# Select Bibliography Use It or Lose It! Preserving Your Digital Documents

# Rob Spindler, University Archivist, Arizona State University Libraries

#### General research reports:

University Archives, Indiana University Bloomington Libraries, Indiana University Electronic Records Project, *Electronic Recordkeeping at Indiana University Website*, 2002. <a href="http://www.libraries.iub.edu/index.php?pageld=3313">http://www.libraries.iub.edu/index.php?pageld=3313</a> Accessed September 19, 2005

Research Libraries Group, *Preserving Digital Information: Report of the Task Force on Archiving of Digital Information*, Research Libraries Group: Mountain View, California, 1996. http://www.rlg.org/en/page.php?Page\_ID=114 Accessed August 8, 2006.

## **Trusted Digital Repositories:**

Dale, Robin L., "Making Certification Real: Developing Methodology for Evaluating Repository Trustworthiness", *RLG Diginews*, 9(5) October 15, 2005. http://www.rlg.org/en/page.php?Page\_ID=20793#article2 Accessed October 21, 2005.

An Audit Checklist for the Certification of Trusted Digital Repositories (Draft for public comment), Mountain View California, RLG, August 2005. http://www.rlg.org/en/pdfs/rlgnara-repositorieschecklist.pdf Accessed September 19, 2005.

Trusted Digital Repositories: Attributes and Responsibilities, Mountain View California: RLG, May 2002. <a href="http://www.rlg.org/legacy/longterm/repositories.pdf">http://www.rlg.org/legacy/longterm/repositories.pdf</a> Accessed September 19, 2005.

#### Software migration/emulation strategies:

Harvard Global Digital Format Registry: The wide diversity and rapid pace of adoption and abandonment of digital formats present an ongoing problem for long-term preservation efforts...The purpose of the GDFR project is to address this concern by providing a sustainable resource for managing format-critical representation information necessary to the preservation function. <a href="http://hul.harvard.edu/gdfr/">http://hul.harvard.edu/gdfr/</a> Accessed 8/8/2006

PRONOM: An online source for information about file formats and software products. PRONOM is a resource for anyone requiring impartial and definitive technical information about the file formats used to store electronic records, and the software products that are required to create, render, or migrate these formats. From the Public Record Office, UK. <a href="https://www.records.pro.gov.uk/pronom/">www.records.pro.gov.uk/pronom/</a> Accessed 7/21/2004.

Ockerbloom, John Mark, Archiving and Preserving PDF Files, *RLG Diginews*, 5(1) February, 2000. <a href="http://www.rlg.org/preserv/diginews/diginews5-1.html#feature2">http://www.rlg.org/preserv/diginews/diginews5-1.html#feature2</a> Accessed September 13, 2002.

Potter, Maureen, Researching Long Term Digital Preservation Approaches in the Dutch Digital Preservation Testbed (Testbed Digitale Bewaring), *RLG Diginews*, 6(3) June 15, 2002. http://www.rlg.org/preserv/diginews/diginews6-3.html#feature2 Accessed July 11, 2002

Rothenberg, J. Avoiding Technological Quicksand: Finding a Viable Technical Foundation for Digital Preservation. Washington, D.C., Council on Library and Information Resources, 1999. http://www.clir.org/pubs/reports/rothenberg/contents.html Accessed February 9, 2001. Bearman, David, "Reality and Chimeras in the Preservation of Electronic Records" *D-Lib Magazine*, 5(4): April 1999. <a href="http://www.dlib.org/dlib/april99/bearman/04bearman.html">http://www.dlib.org/dlib/april99/bearman/04bearman.html</a> Accessed February 9, 2001.

#### **Encoding/Markup Standards:**

World Wide Web Consortium Homepage with links to HTML and XML standards and validation services. http://www.w3.org Accessed September 19, 2005.

## Migration and Preservation Cost Analyses:

Balough, Ann, "The True Cost of Electronic Documents", *Records and Information Management Quarterly*, 1998 *14* (1), 1.

#### Metadata and Authentication:

Dublin Core Metadata Initiative Homepage. http://purl.org/dc/ Accessed February 9, 2001.

Dale, Robin L. and Günter Waibel, "Capturing Technical Metadata for Digital Still Images" *RLG DigiNews* (8)15, October 15, 2004. http://www.rlg.org/en/page.php?Page\_ID=20462#article1 (Accessed October 21, 2004)

Duff, Wendy, Setting the Scene, or a Basic Introduction to Metadata, ECURE: Preservation and Access for Electronic College and University Records, Tempe, Arizona, March 1-3, 2004. http://www.asu.edu/ecure/2004/duff/index.html Accessed September 19, 2005.

State Records, New South Wales, *New South Wales Recordkeeping Metadata Standard* (draft), 2001. <a href="https://www.records.nsw.gov.au/publicsector/erk/metadata/rkmetadata.htm">www.records.nsw.gov.au/publicsector/erk/metadata/rkmetadata.htm</a> Accessed September 19, 2005.

### **Website Preservation:**

National Library of Australia, Safeguarding Australia's Web Resources: Guidelines for Creators and Publishers, June 2002.

http://www.nla.gov.au/guidelines/webresources.html Accessed September 19, 2005.

Kenney, Anne R., Nancy Y. McGovern, Peter Botticelli, Richard Entlich, Carl Lagoze, Sandra Payette, "Preservation Risk Management for Web Resources: Virtual Remote Control in Cornell's Project Prism", *D-Lib Magazine*, 8(1), January 2002. http://www.dlib.org/dlib/january02/kenney/01kenney.html Accessed January 18, 2002.

Spindler, Rob, *Preserving Web-Based Records*, ECURE: Preservation and Access for College and University Electronic Records Conference, Tempe, Arizona, 1999. http://www.asu.edu/ecure/bak/ecure1999/spindler-presentation.html Accessed March 27, 2002.

#### Digital Audio/Video:

Besser, Howard, *Digital Preservation of Moving Image Material?*, unpublished web document submitted to *The Moving Image*, March 2001.

http://www.gseis.ucla.edu/~howard/Papers/amia-longevity.html Accessed July 19, 2001.

## Media Longevity:

Byers, Fred R., *Information Technology: Care and Handling of CD's and DVD's – A Guide for Librarians and Archivists*, Washington DC, National Institute of Standards and Technology, May, 2003. NIST Special Publication 500-252

http://www.itl.nist.gov/div895/carefordisc/CDandDVDCareandHandlingGuide.pdf (Accessed 9/19/2005)

rps: 10/21/2005