

**EaaS Emulation Node Hosts
Stakeholder Interview Protocol
Institution**

Interview Protocol:

Interviewer: “Hi, Good Morning. The date is [date]. This interview is part of the Sloan and Mellon funded *EaaS project: Scaling Software Preservation and Emulation*. The EaaS project builds on previous work to apply the Emulation-as-a-Service (EaaS) model for access and use of preserved software and digital objects. The project is focused on scaling the technological framework necessary for multiple institutions to configure, share, and access software and configured environments. EaaS is focused on a distributed, community-driven architecture that sits on top of existing digital preservation infrastructure. This directly complements existing efforts by the Software Preservation Network and others to address key aspects of software preservation including legal advocacy, research about local software preservation needs, institutional capacity building for software preservation, collection development, professional development and training, and workflow recommendations.

In this round of interviews we are interested in learning more about your existing digital infrastructure, your forensic workflows, metadata practices and potential uses for emulation in your organizational context. We also want to provide an opportunity for you to ask any questions about the project. We’ll leave five or ten minutes at the end of the hour for any questions that you might think of during the conversation. Thank you for your participation in our effort to gather information from emulation stakeholders and potential node hosts.

Audio of these interviews will be recorded and possibly transcribed. At present, the recording and possible transcriptions are intended solely to support our efforts to document your workflows. If the project team considers any other uses, we would reach out to you beforehand to obtain your informed consent. With that understanding, do you consent to today’s interview being recorded?

Do you have any questions about the process?”

Questions:

OVERVIEW-SERVICES-USERS

- Describe your user profile (staff, student, faculty, public, artists)
- Can you describe your current digital preservation and access service portfolio - what kinds of services you currently provide to staff and users?

INFRASTRUCTURE

- Please describe your current digital infrastructure (e.g., software systems, hardware, programs, etc.) - parse into
 - descriptive
 - storage
 - curatorial activities

- specific digital preservation or digital curation systems
- staffing
- Are there security protocols for digital infrastructure that we should be aware of?
 - Do you currently control use and access to end users through an authentication protocol such as Shibboleth? If so, which do you use?

COLLECTING - REQUIREMENTS FOR COLLECTION MATERIALS

- Are you currently collecting (passively or actively) software? This can be as an access utility for existing born-digital data, or as an archival object.
 - If so, do you currently ingest software into your preservation storage?
 - How do you describe or catalog this software?
 - Would you be willing to provide a csv or other data exchange format containing 4-5 example software metadata records from your catalog/IR/repository?
 - Do you publish your metadata under a particular license?
- Do you have existing institutional policies or agreements that cover use and access to legacy software?
- Do you have experience sharing content among members of a consortium?
- What are your current SIP/AIP/DIP specifications?
 - If you bag your SIPs or AIPs, would be willing to provide several example SIP or AIP manifests (a listing of the contents of your AIPs) and any documentation that outlines package requirements?

CAPACITY/USE CASES

- With guidance from the project team, how long do you think it would take to set up a local emulation node (getting necessary staff on board, allocating the hardware, etc.)?
- Describe your current mental model for how you might incorporate emulation services into your existing service offerings:
 - Can you describe software preservation and emulation in terms of the strategic priorities of your organization?
 - What collection materials do you envision will be supported by emulation services?
 - Who at your institution would or could be responsible for maintaining and providing emulation services?