

Digital Reformatting and Preservation Common Knowledge Group

July 2019

1. Summary

The Digital Reformatting and Preservation Common Knowledge Group (CKG) is a standing group of experts and pioneers in the areas of **digital reformatting and digital preservation**. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

Our current documentation is available here: [Digital Reformatting and Preservation CKG \(DRP-CKG\)](#). Documents produced by the group in previous years as the Preservation Advisory Group (PAG) or Preservation CKG can be found at <http://libraries.universityofcalifornia.edu/pag> and [Preservation CKG](#).

2. Scope of work

The Digital Reformatting and Preservation CKG provides a forum for discussing digital reformatting and digital preservation activities that support creation, manipulation, retention, and access to collections either reformatted from analog materials or born-digital.

3. Key Responsibilities

PRES-CKG key responsibilities are to:

- Gather and share information about project opportunities, new technologies or practices, the broader preservation and digitization environment, and local campus developments
- Receive ideas from various UC constituents, discuss them, and assess their potential for new system-wide services and/or service improvements
- Develop and advance innovative ideas, services, and/or improvements relevant to the University of California Libraries Systemwide Plan and Priorities
- Take on other topics or strategic developments relevant to digital reformatting and preservation within the limits of the CKG guidelines

4. Membership and Terms of Appointment

Membership is open to all levels of staff interested in and/or responsible for digital reformatting and preservation in the UC Libraries. This includes managers, project managers, and hands-on practitioners. To seek membership, interested parties should contact the chair. The group is open to librarians and staff representing the 10 UC campuses as well as members from the California Digital Library.

The chair usually serves for two years and is drawn from the membership.

5. Communication responsibilities

DRP-CKG communication responsibilities are to:

- Respond to queries and requests received from UC Library Advisory Structure groups, as appropriate
- Maintain an email list for use by the CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff
- Post and maintain a historical record of meeting minutes and reports, making them available to the UCL Advisory Structure
- Send suggestions to develop new ideas, services, or to improve existing operations, services, or practices to the UCL Advisory Structure

This CKG communicates regularly through these forums:

Listserv: TBD

Wiki: [Digital Reformatting and Preservation CKG \(DRP-CKG\)](#)

6. Meetings

The CKG meets at least quarterly via phone conference, with irregular communication via the established email list.

Submitted by Stefan Elnabli, UC San Diego Library, July 2019