

Moving Here Preservation Policy

Preservation issues must be considered as an integral part of the digital creation process, whether the end results are digital images from heritage institutions or online stories contributed by users of the website containing digital resources embedded within them.

Moving Here acts as a web publisher for heritage material and is not, in itself, an archival repository. Therefore, partners in the consortium remain responsible for the preservation of any original material generated for or copied digitally onto Moving Here. The copyright and data protection releases which allow material to be made publicly accessible through Moving Here must be obtained and preserved by partners contributing material so that they can be referred to readily in future. This is an essential part of preservation for public use.

1. Preservation of original material

In the case of material generated through community projects, originating partners will work in consultation with the communities and with individual participants to ensure that the long-term preservation of the materials is agreed before the project ends. This will more than likely involve the originating partners keeping an archive of the material produced from their collaboration with Moving Here relevant to their region.

In this case partners should ensure that material is catalogued and indexed in ways that will allow future researchers to identify its significance for migration history.

Ensuring the preservation of these materials will also include:

- Getting informed consent in writing for the inclusion of material on Moving Here covering copyright clearance and Data Protection Act rights
- Preserving the records of copyright release and Data Protection Act permission to use in a form which can be accessed long term
- Agreeing where original materials and full digital mastercopies shall be deposited with the originating partners
- Making available to Moving Here references to the location of such materials for inclusion on the website
- Preserving all translations, transcriptions and dual language text funded through the Moving Here project alongside the original item (artefact, sound recording, image) to enable the widest possible access to it in future.

2. Document handling when digitising material

Those responsible for a project must weigh up the risks of exposing original material to any digitisation process against the benefits of creating a fully documented high-quality 'digital master' from which all other versions, for example web deliverables, can be derived. Correct document handling is vital way of reducing this risk.

Any digitisation for the Moving Here project is carried out either by staff at The National Archives overseen by the Moving Here central team; by staff of project partners; or by staff of commercial companies contracted and overseen by a project partner. The National Archives staff involved in contact with the physical document take manual handling and document handling courses. Scanning is carried out on flat-bed scanners and weights and foam wedges used according to normal document handling good practice. Partners must ensure they have their own similar practices in place or that a commercial company adheres to them if the work is outsourced.

The following specific guidelines apply to staff digitising on behalf of Moving Here at The National Archives. Moving Here would expect the same conditions to apply to partner organisations:

- Staff assess each document to be digitised on the basis of their experience and training. Documents in poor condition are assessed by the supervisor, who can refuse to allow them to be scanned.
- Further advice is sought where necessary from the Conservation Department.
- Seals cannot be scanned under glass.
- Where a surrogate exists it is normally used in preference to the original (subject to quality).
- Parchment is never photocopied.
- Documents over 4-5" thick or 4.5 kg in weight cannot be photocopied but must be scanned.

3. Preservation of digital masters

The Moving Here website is a resource which consists of three elements - 'stories', digitised resources and a delivery mechanism.

3.1 Stories

- The personal contributions which constitute 'stories' which are mounted on the Stories section of the website are HTML files with the full range of HTML elements - hypertext links, JPEG files, etc. They include embedded clips of audio and video and well as links to pdfs of original language material.
- The format of digital images accepted by Moving Here include JPEG, TIFF, GIF and BITMAP. (Please note that as these files can sometimes be very large they should be submitted directly to the Webmaster, via the e-mail address on the site, for inclusion in a story rather than attached to the Tell Us Your Story form).

The digital images created by a partner for inclusion in Stories will exist in two forms - original archive masters and the derivative web deliverables. The original images will be kept by the partner in the form of uncompressed TIFF files at 300dpi. They will be delivered to Moving Here at 150dpi.

- The formats for audio and audio-visual material which can be submitted for the Stories section are the same as those acceptable for inclusion in the Moving Here database system - mp3 | director | flash | qtmovie | qtaudio | mpeg | wav. (Please note that as these files can sometimes be very large they should be submitted directly to the Webmaster, via the e-mail address on the site, for inclusion in a story rather than attached to the Tell Us Your Story form).

Any audio or audio-visual material for the Stories section should be sent to the Moving Here Webmaster already digitised and segmented into clips of about 2 minutes each in length.

Where an audio/ audio-visual clip is provided in a language other than English it would be useful to provide a transcript for that clip to make it as accessible as possible.

- References for material deposited with and provided by originating partners for inclusion on the Stories section in digital form should be given to Moving Here. These references will be put into the captions within a story to allow the public to identify and request access to the original material held in collections by partners.

- Originating partners must ensure the preservation of the full transcriptions, full length videos and full length sound recordings from which any clips are provided to Moving Here. (It is likely that extracts only will be provided for the Stories section of the website).
- Any masters of digital media will be retained by the originating partner. It should be noted that digital media is not recognised as an archival medium as it can corrupt and degrade in a relatively short timeframe. To give the sound recordings, videos and other digital resources the best possible chance of survival a system of refresh and migration should be adopted by the partner. This will entail storing the archive masters available on two different media, for example, CDs and DLT tapes and periodically refreshing them.
- Wherever possible these digital master copies should be added, along with original material, to the long term collections of regional archives, registered museums or local history libraries accessible to the community which has produced them.
- Stories are unique and once online will be preserved at The National Archives in several ways:
 - While they exist on the live Moving Here website www.movinghere.org.uk they are backed up regularly on tape as part of this live system.
 - A snapshot of the Moving Here website is taken by The National Archives every six months, and accessioned as a public record into the UK Government Website Archive. Each snapshot is captured using web harvesting software, which creates a static copy of the website at the time of harvesting. This takes a 'snapshot' of the site at that point in time, including all the stories which are online then.
 - Currently, each snapshot is harvested by the Internet Archive, under a contract with the National Archives. The Internet Archive is a non-profit organisation, based in San Francisco, which has been archiving the world wide web since 1996, to create one of the largest data collections in the world. The Internet Archive's web archive contains over 150 terabytes of data, and the collection is growing at a rate of 12 terabytes per month. This demonstrates that they have the capacity to continue holding snapshots of Moving Here.
 - The Internet Archive supplies copies of all snapshots to the National Archives every six months, for long term preservation by the Digital Preservation Department. The harvested snapshots are also publicly available through the UK Government Website Archive, at <http://www.pro.gov.uk/webarchive/>.
 - The National Archives is investigating the best way to ensure that digital versions of stories are individually accessible to the public within its general digital collections.

3.2 Digitised resources for the Moving Here catalogue

Any digitised resources will be created in the form of digital images, sound (audio), and film. The physical space required to store the archive masters on their respective media will vary according to the quantity of images and the scanning specification. A high quality uncompressed TIFF image scanned in true colour at 300dpi will result in a file size of about 50mbs plus which means that it is not possible to get many large images to CD. Some may consider saving onto DVD. Although this matter may be inconsequential to some partners there are others where space will be at a premium.

- The digital images created by a partner for the Moving Here catalogue will exist in two forms - original archive masters and the derivative web deliverables. The original images will be kept by the partner in the form of uncompressed TIFF files at 300dpi. They will be delivered to Moving Here at 150dpi.
- The format of digital images accepted by Moving Here include JPEG, TIFF, GIF and BITMAP.
- For audio and audio-visual the Moving Here database system accepts the following | mp3 | director | flash | qtmovie | qtaudio | mpeg | wav.
- The archival digital media (i.e. uncompressed tiff images at 300dpi & audio-visual files) will be retained by the museum, library or archive, which holds the original documents or objects. The individual partners will be responsible for ensuring the preservation of the archive masters for the lifetime of Moving Here.
- It should be noted that digital media is not recognised as an archival medium as it can corrupt and degrade in a relatively short timeframe. To give the images the best possible chance of survival a system of refresh and migration must be adopted. This will entail storing the archive masters available on two different media, for example, CDs and DLT tapes and periodically refreshing them.
- The central team will be responsible for ensuring that the originating institutions recognise the responsibility that they have to provide facilities to preserve the original images. Beyond the lifespan of Moving Here the images can be used and archived according to each partner's requirements.
- The web deliverable derivatives will be backed up on the live system and preserved for the Moving Here lifespan by the central team at The National Archives. This includes the working images of the original masters which can be found in the online catalogue of digitised resources. The CDs/ DVDs/ floppy disks from which these images came will be stored.

4. Advice

If a partner working with Moving Here has any queries about the digitisation of records, their storage or gaining permission to ensure preservation for public use then the central Moving Here project team can seek advice from colleagues at The National Archives on their behalf.