

# TDR

## MINISIS *Trusted Digital Repository* Features and Processes

### THE DIGITAL PRESERVATION DILEMMA...

Organisations are facing growing pressure to store and preserve vast amounts of information. As this information increases exponentially, they are presented with the daunting task of managing these assets. The threat of file obsolescence and bit-rot on storage media, as well as the need to produce a trusted version of an asset further complicate the scenario. A means is needed to collect, validate, manage, and maintain digital assets for future users.

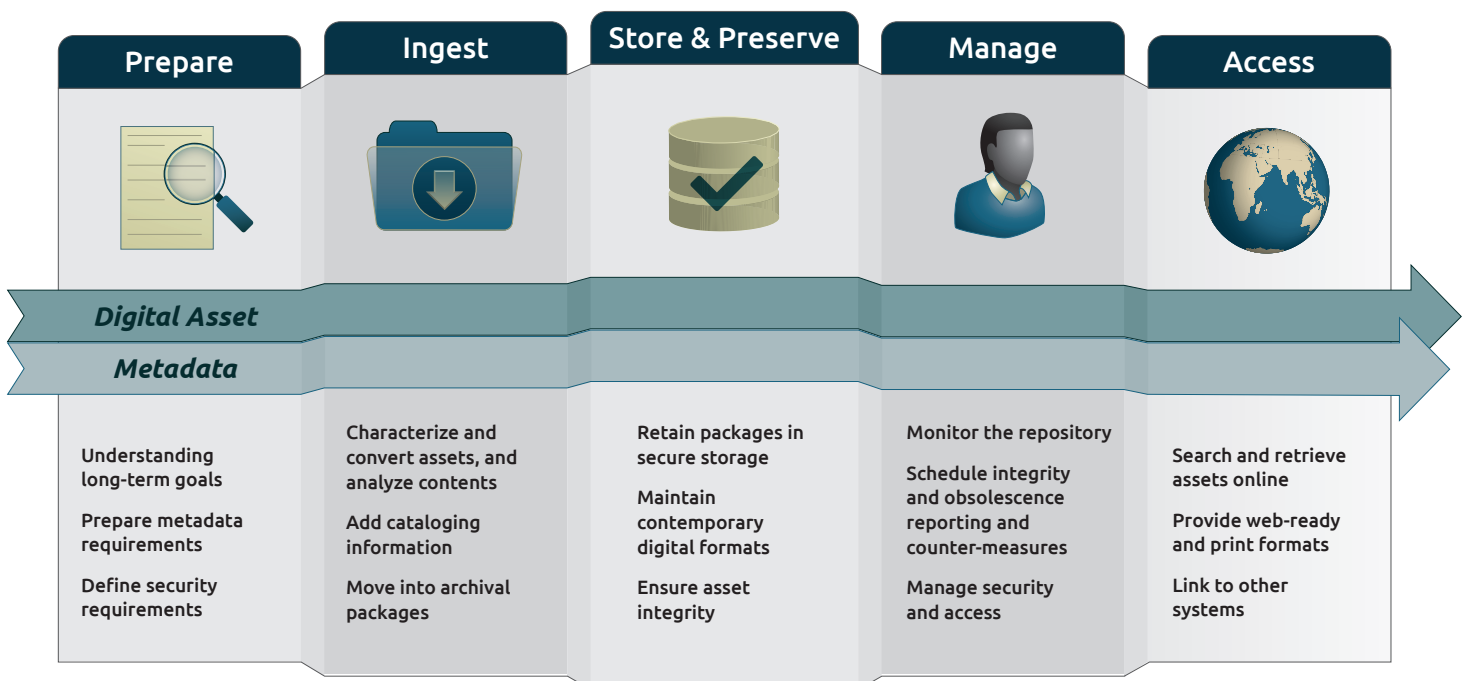
Solutions abound for scanning physical assets and managing digital ones, but most of these products do not focus on the long-term. Trusted Digital Repositories (TDRs) differ from other types of document or asset management systems in that they are committed to long-term digital preservation. TDRs ensure digital preservation through a set of processes and activities. They manage digital information to ensure long-term

accessibility. These activities are relevant to both materials converted to digital formats, as well as born-digital files with no analog counterpart. TDRs are also concerned with any metadata which describes the content, history, ownership, or functionality of such assets.

As organisations are coming under legal and self-imposed requirements to meet digital preservation best-practices and standards, MINISIS can help. The MINISIS TDR is both a software and a service offering that can solve this growing need. MINISIS has the advantage of being able to leverage its full-range of archival and cataloging software to provide a complete solution. It serves organisations wishing to not only preserve digital assets but also make them available dynamically: allowing online searches as well as access to digital versions in a format desired by end-users.

### PROCESSING STEPS: WHAT CAN I EXPECT?

*Our Trusted Digital Repository is designed to support an easy step-by-step approach to digital preservation:*



*These six functions are what you can expect from a MINISIS TDR:*

# 1

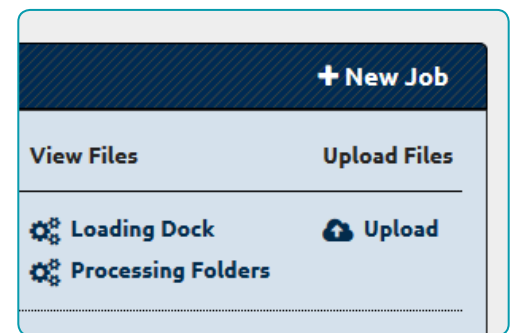
## PREPARE

Preparation activities usually involve discussions about immediate and long-term TDR priorities such as storage restrictions, preservation formats, and public access. Understanding these requirements helps to establish critical management tasks and settings. At this time it is also helpful to know what additional types of information will be stored alongside the asset as metadata. If the digital collection is to be linked with another cataloguing system, planning for data mapping and customization prior to ingestion ensures a smooth transfer.

# 2

## INGEST

When new files are ready for ingestion, they are sent to a queue in the MINISIS TDR's loading dock. Related digital assets can be set up as a job, allowing them to be assigned a common job number and job title, as well as descriptive metadata for future discovery and retrieval purposes. Each raw digital asset is processed to identify checksum information, extract technical data, and characterize the asset. Once ingestion is complete, the digital asset is stored with its content, provenance, and preservation metadata — as an Archive Information Package (AIP).



*Assets are ingested through the main TDR dashboard*

Manage Server Entry	
Server Name	MINTDR Server
Server Type	SFTP
SERVER ID	SRV1
Renormalize Worker Name	GizaValidatorDeam
Notification Worker	ADLERNotifyDeam

*Server Management*

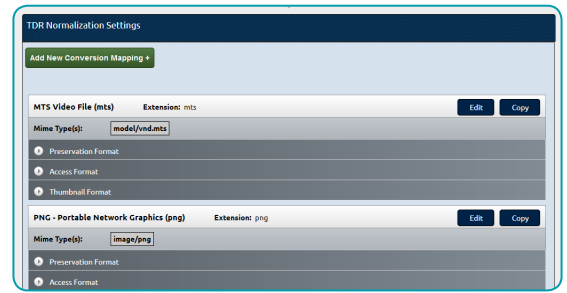
# 3

## STORE

Storage mechanisms for a MINISIS TDR are largely client-specific. Public access and reproduction requirements will help determine the TDR's storage and connectivity specifications. Customers using the MINISIS TDR as a service can store their AIPs in cloud storage; or they can opt for a dedicated storage appliance when safety is of the utmost importance. Standalone systems at a client site are also a storage option.

# 4 PRESERVE

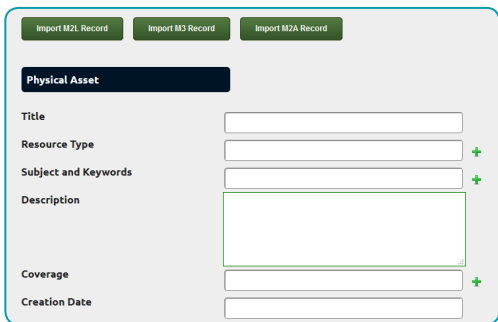
Preservation strategies are routinely implemented in a MINISIS TDR and can be managed automatically or manually. Normalization settings identify current file formats that will be converted for preservation, preview, web, and print. As time passes, these settings are updated to convert obsolete file formats to contemporary ones. In addition, obsolescence and fixity help you to effectively manage your long-term asset preservation.



Normalization settings

# 5 MANAGE

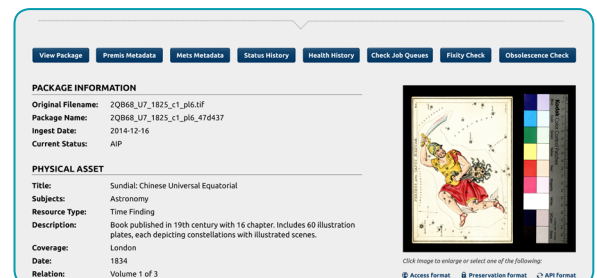
Cataloguing and search fields help to identify and retrieve the assets that are stored in the TDR. Even if digital assets are ingested into the TDR in large batches, information about each asset can be managed individually. These information management features are aligned with Open Archives Initiative (OAI) and Dublin Core standards. By initially using standard cataloguing fields, the assets' intellectual content can be mapped with data in MINISIS applications and other collection management software. However, the MINISIS TDR can also operate as a standalone cataloguing system.



Asset management

# 6 ACCESS

Many museums, libraries, and archives are mandated to make their collections publicly accessible via digital and online platforms. Web-ready formats of preserved digital images can be linked to Online Public Access Catalogues (OPAC). Print-ready formats can also be generated and stored in the MINISIS TDR. Appropriate role-based security procedures and permissions can be set up to provide internal and external TDR users with safe and secure access to your digital collection.



Thumbnail of asset with links to other formats

# TDR

MINISIS *Trusted Digital Repository*

## Overview of Key Features

### THE MINISIS TDR IS:



#### ***Standards-based***

The MINISIS TDR is based on Open Archival Information System (OAIS) best practices for the preservation of digital assets. Each digital asset in the TDR is stored in an Archive Information Package along with its metadata.



#### ***Professional & Secure***

Audit and compliancy measures can be managed within the MINISIS TDR. User restrictions, permissions, and asset tracking ensure that preservation, maintenance, and usage of assets are accurately logged. MINISIS can also provide infrastructure cleared to Protected B standards of the Canadian Government.



#### ***Accessible***

As an online application, the MINISIS TDR is available for use from any device. It can be used by museums, archives, and libraries to support their online public access (OPAC) requirements.



#### ***Searchable***

Simple and advanced search options allow you to find your asset by name, type or content. Our OAI-PMH interface can be added to synchronize to other catalogues.



#### ***Integrated***

The MINISIS TDR can be customized to link with other software using a Restful API. It can also map to all MINISIS applications to provide a comprehensive cataloguing system for physical resources and their digital surrogates.



#### ***Metadata Focused***

Internationally recognized standards for preservation metadata (METS and PREMIS) are fully integrated into the MINISIS TDR. Administrative, structural, descriptive, and preservation metadata are managed and preserved.



#### ***Flexible***

Unlike other TDRs, digital asset files can be immediately ingested into the MINISIS TDR and made available in the same system once processing is complete. Fixity and obsolescence checks can be routinely scheduled or activated on demand.



#### ***Trusted***

Upon ingestion, the digital provenance of each asset is extracted and preserved. Digital assets are then logically self-contained and stored with their metadata. The packages can stand alone and be restored outside of the archive and MINISIS software.

***What are your short-term priorities and long-term plans for the storage, preservation, and dissemination of your organization's collection of digital assets?***

- I want to store material immediately and want to work on the resources once they are in the TDR*
- I want all materials to be saved and fully functional in the future no matter the cost*
- I want to provide the general public with web-access to our digital collection*
- I want to provide professionals and academics with secure access to some but not all records*



### **MINISIS can help identify priorities for your TDR**

Some organizations want to preserve all of their digital assets immediately and then catalogue and organize them at a later date. For other institutions, mapping an asset's metadata to cataloguing software is important for continuity of curatorial practices. You might also need to prioritize the dissemination of digital assets to a wide audience of users. We can help you clarify the TDR requirements specific to your unique situation.

***Does your organization have specific storage requirements or cost restrictions?***

- My organization is concerned about balancing the trade offs between storage requirements and cost*
- I want all the resources, including originals and non-compressed formats to be preserved*
- I want to preserve materials for the very long-term and will not need to access them frequently*



### **MINISIS can help identify your storage needs**

Will you need to frequently retrieve digital assets or does your organization require long-term deep storage? Do you want to preserve the full function of an asset or is a visual representation sufficient for your preservation requirements? The size and functionality of your files can affect storage costs. We can help you work out ways to balance these trade-offs.

## What types of digital assets will you be ingesting into the TDR?

- I have a mix of file types and want to ensure that they will be accessible*
- I predominantly have one file type which has special preservation requirements*



### **MINISIS can help assess your collection and develop recommendations**

Is your collection comprised of scanned or born digital assets or both? Are the assets a mix of different file types or predominantly one type? This information will help us develop your preservation plan.

## Can the digital assets in your collection be divided into categories?

- I categorize documents either by source and donation, or file type and format*
- I have a number of categories but I wish to ingest in an ad-hoc manner*



### **MINISIS can help categorize your content for the ingestion process**

The ingestion process is managed as a set of jobs. Jobs can be organised in many ways — by date, region, topic, or project. We can advise you on how to set up jobs so assets are automatically described in bulk or aligned to projects in your preservation programme.

## Do you have a cataloguing management system with specific mapping requirements?

- I want each digital asset to be mapped to a catalogued record of a physical item*
- I want to ensure that my current cataloguing management system is compatible*



### **MINISIS can help with your catalogue mapping needs**

Apart from digital files, many MINISIS clients have large collections of physical items. If the digital assets are images of physical assets, then careful mapping will ensure that your TDR images are linked to the correct record in your cataloguing management system.

## Do you have a collection that has yet to be catalogued?

- My organization requires data entry fields based on Dublin Core metadata*
- I am interested in creating custom data entry fields for my unique assets*



### **MINISIS can help customize your data entry experience**

Additional descriptive information about the digital asset's intellectual content can be catalogued in a data entry form at any time. MINISIS can help you set these forms up to meet your specific requirements. We can also make assets searchable by their textual content.

**MINISIS has the tools you need to start planning for the preservation of your organisation's digital assets**

## WHO CAN BENEFIT FROM THE MINISIS TDR



The potential market for a TDR is extensive — from the traditional bases of public and corporate archives to virtually any other entity that handles electronic media. TDRs and the use of digital preservation are moving to the forefront for many organisations as they face the prospect of obsolete files, media technology, and related software. This is reinforced by the need to comply to best practices. TDRs have thus become significant in a wide range of business sectors and are relevant for a variety of applications.

### EXAMPLE INDUSTRIES INCLUDE:

- *Cultural Heritage*
- *Libraries & Archives*
- *Legal & Litigation*
- *Medical & Health Sciences*
- *Media & Broadcasting*
- *Educational Institutions*
- *Technical Research*
- *Industrial Design*
- *Insurance & Finance*



### MINISIS CONTACT INFORMATION

MINISIS Inc. has offices in the United States, Trinidad and Tobago, Tunisia, and Canada, with Official Headquarters in Vancouver, BC.

**Vancouver Office:**  
Suite 950 – Royal Centre  
1055 West Georgia St.  
P.O. Box 11142  
Vancouver, B.C. V6E 3P3

**Phone:** 1-604-255-4366

**Toll-Free:** 1-877-255-4399

**Fax:** 1-604-255-4367

**E-mail:** [info@minisisinc.com](mailto:info@minisisinc.com)

Get in touch with MINISIS Inc. today to plan your TDR!

**MINISIS INC**