

# CDs in a Paper Bag: Developing Digital Preservation Policies at an Arts College

ANNEMARIE HAAR

**Abstract:** In 2010, California College of the Arts, a mid-sized private arts college in the San Francisco Bay area, embarked upon a digital stewardship project to preserve and provide access to the college's creative output. The building of an institutional repository of faculty and student artwork is a complex balancing act that seeks to serve diverse pedagogical, artistic, administrative, and archival needs. This presentation provides an overview of the project's initial yearlong planning phase. It discusses the approach selected, which involved needs assessment, repository software research, and identification of appropriate "pilot" departments. It shows how the needs of the arts community shaped both initial and subsequent decisions.

We focused the needs assessment on existing workflows for collecting documentation of artwork, the variety of file formats used at the college, and the expectations that stakeholders had of an institutional repository. At the same time, we evaluated available repository software in terms of technical specifications, supported metadata schemas, data preservation support, total financial cost, and configurability. Finally, we compiled our findings into a project brief, which was used to make recommendations for the second phase of the project: the creation of policies and procedures for the collection and preservation of digital representations of artwork according to archival best practices and established standards. Results from the project illustrate a successful model that could assist archivists in modestly funded academic arts communities and those involved in digital art archives.

## **About the author:**

*Annemarie Haar* is the digital archivist at California College of the Arts in the San Francisco Bay area. Her responsibilities include digitizing content from the college archives, building and managing an institutional repository, and advising on digital asset management and digitizing initiatives college-wide. She serves on the college's Digital Archive & e-Portfolio Committee and the Libraries' Metadata Implementation Committee. Ms. Haar holds a BFA in Photography from California College of the Arts and an MLIS with a focus on archives from Drexel University. Her research interests focus on how small to mid-sized organizations and institutions find the balance between providing intellectual access to and long-term preservation of digital art.