

Long-term storage of master files

## Digital Archive service

Offering secure, managed storage for digital preservation, OCLC's Digital Archive provides long-term storage of your digital originals and master files. Integrated with your workflow for building digital collections, the Digital Archive enables you to easily preserve your digital files.

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### What is the Digital Archive service?

Since 2001, OCLC has been leading preservation efforts in the library community with digital archive services. The Digital Archive builds on that experience. It provides a foundation for digital preservation of all of your digital collections.

It stores digital originals and master files in a secure, managed, purpose-built environment. In addition, it's integrated with your workflow for building digital collections, whether you're using CONTENTdm or another local access repository.

### Secure, managed storage

The Digital Archive is a specially designed system in a controlled operating environment dedicated to the ongoing managed storage of digital content.

We have geared processes and procedures specifically for the Digital Archive to support the long-term management of data, including:

- **Physical security.** The system is in a limited-access operations facility monitored 24x7 by system operators, security guards and cameras.
- **Data security.** OCLC's dedicated information security team reviews the processes for applications, systems and procedures.
- **Data backups.** Copies of the content in the Digital Archive are geographically distributed in separate, secure facilities.
- **Disaster recovery.** OCLC's facilities and systems are protected from both minor outages and major disasters.

### Key benefits

- **Easy to implement.** Designed with a variety of digital content workflows in mind.
- **Efficient to use.** Builds preservation into your workflow with few or no additional steps.
- **Allows you to act now.** Built with the future in mind, but allows you to start now.
- **Gives you control.** The Digital Archive ensures:
  - you know exactly where your content is,
  - you know the health of each file in your digital collection, and
  - you know how your content is being managed.

### Simple, straightforward workflows

The Digital Archive provides a cost-effective, managed storage environment for digital master files that fits in with several workflows for acquiring digital content.

- **For users of CONTENTdm** (either hosted or direct), the Digital Archive is an optional capability integrated with the various workflows for building collections. Master files are secured for ingest to the Archive using the CONTENTdm Project Client, the Connexion digital import capability and the Web Harvester.
- **For users of other content management systems,** the Digital Archive provides a low-overhead mechanism for safely storing master files.

## Automated monitoring and reports

You have a lot of digital content to manage and there never seems to be enough time to label, shelve, inspect and maintain each digital file in your collection. So, the Digital Archive provides you with regular management reports based on automated inspections and verifications of the files in your Archive.

From the time your content arrives, our systems begin inspecting it to ensure that what you sent us is what you'll get back in the future. On the day your content is ingested to the Digital Archive, our systems perform quality checks and record the results in a "health record" for each file.

Our systems perform a number of quality checks including:

- **Manifest verification.** Ensuring that the files you sent us match what's listed in the shipping manifest.
- **Virus check.** Checking each file we receive for viruses using industry standard security software.

- **Fixity check.** Each file is scanned and a unique "fixity key" is created. If anything is altered within the file, a subsequent fixity scan will generate a different key so you and we will know if there has been a change.
- **Format verification.** Verify that the file is in the format indicated by its file extension (e.g., .tif file extension for TIFF format files).

Our automated systems revisit these quality checks periodically so you receive up-to-date reports on the health of your collection. We provide monthly updated information for all of your collections on your personal archive report portal.

### For more information

To learn more about the digital archive, please visit: [www.oclc.org/digitalarchive/](http://www.oclc.org/digitalarchive/)

If you have questions, please contact your OCLC representative or e-mail [digitalcollections@oclc.org](mailto:digitalcollections@oclc.org).

## Digital Archive workflow

