

January 11, 2001

Institute of Museum and Library Services
Office of Library Services
Program Office, National Leadership Awards
1100 Pennsylvania Avenue, NW, Room 802
Washington, DC 20506
Re: Interim Report

**Preserving Cornell's Digital Image Collections: Implementing an Archival Strategy
4th Quarter Report, July-December 2000**

Project: 34774

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The goal of Cornell's IMLS-funded project is to plan and implement an archiving strategy for its digital image collection, representing over a third of a terabyte of information. This report summarizes the achievements of the project team during the fourth six-month period (January-June 2000). The project Web site (<http://www.library.cornell.edu/imls/index.htm>) includes several reports and documents that complement this brief report.

- Completed the MARC record clean-up project both at the Cornell University Library Central Technical Services and Mann Library sites. All the MARC records for individual image collections were revised to bring them up-to-date to reflect the significant changes that occurred in cataloging standards during the last five years.
- Mainstreamed the PURL (Persistent Ids) implementation. More information on Cornell's PURL implementation can be found at:
<http://www.library.cornell.edu/voyager/Bibs/ECat/e-cat6.html#6.1>
- Concluded the TIF2GIF and TIF2PNG on-the-fly conversion evaluation study and wrote a report to summarize the findings. The draft report is available on the CUL IMLS project Web page (<http://www.library.cornell.edu/imls/index.htm>).
- Prepared the Central Deposit Guidelines for Digital Image Collections document, which recommends the establishment of a central depository within the library's Digital Library and Information Technology (D-LIT) infrastructure for ensuring continuing access to digital image collections over time. Such a central responsibility is essential to ensure a cost-effective preservation strategy. To facilitate the preservation of digital image collections in a centralized manner, this document outlines the responsibilities of *transferee* in preparing an image collection that will be centrally deposited. It also outlines the role and major responsibilities of a central depository and recommends next

steps, including a three-month feasibility study to determine the library's readiness to implement such a central depository responsibility. This tract of research is seen as a byproduct of the IMLS project that will be continued beyond the project deadline.

The guidelines were prepared by the Digital Preservation Policy Working Group, which is charged to synthesize the findings of the library's IMLS research in a pragmatic policy manual to guide the future preservation activities. The document and the recommendations of the Group for implementation will be reviewed by the library's Library Management Team in February 2001. The draft guidelines will be available on the project Web site in early February.

- Drafted and tested the inventory form that will support the recording and maintenance of a variety of preservation metadata for image collections in a centralized fashion. The development of a Web-based inventory form was postponed for early 2001 to be implemented after the presentation of the Central Deposit Guidelines for Digital Image Collections document to the library's Library Management Team.
- Completed the digital preservation resource implications study, with the conclusion that for the estimates to be reliable and effective, such an analysis needs to be conducted after clearly defining the role and responsibilities of the central depository. After a thorough analysis of the existing cost studies for digital preservation, the group decided that there were no models that can be readily implemented for the library's purposes. Based on the findings of this study, the resource implications inquiry will be revisited to identify the staff, equipment, storage space, and funding needs to support ongoing preservation. The envisioned feasibility study, which stemmed from the library's IMLS research, will be conducted after the presentation of the deposit guidelines to the Library Management Team.

Future Tasks (January-March 2001)

The project, which will end on March 31, 2001, seeks to achieve the following goals for the next three months:

- Write a brief report on the storage requirements assessment that will document the system evaluation process. This report will describe the alternative storage solutions assessment and implementation process, which aimed to select the best approach for amalgamating, managing, and preserving, and accessing Cornell's digital image collection in a secure, timely, and cost-effective manner.
- Present the Central Deposit Guidelines for Digital Image Collections document to the library's Library Management Team. Based on the discussions and decisions, plan the next steps to continue policy development to support the preservation of the library's digital image collection.
- Evaluate the findings and products of the project in preparation for the final report.