Born-Digital Accessioning Service for Yale Special Collections

This service is exclusive to archival material from special collections units. For accessioning and preservation work on born digital content in Yale general collections please contact the digital preservation team at digitalpreservation@yale.edu.

Goal of service: to eliminate backlogs of digital media found in archival collections from units across Yale’s special collections community.

Types of digital media the service can accept: 3.5- and 5.25-inch floppy disks, CDs and DVDs, external hard drives, flash drives, internal and external hard drives, ZIP and JAZ disks, laptops.

The service is not currently accepting desktop computers, only internal hard drives that have been removed from the desktop tower. The Digital Accessioning Service can provide guidance on how to remove a hard drive from a desktop, for more information please contact digacc@yale.edu.

Types of digital media the service cannot accept: 8-inch floppy disks, MiniDV, data tapes, or computer and audio cassette tapes.

Please email the Digital Accessioning Service for further guidance.

Responsibilities of service:

- Provide each unit with information about how many boxes can be stored in the lab's imaging queue at one time.
- Provide template for metadata required prior to transport.
- Provide instructions for scheduling a transfer.
- Provide packing and transportation instructions (Appendix B).
- Work with each YUL unit to set up dedicated temporary storage (3-lock) for captured files. Units outside of YUL must make individual storage arrangements.
- Receive physical transfers of digital media from different YUL/M units on campus at 344 Winchester, notify units when boxes arrive, and properly steward materials while they are in custody of the service. For more information about transportation procedures, please refer to the Requirements for Special Collections Transport.
- Verify basic descriptive metadata about the digital media.
- Photograph front of digital media.
- Scan optical media, external hard drives, flash drives, hard disks, ZIP and JAZ disks, laptops, and desktops for viruses and malicious software. Export findings into report for inclusion in SIP.
- Create forensic disk images and CSV report of file listings using BitCurator, Kryoflux, or FTK Imager and document success/failure of process.
- Conduct basic level of quality control. For more information about how the service is conducting quality control, please refer to the Workflow for Processing Born Digital Archival Material available on the Digital Accessioning Service libguide.
● For media that cannot or should not be imaged, transfer files into bag/container and document success/failure of process.
● Use software to search disk images and files for basic set of PII. Export findings into report for inclusion in SIP.
● Package disk images, metadata files, virus scan report and PII report into a SIP, move to temporary storage location, and notify originating unit. With these final steps, files will be ready for ingest into Preservica.
● Import metadata from spreadsheet template into ArchivesSpace
● Pack and ship the digital media back to the originating repository in coordination with the original sender (see Appendix C for more details)

Responsibilities of units:
● Prioritize digital media for inclusion in the service.
● Number each piece of digital media according to the instructions in Appendix B.
● Enter required metadata into spreadsheet template prior to transferring media. (see Appendix A for instructions).
● Prior to packing media for shipment, email Digital Accessioning Archivist to discuss size of shipment, available shelf space, etc.
● Use online form to submit spreadsheet.
● Pack and ship media to 344 Winchester in coordination with the Digital Accessioning Archivist (see Appendix C for packing and transportation instructions).
  ● By default, the Service will store SIPs in temporary staging storage (S@Y); if a unit wants its images to be stored in a different location (e.g., a hot folder for ingest into Preservica), it is the originating unit’s responsibility to (1) notify Service staff and (2) provide Service staff with the necessary permissions.
  ● Although the Service will perform a basic level of quality control on the disk images, For more information about how the service is conducting quality control, please refer to the Workflow for Processing Born Digital Archival Material available on the Digital Accessioning Service libguide. It is each repository’s responsibility to review the disk image, metadata, PII scan, and virus scan information and decide on next steps.

Appendix A

Required metadata to be entered into the Digital Accessioning Sheet by participating units prior to transfer. Information from this sheet will be imported to ArchivesSpace upon completion of the service.

Instances: Top Container is optional, but recommended. If the unit includes top container in the spreadsheet, they must create the parent record in ArchivesSpace and attach box location(s) for all child records prior to submission to the service.

Fields not listed are not required.
<table>
<thead>
<tr>
<th>Section</th>
<th>Field Name</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Information</td>
<td>Repository Name</td>
<td>Repository acronym in ArchivesSpace</td>
</tr>
<tr>
<td></td>
<td>Parent Record</td>
<td>Enter URL for parent record [screenshot of example parent record is available below]</td>
</tr>
<tr>
<td></td>
<td>Title</td>
<td>Enter label information written on the physical media. Do not include manufacturer label information. If there is no label information, enter “[no label information]”</td>
</tr>
<tr>
<td></td>
<td>Component Unique ID</td>
<td>AccessionNumber_SequentialNumber (e.g. AccessionNumber_001, AccessionNumber_002)</td>
</tr>
<tr>
<td></td>
<td>Publish</td>
<td>Check if this description should be viewable in the finding aid. Uncheck this box if this description should not be published to the finding aid.</td>
</tr>
<tr>
<td>Extents</td>
<td>Add Extent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Type</td>
<td>Choose media type from drop-down menu. Options include the following: 3.5 floppy disks, 5.25 floppy disks, JAZ disks, ZIP disks, External Hard Drives, Internal Hard Drives, Flash Drives, Laptop Computers, Desktop Computers. *If you are sure of the optical media type, indicate one of the types listed below. If you are unsure, complete the form with “Optical Media” CD-Rs, CD-RWs, DVD-Rs, DVD-RWs.</td>
</tr>
</tbody>
</table>
## Example Parent Record:

In this example the parent records are “Game for IBM and Apple II computers, (2 copies), 1985” (associated with Box 24) and “Game for the Commodore 64 and 128 computers (12 copies), 1985” (associated with Box 25). The URL for these parent records was copied into the “parent record” field in the spreadsheet. Running the ArchivesSpace script produced a resource record component under the parent record for each piece of media with the disk label information in the title field (e.g., “AMNESIA Disk side one of two (c) 1985…”).

The resource record in the green box existed prior to submission of media to the service. The resource component records in the red box were created by the ArchivesSpace script as a part of the service responsibilities.

<table>
<thead>
<tr>
<th>Instances</th>
<th>Add Container Instance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Mixed Materials</td>
</tr>
<tr>
<td>Top Container (optional)</td>
<td>Enter the physical/box container location from which the media was removed</td>
</tr>
</tbody>
</table>
Appendix B. Instructions for Labeling Physical Media

Units must label each disk with the associated disk number prior to transporting media. We recommend AccessionNumber-SequentialNumber as the disk number convention, e.g. AccessionNumber-0001, AccessionNumber-0002, etc.

We recommend labeling optical media using a soft-tip marker (regular Sharpie) and only writing on the internal circle (which does not contain any data).

We recommend labeling all other media using a extra-fine-point oil paint pen (Sharpie). Silver markers are the most visible on black and blue media; black markers are visible against most other colors of media. These markings require a moment to dry, after which they do not smudge and are not easily erased.

Appendix C. Packing and Transportation Instructions

Packing

Born-digital media (Hard drives, CDs, DVDs, flash drives, and floppy, ZIP and JAZ disks):

- Pack CDs, DVDs, and disks on their edge—that is, they should be in a vertical position rather than laid flat. This is to minimize the surface area that could be hit in case of impact.
- Media such as disks, CDs, and DVDs should be housed in sleeves or other enclosures to prevent scratches. They should never be packed loose in a box.
- Individual hard drives or other media should not be able to move or shift inside the shipping container. Use foam pieces as spacers as needed. Keep sides of drives away from the sides of the containers.
● Label boxes on the outside to alert others to the magnetic media inside; the Digital Accessioning Service will provide a template you can use to print out these labels. Keep the media and shipping containers away from magnetic items.

● Please remember that the Digital Accessioning Service requires notification prior to shipment. Refer to the Digital Accessioning Service instructions regarding scheduling your shipment.

Preparing and scheduling a shipment to Digital Accessioning Service

● Email the Digital Accessioning Service (digacc@yale.edu) with number and size of boxes in the shipment, to confirm that there is physical space available for the proposed shipment.

● Submit a response to the Media to Digital Accessioning Service survey (insert link), include the metadata spreadsheet, and indicate the method of transfer.

● Follow the instructions in the Protocol Special Collections Transport document to schedule a shipment.

● Upon receipt at 344 Winchester, an email confirming the shipment’s receipt will be sent to the contact information listed in the Digital Accessioning Service survey corresponding with that shipment.

The originating units will receive an email from digacc@yale.edu when the media has been processed, at which point the service will coordinate with the unit to manage a return shipment.