

Managing Digital Archives Workshop

Names of the facilitators

James Lowry, Director of the Archival Technologies Lab (ATL) at Queens College, City University of New York and Assistant Professor in the Graduate School of Library and Information Studies

Nancy Y. McGovern, Director of Digital Preservation at MIT Libraries and of the Digital Preservation Management (DPM) workshop series

Kari R Smith, Senior Instructor and Project Manager, Digital Preservation Management (DPM) Workshops

Margaret Crockett, ICA Training Officer and Consultant Archivist and Records Manager

Language

English

Number of Participants

30

Abstract

Managing Digital Archives is a virtual workshop based on some of the materials from ICA's online course of the same name. It aims to provide participants with an understanding of the challenges and requirements for managing and preserving digital archives over time. It also aims to demystify some of the technological issues that can seem daunting when beginning to manage digital archives.

It begins with an overview exploring the nature of digital archives programmes covering terminology, standards, policies and procedures and introducing the main building blocks – Collecting, Ingest, Preservation, Infrastructure, Access and Stewardship. Following this, the workshop moves on to inventory, collecting and appraisal before looking at workflows for ingesting digital records and managing digital archives over time. Part one ends with details of the interim assignment on gathering data for gap analysis.

Part two will explore the Attributes of a Trusted Digital Repository and go through the elements of digital archives programme infrastructure. There will also be a session on using the freely available tools and techniques to measure progress. The final session suggests next steps for participants to consider both for their own continuing professional development and in implementing or improving their digital archives programme.

The workshop is designed to provide time for break-out groups for both exercises and the opportunity for participants to network with each other. The break between the two parts allows participants to apply what they have learned by carrying out a practical assignment. Participants will have the opportunity to discuss strategies, try out some digital archives processes, explore

digital archives and preservation assessment, and outline an action plan to meet their programme's needs. Learning outcomes include:

- Explaining what digital archives are and the difference between them and archives in physical formats
- Describing the functions and activities of which a digital archives programme consists
- Identifying the main standards applicable to digital archives programmes
- Conducting a simple gap analysis for digital archives programmes
- Outlining the Attributes of a Trusted Digital Repository
- Describing digital archives programme infrastructure
- Identifying tools and techniques to measure progress in implementing digital archives preservation and management

The workshop is intended for beginners in digital archives management. It is helpful if participants have an archival background but not essential. As a two-part workshop, participants will need to be able to attend both sessions as well as to spend time on the interim assignment.

Learning Outcomes

At the end of the workshop participants will be able to:

- Explain what digital archives are and the difference between them and archives in physical formats
- Describe the functions and activities of which a digital archives programme consists
- Identify the main standards applicable to digital archives programmes
- Conduct a simple gap analysis for digital archives programmes
- Outline the Attributes of a Trusted Digital Repository
- Describe digital archives programme infrastructure
- Identify tools and techniques to measure progress in implementing digital archives preservation and management

Short Description

Managing Digital Archives aims to provide participants with an understanding of the challenges and requirements for managing and preserving digital archives over time.

It will cover:

- Assessing readiness for preserving digital archives
- How to design and implement digital archive repository infrastructure
- Workflows for ingesting and managing digital archives over time
- Assessing and improving digital archives and preservation programmes

Bios

Nancy Y. McGovern is the Director of Digital Preservation at MIT Libraries and of the Digital Preservation Management (DPM) workshop series that has been offered more than sixty times since 2003. She has over thirty years of experience with preserving digital content. Her research and community interests include increasing organizational capacity for developing sustainable digital preservation programs; building an inclusive digital community through radical collaboration; and enabling our community to continually respond to ongoing technological change. She is the author of entry an entitled “Digital Archive and Preservation Framework (DAP),” in *The Handbook of Archival Practice* that is forthcoming in 2021. She is a past president and Fellow of the Society of American Archives (SAA). She completed her PhD on digital preservation at UCL in 2009.

James Lowry is the founder and director of the Archival Technologies Lab (ATL) at Queens College, City University of New York, where he is an Assistant Professor in the Graduate School of Library and Information Studies. He is an Honorary Research Fellow and former co-director of the Liverpool University Centre for Archive Studies, where he taught following a ten year career in archives and records management. As a practitioner, James worked in Australia, Europe, Africa and the Caribbean, including projects for international organisations such as the African Union and the International Criminal Court. His research is concerned with information and governance, particularly in colonial, post-colonial and diasporic contexts. His recent publications include *Displaced Archives*, an edited collection published by Routledge in 2017. James is convenor of Archival Discourses, the International Intellectual History of Archival Studies research network, and editor of the Routledge Studies in Archives book series.

Margaret Crockett is a consultant archivist and records manager based in the UK. She acts as Training Officer for the International Council on Archives and is responsible for leading the Training Programme which includes an online learning platform. She variously commissions, co-writes, writes or edits the courses. The rest of the time Margaret works on a range of archives and records management projects for clients. Current projects include managing the archives of a large department store and establishing the archives of a private museum. She has worked in the US and Hungary, Bosnia and Palestine as well as Africa and the Caribbean. She is author of the 2016 publication “The No-Nonsense Guide to Archives and records Management” and is a Fellow of the Archives and records Association.

Kari R Smith

Not yet received

Time CET

Friday 15 th October: Part One		
Time New York & Boothbay	Time London	Time Paris
09.00–12.30	14.00–17.30	15.00–18.30
Monday 1 st November: Part Two		
10.00–13.30	14.00–17.30	15.00–18.30

Programme

Coming soon

Permit to be recorded

There will be no recording of this workshop