UVA Digital Donor Checklist (V.04)

UVA FCOP Project Team: Lauren Work, Elizabeth Wilkinson, Jeremy Bartczak, Mike Durbin
Updated: July 2019
The UVA Library FCOP project materials are licensed under a [Creative Commons Attribution 4.0 International License](#)

For use prior to acquisition or preliminary assessment prior to donation
Developed and adapted from several sources and organizations including Yale, UCLA, Emory, and the Computer History Museum

Collection context

- Statement about context and content of collection (*what is the history behind the collection? where did it come from, how was it created, etc.*)
    - Analog materials as well as digital transfer? Additional contextual information to provide about relationships or duplication between analog and digital materials?
- Approximate years of use of the machine? (*Date of purchase could be helpful, but even years of use, and how it was used (for personal and for work purposes?*)

Personal information and copyright

- Knowledge of sensitive personal information (self or otherwise)
- Password protected or encrypted information?
- Are there other materials that may exist on the machine or digital carriers that should not be considered as part of the digital collection?
    - If so, do you know the folder or document names not to be considered?
- Do you know of any material that may be under copyright on the machine or digital carriers?

Individual arrangement and digital materials context

- Have you recently moved or rearranged files in preparation for donation?
- Do you have a file naming practice or convention? (e.g. by project, date, class, etc.)

- What are your file management practices? (do you perform regular deletion actions, have specific filing or folder paths you use, do you create read-me or informational files)
- General record types (documents, images, multimedia, data, etc.)
- Do you plan on supplying metadata about the collection? (*some donors have previously wanted to supply item level or collection metadata, may consider based on collection*)
- Extent: What is the approximate size (GB) and/or number of objects (number of images, documents, etc.) of the collection?
- Types: What are the file types and formats that comprise the collection (TIFF, doc, etc.)

Websites and cloud-based materials

- Are there cloud-based materials or data (currently hosted elsewhere, like on Google Drive and are not local files on your computer and/or digital carriers) that you wish to include in the collection (proprietary examples include Google Drive suite, Outlook 365, Github, Soundcloud, etc.)
- Do you have personal websites or research or project websites related to this collection that you might want to include?

Social Media

- Do you have social media accounts (Twitter, Facebook, LinkedIn etc.) that you want to include as part of this collection?

Email

- Do you have email as part of your correspondence in this collection?
    - If YES:
        - Describe any regular email management practices (archiving, folder use, labels, email forwarding, etc.)
        - What typically is the nature of your email correspondence (personal, business, etc.)
        - Who are your most frequent correspondents?
        - What privacy concerns might there be in the email content? Are there contacts or subjects that should be reviewed and/or restricted?

Software and software-dependent materials

- Is there software on the machine or that is part of your broader working environment (this software could also be on servers elsewhere or in the cloud) **that you need to specifically to create, run, or view specific files that are part of this collection?**

    Follow ups/prompts to aid with this question:

-What programs do you typically work with when doing X? (Word processing, photo editing, scientific research, etc.) Do you use more than one program to do X?
-What is the name or type (image or architectural CAD software, etc.) of this software?
Note: this information may also come in via a record transfer form online or in person to the University Archivist.

IF NO: Move on to other checklist questions as needed

IF YES:

- ○ Is this software generally currently still widely available and in use **commercially**? (e.g. Microsoft Word, Adobe Reader)

    - ■ **If YES, potentially verify file types/software in collection and move on to the next question section.** *(Reasoning - we do not need/likely cannot/should not focus on the collection & software preservation of widely available commercial products still in use, or ubiquitous file types that can be rendered authentically in different products, particularly with EaaSI/SPN membership)*
    - ■ **If NO** - commercial but software and/or version no longer still in use/widely available commercially, but was used by donor to create/run/view significant work and/or files as part of the collection, **move to [software-specific questionnaire](#) for collection and/or call DigPres Librarian.**
    - ■
- ○ Is this software something **you or others have written or built on for your/your orgs own use** (e.g. software created by donor themselves, open source software used/built on by donor from external sources, software they collaborated on with colleagues)

    - ■ **If YES** - software created/built on by donor exists as part of collection both as software itself and for rendering software-dependent materials, **[move to software-specific questionnaire for collection](#) and/or call DigPres Librarian.**
    - ■ **If NO - verify software product if possible, and move on to next question section.**

Contextual - internal (meant to aid discussion with colleagues to determine next steps)

- ● Does this collection belong or relate to existing collections? (both born digital or analog)
- ● What is the operating system/computing environment?

- Are there unusual or rare carriers or file format types that have been identified as part of the collection (*we may not be able to accept/may need to refer certain rare formats we don't have the capacity to properly preserve*)
- Restrictions on portions of drive? Encryption?
- Expectations and timeline of restrictions on access to collection?
- Expected that the drive/digital carrier be returned after transfer and review of contents?