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Mississippi State University Libraries' Long Term Digital Preservation Plan

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Mississippi State University Libraries Long-Term Digital Preservation Plan

All digitization will adhere to the Federal Agencies Digital Guidelines Initiative (FADGI) at the 4 Star level and utilize Digital Imaging Conformance environment (DICE) for testing and monitoring. Textual works will adhere to the FADGI four-star quality level with textual objects being digitized at the following specifications: 400 ppi resolution, 16 bit depth, Adobe 1998 color space. Archival masters will be stored as Tagged Image File Format (TIFF) master-file format. Access file format will be stored in the JPEG2000 file format for single page documents and PDF/A for multipage documents.

Archival versions are currently stored on a local Hitachi Data System Unified Storage system (Digital Archive) configured with 40TB of raw storage. The system is setup in a RAID6 array, a method commonly used for data security as it allows multiple drives to fail at the same time without any data loss. The MSU Library is in the formative stages of developing a long-term digital preservation plan to take the preservation of our digital objects and collections to the next level to ensure the objects are preserved and stable for the long-term. The plan includes acquiring Preservica in a cloud hosted environment.

When the Archival masters are created, they are stored on the Digital Project Staging Area and then copied to the Digital Archive. This action is only completed by 1 of 2 individuals who have direct access to the Digital Archive server to reduce the chance of error when copying files. This reduces the number of individuals who have write privileges on this server, further protecting the integrity of the archival masters.

Access files will be created based the FADGI guidelines and stored on the Digital Projects Staging Area and then uploaded to the CONTENTdm digital management system.

Metadata creation will adhere to accepted national standards and based on the Dublin Core Metadata Element Set. Other standards used for this project include Anglo-American Cataloging Rules (AACR2) and Library of Congress Authorities to guide the creation and structure of descriptive fields, as well as PREMIS (Preservation Metadata: Implementation Strategies) Data Dictionary version 3.0 (June 2015) for recording technical metadata.

MSU Libraries utilizes OCLC's hosted version of CONTENTdm as the digital assets management software to provide access to digital collections. After materials are digitized and appropriate metadata created, the digital objects will be uploaded to ContentDM. OCLC backs up the CONTENTdm system alleviating that responsibility from MSUL; however, MSUL routinely makes a backup copy of metadata from CONTENTdm for preservation purposes.

Update, July 2019