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)

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Bentley Historical Library Digital Preservation Workflow

1. Donor Negotiations
- Digital Records in Native Environment
- Transfer to Interim Storage
  - Transfer records to BHL custody per agreement
  - Virus scan (MS Forefront Endpoint 2010)
- Accession
  - Generate initial manifest
  - Determine extent of content
  - Perform high-level review to characterize content
  - Create accession record
  - Assign digital deposit ID
- Transfer all content (with metadata) to BHL dark archives (ITS Mainstream)
  - Only Open/Unrestricted Content
- Perform regular integrity checks on preserved content record actions in BEAL if restore content needed
- Description and Metadata Management
  - Create or update finding aids
  - Create or update MARC catalog records
  - Record digital location(s) and details (deposit date, size, description, etc.) in BEAL
  - Clean up processing directory, temp files, working backup, etc.
  - Update accession record in BEAL, if needed
- Ongoing Activities
  - Preservation planning: monitor standards, trends, and best practices; track format obsolescence; review and revise policies and preservation plans
- Coordinate with ITS and HLLibrary staff in regards to storage infrastructure needs and requirements

2. Transfer to Interim Storage
- Working Backup
- All Content
- BHL Dark Archives
- Additional Backup
- Deep Blue
- Only Open/Unrestricted Content

3. Accession
- BHL Archives
- Donor/Creators
- Acknowledgement of receipt
- All Content
- BHL Dark Archives
- Transfer open/unrestricted content to Deep Blue (U-M Institutional Repository)
- If necessary, determine alternative access method for restricted content
- Backup content in dark archives (requires additional storage)

4. Digital Processing
- BHL Archives
- PreMIS preservation metadata
- Descriptive metadata
- Deposited Metadata Directory
- Log files
- BHL Archives
- Digital Deposit Record
- BEAL collections database
- LUT | DDC
- LUT | ON

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

5. Transfer to Long-Term Storage