Ack	cnow	rledgementsix
Glo	ssar	yxi
1	Intr	oduction1
	1.1	Introduction1
	1.2	Who is this book for?3
	1.3	Minimum requirements4
	1.4	Some digital preservation myths5
	1.5	The current situation6
	1.6	A very brief history of digital preservation9
	1.7	A note on terminology12
	1.8	Getting the most from this book17
	1.9	Notes
2	Ma	king the case for digital preservation19
	2.1	Introduction19
	2.2	Understanding the drivers19
	2.3	
	2.4	
	2.5	
	2.6	
	2.7	
	2.8	
3	Une	derstanding your requirements47
0	3.1	Introduction47
	3.2	
	3.3	
	3.4	
	3.5	
	3.6	

	3.7	How to use your requirements	60			
	3.8	Conclusion				
	3.9	Key points				
	3.10	Notes				
4	Mode	Models for implementing a digital preservation service63				
	4.1	Introduction	63			
	4.2	Options	63			
	4.3	The current market	71			
	4.4	Approaches to procurement	77			
	4.5	Implementation				
	4.6	Operating a digital repository	79			
	4.7	Trusted digital repositories	82			
	4.8	A digital preservation maturity model	86			
	4.9	Case studies	91			
	4.10	Key points	106			
	4.11	Notes	106			
5	Selecting and acquiring digital objects		109			
	5.1	Introduction	109			
	5.2	The selection and transfer process	110			
	5.3	Starting points for selection and transfer				
	5.4	Approaches to selection				
	5.5	Legal considerations for selection	114			
	5.6	Technical considerations for selection	117			
	5.7	Standards and methods for transfer	118			
	5.8	Transfer agreements	124			
	5.9	Preparing for transfer	125			
	5.10	Completing the transfer process				
	5.11	Conclusion	126			
	5.12	Key points				
	5.13	Notes				
6	Acce	essioning and ingesting digital objects				
	6.1	Introduction	129			
	6.2	Defining an accession process				
	6.3	Creating or acquiring a Submission Information Package	131			
	6.4	Quarantine				
	6.5	Characterization				
	6.6	Validating the SIP				
	6.7	Enhancing SIP metadata	140			

	6.8	Ingest: generating an AIP	141
	6.9	Normalization and other transformations	142
	6.10	Automating accession	142
	6.11	First aid for digital accessions	
	6.12	Case studies	
	6.13	Key points	
	6.14	Notes	
7	Describing digital objects155		
	7.1	Introduction	
	7.2	The role of metadata	156
	7.3	Metadata standards	157
	7.4	Deciding on metadata standards	173
	7.5	Sources of metadata	176
	7.6	Storing and managing metadata	178
	7.7	Associating metadata and data	181
	7.8	Interoperability	182
	7.9	Case studies	
	7.10	Key points	189
	7.11	Notes	189
8	Prese	erving digital objects	193
	8.1	Introduction	193
	8.2	The goals of preservation	193
	8.3	The nature of digital information	
	8.4	The challenge: threats to preservation	202
	8.5	Preservation strategies	
	8.6	Managing change: the concept of multiple manifestations	214
	8.7	Bitstream preservation	218
	8.8	Logical preservation	228
	8.9	Conclusion: preservation in practice	238
	8.10	Key points	140
	8.11	Notes	241
9	Providing access to users243		
	9.1	Introduction	
	9.2	What do we mean by access?	
	9.3	Finding digital objects	244
	9.4	Options for access: technical considerations	248
	9.5	Options for access: conditions of access	250
	96	Ontions for access: online versus on-site access	254

	9.7	Understanding user expectations	255
	9.8	Access and reuse	257
	9.9	Access systems in practice	
	9.10	Designing a front end	260
	9.11	Citing digital records: persistent identifiers	262
	9.12	Case studies	
	9.13	Key points	271
	9.14	Notes	
10	Futur	re trends	273
	10.1	Introduction	
	10.2		
	10.3	Preservation-as-a-Service	
	10.4		
	10.5		
	10.6	Training and professional bodies	
	10.7	Certification schemes	
	10.8	New paradigms	285
	10.9		
	10.10	Digital preservation in the developing world	288
		1 Moving to the mainstream	
	10.12	2 Conclusion	291
	10.13	3 Notes	291
Appendices			
	1	Creating a digital asset register	293
	2	Digital preservation maturity model	299
	3	Systems, tools and services	303
Bib	liogra	phy	313
Ind	ex		327