



# Welcome to the POWRR Institute!

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This Institute is generously funded by the



and co-sponsored by the Sustainable Heritage Network

# Welcome to the POWRR Institute!

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**Overview of the Sustainable Heritage Network**

**Logistics**

**Cohort Model & Instructor Introductions**

**POWRR Plan**

**Agenda**

**POWRR Approach to the Digital Curation and Preservation Lifecycle**

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THE SUSTAINABLE HERITAGE NETWORK

# Logistics

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**Facilities**

**Breaks & Noms**

**Evaluations**

**Technology**

**Other Stuff....**

# Cohorts & Instructors

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# **Your POWRR Plan**

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**Document the current state of your digital preservation activities**

**Define your organization's needs and set goals accordingly**

**Determine which particular challenges and advantages will guide your decisions**

**Document the knowledge acquired during the POWRR Institute**

**Capture a pilot solution model(s) and proposed workflow**

**Create an action plan with goals and activities defined at 3, 6 and 12 months**

# We're gonna do WHAT???

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## Full Group Sessions

Now

Guest Speaker

Storage 101

## Cohort Stuff

Sharing Circles

Meeting

Dinner!

## Individual Consultations

## Modules

Case Study

Preservation Models & Packages

Walk The Workflow

## Choose Your Own Adventure

Tech Skills 201

PROUD

Web Archiving

Archivematica

# QUESTIONS?

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# The POWRR Approach to the Digital Curation & Preservation Lifecycle

# What We Discovered...

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**...it is NOT a lack of tools, services, and solution models preventing folks from making progress**



CONCLUSIONS

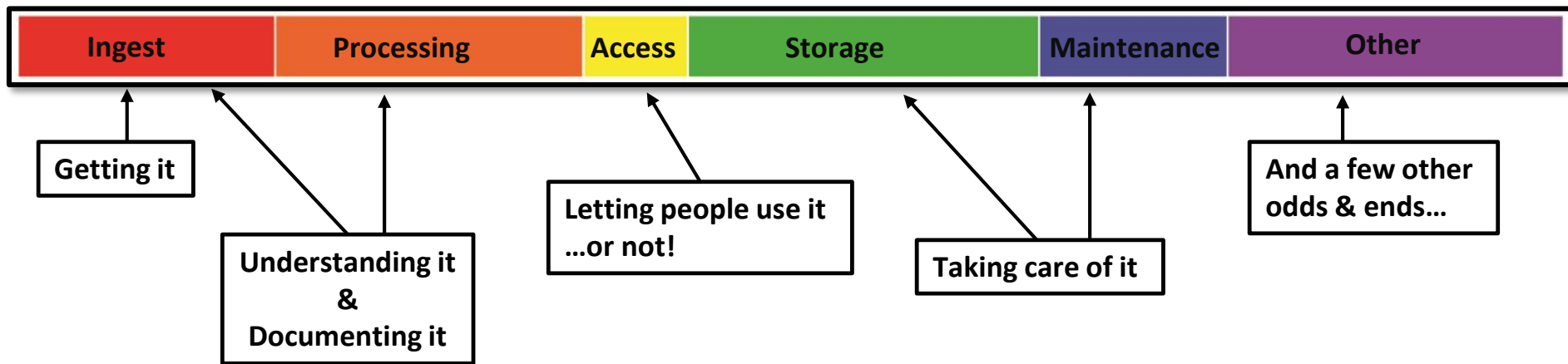


# The POWRR Approach

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What you need to consider when thinking about your digital stuff...

....looks a LOT like the same things you consider for your physical materials.



# The POWRR Approach

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**Pragmatic**

**Realistic**

**Incremental**

	Level 1 (Protect your data)	Level 2 (Know your data)	Level 3 (Monitor your data)	Level 4 (Repair your data)
Storage and Geographic Location	<ul style="list-style-type: none"> <li>- Two complete copies that are not collocated</li> <li>- For data on heterogeneous media (optical discs, hard drives, etc.) get the content off the medium and into your storage system</li> </ul>	<ul style="list-style-type: none"> <li>- At least three complete copies</li> <li>- At least one copy in a different geographic location</li> <li>- Document your storage system(s) and storage media and what you need to use them</li> </ul>	<ul style="list-style-type: none"> <li>- At least one copy in a geographic location with a different disaster threat</li> <li>- Obsolescence monitoring process for your storage system(s) and media</li> </ul>	<ul style="list-style-type: none"> <li>- At least three copies in geographic locations with different disaster threats</li> <li>- Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems</li> </ul>
File Fixity and Data Integrity	<ul style="list-style-type: none"> <li>- Check file fixity on ingest if it has been provided with the content</li> <li>- Create fixity info if it wasn't provided with the content</li> </ul>	<ul style="list-style-type: none"> <li>- Check fixity on all ingests</li> <li>- Use write-blockers when working with original media</li> <li>- Virus-check high risk content</li> </ul>	<ul style="list-style-type: none"> <li>- Check fixity of content at fixed intervals</li> <li>- Maintain logs of fixity info; supply audit on demand</li> <li>- Ability to detect corrupt data</li> <li>- Virus-check all content</li> </ul>	<ul style="list-style-type: none"> <li>- Check fixity of all content in response to specific events or activities</li> <li>- Ability to replace/repair corrupted data</li> <li>- Ensure no one person has write access to all copies</li> </ul>
Information Security	<ul style="list-style-type: none"> <li>- Identify who has read, write, move and delete authorization to individual files</li> <li>- Restrict who has those authorizations to individual files</li> </ul>	<ul style="list-style-type: none"> <li>- Document access restrictions for content</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain logs of who performed what actions on files, including deletions and preservation actions</li> </ul>	<ul style="list-style-type: none"> <li>- Perform audit of logs</li> </ul>
Metadata	<ul style="list-style-type: none"> <li>- Inventory of content and its storage location</li> <li>- Ensure backup and non-collocation of inventory</li> </ul>	<ul style="list-style-type: none"> <li>- Store administrative metadata</li> <li>- Store transformative metadata and log events</li> </ul>	<ul style="list-style-type: none"> <li>- Store standard technical and descriptive metadata</li> </ul>	<ul style="list-style-type: none"> <li>- Store standard preservation metadata</li> </ul>
File Formats	<ul style="list-style-type: none"> <li>- When you can give input into the creation of digital files encourage use of a limited set of known open formats and codecs</li> </ul>	<ul style="list-style-type: none"> <li>- Inventory of file formats in use</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor file format obsolescence issues</li> </ul>	<ul style="list-style-type: none"> <li>- Perform format migrations, emulation and similar activities as needed</li> </ul>

# The POWRR Approach

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- **Focus on workflows! Today's hot new tools are tomorrow's orphans.**
- **You will likely have different workflows for different sets of materials:**
  - Backlog
  - Digitization Output
  - Born-digital Acquisitions
- **Not all tools and services are created equal.**

**~ Start with the least scary project and approach it as a pilot ~**

# The Spectrum of Tools & Services

There are front-end/processing tools like.....

Archivematica  
Data Accessioner  
BitCurator

There are back-end storage/  
preservation tools & services like.....

MetaArchive  
DuraCloud  
Amazon Glacier  
Fixity  
Internet Archive

Ingest

Processing

Access

Storage

Maintenance

There are even some services that will pretty much do it all like....

Preservica  
Dspace Direct  
ArchivesDIRECT

Technical skill available + Amount of annual funding devoted to DP = Range of tools to consider



# Discover Your Advantages

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*Quickly set up  
accounts/pilots with  
hosted services.*

**Less red tape**

*You only need to convince  
the person one level above  
you to get what you need.*

**Fewer levels between you and decision-makers**

*Want to install a  
simple open source  
tool? Go for it!*

**Self-administered workstations**

**Personnel-heavy operating model**

*Ideal for running a \*free\*  
robust tool that may  
require a developer and  
server administrator.*

**Higher cash flows and less digital materials**

*You can purchase a  
reasonably-priced, hosted  
soup-to-nuts solution.*

# The POWRR Approach

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# Sharing Circles until 10:00

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**Intros:** Name, Institution, Position

**Dig In:** What brought you to the POWRR Institute?  
What are the biggest challenges you've faced thus far?  
Just let it all out!

**Discuss:** How can we make the most out of this opportunity?  
What are some of the “sweet spots” we may have?  
What do we think will be served at lunch?

**Rules of Engagement:**

Each participant will not exceed 5 minutes “digging in”

No interrupting... jot down your thoughts and share during the discussion

Be an active listener

# Individual POWRR Plan Work

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Document the current state of your digital preservation activities

Define your organization's needs and set goals accordingly

Determine which particular challenges and **advantages** will guide your decisions

Document the knowledge acquired during the POWRR Institute

Describe your pilot materials and capture a solution model(s) and workflow

Create an action plan with goals and activities defined at 3, 6 and 12 months

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**Break: 10:15 – 10:30**