

Instructions for Completing the Digital Preservation Decision Form

This form is intended to help curators, subject librarians, and others responsible for digital collections to decide which materials should be preserved long term in the HBLL Digital Archive.

Print Version: Print the form; complete and send to Digital Initiatives or Digital Preservation

Editable PDF Version: Open the form with editing software (not a browser). Complete form and email to Digital Initiatives or Digital Preservation. Red fields are required. Date field format is 04-June-2016. Use the mouse or Tab to move to next field. Click on a field or press space bar to mark a selection. On page 2 enter Y or N in the appropriate fields.

Section 1: Preservation Decision and Preservation Priority

When completing this form: the first question requires that you complete the four sections of the decision matrix on the second page. The sections explore three Appraisal and Selection Questions:

- a. The Library responsibility to keep the collection;
- b. The legal permission for the Library to preserve the objects;
- c. The need for the Library to preserve the objects;

The fourth section identifies digital objects at risk of loss. Objects that are at risk will be added at the top of the processing queue.

Section 2: Who can access the content inside the Rosetta Digital Archive?

The Rosetta Digital Archive provides disaster recovery services in the event that digital objects or metadata are lost from library repositories. In this section, identify any access restrictions for content in the Digital Archive.

Section 3: Preservation Metadata and Collection Updates

This section identifies location of the collection metadata that is to be ingested (or added) into the Digital Archive. The location, type and quality of the metadata will help determine how the collection will be processed.

Identify also if the collection or the metadata needs to be updated once it is in the Digital Archive. If the collection is still being added to, indicate that so all additional items are added to the Digital Archive.

Section 4: Are other digital preservation actions needed?

Generally all regular preservation actions are provided and no additional actions or copies are needed in this section.

Formats: All digital objects have a digital format, usually identified by the file extension or the software used to create the object. As software changes over time and becomes obsolete, the digital files will no longer be able to be opened. Before that happens, the file needs to be changed to a new format so that it can be opened. In section 4c the default selection will be:

- The intellectual content *should* retain the format *if possible*.

Section 5: Additional considerations?

If the decision matrix on page 2 shows that the objects should not be preserved but you have a particular reason for preserving them anyway, provide that information in this section.

When the form is completed, send either a paper or digital copy to Digital Preservation so that the collection can be processed and the form included in the Digital Archive as part of the collection documentation.