# Guidelines for Transferring <u>Personal Digital</u> Records to the State Library of South Australia

**Archival Collection Development, State Library of South Australia, North Terrace, Adelaide SA 5000**

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## What types of records is the State Library looking for?

The Library is interested in personal digital records not only on individual experiences but also on the social, political, economic, religious and cultural life of the state of South Australia.

## Assessment of Personal Digital Archives

All records offered to the State Library of South Australia must go through an appraisal process to ensure that the content of the material matches our Collection Development Policy. You can check your material against our Policy before sending it to us by using the following link:
http://www.slsa.sa.gov.au/webdata/resources/files/colldevtpolicy.pdf
We recommend you do not delete items from your own system until receiving confirmation from us as to whether or not your material has been accepted into the Library's collection.

## How do I donate my records?

The first step is to contact a member of the Archival Collection Development team who will guide you through the process of examining and gifting your personal materials. They will advise you on the best way to transfer the records (e.g. email attachment; copy to portable hard drive; via online server client; or online web form), and discuss rights management. You can also send us the attached enquiry form.

## Life Cycle of Digital Records

It is important to think of digital preservation as an on-going program, regardless of whether or not you plan to donate to the Library. We can provide you with information about protecting your digital collections against potential risks and threats. Please see the following link:
http://guides.slsa.sa.gov.au/YourDigitalCollections/Introduction

# Enquiry Form

This form records the information necessary for the cataloguing and preservation of digital unpublished records. Please complete it as fully as possible. If you are unable to answer a question please leave it blank. Once completed, the form can be emailed to: SLSA.ArchivalCollectionDevelopment@sa.gov.au.

## *Donor Contact Details*

In case we have difficulty reading or understanding the material supplied, please give us the following contact details of someone who can give us further details.

Name:

Home phone number:

Work phone number:

Postal address:

Email:

## *Provenance*

Name of the person or organisation responsible for creation of the records:

Other contributors:

Copyright holder/s (if known):

## *Quantity and type*

Please state number and type (e.g. 1.4 Mb 3" floppy disk in DOS or Apple Mac format, Armstrad 'Amsoft' discs, etc.)

- ☐ JPEGs
- ☐ TIFFs

- ☐ MPEGs
- ☐ PDFs
- ☐ Cartridge
- ☐ CD Roms
- ☐ DVD
- ☐ DVD+RAM
- ☐ CD-R
- ☐ DVD-R
- ☐ Magneto-optical
- ☐ External hard drive
- ☐ CD-RW
- ☐ DVD-RW
- ☐ Tape-streamer
- ☐ Microdrive
- ☐ Zip drive / disk
- ☐ Memory stick
- ☐ Other:

## *Scope and content*

*Title/s:*
(When the file bears a formal title it should be transcribed exactly as to wording, order and spelling. If appropriate, abridge a long formal title but only if this can be done without loss of essential information).

*Description of Content:*
(Identify the chief distinguishing feature/s of the file, including subject matter, activities with which it is associated, location or theme. Where possible, indicate the source of the data, its completeness and geographical coverage, and data collection and processing methods, or contact details for anyone who may be able to provide the information).

*Covering dates:*

*Creation dates:*

*Size:*

*Is the material unique, or have copies been kept in another format, e.g. paper?*

*Do the records include a combination of digital files and hard copy?*

Yes / No

*Organisation and naming of files:*
(Please make sure that each file is clearly identifiable, has a meaningful title, and is enveloped in a folder within a hierarchical structure. An attempt should be made to describe any unidentified files. Label both sides of any physical carriers).

*Screenshot of the directory structure:*
(Please supply a screenshot of the directory structure and mark-up which files are active and non-active).

*Kind of data:*
(Please specify the nature of the data materials)

- ☐ Text (e.g. MS Word, Wordperfect, HTLM, etc.)
- ☐ Spreadsheet (e.g. MS Excel, Lotus, Quattro Pro, delimited text)
- ☐ Video (e.g. MPEG-1, MPEG-2, MPEG-4, Apple Quicktime)
- ☐ Statistics (e.g. deliminated text, SPSS por, SPSS sav., STATA)
- ☐ Web pages
- ☐ Database (e.g. MS Access, dBase, XML, Filemaker Pro)
- ☐ Image/s (e.g. TIFF, JPEG, GIF, BMP, PDF)
- ☐ Audio (e.g. MS Wave, MPEG-1, Audio Layer 3 (MP3))
- ☐ Other:

*File backup:*
(Have the files been backed up regularly and are copies stored in a separate safe location?)

Yes / No

*Nature of material:*

- ☐ One-off
- ☐ Repeated
- ☐ Follow-up
- ☐ Continuous
- ☐ Aggregate statistics
- ☐ Other:

*Related material:*
(Please specify any related material, e.g. where data continues previous series in hard copy)

*Passwords:*
(Please remove password protection when possible)

# Format

*Formats represented:*

- ☐ Static documents
- ☐ Emails
- ☐ Websites
- ☐ Images
- ☐ Audio-visual

*Created on:*

- ☐ Main frame
- ☐ Personal computer
- ☐ Model
- ☐ Platform
- ☐ Operating system

*Software:*
(Give version where possible, e.g. Microsoft Word 6.0)

*Email system:*
(Please indicate which email system has been used, if any, and does the material include third party sites?)

*Coding formats*
(Please indicate whether the data are compressed. If compressed please indicate the format and if possible include a copy of the decompression programme)

- ☐ Uncompressed
- ☐ UNIX TAR file
- ☐ UNIX compressed file
- ☐ pkZip file 00
- ☐ Gzip file
- ☐ Other

*Donation of Hardware and Software:*
(Please indicate whether or not you are able to donate any redundant hardware and software that is needed by the library to assist with the ingest process of their records)

Yes / No

If yes, a brief description:

## Rights management

Does the material contain information which identifies living individuals? Does it contain other sensitive material?

Yes / No

Is the creating body willing to sign a Deed of Gift or Deed of Deposit?

Yes / No

Do the records contain third party material or other intellectual property rights?
(Please specify anyone who may have rights in the material, e.g. funding bodies).

## Return of material

Do you wish to have your physical carriers (e.g. disks, memory sticks) returned to you?

Yes / No
*Please note that records received and accepted by the State Library of South Australia in digital form may be transferred to a specialist repository for secure hosting and/or any migration or copying considered necessary for their long-term preservation.*

## Have you considered writing a digital will?
Digital wills are wills that determine the fate of a person's digital presence once they die. As a guideline, a digital will allows you to:

1. Appoint someone as an online executor
2. State in a formal document how profiles and accounts are handled
3. Understand privacy policies
4. Provide online executor list of websites and logins
5. State in the will that the online executor must have a copy of the death certificate (Wikipedia, 2016)

Source:
Thomas, Susan. 'Guidelines for library staff assisting donors to prepare their personal digital archives for transfer to NSLA libraries', 2nd edition, November 2011. Accessed 2nd August 2016:
https://www.nsla.org.au/resources/assisting-donors-prepare-their-digital-archives