

# AIMS - Born Digital Collections: An Inter-Institutional Model for Stewardship

<http://www2.lib.virginia.edu/aims/> <http://born-digital-archives.blogspot.com/>

The University of Virginia Library, in partnership with Stanford University, the University of Hull, and Yale University have been funded by The Andrew W. Mellon Foundation for “Born Digital Collections: An Inter-Institutional Model for Stewardship (AIMS). Over a two-year project period (October 2009 – October 2011), project partners will create an inter-institutional framework for stewarding born-digital content. The group plans to process and preserve thirteen born-digital collections of noteworthy individuals and/or organizations and make them discoverable via [Hydra](#), a [Fedora](#)-based solution, which can easily be installed and implemented by other institutions. A cohort of digital archivists has been established with a mandate to engender a digital archivist community of professionals both nationally and internationally, and they will disseminate broadly the lessons learned from the real work of processing and preserving a varied range of born-digital collections.

Partner institutions for AIMS will assemble teams that will work toward the processing and description of their own born-digital collections problem set and also cooperatively pioneer the technology infrastructure needed to expand [Hydra](#) into an all-inclusive, multi-format repository environment. Each partner team has a Site Coordinator who, as project lead, will hire a Digital Archivist and provide oversight for the project that includes coordination with the Hydra project and all stakeholders. Each partner's Digital Archivist will coordinate the archiving efforts at the partner institution, and interface with the other project principals and local experts through a series of face-to-face site visits. The Digital Archivists will also inform and guide the technical development of the archival and repository toolkit by providing requirements, working test cases, and continuous feedback to the technical staff at the relevant institutions.

## U. Va.'s University Library Project Team

- Site Coordinator/Project Lead: Bradley Daigle – Director, Digital Curation Services
- Liz Gushee, Digital Archivist
- Tom Laudeman, Project Programmer
- Nicole Bouche, Director, Small Special Collections Library
- Petrina Jackson, Small Special Collections Library Outreach and Instruction Librarian
- Kara McClurken, Head of Preservation Services
- Guy Mengel, Director, Library IT Systems
- Greg Murray, scripting and workflow specialist
- Jennifer Roper, Head of Cataloging and Metadata Services
- Tim Sigmon, Director, Advanced Technology
- Martha Sites, Associate University Library for Productions and Technology Services

## University of Hull – Academic Services Project Team

- Site Coordinator/Project Lead: Judy Burg, University Archivist
- Simon Wilson, Digital Archivist
- Chris Awre, Head of Information Management
- Diane Leeson, Content and Access Team Leader
- Richard Green, Repository Projects Manager
- Simon Lamb, Repository Systems Integrator

## Stanford University Libraries & Academic Information Resources Project Team

- Site Coordinator/Project Lead: Tom Cramer, Assoc. Director, Digital Library Systems & Services
- Peter Chan, Digital Archivist
- Glynn Edwards, Principal Manuscript Processing Librarian
- Henry Lowood, Curator for the History of Science
- Michael Olson, Digital Collections Project Mgr & Technologist, Special Collections
- Lynn McRae, Digital Library Architect & Manager, Digital Library Infrastructure
- Jennifer Vine, User Interaction Designer

## Yale University Library: Manuscripts and Archives Project Team

- Site Coordinator/Project Lead: Kevin Glick, Head, University Archives & Electronic Records Archivist
- Mark Matienzo, Digital Archivist
- Michael Forstrom, Archivist, Beinecke Rare Book and Manuscript Library
- Laura Tatum, Architectural Archivist
- Roy Lechich, Senior Programmer/Analyst, Library Information Technology Office

# AIMS - Born Digital Collections: An Inter-Institutional Model for Stewardship

---

## AIMS Digital Material Survey – Personal Digital Archives (Part I)

Note: This part of the survey is designed to be a prompt sheet for a phone / face-to-face interview with donors by curators / digital archivists.

### 1. Digital Material Creation

- 1.1 Are you solely responsible for creating your digital files?
- 1.2 If not, who else is involved, and what are their roles?
- 1.3 Do you maintain digital files created by others? If yes, how do you separate your files and files created by others?
- 1.4 Do you separate your personal files from your work files?
- 1.5 What are the earliest and latest creation dates (roughly) of your digital files?

### 2. Varieties of Digital Material

- 2.1 What types of content do you create? (e.g. writings, research notes, journals/diaries, correspondence, photographs, research database, etc.)
- 2.2 What types of digital files are created? (e.g. word processing files, images, spreadsheets, databases, etc.)
- 2.3 If you create files in both digital and paper formats, do certain files exist in both formats? (e.g. drafts of writings, email, etc.) Can you identify them?

### 3. Digital Material Organization

- 3.1 How are digital files named?
- 3.2 Is some kind of version control used? (e.g. filename1, filename2, to represent 1<sup>st</sup>, 2<sup>nd</sup> draft of the file filename.)
- 3.3 How are digital files organized? (e.g. filed in named folders?)
- 3.4 Are digital files destroyed in regular intervals?
- 3.5 Do you use more than one computer (e.g. office desktop, office portable computer, home desktop, etc.)? If yes, how do you synchronize files between different computers?

### 4. Mobile Device

- 4.1 Do you use smart phones (e.g. Blackberries, iPhone, Android phone, etc.)? If yes, do you store contents in the smart phone elsewhere?
- 4.1 Do you use tablets PC (e.g. iPad, etc.)? If yes, do you store contents in the tablet PC elsewhere?

### 5. Email

- 5.1 Do you have multiple email accounts?
- 5.2 Which email programs/services are you using? (e.g. Email program provided by your work place, Outlook, Mac Mail, Hotmail, Gmail, Yahoo! Mail, etc.)

# **AIMS - Born Digital Collections: An Inter-Institutional Model for Stewardship**

---

5.3 How is email organized? (e.g. in self-created email folders, etc.)

5.4 How is email saved? (e.g. untouched in the email program, a copy in your PC, printed out in paper, etc.)

5.5 Are email and paper correspondence managed together or separately?

5.6 Do you use address books?

5.7 Is there a space quota assigned to your email account? If yes, have you ever exceeded the quota assigned?

## **6. Calendar Software**

6.1 Do you use calendar software with your computer? (e.g. Outlook, Google Calendar, 30 Boxes etc.) Which one?

6.2 Do you use calendar software in your mobile device?

6.3 Do you have any synchronization issue between the calendars in your mobile device and your computer?

## **7. Webpages / Blogs**

7.1 Do you have webpages / blogs?

7.2 Are webpages / blogs updated? How often? By whom?

7.3 What software do you use to update webpages / blogs?

7.4 Have copies (digital or paper) of previous versions been kept?

## **8. Social Networking Sites (e.g. Facebook, LinkedIn, Twitter, etc.)**

8.1 Do you have social networking accounts?

8.2 Is account information (e.g. profiles, photos, etc.) updated? How often? By whom?

8.3 Have copies (digital or paper) of previous versions been kept?

## **9. Photo / Video Sharing Sites (e.g. Flickr, Picasa, YouTube, etc.)**

9.1 Do you post photos / videos to these web sites? If yes, which one?

9.2 How often do you post contents?

9.3 Do you delete photos / videos posted? If yes, do you have a copy of the deleted postings?

## **10. Document Sharing Sites (e.g. SlideShare, Scribd, Google Doc, etc.)**

10.1 Do you post documents to these web sites? If yes, which one?

10.2 How often do you post contents?

10.3 Do you delete documents posted? If yes, do you have a copy of the deleted postings?

# **AIMS - Born Digital Collections: An Inter-Institutional Model for Stewardship**

---

## **11. Digital Files Storage / Backup**

11.1 Do you / your institution have a backup routine for your files / emails? If you don't know, do you mind we ask your technical support? How can we contact your technical support?

11.2 What media are used for backup files? (e.g. optical disk, hard disk, file server, web based backup service such as SugarSync., etc.)

11.3 Do you transfer files in your old computer to your new computer? If yes, what types of files are transferred? Did you encounter any problems in transferring the files?

11.4 Do you keep your old computers? Roughly when were they being used? Can you tell us what platforms they run on?

11.5 Have you ever experienced a serious hardware failure (e.g. hard-drive crash)? If yes, were the files in the affected computer recovered?

11.6 Are any digital files stored in unusual storage media? (e.g. punch cards, 8 inch. floppy diskettes, etc.)

## **12. Work Habits**

12.1 Can you tell us about your work habits of using computers / mobile device? (e.g. always online, etc.)

12.2 Do you share computer with other people? If yes, how do files created by different people separated?

12.3 Since a visual representation of working space may provide researchers additional information about your works, do you mind we take photos of your computer with surrounding space?

12.4 Do you have any alternative online persona? If so, what are they and under what circumstance are they used?

## **13. Privacy and security**

13.1 Are some digital file types of a sensitive nature? (e.g. tax records, medical records, peer-review comments, letters of recommendation, student records, etc.)

13.2 Are there files that you would want destroyed? If yes, please provide details so that we can act upon when we encounter such files when processing your files.

13.3 Do any digital files require passwords?

13.4 Where are user names and passwords kept? What service / software are used to save them?

13.5 Do you use digital watermarks? On what types of digital files? For what reasons?

## **14. File Transfer Arrangement**

14.1 Do you want to delete any files / re-organize the files before the transfer?

14.2 Are there files you would like to transfer to us later? When?

This work is based on the Paradigm records survey published by the Bodleian Library, Oxford University.

# **AIMS - Born Digital Collections: An Inter-Institutional Model for Stewardship**

---

## AIMS Digital Material Survey – Personal Digital Archives (Part II)

Note: This part of the survey is designed to be filled out by digital archivists regarding technical details of the tools used to create digital material.

### 1. Hardware

1.1 List the hardware configurations of each computers / mobile device. (e.g. manufacturer, model no, cpu, ram, hard drive capacity, video card, etc.)

1.2 Find out if the computers have USB ports or CD writers which could be used to copy the digital files.

### 2. Software

2.1 List the operating system and other system software with version no., installed in all the hardware (in 1).

2.2 Check if system date and time are set correctly. List the “Time Zone” used, if any.

2.3 With the help of the donor, list the main application software, with version no., used to create digital files.

2.4 If Microsoft Office is used, find out if the “User Name” field is set to the name of the donor. Find out similar setting for other main application software used.

### 3. Internet Access

3.1 Find out if the digital archivist can use the Internet access in the donor’s office using the digital archivist’s portable computer?

### 4. Networking

4.1 With the help of the donor, confirm if the computer is connected to file servers. Confirm if the donor save files in the file server. How much file server space is used by the donor?

### 5. Security

5.1 With the help of the donor, confirm if login is required to access desktop computers / mobile devices?

5.2 With the help of the donor, confirm if a digital certificate is used by the donor to login / sign digital files / encrypt digital files?

5.3 With the help of the donor, confirm if digital files are encrypted?

This work is based on the Paradigm records survey published by the Bodleian Library, Oxford University.