EaaSI Software and Collections Inventory
July 2018

Description:

What is the scope of this inventory?

The EaaSI Software and Collections Inventory is what is sometimes referred to as a **Random (or spot) inventory.**

Random (or spot) inventories are extremely limited in scope. They are primarily used to verify the location of a representative sampling of objects. They are often completed on a regular basis after a full inventory has been completed to ensure that a more thorough inventory does not need to be completed. Because of the limited scope of the inventory, Random (or Spot) inventories are often also referred to as an audit of a collection.

Complete a random (or spot) inventory of 1) the software you have in your collections and 2) recurring complex and/or proprietary formats that could inform how you prioritize your configuration work in 2019.

Which type of software do we focus on?

During initial EaaSI stakeholder interviews, we asked participants to describe what they felt to be the most compelling use cases for EaaS. For some of you, those were special collections use cases, for others those were scientific and other disciplinary research software use cases.

Focus your Software and Collections Inventory on the type of software that you identified as your most compelling use case for EaaSI. Again, this isn't a comprehensive inventory - but it should include a sample representative enough to identify gaps, raise questions about workflows and advance our group discussions in subsequent calls.

Goal/Purpose:

- Better understanding of your descriptive/discovery limitations in terms of software
  - Has software been bundled during the ingest process so that it is indistinguishable from data?

- ○ Have you stored content migrated from installation media in forensic disk image formats? What steps would need to take place to determine common, complex formats across your born-digital collection materials?
  - ○ This activity will also serve as a preparatory step for metadata crosswalks and wikidata training in October.
- Preliminary sense of the software that this founding group of nodes might either contribute to the Network software library OR prioritize for configuration

Instructions:

Step 1)

Determine which members of of your EaaSI team/work colleagues need to be involved in the inventory. Support and participation from your internal stakeholders is a crucial component/goal of the data gathering tasks we will undertake during the Pre-Implementation and Testing Phase (July 2018 - December 2018).

Step 2)

Establish your scope/focus for your spot inventory and develop internal timeline/due dates to ensure that the inventory is completed by [Date].

Step 3)

Complete the Software and Collections Inventory Worksheet & Spreadsheet.

Step 4)

Provide responses to the following short answer questions:
- **What was the scope or focus of your inventory?**
  (Did you limit your spot inventory to one kind of software, or to a certain type of software dependent material? How did you determine how many records might provide a healthy spot check - and help to identify gaps and other patterns?)
- **List all of the data sources you referenced or searched to complete your inventory?**
- **Did you encounter difficulties locating software that you knew was stored in your collections?**
- **Did you encounter anything unexpected in your collections and software inventory that would be useful in the context of emulation, sharing, etc.**

- **Was it difficult to determine the use and access restrictions associated with the software that you identified in your inventory?**
- **Was it difficult to determine the dependencies associated with collections and software objects that you identified in your inventory?**
- **Did this process raise any questions internally regarding policies, requirements and local user constituencies?**