

# The Paradigm Project:

The University of Oxford  
&  
The University of Manchester

[www.paradigm.ac.uk](http://www.paradigm.ac.uk)

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# 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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JISC

13 July 2005

Archives Hub day conference



MANCHESTER  
1824  
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# 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?

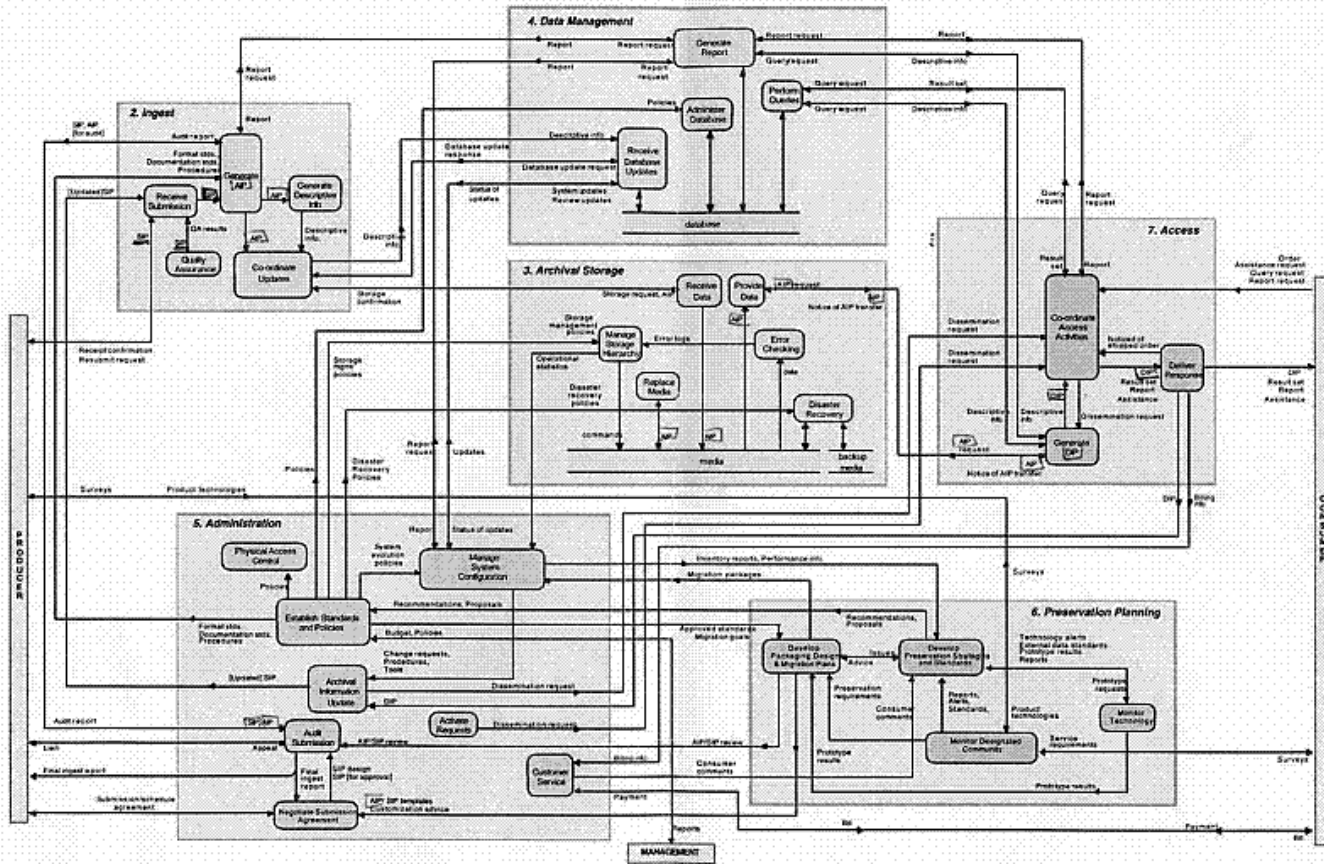
DSpace <http://www.dspace.org>

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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# Vote Keith Bradley 2005

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

**John Leech on:**  
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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