

Wisconsin Public Library Consortium
Digital Archives Backup Workgroup Notes
June 17, 2024, 2:00 pm
via zoom

ATTENDEES: Jean Anderson (SCLS), Keetra Baker (WLS), Alison Hoffman (MLS), Andrew Hoks (SCLS), Kristie Hauer (WVLS), Joshua Klingbeil (WVLS), Scott Prater (UW-Madison), Tamara Ramski (SCLS), Vicki Teal Lovely (SCLS), Kristen Whitson (RW/WiLS)

Project Manager: Jennifer Chamberlain (WiLS), Melody Clark (WiLS)

The meeting started: 2:02 pm

1. Review Agenda – Changes or additions

There were no additions to the agenda.

2. Discussion Items

a. Discussion: Update from Technology Backup Workgroup and Steering Committee

At the last meeting, the group discussed the processes of reviewing next-generation backup solutions and determined that the Technology Backup workgroup would do the bulk of the exploration with input from the Digital Archives Workgroup as needed. The Technology Backup Workgroup also requested that the WPLC Technology Steering Committee approve an additional extension of the Dell maintenance contract. The Technology Steering Committee approved the renewal using reserve funds but suggested exploring additional vendors first.

The Technology Backup workgroup discussed exploring other options as suggested by the Technology Steering Committee but ultimately determined to not pursue additional vendors and to pursue a renewal with Dell.

A. Hoks noted an official quote has been requested from Dell

K. Whitson shared that for the purposes of next-generation exploration, only 20 terabytes are needed for the digital archives portion and S. Prater noted that cloud storage may be feasible. J. Klingbeil shared that when they were first looking at this project several years ago, what pushed them to self-hosting vs cloud was the transit costs of the data.

b. Update: System Onboarding Process

Onboarding documentation has been drafted. Two resources were shared with the group, [Depositor Onboarding Session 1](#) and [Depositor Onboarding Session 2](#).

K. Whitson shared that onboarding should be finished by the end of the summer. The first onboarding session is scheduled with Monarch next week. LEAN WI will be next. The timeline was shared and a depositor checklist has been added to the timeline spreadsheet.

It was asked if there were any questions with the onboarding documentation shared. There were none.

c. Update: Participation Agreement and Succession Policy

The backup [Participation Agreement](#) and [Succession Policy](#) have been accepted by the WPLC Technology Steering Committee. The group reviewed the documents.

It was noted that the contact information on the participation form will be verified annually. The questions on the agreement are meant to get participants thinking about their ongoing policies and procedures regarding digital preservation and their digital files.

It was noted that the Technology Steering Committee reviewed the succession policy but when finalized, it will need to be approved by the WPLC Board.

S. Prater noted that the group should operate with the assumption that eventually data will be abandoned and that systems/partners changing is a likelihood. With the context that larger systems are less likely to go away and more likely to morph or merge, it should be spelled out that the system is responsible for the content and any change to a depositor is the responsibility of the system.

It was asked how that would be different than a succession policy. S. Prater clarified that this would cover instances where ownership has changed. Language for the scenario of merging or changing systems could be added to the existing succession policy for approval by the WPLC Board; K. Whitson will work with S. Prater to draft and implement that language in the succession policy.

d. Discussion: Abandonment of files

The group discussed what constitutes "abandonment" of files on the backup server: A period in which we can't get a hold of a system? That the files remain untouched for a period of time?

It was noted that an annual check-in on contacts will take place, so the countdown could begin there. If the system is maintaining active membership, then the data should be considered active, regardless of when the data has been updated/touched.

It was asked if this service should consider evaluating abandoned materials by libraries/institutions that have closed. J. Klingbeil noted there are other organizations, like Recollection Wisconsin, that could be available to take on any abandoned material. K. Whitson noted that Recollection Wisconsin is usually a set of access files, not preservation-quality files. They are an access point, not a storage solution. Still, the question of continuing to maintain abandoned materials could be handled on a case-by-case basis, and part of the solution may be to offer the materials to other institutions.

V. Teal Lovely noted that this data is the responsibility of the Systems, and is a part of Recollection Wisconsin and hosted on CONTENTdm, thus there may be other indicators of change before items are abandoned.

Any abandonment policy should consider the scope of the process and should lay out the options that could be considered on a case-by-case scenario. Two options identified are searching and finding an internal option that can take over ownership, and searching and finding an external option to take ownership. It was also noted that “abandonment” may not be the appropriate term for such a policy. K. Whitson and S. Prater will work on drafting a policy for workgroup review.

3. Next Meeting Date

The next meeting is September 16, 2024, at 10:00 am

Meeting ended at: 2:43 pm