



## DON'T PANIC!

In the fall of 2019 the Special Collections and University Archives Department (SCUA) at TWU discovered that local servers housing digital collection files were not being backed up as originally believed. As a result, SCUA began the process of triaging their collection servers and finding a digital preservation storage system for high priority digital assets.

- Quick triage- backing up servers with 4 TB external hard drives on a quarterly schedule.

## LEARN AND RESEARCH!

- [Digital Preservation Webinar Series](#)
- [Digital POWRR Webinar Series](#)
- [Digital Preservation Handbook](#)
- [NDSA Levels of Preservation Assessment Tool](#)
- [Digital Preservation Repository Systems](#)
- [Guidance for Digital Preservation Workflows](#)
- [You've Got to Walk Before You Can Run: First Steps on Managing Born-Digital Content Received on Physical Media](#)
- [Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You can Read In-house](#)

## PUT TOGETHER A TEAM!

SCUA reached out to the Digital Strategies and Innovations unit to incorporate their ETDs that were stored in DSpace but not backed up anywhere else.

The crew:

- SCUA- Digital Curator, Director of Special Collections, Records Retention Manager
- DSI- Digital Projects Librarian, Manager of Digital Services, Systems Engineer

TDL's Digital Preservation Service and created proposal:

- Amazon Glacier- ETDs, low priority special collections materials
- Chronopolis- High priority special collections materials

## FIND OUT WHAT YOU HAVE!

SCUA created a digital asset register of its local servers identifying collection size, file type, storage location, and preservation priority level.

Using the Vireo ETD management system, the DSI unit found that just over 300 electronic theses and dissertations were ingested into the Repository@TWU every semester since 2017. Our focus would be to back up these unique documents first, and continue doing so with each semester's batch of new ETDs.

## KEEP GOING!

Continuing assessments to identify areas of improvement.

Participation in the Digital POWRR Peer Assessment Program from 2022-2023.

Quarterly ingests of ETDs from DuraCloud to Amazon Glacier using the Replication Task Suite.

Future implementation of FixityPro on local servers.

## DO THE WORK!

DSI created a [Digital Preservation Policy](#) for the TWU Libraries.

Drafted guidelines for donors to donate digital materials.

Drafted workflows for transferring digital content from donated storage media.

Implemented projects to extract digital content from storage media.

Purchased a dedicated digital preservation workstation and write blockers.

Incorporated the tool **ddrescue** into an existing project to extract media off of failing CD-ROMs.

Use **TeraCopy** software for transfer and backup workflows and to verify file integrity post-transfer.

## GET STARTED!

Reached out to local institutions about their digital preservation practices.

Utilized the support provided by TDL's DPS to answer questions.

Set up the DuraCloud Sync Tool and DSpace Replication Task Suite.

Joined TDL's Digital Preservation Interest groups to connect with other digital preservation practitioners in Texas.

