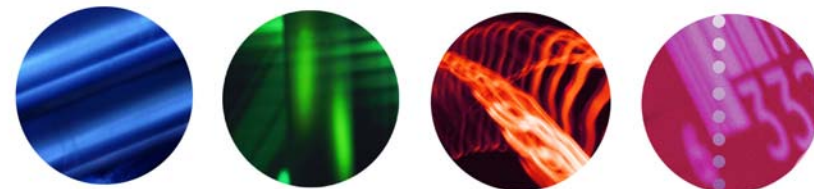


## Circular 4/04: Supporting Institutional Digital Preservation and Asset Management

- Context, main themes, objectives & outputs



Supporting further and higher education

# Overview

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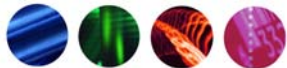
- The need for digital preservation
  - Issues in long-term retention and re-use
  - The role of JISC
  - The JISC Continuing Access and Digital Preservation Strategy
  - Key initiatives
  - Context & background of the call
  - Related JISC Projects and Activities
  - Aims and Objectives of the call
  - Main themes
  - Outcomes of the call
  - Summary
- 



# The Need for Digital Preservation

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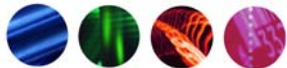
- Institutional knowledge base and intellectual assets increasingly in digital form
  - Substantial investment by the sector in licensing electronic content, digitisation & creation of digital content
  - Need to tackle uncertainties over archiving which impede the growth and take-up of digital resources, e-science and new working practices
  - And to secure long-term access to digital resources and gain lasting benefits of current investment in digitisation and digital content
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# Issues in long-term retention and re-use

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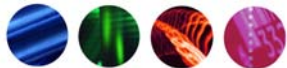
- New forms of information, more heterogeneous, ever increasing volumes
  - R&D and service investment lagging behind investment in creation
  - Rapid software and hardware obsolescence
  - No longer sufficient to preserve the medium – data, documentation, tools
  - Needs engagement of many different players over time
  - Complex problem for individual institutions
- 



# The role of JISC

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- As a central resource helping to promote, support and develop the management & preservation of institutional and community digital resources
  - As a partner for the Research Councils, Arts and Humanities Research board and other national & international bodies, in developing services for the sector or cross-sectoral initiatives
  - As an institution and role model ensuring:
    - good practice is followed for resources created or managed by JISC
    - appropriate grant conditions for JISC-funded creation of digital resources
- 



# The JISC Continuing Access and Digital Preservation Strategy 2002-5

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- Long-term preservation and access to scholarly and education material is an important strategic area for JISC
  - Digital preservation and records management activities guided by the JISC *Continuing Access and Digital Preservation Strategy 2002-2005* and its implementation plan
  - Vision
    - Mix of national, perhaps regional and institutional services
    - Importance of records / information management - lifecycle approach
    - Many players not solely a JISC issue – coordination and partnership with others
- 



# Key Initiatives

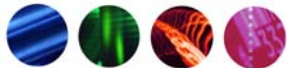
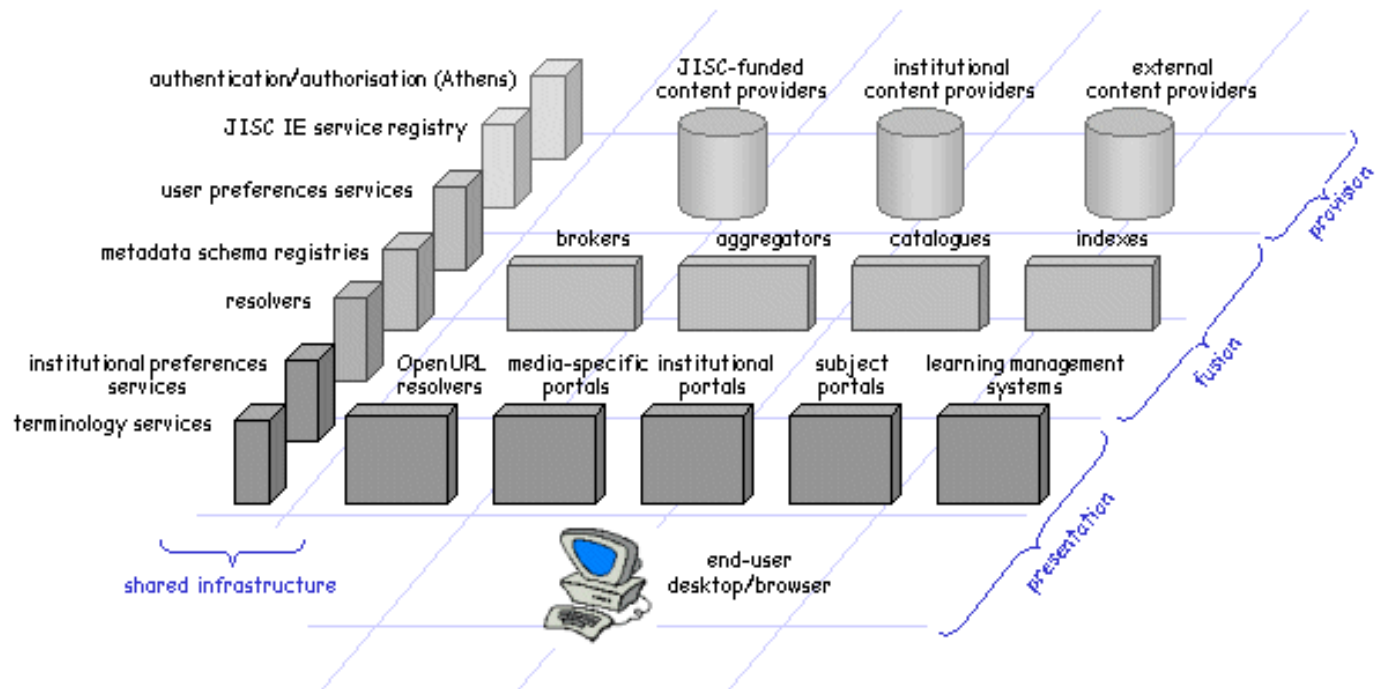
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- Feasibility, scoping studies & implementation of recommended actions
    - e-journals, web resources, e-prints, e-science data, e-learning objects and materials, and information on file formats/software documentation (essential reading for 04/04 bidders)
    - Assessment of LOCKSS system (ongoing)
  - Community calls
    - Circular 9/02: Supporting Institutional Records Management
    - Current Circular 4/04
  - National services and initiatives
    - Existing - Arts and Humanities Data Service, UK Data Archive
    - New - Digital Curation Centre
  - Partnership activities
    - JISC support for and participation in the Digital Preservation Coalition (DPC)
    - Co-funding of the Digital Curation Centre with the UK e-Science Core Programme
    - JISC as a founder member of the UK Web Archiving Consortium
    - JISC / BL partnership – preservation being an important area of cooperation and collaborative projects
- 



# Context and Background Circular 4/04 (1)

- A preservation layer for the JISC information Environment



# Context and Background Circular 4/04 (2)

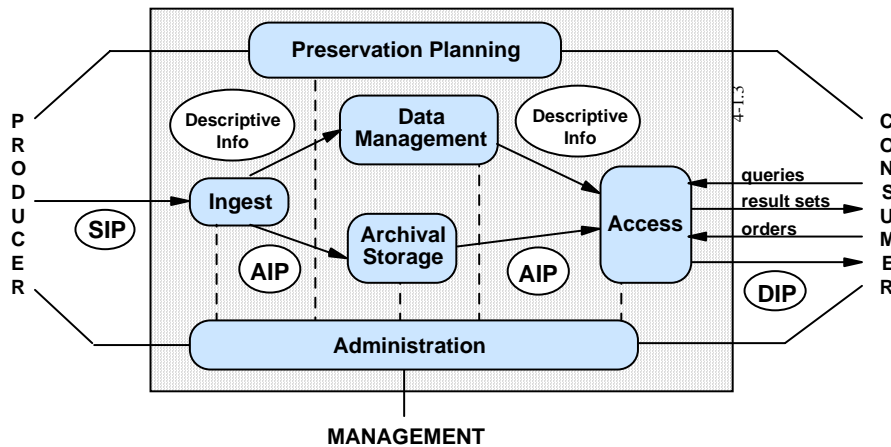
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- A preservation layer for the JISC information Environment
    - Archival storage
    - Archival replication/escrow
    - Preservation planning
  
    - Generic support services (tools, testbeds etc – Digital Curation Centre)
    - Discipline support services (discipline specific guidance and services – AHDS etc)
- 

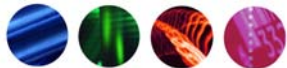
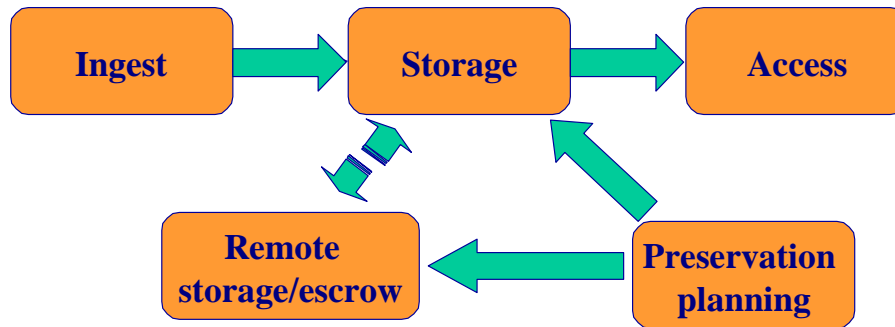


# Context and Background Circular 4/04 (3)

- The Open Archival Information Systems Model



- JISC's adaptation and simplification



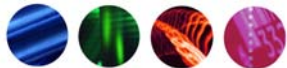
# Context and Background Circular 4/04 (4)

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- Information lifecycle management

“...the need actively to manage the resource at each stage of its lifecycle and to recognise the inter-dependencies between each stage..”

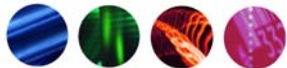
- Proactive, phased approach
  - Four main stages: creation, management, preservation, and use
  - Importance of institutional policies and mechanisms for their implementation
  - Key part of records management and management of other digital resources in institutions
  - See Preservation Management of Digital Materials [www.dpconline.org/graphics/handbook/](http://www.dpconline.org/graphics/handbook/)
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## Related JISC Projects and Activities

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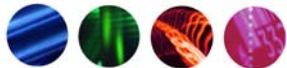
- Focus on Access to Institutional Resources (FAIR) Programme
    - Submission and sharing of content via at OAI-compliant institutional e-prints and e-theses repositories
    - SHERPA project exploring long-term preservation issues related to institutional e-prints repositories
  - JISC Scoping/Feasibility Studies & recommendations (e-prints, file formats etc)
  - Digital Curation Centre ([www.dcc.ac.uk](http://www.dcc.ac.uk))
- 



# Aims and Objectives

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- Take forward the digital preservation agenda at institutional level
  - Raise awareness and gain hands-on experience of digital preservation issues
  - Encourage and set in motion a process of integrating digital preservation and asset management into institutional strategies and operations.
  - Provide practical guidance and help to develop the required skill sets for institutions to develop their own programmes in digital preservation
  - Achieve institutional synergies, partnerships, and collaborative development
  - Develop technical tools and collaboration models to assist and simplify the process of take on digital preservation and asset management tasks
  - To disseminate and share lessons learned
- 



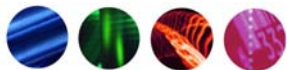
# Main Themes (1)

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- *Theme one: Institutional Management Support and Collaboration*

Institutions invest heavily in digitisation but policies and procedures for life-cycle management of digital assets remain underdeveloped

- Provide institutions with practical help in developing strategies and procedures, incorporated into corporate strategy and mapped to information lifecycle (model strategies)
  - Implementation & documentation of model strategies to benefit wider community
  - Help institution defining roles and responsibilities for digital preservation (models for internal and external collaboration)
  - Help key staff acquiring essential skills (staff development and training programmes)
- 



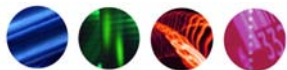
## Main Themes (2)

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- *Theme two: Digital Preservation Assessment Tools*

To assist institutions in making iterative decisions need to be made about selection and preservation throughout the lifecycle of digital information.

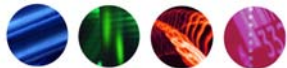
- Assessment and appraisal to help decision making and answer the question “what to keep?”
  - Could be based on existing methodologies for analogue materials and/or develop new tools and methods specifically for digital materials.
  - Take into consideration the specific needs and requirements of different types of digital asset
  - Map into information lifecycle (and potentially life-cycle costing models)
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## Main Themes (3)

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- *Theme three: Institutional Repository Infrastructure Development*  
Building long-term preservation into institutional repository development
  - Implementing standards: OAIS, METS
  - Enhancement or extension of current open source repository software. Desirable: automating file format recognition, management and conversion, replication, and preservation file management tools.



# Outcomes of the Call

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- Raised awareness of the importance and issues of long term digital preservation and asset management at institutions
  - Some institutions have embedded digital preservation into their strategic planning and daily operation
  - Model strategy, collaboration models, cases studies are available for those who consider to include digital preservation and asset management into the institutions' strategic agenda
  - Have developed tools for assessment and appraisal, for different types of digital asset
  - Have added functionality to institutional repository software to build in the concept of preservation at the outset
  - To have gained hands-on experience with the implementation of open standards and contributed to the development of these standards internationally
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# Summary

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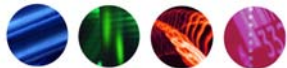
- Programme will run for two years from October 2004 to September 2006
  - Funding awarded to each project between £50,000 and £150,000 depending on the extent and complexity of the work involved
  - Deadline to submit proposal is 21<sup>st</sup> July 2004
  - Proposals are limited to a maximum of 10 single-sided A4 sheets plus optional appendices.
  - Should include key information such as outline project plan and budget in the main text
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# Further information (1)

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- *The Continuing Access and Digital Preservation Strategy for the Joint Information Systems Committee (JISC) 2002-5:*  
[http://www.jisc.ac.uk/index.cfm?name=pres\\_continuing](http://www.jisc.ac.uk/index.cfm?name=pres_continuing)
  - JISC Circular 4/04: Call for Projects in Supporting Institutional Digital Preservation and Asset Management:  
[http://www.jisc.ac.uk/index.cfm?name=funding\\_circular4\\_04](http://www.jisc.ac.uk/index.cfm?name=funding_circular4_04)
  - Day, Michael, 2003, *Collecting and Preserving the World Wide Web: a feasibility study undertaken for JISC and the Wellcome Trust:*  
[http://www.jisc.ac.uk/uploaded\\_documents/archiving\\_feasibility.pdf](http://www.jisc.ac.uk/uploaded_documents/archiving_feasibility.pdf)
  - Jones, Maggie, 2003, *Archiving E-Journals Consultancy - Final Report:*  
[http://www.jisc.ac.uk/uploaded\\_documents/ejournalsfinal.pdf](http://www.jisc.ac.uk/uploaded_documents/ejournalsfinal.pdf)
- 



## Further information (2)

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- Lord, Philip, and Macdonald, Alison, 2003, *Data curation for e-Science in the UK: an audit to establish requirements for future curation and provision*;  
[http://www.jisc.ac.uk/uploaded\\_documents/e-ScienceReportFinal.pdf](http://www.jisc.ac.uk/uploaded_documents/e-ScienceReportFinal.pdf)
  - James, Hamish, et al, 2003, *Feasibility and Requirements Study on Preservation of E-Prints*;  
[http://www.jisc.ac.uk/uploaded\\_documents/e-prints\\_report\\_final.pdf](http://www.jisc.ac.uk/uploaded_documents/e-prints_report_final.pdf)
  - Wheatley, Paul, 2003, *Survey and assessment of sources of information on file formats and software documentation*;  
[http://www.jisc.ac.uk/uploaded\\_documents/FileFormatsreport.pdf](http://www.jisc.ac.uk/uploaded_documents/FileFormatsreport.pdf)
  - Circular 9/02: Supporting Institutional Records Management (closed)  
[http://www.jisc.ac.uk/index.cfm?name=programme\\_supporting\\_irm](http://www.jisc.ac.uk/index.cfm?name=programme_supporting_irm)
  - Brian F. Lavoie, Office of Research, OCLC Online Computer Library Center, Inc., January 2004, *Introduction to OAIS*  
<http://www.dpconline.org/graphics/reports/index.html#intoais>
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