**Introduction to Digital Preservation**

**Description:** This webinar introduces terms, concepts, and several methods for beginning your institution’s foray into this important and challenging area. The presenters discuss what digital preservation means as well as what is required to preserve digital objects.

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| **What are your goals for viewing this webinar?** | |
| **Personal Goals** |  |
| **Team Goals** |  |

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| **Discussion Questions: Policies and Practices** | | |
| What are your library’s current policies and practices for digital preservation? What works well, and where is there room for improvement? | | |
| **Activity: Important Differences** | | |
| In your own words, describe the main difference between:   * ***digitization*** and ***digital preservation*** * ***born-digital*** and ***digitized*** resources * ***bits*** and ***bytes*** | | |
| **Discussion Questions: Challenges** | | |
| The webinar lists a number of common challenges many libraries face around digital preservation. Circle the ones below that apply to your library, and discuss how they impact your library’s digital preservation policies and practices. | | |
| ***Misperceptions***  ***Copyright***  ***Validation*** |  | ***Authenticity***  ***Metadata***  ***Other*** |
| Are there any other challenges that your library grapples with that were not covered by the webinar? If so, describe these and how they affect your policies and practices. | | |
| **Discussion Questions: Digital Object Life Cycle** | | |
| Name the three phases of the **Digital Object Life Cycle**, as described in the webinar. Discuss the procedures your library uses to address each of these phases. | | |
| **Activity: Digital Preservation Education Strategies** | | |
| Describe any strategies your library is currently implementing to educate library staff and content creators about digital preservation.  Based on the education strategies covered in the webinar, outline some areas where your library might expand or improve educating staff and content creators in the area of digital preservation. **Ion** | | |

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| **Action Plan** (include next steps, who, when, etc.) |
| Using the chart below as a starting point, begin to identify what next steps are needed for your library in the area of digital preservation.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Area** | **Steps to Take** | **Who’s Involved** | **When** | **Other relevant info** | | **Digital Preservation Policy** | | | | | | *Born-digital resources* |  |  |  |  | | *Digitized resources* |  |  |  |  | | *Non-digitized resources* |  |  |  |  | | **Digital Preservation Practices** | | | | | | *Born-digital resources* |  |  |  |  | | *Digitized resources* |  |  |  |  | | *Non-digitized resources* |  |  |  |  | | **Education** | | | | | | *Content creators* |  |  |  |  | | *IT* |  |  |  |  | | *Yourself* |  |  |  |  |   List three actions you plan on taking in this area in the next 6-12 months:  1.  2.  3. |
| **Notes** |
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