

Mix and Match: Exploring Processing Efficiencies for Born-digital Materials

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UNLV Libraries Special Collections & Archives is exploring efficient processing approaches (à la MPLP) for born-digital materials, making an effort to balance the inherent fragility of bits and bytes with the reality that not all born-digital collections merit intensive processing. UNLV uses a chart from “Guidelines for Efficient Processing in the University of California Libraries” to help guide the levels of processing they perform on analog materials. Can this chart serve as a starting point for determining what actions should be required for every born-digital collection versus actions that might be reserved for particular file formats or high-profile/high-risk collections?

Cards expressing potential processing actions can be placed within the framework below to express perspectives on how best to define each level of processing. UNLV invites you to mix and match various born-digital processing actions with a corresponding level of processing. Email a photo of your ideas to the authors, or upload a photo here: <https://tinyurl.com/born-digital-processing-ideas>. Please include your name and institution in the filename of the photo(s) you upload.

Each level of processing inherits actions performed in the levels above it. The following actions are assumed at all levels: Pre-acquisition best practices (donor interview, etc.), use of write blockers, virus scan, chain of custody documentation (log/event record), accession/collection identifiers, accession record, transfer to long-term (preservation) storage.

Level of Processing	Level of Control	Born-digital Processing Actions				
		Preservation	Appraisal	Arrangement	Description	Access
Minimal (Required)	Collection Level	Create disk image only for: high research value, legal risk management, donor requested recovery, or currently challenging file formats	Assign media identifiers	Photograph media/carrier		
			Create manifest (file directory information)		Create access copies only on demand	Assess SEI/PII on demand
		Run file profiling tool	Perform bulk data scan for restrictions (SEI/PII)			Create finding aid (collection level)
		Establish fixity upon ingest (checksums)	Copy content to quarantined work space			
Low	Series or Subseries Level		Arrange series/top-level folders (access)		Create MARC record (collection level)	
						Create finding aid (series/subseries)
Moderate	File Level (expedited)		Arrange subseries/sub-folders (access)		Rename top level files only	
			De-duplicate items			
Intensive	Folder Level (traditional)	Create disk image	Appraise/weed content (file sampling)		Create finding aid (folder level inventory)	
		Identify unknown file formats			Create access copies	
		Normalize files (preservation copies)			Restrict/segregate SEI/PII at folder level	
Highly Intensive	Item Level		Arrange file/item level (access)		Redact sensitive information	
					Rename files/items	
						Create finding aid (file/item level inventory)

This approach is being explored within a migration environment (as opposed to an emulation environment)

Framework derived from: “Guidelines for Efficient Processing in the University of California Libraries,” 2012 (p. 15-16)