

Business Recommendation Report

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ISYS1168 Digital Curation
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Digitising and preservation of data and documents
From
A famous Australian author and academic

Executive summary:

This report proposes a digital curation project for an extensive collection from a famous Australian author and academic. The goal of this project is to digitize the collection; preserve it in the correct, reliable, and sustainable format; and provide friendly access to those interested in its contents. This report starts by identifying and analyzing potential stakeholders. These include the author herself, scholars and researchers in the relevant field, publishing houses, media, and the general public interested in the author's work. This report will focus on scholars and researchers as the primary target users. The collection will also be selected based on these target audiences. After the selection process, the collection will be transferred to and preserved in a suitable digital format. The digitalisation process includes identifying what D&RI information to include in each format type, selecting the appropriate metadata schema, and consulting with specialists on relevant issues. Overall, this report recommends materials that can be reused and can represent the author's research while excluding materials that do not reflect the author's research and ideas or do not have enough descriptive information to satisfy the needs of digital curation and preservation. The report suggests using the DNG format for photographs and images when possible, otherwise using JPEG 2000. The text-based contents will be preserved using PDF/A; the BWF format will be used for audio-based content, and MXF will be used for video.

Contents:

1. Introduction	1
1.1 Proposal	1
1.2 Aim/Objective	1
1.3 Designated community	1
2. Selection of Digital Materials and Format	2
2.1 Selection guide	2
2.2 Excluded material	3
2.3 Included material	5
2.4 Proposed Formats	7
3. D&RI & Metadata schemas	8
3.1 D&RI	8
3.2 Metadata schemas	8
4. Conclusions	9
5. Recommendations	9
6. Bibliography	10

Introduction

1.1 Proposal:

This report provides a practical recommendation to digitize and preserve significant material from a famous Australian author and academic.

1.2 Aim/Objective:

The report aims to identify key stakeholders, analyze them to find valued material to digitize. Analysis and select materials that are important to these stakeholders. Correctly preserve these collections, transfer them into appropriate digital format and metadata schemas. Develop a mature recommendation to support this digitalization project and provide friendly access to the designated community.

1.3 Designated community:

In order to develop a user-friendly digital archive, we must identify the purpose and drivers of the project. It is important to identify who the stakeholders are and take their needs and requirements into consideration as well as accommodate them when necessary (Brown, 2013), as they will have influence and interests when developing a goal for this digitizing and preservation project. Key stakeholders might include managers from the organization who organized the project, contact suppliers, project funders, technology suppliers, and most importantly, Designated community. Designated community are the most prestigious group of stakeholders since they are the ultimate purpose and motivation of any digital curation project (Brown, 2013).

This report listed potential designated communities (Table 1.1) and decided to focus on scholars and researchers in relevant fields, including the author herself as the primary user.

Table 1.1 Designated community

Audience	Author	Scholar and Researcher	Publisher & Media	General reader
Priority	High	High	High	Medium - Low
likelihood of using	High	High	Medium	Medium
Potential influence	High	High	High	Medium - Low
Major needs	Authenticity Education, academic and research opportunities. Accessibility and efficiency to access	Authenticity Education, academic and research opportunities. Accessibility and efficiency to access	Authenticity Business opportunities. Copy right & Conflict of interest.	Authenticity Accessibility and efficiency to access
Examples of relevant material	Everything	Correspondence Notes and Drafts Major works Audio tapes Color prints Mini Discs Digital video	Correspondence Notes and Drafts Books & texts (published) Major works (some unreleased) Mini Discs Audio tapes Digital video	Correspondence Books & texts (published)

First, there is a tradition for scholars and researchers to reference other's work and publish their research in archives and libraries (Clement, Hagenmaier & Levine Knies 2013). Therefore, scholars and researchers, including the author herself, have a higher likelihood of using this archive and a higher potential influence in

the related field, which will also encourage reusing and promoting the data and knowledge that's been included.

Obviously, the author herself is, in many respects, one of the most—if not the most—critical stakeholder in this digitization project. This project is based on the author's collected work and knowledge; it is essential to respect the author's opinion, interest and recognize that this project should reflect an accurate and objective representation of the author and her works. Thus, we should acknowledge the author as a high-priority stakeholder in the project. The author will also have a significant impact on the future development and evolution of the project and in terms of intellectual property and copyright. This section of the report suggests consulting with legal advisers to avoid legal issues. A basic but nevertheless essential need of the author is the authenticity of everything that is contained within this project. The author may also use this project as a reference and 'personal' archive for herself, in which she might want to include material about her past and current research so that she can easily pick up ideas from her past academic activities; find, describe, and promote her work to her fellow academics; and refer to the work upon which she is currently working.

Similarly, scholars and researchers interested in the author's field are also considered as having a high priority in this report. They will also expect the content to have integrity, authenticity and reference the material without further consideration of copyright violations. They are likely to use this archive and these materials for their research, fair dealing provisions of copyright act 1968 allows them to do so (Public Record Office Victoria (PROV) n.d.), which will further promote these digital materials, support and enhance data reuse. The archive would provide them with material related to the author's research and assist in finding materials with efficiency. Scholars and researchers are likely to use this archive to search, discover ideas and concepts and gain a deeper understanding of the author. They might want to include material that can reflect the author's understanding of her research project and allow them to refer back to their work.

The report focuses on scholars and researchers, including the author herself, as the main end-user for the project. The needs that this project should take into consideration are the authority and integrity of the digital materials, accessibility, and efficiency to access and find relevant materials, reusability of the material, and freedom to use materials without the need to consider potential legal issues.

Selection of Digital Materials and Format

'as libraries, museums, and archives increasingly make their materials available online in formats that include sound, images, and multimedia, as well as text, it no longer makes sense to distinguish them on the basis of the object they collect' (Manoff 2004)

2.1 Selection guide:

For many reasons, such as conflicts of interest between groups, cost, quality, legalities, and technical difficulty, this report recommends **NOT** including every material in the proposed archive. This report recommends selecting material that can satisfy the interest of the designated community and the requirement of digital curation principle suggested by the American Library Association (Harvey & Oliver 2016). The development of this guideline also influences by Selection for digital preservation by Michael Seadle (Seadle 2004). This report suggests the following guideline specifically for this project:

1. Materials that reflect the author's research, ideas, and knowledge
2. Materials that can be referred to and used by scholars and researchers.
3. Materials that will not cause any potential legal issues, such as a violation of copyright.
4. Materials that can ensure longevity, integrity and maintain accessibility after digitization.

Materials that fit these four guidelines will be included in the proposed archive. Materials that cannot satisfy the suggested guidelines will be excluded to ensure quality and minimize potential risks that could damage the use and reuse of data in the future.

2.2 Excluded material:

In order to provide high-quality resources to the target communities, materials that cannot guarantee usability and integrity due to issues such as a leak of descriptive information or could potentially cause legal problems will not be included in the project. The following table (Table 2.1) shows the material in the author's collection. This report highlights materials that will be **excluded** from the proposed archive using the colour **red**.

Table 2.1 Materials in the author's archive (RMIT ISYS1168 Digital Curation 2020):

Item type	Amount	Other details
General Correspondence	30 boxes	Loose text with little accompanying information. Includes letters from the public, invitations to conferences and other professional events, personal correspondence with friends and lovers. Records related to academic appointments.
Research notes (notebooks)	100 notebooks	Notebooks are in good condition and include dates and provide insights into the author's academic writing including summaries, chapter notes and early drafts.
Index cards	50 bundles	Card indexes include research and references for books that had been stored in small file drawers
Major works	50 boxes	Folders and notes relating to the development of the author's major works including some unreleased publications and chapters
Audio recordings on tape	130 magnetic audio tapes	In original casings. Approx. 80 hours of recordings recorded on a Dictaphone that documents the. Author's travel, interviews conducted and voice notes on research.
Mini Discs	20	In original casings. Approx. 30 hours. Mostly recordings of radio interviews, lectures and conferences.
Black and white photographs (prints)	325 items	These are loose and have little information recorded about them.
Colour negatives	200 strips	Information about the location, people and other details documented in the research notebooks. Each negative strip is numbered.
Colour (prints)	1600 items	These are the prints of the colour negatives.
Digital images	3000 items	The digital images are all held on the author's computer, as well as on an external hard drive and 5 USB sticks. These born digital images are in a variety of formats, including JPEG, JPEG 2000, .BMP and .DNG. A substantial collection of photographs including official photoshoots, photos taken by the author and her friends/family.
Audio tapes	85 items	Each tape has a number and extensive detail written it about the research notebooks
Black and White 16mm film	4 rolls	No description information assigned to the rolls themselves, but available in the research notebooks
Video tapes	200 tapes	The tapes have year and location information on them. Material is all third-party television productions
Digital video	72 hours	These are interviews conducted by a biographer with the author for the development of a book about their life.
Published books (by author)	30	Signed copies of books by the author
Original manuscripts (typed)	9	Author copies that have handwritten notes and annotations
Ephemera	20 boxes	Ephemeral print publications that are marginal or radical. Mostly niche feminist publications
Scholarly texts (all published)	673	Located in the researcher's home office.

General Correspondence:

First, these texts do not reflect or have a minimal reflection on the author's research, which means these texts are less valuable to this project's designated community. These texts are loose texts, as mentioned in the description, and it is difficult to guarantee the integrity and reusability of the material. These also include personal conversations, which could offend and cause potential legal and ethical issues regarding copyright (Copyright Act 1968 2019) and privacy (The Berkman Klein Center n.d.).

Digital images

For Digital images, these images do not reflect the author's study and idea. These also include personal/private information; the author does not necessarily hold the copyright of some of the images. To avoid any potential ethical and legal issues, the report suggests not to include these images.

Black and white photographs (prints):

Likewise, according to the description (RMIT ISYS1168 Digital Curation 2020), there is not enough descriptive information to satisfy the needs and requirements for reuse. Although these photographs might represent the author's idea and research, the leak of descriptive information makes them different to reuse and develop for further stages of this project.

Ephemera:

These are ephemeral print publications that are marginal or radical. Mostly niche feminist publications (RMIT ISYS1168 Digital Curation 2020). Suggested by Michael K. Organ (1987), from the University of New South Wales, when he quotes Chris Makepeace (1985), Ephemera is 'the collective name given to material which carries a verbal or illustrative message and is produced either by printing or illustrative processes, but not in standard book, pamphlet or periodical format.' This report recognises and agrees with Organ's (1987) idea that although ephemera is often ignored for archiving projects, there is still value in it. He suggests a method to manage ephemera in the archive. However, considering that these are published which could potentially cause copyright violations, these ephemeral publications will not be included.

Video tapes:

Based on the description provided, these are all third-party television productions (RMIT ISYS1168 Digital Curation 2020), which suggests that these videos do not reflect the author's research and ideas. These are also not what the target audiences are looking for and have a higher likelihood of causing potential copyright issues. Therefore, this report suggests excluding these videotapes from the project.

Major works:

These are folders and notes related to the development of the author's major works, including some unreleased publications and chapters. Here, this report assumes that there is a publishing agreement between the author and publishers. Based on the description provided regarding unreleased publications and chapters, these folders and notes contain unpublished content for which the author has assigned the copyright to the publisher. In this case, publishing this content without the publisher's permission might violate the agreement (World Intellectual Property Organization 2008) and the copyright act (Collett 2020). A similar

discussion can be seen in Patrick Masiyakurima's book regarding the copyright of unpublished works (Masiyakurima 2020). It is also unlikely that the publisher will allow the author or the project team to publish this content before them. Thus, this report suggests not to include these materials before getting the publisher's permission.

Published books (by author), Scholarly texts (all published), Original manuscripts (typed):

Similarly, for published materials, although the designated community will definitely be interested in these materials and the fair dealing provisions allow them to use these materials for purposes such as research and review (Public Record Office Victoria (PROV) n.d.), depending on the agreement between the author and the publisher, digitizing these materials could violate the copyright act. For Original manuscripts, if the copyright has transferred to the publisher, without permission from the current copyright holder, the project team does not have the right to digitize and publish the work (the Society of American Archivists n.d.). The report recommends not to include these works as these could violate the copyright act.

Digital video:

From the provided description, these interviews are produced to develop a book about the author's life by a biographer and the author herself. Depending on the agreement between the author and the biographer, copyrights of the content could be shared by both. The project team might not have the right to publish these contents without seeking legal advisers and establish agreements with the biographer and the author. For now, this report suggests not to include these videos in the project.

To summarise, the following materials will be excluded from this project: General Correspondence, Black and white photographs (prints), Video tapes, Ephemera, Digital video, Major works, Original manuscripts, published books, and Published scholarly texts. This due either to a lack of descriptive information that can support and guarantee the integrity, authenticity, and quality of the material; or potential ethical and legal violations at some stage of the project.

2.3 Included material:

Materials that will be included (Table 2.2) are materials that can reflect on the author's research, can ensure longevity, integrity, and maintain accessibility after digitizing; these materials can also satisfy the needs of scholars and researchers as well as have reasonable relevance to them.

Table 2.2 Included material

Material type	Current format	Recommend formats	Advisor required on specific preservation formats	Detail (RMIT ISYS1168 Digital Curation 2020)
Research notes (notebooks)	paper	PDF/A		Notebooks are in good condition and include dates and provide insights into the author's academic writing including summaries, chapter notes and early drafts.
Index cards	paper	PDF/A		Card indexes include research and references for books that had been stored in small file drawers
Audio recordings on tape	magnetic audio tapes	BWF	National Film & Sound Archive The Federal Agencies Digital Guidelines Initiative (FADGI)	In original casings. Approx 80 hours of recordings recorded on a Dictaphone that documents the. Author's travel, interviews conducted and voice notes on research.

Mini Discs	mini discs	BWF	National Film & Sound Archive	In original casings. Approx 30 hours. Mostly recordings of radio interviews, lectures and conferences.
Colour negatives	colour negatives	DNG or JPEG 2000	Natephotographic (Commercial)	Information about the location, people and other details documented in the research notebooks. Each negative strip is numbered.
Colour (prints)	paper & photographic paper	DNG or JPEG 2000		These are the prints of the colour negatives.
Audio tapes	tapes	BWF	National Film & Sound Archive	Each tape has a number and extensive detail written it about the research notebooks
Black and White 16mm film	16mm film	MPEG-4	Library of Congress National Film & Sound Archive	No description information assigned to the rolls themselves, but available in the research notebooks

Research notes (notebooks):

Obviously, the author's research notes can reflect and explore her ideas and research. These are undoubtedly what scholars and researchers are looking for. The user could develop a better understanding of the author's work and concept through notes and drafts. These notebooks also contain a good amount of information that will satisfy the needs of digital curation and preservation. These notebooks are also important resources to manage the preservation process, such as D&RI & Metadata schemas, as these also contain descriptive information of some other materials that the project will include. Thus, this report suggests including these notebooks.

Index cards:

These index cards also contain the author's notes and references that could explore the author's idea, concept, and descriptive information associated with other important materials.

Colour prints and negatives:

These could reflect on the author's study, provide detail, and strengthen the audiences' understanding of the context. Many studies also suggest visual cues could establish stronger virtual and actual experience (Nash 2015). According to the description, there is also enough information attached to digitization, curation, and preservation.

Audio recordings on tape, Audiotapes, and Minidiscs:

According to the description, these recordings can reflect the author's study, and there are enough information for the further digitization process. These will also work with the research notebooks to help the target audience generate a deeper understanding of the author's work.

Black and White 16mm film:

The report assumed that these 16mm films do demonstrate the author's study idea and research, the assumption is based on the description, the description (RMIT ISYS1168 Digital Curation 2020) suggests that the description information of these films is in the research notebook. The content should relate to the research. Therefore, the report suggests including these films into the project.

Overall, the materials selected are research notes, Index cards, Colour prints and negatives, Audio recordings on tape, Audiotapes, Minidiscs, and Black and White 16mm film. These materials can represent the author's

research and ideas and are what the designated communities need. These materials also have enough descriptive information to ensure quality and for further development in the digitization process.

2.4 Proposed Formats

Many organizations such as Tasmanian Archive and Heritage office (2015) suggest selecting file formats that are open, widespread in practice, support metadata, flexible and provide error-detection facilities (National Archives 2008). All the recommended file formats suit these criteria. This report suggests PDF/A format for text-based contents, BWF for audio, DNG or JPEG 2000 for photographs and images, and MXF for film/videos.

Text-based contents using PDF/A (Research notes and index cards):

PDF/A format specially developed for archiving (Adobe 2019), long-term preservation, and is commonly used in practice. A report by members in the library of Congress and National archives and records administration (2014) suggest that PDF/A format is suited for page-oriented documents. Smithsonian Institution Archives (2017) also recommend using PDF/A for text/word contents. Detail discussion can also be seen in an article by the Library of Congress (Library of Congress 2019).

Photographs and images contents using DNG or JPEG 2000 (Colour prints and negatives):

Depending on the methods and tools used to digitalize these prints and negatives, it is suggested by the state library of New South Wales (2019) to preserve these in DNG format, if possible. Otherwise, JPEG 2000. DNG format is a raw image format developed by Adobe (Adobe 2015); it is also lossless, which would benefit future reusability of the image and the needs of the target audience. The target audience might want these images in higher resolution and use these for their work. DNG format can remain the same raw date after been processed many times. On the other hand, JPEG 2000 is also commonly used in practice; it is flexible to transfer into different formats, which also ensures reusability in the future.

Audio-based contents using BWF (Audio recordings on tape, Audiotapes, and Minidisks):

These materials will also require specialists to decide the methods and tools for their digitalization. Many organizations recommend preserving audio in BWF file (National Archives of Australia n.d.), as it is simple in structure and widely used in digital audio preservation. National Film & Sound Archive (2012) also recommends the BWF format for minidisks.

Film/Video-based contents using MXF (Black and White 16mm film):

Material Exchange Format (MXF) is a format that supports multimedia objects used for professional digital audio and video practice, it is also used for the long-term archiving and preservation of digital video (FADGI Audio-Visual Working Group 2018) (Bendito & Centre de Recerca I Difusio de la Imatge 2014).

The formats selected are open, flexible, reliable, and support metadata, used and recommended by professional archiving organizations and libraries such as the Library of Congress, the state library of New South Wales, and the National Archives of Australia.

D&RI & Metadata schemas

3.1 D&RI

Description and representation information (D&RI) is essential in all stages of long-term digital preservation and curation. These metadata are used to define digital objects and their locations, explain how to use them, document their history, and secure their authority (Harvey & Oliver 2016).

Based on that understanding, the report suggests including descriptive metadata: the title, name of the creator, copyright information, the date initially produced, and the date of digitization for all digitized material. For colour prints, colour negatives, and black and white 16 mm film, this report recommends including the brand and model of the camera. For audiotapes and minidisks, it suggests including the manufacturer and, if available, the machine that was used to record them.

Technical metadata: File format (e.g., PDF/A), format version, file size, name of the software that used to edit the objects (e.g., Photoshop cc 2019), the name of the software used to view the object (e.g., Adobe Acrobat Pro DC) and Operating systems (e.g., macOS Catalina 10.15.5). For Research notes and index cards, including Unicode (e.g., UTF-8), this report also recommends including compression algorithms, resolution (e.g., 300 dpi, 16bit/44.1kHz), and additional hardware (brand and model) for print, video, and audio.

Preservation and administrative metadata document what has been to the file, including dates of changes/updates in the file format and environment, original format (e.g., laser print on paper, ink on paper), migration (e.g., paper to PDF/A), date of migration/digitization, person or organization of digitization and tools/methods used to digitalize (e.g., DSLR Film Scanning).

Overall, the report recommends including metadata that can describe clearly the digital objects and their locations, the software, the environment required to view and manage them, and information that can ensure their authority for share and reuse.

3.2 Metadata schemas

The Metadata schemas this report recommends are MODS and PREMIS.

Metadata Object Description Schema (MODS) is a descriptive metadata schema developed by the Library of Congress (Library of Congress n.d.). MODS is used widely in many libraries and organisations and allows easier exchange of data between organisations such as libraries and archives, which will help the project development and further promote the collection. MODS is also recommended by the University of North Carolina Libraries (2019) for general purposes. McCallum (2004) suggests that MODS is flexible, straightforward, easy to use, fits with other schemas and tools in the XML foundation, and allows users to add extension tags and notes when necessary. Overall, the advantage of MODS is the simplicity, transferability, and flexibility of it. MODS is more focused on describing the object with simplicity. The disadvantage for MODS could be that when there is a large amount of complex metadata involved, especially on preservation metadata, the simplicity of this schema may not conveniently satisfy the needs.

On the other hand, PREMIS is slightly complicated but includes more functions/elements such as Rationale and creation/maintenance notes (Liu, Xiao & Shen 2009). PREMIS could cover the disadvantage of MODS,

and it is built on the XML foundation, too, which means it could corroborate with MODS. An article by members of The British Library (2008), 'Using METS, PREMIS and MODS for Archiving eJournals,' also suggests that using both MODS and PREMIS could efficiently manage a digital archive.

The report recommends using MODS and PREMIS metadata schemas in this project. Use MODS for the advantage of its simplicity, and use PREMIS to cover MODS's disadvantages and manage the preservation process.

Conclusions

In conclusion, this report is produced for a digitizing and preservation project for a collection from a famous Australian author and academic. The designated communities this report decides to focus on are scholars and researchers. The report suggests not to include all the materials in the collection. The selection of digital materials is based on the designated community's needs to explore the author's concept, idea, and research, as well as to ensure the longevity, integrity and maintain the accessibility of these materials in the future. The report excludes materials that are unable to satisfy the above criteria for the quality and future development of the project and materials. These excluded materials are either lack of descriptive information or could cause potential ethical or legal issues. The report has suggested digital formats for these selected materials for preservation. The formats suggested are all open-source, flexible, support metadata, and widely used in practice. The Metadata schemas recommended are also widely used and suggested by renowned libraries and organizations.

Recommendations

Focus on scholars and researchers as the main target end users.

Include research notes (notebooks), index cards, audio recordings on tape, audio tapes, mini discs, colour negatives, colour (prints) and black and white 16mm film.

Exclude general correspondence, black and white photographs (prints), digital images, video tapes, digital video, published books (by author), original manuscripts (typed), ephemera and scholarly texts (all published).

Using the DNG format for photographs and images when possible, otherwise using JPEG 2000.

Using PDF/A to preserve text-based contents

BWF for audio-based content

MXF for video.

Using MODS and PREMIS for the Metadata schemas.

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