Florida Digital Archive

Archiving Agreements from the Library Side

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FDA Affiliates and Designated Communities

Eligibility is open to:

- Public university libraries in the Florida Department of Colleges and Universities. Non-library units may archive as part of the library agreements.

- PALMM partners who have formal agreements with a state university library to participate in PALMM projects.

Designated Community

An OAIS (Open Archival Information System) is an archive that preserves information for a Designated Community. DAITSS (Dark Archive in the Sunshine State) is software that implements this model in the Florida Digital Archive.

The Designated Community is the professional staff of the FDA affiliates that serve as proxies for their academic and research communities. They must have the technical knowledge to create good submission packages to send to the FDA, and to render dissemination packages received from the FDA into a form understandable to their users.

The Florida Digital Archive uses a model of shared operation

Responsibilities of the FDA:

✓ Implement requested preservation level.

✓ Restrict functions to authorized individuals as specified in Agreement.

✓ Provide detailed Ingest or Error information for every submission information package (SIP) received.

✓ Preserve exactitude of packages submitted.

✓ For file formats supported by full preservation, maintain a renderable version.

Responsibilities of the FDA (continued)

- ✓ Provide dissemination information packages (DIPs) on request.

- ✓ Provide reports to affiliates for management purposes.

- ✓ Achieve and maintain certification as a Trusted Digital Repository.

Responsibilities of FDA Affiliate

- Negotiate agreement.

- Maintain current list of preservation levels for various formats in the Agreement.

- Select content to archive with appropriate rights.

- Encourage creation of content in good archivable formats.

- Submit content according to FDA Submission Information Package (SIP) specifications.

Responsibilities of the FDA Affiliate (continued)

- Use the information in Ingest and Error Reports to verify status of packages.
- As appropriate, withdraw packages no longer needed.
- Request dissemination of packages as needed.
- Maintain records of what is archived.

Preservation treatment

Selection:
The decision was made to archive all items digitized by the University of Florida or digitized as the result of joint project agreements of UF and another institution, and to archive all electronic dissertations.

Treatment:

All masters are to be given the fullest treatment possible. All derivatives are to be saved at the bit level.

Documentation:

The collections and treatments are incorporated as Appendices to the Agreement and must be up to date.

CODE	NAME	Archive Levels		
		FULL	BIT	NONE
	UF Theses and Dissertations	Next slide		
AFRICA1	Africa Collection	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
FALD	Florida Architecture and Landscape Design Collections	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
FALDA	Florida Institute of Architects Publications	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
TREISTER	Kenneth Triester Collection	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
ASIA1	Asian Studies Collection	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
BLDN1	Scholarly Resources on Literature for Children	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
JUV	Digital Collection of Children's Literature	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
DLOC1	Caribbean Area Studies General Collection	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
CNIP	Caribbean Newspaper Imaging Project	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
ARTE	Arte del Sol	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
AZTEC	Aztec / Los Aztecas	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
MAYA	Maya	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats
DLOSA1	South American Collection	BWF, JP2, MP2, MP4, SGM, TIF, TXT, WAV, XML	MP3, PRO	All other formats

Acceptable ETD formats

| Media	Acceptable Formats
Text	PDF or PDF/A Plain text (*.txt US-ASCII, Latin-1 or Unicode) Cascading style sheets (*.css) XML, XHTML, XSD, XSL (with included schema and character encoding explicitly specified) HTML SGML DTD Computer program source code (*.c, *.c++, *.java, *.js, *jsp, *.jhp, *.php, *.pl, etc.)
Image	TIFF (bitonal Group4 compression; grayscale uncompressed; RGB uncompressed) PNG JPEG/JFIF BMP JPEG2000 (jp2)
Vector Graphics	SVG CGM Web CGM
Audio	AIFF (uncompressed) (*aif, *.aiff) WAV (PCM only) (*.wav) MIDI Ogg Vorbis (OGG) (uncompressed) FLAC
Video	MPEG-2 MPEG-4 AVI (MJPEG) MOV (MJEPG-A with uncompressed header)
Spreadsheet/Database	CSV (Comma Separated Variable) Text Tab Delimited Test SQL DBF (*.dbf) OpenOffice (*sxc)
Computer programs	See Text formats
Virtual Reality	X3D VRML
Presentation	OpenOffice (*.sxi)

Some Issues Have Surfaced

Currently, as UF continues to enhance the descriptive metadata within our digital collections, these enhancements are not reflected in the original submission package. What is the efficacy and procedure of updating archived packages?

Although PDF/A seems to be a logical choice, the loss of links for certain packages destroys the integrity of the original creation, e.g., ETDs.

Granting agencies appreciate the thoroughness of the FDA preservation solution.

Documentation on the FDA

http://www.fcla.edu/digitalArchive/daInfo.htm