High-Level Workflow/Digital Curation Triage			
Event	Collections Items Acquired by Collecting Unit stored on a physical computer medium sent to Born Digital Content Reformatting Lab for reformatting action	Acquire a software title for preservation	Digital Content Format Registry entry request
Prompting Action	Curator Request and/or Preservation Assessment Recommendation	Software Acquired by Preservation Services	Identified need to access a specific digital content format.
Example	Curator sends a collection of computer media to Born-Digital Reformatting Lab. Collection is reformatted* and preservation reports are generated. Preservation staff recognizes that there may be content which cannot be accessed without further, targeted curation. **The curator and preservation staff meet to review next stage in content curation and to generate a project plan.**	Preservation Services acquires a software title to meet a specific service need. Software is inventoried, imaged, a Submission Information Package is created and ingested into local digital preservation repository.	A curator or preservation service staff recognizes that there is a specific digital content format that is challenging to render and which requires additional investigation to determine how to render the content to some degree.
Object Level	Initially collection level or born-digital content batch level*. Classes of digital content within the collection/batch are then selected and	Item level.	Digital content format class* at the repository level, collection level, or file level.

	targeted. Initial assessment may be targeted at a file format level, disk image level or individual file level.		
Next set of documentation to follow:	Media Reformatting Services – Internal Documentation. Policies, procedures and workflows related to reformatting computer media content for digital preservation. These are some of the first activities completed in order to prepare for future work such as emulation. Some procedures will be used in software preservation (https://wiki.illinois.edu/wiki/display/LibraryDigitalPreservation/Media+Reformatting+Services+-+Internal+Documentation)	\\FINAL FCoP Documentation & Report\FCoP Cohort Final Documentation Share\University of Illinois\Worflows\Software Preservation\2020_SoftPres_Procedures.docx	**GUIDELINES: Levels of Preservation and File Format Support** (https://wiki.illinois.edu/wiki/display/LibraryDigitalPreservation/GUIDELINES+Levels+of+Preservation+and+File+Format+Support)

*Local Glossary:

   Batch Level:
   A set of collection content which has been recovered or otherwise processed by the Born-Digital Reformatting Lab staff. Lab staff organize content recovery projects into batches based on lab workflow management practices. Batches often represent subsets of collections which have been temporarily extracted based on properties of the information carrier. After born-digital lab processing, the batch will likely be integrated back into the whole collection. The whole collection may contain a variety of information carriers and formats. It may also include born-digital content that was acquired through means other than the Born-Digital Reformatting Lab or content which was processed through the Born-Digital Reformatting Lab via a previous project. Lab staff may receive additional computer media from the same collection at a later date. Depending upon if the status of the previous project, this additional media may be

incorporated into the previous project or it may be treated as a new batch to be incorporated into the collection after processing.

Digital Content Format Class:
This level represents a group of items which have been organized together under the File Statistics tab in the Medusa Collection Registry. The groups are organized either by detected mime type or extracted file extension. Note that the file extension is derived by extracting text found to the right of a period (dot) in the file name and thus may not reflect an actual file extension. The primary goal of this class selection is to have a starting point for gathering information about how to render this class of files in a way that captures the widest array of files. Staff may need to drill down and review files within the collection and at the item level to gain necessary context and to extract characteristics which may be applicable to all of the files within this class, but may not capture all of the nuances within the entirety of the class. Nuances and further drilling down may occur when there are resources available or these items have been prioritized for more granular curation.

Reformatting:
Reformatting generally refers to creating a copy for preservation and access in a different format and structure than the original. In this context, it refers to migrating content from discreet computer media, such as a hard disk drive or 5.25" floppy disk, to managed computer network storage for improved access and preservation purposes. Once in the managed digital preservation repository, content is preserved at the bit-level. Further selection and project planning is required to invest resources in curating content to higher levels of preservation. For more information pertaining to general content levels of preservation refer to the National Digital Stewardship Stewardship Alliances' Levels of Digital Preservation document: https://ndsa.org/activities/levels-of-digital-preservation/ (accessed 12/06/2019)

Document Version History

Date	Version	Author	Change Notes
2019-12-06	.1	Popp, Tracy	First draft

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