

# Harold B. Lee Library Digital Archive: Digital Preservation Decision Form

Digital Collection: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Ext. \_\_\_\_\_ Date: \_\_\_\_\_

## 1. Preservation Decision and Preservation Priority

The Final Preservation Decision from the Decision Chart (answer questions on page 2 first):

- Permanently archive content in the Digital Archive
- Do not archive content in the Digital Archive.

Preservation Risk: (Complete section 4 of the Decision Chart on page 2):

- Mark if this collection is a High Preservation Risk

## 2. Who can access the content inside the Rosetta Digital Archive?

- a.  Access to the archived content is not restricted.
- b.  Restrict access to archival objects *inside the Digital Archive* as follows:
  - Default access: archivist; content owner; those with the owner's permission.
  - Other access restrictions: There are many options for granting or restricting access to the digital archive. Describe desired access requirements or exceptions for this collection:

## 3. Preservation Metadata and Collection Updates

- a. The source (creator / owner and location) of the metadata to be added to the Digital Archive is:
- b. How often will these objects need to be accessed or updated? (Check all that are appropriate.)
  - Ongoing collection
  - When updating Metadata
  - Rarely
  - Other

## 4. Are other digital preservation actions needed?

- a. Virus checks and fixity checks are regularly performed on content in the Digital Archive. Describe any additional preservation services needed for the collection:
- b. Additional copies. For preservation purposes, at least three copies of the content are kept: The Rosetta Digital Archive, a tape copy in the granite vaults, and an M-Disc copy. Describe any additional copies needed:
- c. In time, continued access may require that the objects be migrated to other digital formats. Select the content option below that is **most** important.
  - The intellectual content **must** retain the original format (*this may not always be possible*).
  - The intellectual content **should** retain the format **if possible**.
  - The intellectual content is **more important** than the format.

**5. Additional considerations?** Add additional information or support for decision as needed.

## Preserving Content in the HBL Digital Archive: Decision Chart

| <u>Appraisal and Selection Questions:</u><br><i>Circle your response and follow the arrow:</i>   |  | <u>Responses and Directions:</u><br><i>Subject Specialist / Curator:</i>   |
|--|--|--|
| <p><b>1. Library responsibility to keep the collection:</b></p> <ul style="list-style-type: none"> <li>• Does the library have a responsibility to keep this collection for at least 20 years?      Yes No</li> <li>• Does this fit current collecting levels?      Yes No</li> <li>• Is this an archival collection?      Yes No</li> <li>• Is there a legal requirement to keep it?      Yes No</li> <li>• Is there a contract to keep it?      Yes No</li> </ul>  |  | <p>1. Responsibility to preserve:</p> <ul style="list-style-type: none"> <li>• If Yes to any question, go to section 2.</li> <li>• If No to all questions:               <ul style="list-style-type: none"> <li>o Go to <b>Preservation Decision</b> below:</li> <li>o Check <i>Do not archive content</i>.</li> <li>o Do not store digital master files.</li> </ul> </li> </ul>   |
| <p><b>2. Does the Library have legal permission to:</b></p> <ul style="list-style-type: none"> <li>• Make digital preservation copies?      Yes No</li> <li>• Change the digital format if needed?      Yes No</li> <li>• Make objects accessible to others now, or by a specified date?      Yes No</li> </ul> <p>Date to be publically available _____</p>   |  | <p>2. Copyright permissions</p> <ul style="list-style-type: none"> <li>• If Unsure consult the BYU Copyright Office before continuing.</li> <li>• If Yes to all permissions, go to section 3.</li> <li>• If No to any permission:               <ul style="list-style-type: none"> <li>o Go to <b>Preservation Decision</b> below:</li> <li>o Check <i>Do not archive content</i>.</li> <li>o Do not store digital master files.</li> </ul> </li> </ul>  |
| <p><b>3. Availability of this collection elsewhere:</b></p> <ul style="list-style-type: none"> <li>• Are these objects commercial items preserved by someone else?      Yes No               <ul style="list-style-type: none"> <li>o If BYU has a contract or permission to preserve the commercial objects, circle <i>No</i></li> </ul> </li> <li>• Is there a physical copy in good condition that will be available long term?      Yes No</li> <li>• Is a copy permanently archived in an ISO certified Trusted Digital Repository?      Yes No               <ul style="list-style-type: none"> <li>o Which repository? _____</li> </ul> </li> </ul> |  | <p>3. Other copies:</p> <ul style="list-style-type: none"> <li>• If No to every question,               <ul style="list-style-type: none"> <li>o Go to <b>Preservation Decision</b> below:</li> <li>o Check <i>Permanently Archive content</i></li> <li>o Go to section 4 to decide the priority.</li> </ul> </li> <li>• If Yes to any question:               <ul style="list-style-type: none"> <li>o Go to <b>Preservation Decision</b> below:</li> <li>o Check <i>Do not archive content</i>.</li> <li>o Do not store digital master files.</li> </ul> </li> </ul> |
| <p><b>4. The risk of this digital collection being lost:</b></p> <ul style="list-style-type: none"> <li>• Is the content deteriorating or at risk?      Yes No</li> </ul> <p>Possible risk conditions include:</p> <ul style="list-style-type: none"> <li>o Deteriorating or poor condition</li> <li>o Near-obsolete media or format</li> <li>o Projected object lifespan: 1 - 2 years</li> <li>o Content is ephemeral or transitory</li> <li>o Media viewer unavailable or discontinuing?</li> </ul> <ul style="list-style-type: none"> <li>• Would it be difficult / impossible to recreate the digital objects if lost?      Yes No</li> </ul>          |  | <p>4. Need / Priority:</p> <ul style="list-style-type: none"> <li>• If Unsure consult BYU Digital Preservation before continuing.</li> <li>• If Yes to all questions:               <ul style="list-style-type: none"> <li>o Go to <b>Preservation Risk</b> below:</li> <li>o Check High Preservation Risk</li> </ul> </li> <li>• If No to any question:               <ul style="list-style-type: none"> <li>o Collection will be handled as a regular archival collection</li> </ul> </li> </ul>   |
| <p><b>Preservation Decision:</b></p> <p><input type="checkbox"/> Permanently archive content in the Digital Archive</p> <p><input type="checkbox"/> Do not archive content in the Digital Archive</p>  |  | <p><b>Preservation Risk:</b></p> <p><input type="checkbox"/> High Preservation Risk</p>  |
| <p>Record this information on the other side of the page and complete the rest of the form.</p>  |  |  |