

# DEVELOPING POLICIES AND PROCEDURES FOR ACCESSIONING DIGITAL MATERIALS

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# OVERVIEW

- Case study for University of Houston Archives
  - Development of accessioning procedures and policies for digital materials
  - Discussion of tools used and storage structure
    - Duke Data Accessioner
    - Archival Information Package

# DIGITAL ACCESSIONING BASICS

- Similar to traditional materials with some unique challenges
  - Obsolete or inaccessible media
  - Transferring materials safely
  - Maintaining authenticity
    - Metadata is crucial

# IN THE BEGINNING. . .

- Digital materials largely undocumented
- No short-term migration procedures
- No long-term management policies
- Increase in number of contemporary accessions

# TECHNICAL LIMITATIONS

- What can we accession immediately?
  - CDs (data and audio) and DVDs
- Purchased write-blocker for USB devices and hard drives
- Not currently equipped for
  - Floppy disks, assorted other media formats

# GOALS

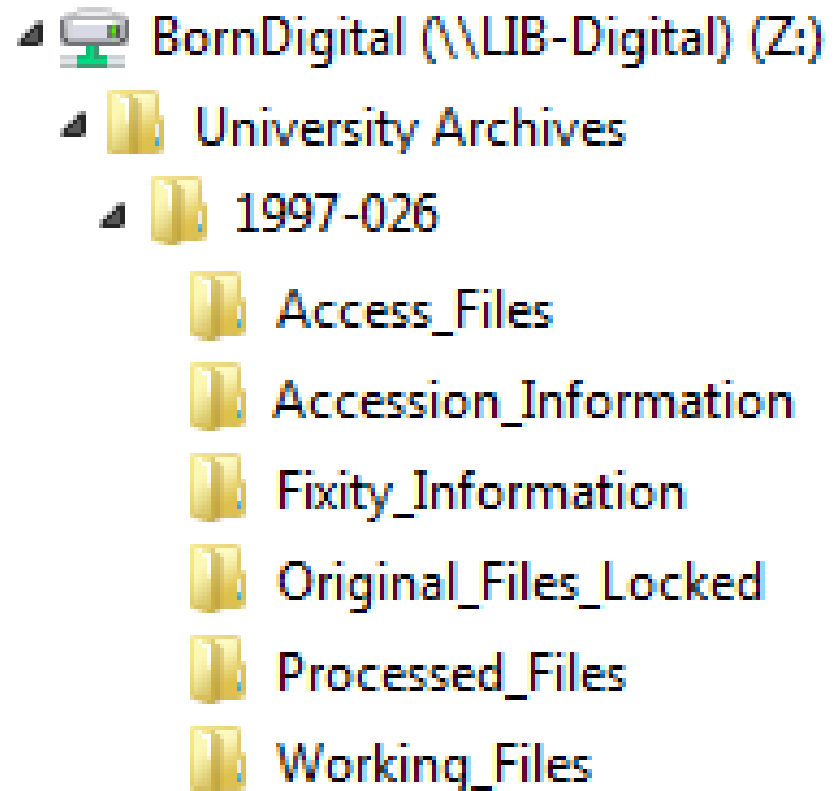
- Short-term
  - Safely copy materials from removable media to server for preservation
- Long-term
  - Create extensible policies and procedures for managing digital materials

# FIRST STEPS

- Survey collections for digital media
- Create digital accession log to document incoming digital media
  - Received ~600 CDs in first two months
- Set up pilot program and initial policies

# ARCHIVAL INFORMATION PACKAGE (AIP)

- Based on OAIS Reference Model
- Contains:
  - Technical and descriptive metadata
  - Content



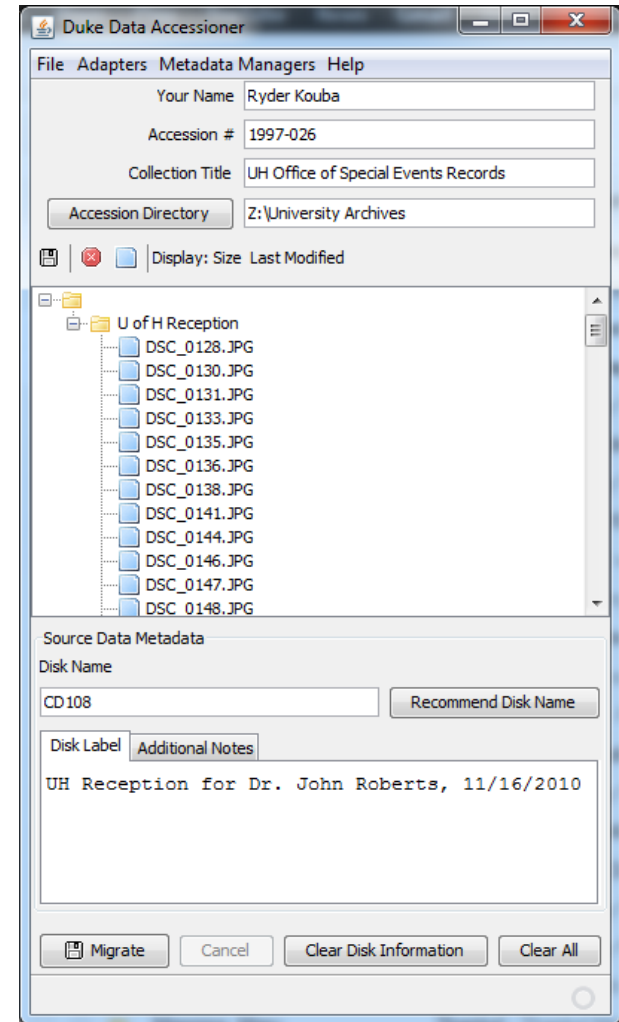


# IMAGING vs. COPYING

- Imaging
  - Bit-by-bit copy of everything on disk
    - Includes deleted files and unallocated space
  - Creates single file; cannot alter files inside
- Copying
  - Transfer selected files using specialized software
  - Requires less space, but more fragile

# DUKE DATA ACCESSIONER

- Safely copies selected files
- Generates basic technical metadata
  - MD5 checksums, file name, size, last modified date



# STORAGE

- Files are currently on backed up server with RAID system
  - Looking into additional backup, including cloud storage
- Working with others on procedures for depositing materials in dark archive

# CURRENT WORKFLOW

- Acquire and log materials
- Create AIP structure for accession
- Copy files into AIP and generate metadata

# NEXT STEPS

- Processing copied files
  - Arranging, describing, and stabilizing
- Access
  - Short-term: Stripped-down reading room computer
  - Long-term: DAMS
- Students take over copying files
- Increase manageable media formats

# REFERENCES

- General papers
  - AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship
  - Erway – “You’ve Got to Walk Before You Can Run”
  - Daines – “Processing Digital Records and Manuscripts”
- Various institutions’ workflows
  - Michigan, Michigan State, Stanford

# CONTACT INFORMATION

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