

Folger Shakespeare Library

NDSR                      Born-Digital Preservation at the Folger Shakespeare Library  
Project:

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<i>Goal Summary</i>	To establish local routines and best practices for archiving and preserving two types of born-digital material: 1) born-digital content created by Folger Shakespeare Library staff in support of the institution's mission and 2) born-digital content collected by the Folger including primary source materials related to Shakespeare productions, interpretations, editions, and criticism to the present.
<i>Specific Goals / Objectives</i>	<p>To integrate Folger-created digital masters of a variety of file types, along with XML-based descriptive and administrative metadata records, into bit-level digital preservation through the MetaArchive network.</p> <p>To both expand the Folger's reach into the open web (adding additional sites to existing Archive-It collections and creating at least one additional new collection), while strengthening the Folger's internal web archiving workflows and quality assurance routines.</p>
<i>Timeframe &amp; Deliverables</i>	<p>Overall – 8 months</p> <p>Months 1 through 4 – Train in existing routines, including Archive-It webinars and overview of existing LOCKSS processes. Discuss with Folger staff creation of a Folger file format inventory; identify master born-digital items and hold preliminary discussions of possible preservation workflows. Review QC and in-house documentation of existing Archive-It collections; discuss with Folger staff expansion of existing collections and creation of at least one new web archival collections. Research software dependencies of file format inventory and staff-identified master born-digital items; identify possible tools and administrative metadata recommendations for future ingest of master born-digital items. Research known QC issues with existing Archive-It collections and formulate recommendations for improved workflows. Scope and run test crawls on at least one newly-created Archive-It collection.</p> <p>Months 5 through 6 – Publish internal file format inventory and seek feedback on items and types of items requiring backup and business records archiving only (e.g., internal or purely operational records); and requiring more robust digital preservation (e.g., records of scholarly, educational, cultural activities.) Test file ingest and administrative metadata creation for legacy items/formats identified as masters; begin training of staff to ingest their own newly-created master born-digital items into MetaArchive. Review QC on newly-created Archive-It collection(s), and begin building out new collection(s) and / or adding new sites to existing collections.</p> <p>Months 7 through 8 – Coordinate LOCKSS test crawls with Folger and MetaArchive staff to ensure that archival units are properly defined. Finalize local toolset/workflows for master born-digital ingest and document procedures. Finalize local documentation for web archiving QC, web archival collection creation and expansion.</p> <p>Deliverables: 1) A documented case study of creating and analyzing a file type inventory at a cultural heritage institution. 2) Tested and documented local workflows for ingest of both legacy, and new staff-identified master born-digital items into the MetaArchive private LOCKSS network. 3)</p>

# Folger SHAKESPEARE LIBRARY

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Tested and documented local workflows for web archive collection creation, collection expansion, and collection quality control.

*Resources  
Required*

1 Mentor (Jim Kuhn), 1 Resident

Access to select key Folger Shakespeare Library staff in Central Library, Digital Access, and Information Technology, as well as key staff at partner institutions MetaArchive and Archive-It. The Folger will integrate the Resident into the work and organizational culture of the Folger through ongoing involvement in staff meetings related to digital preservation.

*Context*

The Folger Shakespeare Library is one of the world's leading centers for scholarship, learning, culture, and the arts. In recent years, the Folger has been working on internal digital preservation strategies and workflows aimed at sustainable stewardship of digital surrogates. These strategies and workflows have been designed to ensure the preservation of digital images of rare books, manuscripts, and works of art from the institutional collections. Through these efforts, the Folger is working towards a system whereby the MetaArchive private LOCKSS network preserves our master digital images (i.e., those files that have not had any post-production work done to them) under bit-level preservation on six or more servers geographically distributed across three continents. Simultaneously, we are now entering our second year of subscription to the Archive-It web archiving service, and are currently testing workflows and quality assurance processes on two small collections: one aimed at Folger content, and one aimed at Shakespeare-related websites on the open internet.

We expect these current Archive-It web archiving and MetaArchive digital surrogate preservation workflows to be fully implemented by September 2013, at which point we will be poised to take our next step in born-digital preservation. The work we expect to undertake in 2013 will provide first-hand experience in a skills-oriented internship of real benefit to a National Digital Stewardship Resident and to the Folger Shakespeare Library. Participation in this project will provide our NDS Resident with a clear understanding of a variety of strategies for collecting born-digital material, and for preserving locally-born-digital material.

We believe that this project can serve as an NDSR model for future participants, because the issues being addressed by the Folger increasingly are faced by cultural heritage and memory institutions of all sizes. Many such institutions have been engaged in high-resolution digital imaging of cultural heritage materials for over a decade. These digital assets represent major past—and ongoing—investments in capital, staff time, and infrastructure. At the same time, cultural heritage organizations are increasingly involved in creation and responsibility for the preservation of digital assets with no analog counterparts.

We conceive of this project as having multiple lessons of relevance to peer special collections institutions. First, we expect to demonstrate that bit-level preservation through a private LOCKSS network can serve as an important preservation strategy not just for digital facsimile images, but also for certain kinds of non-web-based born-digital assets; second, to demonstrate that web archiving can serve both as a digital preservation strategy for collecting and providing ongoing access to web-based born-digital cultural heritage materials; and third, that partnership in such efforts with nonprofits in the digital preservation community (in our case MetaArchive and Archive-It) can be a viable approach for small institutions.

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*Required  
Knowledge and  
Skills for Residents*

[identify the background, skills, and educational requirements necessary for resident success]

The successful candidate will have an ALA-accredited master's degree in library or information science or studies, or in information management or computer science. Additionally, the successful candidate will have the following:

General Knowledge:

- Strong oral and written communication skills, including the ability to write and document clearly, and to explain complex technical ideas in a simple and concise way to others with less technical knowledge.
- Ability to work with others, to participate in team projects, and to follow technical instructions.

Specialized Knowledge or Experience:

- Academic library experience in library systems, relational database management systems, or digital repositories.
- Familiarity with key people, events, and cultural concepts in early modern European history and culture.

Technical Experience:

- Understanding of database technologies.
- Experience with at least two of the following: Unix-Linux, Mac OS, or Windows operating systems; relational database management systems; web services and applications; digitization projects involving library and digital library metadata and standards.

*Preferred  
Knowledge or  
Experience*

The following skills are preferred but not required:

- Experience in academic library special collections.
  - Knowledge or experience in current and emerging best practices, tools, principles and standards for digital preservation and curation.
  - Experience in digital asset management and / or in managing or cataloging multimedia materials and digital products.
  - Working experience with an integrated library system or a digital image database.
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