

## **1. Preservation Services for Non-normative format: Proprietary Word Processing documents**

**SU\*LAIR Preservation – 001  
Stanford University Libraries**

**2. Stakeholders:** Donor of collection, Library Special Collections staff responsible for managing collection, Repository managing staff

### **3. Assumptions:**

- Due to the unique, proprietary nature of the software that was used to create the files that have been deposited with the Repository, and other technical aspects of the delivery environment related to the displaying and rendering of the files, the Repository promises only minimal level preservation services for these proprietary files.
- Visual representations of the "look and feel" of the textual document are available either in hard copy, or by printing a hard copy from the digital file after being opened
- The word processing software in which the document was created does not have the capability of creating a PDF or TIFF image
- A copy of the original word processing software does not accompany the digital files
- The files and associated descriptive metadata need to be discoverable within the repository search environment

### **4. Type and complexity of digital objects, preservation strategies and services involved:**

- a. The digital files in question are part of a well known poet's materials, mostly taking the form of textual docs of poems formatted to convey semantic meaning of the content. The files were produced using older versions of a word processing package no longer readily available, and are available only on floppy diskettes received from the poet.
- b. The preservation strategy planned for these materials involves moving the files to more stable physical media, capturing some visual representation of the look and feel of the content, and normalizing the bitstream of the files by converting it to plain text format.
- c. Besides the data preservation service, the repository will provide dissemination services of the plain text formatted files on call

### **5. Range of events needing to take place to achieve the preservation strategies and services for this scenario:**

- Ingest:
  - Duplicating the files onto a stable network location from the original floppy diskettes

- Verifying the feasibility of the preservation strategy by assessing the technical aspects and complexity of the files
- Based on the technical assessment, documenting the consequent level of preservation services to be assigned to the files
- Transformation:
  - Normalizing the files by opening them and saving as plain text format
  - Scanning the visual representation of the look and feel of those documents identified as needing it, and converting them to TIFF & / or PDF/A (including the generation of technical metadata for each format)
- Quality Assurance (including validity check that the document is what it's supposed to be)
- Fixity Check of the duplicated and copied files
- Dissemination:
  - Ensuring that mandatory metadata for discovery is present in the descriptive and rights metadata
  - Completing a backup/restore cycle to ensure that content and metadata are retrievable

**6. Permissions necessary to enable the events described above:**

Discover, Duplicate, Modify, Backup/Restore, Distribute

**7. Constraints imposed upon the range of events described above:**

None

**NOTE: Examples of different levels of service for this Use case example are:**

**Bit Preservation:** making verbatim copies of each of the floppy diskettes that are part of the collection, and moving them to stable repository storage with appropriate descriptive, rights & locating metadata.

**Minimal Level Preservation:** for those documents specifically identified as needing to be represented originally as author intended, move the files to more stable physical media, capture some visual representation of the look and feel of the content, and normalize the bitstream of the files by converting it to plain text format.

**Enhanced Level Preservation:** Minimal level preservation tasks plus inserting line breaks and other generic formatting into the plain text document files to ensure that the files can be rendered and formatted as the author intended (but requiring some user or Library /repository staff intervention at the time of user request).

**Optimal Level Preservation:** Enhanced level tasks plus migrating the documents forward into whatever form is appropriate / available to ensure that the documents appear as the author intended when user views the content, using standard display mechanisms for the time with little to no need for user or Library /repository intervention.