

## **PDR Step 3: Building a Repository** **Amelia Ishmael**

### 1. List of 50 files with checksum (Bagger manifest, see attached)

```

bc2f76e702e1b71b87fe7cc195b0d813 data/50files/Series2/Exhibitions/PressReleases/blackSSStaTic_darkFuZZZ_d00mglitCH.PressRelease.docx
80d4498f039b7f3f4d03243d4139caf8 data/50files/Series2/BackGateBookManuscript/PDFArticles/.DS_Store
6bb5d6a20c262faa80fa98bfd40051b5 data/50files/Series2/ProfWritings/OnePlusOne/Tempestarii/drafts/tempestarii_oneplusone_EDIT_JCM.doc
c6b4d83a57d9534fa69327bbcd8ffbc data/50files/Series2/ProfWritings/OnePlusOne/Tempestarii/PublicationPDF/.DS_Store
c05a0720932803e647538012e7d1bd24 data/50files/Series2/Exhibitions/PressReleases/40th NC still.jpeg
672f31b8d0ce595306ee543443b8926c data/50files/Series2/ProfWritings/Art21/Aldo/Alto Tambellini_09102012_article.doc
a89a9113e1387197128235b56b92b997 data/50files/Series1/emails/1693.emlx
0c40f0306532961657327d512b92ea47 data/50files/Series2/BackGateBookManuscript/PDFArticles/2017_ausstellungsbroschuere-en_tambellini-black-matters.pdf
ed4670cf07052ba656a0bc121387a286 data/50files/Series1/emails/1696.partial.emlx
e44eae646478c34dc0839534b3399504 data/50files/Series2/BackGateBookManuscript/Drafts/00_BlackGate Theater17.docx
1fc6de05801df9d8bc873db983a56563 data/50files/Series3/CharlemagnePalestine/Archives/1972.01.pdf
957efca14cc6d3f053499172509969bc data/50files/Series2/ProfWritings/OnePlusOne/Tempestarii/photos/Tambellini_clone mars sequence-1.psd
f92aa0f070b0e5b0ea28347f90588e33 data/50files/Series2/Exhibitions/Photographs/MarkBooth_040.tif
ec7944cbd5c82b8a6d4ab7af79e6646 data/50files/Series1/emails/1695.emlx
8e060209f45cf8058121b11a46d3512a data/50files/Series3/CharlemagnePalestine/Archives/1973.02.pdf
e460a6a48eb406e3ad1e3f2a291bf344 data/50files/Series2/BackGateBookManuscript/Drafts/00_BlackGate Theater18.docx
8b3b5f458919d60c49eaa03e257b7900 data/50files/Series2/ProfWritings/OnePlusOne/.DS_Store
f8a62194b89ff12711a511b5774769f3 data/50files/Series2/BackGateBookManuscript/Drafts/00_BlackGate Theater13.doc
8a818e58c52317f219b628fac1549dc data/50files/Series2/BackGateBookManuscript/Notes/Black_Gate_001.tif
450e5f5e4056d13470b638300bfc30f data/50files/.DS_Store
eb4c2ab5287200acbddf5291b0e2e15f data/50files/Series3/CharlemagnePalestine/Archives/1969.01.pdf
264e59b87c3902e583eae117b6b56a57 data/50files/Series2/ProfWritings/Art21/Aldo/"The Sun and the Last Star Have Burned Out" « Night in the Lens.pdf
f9cb23e5d346fa4ac455625d6f8587e8 data/50files/Series2/Exhibitions/Photographs/.DS_Store
e26afe867a48d076e02ac2b5d8be4e data/50files/Series2/ProfWritings/OnePlusOne/Tempestarii/PublicationPDF/OnePlusOne-Issue-13-Volume-1-1.pdf
d7e44a303c2fa82fe3066799b52f98f5 data/50files/Series2/BackGateBookManuscript/Notes/sogetsNotes.docx
c83b4d1d69308e1f38f7d4bd94d1210f data/50files/Series2/ProfWritings/.DS_Store
d180602d85c721b46895015b7f13f19b data/50files/Series2/Exhibitions/Photographs/MarkBooth_039.tif
f8b4f448b806a26a8590b0322e249523 data/50files/Series2/BackGateBookManuscript/PDFArticles/1192_001.pdf
761583a3dd75d99adb477b1b30ce1843 data/50files/Series2/BackGateBookManuscript/PDFArticles/2019 Grants to Individuals Proposal Form.pdf
6296d591e35f0e76d4fe56f98cb4d901 data/50files/Series2/Exhibitions/Photographs/IMG_4869-1-768x576.jpg
39b95b471b02fad5a8eb1f98eadd2456 data/50files/Series2/ProfWritings/Art21/Aldo/Alto Tambellini_09102012.WMA

```

### 2. Description of repository's storage structure. (Updated PDR2, see attached)

Description/File hierarchy of repository's storage structure: Sample Group (50 Files)

```

Series 1
  Emails
    1696.partial.emlx
    1695.emlx
    1694.emlx
    1693.emlx
    1692.emlx

Series 2
  BackGateBookManuscript
    PublicationProof
      00_BlackGateTheater20.docx
    PDFArticles
      2019 Grants to Individuals Proposal Form.pdf
      2017_ausstellungsbroschuere-en_tambellini-black-matters.pdf
      1192_001.pdf
      1968_03_08_Intermedia68_handbill.pdf
      1_TheGate_Ads.pdf
    Notes

```

### 3a. Three sample files, create AIP for each

```

<simplifiedc xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:dc="http://purl.org/dc/elements/1.1/"

```

```

  xsi:noNamespaceSchemaLocation="http://dublincore.org/schemas/xmls/qdc/2008/02/11/simplifiedc.xsd">

```

```

    <dc:title>00_BlackGateTheater20.docx</dc:title>

```

```

    <!-- Repository Storage Location:

```

```

"data/50files/Series2/BackGateBookManuscript/PublicationProof/00_BlackGateTheater20.docx"
-->

```

<dc:creator>Ishmael, Amelia</dc:creator>  
<dc:rights>Copyright (c) 2020 Amelia Ishmael</dc:rights>  
<dc:format>1 MB</dc:format>  
<dc:format>docx</dc:format>  
<dc:language>en</dc:language>  
<dc:description>This is the Publication Proof file for The Black Gate book manuscript.</dc:description>  
<dc:date>2020-02-26</dc:date>  
<dc:type>Text</dc:type>  
<dc:subject>Aldo Tambellini</dc:subject>  
<dc:subject>The Gate Theater</dc:subject>  
<dc:subject>The Black Gate Theater</dc:subject>  
<dc:subject>experimental film</dc:subject>  
<dc:subject>performance art</dc:subject>  
<!-- MD5 Checksum: "6efc0db7a80ab923aff1dfda1c7abbe2" -->  
<!-- Preservation Level: "4" -->  
</simpledc>

[...]

<dc:title>Aldo Tambellini's BLACKOUT (1965).mp4</dc:title>  
<!-- Repository Storage Location: "data/50files/Series2/BackGateBookManuscript/Notes/Aldo Tambellini's BLACKOUT (1965).mp4" -->  
<dc:creator>Tambellini, Aldo</dc:creator>  
<dc:rights>Copyright (c) 1965 Aldo Tambellini</dc:rights>  
<dc:format>38.7 MB</dc:format>  
<dc:format>mp4</dc:format>  
<dc:description>This is digital transfer of a 16mm film documentation of Aldo Tambellini's performance of Black Out at The Black Gate Theater.</dc:description>  
<dc:date>1965</dc:date>  
<dc:type>MovingImage</dc:type>  
<dc:subject>Aldo Tambellini</dc:subject>  
<dc:subject>The Black Gate Theater</dc:subject>  
<dc:subject>performance art</dc:subject>  
<!-- MD5 Checksum: "c31993d252263bae42323ed26566cfeb" -->  
<!-- Preservation Level: "3" -->  
</simpledc>

[...]

<dc:title>1973.02.pdf</dc:title>  
<!-- Repository Storage Location: "data/50files/Series3/CharlemagnePalestine/Archives/1973.02.pdf" -->  
<dc:creator>Amelia Ishmael</dc:creator>  
<dc:rights>Copyright (c) 1973 New York Times</dc:rights>  
<dc:format>523 KB</dc:format>  
<dc:format>pdf</dc:format>  
<dc:description>This is a PDF scan of the New York Times article "Phill Niblock Music Has

a Piquant Mood" of Dec 15, 1973. The article mentions a performance by Charlemagne Palestine that was held in Phill Niblock's loft during the concert series "Week of Composers." This clipping was scanned by Amelia Ishmael in 2014 and is located in the Charlemagne Palestine Archive.

```
</dc:description>
<dc:date>2014</dc:date>
<dc:type>Image</dc:type>
<dc:subject>Charlemagne Palestine</dc:subject>
<dc:subject>Phill Niblock</dc:subject>
<dc:subject>experimental music composition</dc:subject>
<!-- MD5 Checksum: "8e060209f45cf8058121b11a46d3512a" -->
<!-- Preservation Level: "4" -->
</simpledc>
```

3b. Representation Information (extension, PUID, and format identified for selected three sample files was identified by DROID) concerns, normalization/migration recommendation (LOC and The National Archives referenced).

File Extension	PUID	Format	Concerns	Normalization/Migration Recommended	Representation Information
.docx	fmt/412	Microsoft Word for Windows, Version 2007 onwards	LOC: "DOCX is an acceptable format for a number of national archival institutions."	None.	See: <a href="https://www.loc.gov/preservation/digital/formats/fdd/fdd000363.shtml">https://www.loc.gov/preservation/digital/formats/fdd/fdd000363.shtml</a>
.mp4	fmt/199	MPEG-4 Media File	Open standard.	Not at this time.	See: <a href="https://mpeg.chiariglione.org/standards/mpeg-4/video">https://mpeg.chiariglione.org/standards/mpeg-4/video</a>
.pdf	fmt/17	Acrobat PDF, Version 1.3	LOC: "PDF 1.3 has been very widely used. As of early 2019, it is still the version of PDF built in to MacOS 10.14 (Mojave)"	None.	See: <a href="https://web.archive.org/web/20101214132912/http://partners.adobe.com/public/developer/en/pdf/PDFReference13.pdf">https://web.archive.org/web/20101214132912/http://partners.adobe.com/public/developer/en/pdf/PDFReference13.pdf</a>

#### 4. Preservation plan for repository:

The designated community for these archives is first personal, and finally in an academic library. Control of the digital contents would be extended to convert text files to non-editable PDF formats, and video & audio files to accessible formats. This collection's primary use will be

research. The author does not extend copyright licenses to repository outside of access, so the emulation or original environment will not be necessary.

The preservation actions for the files included in this plan are to be determined. The 3 files that I accessed appear to be stable formats, but older files were not surveyed. If pre-2007 Microsoft Word files exist within this archive they should be migrated to docx or PDF as soon as possible. There are multiple sound, video, and image formats that need to each be assessed as these three selected formats were. My preservation plan for the near future would include assessing these other (potentially risky) formats and migrating or normalizing files to more stable formats.

Reviewing and updating plans would include regularly monitoring file formats for obsolescence (which would effect entire repository rather than this limited collection), and assuring fixity of this specific collection by running checksum audits every year on a randomly selected group of files within this collection.

This plan should be reviewed every 5 years, or as needed.

#### 5. Evaluation of my preservation plan:

At this time, I do not feel that there are any glaring disadvantages to this preservation plan. Though, at the end of this course (and the simultaneous metadata course that I am taking) I may learn of modifications that I should make!