



LoP 2013-2019

Nicole H. Scalessa, Chief Information Officer

The Library Company of Philadelphia

www.librarycompany.org

nscalessa@librarycompany.org

[@nscalessa](https://twitter.com/nscalessa)

Primary Goals of LoP

Easy to Use

- Content Type and Technology Agnostic
- Guidelines, not edict
- Assumes an audience of digital preservation practitioners
- Use to assess current compliance and identify areas where improvement is needed.
- Practical, actionable, scalable digital preservation guidance that can be used by institutions of all sizes.

Made to Adapt Over Time

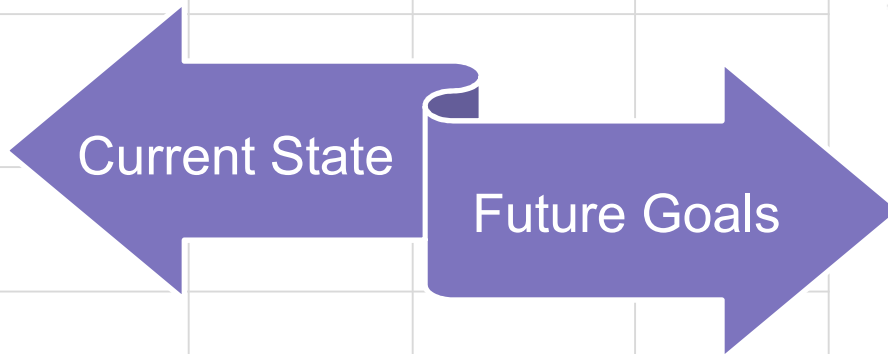
- Each iteration of the levels will be versioned.
- Will be updated over time as additional feedback is received, experience gained, and empirical research provides detailed information about data loss.
- Version 1 launch by NDSA in 2013.

Source: "Levels of Digital Preservation."
n.d. Accessed March 19, 2019.
<https://ndsa.org/activities/levels-of-digital-preservation/>.



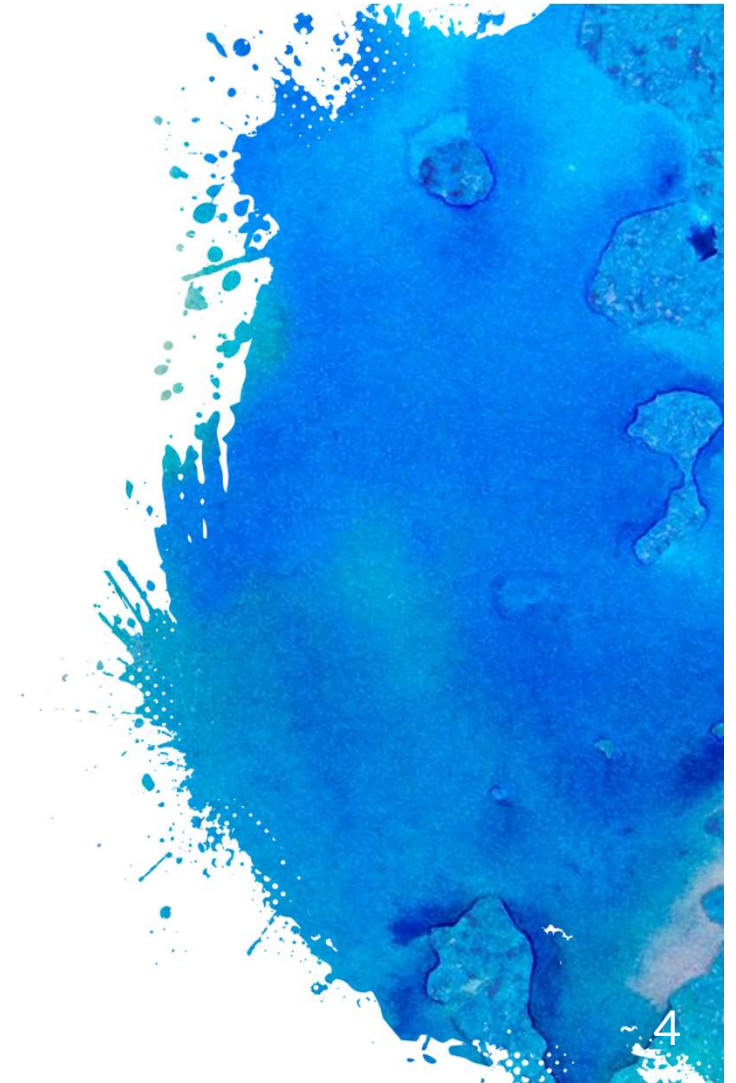
LoP Structure: An Overview

	1: Protect Your Data	2: Know Your Data	3. Monitor Your Data	4. Repair Your Data
Storage & Geographic Location				
File Fixity & Data Integrity				
Information Security				
Metadata				
File Formats				



LoP Version 2.

Release Date Spring 2019



NDSA LoP Reboot Working Group

~ Spring 2018 – 5 Years after initial Launch

Goals:

This project will engage key stakeholders and other communities to:

- Create an updated version of the Levels document;
- Create other materials to support an updated Levels document, such as case studies and teaching materials; and,
- Articulate an ongoing strategy by which the Levels can be adapted and updated on a regular basis.



Reboot Subgroups:

- Curatorial Layer Subgroup
- Assessment Subgroup
- Documentation Subgroup
- Implementation Subgroup
- Levels of Preservation Updating Subgroup
- Teaching, Outreach, and Advocacy Subgroup

Source: "Levels of Preservation Working Group." n.d. Accessed March 19, 2019.
<https://ndsa.org/working-groups/levels-of-preservation/>.





*“Commitments made today are
not commitments for all time.
But actions must be taken today
to ensure flexibility
in the future.”*

(Blue Ribbon Task Force on Sustainable Digital
Preservation and Access, 2010, p. 5).

In the beginning...

Define institutional vision for technology, digitization & preservation.

Inventory of digital assets & documentation of storage infrastructure, file types, & information security.

Adoption of LoP framework for institutional benchmarking and assessment of preservation readiness.

Building Institutional Support

- **Sustainability Statement** – identifying conditions that must be in place for success and the challenges we face as an institution.
- **Digital Curation & Preservation Plan** – including a vision statement, mission, goals, objectives, budget and team member roles.
- Updated **Strategic Plan for Technology**





Standards & Workflows

... we began documenting everything.

Standards & Planning Documentation...

- **Internal Scanning & Camera Use Guidelines**
- **External Imaging Guidelines**
- **Institutional File Naming Conventions**
- **LAN Inventory and replacement schedule**
- **Responsive 5 Year Budget and Storage Plans**

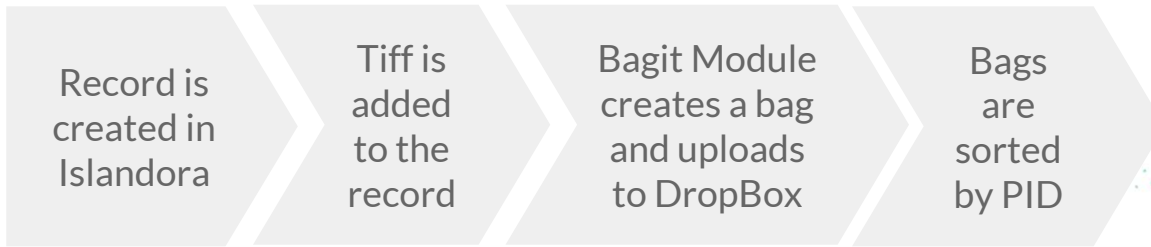
Preservation Workflows for...

- **Islandora**
- **Vendor Data**
- **Website**
- **Born Digital**

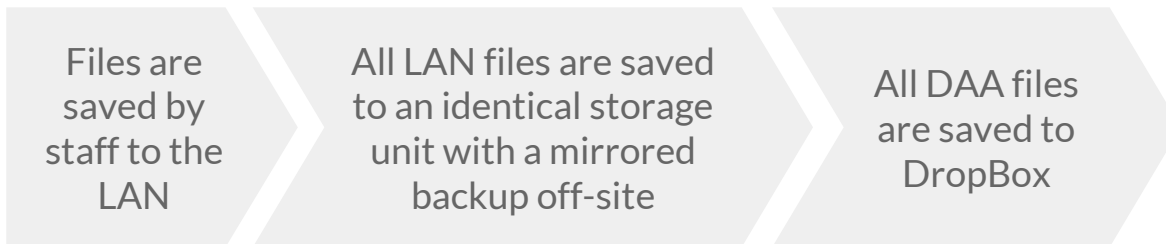


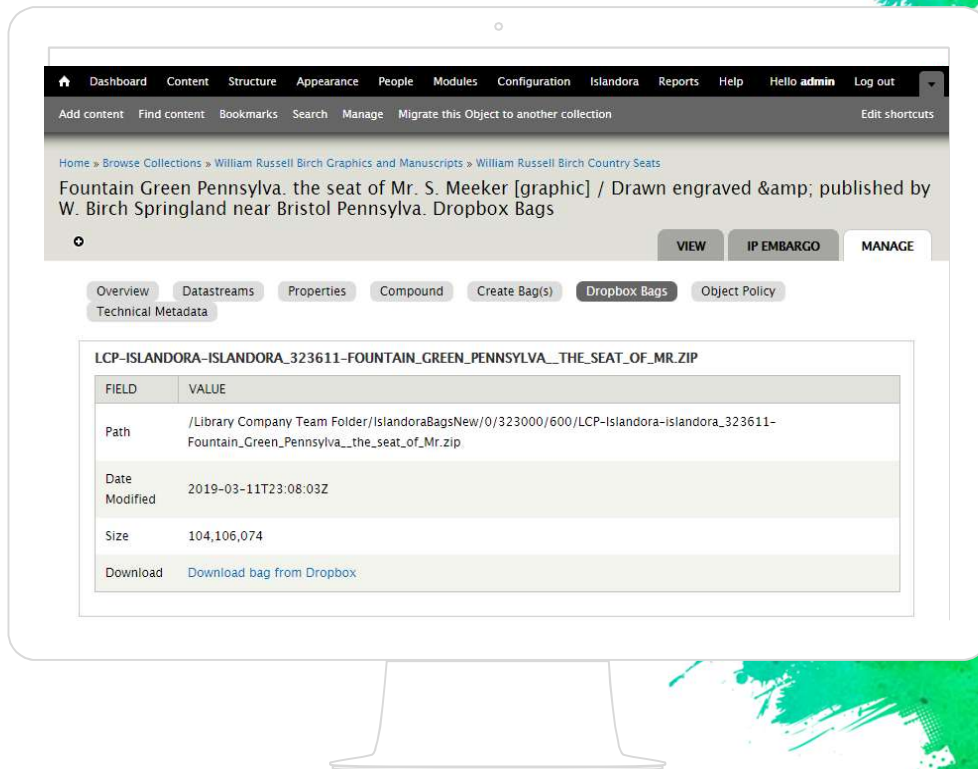
Our Process at a Glance

ISLANDORA



SHARED DRIVES





What About Fixity

Random Sampling is our current method to check fixity. This is an area where improvement is needed and potentially automation in the future.

Resources

“Levels of Digital Preservation.” n.d. Accessed March 19, 2019.
<https://ndsa.org/activities/levels-of-digital-preservation/>.

“Levels of Preservation Working Group.” n.d. Accessed March 19, 2019.
<https://ndsa.org/working-groups/levels-of-preservation/>.

“Expanding NDSA Levels of Preservation | The Signal.” n.d. Accessed March 19, 2019.
<https://blogs.loc.gov/thesignal/2016/04/expanding-ndsa-levels-of-preservation/>.

Library of Congress’s File Format Recommendations
<http://www.digitalpreservation.gov/formats/>

FADGI Digitization Guidelines
<http://www.digitizationguidelines.gov/guidelines/digitize-technical.html>

LC Signal Blog <https://blogs.loc.gov/thesignal/>

Digital Preservation Coalition, Step by step guide to building a business case
[http://wiki.dpconline.org/index.php?title=Step by step guide to building a business case](http://wiki.dpconline.org/index.php?title=Step_by_step_guide_to_building_a_business_case)



Thanks!

Any questions?

@nscalessa

nscalessa@librarycompany.org

Slides:

http://bit.ly/nscalessa_lop