

Wollongong City Libraries Local Studies

Digital Asset Management Policy

2019

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1 Policy Statement

The recent increase in digital content being collected by and created for the Wollongong City Libraries - Local Studies (WCL-LS) has resulted in associated technological and organisational challenges. We respond to these challenges through the development and implementation of new strategies, technologies and workflows to ensure the ongoing preservation of, and access to, its digital content.

This policy is an essential tool that establishes and directs the Library's efforts to ensure the authenticity, integrity, provenance, longevity and ongoing accessibility of the Library's digital collection, encompassing born-digital and turned digital material.

This policy is in line with the Local Studies Action Plan 2018-2022 key objectives including:

- Improving the local studies experience for customers, increasing accessibility to the Local Studies collections and the continuation of successful collaborations with local organisations.
- Ensuring the collection is maintained and preserved
- Continuing to grow the Local Studies collection
- Ensuring that there is substantial community engagement and contribution to the Local Studies collections.
- Ensuring that local stories are captured and stored appropriately for community access and for longevity.
- Ensuring that Information Services staff are skilled in reference interview techniques, digital literacy and general service provision
- Continue to manage the digitisation of current materials to provide broader access to the local Studies collections
- Continue to develop the capacity to undertake innovative projects; be open to opportunities to collaborate with other organisations on new local history related projects/programs

Digital preservation is a developing area for the Library and this policy and the Library's approach and practices will be reviewed on a regular basis.

2 Purpose

The purpose of this Digital Asset Management Policy is to define the WCL-LS policy on preserving, maintaining and managing its digital collections. The Digital Asset Management Policy is the responsibility of the Local Studies section and should be read in conjunction with:

- The Wollongong City Libraries - Local Studies - Digital Standard – Digital capture & format report 2019
- Wollongong City Libraries - Local Studies Directory and File Naming Conventions Report 2019
- [Wollongong City Libraries Strategy 2017-2022](#)
- Wollongong City Libraries Collection Management Plan 2019-2022,
- The Local Studies Action Plan 2018-2022
- Policy documents and procedures relevant to the way digital resources are created, selected, acquired, described and accessed.

3 Scope

This policy applies to all digital content selected for permanent retention in the Wollongong City Libraries' collections including:

- born digital content acquired through donation or purchase
- born digital content created by the Library for its collections
- turned digital content, digitised from the Library's physical collections
- content from other private or public collections, loaned to the Library for digitisation and access
- digital publications about the Wollongong region
- digital materials selected for the collection (e.g. including original materials, photographs, maps, ephemera, sound recordings, audiovisual,)
- social media, email, datasets, websites and online publications and other material as appropriate.

Out of Scope

The Policy does not apply to corporate records created by Library staff during the course of their business.

Retention and Withdrawal of Digital Material

The withdrawal of digital material is guided by the Wollongong City Libraries - Local Studies and the Wollongong City Libraries Collection Management Plan 2019-2022.

4 Principles

The WCL-LS is committed to preserving and maintaining access to digital content in its collections that is significant to the Illawarra's cultural and documentary heritage, and the Library upholds the principles of digital preservation as developed by the National and State Libraries Australia (NSLA) Digital Preservation Working Group and approved by the NSLA CEOs:

1. Preserving digital content is intrinsically linked with enabling access to the library's resources
2. Digital preservation practices must ensure confidence in the integrity and authenticity of digital collections
3. Digital preservation must be effected in a timely manner
4. Digital preservation practices must respect intellectual and copyright responsibilities
5. Collaboration is necessary to research, develop and implement best practices in digital preservation.

The Library is committed to building its digital collection, supporting the lifecycle of digital collection materials, complying with digital preservation standards and best practices and developing mechanisms to provide access to the Library's digital collection now and in the future.

5 Preservation Strategies

The Wollongong City Libraries - Local Studies will employ key strategies to enable the effective preservation of its digital content.

- Creation and acquisition

When digitising collection items, the Library will use and develop best-practice standards and guidelines for the creation of digital material. We will actively promote open standards-based formats and accepted industry standard formats for the creation of digital material to help facilitate ongoing access and preservation. Metadata will be maintained to support long term preservation and ongoing access.

- Monitoring

The Library will employ a preservation-watch mechanism to help identify any formats that are at risk of obsolescence. It will also monitor the larger technological environment for signs that equipment and standards are becoming obsolete.

- Action

Different approaches will be used on an as-needs basis for digital material that is deemed at-risk because of probable hardware or software obsolescence, media deterioration or media failure, to ensure ongoing preservation and access. Activities will include:

- When possible, collected digital material that is in a non-standard or at-risk proprietary format will be processed to create a master preservation file in a pre-determined format, before being stored in the secure digital repository
- Digital material that is collected, stored or published on physical carriers at risk of obsolescence (CDs, DVDs, disks, tape, etc.) will be migrated and ingested to the secure digital repository
- Digital material created by the Library and stored on local servers will be created according to agreed capture standards, and ingested to the secure digital repository if selected for ongoing preservation. If capture standards change, then the files will be migrated to new formats accordingly.

It is recognised that strategies need to be flexible to manage ongoing changes in technology and standards. Staff will monitor and adapt strategies to reduce risk and achieve best practice in preserving and maintaining access to its digital content.

- Storage

- employ best practice data management procedures to ensure preservation including keeping three backup copies of preservation material
- undertake regular fixity checks on an ongoing basis to mitigate risks (including corruption)
- maintain appropriate infrastructure to safeguard the collection for the future and protect against loss, misuse and alteration of information.

- Provide access and maintain rights

- facilitate meaningful access to digital content including providing open access via online mechanisms or onsite use
- respect existing access conditions, rights, privacy and sensitive information
- seek to put in place appropriate access conditions.

6 Models and Standards

Using standards that are relevant to the digital institutional environment helps with organisational compliance and interoperability. Adherence to standards also enables organisations to be audited and certified. The WCL-LS adheres to international best practice when it comes to digital preservation standards. The adherence and application as and where possible (determined by resources available)

of recognised models and standards ensures good management of our digital collections. Choosing file formats that are non-proprietary and based on open format standards gives an organisation a good basis for a digital preservation programme. The digital environment is not inclined to be constrained by rigid rules and a digital preservation programme can often be a blend of standards and best practice that is sufficiently flexible and adapted to suit the needs of the organisation, its circumstances and the digital materials being managed. See the Wollongong City Libraries - Local Studies - Digital Standard – Digital capture & format report 2019 for detail.

7 Challenges and Accessibility

The Wollongong City Libraries, Local Studies aims to have all of its digital content stored in its secure digital repository and provide ongoing access to the content. The preservation of digital content presents many challenges for the library:

- Obsolescence of physical carriers used to store digital media
- Obsolescence of file formats
- Obsolescence of hardware required for reading digital content
- Increasing numbers of file formats
- Rapid growth of digital content
- Natural and man-made disasters
- Complexity of collections
- Rights issues – copyright, access (passwords, encryption)
- Security of content – ensuring safe storage of content
- Integrity of content – monitoring accidental or malicious changes made to files

Occasionally digital content will be stored and preserved, but not made accessible to the public due to issues such as: embargos applied by donors and content creators; technological constraints; and rights issues. This content will receive the same levels of preservation and conservation as other digital content, and will be made accessible at such time that embargos are lifted, new technologies are acquired, or rights expire.

The Library aims to mitigate the above challenges through this policy and other work practices (including continued workforce development), to ensure continued access to our digital content.

8 Priorities and timeliness

Digital preservation activities are to be appropriately prioritised for action. Some digital preservation activities may be delayed without adverse effect; others may require more urgent action. In some instances the technical complexity of maintaining and preserving access to digital material will impact the options and the scheduling of digital preservation actions. WCL-LS will be proactive in identifying areas of risk for digital content and will take necessary action to ensure the longevity of our collections.

WCL-LS will comply, where practically possible, with the OAIS Reference Model, which describes preservation planning as “providing recommendations and preservation plans to ensure that the information ... remains accessible to, and understandable by, the Designated Community over the long term, even if the original computing environment becomes obsolete.”

Preservation Planning functions include:

- developing recommendations for Collection standards and policies
- evaluating the contents of the Collection to determine present and future digitisation priorities. (See Appendix 1)
- recommending the migration of current Collection holdings when required
- providing periodic risk analysis reports
- monitoring changes in the technology environment and in the Designated Community's service requirements and Knowledge Base.”

(OAIS - Reference Model for an Open Archival Information System).

Prioritisation of preservation actions will be based on:

- Regular and planned actions (e.g. regular file fixity checks, migration of content)
- Obsolescence watch (obsolescence may occur with the physical carrier, the file format, the hardware or the software required to render a file).
- Deterioration of physical items
- Identifying risks to digital content
- Identifying new and emerging technologies

9 Preservation Metadata

Preservation metadata includes technical, administrative and descriptive information about the intellectual entities, files and bit streams of digital objects. This metadata helps to track and address the challenges identified in Part 7 'Challenges and Accessibility', using the standards identified in Part 6 'Models and Standards'.

The WCL-LS will record preservation metadata about each digital object within the SPYDUS catalogue record for each item and allocate unique persistent identifiers to all individual items to successfully manage and preserve their digital content over time. WCL-LS will use item barcodes and P numbers for images as the unique persistent identifier across all versions of item. Preservation metadata will assist in ensuring essential contextual, historical, and technical information are preserved along with the digital object.

As some digital preservation activities may result in changes to the digital material. Therefore all digital preservation processes will be documented in the provenance metadata to ensure the authenticity of the digital records.

Other information which affects preservation actions, such as rights associated with content, software, and access, will be documented in the digital preservation system.

10 Legislative Responsibility

The Copyright Amendment (Disability Access and Other Measures) Bill 2017 gives provisions to libraries to make publicly accessible preservation copies of material that is of cultural or historical significance to Australia. The WCL-LS will undertake all digital preservation activities in accordance with this legislation.

11 Collaboration

The Wollongong City Libraries - Local Studies will actively foster collaboration with other local, national and international organisations to share information and experiences, seek guidance and work together to address digital preservation challenges.

12 Definitions and Commonly used Digital Preservation Terms

Word	Definition
Access	The method of obtaining data resources and programs. Access may be restricted in some instances because of copyright or security classification. For digital preservation purposes access also means the continued, ongoing usability of digital materials, retaining all qualities of authenticity, accuracy and functionality deemed to be essential for the purposes the digital material was created and/or acquired for.
Analogue	An electrical signal that varies continuously. Analog is the traditional method of modulating signals so that they can carry information. Amplitude modulation (AM) and frequency modulation (FM) are the two most common methods of analog modulation
Authenticity	The quality of being reliable or trustworthy. In the case of digital materials it refers to the fact that whatever is being cited is the same as it was when it was first created unless the accompanying metadata indicates any changes. Confidence in the authenticity of digital materials over time is crucial owing to the ease with which alterations can be made.
Born-Digital	Digital material that was created and exists only in a digital format, for which there has never been and is never intended to be an analogue equivalent.
Digital Content / Digital Material	A broad term for an object of some sort (text, image, sound, and video) captured in digital format. Can refer to one or many files. Includes both born digital and turned digital objects. The terms can be used interchangeably.
Digital Object	Data stored as computer files and requiring applications software for viewing, including databases, spreadsheets, word processor documents, web pages, video, audio, images, maps, 2 and 3-D models etc.
Digital Preservation	The series of managed activities required to maintain continued access to digital materials beyond the limits of media failure or technological change for as long as necessary.
Digitisation	The process of converting a non-digital object into a digital object. The resulting digital surrogate would then be classed as digital material and subject to the same broad challenges involved in preserving access to it as born-digital materials.
File Format	Packages of information that can be stored as data files consisting of a fixed byte-serialized encoding of a specified information model, and/or a fixed encoding (of that encoding) in a tangible form on a physical storage structure.
Fixity check	A mechanism to verify that a digital object has not been altered in an undocumented manner. Checksums, message digests and digital signatures are examples of tools to run fixity checks. Fixity information, the information created by these fixity checks, provides

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	evidence of the integrity and authenticity of the digital objects and is essential to enabling trust.
Ingest	The process of transferring data into an archive or repository for long-term preservation and, often, dissemination. Specifically, this concept considers the role of the archive between the end of the initial research and the release of data for re-use.
Metadata	Data about data. Information which describes significant aspects of a resource such as context, content and structure of records and their management through time. Metadata supports a variety of operations on objects.
Migration	The transfer of digital materials from one hardware/software configuration to another or from one generation of computer technology to a subsequent generation. The purpose of migration is to preserve the integrity of digital objects and to retain the ability for clients to retrieve, display, and otherwise use them in the face of constantly changing technology.
Normalisation	The process of transforming a wide range of file formats to a predetermined set of file formats identified as being more appropriate for long-term preservation.
Original	The 'original' file is considered to be the file that is selected for the Library's collection.
Physical Carrier	An item on which content is recorded, encoded or fixed. This can be stored as analogue or digital information. Selected examples of physical carriers include magnetic tape (carrying analogue or digital audio and/or video content), motion picture film (carrying optical moving image and/or audio content), disks (Zip disks, 3½ inch and 5¼ inch floppy disks, carrying digital data), optical media (such as compact discs, DVDs and Blu-ray discs, carrying digital data, audio-visual or multimedia content) portable hard disk drives or USB flash drives (carrying digital data).
Preservation	The processes and activities involved in protecting something from loss and ensuring the survival of material through time.
Preservation Metadata	Preservation metadata is intended to store technical details on the format, structure and use of digital content, the history of all actions performed on the digital material including changes and decisions, the authenticity information such as technical features or custody history, and the responsibilities and rights information applicable to preservation actions.
Proprietary format	A <i>proprietary</i> format is one that is owned by an individual or a corporation. Some common examples of proprietary formats are: AutoCAD's DWG drawing format, the MP3 MPEG Audio Layer 3 format and Adobe Photoshop's PSD native image format. Most proprietary formats are closed, meaning that neither the definition nor the development of the format is available to the public. This means that

	data stored in the format can only be accessed using the format owner's software. Some formats are both open and proprietary e.g. Adobe PDF Microsoft OOXML. An <i>open format</i> is one where the description of the format is available to the public.
Secure Digital Repository	A storage system in which digital objects are stored for subsequent access or retrieval. A secure digital repository aims to provide reliable, long-term access to managed digital resources to its designated community, now and in the future.
Turned Digital	Digital file created by reformatting a physical original, e.g. by capturing or scanning a paper document, photograph, audio tape or film original. Replaces the term 'digitisation'. Also see, Digitisation

13 References

State Library of Queensland digital preservation policy

https://www.slq.qld.gov.au/sites/default/files/www.slq.qld.gov.au/_data/assets/pdf_file/0020/109550/digital-preservation-policy-2.0-july-2018.pdf

State Library NSW digital preservation policy

https://www.sl.nsw.gov.au/sites/default/files/pol_digitalpreservationpolicy_v1.0_20160331.pdf

State Library NSW Digital preservation

<https://www.sl.nsw.gov.au/public-library-services/digital-practice-guidelines-public-libraries/digital-preservation>

Digital Preservation Coalition, *Preservation Management of Digital Materials: A Handbook*

<http://www.dpconline.org/docs/digital-preservation-handbook/299-digital-preservation-handbook/file>

Wollongong City Libraries Collection Management Plan 2019-2022

Wollongong City Libraries Local Studies Plan of Action 2018 – 2022

Wollongong City Libraries Strategy 2017-2022

[Wollongong-City-Libraries-Strategy-2017-2022.pdf](#)