

# NDSA Workshop #7 – Digital Preservation In a Box

Sponsored by the NDSA Outreach Working Group



The NDSA Outreach Working Group is working on a “Digital Preservation in a Box” resource toolkit.

“Digital Preservation in a Box” is a toolkit of resources that can be used to provide introductory-level education those who may have little to no knowledge of digital preservation and digital curation issues, to help them with stewarding their own digital information, which might include Photographs, Audio, Video, Electronic mail, Personal documents and Web archives.

The Box is geared towards a general audience who routinely create or manage digital information, but who may need a working knowledge of this area for digital preservation on the job or for training others on how to preserve digital resources. The audience includes library science students and educators; library, archive or other cultural heritage institution employees; others charged with preserving digital information as part of their jobs or for providing digital preservation training.

The Box structure is both physical and conceptual. The Box will be available as links to resources, be modular so that users can pull out only what they need or want, and will include items such as slides, videos, posters and handouts. Links to online tutorials or webinars are acceptable. The Box may also be modeled after an open-source software project, in that documentation on the Box will be available on a public web site where users can also download a tar, zip or other compressed file that includes all the resources necessary to use the Box.

## **The Box has the following objectives:**

- Provide introductory-level education those who may have little to no knowledge of digital preservation and digital curation issues
- Provide a set of resources that will support introductory digital preservation presentations to school groups, the general public or work staff with little to no digital preservation experience

- Provide a set of resources that LIS instructors may use to build digital preservation modules for classroom use

### **Before the Workshop**

- Explore the draft box on the NDSA wiki at [http://www.loc.gov/extranet/wiki/osi/ndiip/ndsa/index.php?title=Outreach\\_Resources#.22Digital\\_Preservation-in-a-Box.22](http://www.loc.gov/extranet/wiki/osi/ndiip/ndsa/index.php?title=Outreach_Resources#.22Digital_Preservation-in-a-Box.22)
- Evaluate the current resources and add any pertinent new ones.

### **Format of Work and Outputs**

- The aim of the workshop is to come away with final conclusions, “sketches,” and documents that will wrap-up what’s “in the box.”
- The output of this workshop will be a well-vetted structure for the Box, as well as resources populated throughout the different sections of the Box.
- The output will include the identification of target locations for the long-term storage and distribution of the box.
- The output will include the outline of a preliminary awareness campaign.
- Finally, the output of the workshop will be Version 1.0 of the Box that can be freely shared with participants.

### **At the Workshop**

- NDSA Outreach group members will lead a brief introductory discussion that frames the purpose and sections of the Box, as well as discussing possible hosting and distribution platforms for the Box (public wiki, tar and zip files, public web page, collaborative social media distribution, etc.)
- After the opening discussion, participants will break out in groups to do concentrated work on different sections of the Box.
- NDSA Outreach group members in each breakout group will use laptops to do wiki updates during the discussion
- Work together to build consensus on the structure and resources of the Box
- Assign any necessary future tasks to workshop participants during the workshop

### **After the Workshop**

- Version 1.0 of the Box on the NDSA wiki
- Finalize steps to place Version 1.0 of the Box in another location that will allow broad distribution
- Continual populating of appropriate resources
- Any further action items generated in the workshop