

Digital Preservation Resources

Canadian Heritage Information Network. "Digital Preservation Toolkit." Accessed October 20, 2014. <http://www.rcip-chin.gc.ca/sgc-cms/nouvelles-news/anglais-english/?p=6410>

Documents created by the Canadian Heritage Information Network to help identify digital resources and help create policies and plans to support their preservation. This document is focused on museums but a good starting place for archives as well.

Center for Research Libraries. "Trustworthy Repositories Audit and Certification: Criteria and Checklist." Accessed October 20, 2014. http://www.crl.edu/sites/default/files/attachments/pages/trac_0.pdf

Criteria and checklists to assess digital repositories.

Cornell University. "Digital Preservation Management: Implementing Short-term Strategies for Long-term Problems." Accessed October 20, 2014. <http://dpworkshop.org/index.html>

An online tutorial introducing users to digital preservation management.

Digital Preservation Coalition. "Digital Preservation Handbook." Accessed October 20, 2014. <http://www.dpconline.org/advice/preservationhandbook>

Digital Preservation Handbook created by the Digital Preservation Coalition to guide preserving and providing access to digital resources over time.

InterPARES 3 Project. "Products-TEAM Canada." Accessed on October 20th, 2014. http://www.interpares.org/ip3/ip3_products.cfm?team=1

Preserver Guidelines

http://www.interpares.org/ip3/display_file.cfm?doc=Preserver_Guidelines_English.pdf

A very useful, and clearly laid out, 12 page guide on preserving digital records.

Creator Guidelines

http://www.interpares.org/ip3/display_file.cfm?doc=Creator_Guidelines_English.pdf

A very useful, and clearly laid out, 10 page guide on saving and recovering files. This guide should be paired with the “Preserver Guidelines” guide.

Maintaining Your Digital Records

http://www.interpares.org/ip3/display_file.cfm?doc=ip3_canada_cs08_brochure-2.pdf

A brief overview of basic digital preservation, including planning, organization, and choosing the best format.

Managing E-mail

http://www.interpares.org/ip3/display_file.cfm?doc=ip3_canada_cs08_brochure-3.pdf

What e-mails should be kept as a digital record? How and where should it be stored? This guide will discuss the management and housing of digital correspondence.

Policies and Procedures for the Preservation of Electronic and Digital Materials Acquired from Private Donors

http://www.interpares.org/ip3/display_file.cfm?doc=ip3_canada_cs08_final_report.pdf

A guide that discusses what digital records should be acquiesced and accessioned, and how to preserve them.

Policy and Procedures Template

http://www.interpares.org/ip3/display_file.cfm?doc=ip3_policy_procedure_templates_final_report.pdf

InterPARES 3 – Canada has supplied a template on the policies and procedures for accepting digital record donations from private donors.

Organizational Culture

http://www.interpares.org/ip3/display_file.cfm?doc=ip3_canada_gs07_final_report.pdf

Based on interviews with different institutions, this brochure covers a number of issues that an institution may confront when organizing digital records.

Library and Archives Canada. "File Format Guidelines for Preservation and Long-term Access." Accessed October 20, 2014.

http://www.councilofnsarchives.ca/sites/default/files/LAC%20File%20Format%20Guidelines%20for%20Preservation%20and%20Long-term%20v1_2010-12_0.pdf

Library and Archives Canada's guidelines to assess file formats for digital resources.

Library of Congress. "Sustainability of Digital Formats: Planning for Library of Congress Collections." Access October 20, 2014. <http://www.digitalpreservation.gov/formats/intro/resources.shtml>

A list of resources from the Library of Congress about digital file formats and digital preservation.

Northeast Document Conservation Center. "Digital Preservation." Accessed October 20, 2014.

<https://www.nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.5-digital-preservation>

Northeast Document Conservation Center's best practices for digital preservation.

Northeast Document Conservation Center. "Digital Preservation Readiness Webliography." Accessed October 20, 2014. <https://www.nedcc.org/free-resources/preservation-leaflets/6.-reformatting/6.8-digital-preservation-readiness-webliography?fontsize=4>

Northeast Document Conservation Center's list of resources on digital preservation.

Online Computer Library Center. "Trusted Digital Repositories: Attributes and Responsibilities." Accessed October 20, 2014.

<http://www.oclc.org/content/dam/research/activities/trustedrep/repositories.pdf?urlm=161690>

An RLG-OCLC report outlining the attributes and responsibilities of trusted digital repositories.

archives

SOCIETY OF ALBERTA

University of Cambridge. "Digital Repositories." Accessed October 20, 2014.
<http://www.lib.cam.ac.uk/dataman/pages/repositories.html>

Why have a digital repository? The University of Cambridge discusses the benefits and detriments of using them through a question and answer format.

Digital Repositories

Archivematica®

Found at https://www.archivematica.org/wiki/Main_Page

It is a digital preservation system that is in partnership with Wiki.

They advertise themselves as a "free and open-source digital preservation system" used to house digital records according to the proper standards. They employ the web-based content management system: AtoM. They are used by many fellow Canadian institutions including City of Vancouver Archives, and University of Alberta Libraries.

Preservica: Digital Preservation

Found at <http://preservica.com/industry/archives-libraries-and-museums/>

They market a cost-effective and secure database to store digital records. This company is based in the UK, and follows the UK Data Protection Act.