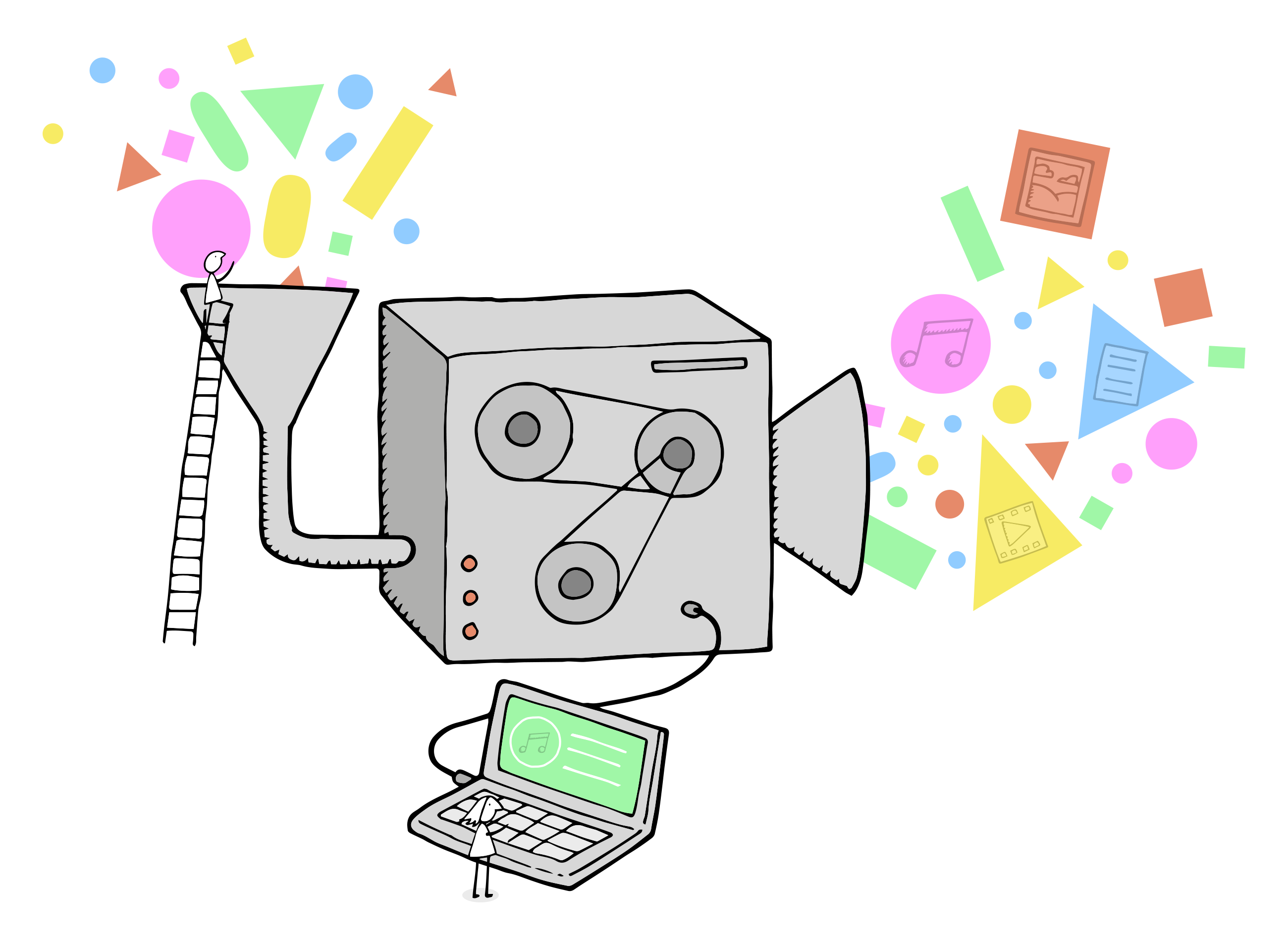
**Personal Digital Archiving**

**Exercise & Resource Booklet**

**Bodleian Libraries**

**28/03/2018**

**Version 1.0**

****

*Digital Preservation Business Case Toolkit* [*http://wiki.dpconline.org/*](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.



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]