Harold B. Lee Library Permanent Digital Archive: Digital Preservation Decision Tool

Digital Content: ____________________________________________________________

Content Reviewer: ___________________________ Date: _______________________

1. Preservation Decision and Preservation Priority (Based on Decision Chart from page 2)

The Final Preservation Decision is:
- [ ] Permanently archive content in the Digital Archive
- [ ] Do not archive content in the Digital Archive

The Final Preservation Priority is:
- [ ] High Preservation Priority
- [ ] Normal Preservation Priority

2. Digital Content: Access and Presentation Options

a. Are these objects to reside in the library’s public repositories? ______________________

- [ ] High Resolution
- [ ] Low Resolution
- [ ] Internet Archive
- [ ] Other _________

b. Archival objects in the Digital Archive are generally not accessible to anyone other than the archivist and the object owner. Select relevant options below and list who should view:

- [ ] Access only for archivist and those with permission from the content owner.
- [ ] BYU campus access only.
- [ ] Specific Net IDs or computer IP addresses: _______________________________________
- [ ] The content is an active website. Is the archived website content restricted? _________

c. Public Access version of objects in the Digital Archive:

- Do these objects also have publicly accessible versions? ___________________________
- Where are the accessible versions located? _______________________________________
- Are high resolution copies likely to be requested? _________________________________
- What language(s) will the metadata be in? _____________________________________

d. Presentation / Representation. Select the option that is most important.

- [ ] The intellectual content must retain the original look and feel.
- [ ] The intellectual content should retain the format if possible.
- [ ] The intellectual content is more important than the format.

3. Local Storage Options For Long Term Content:

For long term digital content outside of the Digital Preservation Archive, please contact us about using Millenniata M-Discs.

4. Additional Considerations. Add documentation as needed.
### Preserving Content in the BYU Permanent Digital Archive: Decision Chart

#### Appraisal and Selection Questions:
*Circle your response and follow the arrow:

1. Does the Library have a responsibility to keep this collection for 20+ years?
   - Is this important for the library collection? Yes No
   - Does this fit current collecting levels? Yes No
   - Is this an archival collection? Yes No
   - Is there a legal requirement to keep it? Yes No
   - Is there a contract to keep it? Yes No
   
   **Responses and Directions:**
   - Responsibility to preserve:
     - If Yes to any question, go to section 2.
     - If No to all questions:
       - Go to Preservation Decision below:
       - Check Do not archive content.
       - Do not store digital master files.

2. Does the Library have legal permission to:
   - Make digital preservation copies? Yes No
   - Change the digital format if needed? Yes No
   - Make objects accessible to others now, or by a specified date? Yes No
   
   **Responses and Directions:**
   - Copyright permissions
     - If Unsure consult the BYU Copyright Office before continuing.
     - If Yes to all permissions, go to section 3.
     - If No to any permission:
       - Go to Preservation Decision below:
       - Check Do not archive content.
       - Do not store digital master files.

3. Are the objects available elsewhere?
   - Are these objects commercial items preserved by someone else? Yes No
   - If BYU has a contract or permission to preserve the commercial objects, circle No
   - Is there a hard copy in good condition that will be available long term? Yes No
   - Is there a digital copy permanently archived in a Trusted Digital Repository? Yes No
   
   **Responses and Directions:**
   - Other copies:
     - If No to all questions,
       - Go to Preservation Decision below:
       - Check Permanently Archive content
       - Go to section 4 to decide the priority.
     - If Yes to any question:
       - Go to Preservation Decision below:
       - Check Do not archive content.
       - Do not store digital master files.

4. What is the need/priority to preserve items?
   - Is the content deteriorating or at risk? Yes No
   - Possible risk conditions include:
     - Deteriorating or poor condition
     - Near-obsolete media or format
     - Projected object lifespan: 1 - 3 years
     - Content is ephemeral or transitory
     - Media viewer unavailable or discontinuing?
   - Would it be difficult or impossible to recreate the digital objects if lost? Yes No

**Preservation Decision:**
- [ ] Permanently archive content in the Digital Archive
- [ ] Do not archive content in the Digital Archive

**Preservation Priority:**
- [ ] High Preservation Priority
- [ ] Normal Preservation Priority

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**Name:** ___________________________  **Ext.** ___________  **Date:** ___________

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