

2010-2011 Annual Report of the Legal Information Archive Steering Committee

History

The committee was formed by the executive board of LIPA in the late spring of 2010. Its charge consisted of several items, and is attached to this report. Membership of the committee is Kenneth J. Hirsh, chair, Taylor Fitchett, Brian Quigley, Gail Warren, and Leonette Williams.

Work Completed

The committee submitted its initial report in October, 2010. The conclusions of that report may be summarized as follows:

- The Chesapeake Group collection plan may serve as a guide to best practices in creating a collection for any prospective members of LIA.
- LIA policy should emphasize the priority of archiving born digital materials, above conversion of printed materials.
- Institutions joining LIA and undertaking archiving activities must align those activities with its mission. The institution should develop a list of factors that guide its priorities. Among those factors should be
 - Risk of loss or disappearance
 - Compliance with intellectual property rights of the author
 - Provenance of the materials
 - Level of interest in the materials among the institutions primary constituents.

The report identified risk of loss or disappearance as one which may lack a standardized means of gauging the risk. The committee sought input from interested parties. Additionally, the committee now suggests that members consider information on this risk provide by outside groups, such as that published by Ithaka in its report, *What to Withdraw: Print Collections Management in the Wake of Digitization*, available online at <http://www.ithaka.org/ithaka-s-r/research/what-to-withdraw>.

In June, 2011, at the request of Janice Anderson, and on behalf of the committee, Sarah J. Rhodes of the Georgetown University Law Library and a key participant in the Chesapeake Group, prepared a draft statement of best practices. The committee has adopted the statement largely as proposed, and it is attached to this report.

The committee also adopts the document, *Guidelines for New LIA Member*, prepared by Janice S. Anderson of the Georgetown Law Library, and attached hereto.

Future Efforts

The committee recommends that the LIPA executive board reconsider the makeup of the steering committee. More direct participation by individuals with experience in the Chesapeake Group would greatly facilitate the work of the committee.

Respectfully submitted,
Kenneth J. Hirsh, Chair

The Committee is Charged to:

- Establish and maintain policies on Legal Information Archive content
- Identify priorities for preservation of digital legal information, with the support of the LIPA Board and other committees.
- Establish and maintain guidelines for participating libraries to address issues such as collection development, staffing and workflow
- Document best practices for digital archiving and metadata description
- Collaborate with OCLC to improve product functionality
- Make recommendations to the LIPA Board on formal project evaluations
- Provide general information to the LIPA Board as requested
- Submit an annual report to the LIPA Board
- Provide information to the LIPA Board on product functionality

Statement Regarding Best Practices for Digital Archiving and Metadata Description

The Legal Information Archive is a collaborative digital archive established to preserve and ensure permanent access to vital legal information available in digital formats. The documentation of and adherence to best practices and standards in digital preservation are fundamental to the long-term success of the Legal Information Archive (LIA).

Digital archive systems implemented by the LIA are expected to:

- Conform to the **Open Archival Information System** (OAIS) Reference Model, which provides a standard conceptual framework for digital archive implementations;
- Utilize **open-source software** when possible, ensuring that current and future developers will have access to source code allowing for the development of new interfaces or updates to the system software over time;
- Generate and/or support preservation metadata conforming to the **PREMIS** Data Dictionary, which provides a core set of preservation metadata elements to support the long-term preservation and future renderability of digital objects; and
- Meet criteria outlined in the **Trustworthy Repositories Audit & Certification** (TRAC) Criteria and Checklist pertaining to digital object management, system technologies, technical infrastructure, and security.

Digital objects and metadata archived by LIA-member libraries are expected to:

- Be converted, if necessary (and practicable), into **open-standard formats**, supporting the future renderability of archived digital objects and metadata;
- Map to **Qualified Dublin Core** metadata elements, ensuring that the metadata will be well supported and interoperable, if and when the digital content is migrated to a new archive or system;
- Track and manage the **rights** necessary to preserve archived content; and
- Support the **Open Archives Initiative Protocol for Metadata Harvesting** (OAI-PMH), a framework for exposing and sharing metadata with service providers for added discovery and access.

The Legal Information Archive currently utilizes OCLC's suite of hardware, software, and technological tools and services built for digital content management. A CONTENTdm Web-based user interface allows for user access to preserved content, and an OCLC Digital Archive system, a dark archive that conforms to the ISO reference model for an Open Archival Information System (OAIS), is used for the preservation of master archive files and metadata. To harvest and archive Web content, LIA uses the OCLC Web Harvester, which utilizes the open-source Heritrix Web crawler developed by the Internet Archive. This harvested Web content stored in the open-standard WARC Web-archiving format.

The CONTENTdm system utilizes Qualified Dublin Core elements in the access-interface item metadata, with XML used for internal metadata and structure descriptions. Custom fields may also be created and mapped to Qualified Dublin Core elements. Qualified Dublin Core metadata in CONTENTdm supports OAI-PMH and may be configured for OAI harvesting. For archive master files, the OCLC Digital Archive automatically generates technical and preservation metadata upon ingest and supports the mandatory elements listed in the PREMIS Data Dictionary.

In 2009, the LIA's predecessor, the Chesapeake Project, enlisted the Center for Research Libraries to conduct an independent third-party assessment of OCLC's digital object management, system technologies, technical infrastructure, and security, based on the criteria set forth by TRAC. The assessment included a site visit to OCLC facilities and a random check of object metadata in the digital archive. CRL determined that the "OCLC Digital Archive service provides reasonable, secure, reliable, long-term storage" and that the project's archiving activities "take advantage of the robust technical infrastructure and controls built by OCLC to sustain its own enterprise-critical systems ... that could not be affordably built or maintained by the [Chesapeake Project] partner institutions themselves."

Guidelines For New LIA Members

The **Legal Information Archive** (LIA), which operates under the oversight of the **Legal Information Preservation Alliance**, is a collaborative digital archive established to preserve and ensure permanent access to vital legal information currently published in digital formats. The Chesapeake Project (<http://www.legalinfoarchive.org>) is the first group to establish an LIA component on CONTENTdm.

The LIA utilizes OCLC's CONTENTdm and Digital Archive, a suite of hardware, software, and technological tools and services built for digital content management and preservation. The LIA files reside on secure OCLC-hosted servers, rather than at any one library's local site.

Information for new members:

1. *Collection development plan*: Participants in the LIA are expected to develop a collection development plan. For models, see

Chesapeake Project's plan at

http://www.legalinfoarchive.org/policies/LEGAL_CollectionPlan_Updated_2010_01.pdf

Web at Risk Collection Plan Template at

<http://web3.unt.edu/webatrisk/cpg.php>

2. *Staffing*:

Law libraries joining the LIA should be willing to devote an appropriate level of staffing to accomplish archive activities. Participating libraries should designate a staff member or team of staff members that will respond to the requirements of both the individual institution and LIPA. These staff members have the following responsibilities:

- Providing collection plan information to LIPA, which will be included with Legal Information Archive documentation made available via an Archive Web site
- Adhering to standards and best practices adopted by LIPA for the Legal Information Archive
- Communicating the institution's needs to LIPA
- Suggesting system improvements to LIPA
- Providing information about the institution's practices for periodic evaluations and audits of the Legal Information Archive

3. *Workflow*: The LIA's archiving workflow can be integrated into existing library cataloging and resource selection processes. Although an initial investment of staff time is required upfront to learn use of the tools and systems required for digital archiving, time devoted to archiving can be expected to decrease as staff members develop increasing familiarity with the Archive's tools and processes. These staff members are responsible for the following tasks:

- Coordinating the selection and monitoring of content for the digital archive, according to the institution's written collection policy
 - Cataloging content in OCLC, in accord with the Legal Information Archive's best practices
 - Archiving digital content using Connexion Digital Import, the OCLC Web Harvester, and other available tools
 - Editing metadata when necessary to conform to the Legal Information Archive's best practices
4. *Training:* OCLC provides training services via its online user support centers, free interactive Webinars, and fee-based group training sessions. Participants in the Legal Information Archive will receive an added benefit of guidance and one-on-one consulting from LIPA members who took part in The Chesapeake Project pilot, as well as the use of a training manual developed for the Chesapeake Project.