

Digital Preservation at Oxford and Cambridge

A collaborative research project to evaluate and provide sustainable recommendations for our digital preservation programmes

Self-archiving the DPOC research outputs

Posted on **13 March, 2019** by [ehalvarsson](#)

The Digital Preservation at Oxford and Cambridge project ended on the 31st of December 2018. Although follow-on digital preservation projects are continuing at both organisations, the initial DPOC project itself has been wrapped up. This also means that activity on the www.dpoc.ac.uk blog and our Twitter hash ([#dp0c](#)) are being wound down.

To give the outputs from the DPOC project a good chance of remaining accessible in the future, we have been [planning our 'project funeral'](#) over the past few months. Keep on reading to find out how we archived the DPOC project's research outputs and how you can access it in the future.

This blog has two sections:

- *Section 1: Archiving of external project outputs*
- *Section 2: Archiving of internal project outputs*

SECTION 1: EXTERNAL PROJECT OUTPUTS

Making use of our institutional repositories

The DPOC blog, a [WordPress](#) site maintained by [Bodleian Libraries' Systems and Services \(BDLSS\)](#), has been used to disseminate external project outputs over the past 2.5 years. While the WordPress platform is among the less complex applications for BDLSS to maintain, it is still an application based platform which requires ongoing maintenance which may alter the functionality, look and feel of the DPOC blog over time. It cannot be guaranteed that files uploaded to the blog remain accessible and persistently citable over time. This is a known issue for research websites (even digital preservation ones!). For this reason, any externally facing project outputs have instead been deposited with our institutional repositories [ORA](#) (Oxford) and [Apollo](#) (Cambridge). The repositories, rather than the DPOC blog, are the natural homes for the project's outputs.

The deposits to ORA and Apollo range from datasets, reports, abstracts, chapters and posters created by the DPOC Fellows. A full list of externally available outputs is available on our [resource page](#), or by searching for the keyword "DPOC" on [ORA](#) and [Apollo](#).



- Image Capture: Public data sets, journals, and other research outputs from the DPOC project can be accessed through Apollo and ORA

Archiving our social media

One of the deposited datasets cover our social media activities. The social media dataset contains exports of all WordPress blog posts, social media statistics, and Twitter data.

A full list of Tweets which have used the [#dp0c](#) tag between August 2016 and February 2019 can be downloaded by external users from [ORA](#). Due to Twitter's Terms of Service, only Tweet identifiers are

available as part of the public dataset. However, full Tweets generated by the project team have also been retained under embargo for internal staff use only.

As part of wrapping up the DPOC project, the blog will also be amended to reflect that it is no longer actively updated. However, as we want to keep a record of the original look of the site before these edits [Bodleian Libraries' Electronic Manuscripts and Archives](#) are currently crawling the site. To view an archived version of dpoc.ac.uk please visit [Bodleian Libraries' archive.it](#) page.

SECTION 2: INTERNAL PROJECT DOCUMENTATION

Appraising internal project documentation

Over the past 2.5 years the DPOC project has created a large body of internal documentation as an outcome of its research activities. We wanted to choose wisely what documentation to keep and what documentation to dispose of, so that other library staff can easily navigate and make use of the project outputs.

The communication plan which was created at start of the project was valuable in the appraisal process, helping us both locate and make decisions about what content to keep. Our communication plan listed:

1. *How project decisions would be recorded*
2. *How different communication platforms and project management tools (such as [SharePoint](#), [Asana](#) and [Slack](#)) would be used and backed up*
3. *And which standards for file naming and versioning the Fellows would use*

Accessing internal project documentation

In October-December both organisations appraised the content which was on the joint DPOC SharePoint site, and moved material of enduring value into local SharePoint instances for each

institution. This way the documentation could be made available to other library staff rather than DPOC project members only.

We had largely followed the file naming standards outlined in the communication plan, but work was still required to manually clean up some file names. Additional contextualising descriptions were added to make content more easily understandable by staff who have not previously come across the project.

Name	20171207-policy-digital-preservation-implementation-plan-v1d.docx
Title	Digital Preservation Policy Implementation Plan
Topic	Policy and Planning
Project	Polonsky Digital Preservation (Initial 2 Years)
Description of document	The implementation and communication plan which accompanies the digital preservation policy (version 2.0.2). Developed during the Digital Preservation at Oxford and Cambridge project.
Document owner	<input type="checkbox"/> Michael Popham
Created at	02/05/2018 15:26 by <input type="checkbox"/> Edith Halvarsson
Last modified at	20/11/2018 12:09 by <input type="checkbox"/> Edith Halvarsson

Close

— Image Caption: SharePoint

Oxford also used its departmental Confluence page which integrates with the SharePoint instance. Code written during the project is managed in [GitLab](#).

Confluence

Digital Preservation

Created by administrator, last modified by Edith Halvarsson just a moment ago

About



DPOC - Digital Preservation at Oxford and Cambridge Project

DPOC was a project ran in collaboration between the Bodleian Libraries (University of Oxford) and Cambridge University Library (University of Cambridge), funded by The Polonsky Foundation. The project employed six research Fellows (three at each university) looking at three core aspects of digital preservation: policy and planning, outreach and training, and technical implementations.

The project ran from July 2016 to December 2018. By the end of 2018 the Fellows produced a road map for developing digital preservation capacity at Bodleian Libraries and produced a number of [business cases](#) to the IT Capital fund for implementing the plan.

Documentation about the project is recorded on this confluence page, which links out to documents stored on the project's [SharePoint](#) page.

Page content

- [Training](#)
- [Research documentation](#)
 - [Surveys](#)
 - [Assessments](#)
 - [Equipment and technical infrastructure](#)
- [Policy and Planning](#)
- [Business cases](#)
- [Team area](#)

— Image Caption: Confluence

SUCCESSION PLANNING

Oxford: Although some of the DPOC Fellows are continuing work on other digital preservation related projects at Bodleian Libraries, ownership of documents, repository datasets and the WordPress website was formalised and assigned to the Head of Digital Collections and Preservation. This role (or the successor of this role) will make curatorial and preservation decisions about any DPOC project outputs managed by Bodleian Libraries.

Cambridge: Preservation activities will continue at CUL following on from the DPOC project in 2019. Questions regarding DPOC datasets and internal documentation hosted at CUL should be addressed to **digitalpreservation[AT]lib.cam[DOT]ac.uk**

SUMMARY

- For a list of publicly available project outputs, please visit the [resource page](#) or search for the keyword “DPOC” on [ora.ox.ac.uk](#) and [repository.cam.ac.uk](#)
- An archived version of [dpoc.ac.uk](#) is available through [Bodleian Libraries’ modern archives](#). Alternatively, the [UK Web Archive](#) and the [Internet Archive](#) also stores crawled version of the site.
- If you are a CUL member of staff looking for internal project documentation, please contact **digitalpreservation[AT]lib.cam[DOT]ac.uk**
- If you are a Bodleian Libraries member of staff looking for internal project documentation, please contact **digitalpreservation[AT]bodleian.ox[DOT]ac.uk**

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