A DIGITAL REPOSITORY YEAR:  
one museum’s quest for the basics  

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**Confront the problem: preparation**  
July-September 2011

- Define the problem & understand the catalyst
- 60 terabytes of Museum produced high definition (HD) video
- with no sustainable back-up or preservation methods
- Cultivated permanent stakeholders from senior management & the Board
- Engaged cross-departmental core team of 4 digital preservationists

**Create the Probable Solution: planning and more planning**  
October-December 2011

- October 1st received start-up funding from Google.org Foundation
- Digital repository consultant hired
- The ‘authority’ she gave the project in the eyes of the stakeholders was invaluable
- Created concise Project Charter
- purpose, objectives & deliverables, assumptions, scope, staffing, roadmap
- Survey the Museum’s ‘archival’ digital objects
- Current literature survey & wrote best practices guide

**Curation: policy & framework**  
January-June 2012

- Digital repository management software functional requirements
- Survey and test drive open source digital repository management software
- Archivematica chosen
- Recruit and hire storage infrastructure consultant
- Explore storage options, configurations, & pricing
- Policy document completed

**Closure?: prototype**  
July-September 2012

- Testing of storage infrastructure (hardware & software stack)
- Purchase and install storage infrastructure & Archivematica software
- Ingest test digital objects while creating procedures document
- 5-year sustainability plan
- Prospect for year two funding
- Funds for ingest, full deployment, prototype an on-line user interface

**And the Presumed Winner is…. CHM built DIY**