LOCKSS COMMUNITY CALL
JUNE 17, 2019

ANN MARIE WILLER, DIRECTOR OF PRESERVATION SERVICES
NEDCC NORTHEAST DOCUMENT CONSERVATION CENTER
NEH GRANT AWARD: JAN 2017 – DEC 2018

www.nedcc.org/dpa
IDENTIFIED NEEDS IN THE FIELD

- Digital preservation assessment tools that work for small institutions
- Collaboration across regional preservation organizations
- Digital preservation training and consulting

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GRANT GOALS

• Digital preservation assessment framework
• Self-assessment tool
• Increased consulting capacity
• Increased awareness of digital preservation needs and prioritization methods
• Assess small institutions

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WHAT’S A DIGITAL PRESERVATION ASSESSMENT?
ASSESSMENT STRUCTURE

- **PRE-VISIT QUESTIONNAIRE**
- **ONSITE MEETINGS**
  - COLLECTIONS STAFF
  - IT STAFF
  - ADMINISTRATORS
  - BOARD MEMBERS
  - …AND MORE!
- **REPORT**

Slide credit: Annie Peterson

www.NEDCC.org/publications
PRE-VISIT QUESTIONNAIRE

Digital Preservation Assessment

This questionnaire will prepare you for the Digital Preservation Assessment, inform the digital preservation assessor(s) prior to the site visit, and highlight areas that require specific attention during the visit.

Please fill out the questionnaire to the best of your ability. As you do so, you will need to identify appropriate staff members who can help you answer the questions. For this reason, we recommend that you begin filling out the questionnaire at least four weeks before the site visit. Please send the completed questionnaire to your assessor(s) one week before the visit.

Note: It is important for your consultant to have an accurate understanding of current practice at your institution. Please be as transparent as possible about practices and procedures on a daily basis.

Institution:

Contact person & title:

Street Address:
ASSESSMENT SITE VISIT

• REVIEW PROJECT GOALS
• 1:1 TIME WITH KEY STAFF
• TOUR COLLECTIONS AND FACILITIES
• GATHER DIGITAL PRESERVATION HISTORY
• DISCUSS CURRENT PRACTICES
• CONNECT WITH KEY ADMINISTRATORS
ASSESSMENT ELEMENTS

- The Organization
- Staff and Resources
- Policy Infrastructure
- Processes and Workflow
- Technological Resources
ASSESSMENT GOALS

- **Validate and document current efforts**
- **Provide resources**
- **Involve range of internal stakeholders**
- **Spark internal change**
- **Provide a tool for shaping and supporting funding applications**
- **Help all stakeholders to see digital files as potential collections**
LESSONS LEARNED

- BUILD ON ORGANIZATIONAL STRENGTHS
- MEET INSTITUTIONS WHERE THEY ARE
- IDENTIFY BEST NEXT STEPS, NOT IDEAL GOALS
- FACILITATED CONVERSATIONS WITH IT WERE VALUABLE
- IT CAN WORK WITH ANY SIZED INSTITUTION

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DIGITAL PRESERVATION PEER ASSESSMENT
DIGITAL PRESERVATION ASSESSMENT REPORT
IMMEDIATE IMPACT

• PROMPTED REVIEW AND REORGANIZATION OF ALL OUR DIGITAL ASSETS
• LED TO IMPLEMENTATION OF CONSISTENT BACK-UP PROCEDURES
• PROVIDED TANGIBLE VALIDATION OF DIGITAL PRESERVATION URGENCY TO OUR MANAGEMENT
• INSPIRED THE DRAFTING OF SEPARATE MISSION, VISION, AND DESIGNATED COMMUNITY STATEMENTS
• PROMPTED DRAFTING OF DIGITIZATION POLICIES & WORKFLOWS
• LED TO CREATION OF INVENTORY OF DIGITAL ASSETS ON FOLDER LEVEL
DIGITAL PRESERVATION ASSESSMENT REPORT
LONG TERM IMPACT

• **IMPLEMENTATION OF DIGITAL PRESERVATION POLICY FOR COLLECTING UNIT AND PARENT ORGANIZATION**

• **ALLOCATION OF SUFFICIENT STAFF TIME AND FUNDS TO DIGITAL PRESERVATION**

• **IMPLEMENTATION OF DIGITAL ASSET MANAGEMENT SYSTEM**

• **CREATION OF DEDICATED DIGITIZATION WORKSTATION**