



LLYFRGELL GENEDLAETHOL CYMRU
THE NATIONAL LIBRARY OF WALES

Saving the Bits Programme
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and Collection Care
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www.llyfrgell.cymru

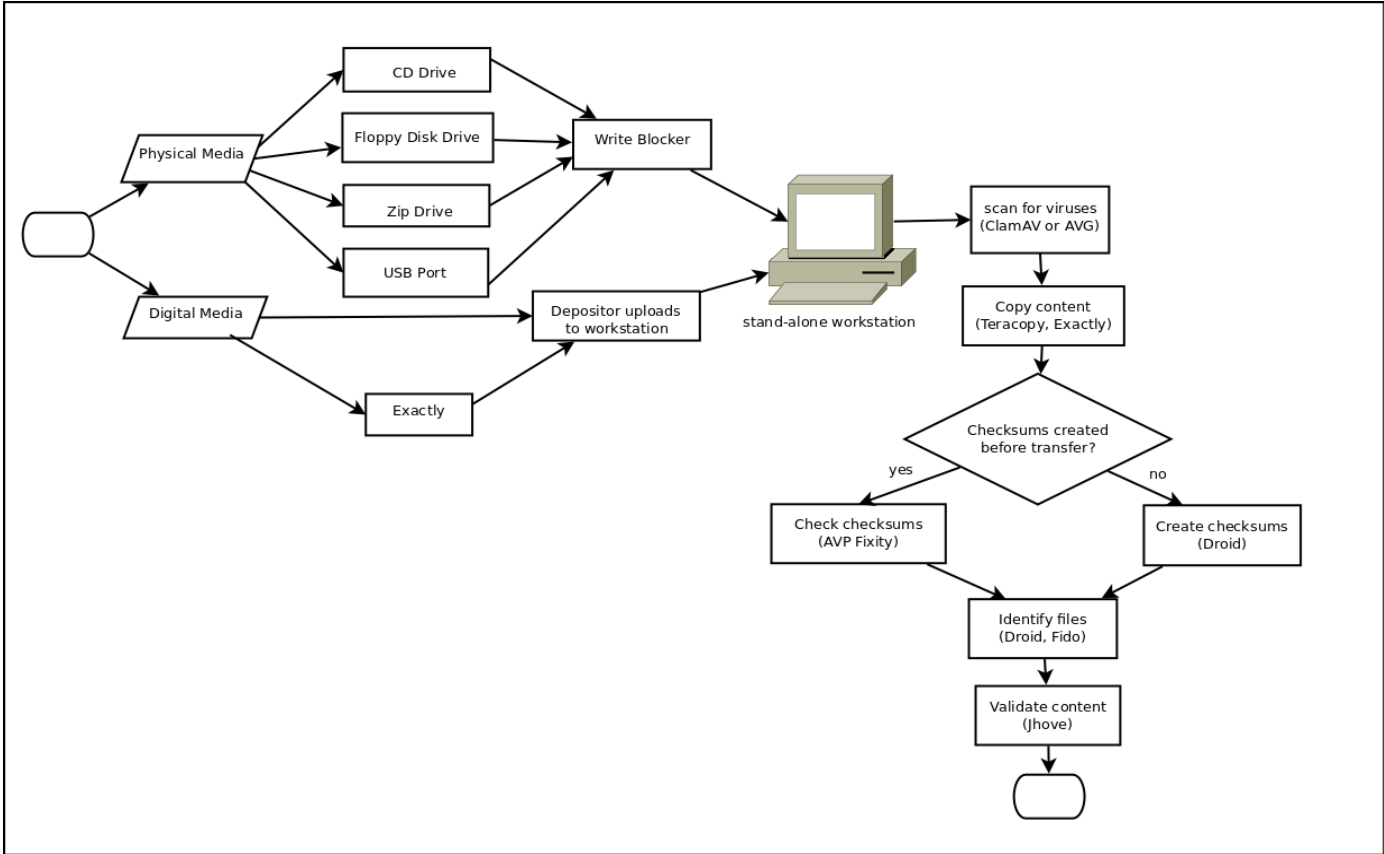


Ariennir gan
Lywodraeth Cymru
Funded by
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Session 2: Setting the Scene

- Feedback on RAM
- Setting up the workstation
- File formats and their risks
- Tools demonstration
- Creating a Digital Asset Register
- Preparation for Session 3

Setting up the workstation



Workstation tools

- Avg Antivirus: antivirus software to protect PC and network
- Exactly: Tool to transfer data locally and remotely. Also allows recipients to create customized metadata templates for senders to fill out before submission
- Teracopy: Copies digital content and checks complete identical copies were made
- AVP Fixity (Free unsupported version not pro) for automated monitoring and reporting on integrity of stored files
- Droid: identifies file format and other information
- Jhove: validates certain file formats and also carries out identification

Tools demo

Format risks: Arctophile and Archivist

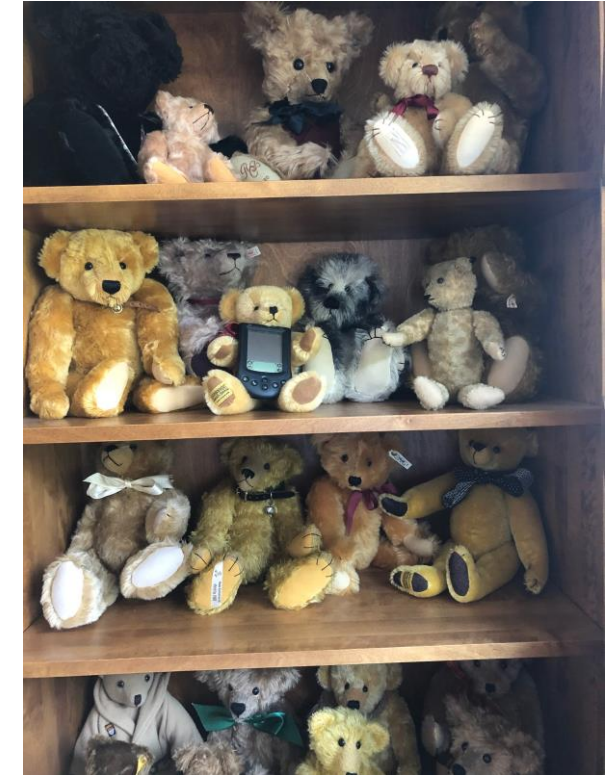
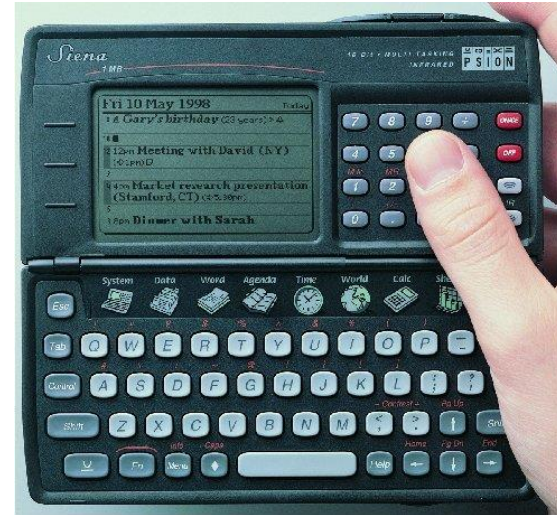
Information stored on Psion Siena Personal Digital Organiser to maintain provenance information with 512 KB of internal memory

Introduced in 1996 on SIBO operating system and embedded OPL (Open Programming Language): could not find on PRONOM

Information on web on how to emulate the system to open the files but beyond my skills!

Fortunately I kept the paper documentation!

Create a new database with metadata and share information and photographs with Europeana, Google Arts and Culture



File formats and their risks

- File formats are the structure of a file which tells a programme how the content should be displayed.
 - Common file formats include:
 - Text: .doc docX rtf pdf txt
 - Image: bmp. Gif. Jpg. Png
 - Video: mp4,
 - Risks are that they will not display accurately, or that the programmes are not able to access them
 - TNA Technical Registry PRONOM provides information about file formats and software tools required to create or render them to assist with migration decisions.

LOC Recommended file formats

- Library of Congress has published a list of recommended file formats and keeps a watching brief based on seven sustainability factors: disclosure, adoption, transparency, self-documentation, external dependencies, patents, digital rights mechanisms
- Textual works: XML based formats, PDF/A and X
- Still Images: TIFF, JPEG2000, PNG, BMP
- Moving Images: JPEG2000, MPEG-2, MPEG-4
- Audio: PCM Wave, high resolution formats, DSD

Unlocking Our Sound Heritage

- Project led by British Library with hubs around UK to preserve and provide access to fragile sound heritage
- Sound is digitised to Wav 96kHz 24 bit for preservation purposes following IASA - International Association of Sound Archives)
- MP3 formats for access

Superstitions



Creating a Digital Asset Register

- List of digital data held in your organization
- Scalable – by collection or part of collection
- Provides information to support management of information
- Includes information about source data and its metadata
- Assists with identifying preservation risks and preservation planning

How to create a Digital Asset Register

- Use a spreadsheet or database which can be updated
- Decide on the type of information that you want to record
 - Collection name, creator, date of acquisition, format, location of source data, file format, size, access conditions, preservation risks, migration information
- Identify where the data may be held: in cells on handheld media, on shared or individual drives
- Ask colleagues, search metadata sources

E	F	G	H	I	J	K	L	M	N	O	P	Q
Creator	Subject	Location of source data	Source format	Date of acquisition	Size	Formats of file on accession	Access conditions	Finding aids	Risks	Retention	Migration information	Notes
Governor of Wales	Records relating to Governors Wales, which was established in 1995 to support school governors	In cell 6	Paper records and memory stick	Jun-18	1 small box	Microsoft Word Document 97-2003 (fmt/40) Microsoft Word : Microsoft Word for Windows 2007+ (fmt/412) Acrobat PDF 1.3 - Portable Document Format: Acrobat PDF (fmt/17) Acrobat PDF 1.5 - Portable Document Format: Acrobat PDF (fmt/19) AcrobatMicrosoft Word : Microsoft Word Document 97-2003 (fmt/40) Microsoft Word : Microsoft Word for Windows 2007+	Compliance with Data Protection Act	Accession record on Alma		Perm		

Preparation for next session

- Set up the workstation
- Start to create a Digital Asset Register
- Resources available on Archives Wales website: staff toolkit