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Preserving the past: Starting a digital preservation service for the future

Salihin MOHAMMED ALI

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Preserving the Past: Starting a Digital Preservation Service for the Future

Salihin Mohammed Ali

Senior Manager, Technology & Innovation

Singapore Management University

Agenda

- Background
- Purpose
- Capabilities
- Challenges
  - Policy formulation
  - Stakeholder engagement
  - Technical infrastructure

SMU
SINGAPORE MANAGEMENT UNIVERSITY

Background

Singapore Management University (SMU)

Established in 2000, SMU's mission is to generate **leading-edge research with global impact** and to produce **broad-based, creative, and entrepreneurial leaders** for the knowledge-based economy.

SMU's education is known for its highly interactive, collaborative, and project-based approach to learning as well as its **wide range of undergraduate and postgraduate programmes** as well as **interdisciplinary combinations**

Home to over 12,000 students across undergraduate, postgraduate professional and postgraduate research programmes, SMU comprises eight schools:

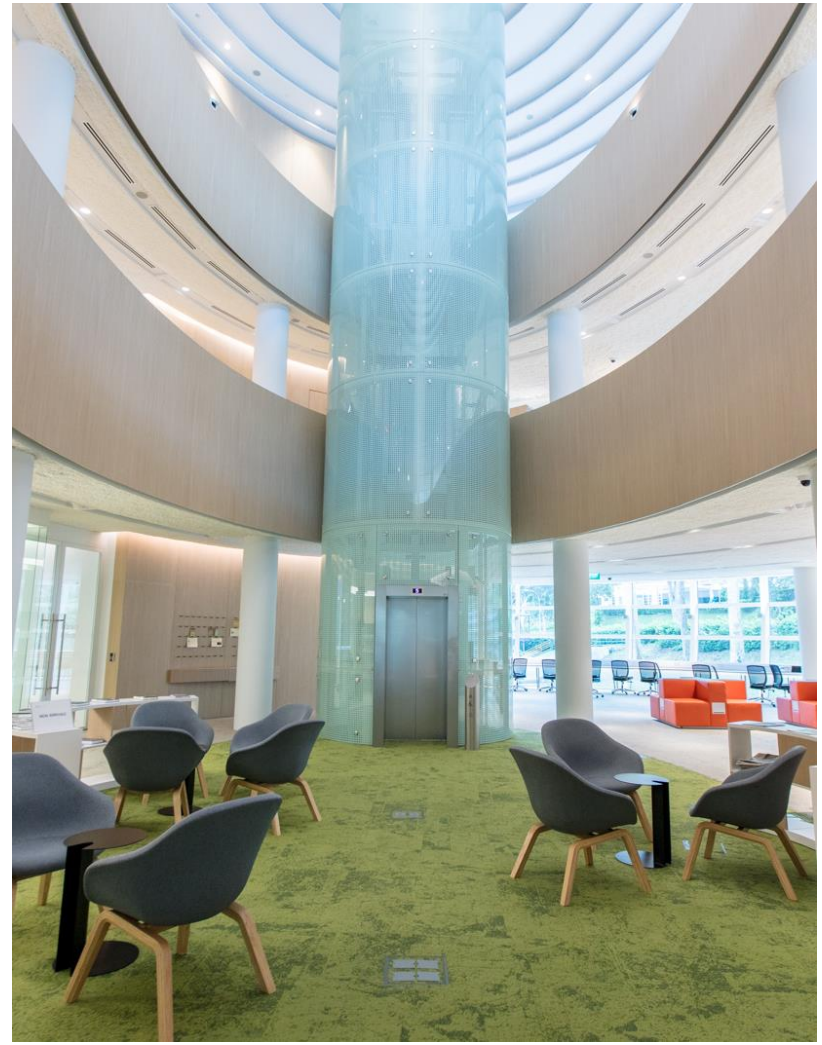
- **College of Integrative Studies**
- **College of Graduate Research Studies**
- **School of Accountancy**
- **Lee Kong Chian School of Business**
- **School of Economics**
- **School of Computing and Information Systems**
- **Yong Pung How School of Law**
- **School of Social Sciences**

SMU Libraries – Li Ka Shing Library

SMU Libraries – Kwa Geok Choo Law Library

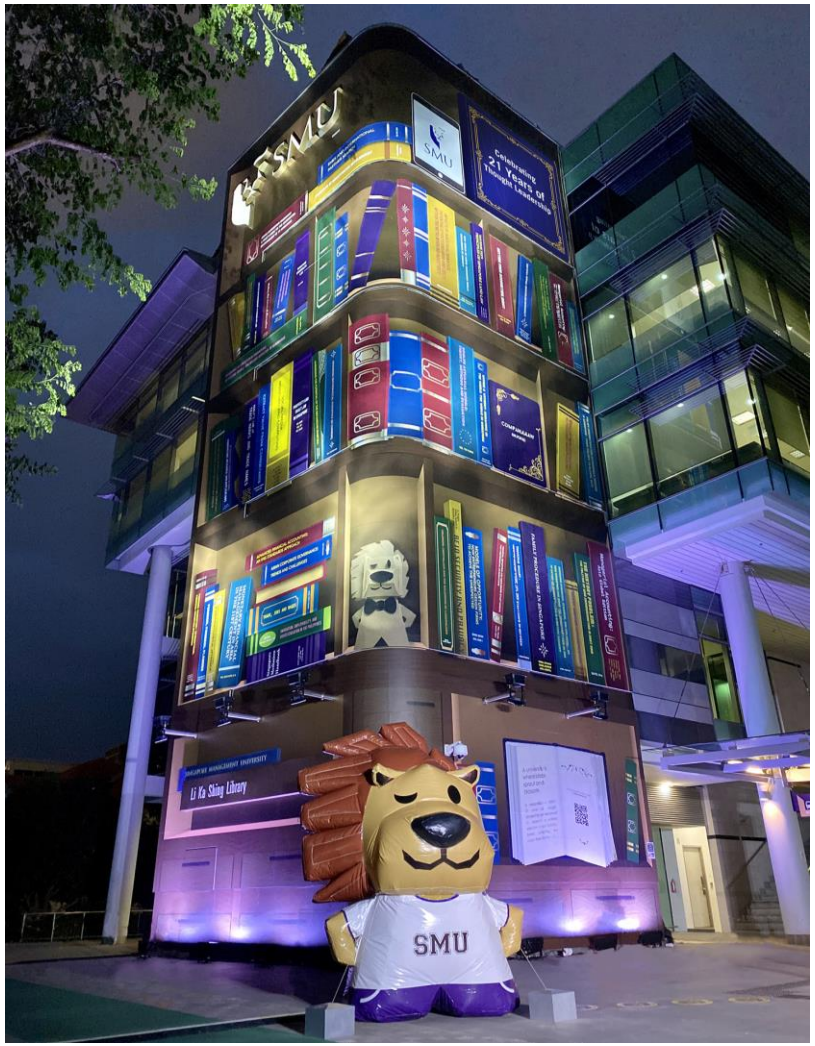
Quick Facts

- Over 900k visitors in 2022
- Open – 96 hours per week during term time
- Learning Commons – 24/7 hrs
- 2,300 seats and 10,700 sqm across 2 libraries
- Physical and virtual learning environments and services
- 38 staff – 22 professional librarians

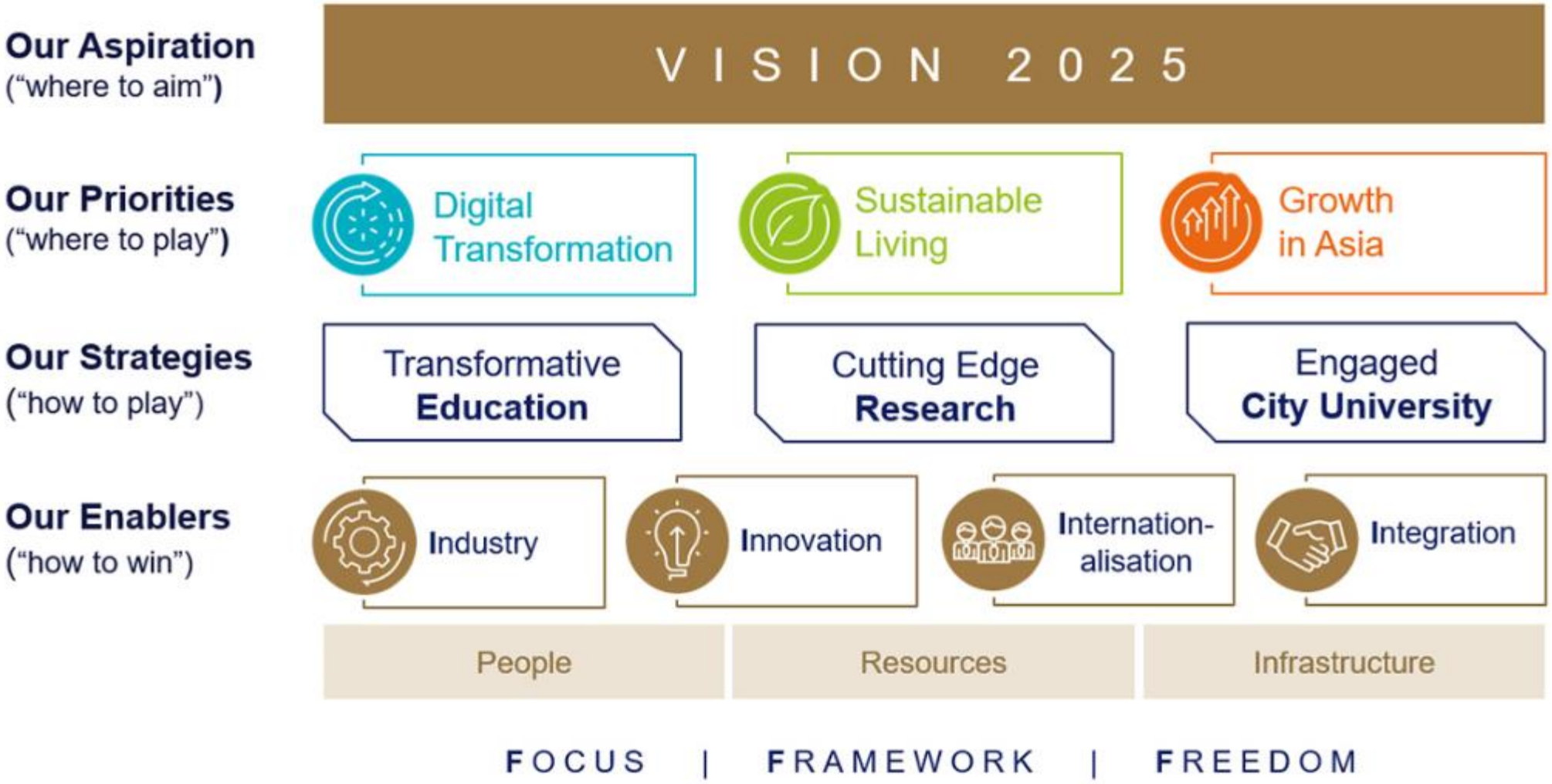


Quick Facts

- Over 550,000 books (Over 480,000 e-books)
- 85,000+ electronic journals
- 170+ electronic databases
- Access to 34,000+ titles of streaming media
- > 6 million downloads from InK
- Print and electronic magazines and newspapers in lifestyle collection



SMU 2025: GROWING IMPACT, CULTIVATING CHANGE



Purpose

A digital preservation system for the university

SMU Libraries aims to develop a **centralized repository** of **digital materials** that captures the **culture, heritage** & **memories** of the University.

- Opportunity to showcase achievements of the university through archives & history
- Active collaborator to university-wide events & initiatives
- Champion and establish expertise in digital preservation, curation, & archiving
- Develop a collection of primary source materials that facilitate research
- Capture unique educational and pedagogy heritage

Capabilities

Institutional Knowledge (Ink) Publication Repository

SMU SINGAPORE MANAGEMENT UNIVERSITY | Libraries

Home | About | FAQ | My Account

InK | Institutional Knowledge at Singapore Management University

SEARCH

Enter search terms:

Search

in this repository

Advanced Search

Notify me via email or RSS

BROWSE

Collections

Disciplines

Authors

SMU Authors

Institutional Knowledge (InK) at Singapore Management University showcases the research and scholarly work of the SMU community. InK also hosts the University Heritage Collection comprising oral history interviews and photographs. More about InK.

BROWSE RESEARCH AND SCHOLARSHIP

Follow

- Schools, Institutes, Centres, Labs & Initiatives
- Research Data Collection
- Faculty Gallery
- Expert Gallery
- Dissertations and Theses
- Case Collection
- University Heritage Collection

https://ink.library.smu.edu.sg/

Research Data Repository

Discover research from SMU Research Data Repository (RDR)

123,935 views | **50,194** downloads | more stats...

ALL CATEGORIES GROUPS SEARCH

sort by: Posted date

COLLECTION:
2023 Generate Your L(AI)brary Hackathon
Posted on 2023-09-22
SMU Libraries

Barbielat: Codes and slides for Generate Your L(AI)brary Hackathon
Software posted on 2023-09-22
Jules ROBINS

mummypokopants: Codes and slides for Generate Your L(AI)brary Hackathon
Software posted on 2023-09-22
Keng Boon ANG

SOFTWARE

Go Large or Go Home: Codes for Generate Your L(AI)brary Hackathon
Software posted on 2023-09-22
Jing Shen TAI

DATASET

Data from: Human capital effects in the job search process for new labor market entrants:…
Dataset posted on 2023-09-20
Jomel Wei Xuan NG

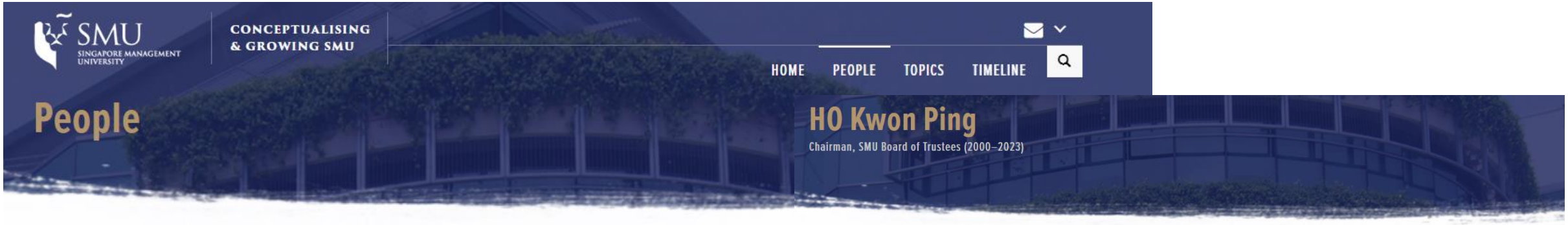
ACKS: Codes and slides for Generate Your L(AI)brary Hackathon
Software posted on 2023-09-19
Arjun GUPTA

librarybuddies: Codes and slides for Generate Your L(AI)brary Hackathon (2nd pri…
Software posted on 2023-09-15
Sean LIM

LibAI: Codes and slides for Generate Your L(AI)brary Hackathon
Software posted on 2023-09-11
Nowshad SHAIK

https://researchdata.smu.edu.sg/

Oral History Microsite



SHOW ALL | APPOINTMENTS | VISIONARIES, ARCHITECTS & PION

BELLACE, Janice
President (1999-2001)

CHAN, David
Director, Behavioural Sciences Institute (2009-present)

CHIANG, Ruth
Director, Student Life and Career Services (2000-2015)

CLARK, Timothy
Provost (2019-present)

DE MEYER, Arnoud
President (2010-2018)

FRANK, Ronald E.
President (2001-2004)

FURMSTON, Michael
Founding Dean, Law (2007-2012)

HO, Kwon Ping
Chairman, SMU Board of Trustees (2000–2023)

HUNTER, Howard

HWANG, Soo Chiat

ADVICE FOR THE NEW CHAIRMAN (2022)

EXCERPTS ABOUT DOWNLOAD TRANSCRIPT

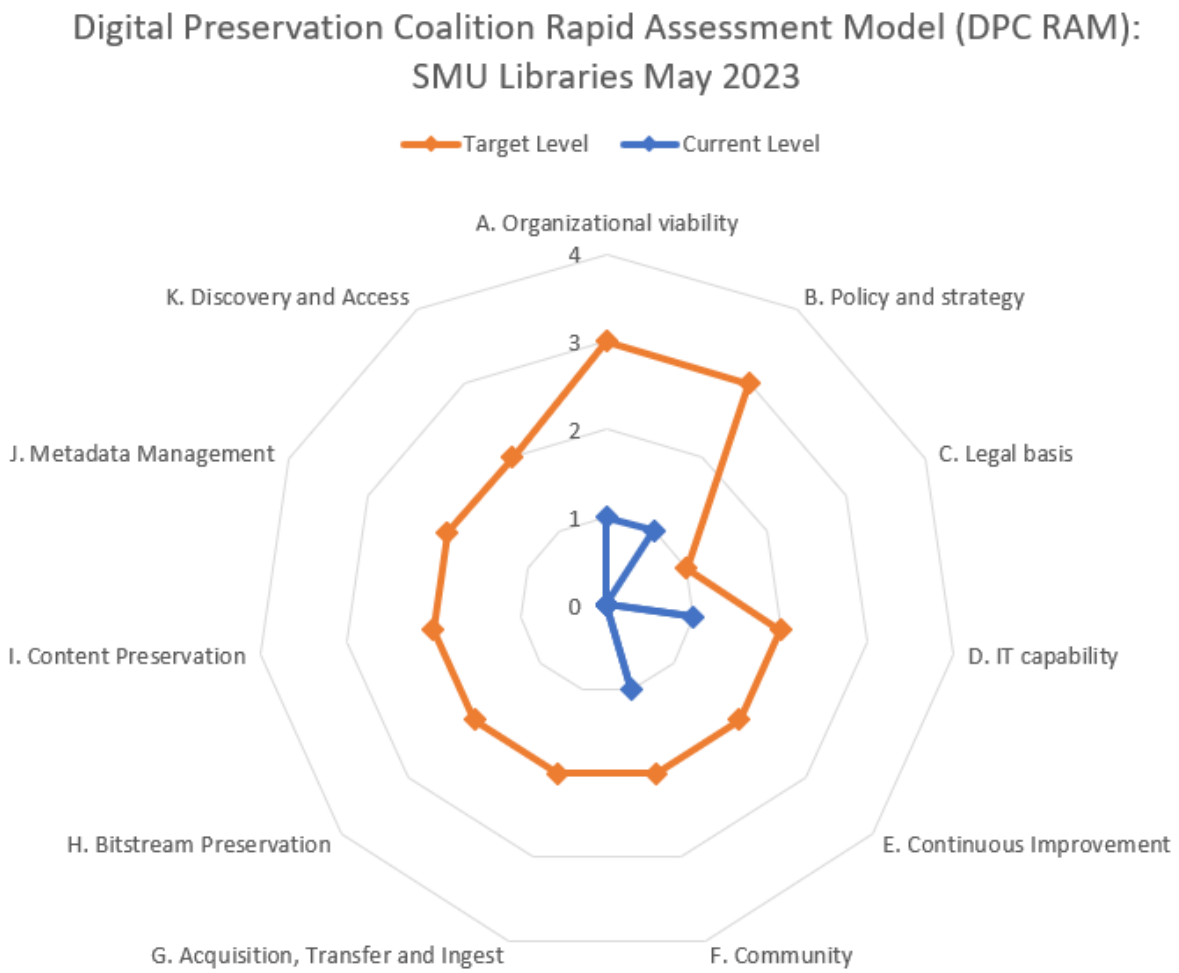
I gave him a word of advice, publicly at last board meeting. I said, he will be at best a horse whisperer or cat whisperer. Not even a horse whisperer because academics are even less disciplined than horses, they are like a bunch of cats who think for themselves. Cats are very smart, smarter than dogs. But you cannot train a cat to do anything,

https://oralhistory.smu.edu.sg/

Digital Preservation Coalition (DPC)

- Digital Preservation Handbook https://www.dpconline.org/handbook
- Online Training https://www.dpconline.org/digipres/prof-development/n2kh-online-training
- Rapid Assessment Model https://www.dpconline.org/digipres/dpc-ram

DPC Rapid Assessment Model



DPC Rapid Assessment Model

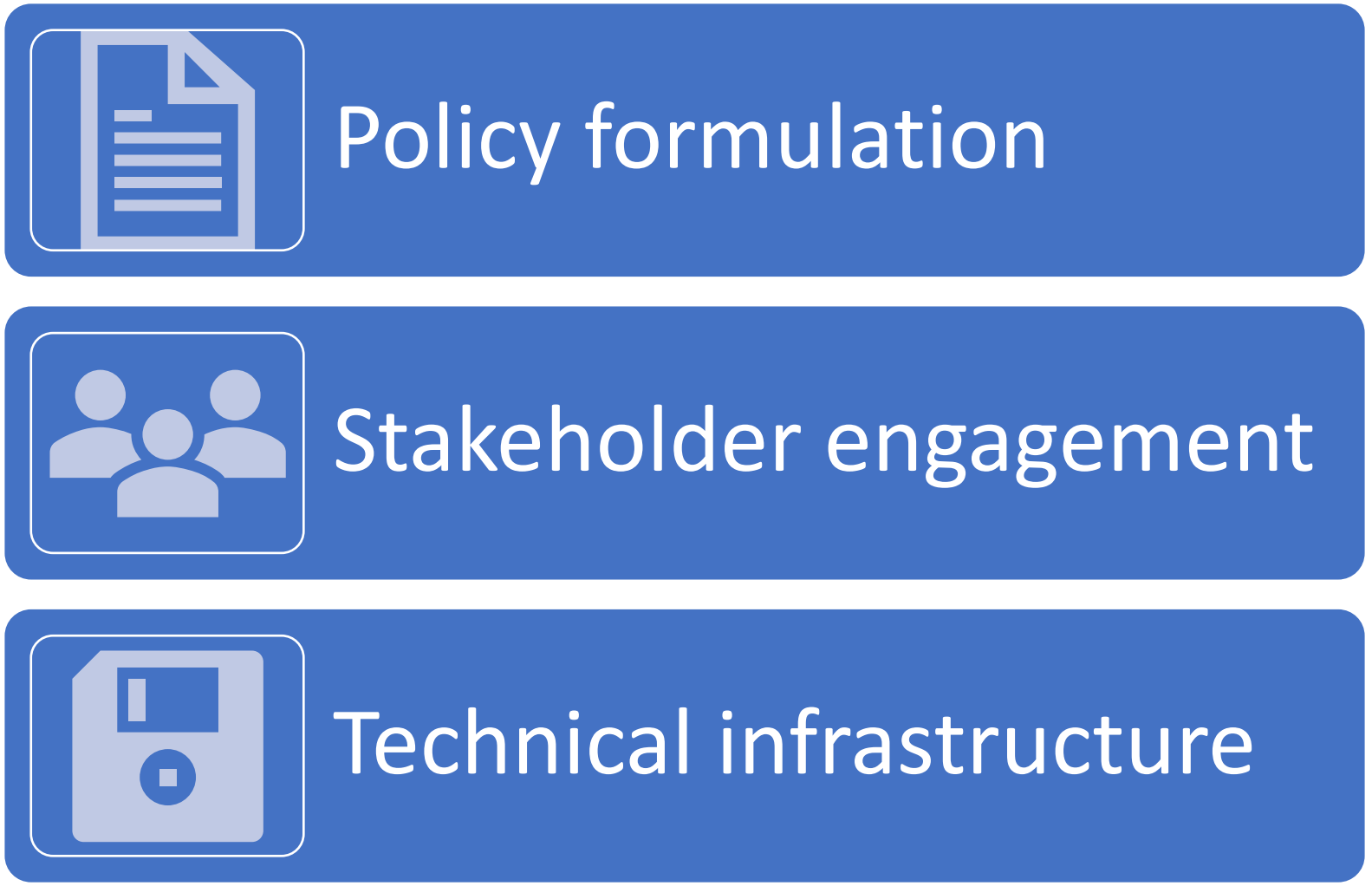
A - Organizational viability Governance, organizational structure, staffing and resourcing of digital preservation activities.	
0 - Minimal awareness	The organization has minimal awareness of the need to support digital preservation activities.
1 – Awareness	The organization is aware of the need to support digital preservation activities
2 – Basic	Digital preservation activities are supported and resourced at a basic level within the organization, for example: • There is some engagement from senior management. • Staff have assigned responsibilities and the time to undertake them. • A budget for digital preservation has been allocated (may be time-limited). • Staff development requirements have been identified.
3 – Managed	Digital preservation activities are managed and supported within the organization, for example: • There is commitment from senior management. • Responsibility for digital preservation is clearly owned. • Staff have the skills they need to carry out digital preservation activities and access to relevant expertise where required. • A dedicated core budget for digital preservation has been allocated. • Budgets, staff roles and development needs are regularly assessed. • Metrics and reports can be generated about the digital archive to help inform reporting, planning and management. • Staff development requirements have been funded. • Digital preservation has been identified as a strategic priority.
4 – Optimized	Digital preservation activities are proactively managed, enhanced and developed within the organization, for example: • Benefits of digital preservation are recognized, championed and embedded throughout the organization. • A cross-departmental digital preservation stakeholder group has been established

B - Policy and strategy Policies, strategies, and procedures which govern the operation and management of the digital archive.	
0 - Minimal awareness	The organization has minimal awareness of the need for a policy framework for digital preservation.
1 – Awareness	The organization is aware of the need to develop a policy framework and may have some relevant policies but no digital preservation policy or strategy exists.
2 – Basic	The organization has a basic policy framework, for example: • A high-level digital preservation policy or strategy exists. • Other policies relating to digital preservation may exist but there are gaps in coverage. • Some procedures for managing, and providing access to, digital content are in place and may be documented. • Scope of collection is defined and understood (eg: collections development policy, retention schedule). • Development of policy and procedure is informed by a basic understanding of user needs.
3 – Managed	The organization has a comprehensive and managed suite of policies, strategies and procedures, for example: • The digital preservation policy/strategy is aligned with other organizational policies and is reviewed according to an agreed schedule. • Policy and procedure takes into account any relevant ethical issues. • A suite of documented processes and procedures for managing, and providing access to, content within the digital archive exists. • All relevant staff are aware of digital preservation policies, strategies and procedures. • Knowledge of current and future use cases for content informs policy and procedure (for example on collecting, preservation approaches, metadata and access).
	The organization proactively manages its policies, strategies and procedures and has a commitment to continuous process improvement, for example: • A full suite of policies, strategies and procedures relating to the preservation of, and access to, digital

D - IT capability Information Technology capabilities for supporting digital preservation activ	
0 - Minimal awareness	The organization has minimal awareness of either for IT capability to support the digital archive or ba principles for applying it.
1 – Awareness	The organization is aware of the need for IT capal support the digital archive, and has an understanc basic principles.
2 – Basic	The organization has access to basic IT facilities i technical infrastructure and support, for example: • Basic IT support is available to the digital archi • Staff with IT responsibilities have a basic unde of their role in supporting digital preservation. • IT systems are documented at a basic level.
3 – Managed	The organization has access to comprehensively IT facilities including technical infrastructure and s for example: • Adequate IT support is available to the digital a • IT roles and responsibilities relating to digital preservation are documented and regularly rev • IT systems are regularly patched and updated • New tools and systems are deployed when rec • IT systems are comprehensively documented. • Contracts and services with third party service (e.g. cloud suppliers) are well managed and documented.
4 – Optimized	The organization has access to proactively manag facilities that are continually evolving and improvir example: • An enhanced level of IT support is available to digital archive • IT demonstrates good understanding of, and engagement with, digital preservation issues. • Digital preservation requirements are taken int when sourcing new IT systems. • A detailed roadmap exists for future developm systems. • Potential new tools and systems are proactivel identified and tested.

Challenges

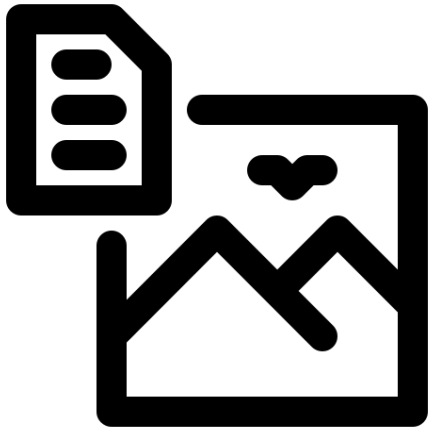
Key challenges



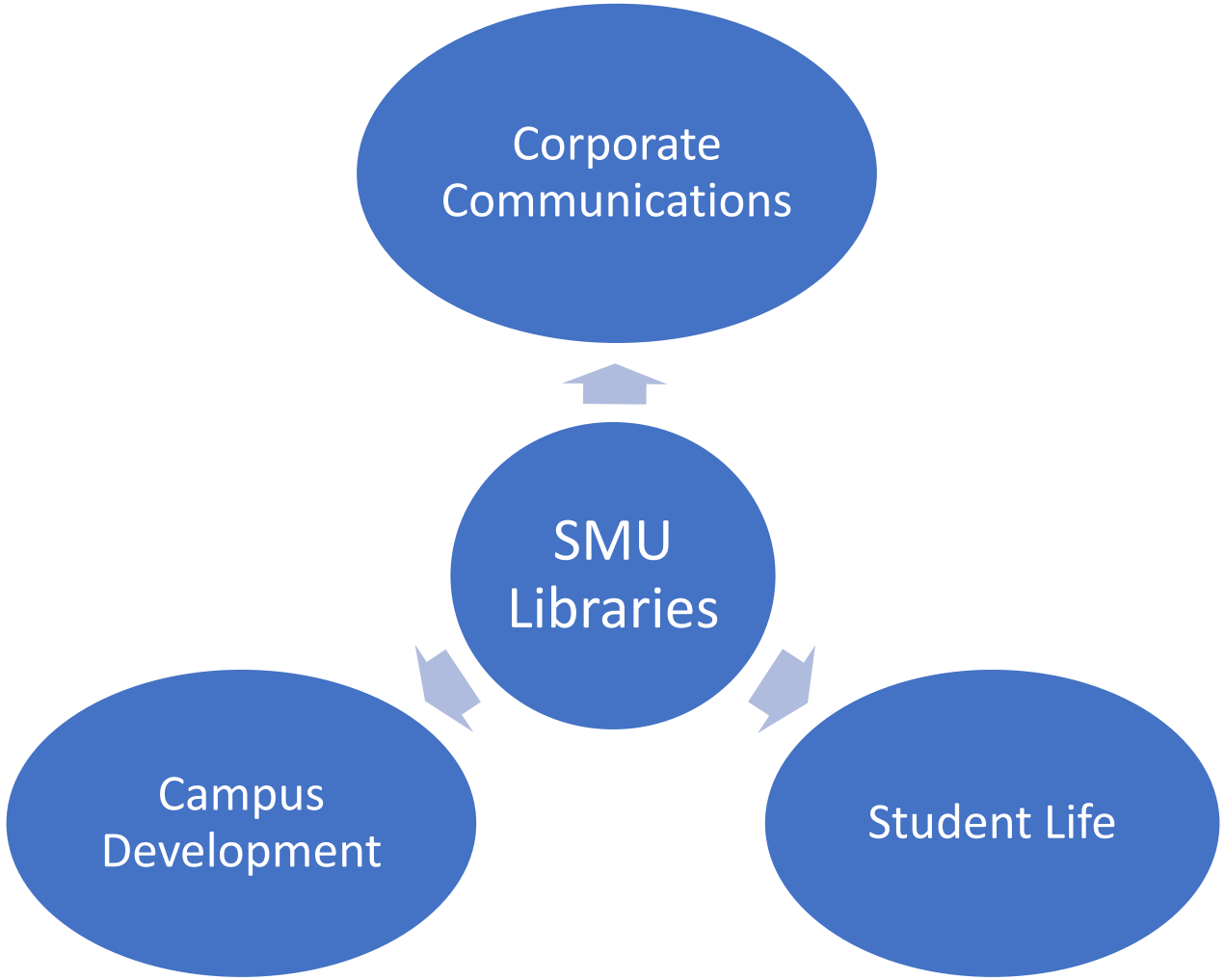
Policy formulation

- Existing collection policy https://library.smu.edu.sg/about-us/library-policies-reports
- Incorporating digital preservation into the policy
- Getting mandate at University level

- Identification of material sources and types
- Prioritisation and selection of materials
- Taxonomy development



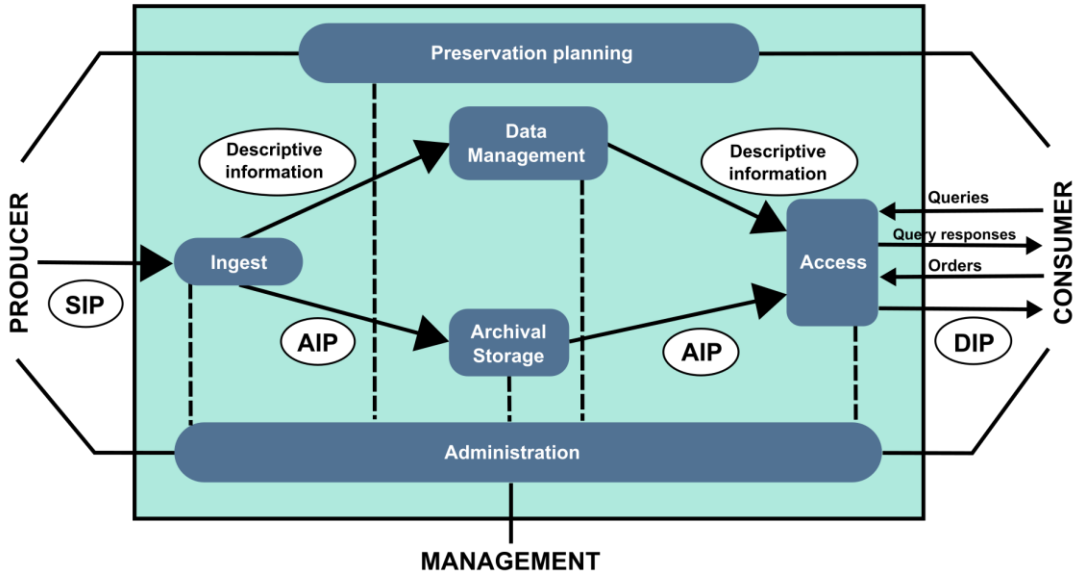
Stakeholder engagement



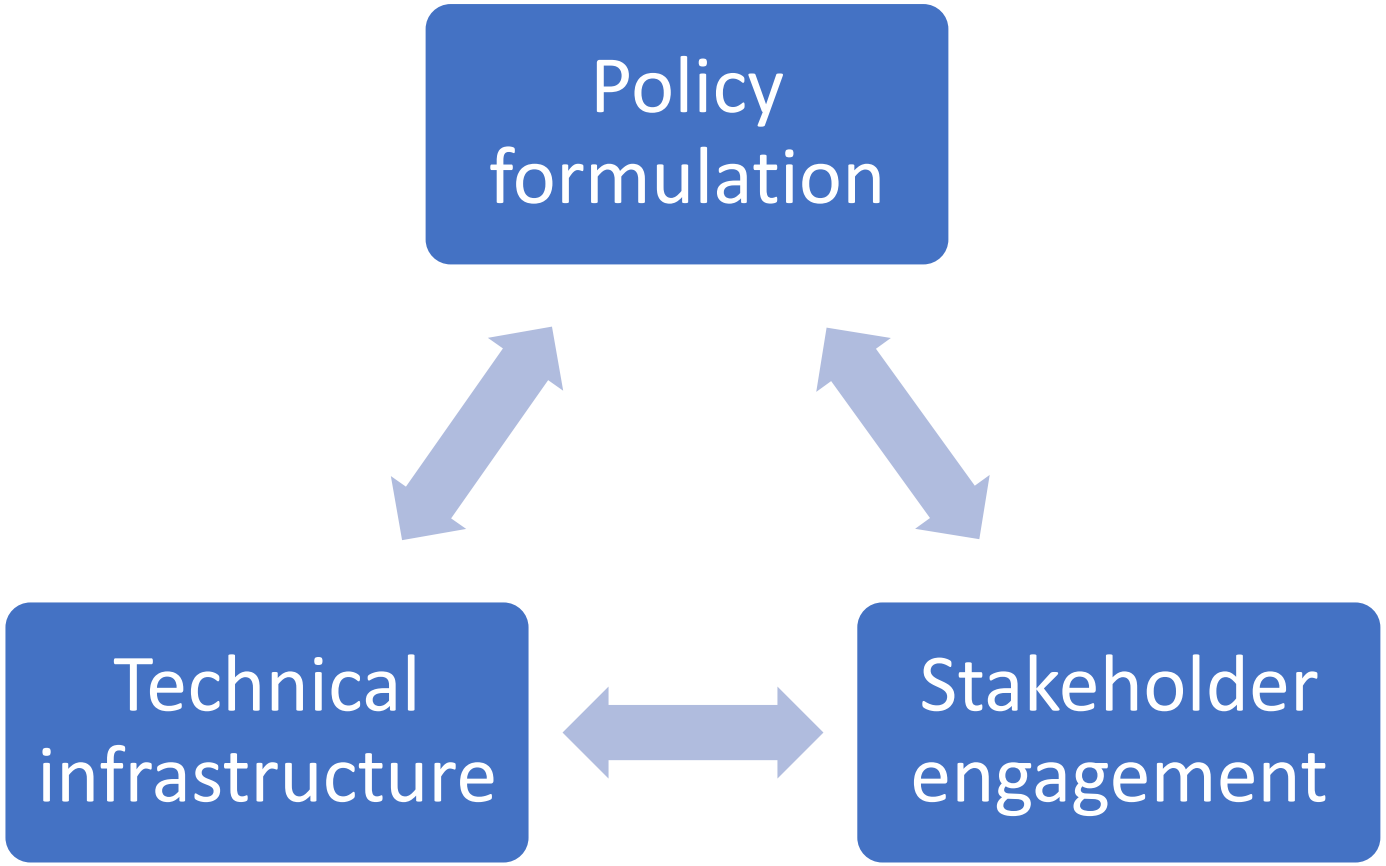
Technical infrastructure

- Annual IT project request exercise
- Compliance with campus IT policies
- Engagement and collaboration with campus IT management

- Open tender, evaluation phase



Key takeaways



Summary

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- Challenges
  - Policy formulation
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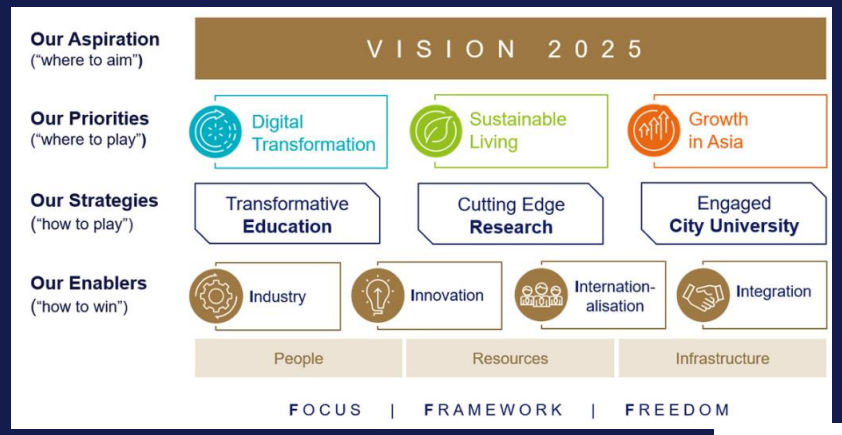
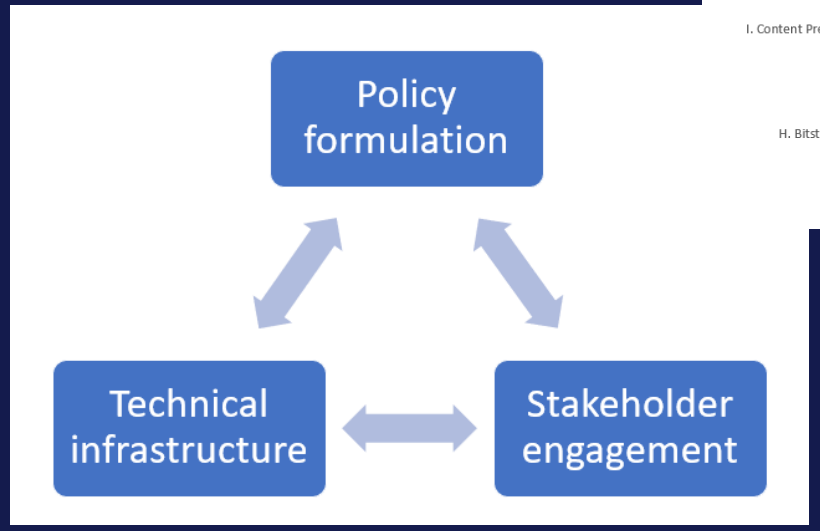
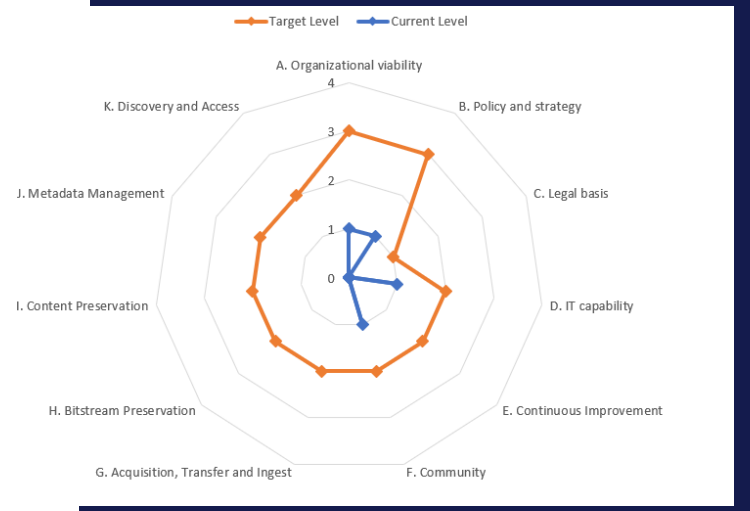
  - Technical infrastructure







Thank you!

- Acknowledgements

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Singapore Management University