

---

# HARVARD PROJECT FOR NDSR BOSTON (2015-16)

## TITLE

Preparing for a Trustworthy Repository Certification of Harvard Library's DRS

## CONTEXT

Harvard Library's Digital Repository Service (DRS) has been in production for almost 15 years and contains 175 TB of digital material in many different formats including images, text, audio, websites, documents, email and soon video. It is under the management of Harvard Library's Digital Preservation Services and the technical infrastructure is developed and maintained by Harvard University Information System's Library Technical Services (LTS). The DRS is used by approximately 50 libraries, archives and museums across Harvard to provide long-term preservation and access to digitized and born-digital digital material.

After a multi-year project that started in 2009, last year the next-generation version of the DRS with increased preservation capabilities was launched. In 2015 the DRS Improvement Team was formed. This is an opportune time to reassess the DRS in comparison to current digital preservation standards and prepare to seek to certify it as a trusted repository. This would pinpoint additional areas to improve and ultimately demonstrate to the Harvard curators, archivists and collection managers that rely on the DRS for digital preservation that it meets the highest preservation standards.

## PROJECT SUMMARY

The Harvard Library (HL) seeks a National Digital Stewardship Resident to prepare the DRS for a trustworthy repository certification based on ISO 16363. The work will be done in 4 phases:

### Phase 1: Immersion and Analysis

- Gather ISO 16363 standards documents and related instructions
- Identify, evaluate and select additional tools to help
- Review and become familiar with ISO 16363
- Review and become familiar with publicly available documentation from other institutions and organizations in response to repository certifications
- Locate and become familiar with all DRS documentation
- Create documentation inventory template
- Inventory DRS documentation
- Create a detailed gap analysis of documentation, plans, processes, strategies, etc. needed for repository certification

### Phase 2: Implementation and Updates

- Work with AG to create an action plan for changes and improvements

- Work with Harvard Library and IT staff to create and update required

#### Phase 3: Assessment and Self-audit

- Perform a self-assessment on the DRS
- Produce an audit report with the findings

#### Phase 4: Improvements

- Work with AG to determine improvements that can be made to better organize, expose and preserve documentation
- Implement improvements

## SPECIFIC GOALS/OBJECTIVES

The main goal of the project is to prepare for eventual certification of the DRS as a trustworthy repository by an external auditing body so that the Library can demonstrate that the DRS meets the highest preservation standards.

Although that is the main goal there are additional goals with large benefits to Harvard Library:

- Identify key areas of the DRS needing change and improvement including policies, strategies, processes and documentation
- Produce a detailed inventory of DRS documentation which is currently distributed across many file systems, wikis and websites
- Improve the organization, preservation and dissemination of DRS documentation

## TIMEFRAME & DELIVERABLES

September - October 2015: Immersion and Analysis

Tasks:

- Gather standards documents and related instructions
  - Equivalent standards:
    - CCSDS 652.0-M-1 (Audit and certification of trustworthy digital repositories) Magenta Book Sept. 2011  
<http://public.ccsds.org/publications/archive/652x0m1.pdf>
    - ISO 16363
  - Instructions, e.g, PTAB's Preparing for an audit (<http://www.iso16363.org/preparing-for-an-audit/>)
- Identify, evaluate and select additional tools to help, e.g.
  - ISO 16363 self assessment template (PTAB)  
[http://www.iso16363.org/sdm\\_downloads/iso-16363-self-assessment-template/](http://www.iso16363.org/sdm_downloads/iso-16363-self-assessment-template/)
  - Internal audit tool (Archivematica/MIT)

- SCIDIP-ES Certification Toolkit <http://int-platform.digitalpreserve.info/dashboard/certification-toolkit/>
- Review and become familiar with ISO 16363
- Review and become familiar with publicly available documentation from other institutions and organizations in response to repository certifications
- Locate and become familiar with all DRS documentation
- Create documentation inventory template
- Inventory DRS documentation
- Create a detailed gap analysis of documentation, plans, processes, strategies, etc. needed for repository certification

Deliverables:

- Inventory of DRS documentation
- Gap analysis

November - January 2016: Implementation and Updates

Tasks:

- Work with AG to create an action plan for changes and improvements
- Work with Harvard Library and IT staff to create and update required

Deliverables: Improved documentation

February - March 2016: Assessment and Self-audit

Tasks:

- Perform a self-assessment on the DRS
- Produce an audit report with the findings

Deliverables: Audit report

April - May 2016: Improvements

Tasks:

- Work with AG to determine improvements that can be made to better organize, expose and preserve documentation
- Implement improvements

Deliverables: Presentation of audit results

**RESOURCES REQUIRED**

Standard office space; use of a computer; server space to collect documents; access to relevant file systems, wikis and websites

1 Resident, 1 Mentor (Goethals), access to designated Harvard Library staff

As needed, contacts with staff at other institutions with specialized knowledge or experience.

## REQUIRED KNOWLEDGE AND SKILLS FOR RESIDENTS

- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to work independently and on cross-functional teams.
- Strong analytical, critical thinking, close reading and organizational skills.
- Attention to detail

## PREFERRED KNOWLEDGE OR EXPERIENCE OF RESIDENT

- Knowledge of digital file formats and preservation strategies
- Knowledge of the ISO 16363 / TRAC or related audit checklists
- Experience writing technical documentation
- Experience updating web sites

## **NDSR Boston MIT Project: “Preservation Storage: Bringing Holistic Decision-making into Action”**

Last revised August 2015

The NDSR Boston Resident at MIT Libraries in 2015-2016 will be an active participant in the Preservation (Archival) Storage project, working to ensure that digital preservation standards are adhered to as a multi-stage approach is devised and implemented. Preservation Storage (aka Archival Storage in OAIS) is a core digital preservation function and the responsibility of the digital preservation manager to lead. The term *Preservation Storage* is in use locally at MIT Libraries because *Archival* can be confused with IT's use of the term archiving, suggesting that Archival Storage is only about the computer storage provisioning, authentication, access control, etc; and can also be interpreted as associated with the roles involved, suggesting that archivists are responsible for Archival Storage. The project will address organizational and technological storage requirements and expectations to acquire, preserve, and provide our digital collections as the range and scale of our digital content expands. The Resident will experience a balance of planning to doing, research to practice, organizational to technical issues, and governance to day-to-day operations within a standards-based framework for demonstrating good digital preservation practice. Some steps in the project may change as this project is happening in real-time as storage options are considered.

By the end of the project, the NDSR resident at MIT Libraries will have:

- Acquired a deeper understanding of Archival Storage requirements in OAIS and TRAC, storage management options for digital preservation, and costs implications of the range of options.
- Gained hands-on experience with standards-based Preservation Storage operations
- Been a contributing member of the Preservation Storage planning group, working with team members and others in key roles across the Libraries in completing the project
- Contributed to the iterative development, enhancement, and use of standards-based practice
- Completed background research on standards, trends, options, and practice for Preservation Storage
- Identified potential implications for the workflow, procedures, and practice for the real-time and over-time management of Preservation Storage

The project will assist MIT Libraries in improving our policies and practice for Preservation Storage and the project deliverables and other results will be of immediate use.

The NDSR resident for the Preservation (Archival) Storage project will work independently on aspects of the project as well as in collaboration with the lead for Digital Curation and Preservation, content curators responsible for digital content, and members of the Information Technology Directorate to:

- Identify and evaluate available and feasible Preservation Storage options
- Determine the workflow and procedures for managing the transfer of existing digital content into Preservation Storage
- Consolidate information about current costs to determine factors for developing a cost model using community developments (e.g., Curation Cost Exchange, MetaArchive's twenty questions)
- Identify and participate in experiments to test possible Preservation Storage options; assess workflow for moving existing content into Preservation Storage; and explore tools to assist with the over-time management of Preservation Storage using the resources of the Digital Sustainability Lab at the Libraries
- Develop discussion documents, procedures, and operational rules for the ongoing management of Preservation Storage
- Extend the digital content workflow documentation to reflect the outcomes of the project
- Devise stages for an implementation plan for comprehensive Preservation Storage
- Contribute to the identification and capture of evidence to demonstrate compliance with TRAC requirements for Preservation Storage
- Collaborate with interested area institutions, sharing results and findings
- Develop a poster presentation of the project's results for internal and external presentations
- Document the project throughout the process to share updates and progress

<b>Host and Project Title</b>	<p style="text-align: center;"><b>JOHN F. KENNEDY</b></p> <p style="text-align: center;"><b>PRESIDENTIAL LIBRARY AND MUSEUM</b></p> <p><b>John F. Kennedy Presidential Library &amp; Museum – <i>Preservation of a Legacy: Long Term Digital Preservation at the John F. Kennedy Presidential Library</i></b></p>
<b>Project Summary</b>	<p>To develop a long-range preservation strategy for born-digital and digitized archival assets in our holdings.</p>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To examine our current DAMS infrastructure and identify current strengths and weaknesses, as well as potential future challenges</li> <li>• To identify and analyze possible paths forward, including but not limited to a continuation of our current model, closer cooperation with our parent agency (the National Archives and Records Administration), and participation in local and/or national consortia</li> <li>• To specifically examine and plan for the migration of the Library's digital assets to one of the management solutions identified above</li> </ul>
<b>Timeframe &amp; Deliverables</b>	<p>September-December 2015: Research and document current DAMS infrastructure at the Library, current and identifiable future problems/challenges and the state of digital preservation efforts at NARA in general, and activities of organizations doing similar work. Deliverable: Report of findings.</p> <p>January-March 2016: Explore and document potential management solutions for the Library's digital assets over the next 5 years and beyond. Deliverable: Report detailing multiple, and not necessarily mutually exclusive, paths forward, with pros and cons for each.</p> <p>April-June 2016: Conduct in-depth analysis of one of the digital management solutions examined in Part 2. Deliverable: A cost-benefit analysis of this option and a detailed plan of action.</p>
<b>Required Resources</b>	<ul style="list-style-type: none"> <li>• One primary mentor, two secondary mentors, and one Resident.</li> <li>• A workstation, a NARA user account and ID card, and access to Documentum, our Digital Asset Management System.</li> <li>• Access to additional staff within the JFK Library, the JFK Library Foundation, and the Digital Preservation Department at the National Archives in College Park, MD.</li> <li>• Contacts with experts in the field of digital preservation, and professionals involved in digital preservation consortiums on the local and national levels.</li> </ul>
<b>Context</b>	<p>The Kennedy Library's digitization initiative, known as "Access to a Legacy," is a public-private partnership between the John F. Kennedy Presidential Library and Museum and the John F. Kennedy Library Foundation. The initiative's objectives are to: digitize, index, and permanently retain millions of presidential documents, photographs, and audiovisual recordings; provide worldwide, online access to these materials</p>

	<p>and facilitate their search and discovery through the use of metadata; protect historical assets through remote replication; and minimize the deterioration of unique and irreplaceable records and artifacts. Since work began in 2007 we have ingested over 730,000 pages, 23,500 photographs, 1,800 audio files, and approximately 680 moving image files into our digital asset management system, which, along with their derivatives, amount to approximately 70 terabytes of data. We add new content to this system on a daily basis.</p> <p>The Library has developed proven and efficient processes for systematically digitizing entire collections and series of textual materials, photographs, and sound recordings, as well as for digitizing smaller portions of collections in response to on demand requests from remote researchers. We have also begun ingesting born-digital AV content, most of which documents high-profile events that take place at the Library. We create high quality preservation files along with lower quality access renditions, and we store copies of both on EMC equipment on site and at a disaster recovery location at an Iron Mountain Facility.</p> <p>While the Kennedy Library may be in a better position than many institutions who are struggling to store their digitized and born digital content, we are far behind where we should be in terms of understanding how to manage and preserve these files. We do not have a formal digital preservation plan, nor do we have a system in place to ensure that our digital objects are not degrading over time. We have yet to fully address the challenges of accessioning and normalizing born digital file formats. We are also dependent on in kind donations for the maintenance of our entire digital asset management system and for the use of the disaster recovery site.</p> <p>Our hope is that the work of this Resident, who will learn about and document all of the challenges we face and all of the possible solutions we could implement, will enable us to effectively manage and preserve our digital content for years to come.</p>
<p><b>Required Knowledge and Skills for Resident</b></p>	<p>The successful Resident will have the following:</p> <ul style="list-style-type: none"> <li>• a graduate degree in Library Science, Information Science, Public History, or the equivalent from an accredited institution of higher education;</li> <li>• a drive to learn and implement new skills and practices to enable the JFK Library to conform to established industry standards</li> <li>• experience with or a strong interest in the challenges associated with describing, preserving, and providing access to born-digital archival material;</li> <li>• experience with or a strong interest in the digitization, description and preservation of analog archival material;</li> <li>• the ability to work independently as well as collaboratively;</li> <li>• strong written, oral, and interpersonal communication skills</li> </ul>
<p><b>Preferred Knowledge or Experience</b></p>	<p>The successful Resident may also have the following:</p> <ul style="list-style-type: none"> <li>• familiarity with metadata schemas such as Dublin Core, PBCore, METS, and PREMIS;</li> </ul>

	<ul style="list-style-type: none"><li>• demonstrated knowledge of and/or experience implementing national and international digital preservation practices and standards;</li><li>• knowledge of and/or experience with born-digital and digitized audiovisual material, including the creation and management of various audio and video file formats;</li><li>• familiarity with intellectual property issues in a library/archive environment</li></ul>
--	--

NDSR Boston 2015



<p><b>Host and Project Title</b></p>	<p><b>State Library of Massachusetts - Assessment and Workflow Analysis for the Preservation of Born-Digital and Digitized Massachusetts State Publications</b></p>
<p><b>Project Summary</b></p>	<p>The State Library of Massachusetts seeks a resident to perform a comprehensive assessment of Massachusetts State Government websites for items to permanently preserve and to recommend policies and procedures for processing these materials in the future.</p> <p>As part of this project the resident will learn the library’s current procedures, research best practices employed by other state libraries and archives and recommend revised policies and procedures. We expect this to be an iterative process, where a subset of websites are assessed, information captured, described and preserved and further refinements to the library’s policy and procedures are made.</p> <p>At the end of the residency, the library expects to have a full assessment of the documents contained on agency websites, the capture, description and preservation of the most critical items, a plan for doing the same for items deemed less of a priority and a refined policy and workflow in place. We also expect to share what was learned during this project so the result helps to further develop best practices for electronic government information preservation and access.</p>
<p><b>Goals</b></p>	<p>To perform a comprehensive assessment of Massachusetts state government websites for state publications</p> <ul style="list-style-type: none"> <li>- To assess what other organizations (such as the state’s IT department (MassIT), State Archives and the UMass libraries) are doing in terms of preserving state government information</li> <li>- To further refine what a state publication is in the current environment and develop a policy for collecting and preserving electronic state publications</li> <li>- To establish best practices and procedures for preserving and making available electronic state documents</li> <li>- Capture, describe and preserve documents found in the assessment</li> <li>- Share the knowledge gained from this project with state libraries and other organizations working to preserve state government information</li> </ul>
<p><b>Timeframe &amp; Deliverables</b></p>	<p>Month 1:</p> <ul style="list-style-type: none"> <li>- Learn library’s current practices for capturing and preserving digitally-borne state documents</li> <li>- Review structure of Massachusetts state government</li> <li>- Assess what Massachusetts IT department, State Archives and other organizations (such as UMass Amherst and UMass Boston) are currently doing in terms of preserving Massachusetts government information</li> <li>- In consultation with library staff, develop a data collection tool for the</li> </ul>

assessment of agency websites

Deliverables: Written summary of digital preservation currently done by Massachusetts organizations; first draft of data collection tool

Months 2 and 3:

- Assess what best practices exist by contacting other state libraries and archives
- Attend Best Practices Exchange meeting (Oct 19-21)
- Assess content on websites overseen by two of the eight Executive Offices (secretariats)
- Refine data collection tool and methods to be used to locate content
- With project team, prioritize capture of content found
- Assist project team with capture, description (catalog and create metadata) and preservation high priority items
- Develop plan for remaining items identified in assessment

Deliverables: Written summary of best practices use by other state libraries and archives; final version of data collection tool; completed assessment of websites by 2 secretariats of MA state government; capture, description and preservation of a subset of the high priority items identified (to be done in collaboration with library staff); written plan for the processing of the lower priority items identified in the assessment.

Months 4 through 8:

- Assess content on websites overseen by the remaining secretariats and by independent agencies and authorities in state government
- Further refine process as needed
- Assist project team with description and preservation of items captured
- Recommend further policy and workflow refinements as necessary


Deliverables: completed assessment of remaining websites; description and preservation of a subset of the high priority items identified (again to be done in collaboration with library staff); written policy, procedure and workflow recommendations.

Month 9:

- Fine tune plan for describing and preserving other items found during assessment
- Draft a final report/presentation that can be shared with other state libraries and archives, as well as other interested organizations
- Meet with other organizations taking part in digital preservation efforts; document and circulate what the state library and other organizations are doing and will do to preserve MA government information

Deliverables: written plan for describing and preserving remaining items found during assessment; final report and presentation detailing the project and its results.

<p><b>Required Resources</b></p>	<p>Regular access to project staff: Quan, Carlstrom, Schaub, Connolly and Turnbull.</p> <p>Standard workspace with computer with Internet access and standard software (MS Office, Acrobat). Access to library's crawler management system and DSpace repository.</p> <p>Occasional access to those in other institutions doing similar work.</p>
<p><b>Context</b></p>	<p>The State Library is mandated by law to preserve and make available a complete collection of Massachusetts state publications. As such, the library has an extensive collection of state documents dating back to the late 18th century. In the past 10 to 15 years, agencies have increasingly published materials electronically, sometimes no longer producing a paper copy. Although agencies are, by Massachusetts law, supposed to send eight copies of their printed publications to the State Library, often they are only posted on their websites. It is common for items to disappear from websites after a period of time, so it is imperative that the library capture and preserve these materials.</p> <p>The library has had a DSpace digital repository since 2006 for these documents. The staff actively adds materials located and has worked with a company to develop a crawler management system that identifies potential documents from URLs known to contain documents and tracks whether such found documents are considered "state publications". Staff downloads these reports, catalogs them and adds to the library's repository. The library staff actively seeks out born-digital documents and records the URLs found for tracking. However, there has not been a comprehensive review of Massachusetts state government websites completed.</p> <p>Finally, the ability for agencies to publish materials online has blurred the meaning of what a state document is and who is charged with preserving it. Printed newsletters can become newsletters in pdf form, or in straight HTML format, or the content could now be published as a blog. This project will further refine and prioritize what the library should be preserving.</p>
<p><b>Required Knowledge and Skills for Resident</b></p>	<p>Master's Degree in Library and Information Science or Archival Studies*; demonstrated interest in digital libraries and digital preservation; high attention to detail; and the ability to learn technology independently.</p> <p>*Master's Degree in another discipline may be substituted if candidate has had coursework in cataloging and/or metadata creation</p>
<p><b>Preferred Knowledge or Experience</b></p>	<p>Coursework/Experience with metadata and/or cataloging digital assets, coursework/experience with government documents and/or resources.</p>

<p><b>Host and Project Title</b></p>	 <p><b>University of Massachusetts @ Boston - University Archives &amp; Special Collections, Joseph P. Healey Library - <i>Digital Preservation Planning and Implementation in University Archives and Special Collections at UMass Boston</i></b></p>
<p><b>Project Summary</b></p>	<p>University Archives and Special Collections in the Joseph P. Healey Library at the University of Massachusetts Boston seeks a National Digital Stewardship Resident to develop policies and workflows for the strategic, long-term preservation of digital assets in the department's custody and care.</p> <p>The Resident will begin by reviewing existing University Archives and Special Collection (UASC) practices regarding digitization, description, and preservation – experience that, along with hands-on work with our existing systems and a review of the digital stewardship landscape at the University, will help the Resident understand departmental processes, limitations, and future needs. Through work with the legacy digital content (data, image and video files) from the Mass. Memories Road Show, the Resident will research best practices and begin to develop workflows and policies that align with and refine existing procedures and that effectively address issues that arise at all steps of a digital object's lifecycle: digitization practices, the generation of technical, descriptive and preservation metadata, and, finally, processes of providing access to digital assets and ensuring the long-term, cloud-based digital preservation of those assets. Additionally, during this first phase of the project, the Resident will begin to address other issues, such as the relationship in UASC between local storage and access (hard drives, CONTENTdm repository) and cloud storage and preservation (UASC's hosted, cloud-based preservation platform, DuraCloud).</p> <p>Once the Resident has completed this first Research and Practice phase, the Resident will submit a preliminary report on the digital stewardship landscape and needs of UASC that will be shared with UASC staff, Library leadership, and other University stakeholders, such as Information Technology. At this point, in a Review and Testing phase, the Resident will work collaboratively with UASC staff, Library leadership, and other stakeholders to further develop workflows that are thorough and tested, and which prepare UASC for continuing internal digitization projects and existing and ongoing community-engaged digital history initiatives such as the Mass. Memories Road Show.</p> <p>Finally, the Resident will, from this experience, develop policies and procedures in collaboration with UASC staff, Library leadership, and University stakeholders that will help the department ensure and benefit from the long-term, cloud-based digital preservation of UASC's digital holdings.</p>

	<p>Once policies and workflows have been reviewed and tested, the Resident will begin to work on the Implementation and Final Report phase of the project. During this phase, and to further test and refine policies and workflows, the Resident will oversee, with the assistance of UASC staff and student employees, the assigning of preservation and technical metadata and the eventual ingest of more than 6,000 previously digitized legacy images, videos files, and associated metadata from the Mass. Memories Road Show into the department's cloud-based, hosted digital preservation platform, DuraCloud. An important step for inclusion in the workflow will be determining processes and schedules for checksums and regularly verifying and documenting the integrity of files stored through DuraCloud.</p> <p>Throughout this last phase, the Resident will prepare a final report that will include documentation of the project, as well as recommendations and, ideally, procedures for managing a range of digital file formats archival across collections. The Resident will also have the opportunity to prepare blog posts for the UASC and Library blogs about this work. There is of course the possibility that a summary of the report may be revised into an article for the Society of American Archivists, the New England Archivists, or another professional publication or journal.</p>
<p><b>Goals</b></p>	<p>The primary goals of this project are to assess the digital curation needs of UASC, to assist the department in digital file preservation planning, and to introduce workable, durable, and tested digital preservation practices that help ensure that UASC is able to effectively provide long-term access to digital assets in our custody and care. The primary work for this project will be with the digital assets – the data, image and video files – collected as part of the Mass. Memories Road Show, but the workflows and policies that will be created and tested as part of this project will allow UASC to continue to build a digital preservation infrastructure.</p> <p>Another important outcome of this project is its potential use as a model for digital preservation practices that can be used by public institutions, by institutions with fewer resources (staffing, budgets), and institutions with a less robust information technology infrastructure.</p> <p>A successful project will:</p> <ul style="list-style-type: none"> <li>• Be well documented and considerate of institutional needs and infrastructure limitations.</li> <li>• If necessary, lay out a path for aspirational growth and development toward a comprehensive, robust digital preservation program.</li> <li>• Be collaboratively developed, addressing the needs of UASC and the Library, as well as the needs of the larger information technology infrastructure and other University stakeholders.</li> <li>• Serve as a model for digital preservation practices for community-engaged and community-based digital initiatives.</li> </ul>
<p><b>Timeframe &amp; Deliverables</b></p>	<p>Phase One, September 2015 – November 2015: Research and Practice</p> <ul style="list-style-type: none"> <li>• Tasks: Review, through interviews with stakeholders and through hands-on work with existing workflows and procedures, the digital stewardship</li> </ul>

	<p>and preservation landscape of UASC; Develop and refine workflows so that they begin to address the digital file preservation planning needs of UASC; Conduct research, attend webinars and trainings; Prepare Gap analysis and preliminary report on UASC's digital stewardship limitations, needs, and potential.</p> <ul style="list-style-type: none"> <li>• Deliverables: <ul style="list-style-type: none"> <li>- Gap analysis and preliminary report on digital stewardship landscape and digital preservation needs of UASC.</li> <li>- Preliminary assessment of Mass. Memories Road Show as a case study for project moving forward.</li> </ul> </li> </ul> <p>Phase Two, December 2015 – February 2016: Review and Testing</p> <ul style="list-style-type: none"> <li>• Tasks: Review and refine Phase One report, with UASC staff, Library leadership, and University stakeholders; Continue developing, testing, and revising workflows; Begin to develop digital preservation policies, in collaboration with UASC staff, Library leadership, and University stakeholders; Begin to use Mass. Memories Road Show digital assets to test and begin to implement digital file preservation workflows.</li> </ul> <ul style="list-style-type: none"> <li>• Deliverables: <ul style="list-style-type: none"> <li>- Refined workflows and drafts of policies related to digital file preservation planning.</li> <li>- Set of images and video files from one Mass. Memories Road Show (approximately 200 images and 30 video files), with appropriate technical and preservation metadata, ingested into department's hosted digital preservation platform, DuraCloud.</li> </ul> </li> </ul> <p>Phase Three, March 2016 – June 2016: Implementation and Final Report</p> <ul style="list-style-type: none"> <li>• Tasks: Using digital assets collected as part of the Mass. Memories Road Show (data, image and video files), continue to implement, refine, and finalize workflows and policies for digital file preservation planning, in collaboration with UASC staff; Provide trainings for UASC staff, students, and community members; Prepare final report; Give presentation to UASC staff, Library staff, Library leadership, and University stakeholders on project.</li> </ul> <ul style="list-style-type: none"> <li>• Deliverables: <ul style="list-style-type: none"> <li>- Digital assets (image and video files) from the Mass. Memories Road Show, with appropriate technical metadata, ingested into department's hosted digital preservation platform, on DuraCloud.</li> <li>- Finalized workflows and policies submitted to UASC staff, Library leadership, and University stakeholders.</li> <li>- Presentation</li> <li>- Final report</li> </ul> </li> </ul>
<b>Required Resources</b>	<p>1 Primary Mentor (Joanne Riley)  3 Additional Mentors (Andrew Elder, Carolyn Goldstein, Jessica Holden)  1 Resident</p> <p>Access to UASC and Library staff, as well as IT staff and stakeholders.</p>

	<p>UMass Boston “Contingent Worker” status, which allows us to establish an email address and to provide library databases access and other campus services for the Resident.</p> <p>Cubicle/office, office equipment including laptop or desktop computer, scanner and other equipment as needed, telephone.</p> <p>As needed, contacts with staff at other institutions with specialized knowledge or experience.</p>
<p><b>Context</b></p>	<p>University Archives and Special Collections in the Joseph P. Healey Library at the University of Massachusetts Boston was established in 1981 as a repository to collect archival material in subject areas of interest to the University, as well as the records of the University itself.</p> <p>The mission and history of the University of Massachusetts Boston guide the collection policies of University Archives and Special Collections (or UASC), with the University’s urban mission and strong support of community service reflected in the records of and related to urban planning, social action, alternative movements, community organizations, war and social consequence, and local history related to neighboring communities, including collections associated with Dorchester, the Boston Harbor Islands, and Boston bicycling history.</p> <p>UASC is fully engaged in the realms of digital history and open access. Since 2009, UASC has had a digital repository used to provide access to digital assets, initially through Archon and currently through CONTENTdm. Additionally, since 2010, UASC has managed UMass Boston’s institutional repository for scholarship and research out of UMass Boston, using a hosted instance of Digital Commons. But more than these platforms, UASC has worked hard to be on the cutting edge of digital history initiatives and community-engaged archival work. For example, in 2004 University Archivist and Curator of Special Collections Joanne Riley launched the Mass. Memories Road Show, a state-wide digital history and public scanning initiative. Since that time, the Road Show has grown to become a highly regarded and nationally recognized digital history project. Through the Road Show, UASC staff partner with local organizations (such as historical societies, libraries, public schools, and councils on aging) to organize day-long public scanning events where attendees select and contribute photographs documenting themselves and their families in a given community. Most relevant to this proposal, this project has generated to date more than 6,000 photographs and more than 1,000 video interviews, as well as related descriptive metadata provided by contributors and by archival staff.</p> <p>UASC also regularly engages in short- and long-term technologically-engaged history projects with community partners. For example, we are currently developing a project in collaboration with the Boston Police Department Archives and with community researchers to build a database of information and records about the 1919 Boston Police Strike.</p> <p>A project with the National Digital Stewardship Residency program will</p>

	<p>help UASC to ensure that our past and future digitization initiatives and community-engaged programs are effectively preserved for future access and use.</p>
<p><b>Required Knowledge and Skills for Resident</b></p>	<p>Master's degree in library, archives, museum, or information studies, computer science, or similar.</p> <p>High interest, familiarity and comfort level working with digital technology as an information management tool for project work and in preservation activities. Ability to learn quickly. Knowledge of Microsoft Office Suite. Interest in digital stewardship. Strong attention to detail.</p> <p>Excellent communication skills. Ability to work both collaboratively and independently. Ability to work on a deadline.</p> <p>Excellent research skills. Ability to research and to compile and effectively communicate findings.</p> <p>Some coursework or experience working in an archives or with archival materials.</p>
<p><b>Preferred Knowledge or Experience</b></p>	<p>Digitization experience and experience with descriptive, administrative, and technical metadata.</p> <p>Experience with a digital content management system like CONTENTdm and experience with a cloud-based storage platform like DuraCloud.</p>