

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

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