IV SINPRED
15 de Maio, 2019
Goiânia, GO

WORKSHOPS

WORKSHOP 3: Avaliação da gestão da preservação digital nas instituições

WORKSHOP 3

- Avaliação da gestão da preservação digital nas instituições

- Marisa Raquel De Giusti
- Miguel A M Arellano

- Idiomas: espanhol e português

WORKSHOP 3

- Local: Biblioteca Central - Laboratório da pós-graduação, térreo, ao lado do setor de empréstimos
- Horário: 8h30 a 12h30
- Requisitos: laptop e conhecimento de espanhol
- Grupos no Whatsapp

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AGENDA

- Primeira parte:
  - A auto avaliação
  - A avaliação por pares
  - O protótipo da avaliação por pares
- Segunda parte:
  - As Auditorias
  - A certificação
  - A auditoria de repositórios

I PARTE

- A Auto avaliação
- A Avaliação pelos pares
- O protótipo da avaliação pelos pares

Os Níveis de Preservação da NDSA

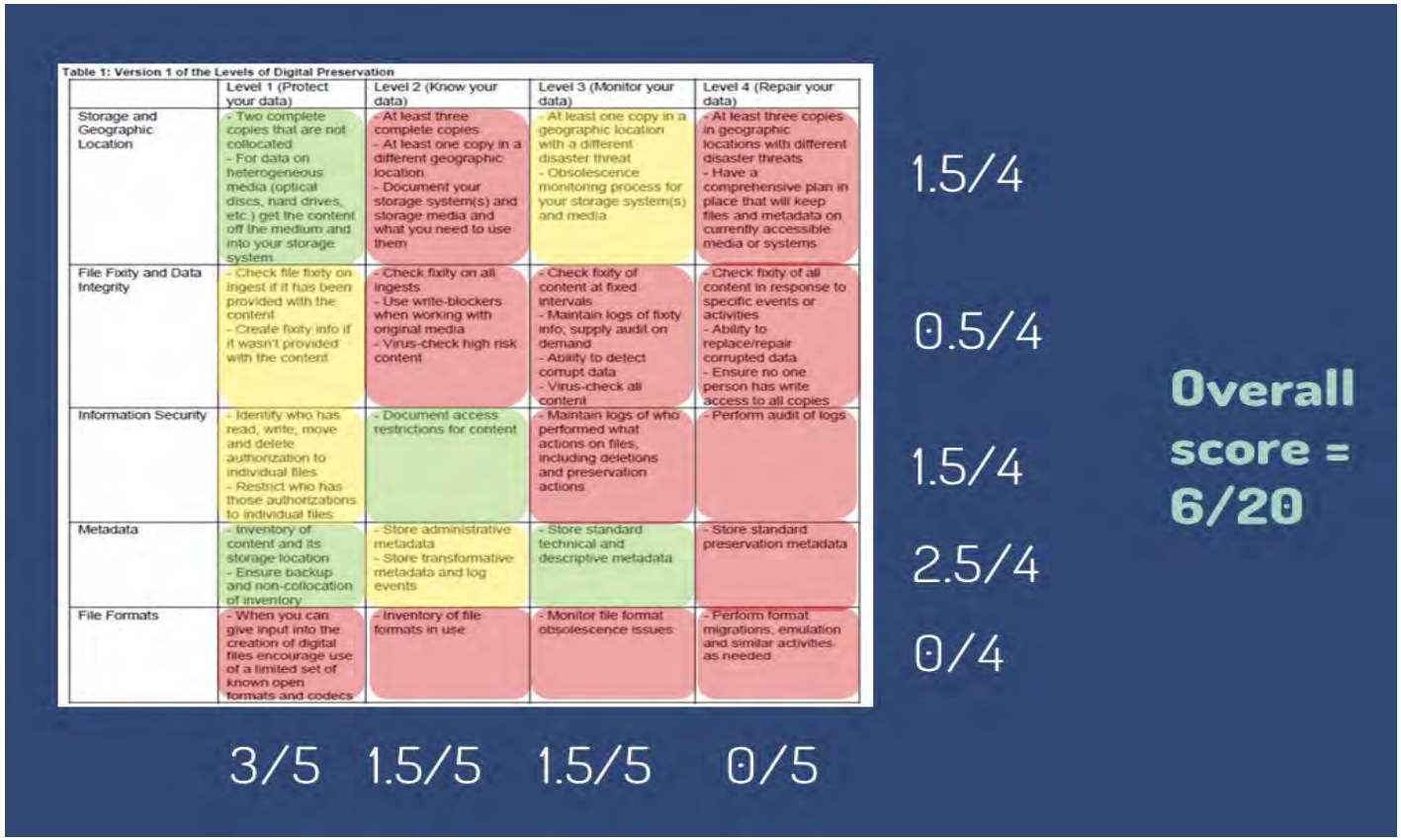
- **A Auto avaliação segundo a NDSA**
- **A Aplicação e o marco de avaliação**

Os Níveis de Preservação da NDSA

Table 1: Version 1 of the Levels of Digital Preservation

	Level 1 (Protect your data)	Level 2 (Know your data)	Level 3 (Monitor your data)	Level 4 (Repair your data)
Storage and Geographic Location	- Two complete copies that are not collocated - For data on heterogeneous media (optical discs, hard drives, etc.) get the content off the medium and into your storage system	- At least three complete copies - At least one copy in a different geographic location - Document your storage system(s) and storage media and what you need to use them	- At least one copy in a geographic location with a different disaster threat - Obsolescence monitoring process for your storage system(s) and media	- At least three copies in geographic locations with different disaster threats - Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems
File Fixity and Data Integrity	- Check file fixity on ingest if it has been provided with the content - Create fixity info if it wasn't provided with the content	- Check fixity on all ingests - Use write-blockers when working with original media - Virus-check high risk content	- Check fixity of content at fixed intervals - Maintain logs of fixity info; supply audit on demand - Ability to detect corrupt data - Virus-check all content	- Check fixity of all content in response to specific events or activities - Ability to replace/repair corrupted data - Ensure no one person has write access to all copies
Information Security	- Identify who has read, write, move and delete authorization to individual files - Restrict who has those authorizations to individual files	- Document access restrictions for content	- Maintain logs of who performed what actions on files, including deletions and preservation actions	- Perform audit of logs
Metadata	- Inventory of content and its storage location - Ensure backup and non-collocation of inventory	- Store administrative metadata - Store transformative metadata and log events	- Store standard technical and descriptive metadata	- Store standard preservation metadata
File Formats	- When you can give input into the creation of digital files encourage use of a limited set of known open formats and codecs	- Inventory of file formats in use	- Monitor file format obsolescence issues	- Perform format migrations, emulation and similar activities as needed

Os Níveis de Preservação da NDSA



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3/5 1.5/5 1.5/5 0/5

1.5/4

0.5/4

1.5/4

2.5/4

0/4

Overall score = 6/20

A Avaliação da Gestão da Preservação dos Acervos Digitais

- **Northeast Document Conservation Center**
- **A Avaliação da NEDCC (2016)**

www.nedcc.org/preservation-training/digital-preservation-assessment-training

- **A Co-avaliação**

NEDCC DIGITAL PRESERVATION PEER ASSESSMENT

NEDCC
NORTHEAST DOCUMENT CONSERVATION CENTER

ABOUT STORIES WORKING WITH NEDCC CROWDFUNDING CONTACT JOIN OUR E-LIST

PRESERVATION LEAFLETS DISASTER ASSISTANCE FREE RESOURCES

BOOK CONSERVATION | PAPER CONSERVATION | PHOTOGRAPH CONSERVATION | ASIAN ART CONSERVATION | IMAGING SERVICES | AUDIO PRESERVATION | ASSESSMENTS AND CONSULTATIONS | PRESERVATION TRAINING

Digital Preservation Assessment Training

Digital Preservation Assessment
Building a Framework, Building a Community

PRESERVATION TRAINING

- About
- Current Training Programs
- Atlantic Coast Preparedness Workshops
- Digital Directions 2023
- Preservation 101
- Fundamentals of AV Preservation
- Fundamentals of Photograph Preservation
- Digital Preservation Assessment Training

FREE RESOURCES

These resources are available for free and can be reused and modified under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International license.

Digital Preservation Assessment HANDBOOK

Digital Preservation Assessment Handbook PDF

Digital Preservation Assessment PEER ASSESSMENT

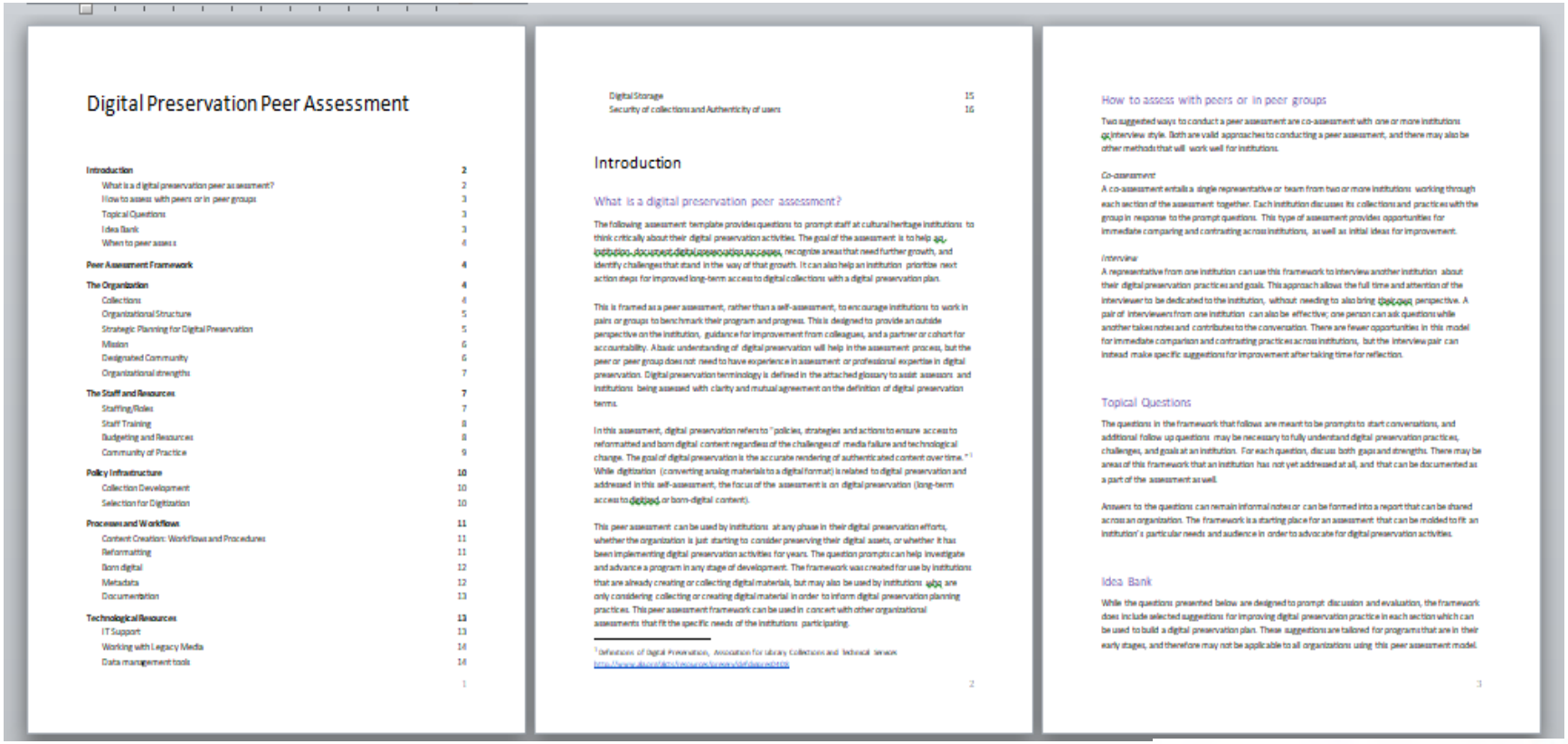
Digital Preservation Peer Assessment PDF

OVERVIEW OF THE PROJECT

In December 2016, NEDCC received a National Endowment for the Humanities Preservation and Access Education and Training grant to prepare and present a collaborative Digital Preservation Assessment training program. This program approached digital preservation assessment and training through case-study assessments, shadowing opportunities, workshops, a training institute, and a final symposium. The grant period ran from January 2017 through December 2018. Frances Harrell, Senior Preservation Specialist at

https://www.nedcc.org/preservation-training/digital-preservation-assessment-training

NEDCC DIGITAL PRESERVATION PEER ASSESSMENT



Digital Preservation Peer Assessment

1

Introduction

What is a digital preservation peer assessment?

The following assessment template provides questions to prompt staff at cultural heritage institutions to think critically about their digital preservation activities. The goal of the assessment is to help ~~an~~ institution document digital preservation success, recognize areas that need further growth, and identify challenges that stand in the way of that growth. It can also help an institution prioritize next action steps for improved long-term access to digital collections with a digital preservation plan.

This is framed as a peer assessment, rather than a self-assessment, to encourage institutions to work in pairs or groups to benchmark their program and progress. This is designed to provide an outside perspective on the institution, guidance for improvement from colleagues, and a partner or cohort for accountability. A basic understanding of digital preservation will help in the assessment process, but the peer or peer group does not need to have experience in assessment or professional expertise in digital preservation. Digital preservation terminology is defined in the attached glossary to assist assessors and institutions being assessed with clarity and mutual agreement on the definition of digital preservation terms.

In this assessment, digital preservation refers to "policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time."[1] While digitization (converting analog materials to a digital format) is related to digital preservation and addressed in this self-assessment, the focus of the assessment is on digital preservation (long-term access to digital or born-digital content).

This peer assessment can be used by institutions at any phase in their digital preservation efforts, whether the organization is just starting to consider preserving their digital assets, or whether it has been implementing digital preservation activities for years. The question prompts can help investigate and advance a program in any stage of development. The framework was created for use by institutions that are already creating or collecting digital materials, but may also be used by institutions who are only considering collecting or creating digital material in order to inform digital preservation planning practices. This peer assessment framework can be used in concert with other organizational assessments that fit the specific needs of the institutions participating.

[1] Definitions of Digital Preservation, Association for Library Collections and Technical Services http://www.ala.org/alcts/resources/preservation/defdigpres0408

2

How to assess with peers or in peer groups

Two suggested ways to conduct a peer assessment are co-assessment with one or more institutions or interview style. Both are valid approaches to conducting a peer assessment, and there may also be other methods that will work well for institutions.

Co-assessment
A co-assessment entails a single representative or team from two or more institutions working through each section of the assessment together. Each institution discusses its collections and practices with the group in response to the prompt questions. This type of assessment provides opportunities for immediate comparing and contrasting across institutions, as well as initial ideas for improvement.

Interview
A representative from one institution can use this framework to interview another institution about their digital preservation practices and goals. This approach allows the full time and attention of the interviewer to be dedicated to the institution, without needing to also bring their own perspective. A pair of interviewers from one institution can also be effective; one person can ask questions while another takes notes and contributes to the conversation. There are fewer opportunities in this model for immediate comparison and contrasting practices across institutions, but the interview pair can instead make specific suggestions for improvement after taking time for reflection.

Topical Questions

The questions in the framework that follows are meant to be prompts to start conversations, and additional follow up questions may be necessary to fully understand digital preservation practices, challenges, and goals at an institution. For each question, discuss both gaps and strengths. There may be areas of this framework that an institution has not yet addressed at all, and that can be documented as a part of the assessment as well.

Answers to the questions can remain informal notes or can be formed into a report that can be shared across an organization. The framework is a starting place for an assessment that can be molded to fit an institution's particular needs and audience in order to advocate for digital preservation activities.

Idea Bank

While the questions presented below are designed to prompt discussion and evaluation, the framework does include selected suggestions for improving digital preservation practice in each section which can be used to build a digital preservation plan. These suggestions are tailored for programs that are in their early stages, and therefore may not be applicable to all organizations using this peer assessment model.

3

A Avaliação pelos pares da preservação digital da NEDCC

1. A Organização
2. A Equipe e os Recursos
3. A Política de Infraestrutura
4. Os Processos e os Workflows
5. Os Recursos Tecnológicos

I PARTE

- **Exercício:**
  - **Aplicação do protótipo de co-avaliação**

RECOMENDAÇÕES

- **A publicação da Política institucional**
- **A formação de uma Comissão de Avaliação**
- **A aplicação das metodologias de avaliação**
- **A formulação do Plano/Estratégia de Preservação Digital da Instituição**

II PARTE

- As Auditorias
- A Certificação
- A Auditoria de Repositórios

ISO 16363:2012

4.2.4 The repository shall have and use a convention that generates persistent, unique identifiers for all AIPs.

AUDIT AND CERTIFICATION OF TRUSTWORTHY DIGITAL REPOSITORIES

In particular the following aspects must be checked.

4.2.4.1 The repository shall uniquely identify each AIP within the repository.

4.2.4.1.1 The repository shall have unique identifiers.

4.2.4.1.2 The repository shall assign and maintain persistent identifiers of the AIP and its components so as to be unique within the context of the repository.

4.2.4.1.3 Documentation shall describe any processes used for changes to such identifiers.

4.2.4.1.4 The repository shall be able to provide a complete list of all such identifiers and do spot checks for duplications.

CORE TRUST SEAL

Digital Object Management

VII. Data integrity and authenticity

R7. The repository guarantees the integrity and authenticity of the data.

Compliance Level:

Response

Guidance:
The repository should provide evidence to show that it operates a data and metadata management system suitable for ensuring integrity and authenticity during the processes of ingest, archival storage, and data access.

Integrity ensures that changes to data and metadata are documented and can be traced to the rationale and originator of the change.

Authenticity covers the degree of reliability of the original deposited data and its provenance, including the relationship between the original data and that disseminated, and whether or not existing relationships between datasets and/or metadata are maintained.

BIBLIOGRAFIA BÁSICA