LALINC Preservation Committee:
A Committee in Transition

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In August 2005 the LALINC Preservation Committee was formed with the following charges:

- Address key issues concerning preservation of digital and electronic formats
- Update the existing state-of-preservation report incorporating digital resources
- The chairperson shall submit an annual report to the Executive Committee at the end of the fiscal year.

After Katrina, the charges were enhanced to include:

- Modify existing disaster plans to reflect actual experiences in dealing with long-term disaster recovery in hurricane/flood damaged areas.
- Appropriate to the role of the committee; identify ways to assist libraries affected by hurricane/flood damage in restoring collections/services/facilities.
In 2006 the committee focused attention on two specific charges:

• Address key issues concerning preservation of digital records and electronic formats

• Update existing state-of-preservation report incorporating digital resources.

Discussion focused on two aspects of the key preservation topic:

• The types of digital and electronic records might our member institutions deal with

• Practices we might employ to realize this preservation
Mini Survey Launched

The committee conducted a mini survey in an effort to address the charges regarding preservation of electronic records and collections.

The purpose of the survey was to gather information on how institutions are handling and planning the preservation of digital and electronic records.

The survey was emailed, December 2006 to approximately 25 academic libraries. Five (5) responses received.
Recent Suggestions and Recommendations

• Bring committee together

• Centralizing data in one location for all institutions to mirror

• Consider Resources available

• Consider survey package.

• Assign areas to committee members

• Share information and strategies
Key Discussion Points

• Need for training on electronic records

• Collect disaster plans from member institutions and place them together in one space and add to LALINC web pages

• LALINC Preservation Committee and LLA Preservation Interest Group join forces to address preservation issues
• Revisit survey
• Assistance with Records Management in Academic Libraries
Preservation Committee Resources

- General Information
- Contractors, Service Providers, and Suppliers
- E-mail Discussion Groups
- Hurricane Preparedness for Libraries
- Model Disaster Response Plans
- Mold and Mildew
- Water Damage
What’s the next step?

Discussion & Planning Period
LALINC PRESERVATION COMMITTEE

Jacqueline L. Jones, Committee Chair & Cristina Caminita

Baton Rouge Community College
Committee Charges

- Address key issues concerning preservation of digital and electronic formats.
- Update the state-of-preservation report incorporating digital resources.
- Modify existing disaster plans to reflect actual experiences in dealing with long-term disaster recovery in hurricane/flood damaged areas.
Committee Charges

- The chairperson shall submit an annual report to the Executive Committee at the end of the fiscal year.
Development of the mini survey on digital preservation

- Disaster Planning and Preservation for Academic Libraries in Louisiana: A Survey
- Administered in January/February 2000
- The mini survey is a second stage addition to the 2000 survey
What kinds of electronic records does your library hold?

1. Library does not have ownership of electronic records.
2. Files not described
3. Special collections
4. Library does not have ownership
5. Archival copies, individual work-related, etc
How do you preserve them?

1. No preservation plan
2. No preservation plan
3. Local server and LSU server
4. No preservation plan
5. Backed up on disk and hard drive
Do you have a written policy regarding electronic records? Would you be willing to share it with other LALINC Libraries?

1. No
2. No written policy
3. Being formulated
4. No. Library would follow college disaster plan
5. No written policies
Do you have a disaster plan which addresses the recovery of your electronic records? Would you be willing to share it with other LALINC libraries?

1. No
2. No plan
3. Being formulated
4. No
5. Have pre-Katrina plan but no plan that addresses electronic records
Would you or someone from your institution be interested in attending a workshop about preserving electronic records?

1. Yes
2. Definitely
3. Most likely
4. Yes
5. Definitely
Analysis of Results

- There is a great need for education and training
- Most libraries depend upon their home institution’s policies for their disaster plans
- Most libraries have no preservation plans
Proposed Recommendations

- More training, more education in electronic records
- More training, more education in preservation of electronic records
- More training, more education in developing disaster plans
Issues with the Survey

- Only 5 respondents out of approximately 25 surveys sent out to the institutions
- Did the other 20 institutions have no data to report?
- To better address the charges put before the committee, issues with the survey itself need to be addressed and recommendations need to be proposed to redesign and redistribute the survey
Undefined vocabulary

- What is an electronic record?
  - Some people interpreted this as catalog and database records
  - Some people interpreted this as institutional records that serve as evidence of business activities
- What does “recovery of electronic records mean”?
  - No examples provided
  - Complicated by ambiguous interpretation of “electronic records”
Conflated questions

“Do you have a written policy regarding electronic records? Would you be willing to share it with other LALINC libraries?”

These are two separate questions
Specific questions were not asked

- Need more meaningful data—much more
Questions for further investigation

- Do you rely exclusively upon IT for the preservation of electronic/digital format information?
- Do you create your own spreadsheets to collect statistics on library activities?
- Do you create databases to compile information?
Questions for further investigation

- What percentage of your information is “born digital”?
- Do you have a uniform naming scheme for your individual work-related documents and databases for search and retrieval purposes? (indexing issue)
Questions for further investigation

- How old is your computer hardware?
- How often do you update your computer hardware?
- Who makes the decisions about hardware upgrades?
- How often do you migrate to new operating systems? (Windows XP to Vista, for example)
- What percentage of your electronic information is stored on old storage devices, like floppy disks?
Recommendations for this survey

- Explicitly identify the information needed to investigate the issues the committee has been charged to address
- Develop questions that will result in meaningful data
- Develop a uniform and consistent vocabulary
- Provide definitions of important terms
- Make most of the survey questions close-ended
Case Study: LSU Law Library

- Purpose: to show all of the issues involved in digitizing a collection and preserving it
- It can show the types of questions that need to be asked to determine what is involved in preserving electronic information