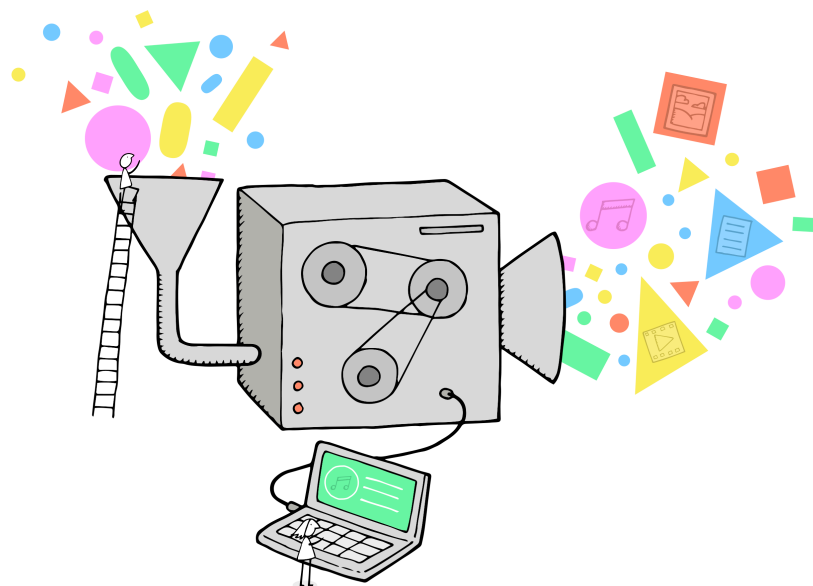


Personal Digital Archiving Exercise & Resource Booklet

Bodleian Libraries

28/03/2018

Version 1.0



Digital Preservation Business Case Toolkit <http://wiki.dpconline.org/>, CC-BY-NC 3.0

Disposal Activity

Instructions: Cross out the images you would select for disposal if this was your personal photo archive. Count how many remain in your collection.

CONTENT









































									
DSC_0109.JPG	DSC_0110.JPG	DSC_0111.JPG	DSC_0112.JPG	DSC_0113.JPG	DSC_0114.JPG	DSC_0115.JPG	DSC_0116.JPG	DSC_0117.JPG	DSC_0118.JPG
									
DSC_0119.JPG	DSC_0120.JPG	DSC_0121.JPG	DSC_0122.JPG	DSC_0123.JPG	DSC_0124.JPG	DSC_0125.JPG	DSC_0126.JPG	DSC_0127.JPG	DSC_0128.JPG
									
DSC_0129.JPG	DSC_0130.JPG	DSC_0131.JPG	DSC_0132.JPG	DSC_0133.JPG	DSC_0134.JPG	DSC_0135.JPG	DSC_0136.JPG	DSC_0137.JPG	DSC_0138.JPG
									
DSC_0139.JPG	DSC_0140.JPG	DSC_0141.JPG	DSC_0142.JPG	DSC_0143.JPG	DSC_0144.JPG	DSC_0145.JPG	DSC_0146.JPG	DSC_0147.JPG	DSC_0148.JPG

Image: Copyright Sarah Mason, CC-BY-NC-ND 3.0

Personal Digital Archiving and Preservation Resources

Background reading

Digital Preservation Coalition's Technology Watch Report on Personal Digital Archiving:

<http://www.dpconline.org/docman/technology-watch-reports/1460-twr15-01/file>

Library of Congress: Personal Archiving website. Includes videos, how-two guides for file formats.

<http://www.digitalpreservation.gov/personalarchiving/>

Digital Preservation Coalition (DPC) webinars (log in required):

<http://www.dpconline.org/events> (upcoming)

<http://www.dpconline.org/events/past-events> (back catalogue)

Paradigm Project. Best practice for personal archives:

Practical tips: <http://www.paradigm.ac.uk/workbook/appendices/guidelines-tips.html>

Preservation plans: <http://www.paradigm.ac.uk/workbook/appendices/guidelines-eleventips.html>

The Complete Guide to Personal Digital Archiving, by Brianna H. Marshall. Published by ALA Editions, 2018. Item number: 978-0-8389-1605-6

File format guidance

Stanford Libraries' list of preservation file format recommendations:

<https://library.stanford.edu/research/data-management-services/data-best-practices/best-practices-file-formats>

Tools to get started

Comparison of metadata editors: https://en.wikipedia.org/wiki/Comparison_of_metadata_editors

Deduplication software: Anti-Twin (Windows, OSX with emulator program)

<http://www.joerg-rosenthal.com/en/antitwin/>

Fixity and Exactly software from AVP (for checking files & transfers):

<https://www.weareavp.com/products/fixity/>

<https://www.weareavp.com/products/exactly/>

Comparison of batch renaming software:

https://en.wikipedia.org/wiki/Batch_renaming#List_of_software

Online file conversion software:

<https://convertio.co/>

<https://docupub.com/pdfconvert/> (creates PDF/A)

Cloud storage and online backup comparisons:

<http://uk.pcmag.com/storage-devices-reviews/3682/guide/the-best-cloud-storage-and-file-sharing-services-of-2017>

<http://uk.pcmag.com/backup-products-1/8648/guide/the-best-online-backup-services-of-2018>

Password managers:

<http://uk.pcmag.com/password-managers-products/4296/guide/the-best-password-managers-of-2018>

Appendix A: Data management Plan (Template)

Available at: *[insert link](#)*

Data Management Plan - [name of collection(s)]

Last annual checked completed of all storage media:

Notes:

Next check due:

[repeat this section as many time as necessary]

Source File Store:

Contains:

Backup:

Source File Store:

Contains:

Backup:

Temporary stores:

- [list all]

Current Preservation Risks:

- [list current risks found from last annual check]

Current Preservation Tasks:

- [be sure to update when a task is complete]

Workflows: [optional space to list any archiving workflows with tools used for each step in the workflow and date of last transfer from temporary stores into archive, if applicable]