IntroDPS

**Digital Preservation Training Package
Helping memory institutions get up and running <u>faster</u>
with their own institutional digital preservation program!**

Overview

Designed for anyone new to digital preservation or those wanting to improve their skills, **IntroDPS** is a digital preservation training package based upon the ARCHIVESCANADA Digital Preservation Service (ACDPS). **IntroDPS** introduces the essential skills and tools needed for digital preservation and introduces potential customers to the **ARCHIVESCANADA Digital Preservation Service (ACDPS)** which provides memory institutions access to an affordable preservation service maintained in an optimised technological environment designed to ensure sustainability, long-term accessibility, usability and authenticity of electronic records and digital information objects. Users of this service have access to a robust suite of digital preservation, archival description and access functions via a hosted instance of Archivematica and a hosted instance of AtoM. ACDPS is suitable for institutions with diverse digitized and born-digital holdings, including images, text files, Microsoft office suite documents, PDF files, audio and video files, and forensic disk images.

What is IntroDPS?

IntroDPS is a training package consisting of access to a hosted Archivematica instance with AtoM, institution-specific interactive online training sessions and a series of hands-on practical exercises. <u>An unlimited number of users from the participating institution</u> will have access to the training materials and hosted software <u>for a period of three months</u>.

Through **IntroDPS,** at the end of three months, you will have gained a better understanding of OAIS, digital preservation workflows, preservation metadata and format-specific preservation planning.

Commitment

No additional commitment is required and you can walk away at the end, more knowledgeable and better prepared to deal with one of the most pressing issues confronting heritage organizations: preservation of accessible, authentic and reliable digital records.

<div align="center">Or</div>

You are also welcome to leverage your new knowledge and transition into ACDPS Tier 1, Tier 2 or Tier 3 digital preservation subscription service (additional fees apply).

Next Steps:

- ☐ Select the Level that suits your needs.
- ☐ Contact Christina Nichols (cnichols@archivescanada.ca) to confirm your IntroDPS Level and arrange for invoicing.
- ☐ Provide the name, email address, and telephone number for the primary IntroDPS contact at your institution. The primary contact will be provided with the login IntroDPS training site login information.

Once confirmed, your training site will be up and running quickly and you will start performing a broad range of digital preservation activities starting with your very first training session.

Levels

Two **IntroDPS** levels are available to choose from:

Level 1 - $1,950 per institution
Duration: three months
Includes:
- 1 hosted instance of Archivematica and AtoM set up exclusively for the participating institution
- an extensive corpus of sample holdings for training and testing purposes
- 6 hours of interactive online training, including hands-on practical exercises

Level 2 - $3,950 per institution
Duration: three months
Includes:
- 1 hosted instance of Archivematica and AtoM set up exclusively for the participating institution
- an extensive corpus of sample holdings for training and testing purposes
- ability to upload institutional holdings to Archivematica for training and testing purposes
- 500 GB of temporary storage for institutional holdings
- 9 hours of interactive online training, including hands-on practical exercises

Sample training plan

Starting standard transfers
Arranging transfers into Submission Information Packages (SIPs)
Making Archival Information Packages (AIPs)
Reviewing and understanding AIP contents
Adding descriptive metadata
Adding rights metadata
Normalizing file formats
Generating Dissemination Information Packages (DIPs)
Uploading DIPs to AtoM
Metadata enhancement in AtoM
Searching and browsing content
Re-ingesting an AIP
Handling errors
Understanding configuration and automation choices
Special media topics: AV files, digitized content, bag ingest, forensic disk images

IntroDPS Terms, Limitations, Notes & Exclusions:

1. All prices and fees subject to change without notice.
2. No previous digital preservation experience is required; however, training can be tailored to meet the needs of more advanced users if desired.
3. Fees for the Service term shall be invoiced in advance and shall be payable on receipt or in accordance with any payment terms included on the invoice.
4. The Service will terminate at the end of the duration (three months). No additional commitment is required. All testing data will be deleted at the end of the duration (three months) unless Customer requests a transition to the ACDPS subscription service.
5. Customer acknowledges that use of this service is subject to all applicable local, provincial, national and international laws and regulations and the customer agrees not to violate such laws and regulations.
6. The Customer agrees that CCA and Artefactual will not be held responsible for any content posted or transmitted through the Service.
7. The Customer may not engage in any activity that restricts or inhibits any other user from using the Service (such as "hacking", "cracking", "spoofing") or defacing any portions therein.

8. The Customer may not knowingly post or transmit through the Service or software any materials that contain viruses, worms, time bombs, Trojan horses or other harmful or disruptive component, political campaign materials, chain letters, mass mailings, spam, mail or robot, spicer, site search/retrieval application, or other manual or automatic device or process to retrieve, index, data mine, or in any way reproduce or circumvent the navigational structure or presentation of the Service or its contents.
9. Except as otherwise expressly provided in this service overview, CCA and Artefactual disclaims all promises, representations and warranties, expressed or implied, with respect to this service, software and content.
10. In no event shall CCA and/or Artefactual be liable for any damages whatsoever (including, without limitation, damages for lost profits, loss of data, business interruption or other consequential, exemplary, special or indirect losses) arising from the customer's use, or inability to use, the Service.
11. Nothing in this service is designed to create, nor shall create between them, a partnership, joint venture or employment relationship between the Customer and the supplier(s).
12. Limitations: Standard packages outlined above do not include the following. Institutions wishing to include these services will be provided with a customized quote for the full ACDPS service: Software development services, Data migration services, Custom AtoM theming, Multi-tenanted Archivematica or AtoM instances, Integration with local or external software systems, OS-level (such as SSH) access to servers on which the software is hosted.