# FY17 goals, Born Digital Archives Working Group

## Functional area: Accessioning/capture/transfer

### Goal: Develop, document and approve shared guidelines for accessioning born-digital content
- Define “accessioning” for born digital
- Develop documentation, workflows, and procedures for all media types and transfer scenarios currently in play (e.g., network transfers, huge hard drives with slack space, files received on transfer media that is not retained)
- Develop quarantine procedures
- Clarify who these guidelines will apply to

### Goal: Staff are able to acquire born-digital records via direct network transfers
- Test existing software options for direct network transfer of digital files (e.g., Globus)
- Test existing software options for direct network transfer of email (e.g., ePadd v.2)
- Identify needs for process/system to acquire born-digital records via direct network transfers
- Policies/procedures established regarding different levels of direct transfer accessioning

### Goal: To be able to appraise born-digital records successfully
- Test and implement tools and guidelines that allow repositories to identify and exclude files that should not be collected
- Determine whether future development work on either existing or new tools is necessary

### Goal: Born-digital accessioning workflows are integrated with a central digital preservation service
- Continue to collaborate on the implementation and testing of Preservica
- Contribute to integration of digital preservation system with ArchivesSpace and other accessioning tools
- Reassess accessioning workflows and maintain documentation once digital preservation system is fully implemented

### Goal: A central service to capture born-digital collection material has been defined and established
- Maintain documentation for the service and create new documentation as needed
- Determine what services we are able to provide with existing staff
- Allocate staff time to meet service expectations

### Goal: Internal policies for storing born-digital content during accessioning have been defined. Storage for born-digital content during accessioning has been audited against the policies and is compliant with them
- Finalize policies

### Goal: Develop and establish guidelines for using ArchivesSpace as the authoritative system of record for accessioning documentation
| Revisit existing workflows and documentation with goal of further integrating with ArchivesSpace |
| Conceive of how ArchivesSpace and Preservica should be integrated to enable born-digital accessioning (incl. use of digital objects module) |
| Recommendations established regarding use of ArchivesSpace for born-digital accessioning (led by another group) |

**Goal:** Create second script to auto-populate descriptive fields in ArchivesSpace

- Draft proposal and budget
- Work with outside developer to create script/program
- Test and implement

**Goal:** Consultation services for helping with appraising, transferring, and accessioning digital media and files are documented, and they are available for use by stakeholders

- Identify needs
- Identify what services we can/want to provide
- Document and communicate services
- Decide whether/how YUL staff will be able to use 344 lab

**Functional area: Arrangement and Description**

**Goal:** Develop/sponsor and document shared guidelines regarding the arrangement and description of born-digital material in accordance with national descriptive standards and evolving best practices

- Develop common terminology and descriptive practices
- Write / document description best practices
- Vet and share with broader Yale community as way of providing staff with information they need to do consistent description of born-digital archival materials

**Goal:** Staff have access to the tools and services required to arrange and describe born-digital records to the same degree as other types of holdings

- Identify tools and services needed for archivists to be able to do arrangement & description
- Estimate and secure funding needed for testing and licensing, etc.

**Goal:** Draft policy for storing born-digital content during the arrangement and description process

- Storage for arrangement & description
- Develop policies for storage of born-digital materials

**Functional area: Discovery and Access**

**Goal:** Clear, shared guidelines and policies regarding access to born-digital records are available and implemented

- Identify current YUL/M efforts regarding access and reproductions of born digital.
Work with stakeholders, curators, and other staff to incorporate born-digital materials into existing guidelines and policies on copyright and Fair Use

**Functional area: Education, advocacy, marketing**

**Goal:** Staff who encounter born-digital materials in the course of their job duties are appropriately trained

- Host webinar on providing access to born-digital materials.

**Other: Administration**

**Goal:** Working group functions smoothly, communicates well with stakeholders, and remains productive

- Determine FY18 work plan by Oct/Nov 2016
- Develop FY18 budget in Oct-Dec 2016
- Write reports/communications as needed
- Discuss and develop goals for next 2 fiscal years (strategic planning)
- Plan for future of Digital Accessioning Service and Digital Accessioning Archivist position
- Ongoing communication and meetings with Advisory Group and other stakeholders (e.g., LEC, BMF, etc.)
- Budget (S and volume) for storage needs
- Regular (biweekly) meetings

**Goal:** Establish responsibility for maintenance, support, and administration for all technology tools necessary to support work with born-digital archival materials

- Identify suite of tools we need to support arrangement and description
- Define who should be responsible for maintenance and support of the technology (includes purchasing and licensing)
- Define who should be responsible for administration of the technology