Collecting the Present

Community members want to donate born-digital photos.

Are you prepared?

Photo courtesy ADOT
Digital Art, Manuscripts, etc.

Are you able to care for these materials... and are they a part of your scope of collections?

Anchorage Museum archives earthquake with viral memes, Twitter poetry

By Kirsten Swann, Alaska Public Media - Anchorage - December 7, 2016

How do you measure the impact of a natural disaster?
Digital Surrogates

Scanning photos from another collection and only keeping *digitized copies* for your collection?
Digital Asset Vulnerabilities

- Fragile—bit rot; obsolescence
- Computer crashes—or upgrades
- Not tangible
- Authenticity/Integrity
- So much stuff
- Skills and resources
Policy
Success!

Managing digital assets is a management issue (more than?) a technical issue.

Images courtesy Kodiak Historical Society
The Purpose of Policies

- Codifies your institution’s practices, values, and goals
- Accountability
- Legal support and considerations
- Guide decisions
- For internal and external users
American Association of Museum’s Core Documents

- Mission Statement
- Code of Ethics
- Strategic Plan
- Disaster Preparedness and Response
- Collections Management Policy
Policies addressing digital assets

- Digital assets can be specifically addressed *in a policy*, such as a Digital Collections Policy, Digitization Policy, and Digital Preservation Plan.

  OR

- Digital assets can be addressed *throughout* other policies, like in a Collections Management Plan, Collections Development Policy, Emergency/ Disaster Response Plan, Statement of Ethics, etc.
Get It
-Collections Development Policy/ Collections Policy
-Digital Collections Policy
-Digitization Policy
-Ethics

Get it
Find, select, prioritize materials, accept donations, digitize originals, and create copies.
Check it

- Collections Management Policy

- Digitization Policy

- Metadata Standards

Check it

Continually ensure that materials in your collections are created and maintained up to your standards for quality, organization, and description.
Save It

Collections Management Policy
Emergency Plan
Digital Preservation Policy
Deaccession Policy

Save it

Preserve and protect materials for the long term. Plan for a secure place to save files, that can expand to hold your growing collections.
Share it

Provide access to materials through exhibits, online collections, educational programs. Make available for research.
Policy Assignment: Due April 9

- Determine what policy is needed at your institution

- Integrate digital asset management into existing policy OR create a specific policy for digital assets (i.e. digitization policy, digital collections policy, digital access policy)

- Done that already, or think that something else is needed? Let’s talk.
Creating policies

- Find examples!

- Consider the kinds of digital assets that you have and what you anticipate you will acquire.

- Consider the resources and capacity of your institution. (Example from 8th Hussars Regimental Museum)
Examples and Guides

- Kodiak Historical Society’s Policies Governing Digital Collections
- Government of Canada’s Checklist for Creating a Preservation Policy
- Preservation Policy Template from MetaArchive
You can do it!

- “From Theory to Action: ‘Good Enough’ Digital Preservation Solutions for Under-Resources Cultural Heritage Organizations”

“It is appropriate to focus efforts on the activities we can perform in the next six to twenty-four months to steward our digital content, rather than wait a decade for a potential perfect solution. This may not be an intuitive approach for professionals in the cultural heritage sector accustomed to thinking in terms of decades or centuries, but to wait is to risk catastrophic content loss.”
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https://museums.alaska.gov/services.html