Welcome to the POWRR Institute!

@digitalPOWRR

This Institute is generously funded by the ASU Library and co-sponsored by the ASU Library.
Welcome to the POWRR Institute!

Logistics

Cohort Model & Instructor Introductions

POWRR Plan

Agenda

POWRR Approach to the Digital Curation and Preservation Lifecycle
NDSA Levels of Preservation

@digitalPOWRR
Logistics

Facilities

Breaks & Noms

Evaluations

Technology

Other Stuff....
Cohorts & Instructors

Stacey Erdman
Martin Kong
Nick Krabbenhoefft

Meg Miner
Dorothea Salo
Jaime Schumacher

ASU Library
Arizona State University
Your POWRR Plan

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
<table>
<thead>
<tr>
<th>Full Group Sessions</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now</td>
<td>Case Study</td>
</tr>
<tr>
<td>Guest Speaker</td>
<td>Preservation Models &amp; Packages</td>
</tr>
<tr>
<td>Storage 101</td>
<td>Walk The Workflow</td>
</tr>
<tr>
<td>Cohort Stuff</td>
<td>Choose Your Own Adventure</td>
</tr>
<tr>
<td>Sharing Circles</td>
<td>Tech Skills 201</td>
</tr>
<tr>
<td>Meeting</td>
<td>PROUD</td>
</tr>
<tr>
<td>Dinner!</td>
<td>Web Archiving</td>
</tr>
<tr>
<td>Individual Consultations</td>
<td>Archivematica</td>
</tr>
</tbody>
</table>
QUESTIONS?

@digitalPOWRR
The POWRR Approach to the Digital Curation & Preservation Lifecycle
What We Discovered...

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

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

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

- Ingest
- Processing
- Access
- Storage
- Maintenance
- Other

Getting it
Understanding it & Documenting it
Letting people use it ...or not!
Taking care of it
And a few other odds & ends...
The POWRR Approach

- Pragmatic
- Realistic
- Incremental
<table>
<thead>
<tr>
<th></th>
<th>Level 1 (Protect your data)</th>
<th>Level 2 (Know your data)</th>
<th>Level 3 (Monitor your data)</th>
<th>Level 4 (Repair your data)</th>
</tr>
</thead>
</table>
| **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 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 ingest  
- 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 | - |

The POWRR Approach

- 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

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

Less red tape

Fewer levels between you and decision-makers

Self-administered workstations

Personnel-heavy operating model

Higher cash flows and less digital materials

Quickly set up accounts/pilots with hosted services.

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

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

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

You can purchase a reasonably-priced, hosted soup-to-nuts solution.
The POWRRR Approach
Sharing Circles until 10:00

**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

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

Break: 10:15 – 10:30