Topics for ILF

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| Topic | Issue related to digital preservation |
| Data Management Plan |  |
| Data | * Volume that would require preservation
* Types of data (raw, processed etc) which should be preserved
* Choice of data format should be informed by availability of (open source) software
* Semantics of the data elements
* Inventory of data produced/expected
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| Representation Information | * Outline of background concepts needed to understand the project
* Applicable standards
* Software dependencies
* Data dictionaries and other semantics
* Format definitions and formal descriptions
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| Rights | * What are the restrictions on access in the long term
* Licences involved
* Owners of the data – who can authorise hand-over
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| (Adding) value | * Related data which may in the future be combined with this data
* Other software which may be used on the data
* Interfaces that are applicable to the data e.g images, tables.
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| Proposal | * Record of origins of the project e.g. in a CRIS system
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| Provenance | * Documentation about the hardware and software used to create the data, including a history of the changes in these over time
* Processing workflow
* Processing inputs
* Processing parameters
* When each stage was performed
* Record of any special hardware needed
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| Authenticity | * Who was responsible for each stage of processing
* Fixity (e.g. CRC or digest) of data which may be preserved
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| Discoverability | * What may be used in future to identify the data
* Methods for exploration/quick-look at the data
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| Risk | * Potential risks to preservation and exploitation of the data
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| Publications | * Publications related to the data
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| Handover | * Pointers to the components to be transferred to the archive
* Identification of archives which are likely to be able to host the data
* Potential preservation aims of the archive
* Inputs to definition of the Designated Community
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| Quality checking | * Quality checks which may be performed on the data by non-experts
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| Packaging | * Details of the way components are packaged together for delivery to a repository
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| SIP | * Definition of SIPs
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| Value | * Potential value of the data and likely business case for sustainability
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