

Best Practices

This space is reserved for the sharing of best practices documents such as policies, workflows, documentation, etc. Please try to group them according to function as is possible.

I benefited tremendously by reading the "Workbook on Digital Private Papers" created by Susan Thomas from Oxford. Here is the link: <http://www.paradigm.ac.uk/workbook/index.html>

Peter Chan, Digital Archivist (AIMS), Stanford University

Project Documentation

- City of Vancouver's Digital Archives System development wiki: [Vancouver Digital Archives](#). The most recent addition is the section on SIP creation. Documentation lags a bit behind our actual development, but the requirements and workflows are mostly up to date. A lot of our work was co-opted and moved to the Archivematica wiki if it applied to the projects as a whole. For instance, we worked with Artefactual to develop the [media type preservation plans](#) using the City Archives' wiki, but moved the results once we'd settled on plans for the release. (Courtney Mumma, City of Vancouver)

Digital acquisition set-up

(what is your hardware/software set up for acquiring born-digital content in that pre-SIP/SIP creation stage?)

- UNC has two Tableau write blockers -[eSATA bridge, T35es](#) , and [USB bridge, T8-R2](#). We're currently building out a media acquisition station loosely based on the [Prometheus installation guidelines](#) at the National Library of Australia.