What is CCDC?

• Coordinated by WiLS/Recollection Wisconsin
• Details? Grant narrative & key info: https://recollectionwisconsin.org/digipres
• Goals
  ✓ Education focus
  ✓ From digitization project to preservation program
  ✓ Community of practice!
• Thank you IMLS!
The CCDC Model

• Hat tip to NDSR  
  https://ndsr-program.org/

• Digital POWRR  
  http://digitalpowrr.niu.edu/

• Launched in 2017

• Cohort/team-based experience
  ✓ iSchool or SOIS graduate student
  ✓ Host site supervisor(s)
  ✓ Professional mentor
Why Digital Stewardship & CCDC?

*Illustrations by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark*
Winter Activity ❄️

- Pre-application period for host sites
- Host site applications reviewed and selected
- Student application process
- Interviews
- Participants selected
- Teams created with mentors
# Our CCDC Host Sites

<table>
<thead>
<tr>
<th>Year</th>
<th>Site Name</th>
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<tbody>
<tr>
<td>2018</td>
<td>1. Baron County Historical Society</td>
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<td>2. College of Menominee Nation</td>
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<td>3. La Crosse Public Library</td>
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<td>4. Manitowoc County Historical Society</td>
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<td>5. Outagamie Waupaca Library System</td>
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<td>6. Rock County Historical Society</td>
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<tr>
<td>2019</td>
<td>1. Appleton Public Library</td>
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<td></td>
<td>2. College of Menominee Nation</td>
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<td></td>
<td>3. Door County Public Library</td>
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<td>4. Douglas County Historical Society</td>
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<td>5. Lake Mills / Azatlan Historical Society</td>
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<td>6. McMillan Memorial Library/South Wood County Historical Society</td>
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<td>7. Neville Public Museum</td>
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<td>8. Richard I Bong Veterans Historical Center</td>
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<td></td>
<td>9. Rock County Historical Society</td>
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<td></td>
<td>10. University of Wisconsin River Falls</td>
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</tbody>
</table>
Our CCDC Mentors

• Kristin Briney, UW-Milwaukee Libraries
• Adam Brisk, UM-Duluth
• Amy Cooper Cary, Marquette University
• Erin Dix, Lawrence University
• Stacey Erdman, Beloit College
• Jesse Henderson, UW Digital Collections Center
• Cat Phan, UW-Madison Archives
• Pete Shrake, Circus World Museum
• Heather Stecklein, UW-Stout Archives
• Scott Prater, UW-Madison Libraries
• Sarah Titus, St. Norbert College
• Hannah Wang, Wisconsin Historical Society
CCDC MENTORS
Spring Activity

• Host site visits around Wisconsin
• Vicki + host site supervisors
  ✓ Review digital collections, preservation needs
  ✓ Introduce project plan
  ✓ Assess training needs to inform workshop content
• Develop workshop content
• Hat tip to Amy Rudersdorf and AVP!
• Coordinate with Wisconsin iSchools
• Create CCDC Immersion Workshop!
### NDSA Levels of Digital Preservation

<table>
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<tr>
<th>Source: <a href="https://ndsa.org//activities/levels-of-digital-preservation/">https://ndsa.org//activities/levels-of-digital-preservation/</a></th>
</tr>
</thead>
</table>

#### Storage and Geographic Location
- Two complete copies that are not collocated
- For data on heterogeneous media (optical discs, hard drives, etc.) get the content off the medium and into your storage system
- At least three complete copies
- At least one copy in a different geographic location
- Document your storage system(s) and storage media and what you need to use them
- At least three copies in geographic locations with different disaster threats
- Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems

#### File Integrity and Data Integrity
- Check file integrity on ingest if it has been provided with the content
- Create file integrity if it wasn’t provided with the content
- Check file integrity at all ingest
- Use write-blockers when working with original media
- Virus-check high risk content
- Check integrity of content at regular intervals
- Maintain logs of file integrity
- Ability to detect corrupt data
- Virus-check all content
- Check integrity of all content in response to specific events or activities
- Ability to replace/repair corrupted data
- Ensure no one person has write access to all copies

#### Information Security
- Identify who has read, write, move and delete authorization to individual files
- Restrict who has those authorizations to individual files
- Document access restrictions for content
- Maintain logs of who performed what actions on files, including deletions and preservation actions
- Perform audit of logs

#### Metadata
- Inventory of content and its storage location
- Ensure backup and non-collocation of inventory
- Store administrative metadata
- Store transformative metadata and log events
- Store standard technical and descriptive metadata
- Store standard preservation metadata

#### File Formats
- When you can give input into the creation of digital files encourage use of a limited set of known open formats and codecs
- Inventory of file formats in use
- Monitor file format obsolescence issues
- Perform format migrations, emulation and similar activities as needed
Immersion Workshop

Tools

• Fixity - https://www.weareavp.com/products/fixity/
  File-integrity checking

  Create bags Bag-It file format

• Advanced Renamer – https://www.advancedrenamer.com/
  batch file renaming

Digital preservation policy template – Sustainable Heritage Network

Storage + back up solutions

Breakout sessions w/experts
Digital Preservation is not “One and Done.” It must be monitored and maintained forever.

Obsolescence happens fast!

There is no closure!

Nothing “has” been “preserved.” Everything “is being” preserved.
Summer Activity ☀️

• June-August
• 120 or 150 hours work
• On site and remote work...so modern!
• Virtual communication and project management tools
• Academic credit + summer stipend for students
• Site visits and mentor check-ins
• Virtual capstone event in August
• Digital preservation policies and workflows
Summer Project Work

- Inventory
- Folder/file organization + re-naming
- File-naming standard
- Digitization workflows and Q/A; re-scanning
- File integrity-checking
- Storage + backups – “3-2-1 Rule”
- Digital preservation policy and documentation
“Developing a Digital Preservation Policy”

• Thank you, Sustainable Heritage Network!

• Worksheet/template with eleven key categories of information:
  ✓ What content
  ✓ Why preserve it?
  ✓ What standards?
  ✓ Who will help?
  ✓ Costs?

• Choose what works for you

• Great way to start this policy work

Manitowoc County Historical Society

Team Manitowoc

- **Amy Meyer**
  MCHS Director
- **Cameron Fontaine**
  UW-Milwaukee SOIS
- **Peter Sh rake**
  Archivist, Circus World Museum
Manitowoc County Historical Society

Daryl Cornick Collection
• 3,000 photo negatives (digitized)
• Audio interviews (born-digital)

Challenges
• How do we know we’re doing it “right”?
• Reliance on volunteers
• Training materials!

Project Activities → NDSR Level 1
• Expand inventory of digital content
• Encourage use of standard file formats
• Develop local partnerships for storage

Project Activities → Other
• Establish file naming convention and rename files
• Document process & standards for oral history interviews
• Explore options for online access
Points of Pride 2018

**PEOPLE**
- 4 Expert Instructors
- 2 Program Admins
- 6 Graduate Students
- 6 Professional Mentors
- 8 Host Site Supervisors

**PLACES**
- New Glarus Memorial Library
- Green County Library
- Kenosha Public Library
- Fond du Lac Public Library
- Ozaukee County Library System
- Milwaukee County Memorial Library
- Racine County Memorial Library
- University of Wisconsin-Milwaukee Libraries
- Milwaukee County Libraries
- Wisconsin Public Library System
- Southeast Wisconsin Regional Library System
- 3,000+ sites visited throughout Wisconsin

**EVENTS**
- 12 site visits
- 1 workshop
- 1 capstone event
- 24 student mentor discussions

**OUTCOMES**
- 6 digital projects completed
- 25 digital collections completed
- 700 hours of work completed by students
- 500+ pages of digital ownership documentation created

Why DPLA + CCDC?
A few lessons learned...
and few happy endings!
Collaboration with Information Schools
What’s next for CCDC?

• Year one, that’s a wrap.
• Evaluation and assessment activities
• Year two is happening now!
  ✓ More outreach
  ✓ **TEN** host sites and students in 2019
  ✓ New projects, additional mentors
  ✓ Workshop content, final report
Last but not least...

- Follow our progress here: https://recollectionwisconsin.org/digipres
- We have a listserv: digistew@wils.org
- PLEASE USE OUR STUFF!
  Project documentation from Summer 2018: https://recollectionwisconsin.org/digipres/2018resources
CCDC 2018 Resources

Student-created policies, workflows and other documents

CCDC students worked with their host sites and mentors to develop digital preservation policies, workflows and other documentation. We've highlighted selected examples here for other cultural heritage organizations to reuse and adapt for their own digital stewardship work.

- Annotated bibliography of all student-created resources
- Digital Preservation Policies
  - La Crosse Public Library Archives (Jessica Behrman)
  - Ouijagamie Waunaca Library System (Kristina Warner)
  - Rock County Historical Society (Sarah Lange)
- Tools
  - Advanced File Renamer tutorial (Cameron Fontaine)
  - How-to Guide: Exactly (Kristina Warner)
  - How-to Guide: Fadily (Kristina Warner)
- Workflows and Other Resources
  - Photography/Donation Digital Workflow (Jessica Behrman)
  - Digitization and Digital Asset Management (Kristina Warner)
  - "How Wisconsin’s Digital Collections Can Reach More Users" (Sarah Lange)

Immersion workshop materials

- Agenda

2019 Cohort
- Meet our Students
- Meet our Mentors
- Expectations for Students
- Expectations for Host Site Supervisors
- Expectations for Mentors

2018 Cohort
- Students
- Supervisors
- Mentors
- Resources

CCDC Overview
- Core Values
- Grant Narrative
- Presentations
- digiserve: Wisconsin Digital Stewardship email list

Recent Blog Posts

https://recollectionwisconsin.org/digipres/2018resources
1. Project Planning & Scanning

2. Inventory Spreadsheet

3. Move everything to stable storage

4. Rename and organize the files, if needed

5. Make access copies from the master files (put access copies somewhere else!!)

6. Acquire item-level metadata, if available

7. Place everything in a bag using Exactly

8. Make Copies of the Bag to place in secondary storage

9. Check all copies of the bag regularly using Fixity
How Wisconsin’s Digital Collections Can Reach More Users

Rock County Historical Society
Local organization

Recollect Wisconsin
State Service Hub

Digital Public Library of America
National aggregator

Students
Teachers
Researchers
Genealogists
Lifelong Learners
Global audience

Recollect Wisconsin harvests content from:

- CONTENTdm
  OCLC product
  Option for Milwaukee Public Library to host collection

- Omeka
  open source product that offers customization

- ResCarta
  open source product from LaCrosse, Wis., nonprofit

- Internet Archive
  another partner of DPLA

- PastPerfect Online
  designed for physical collections

Want to increase the visibility of your collections via DPLA? Learn more at recollectionwisconsin.org/organizations
RCHS Digital Preservation Policy

July 2018

Purpose

Since 1948, the Rock County Historical Society (RCHS, or the Society) has been sharing stories about its people, places and events and preserving local history through the records, photographs, objects and other materials in its care. Those other materials include a diverse and extensive range of digital assets, and RCHS is committed to their long-term stewardship. Since preservation of digital content requires intervention earlier and more often than physical collections, the Society has created this Digital Preservation Policy as a guide to preserving and maintaining access to its digital collections for future generations.

The Digital Preservation Policy also provides a framework for RCHS to achieve best-practice outcomes when undertaking digital preservation and digitization activities, so that RCHS:

- minimizes the risk of permanent loss of content through software/hardware obsolescence or degradation/damage to the carrier
- meets professional standards for digitization and preservation, including the adoption of interoperable file formats
- captures metadata required for ongoing preservation, discovery, access and rights management of digital assets
- meets legal obligations, specifically those relating to copyright and intellectual property, when copying content for preservation purposes
- performs digitization work that is compatible with ongoing preservation requirements
For those about to preserve, we sa-lute you!

Vicki Tobias
Program Coordinator
vicki@wils.org