

Title:	Digital Accession Procedures
Purpose:	Procedures for sending digital accessions to Digital Collections.
For:	Special Collections Staff
Maintained by:	Digital Lab Manager
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Table of Contents

Introduction	1
Definitions.....	1
Initial Process	2
1. Types of digital accessions	2
3. File Format(s)	2
Receiving the Files.....	3
Processing the Files.....	3
Internal Digital Accession Form	4
Digital Lab Processing Checklist	5

Introduction

Digital accessions are becoming commonplace in libraries and archives. However, digital media can present unique challenges to safely handling and processing files without spreading viruses, corrupting content, or unintentionally changing metadata (such as last accessed dates that auto update when mounted to a computer.) Additionally, interoperability is a concern when transferring files between different operating system (such as between macs and pcs). The Digital Lab is set up to address these challenges and prevent damage from happening to files. The following procedures outline the initial process and receiving steps to safely prep the digital files for processing by the department and for access.

Definitions

- **Born digital** – refers to digital content that was initially created in a digital form without a physical surrogate.
- **Donated digital** – refers to digital content that was initially created in a physical format and converted to a digital format.

Initial Process

After a Curator has determined a digital accession needs to occur, he or she will work with the donor to determine the following and communicate the information to the Digital Lab Manager via the attached *Internal Digital Accession Form*:

1. Types of digital accessions (This determines the type of forensics and preservation steps the Digital Lab needs to perform):
 - a. Born Digital (originally created digitally, i.e. word doc, photo from a digital camera, etc.)
 - OR
 - b. Donated Digital (physical analog that was digitized elsewhere, i.e. a scan of an originally print photograph)
2. Media type(s)
 - a. The Digital Lab can readily accept the following media types:
 - i. Tape -- Cassettes, VHS, Betacam, DAT
 - ii. Vinyl – 33, 45, and 78 RPM
 - iii. Optical – CDs, DVDs, Blu-ray, spinning disc hard drives (external and internal)
 - iv. Solid state – Flash/Thumb/Jump drives, solid state hard drives (external and internal), laptops, computers, tablets, etc.
 - v. Cloud storage – i.e. Dropbox, Google Drive, etc. Contact Digital Lab for arrangements.
 - b. The Digital Lab may be able to work with other media types. Contact the Digital Lab if you have any questions.
3. File Format(s)
 - a. The Digital Lab can readily accept jpeg, jpeg2000, tiff, wav, mp3, avi, mp4, RAW, and PDF
 - b. If the files are in a different format, please check with the Digital Lab Manager to ensure we can work with the file. (Please do NOT ask the donor to convert files.) Encourage the donor to save future files in sustainable formats (i.e. tiff or jpeg for images, wav for audio, avi for video).
 - c. Total number of expected files and approximate size
4. Permissions
 - a. Please note if permission has been granted, copyright has been legally transferred, or content will need to be restricted.
5. Department copies
 - a. Please note how the collection would like the final use copies returned: on CD, DVD, acid free paper, or no physical copies returned.

Receiving the Files

1. Sending files on the original media produces the best results; when that is not possible have the donor send the files on a transferable media (i.e. cd, dvd, thumb drive, external hard drive, laptop, etc.) -- NOT through email. Email compresses the file when sending and can cause problems from a preservation standpoint. Dropbox can be used as a last resort, but please check with Digital Lab first.
2. The accessioning department assigns an accession number as normal (record on the *Internal Digital Accession Form*).
3. Send the media immediately to the Digital Lab with a copy of the *Internal Digital Accession Form*. Do NOT attempt to view the items on any computer first. The Digital Lab will check the items on a non-networked, read only station. (This prevents viruses and unintentional edits from causing issues.)

Processing the Files

As is to be expected, this process can be time-consuming, depending on the scale of material involved. The Digital Lab will perform the following actions after a mandatory 30-60 day quarantine period:

1. Virus scan.
2. Provide the Curator with an initial contents for review.
3. Digital forensics.
4. Apply file naming convention (and maintain a cross-reference to original file names)
5. File format migrations if needed.
6. Transfer files to storage.
7. Create user/department copies for the collection and turn over to the accessioning department for its storage and use.

A full checklist of all the actions the Digital Lab will take is included below.

Internal Digital Accession Form

Curator/Department _____ Date _____

Accession or Collection Number _____

Type of Digital Accession:

- Born Digital
- Donated Digital

Type of Media:

- CD
- DVD
- Jump/Thumb drive
- External hard drive
- Other _____

File Formats:

- | | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> RAW | <input type="checkbox"/> Wav |
| <input type="checkbox"/> Tiff | <input type="checkbox"/> MP3 |
| <input type="checkbox"/> Jpeg | <input type="checkbox"/> MPEG |
| <input type="checkbox"/> Jpeg 2000 | <input type="checkbox"/> MP4 |
| <input type="checkbox"/> PDF | <input type="checkbox"/> Other _____ |

Number of files: _____

Total size of donation in mb or gb: _____

Permissions:

- Permissions granted (Donor retains copyrights as applicable)
- Copyright transferred to Library
- Restricted
- Other _____

Department Copy:

- CD or DVD
- Printed on acid free paper
- No physical copies returned

Digital Lab Processing Checklist

Accession or Collection Number: _____

Completed	Task	Date Completed	Notes
<input type="checkbox"/>	Virus Check		
<input type="checkbox"/>	Second Virus Check		
<input type="checkbox"/>	Copy of directory information		
<input type="checkbox"/>	Generate Checksums		
<input type="checkbox"/>	File Format Survey		
<input type="checkbox"/>	Send to curator for review		
<input type="checkbox"/>	Transfer files to temp storage		
<input type="checkbox"/>	Remove unneeded files		
<input type="checkbox"/>	FITS		
<input type="checkbox"/>	Rename files		
<input type="checkbox"/>	Create user copies		
<input type="checkbox"/>	Transfer files to server		
<input type="checkbox"/>	Add to Preservica		

Recommended Further Actions:

- File format migration – See File Format Survey

Processed by: _____ Date: _____