

## **Worksheet 4: Sustaining**

### **Five Organizational Stages of Digital Preservation**

The five stages of organizational response to digital preservation are:

1. Acknowledge: Understanding that digital preservation is a local concern;
2. Act: Initiating digital preservation projects;
3. Consolidate: Seguing from projects to programs;
4. Institutionalize: Incorporating the larger environment; and
5. Externalize: Embracing inter-institutional collaboration and dependency.

*(Anne R. Kenney & Nancy Y. McGovern. The Five Organizational Stages of Digital Preservation)*

### **Questions to consider:**

1. What stage do you believe your institution is currently in?
2. What components do you believe would need to change and how would they need to change to achieve the next stage?  
(ie. Planning, Content, Controls, Community, Resources, Infrastructure, and Applications)
3. What challenges to do you see to achieving the next stage locally?
4. What are five things you may be able to do today (or this year...) to move your institution forward to the next stage?  
(Remember, Rome wasn't built in a day...)