



University
of Glasgow

Digital Preservation Case Study

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**WORLD
CHANGERS
WELCOME**



The background image shows a meeting room with large windows on the left, a blue banner for the University of Glasgow, and people seated in a room. A white text box is overlaid on the right side of the image.

In 2017

- **Senior Management Group**
- Information Governance Group
- **Information Policy and Strategy Committee**
- Research Planning and Strategy Committee
- **University Librarian**
- Digital Preservation Steering Committee
 - Research Information Management Team
 - Archives and Special Collections
 - IT Services
 - Data Protection and Freedom of Information Office



University
of Glasgow

2017

OneDrive

+ New ▾ ↑ Upload ▾ Share G

Files > Digital Preservation

✓ ↑ Name

Engagement

Meetings

Pilot

Policy and Strategy

Requirements

Research



Our Records

- Extensive traditional collections
- **Research data**
- Administrative records
- **'Estimate' 2% require digital preservation**



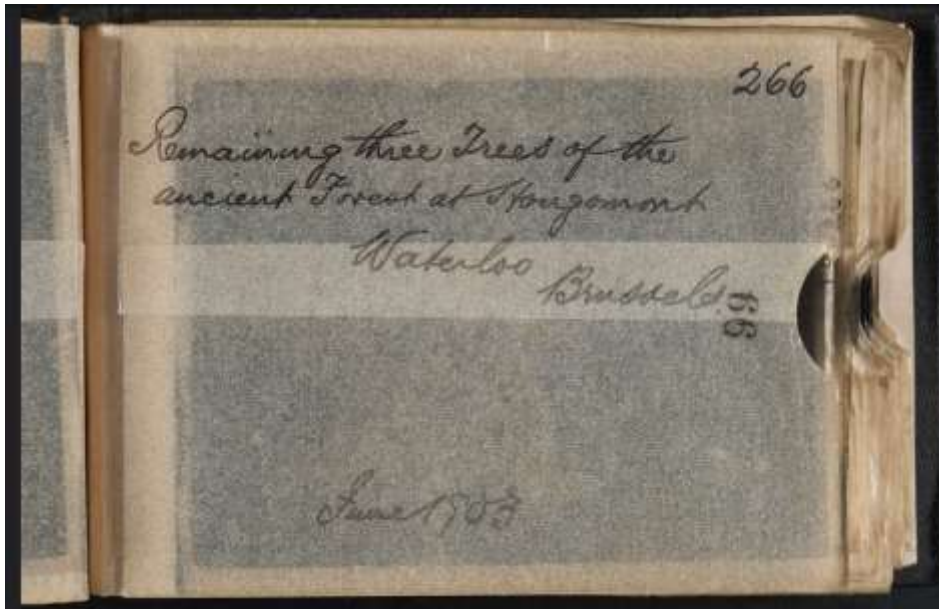
2017 What we would like to achieve

- Digital preservation service for key business and cultural assets
- Robust systems and processes that address our essential requirements
- Good practice exchange with others - minimise the cost, maximise the benefit to the tax payer



Current Digital Preservation Project with Jisc 2017-2019

Jisc



- A **catalyst** to address digital preservation within our institution.
- Not alone - whole **community** of practitioners - collaborate and share experiences

2019 What material are we talking about?

Jisc Open Research Hub (RDSS) pilot testing:

Business records

- Stored and managed in business systems (Documentum)

Archives/special collections

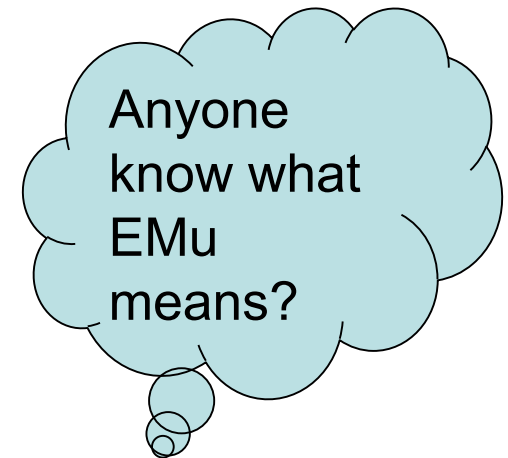
- Stored in EMu (Content Management System)

Research data

- Stored in Enlighten (EPrints repository with Arkivum storage)

Theses

Stored in Enlighten (EPrints repository)



Considering preserving these kinds of files:

Collection	Use	Challenge
Exam Papers	Revision	
University Calendar	Legal, Corporate Memory	Old versions of word
Committee Papers	Legal, Corporate Memory	Old versions of word
Emails e.g. Principals	Corporate Memory	Selection and Appraisal Data Protection
Staff Records	Corporate Memory, Compliance	Selection and Appraisal Data Protection
Student Information	Corporate Memory	Selection and Appraisal Data Protection
Research Data	Compliance, Research Use	
Estates and Buildings Plans and Reports		Selection and Appraisal



Jisc Pilot

Requirements gathering

Records 'selection'

Summary existing systems and processes

Identify lead contacts

Testing



2019 Where are we now?

- Initial understanding of digital preservation tools
(Jisc project testing)
- Initial understanding of funder requirements
- Seeking support for next phase

Outputs

Spence, A., McCutcheon, V., Mahon, M. 2019. '**Case Study: The University of Glasgow's digital preservation journey**', *Insights: The UKSG Journal* (Accepted) <http://eprints.gla.ac.uk/179930>

Blog: <https://universityofglasgowdigitalpreservation.wordpress.com/>

(includes link to requirements document)

Policy: www.gla.ac.uk/myglasgow/it/regulationscommitteesandpolicies/digitalpreservation

What might be included in a business case?

Quality of data

Curated data is easier to manage and assess

Can DP activity fit into existing workflows eg. accession of business records into archive?

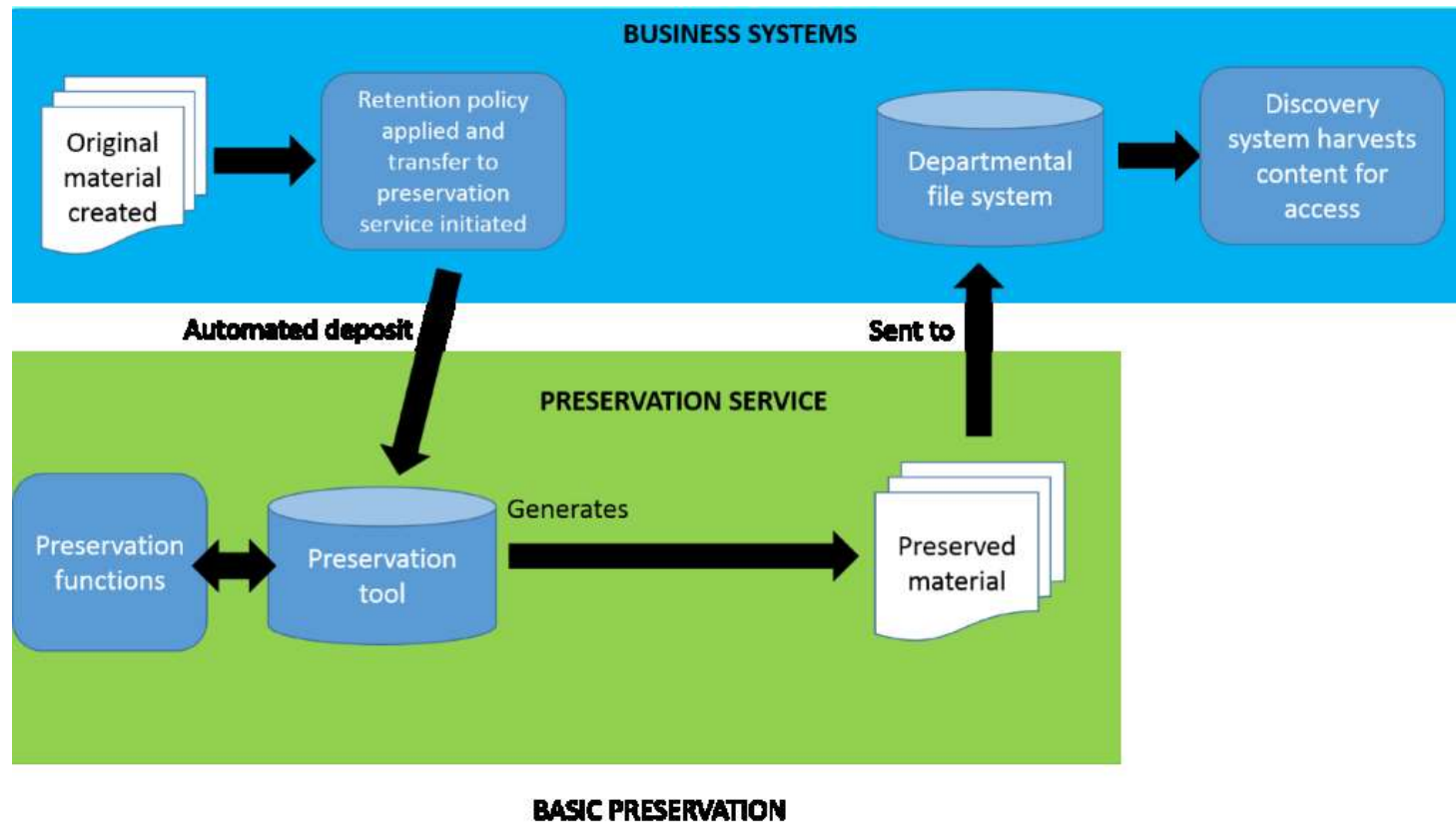
How can we demonstrate value for money?

What is the cost of not doing?

What is 'value' from funder perspective (especially for research data)?

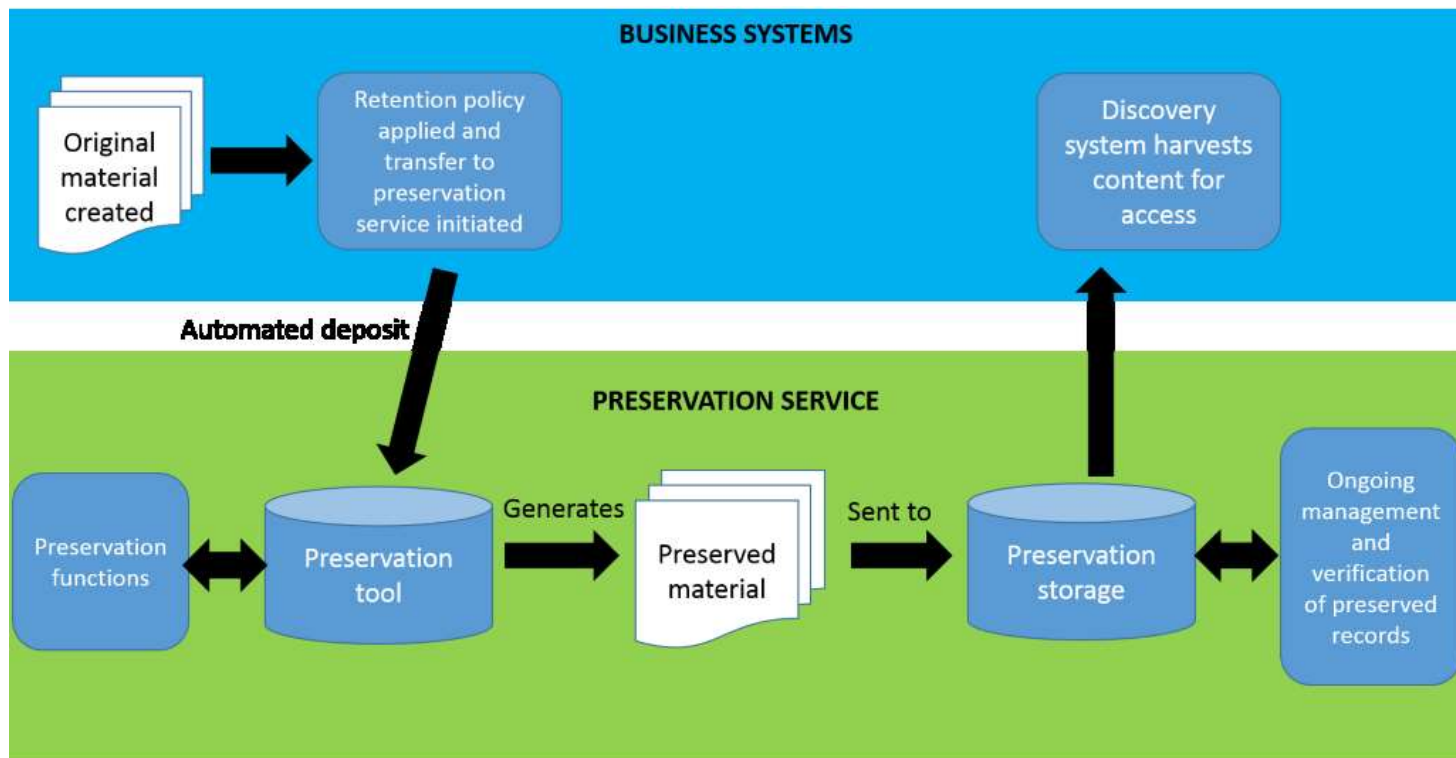
DP Service planning (1)

Different potential levels of service based on different workflows:



DP Service planning (2)

Different possible levels of service based on different workflows:



FULL AND INTEGRATED PRESERVATION

DP Service planning (3)

We proposed the latter – central preservation and review .

- £AMOUNT allocated in first year
- Work to define the scale of the service and possible activity
- Develop/revise business case for future service

Despite our attempts to encourage
planning

Many barriers

Not necessarily technical....

Barriers to Preservation - Licencing and Sharing

Jisc

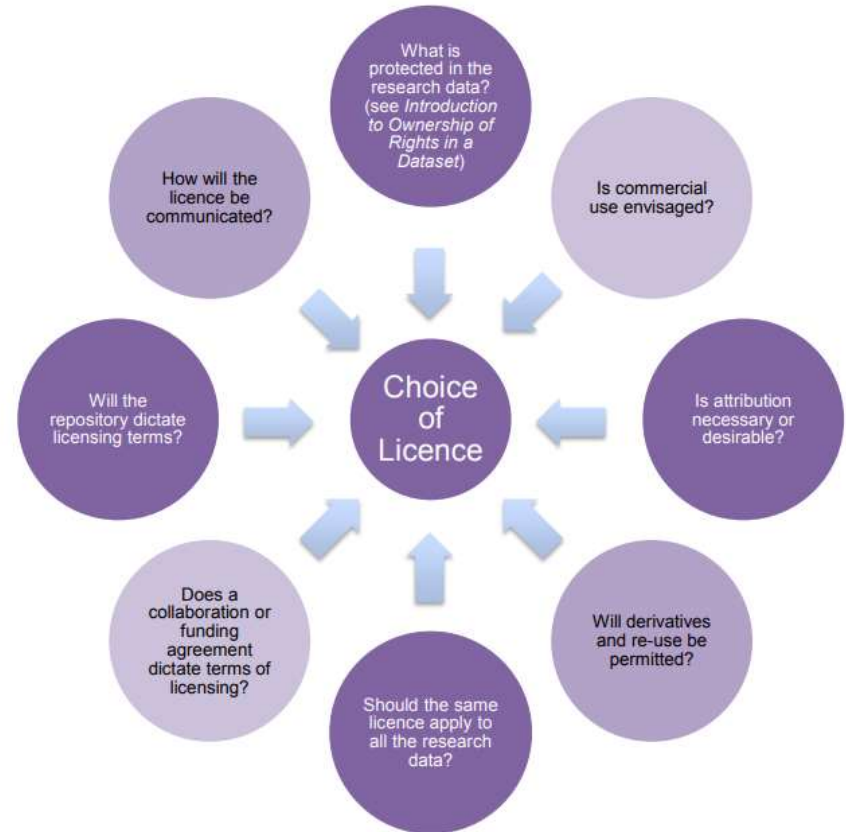
Guides - with wider application...

Ownership of Rights Research Data

Making Research Data Available

Choosing a Licence Research Data

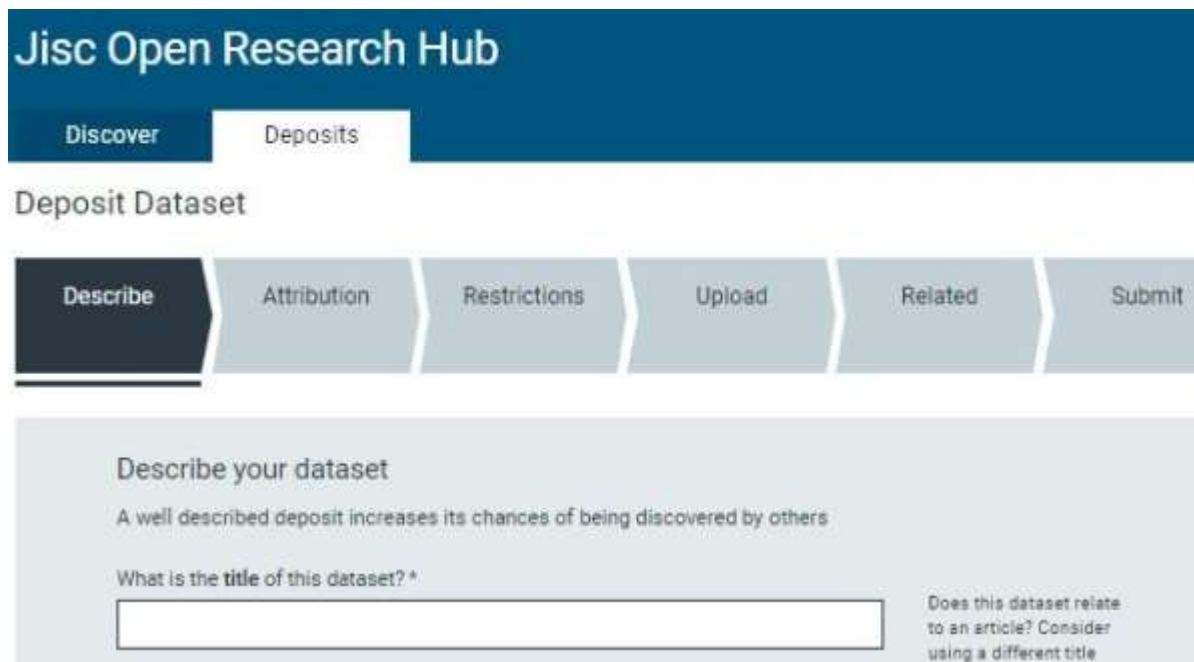
Using Research Data



<https://datasetlicencing.wordpress.com/outputs/>

Barriers to Preservation – Licencing and Sharing

Jisc



Jisc Open Research Hub

Discover Deposits

Deposit Dataset

Describe Attribution Restrictions Upload Related Submit

Describe your dataset

A well described deposit increases its chances of being discovered by others

What is the **title** of this dataset? *

Does this dataset relate to an article? Consider using a different title

<https://www.jisc.ac.uk/open-research-hub>

Barriers to Preservation – Licencing and Sharing

Jisc

Licence

Licences define how your work can be re-used by others.

If you are unsure of the appropriate licence for your work, contact your supervisor.

What licence should this dataset be published under? *

Creative Commons

- Creative Commons Attribution 4.0 International
(CC-BY-4.0) [Learn more](#) (opens in a new window)
- Creative Commons Attribution Non Commercial 4.0 International
(CC-BY-NC-4.0) [Learn more](#) (opens in a new window)
- Creative Commons Attribution Non Commercial No Derivatives 4.0 International

Guide:

[Choosing a licence for research data](#)

<https://www.jisc.ac.uk/open-research-hub>

Barriers to Preservation – Persistent Identifiers

To make it easy to find the data



To encourage users to cite your data

Zenodo Digital Object Identifier (DOI) recommend if need to cite and not using University of Glasgow repository.

Only supports items In GitHub

Not everyone uses / wants to use GitHub

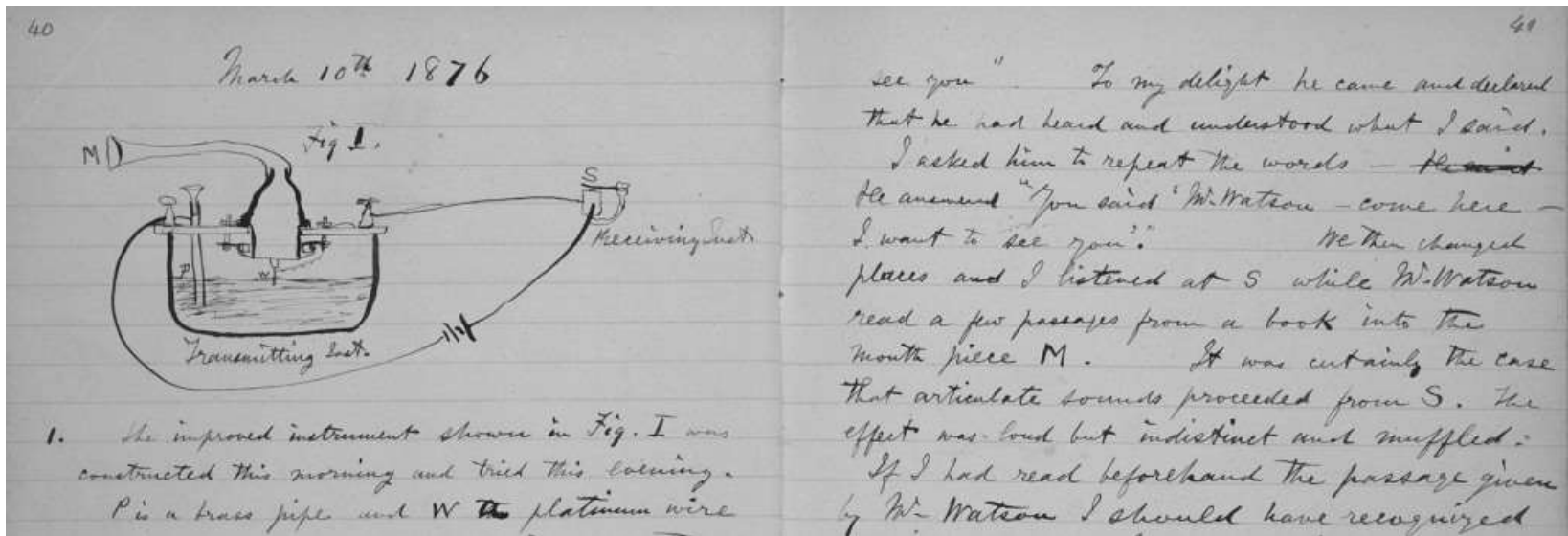
Barriers to Preservation - Quality

- 
- **Some staff and students produce code ad hoc**
 - **May lack knowledge about good documentation**
 - **Long term - better organisation will result in better code**
 - **But more time, effort and learning now**



Barriers to Preservation – Tools

Jisc



<https://researchnotebooks.wordpress.com/>

Barriers to Preservation – Guidance from Funders



Wellcome Trust - Data Management Plan (DMP) information

McNair, Kara

Detailed information on data management requirements for Wellcome Trust funding applications.

Preview

Page: 1 of 2 Automatic Zoom

Wellcome Trust	Information
Data management plan required?	Yes
RDM policy Link	https://wellcome.ac.uk/funding/managing-grant/policy-data-software-materials-management-and-sharing
Definition of data	Datasets generated by research, original software, new materials generated (antibodies, cell lines, reagents) - this is particular for output management.
Length of data management plan	700 words

<https://rdmfunderrequirements.wordpress.com/>

What else are we doing?

More work with Jisc, DPC, CASRAI and others.....

Terminology

Encouraging sharing of data

Help with specific formats and topics



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Thank you

digitalpreservation@glasgow.ac.uk

**INSPIRING
PEOPLE**