Practical Preservation for Everyone

Why Digital Preservation Matters to you and your community

November 20, 2015
Flagstaff, AZ

Presented by
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Digital Preservation
• Obsolescence (ability to access)
• Damage
• User errors
• Equipment malfunctions
• Cyber attacks or virus
It can Happen to You… and Me
Take Action

Identify, Organize, and Describe - avoid loss
Convert - fight obsolescence
Be secure - prevent attacks, damage
Back up Plan - save copies in multiple places
Identify

Why Preservation Matters

digitalpreservation.gov/multimedia/videos/personalarchiving.html
Organize

Main Archive
Filenames

IMG_2611.jpg

#@$ !.^

Feb 21’ Matt Harp’s.ext

07.12 MH 1.ext

20120712 subject/title 4.ext

20100228_HarpMatt.jpg
(yyyymmdd_LastFirst.ext)

20120701_HarpMatt_ALA_001.jpg
(yyyymmdd_Name_Place.ext)

separate_with-dashes_004.ext
Be Consistent

<table>
<thead>
<tr>
<th>File Name</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>20151119_AZ-C-P-N_01.ppt</td>
<td>YYYYMMDD_location-Event-Type_Version</td>
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</table>

Guide

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>AZ</td>
<td>Arizona</td>
</tr>
<tr>
<td>C</td>
<td>Conference</td>
</tr>
<tr>
<td>P</td>
<td>Presentations</td>
</tr>
<tr>
<td>N</td>
<td>Notes</td>
</tr>
</tbody>
</table>
Transfer and Convert

accessible sharable usable

image: Why Preservation Matters
digitalpreservation.gov/multimedia/videos/personalarchiving.html
Recommended Formats

- Video: MOV, MPEG, MP4
- Audio: WAV, MP3
- Images: TIFF, JPEG
- Text: PDF, ASCII, RTF
In this corner, we have firewalls, encryption, antivirus software, etc. And in this corner, we have Dave!!
The Backup Plan

Original

- External
  - Local
  - Remote
I LOVE IT WHEN A BACKUP PLAN COMES TOGETHER
Remember…

<table>
<thead>
<tr>
<th>Action</th>
<th>Fights</th>
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</thead>
<tbody>
<tr>
<td>Identify, Organize, and Describe</td>
<td>Loss, deletion</td>
</tr>
<tr>
<td>Transfer and Convert</td>
<td>Obsolescence</td>
</tr>
<tr>
<td>Be Secure</td>
<td>Cyber attacks</td>
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<tr>
<td>Back it up - 3 places</td>
<td>Damage</td>
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</tbody>
</table>
THANKS

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References


Research Data Preservation Instruction Modules
- New England Collaborative Data Management Curriculum: http://library.umassmed.edu/necdmc/modules
- DataONE education modules: https://www.dataone.org/education-modules
References

Preservation File Formats
Long-Term File Formats (Stanford)

Sustainability of Digital Formats, Planning for Library of Congress Collections
http://www.digitalpreservation.gov/formats/fdd/browse_list.shtml

Get Involved and learn more about all of preservation
ALA Preservation Week
http://www.ala.org/alcts/preservationweek