

The Paradigm Project:

The University of Oxford
&
The University of Manchester

www.paradigm.ac.uk

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Digital Archivist

Project Overview

- Introduction to Paradigm and objectives
 - developing policies and procedures
 - testing tools and software
 - work book: <http://www.paradigm.ac.uk>
 - new resource for 21st C political history
- Neglect of digital personal papers
- Traditional archival processes v OAIS model

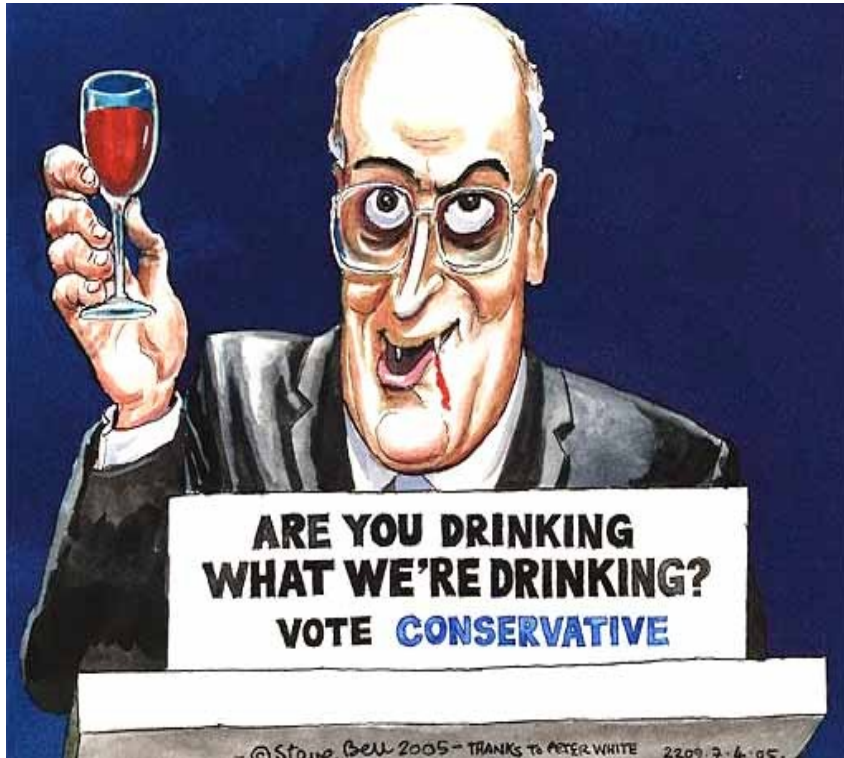
Scope of project (1)

- Early intervention
- Accessions (paper & digital)
- Appraisal
- Arrangement and cataloguing
- Intellectual Property Rights (IPR), Freedom of Information (FOI) and Data Protection Act (DPA)
- Access

Scope of project (2)

- Digital preservation issues
- Metadata: technical, preservation, administrative
- File formats and Open Source Software
- Digital repositories: DSpace and Fedora software
- Pilot election web archiving project

Why politicians?



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13 July 2005

Archives Hub day conference



Accessions – paper & digital

- Documentation
 - deposit agreements
 - transfer lists (digital snapshots)
- Ingest of digital material – processes
 - authenticity
 - automated creation of metadata
 - unique identifier
 - checksum
 - virus – quarantine

Acquisition and Appraisal

- Intervention at the creation stage
- Cost of storage
- Cost of metadata
- Duplicate files
- Snapshot issues: digital abundance
- Appraising large quantities of e-records

Arrangement & cataloguing

- Descriptive metadata
 - ISAD(G)2
 - EAD
- Indexing standards
 - LCSH
 - NCA Rules
 - ISAAR (CPF)
- Intellectual access
 - appropriate level of description

Managing access (1)

- Who should get access and how
 - online/offline
- Procedural implementation (user registration)
- Mechanisms for restricted material
 - how to block names etc
- Impact of DPA/FOI
- Impact of SENDA legislation

Managing access (2)

- Digital rights management (DRM)
 - Copyright, Designs and Patents Act 1988
- DRM policy
 - negotiating rights with depositors
- DRM implementation
 - templates licences
- Tim Padfield copyright guidance

Digital preservation

- Bit-stream preservation
- Migration
 - PRONOM file format registry
- Emulation
 - Camileon project
- Digital Archaeology
- Dual approach – certain digital objects might suit particular strategies

Metadata

- METS- associates digital objects and their metadata
- Descriptive metadata (EAD and MODS)
- Administrative metadata (technical, preservation & rights)
- Digital provenance metadata (generated during migration from one file format/medium to another)
- Tools to automate metadata extraction eg. JHOVE

File formats

Paradigm will work with as many file formats as possible

Collecting institutions can't generally dictate preferred file formats

Proprietary closed source v open source software (OSS)

PDF/A : Portable Document Format/Archival

PRONOM file format registry

Digital repositories

What are Digital repositories?

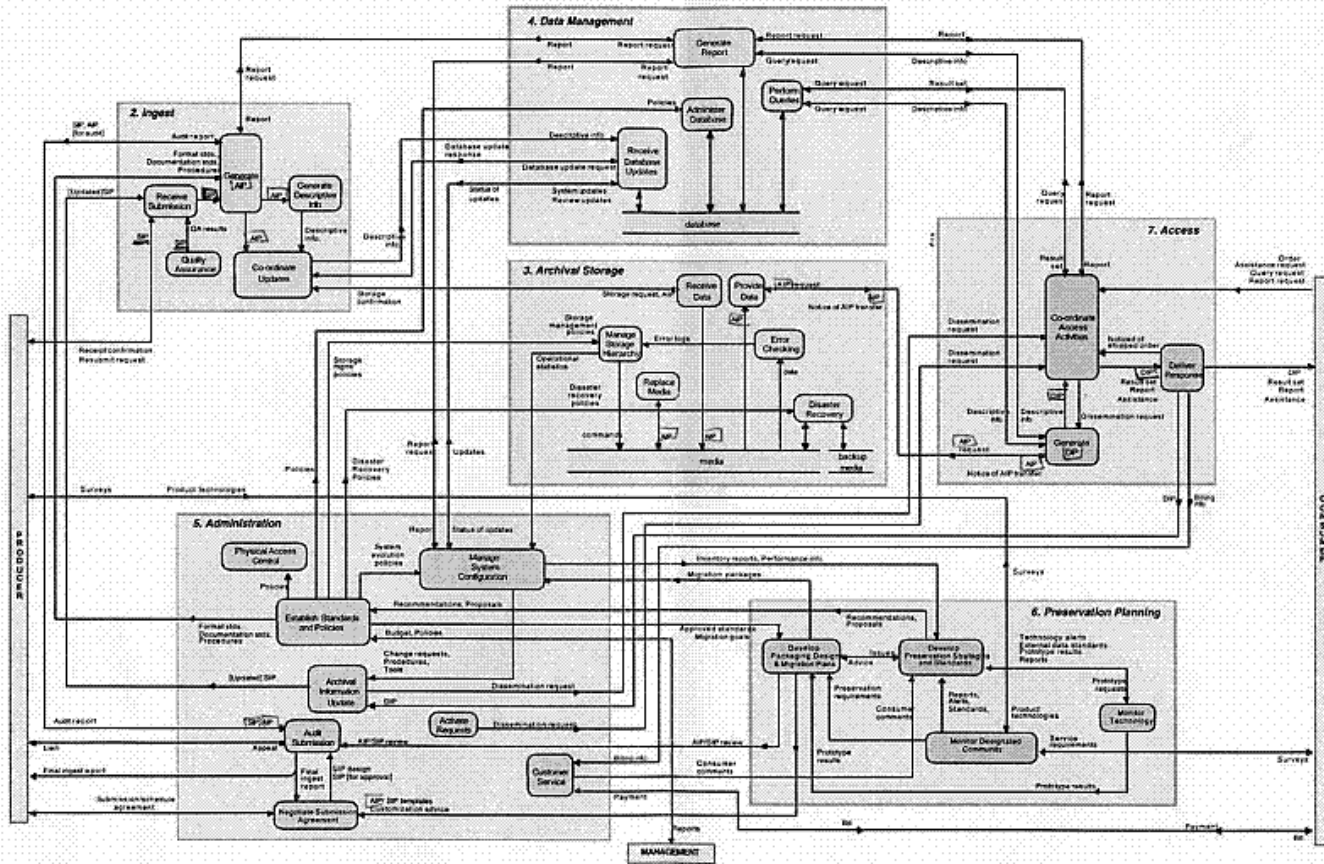
DSpace <http://www.dspace.org>

Fedora <http://www.fedora.info/>

OAIS Model (open archival information systems)

a comprehensive model describing all the functions of a digital repository

OAIS Reference Model



Website Archiving Pilot

- General election web archiving pilot
- Harvesting directly from the Web
- Pilot using
 - Adobe Acrobat
 - HTTrack

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After the outcome of the Parliamentary Elections on May 5th 2005 Keith Bradley is no longer MP for the constituency of Manchester Withington.

Any constituents who need advice on any matters then please call the new MP for the area,

John Leech on:
0775 365 9487

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Conclusions

- Digital preservation issues are complex, collaboration between like-minded institutions is the way forward
- Archivists now have the opportunity to shape records at the time of creation
- Does digital preservation herald major changes for the ways in which archivists catalogue and arrange collections?
- IT support crucial for digital archivists