

ABCD Preservation Plan Belfast Free Library

This preservation plan is a set of priorities and actions to work against possible threats to the digital objects collected as part of the All of Belfast Climate Dialogues.

Preservation master copies

Upon submission of an item, the librarian will establish a preservation master copy of that item. According to the Society of American Archivists Dictionary of Archives terminology, a preservation copy is “the version of a thing set aside to protect its informational content from harm, injury, decay, or destruction.” This preservation master copy may be the original submitted version of the digital item, or it may be saved in another file format, for example, but most importantly, it will be used only to make other copies for access. Other actions concerning preservation master copies are outlined below.

Content

1. Use the [PRONOM registry](#) to identify & document the file format of the original file
2. Use the Library of Congress Recommended File Formats to select preferred file formats for preservation masters
 - a. Establish and document a standard workflow to convert submission files to your preferred file formats

Storage

1. Choose stable storage (server > hard drive > cloud > thumb drive > CD) and keep 2 or more preservation masters (LOCKSS)
 - a. Copy 1 - On our library server
 - b. Copy 2 - On harddrive of computer
 - c. Copy 3 - On flash drive

Metadata

1. Establish consistent file naming conventions (consider using accession number or other unique identifier)
 - a. abcd_00001.tif
2. Create inventory of preservation masters in a simple spreadsheet, storing multiple copies of this as well (File name / MIME type / Files size (bytes) / Storage Location copy 1 / Storage Location copy 2 / MD5 checksum)

Integrity

1. Use AVP Fixity to get a MD5 checksum for each preservation master, and add checksum to your inventory (Can also used DROID for MD5 checksum)
2. Periodically check against one listed in inventory. If changed, replace with unchanged copy of master.
3. Every month, on or about the first of the month, run a fixity check

Control

1. Identify and document who has access to the system.
 - a. Server - all library staff, plus Comm Doctor IT company
2. Identify permissions, who has access and ability to do what, etc.
 - a. Everyone who has access to the server has all privileges, including the ability to edit/delete preservation masters