaller institutions: weigh the options of scanning documents in-house
- ▶ Can your website support embedded permanent links from your own server or a third-party server system?
- ▶ It takes time to digitize a collection, think small at first
- ▶ Select a finite, but unique collection to digitize and build from (postcards, brittle rare books or newspapers, meeting minutes, or maybe even airship patents and football team programs)



MG 31 Air Ship Patents



Record Group (RG) 32: IUP Football Program

# Digital Preservation is an iterative process

By the Numbers:

- ▶ Preparation
- ▶ Planning
- ▶ Execution
- ▶ Assessment



Source: <http://loc.gov/pictures/resource/cwpb.01286>

# Dip Your Toes In: Design a Pilot Study

- Educate yourself about digital preservation and assess your institutional needs.
- Look for a transition point (movement to a new server, for a small organization) or find a discrete, contained project (a shared drive, a trove of personal electronic records).
- Talk to involved parties/stakeholders through the process. (IT, staff, supervisors, faculty/researchers, colleagues).
- Formulate and execute your plan.
- Report back to your stakeholders.
- Ask for feedback (assessment of usage statistics).



# Pilot Projects

- ▶ Figure out what you need to do to expand the pilot project.
- ▶ What policies about digital objects would be helpful?
- ▶ Do you need more financial resources? More time?
- ▶ Expert assistance (consider an NEH consultation assessment).
- ▶ Input from other departments or different institutions?
- ▶ Write up your results and share with your stakeholders.

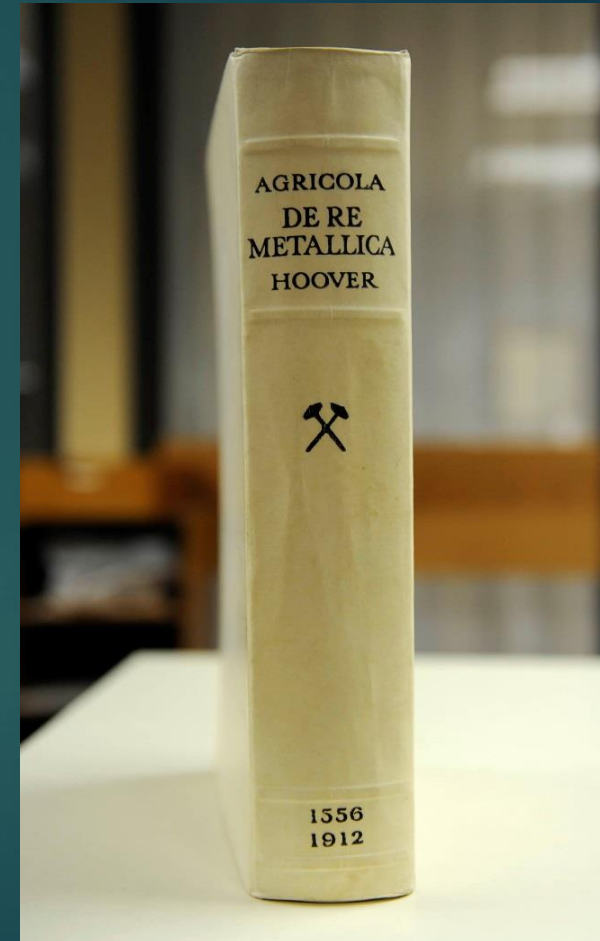


IUP Special Collections & University Archives



# Thinking Holistically about Digital Preservation

- What are the most important digital materials my shop needs to preserve?
- What are some easily accessible digital materials I could use for a pilot project?
- Who are the other stakeholders in my digital preservation projects?
- What are some ways I can educate these stakeholders about the importance of digital preservation?
- What kind of IT Support do I have, or can I expect?
- How far can I take digital preservation on my own, and when should I consider partnering with a larger shop?



Translated by future U.S. President Herbert Hoover



# Beware of ...

- ▶ Technological Obsolescence: Hardware and Software
- ▶ Costs associated with projects (hidden or otherwise)
- ▶ Storage Space: physical storage requirements of the original documents
- ▶ Server space: hosted and/or third-party (remember, it's your choice)
- ▶ Remember: Proprietary software programs expire!



Source: [http://commons.wikimedia.org/wiki/File:Old\\_computer\\_2.jpg](http://commons.wikimedia.org/wiki/File:Old_computer_2.jpg)



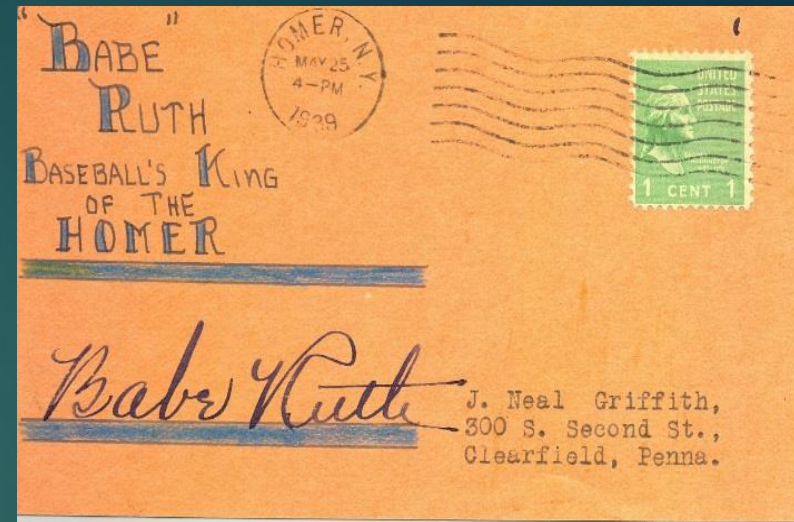
Source: [http://en.wikipedia.org/wiki/Floppy\\_disk](http://en.wikipedia.org/wiki/Floppy_disk)



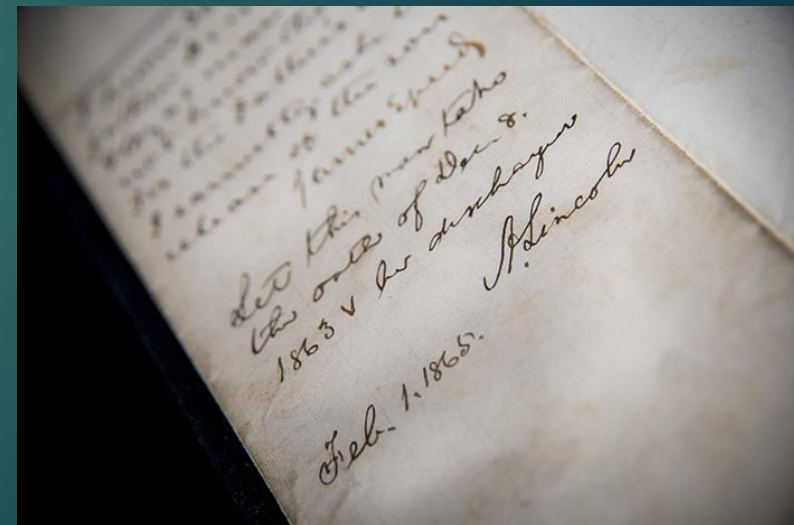
Source: <http://www.alliancetrustcompany.com/blog/hidden-fees>

# Final Thoughts about Digital Preservation

- Digital preservation is a process, not a product.
- Do what you can with the resources you have.
- Educate others as well as yourself (provide training and attend available professional development).
- Know your collection, what hidden gems do you have and are these resources accessible?
- Remember: Digitization is an Access Tool, not a Preservation Tool.
- Digitization should only enhance access to the original documents and not destroy the originals.

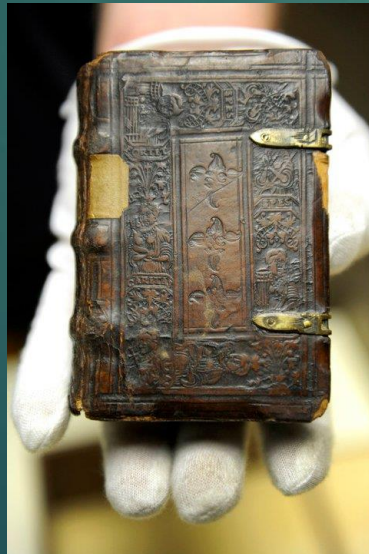
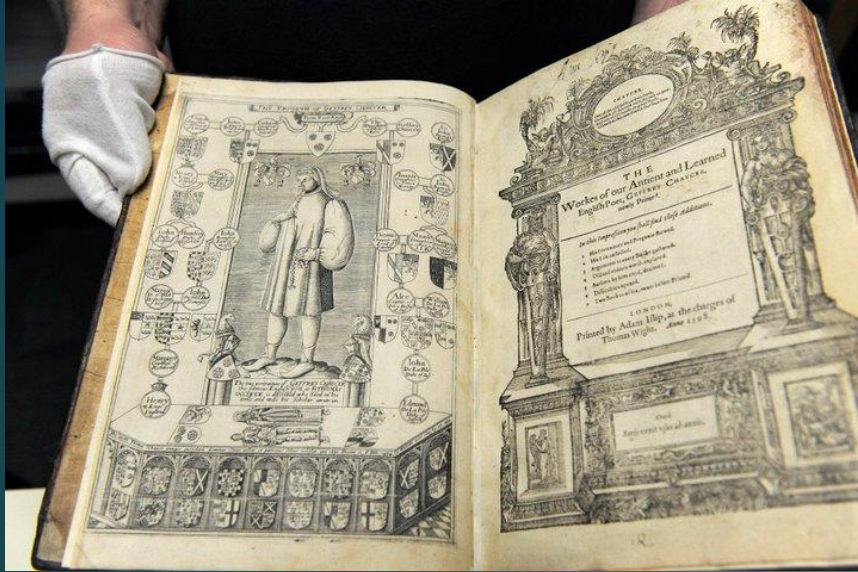


Manuscript Group (MG) 35: J. Neal Griffith Autograph Collection



MG 136: Dr. Earl Hunt Collection

# You never know what you are going to find



Examples from the Rare Book Collection including the [Spanish Illuminated Manuscript \(1635-1637\)](#)

# Thank you!

## Contact Information

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