



**LLYFRGELL GENEDLAETHOL CYMRU**  
**THE NATIONAL LIBRARY OF WALES**

Saving the Bits Programme  
Sally McInnes, Head of Unique Collections  
and Collection Care  
June 2021

[www.llyfrgell.cymru](http://www.llyfrgell.cymru)



Ariennir gan  
**Lywodraeth Cymru**  
Funded by  
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# Introduction to programme

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- What will be covered in the sessions
- Structure of the sessions
- Introducing the team
- Resource bank
  - Under Saving the Bits Programme on archives. wales
  - Divided into session topic
  - Add additional resources

# Topics of the sessions

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- Session 1: General introduction to digital preservation
- Session 2: Setting the scene for digital preservation
- Session 3: Preparing for transfer to archive
- Session 4: Managing the content material
- Session 5: Preservation
- Session 6: Access
- Session 7: Feedback and next steps

# Introducing the Team

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- Paul McCann Head of Digital Projects
- Jenny A'Brook Software Developer (ARCW)
- Liam Tomkins System Administrator
- Simon Evans Curatorial Assistant (Photographs)
- Vicky Jones ARCW Project and Business Manager
- Ifor ap Dafydd, Archifydd Digidol
- Sally McInnes Head of Unique Collections and Collections Care

# Structure of sessions

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- Powerpoint to provide overview of the session
- Demonstration of tools
- Interactive session
- Preparation for next session

# Session 1: General introduction to digital preservation

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- What is digital preservation
- What are the threats and opportunities
- Quick look at the OAIS model
- Introduction to workflow
- What has been done in Wales
- Archivematica in action
- Assessing current capability: RAM

# What is digital preservation?

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- Digital preservation comprises those activities which are required to ensure that digital data is available and useable now and in the future
- It is not just technical – but involves organisational support, skills, resources and determination
- Why is it needed? Digital data consists of binary numbers which rely on technology for interpretation. Changes in hardware and software make digital data inaccessible, so a managed approach is needed
- It is becoming more complex: embedding content, new platforms

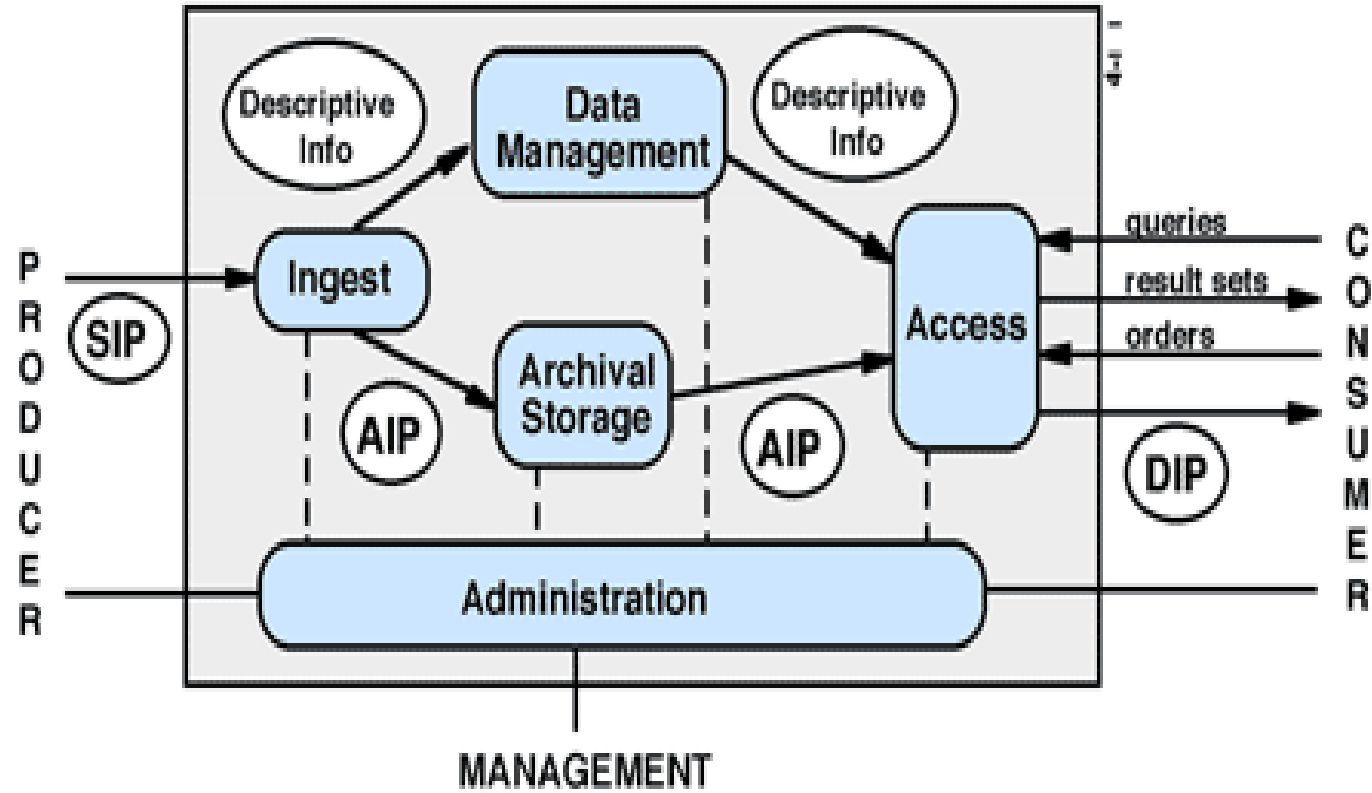
# What are the threats/opportunities?

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- Bits need to be retained and not be corrupted
- File formats can change
- Storage media can become obsolete
- Dependencies/provenance can be lost
- Resources not available
- **Opportunities**
- Technical developments
- New ways to access data
- Skills
- Collaboration



# OAIS model

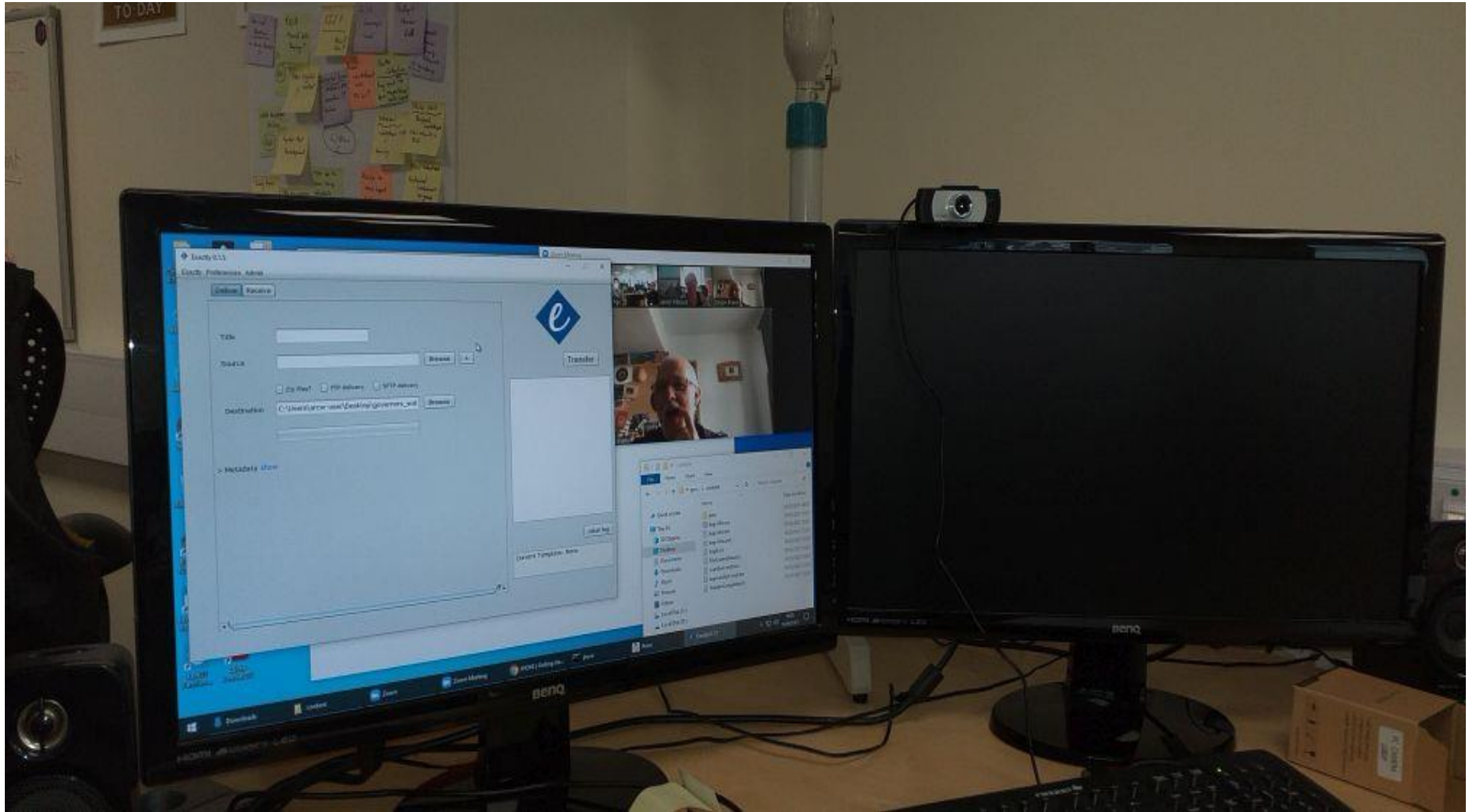


# Digital preservation workflow

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Enabling access to digital content requires the following actions:

- Pre-acquisition activities – contact with donors/depositors, documentation to ensure rights to manage content
- Content needs to be identified (can be held on hand held media, or on PCs, networks)
- It needs to be recorded
- It needs to be checked for viruses
- It needs to be verified
- It needs to be preserved and accessible



# What have we achieved in Wales?

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- Archives and Records Council Wales Digital Preservation Group – capacity through collaboration
- Supported by Welsh Government
- Technical solution, Archivematica, which enables preservation and access
- Digital Preservation Policy for Wales (archives.wales)
  - Digital resources of enduring value remain authentic and accessible
  - Framework for digital preservation strategies for organisations throughout Wales
  - Raise awareness of digital preservation
  - Technical appendix/organisational strategies