DCPWG Meeting  
Wednesday April 24, 2013 10:00am  
Present: Danielle Kovacs, Jeremy Smith, Aaron Rubinstein, Christine Turner, Brian Shelburne

I. Announcements: None

II. 5 College Digital Preservation Task Force update and discussion:

Aaron, who is chair of the 5C DPTF, discussed the current state of their work. The original charge of the group was to evaluate preservation systems. They soon realized that there was a lack of self knowledge about the preservation needs of each institution. Discussions have revolved around where institutions overlap and where they are unique. The first step of the task force was to come up with guidelines for each institution to use in order to prepare for a preservation system.

These guidelines will establish a set of structured questions and a checklist with six major areas of digital preservation planning broken down into subtasks. The guidelines would provide background on each area of planning. In addition, the task force is planning several workshops/info sharing sessions on various areas of digital preservation (policy development, digital object management, preservation metadata, documenting workflows, etc). There will also be sessions that focus on specific formats. The goal of the guidelines and info-sessions will be to discuss preservation issues in a focused way.

The group is currently redefining their charge with Five College Librarians Council.

The task force hopes to present a report at the upcoming 5C All-Staff meeting on May 30.

Aaron also discussed the impending mandate on SCUA to begin housing and preserving the administrative records of the Umass university system. The majority of these records are born digital. This has prompted SCUA to begin a phased approach to digital preservation in preparation for receiving these records. SCUA will determine the basic steps needed in order to preserve this material as well as provide access. The system will involve a set of services to create preservation packages, provide migration services, and other identified needs.

Meeting adjourned at 11:15am