Digital Preservation in a Box: Outreach Resources for Digital Stewardship

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ABSTRACT
"Digital Preservation in a Box" is a major activity of the National Digital Stewardship Alliance (NDSA) Outreach Working Group. This toolkit of digital stewardship outreach resources can be utilized by diverse communities as a gentle introduction to the concepts of preserving digital information.

Categories and Subject Descriptors
H.3.7 [**Information Storage and Retrieval**]: Digital Libraries–*user issues.*

General Terms
Documentation

Keywords
National Digital Stewardship Alliance, NDSA, outreach, personal archiving, digital stewardship, digital preservation, digital curation.

1. INTRODUCTION
The National Digital Stewardship Alliance is a collaboration of over 100 organizations from academia, science, government, and professional associations working together to find solutions for many of today's digital preservation challenges. The NDSA has several working groups; the Outreach Working Group [1] focuses on building relationships with stakeholder communities and preparing and sharing digital preservation information resources.

One activity of the group has been the creation of a toolkit of digital stewardship outreach resources that can be used by a variety of user communities. "Digital Preservation in a Box" is designed as a gentle introduction to the concepts and tools of preserving digital information.

This poster presents an overview of the "Box" concept and describes the methodologies used by the NDSA and its member organizations to get resources into the "Box" and to disseminate the materials in support of Library and Information Science (LIS) education and professional outreach.

2. DIGITAL PRESERVATION IN A BOX - CONTENTS
The box of resources can be used to provide introductory-level education for those with little or no knowledge of digital preservation and digital curation issues. The "Box" includes a "Digital Preservation 101" guide, a glossary of terms, resources for educators, marketing and outreach guidance, slides, videos, and handouts. The resources are designed to be modular so that users can choose items that support a particular purpose. The "Box" is also designed to help users steward personal digital information, including photographs, audio, video, electronic mail, personal documents and web archives.

3. DIGITAL PRESERVATION IN A BOX - AUDIENCE
The materials are geared towards two potential audiences: those who create or manage digital information and need a working knowledge of digital preservation concepts on the job (professional development); and library and archives educators and those who teach or train others to preserve digital resources (curriculum development).

4. THE NDSA AND DIGITAL CURATION EDUCATION AT CATHOLIC UNIVERSITY
The School of Library and Information Science (SLIS) at the Catholic University of America (CUA) is an ALA-accredited LIS school located in Washington, DC [2]. In recent years, the School has launched a new Cultural Heritage Information Management (CHIM) course of study designed to provide 21st century LIS professionals with the knowledge and skills needed to help

cultural heritage institutions address challenges posed by the evolving information environment [3].

New courses have been added to the CHIM curriculum, among them LSC617, *Digital Curation*, a course first offered in spring 2012 to 17 enrolled students. The course was developed at the same time CUA joined the NDSA in 2011. Two SLIS faculty, Interim Dean Ingrid Hsieh-Yee and Assistant Professor Jane Zhang, joined the Outreach Working Group of the NDSA. The collaboration between SLIS and NDSA has been instrumental in the pedagogical design and implementation of digital curation education at CUA.

5. USE OF THE BOX AS A CURRICULUM DEVELOPMENT PROJECT

One important activity incorporated in the SLIS course is a digital preservation outreach project built around "Digital Preservation in a Box." Realizing the potential of the "Box" as a general education tool for digital preservation, NDSA Outreach Working Group members from multiple institutions – the Library of Congress (LC), National Library of Medicine (NLM), and CUA – worked together to implement a semester-long digital preservation outreach project for the class.

5.1. Design of the Project

The project design is based on a fundamental understanding of the role of LIS professionals in curating and preserving cultural heritage digital materials as well as the need to reach out and educate the public on the basic concepts and practices of digital preservation. The "Box," a central component of the project, introduces the concepts of preserving and curating digital information through a suite of resources that are available to anyone planning an outreach event or presentation, or teaching introductory digital preservation and curation concepts [4]. The project required students to evaluate the "Box" resources, conduct literature reviews, contribute content, and design, promote, and hold a public digital preservation and curation awareness workshop for college and university students.

The SLIS students worked in groups on a series of topics generated from the existing "Box" resources to address the needs of a targeted audience (college and university students) for preserving personal digital information. The goal was for the SLIS students to both discover new resources to recommend as additional materials for incorporation into to the Box, and to play a role in promoting a digital preservation and stewardship as part of a national effort.

5.2 Implementation of the Project

Two NDSA Outreach Working Group members visited the class in January and introduced the SLIS students to the NDSA and the rich potential of the "Box" [5]. Outreach Working Group members also hosted individual mentoring meetings for some students during the semester.

The outreach component of the project was integrated into the course as a major assignment. The students were divided into four groups. Each group selected four topics to address the digital preservation needs of college and university students and developed a series of questions to guide discussions at a public

worshop: Why preserve personal digital information? What digital content should be selected to keep? How should personal digital content be organized and managed? How should they organize and manage their materials? What are appropriate long-term storage media and methods?

With the support of the CUA Mullen Library, the workshop was scheduled on a class day during the ALA Preservation Week (April 22-28, 2012) [6] in a special event room of the Library. In addition to the workshop and the submission of additional resources to be added to the "Box," each student kept a weekly journal documenting their participation in the project and reflecting their learning experiences. The SLIS students are also developing a project poster proposal for the 2012 NDIIPP/NDSA Partners Meeting.

6. FUTURE USES OF THE BOX

The NDSA/CUA collaboration on this project has resulted in the further development of "Box" content by providing researchers with a unique testbed for vetting the value of the "Box" concept and materials. This engagement with SLIS students represents the first stage of building a national learning community around the "Box." The success of this effort provides a template for engaging not only students in other LIS programs but the general public as well. The next phase of the development of the "Box" is the roll-out of a publically-accessible website and outreach to library and information professionals and the general public to build community engagement and communicate the value of the "Box."

7. ACKNOWLEDGMENTS

8. REFERENCES

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[2] http://slis.cua.edu/

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[4]http://www.digitalpreservation.gov/meetings/documents/ndiipp11/7Outreach.pdf

[5]http://blogs.loc.gov/digitalpreservation/2012/02/box-out-taking-digital-preservation-outreach-resources-to-the-classroom/

[6] http://www.ala.org/alcts/confevents/preswk