Preservation & Long-Term Access Services at the State Library

Let us be your data conservationists!

We can preserve and disseminate your digital publications now and in the future, so you don't have to.

Visit http://digital.ncdcr.gov to see digital agency publications in our collection.

Are old publications overrunning your office?

Make room by giving them to us and talk to us about digitizing state publications.

Does the public want access to information you no longer offer on your website?

Preservation and long-term access services at the State Library capture state agency websites regularly throughout the year and make them accessible through http://webarchives.ncdcr.gov.

Contact us to see if your site is being harvested properly.

Digital Information Management Program

**State Library of North Carolina
Department of Cultural Resources**

4643 Mail Service Center
Raleigh, NC 27699-4643

Phone: 919-807-7450
Fax: 919-733-1843
Email: digital.info@ncdcr.gov
Web: http://digital.ncdcr.gov

NORTH CAROLINA
DEPARTMENT OF
CULTURAL
RESOURCES
WWW.NCCULTURE.COM

*The Carolina Parakeet was the only parrot native to the continental United States. Its numbers began declining in the 1800s. Because there was no concerted effort to save the Carolina Parakeet until it was too late, it was considered extinct by the 1920s.

Is your information on the verge of extinction?

Don't let your work go the way of the Carolina Parakeet*

Preserving democracy through freedom of access to government information

Digital Information Management Program
State Library of North Carolina
Department of Cultural Resources

By following a few simple steps, you can save your data from suffering the same fate as the Carolina Parakeet.

Today, government publications are produced and distributed on the computer without ever being printed.

The following suggestions will help protect e-publications and other "born digital" files for use by future generations.

You have an active role to play in saving your agency's files from extinction!

Contact the State Library for more information.

digital.info@ncdcr.gov
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Raleigh, NC 27699-4643

Websites

Websites and social networking tools are some of the most prominent ways for state agencies to communicate with the public. State government web content includes documents and publications that have enduring, historical value. For this reason, the Department of Cultural Resources regularly collects, or "harvests," state agency web content and preserves it for future access.

Take four simple steps to allow the Department of Cultural Resources to more effectively harvest your websites.

1. Talk to your webmaster(s) about including an exception** for our harvest software in any robots.txt files on your web servers. (They'll understand what this means!)

2. Minimize the use of JavaScript and Flash®.

3. Consult "Best Practices for Social Media Usage in North Carolina" for how to manage agency accounts on sites like Facebook®, Blogger™, and Twitter™ (available at http://www.records.ncdcr.gov).

4. Email a list of the domain names your agency uses to the Department of Cultural Resources so that we can be sure to harvest them. (digital.info@ncdcr.gov)

Open-standard file formats have freely published specifications. Some examples are .pdf or .rtf for text, and .tif or .jpg for images.

** Enter the following into the robots.txt file:
User Agent: archive.org_bot
Disallow:

Digitization

If your agency is considering digitizing paper-based information of any kind, keep in mind these best practices:

- Give files meaningful and unique filenames.
- Save your original ("archival") scans in non-proprietary, low-data-loss formats like .tif. Save access copies as .pdf (for text) and .jpg or .png (for images).
- Save any changes to archival scans as a separate file, so you can always go back to the originals.
- Keep your originals. Even better, send them to the Department of Cultural Resources where we can preserve them for you.

Publications

When you take a job at a different agency, retire, or are promoted within your agency, you want to be sure that others can use and care for the documents you produced in your old position. Not just because they were important documents to which the public requires access, but also because it is the law.***

You can do a few simple things to ensure that your work doesn't go the way of the Carolina Parakeet:

- Give files meaningful and unique filenames.
- Save publications in open-standard formats.
- Always store multiple copies of digital files. At least one copy should be stored off-site and backed up regularly.
- Send paper and digital copies of your publications to the State Library.

*** G.S. 132 states that the Department of Cultural Resources shall select and preserve public records considered essential to the operation of state government.