

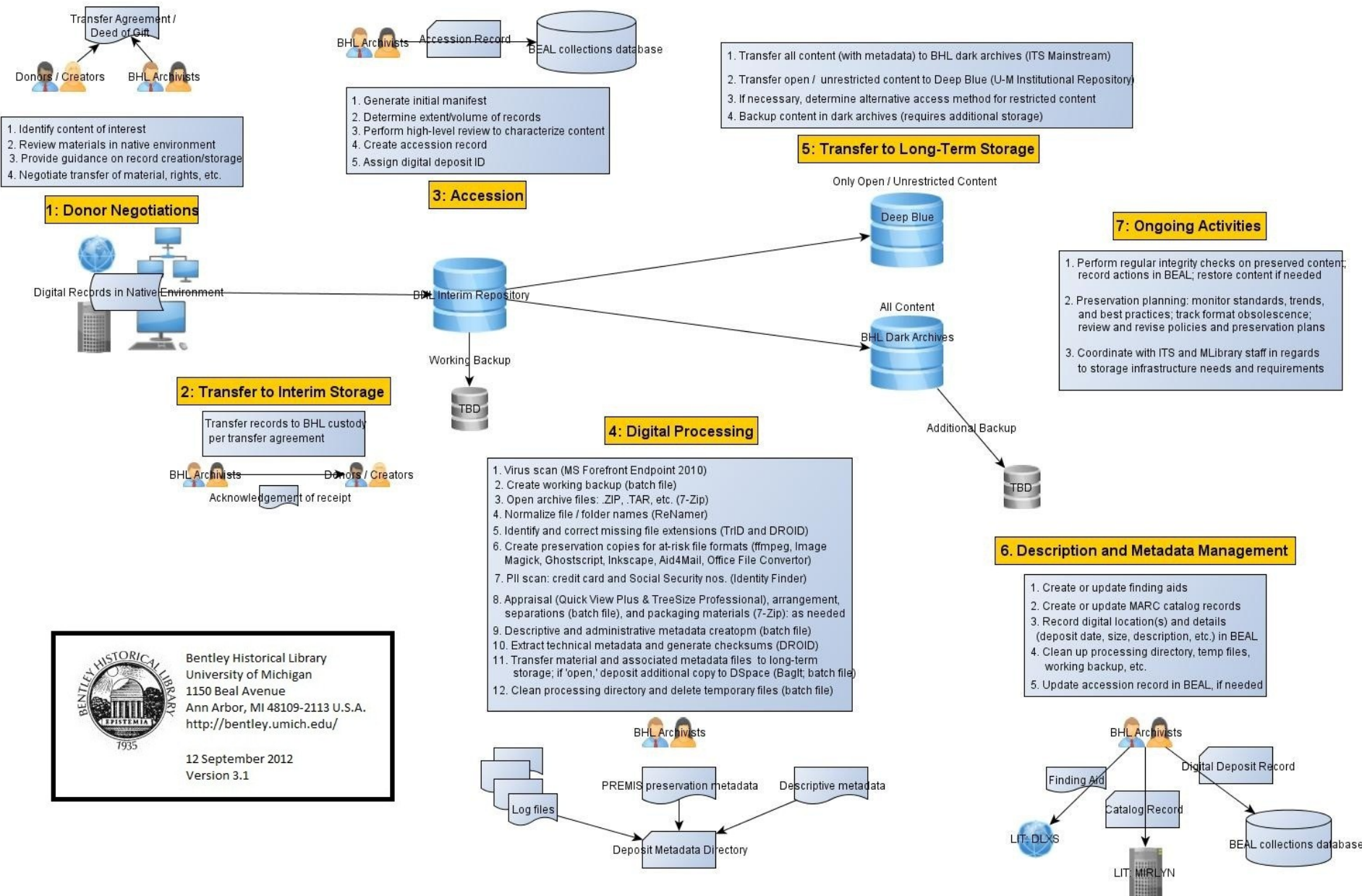



Automated Digital Processing at the Bentley Historical Library

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- “Digital Processing” = AIP creation; traditional archival functions with additional steps to ensure the authenticity, integrity, and security of content
- MeMail Project (Mellon Foundation grant, 2010-2011): established workflow, policies, and resources for the ingest and processing of archival email
- Initial manual workflow for other content: labor intensive and difficult to train staff
- To increase efficiency and consistency, the Digital Curation Division developed the AutomatedProcessor (AutoPro)
 - Provides a standard framework to process digital materials
 - Inspired by the Archivematica and the NAA’s Digital Preservation Software Platform
 - 33 Windows CMD.EXE shell scripts that call more than 20 applications and command line utilities
 - Moves content through a 12 step workflow
 - Documents all actions and modifications with log files and PREMIS record
- Prototype completed in early 2012; since then used to successfully process over 60 deposits of digital materials (including deposits of more than 45,000 files/100 GB)

Bentley Historical Library Digital Preservation Workflow





Bentley Historical Library
 University of Michigan
 1150 Beal Avenue
 Ann Arbor, MI 48109-2113 U.S.A.
<http://bentley.umich.edu/>

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 Version 3.1

1. Identify content of interest
2. Review materials in native environment
3. Provide guidance on record creation/storage
4. Negotiate transfer of material, rights, etc.

1. Generate initial manifest
2. Determine extent/volume of records
3. Perform high-level review to characterize content
4. Create accession record
5. Assign digital deposit ID

1. Transfer all content (with metadata) to BHL dark archives (ITS Mainstream)
2. Transfer open / unrestricted content to Deep Blue (U-M Institutional Repository)
3. If necessary, determine alternative access method for restricted content
4. Backup content in dark archives (requires additional storage)

1. Virus scan (MS Forefront Endpoint 2010)
2. Create working backup (batch file)
3. Open archive files: .ZIP, .TAR, etc. (7-Zip)
4. Normalize file / folder names (ReNamer)
5. Identify and correct missing file extensions (TriD and DROID)
6. Create preservation copies for at-risk file formats (ffmpeg, ImageMagick, Ghostscript, Inkscape, Aid4Mail, Office File Converter)
7. PII scan: credit card and Social Security nos. (Identity Finder)
8. Appraisal (Quick View Plus & TreeSize Professional), arrangement, separations (batch file), and packaging materials (7-Zip): as needed
9. Descriptive and administrative metadata creatom (batch file)
10. Extract technical metadata and generate checksums (DROID)
11. Transfer material and associated metadata files to long-term storage; if 'open,' deposit additional copy to DSpace (Bagit, batch file)
12. Clean processing directory and delete temporary files (batch file)

1. Create or update finding aids
2. Create or update MARC catalog records
3. Record digital location(s) and details (deposit date, size, description, etc.) in BEAL
4. Clean up processing directory, temp files, working backup, etc.
5. Update accession record in BEAL, if needed



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