<table>
<thead>
<tr>
<th>Host and Project Title</th>
<th>Harvard Library - <strong>Format Migration Plans and Framework for Harvard Library</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Summary</strong></td>
<td>The Harvard Library (HL) seeks a National Digital Stewardship Resident to design a format migration framework. This framework will be used to plan and execute the migration of obsolete files held in the Library's long-term preservation repository - the Digital Repository Service (DRS).&lt;br&gt;&lt;br&gt;The format migration framework will document the general process for preparing for and performing a format migration, including but not limited to the steps that need to be taken, the decisions that need to be made, key stakeholders to include, the types of research and testing that needs to be done, migration artifacts that should be preserved, and templates to facilitate this process. The framework will be developed by working through several real use cases with the Library's Preservation Services staff:&lt;br&gt;- the migration of 7,000+ archival images in the now obsolete Kodak PhotoCD format to a TBD preservation image format&lt;br&gt;- the migration of 10,000+ RealAudio delivery files to a modern audio delivery format (MP3)&lt;br&gt;- the migration of 46,000+ SMIL audio playlists to a modern audio playlist format (AES-60)&lt;br&gt;&lt;br&gt;For more information about the DRS see: <a href="http://hul.harvard.edu/ois/systems/drs/">http://hul.harvard.edu/ois/systems/drs/</a></td>
</tr>
<tr>
<td><strong>Goals</strong></td>
<td>The overall goal of the project is to design, document and test a framework that can be used for ongoing migrations at Harvard Library for content in obsolete formats. The framework will include the entire process needed to plan for, document and conduct migrations.&lt;br&gt;&lt;br&gt;To develop the framework the resident will work with Library staff to work through this process for three real use cases. For each of these use cases, migration plans will be developed.&lt;br&gt;&lt;br&gt;A successful project will:&lt;br&gt;- incorporate the relevant migration and format literature&lt;br&gt;- incorporate the requirements and feedback of key stakeholders and experts at the Library and beyond including image and audio reformatting experts, the DRS manager, DRS developers and maintainers, and format experts&lt;br&gt;- result in plans for the migration of the Kodak PhotoCD, RealAudio and SMIL files in the DRS&lt;br&gt;- be documented to the extent that it can be replicated for additional formats in the future&lt;br&gt;- share the results with the digital preservation community to advance the ability of other institutions to be able to perform similar format migrations</td>
</tr>
</tbody>
</table>
| **Timeframe & Deliverables** | September - October 2014:  
Tasks: Research literature on format migrations including those done at other institutions, relevant formats, learn about the DRS, its content and the Harvard Library  
Deliverables: Annotated bibliography, summary paper on migration research, collection of relevant papers and specifications  

November - December 2014:  
Tasks: Draft format migration plan for Kodak PhotoCD images  
Deliverables: Format migration plan for Kodak PhotoCD images  

January - March 2015:  
Tasks: Draft format migration plan for RealAudio and SMIL files  
Deliverables: Format migration plan for RealAudio and SMIL files  

April - May 2015:  
Tasks: Generalize the format migration plans into a format migration framework that can be used for ongoing format migrations at the Library, document and present work  
Deliverables: Document describing the format migration framework, Completed presentations / blog posts, etc. meant to disseminate the information |
|---|---|
| **Required Resources** | Standard office space; use of a computer; access to samples in Kodak PhotoCD, RealAudio and SMIL formats; space to collect documents, install and test migration tools  
1 Resident, 1 Mentor (Goethals), access to designated Harvard Library staff  
As needed, contacts with staff at other institutions with specialized knowledge or experience with formats and/or format migrations |
| **Context** | To keep its digital collections usable long-term, Harvard Library needs to periodically migrate content in obsolete formats to modern formats. This project will give the Library the foundation for performing these format migrations.  
The Library recently assessed its preservation repository, the DRS, using the Levels of Digital Preservation developed by the National Digital Stewardship Alliance (NDSA). This assessment revealed that a key gap in the DRS infrastructure is the ability to do format migrations. This project will address this gap area.  
For more information about the NDSA Levels of Digital Preservation see:  
http://www.digitalpreservation.gov/ndsa/activities/levels.html |
| **Required Knowledge and Skills for Resident** | This project requires an awareness of and interest in file formats and format migrations, and the ability to conduct research. In addition, the candidate must be able to communicate clearly in writing and with people of varying technical backgrounds in meetings and presentations. The candidate must be able to work both independently and in group settings. |
| Preferred Knowledge or Experience | The ideal candidate will have a technical bent - be able to read and comprehend technical reports and specifications; and be able to download, install and test file conversion tools. Because this project will require learning about the metadata, tools and data models used in the DRS, the candidate should be flexible and able to learn new concepts and tools. |