



Africa Programme

Programme pour l'Afrique

Digital Records Curation Programme (DRCP) - English Version

Week 7 – Class: Digital Repositories and Digital Records Appraisal

Learning Outcomes

At the end of this class, students should be able to:

- understand what a digital repository is, and understand how a TDR is a distinct kind of digital repository
- understand the functions of a digital repository (OAIS functional model)
- understand information packages (OAIS data model), why they are important and how they are used
- demonstrate awareness of the different approaches to assessing and certifying TDRs
- understand the challenges to implementing and managing TDRs
- demonstrate awareness of approaches to the appraisal of digital records

Lesson Plan

1. Introduction

Ask students to summarise their learning from the previous class.

2. Interactive Lecture –Digital Repositories and TDRs (1 hour)

Use the DRCP slides for this class to provide a lecture on digital repositories and TDRs, information packages and self-assessment and certification.

3. Group Work - Appraisal and Selection (30 Minutes)

This exercise assumes that students have some foundational knowledge of records appraisal (what it is, that there are a variety of approaches, that it is complex in practice).

Ask the students to work in groups to appraise and select digital records for transfer into a digital repository. Each group should use Treesize (https://www.jam-software.com/treesize_free/) to analyse sample holdings. In advance of the class, you should prepare sample holdings that include a zero byte file, one with an altered 'date last modified' to illustrate issues around date metadata, and different types of duplicates to illustrate the point around meaningful duplication (duplicates in different

folders) and non-meaningful duplication (duplicates in the same folder) and as many different file formats as possible. A large sample holding would be beneficial for this exercise. During this exercise, be sure to flag issues around sensitivity (national security, privacy, etc) and appraisal.

Ask the students to apply Treesize to the sample holdings and report back to the class about how they would approach appraisal. What are the different issues that arise? Which concerns take priority and why?

4. Individual Work – Digital Preservation Workshop tutorial (30 minutes)

If computers and internet connections are available, ask your students to look at the Digital Preservation Workshop tutorial. The whole tutorial is helpful, but much of the key content should have been covered in your lecture, so encourage students to work through the 'Challenges' section at: https://dpworkshop.org/dpm-eng/eng_index.html If computers / internet are not available in class, ask the students to work through the tutorial when they can.

5. Conclusion

Summarise what you have covered in class in relation to learning outcomes for this class.