

CONTENTS

1.	Background	05	
1.1	Study Specification	05	
1.1.i	Purpose Of Study	05	
1.1.ii	Scope Of Study	05	
1.1.iii	Methodology	06	
1.2	Cimtech Proposal	07	
1.3	Issues Raised During The Study	08	
1.3.i	Problems Identifying Up-To-Date Baseline Costs Of Managing & Preserving Conventional Publications		08
1.3.ii	Problems Caused By Running Relevant Studies Concurrently	08	
1.3.iii	Problems Caused By The Lack Of A Detailed Set Of Functional Requirements For A Digital Publications Management System	08	
2.	Literature Review	10	
2.1	First Approach	10	
2.2	Second Approach	11	
2.3	Third Approach	11	
2.4	Fourth Approach	12	
3.	An Analysis Of The Preservation Processes Adopted By Existing Archives Of Digital Material		14
3.1	Summary Of Findings	14	
4.	A Statement Of Objectives For The Library For The Management & Preservation Of Digital Publications	17	
4.1	Inputs Received On The Library's Objectives		17
4.1.1	Inputs 1 - 3	17	
4.1.2	Input 4 Guidance From The Director Of Collections & Preservation	17	
4.1.3	Input 5 Proposal From The Working Group On Legal Deposit	18	
4.1.4	Input 6 Definitions of Publication and associated terms in Digital Publications		19
4.2	A Proposed Statement Of Objectives For The Library For The Management & Preservation Of Digital Publications	19	
4.2.1	New Legislation Required For Expanded Legal Deposit	19	
4.2.2	Definition Of Services To Be Provided	23	
5.	The Library's Functional Requirements For The Management & Preservation Of Digital Publications & the Options Available	25	
5.1	Defining "Management" In This Context	25	

5.2	Defining "Preservation" In This Context	26	
5.3	Building On Current Practices At The Library	28	
5.3.1	The Application Of Life Cycle Costing In Libraries	28	
5.4	The Management Of Digital Publications - Requirements, Options & The Preferred Option	33	
5.4.1	Managing Digital Rather Than Printed Publications	34	
5.4.2	Requirements For Managing Digital Publications	37	
A	Selection	38	
B	Accessioning	41	
C	First Handling	44	
D	Record Creation	48	
E	Initial Preservation	50	
F	Access/Reader Services	53	
5.4.3	Options For The Management Of Digital Publications	54	
A	Options Available For Acquiring Digital Publications	54	
B	Options For Integrating With Existing Or Future BL Systems	57	
5.4.4	The Preferred Digital Publications Management Option	60	
5.5	The Preservation Of Digital Publications - Requirements, Options & The Preferred Option	62	
5.5.1	Requirements For The Preservation Of Digital Publications	63	
A	Preserving Printed Publications - Ideal & Pragmatic Solutions	63	
B	Preserving Digital Publications - The Ideal Solution	66	
5.5.2	Issues With The Preservation Of Digital Publications	67	
5.5.3	Approaches To The Long Term Preservation Of Digital Data	71	
A	Approaches Taken To Guarding Against The Loss Of Data Via Media Deterioration Or Media Obsolescence	71	
B	Approaches Taken To Ensure That The Data Can Be Interpreted By Future Generations	76	
B.1	Preserve The Original Data & Access Software & The Hardware & Software Environment It Was Designed To Operate In	76	
B.2	Preserve The Original Data & Its Software & Wait For An Ideal Solution To The Digital Preservation Issue To Emerge	81	
B.3	Convert The Data Into One Or A Limited Number Of Common Codes/Formats	82	
B.3.1	ASCII	82	
B.3.2	SGML	83	
B.3.3	Universal Digital Page Formats	84	
B.4	A Policy Of Migration Advocated By The Task Force On Archiving Of Digital Information	85	
5.5.4	The Preferred Approach To The Long Term Preservation Of Digital Publications For The British Library	90	
A	Set Up Management System & Ensure Preservation Copy Of All Data & Software Is Stored On Durable & Stable Media	90	
B	Set Up Pilots To Identify Preferred Approaches To Ensuring That Future Generations Will Be Able		

	To Interpret The Data Contained In The Preserved Digital Publications	91	
6.	Resource Requirements For The Preferred Options		93
6.1	Measuring The Cost Of Processing Printed Publications Including Long Term Preservation Costs	95	
6.2	Cost Of Processing Digital Publications Excluding Preservation	97	
6.2.1	Operational/Labour Costs	98	
6.2.2	Management System Costs	100	
	Scenario One Facilities & Costs	101	
	Scenario Two Facilities & Costs	102	
	Scenario Three Facilities & Costs	104	
	Scenario Four Facilities & Costs	105	
6.3	Additional Costs Of Preserving Digital Publications	107	
A	Data/Media Preservation	107	
B	Ensuring The Library Retains Its Ability To Interpret The Data	108	
6.4	Comparing The Total Costs For Managing & Preserving Digital & Printed Publications Over 25 Years	111	
7.	Conclusions & Recommendations	113	
7.1	Conclusions	113	
7.2	Recommendations	117	
Appendix 1	Summary Of Rothenberg Article	118	
	Summary Of Task Force Report		126
Appendix 2	ESRC Visit Report	153	
	Knowledge Warehouse Report	161	
	Report On Norwegian National Library	172	
	Report On US Library Of Congress	180	
	Report On The National Library Of The Netherlands	186	
	Report on The French National Library	190	
	Report On The National Library Of Canada	192	
Appendix 3	Definition of Publication and associated terms in Digital Publications		202