

APPENDIX L: PRESERVATION

Each repository will be provided with archival master files and descriptive records for all items contributed to the project by that repository.

All digital files also will be preserved in a central offline archival storage system. This central system is already in place at the University of Southern Mississippi, and it provides magnetic drive storage with DVD and magnetic tape backups.

In practice, production and preservation of digital files currently involves two servers. One server houses “working files” such as TIF image files which have not yet been post-processed or modulated to access images, JPEGs being retained for reference during the metadata creation process, unproofed transcripts, partially encoded text, etc. These “working files” are regularly backed up to the second server.

The second server is also the archive for master images and other completed digital surrogates. These files are stored in folders geared to DVD capacity. Initially, the files are migrated to a “pre-DVD” section. Once folders have reached full capacity, a DVD is burned and the files are migrated to a “post-DVD” section. Additionally, the “archives” section of this server is regularly backed up to magnetic tape.

