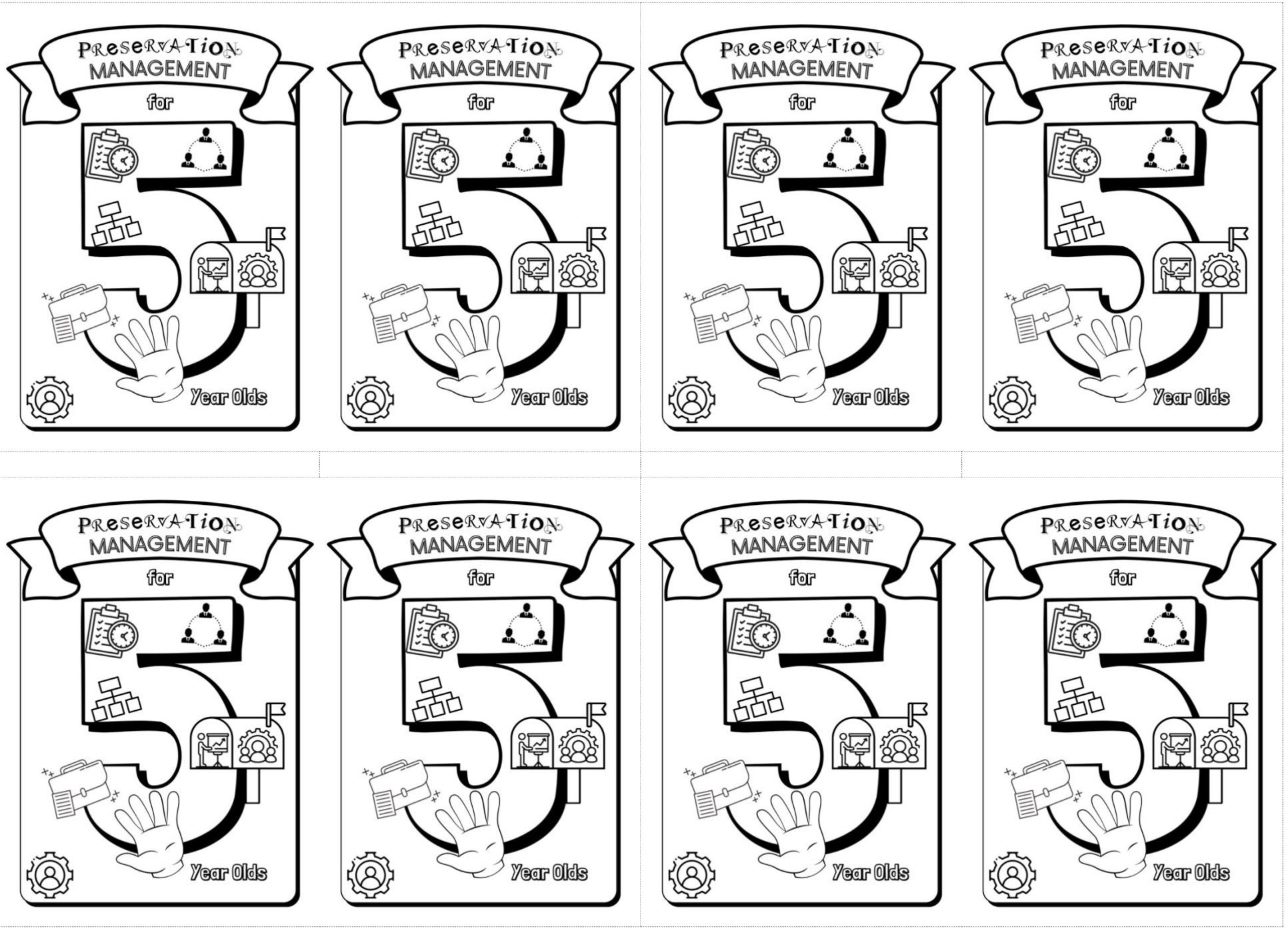
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Grumpy IT Technician

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Diligent Trainee Archivist

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Bonus Loving CEO

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Enthusiastic Marketing Assistant

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Lazy Records Manager

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Cynical Librarian

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Jargon-loving Project Manager

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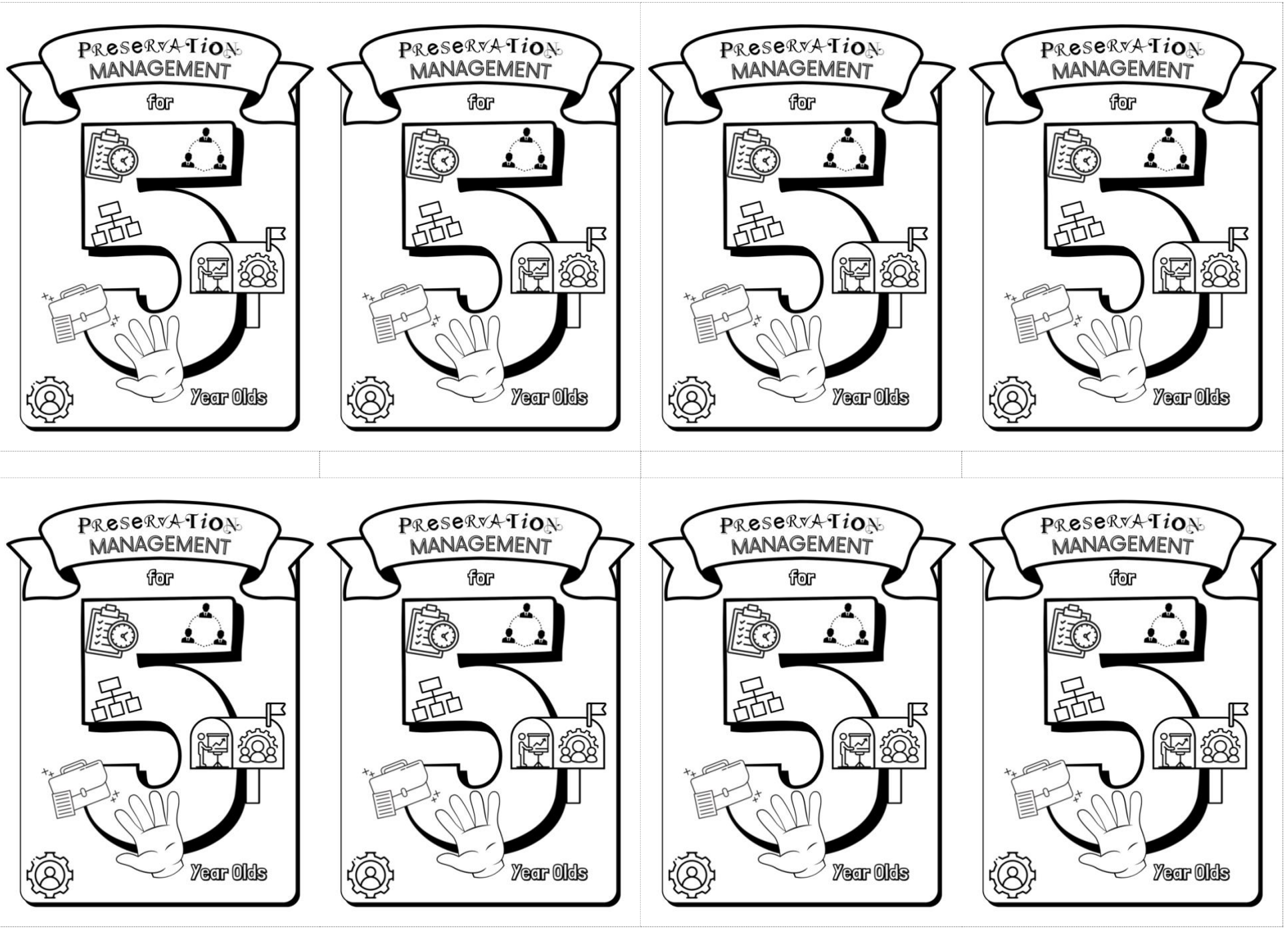
Sceptical Delivery Manager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Preservation Management for 5 Year Olds

Smiley
Family Historian

Preservation Management for 5 Year Olds

Careless
Volunteer

Preservation Management for 5 Year Olds

Purposeful
Academic

Preservation Management for 5 Year Olds

Easily Impressed
Librarian

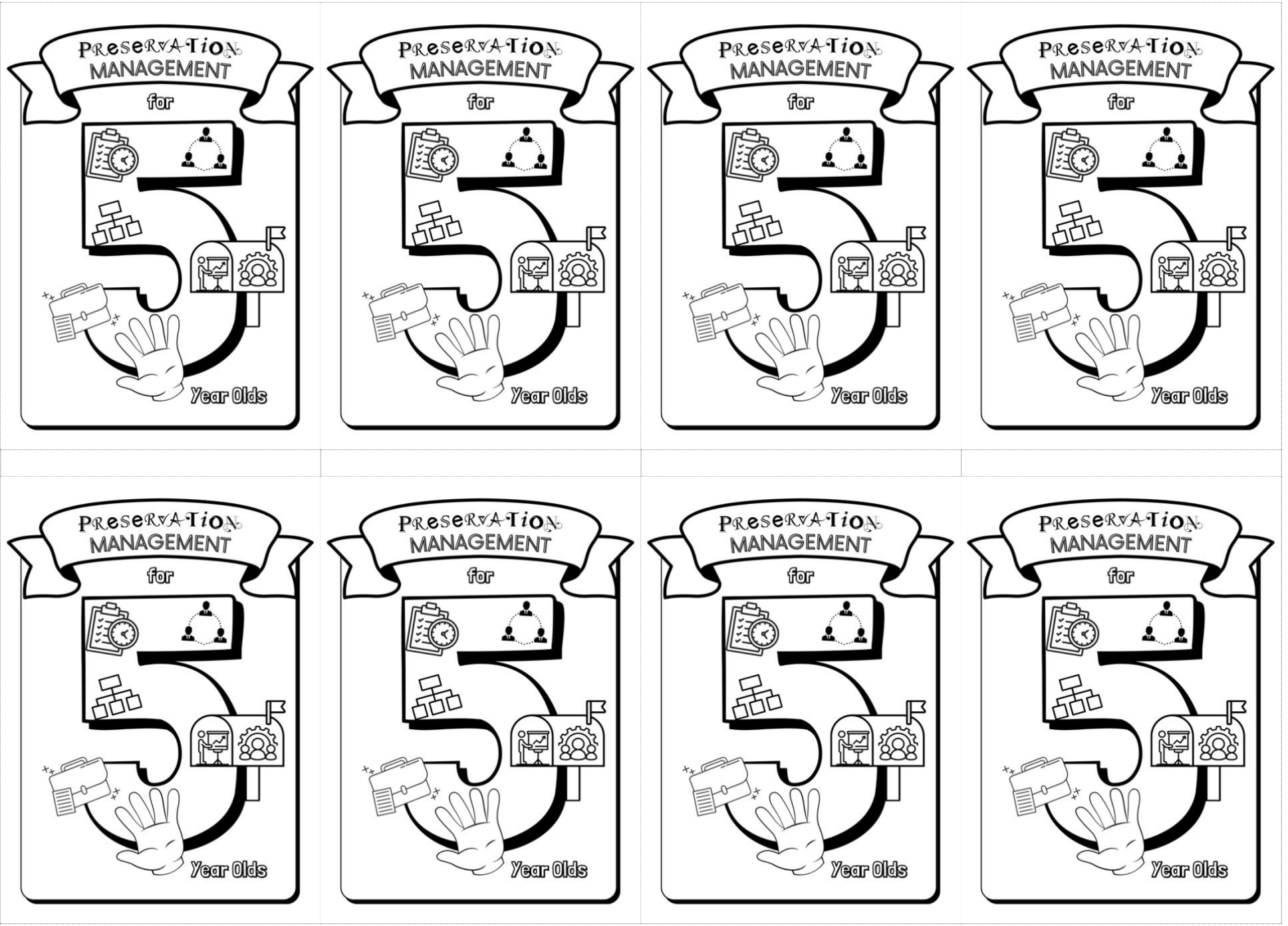
Preservation Management for 5 Year Olds

Overworked
Digital Archivist

Preservation Management for 5 Year Olds

Preservation Management for 5 Year Olds

Preservation Management for 5 Year Olds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Bit

This is like a tiny light switch in a computer. It can be either turned on or off, represented as 1 or 0. By switching the lights on and off in different ways, you can form things like photos, games, and music.

Bit-rot

This is when your digital toys, like photos, videos, or games, start to break or vanish even if no one touched them. It's like when your toy begins to lose its colour or breaks even though it's carefully stored. Thankfully, the grownups have ways to fix this!

Born Digital

This is like a picture you drew on a tablet or computer. It never was on paper and you didn't use pencils and crayons to make it. It was made and stays on the computer.

Byte

Think about this like building blocks in your toy set. Each is a piece that the computer uses to save or show information. For example, if you type a letter on your keyboard, one block is used to store that letter in the computer's memory.

Emulation

This is like pretending something old is something new. Imagine if you have an old VHS tape but your player doesn't work anymore, so you use a special machine that pretends the VHS is a DVD.

DROID

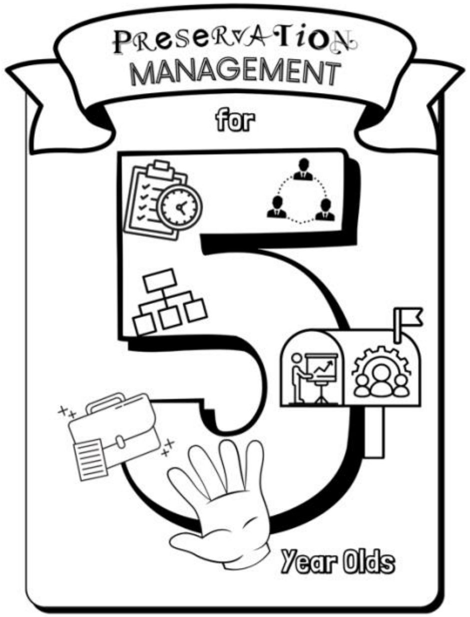
This is like a super smart detective for computers. It can look at different types of files and tell you what kind they are, even if they've been changed, much like you can tell the difference between a car and a truck just by looking at them.

Dependency

Just like Batman needs his utility belt with all his cool tools, computer programs and files need other programs and files to do their job correctly. Without this they wouldn't be able to do what they're supposed to do.

Checksum

This is like a special secret code that computers use to make sure the messages they send each other are not mixed up or wrong. It's like when we count the pieces of a puzzle before we start so we know we are not missing anything.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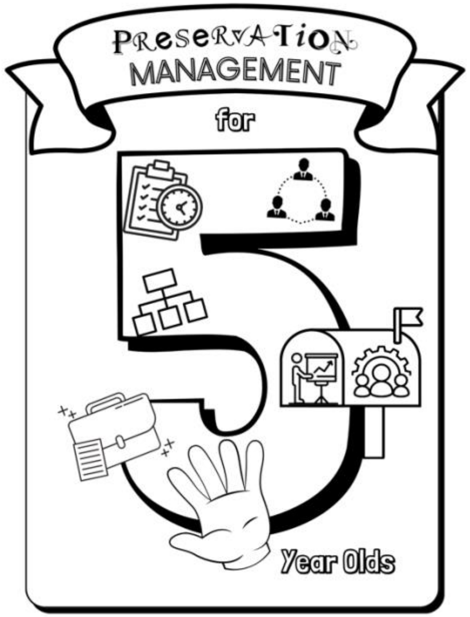
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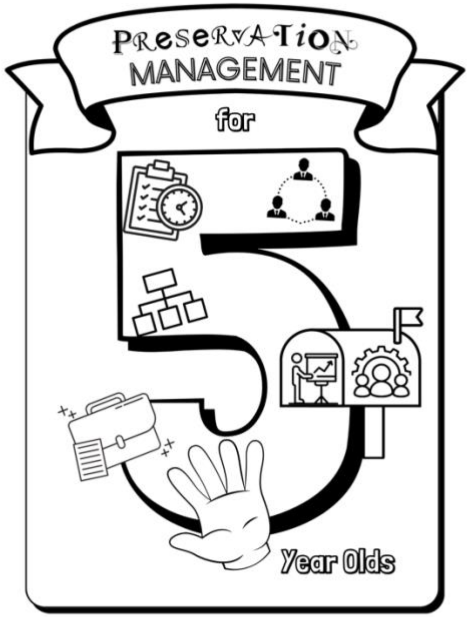
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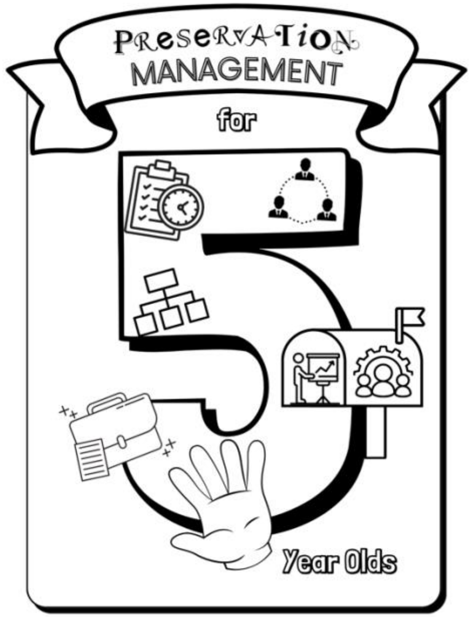
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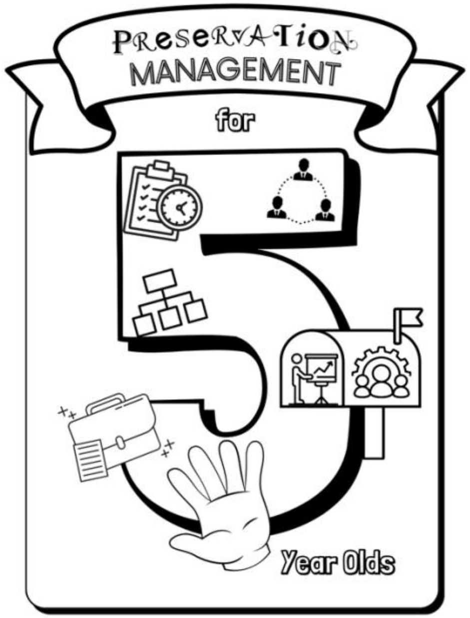
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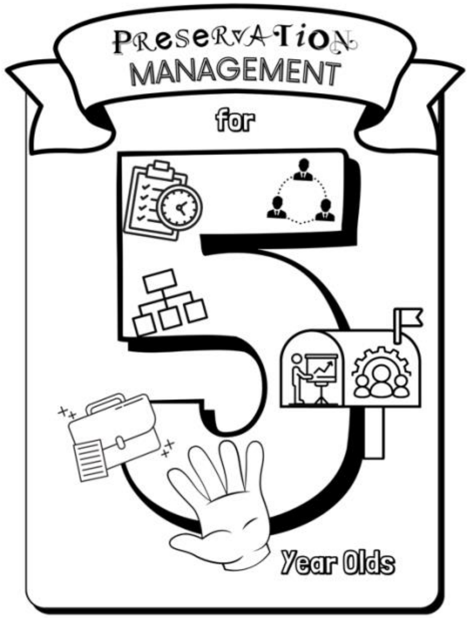
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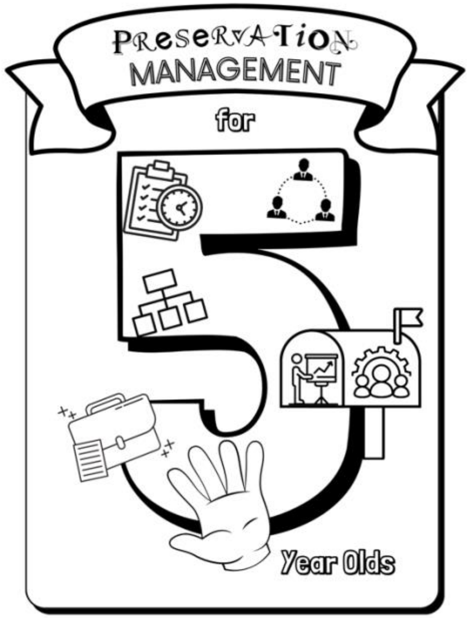
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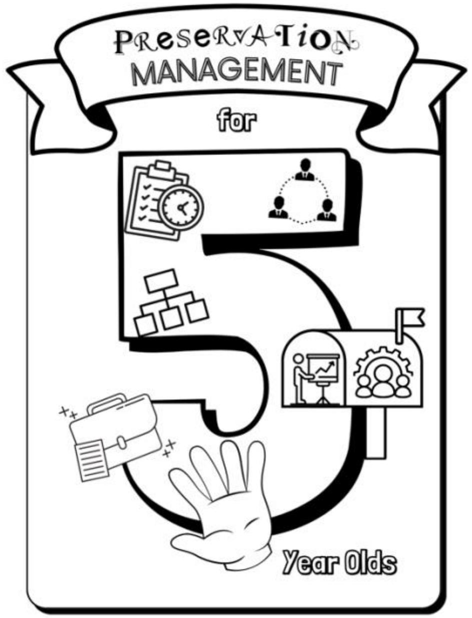
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Encryption

This is like a secret language that only you and your computer understand. If someone tries to read your message without the secret key, they just see gibberish. It keeps your stuff safe from people who want to steal it or look at it without permission.

File Characterisation

This is like trying to understand what something is just by looking at it. Imagine you find a mysterious toy in a box, but it has no label or name. To figure out what it is, you have to look at its shape, colour, and other details. In the same way this helps us learn about computer files by examining their special features and properties without opening them.

File Format

These are like different types of boxes that hold information on a computer. Just like you have different toys that need different boxes, different types of information like pictures, videos, or written words have their own boxes.

Fixity

Think about a puzzle you put together. Once you finish it, you want the pieces to stay in their places, right? The puzzle doesn't change on its own, and the pieces don't move around. It means that no matter how much time passes, you can always count on it being just as it was.

Hex

This is like the way we count things, but instead of only having numbers from 0 to 9, we also use letters from A to F. This means we can count up to 15 in one digit. We use it to communicate with computers, because they understand these numbers very well.

Infrastructure

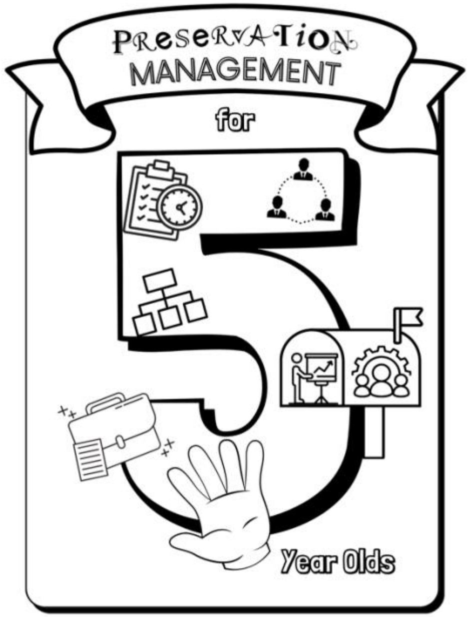
This is like the backbone that supports everything. It includes all the things we need to store and protect digital information, like computers, servers, and data centres. It’s like a big, powerful machine that keeps everything safe and running smoothly.

Ingest

This is like taking your toys and putting them safely in a box so you can use them later without them getting lost or broken. It's a way of saving your digital stuff, like videos or photos, in a special space where they won't get damaged or disappear.

Lossless Compression

This is like a magic trick! Imagine if you have a big doll house that you couldn’t fit into your toy box. Then, a magician comes and uses a magic spell to shrink it down and fit it into the box. The good news is whenever you want, he can undo the magic and your dollhouse would be just as it was before. In the same way, this shrinks files so they take less space but can bring them back to their original size without losing any information.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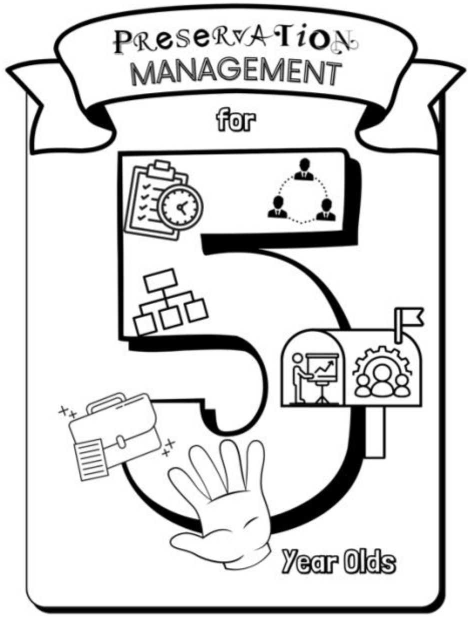
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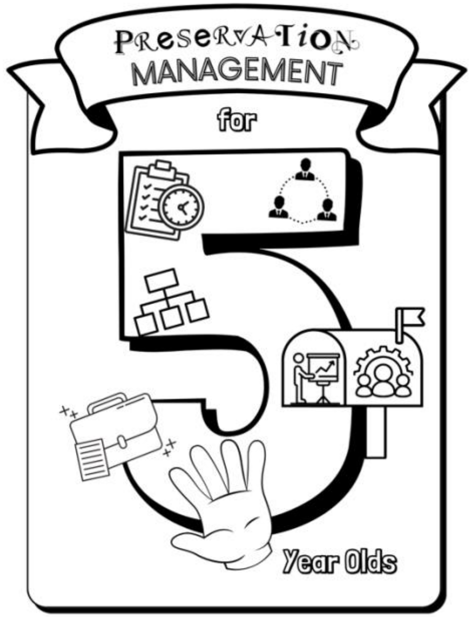
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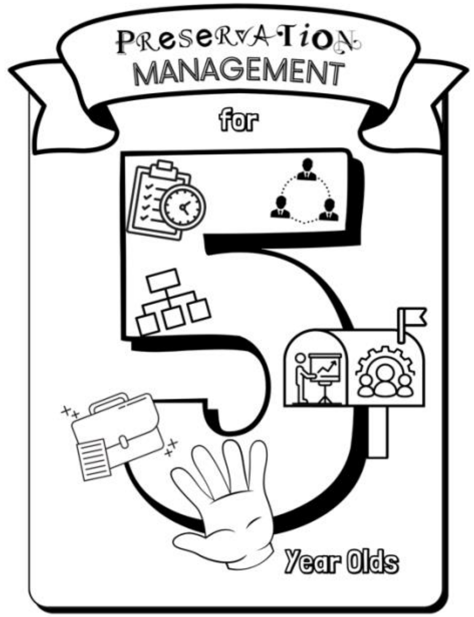
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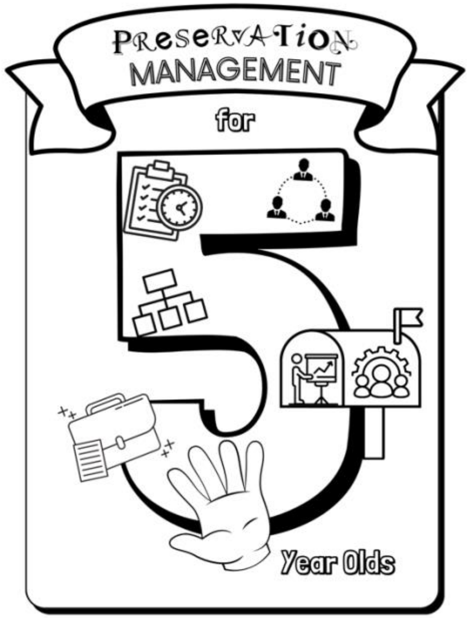
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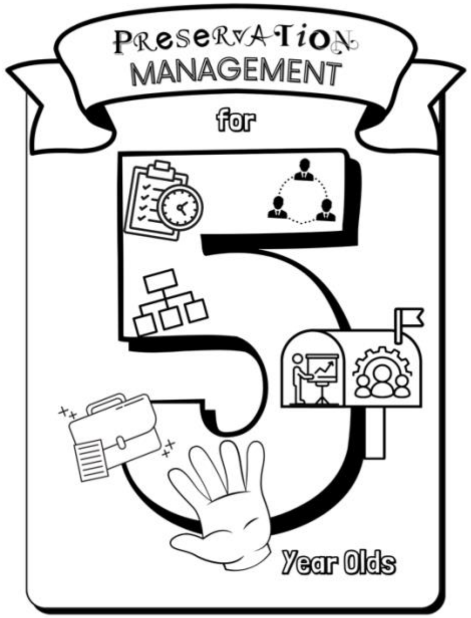
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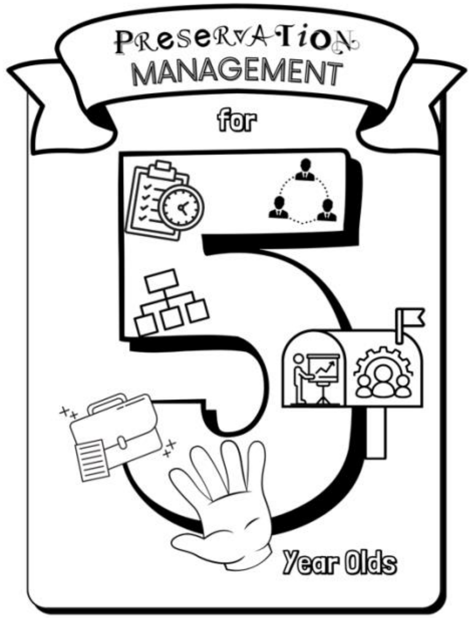
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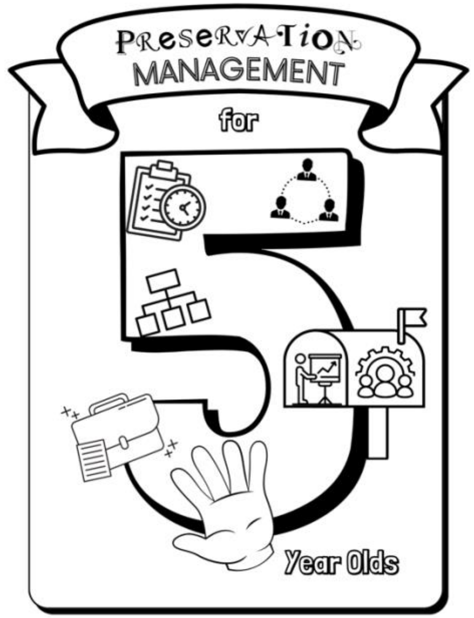
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Lossy Compression

This is like when you use blocks to build a house but use fewer blocks to make it smaller.

You have the same house; it's just not as detailed anymore. In computers this makes a file smaller by removing some details permanently, which makes the file lose some of its quality.

Malware

This is like a flu bug for your computer. It's made by people who want to make your computer sick or take your stuff, like how some bullies want to take your toys.

Metadata

This is like a special tag that helps us remember and find things later. It tells us information about something, like when it was made, who made it, and what it's about.

Migration

Imagine your favourite toy getting old and you can't play with it anymore because it's broken, or your friends who have newer toys can't play with it. But then, you find a way to change your toy into a newer, cooler one so you can keep playing with it and your friends can too.

Proprietary

This is like owning a magical colouring book. This book belongs only to you and only you know how to make the colours appear on the pages. Others can't use or colour in this book unless you give them special permission, and they can't make their own magic colouring book because the secret of how to make it is yours alone.

Open Source

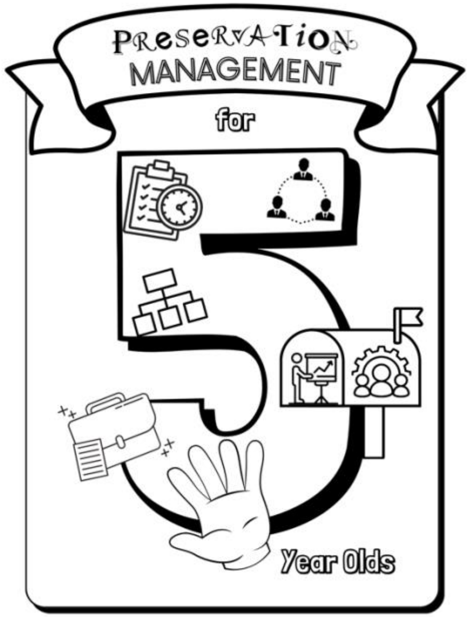
This is like a big, public sandbox where everyone can build sandcastles. Anyone can use the sand and the buckets to make their own castle and change and make better other castles. If they think of a cool new way to build, they can show everyone else how to do it too. That way, everyone can work together to make lots of awesome sandcastles.

Obsolescence

This is like when your favourite toy is no longer being made or sold in stores. It's still useful and fun, but it's harder to find parts if it breaks or get help if you don't know how to use it. Similarly, old versions of programs or software are sometimes not supported or updated anymore, making them out of date.

OAIS

Imagine you have a special treasure chest where you keep all your favourite toys and things. This is a fancy way of organising and taking care of all the important information in the world, just like you take care of your special toys in your treasure chest.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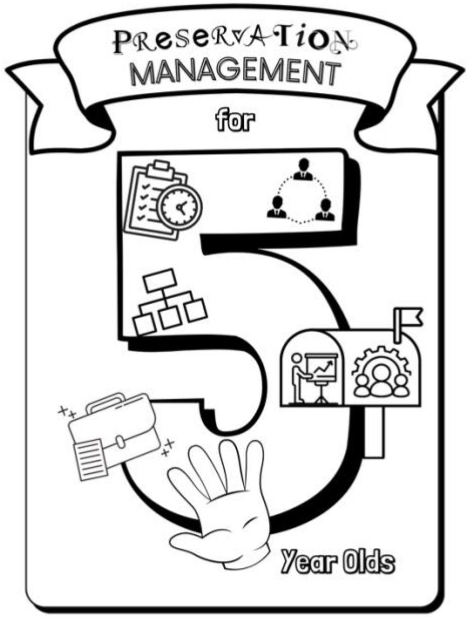
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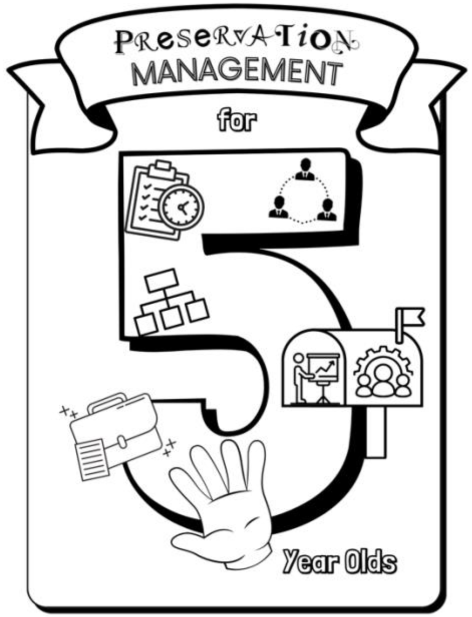
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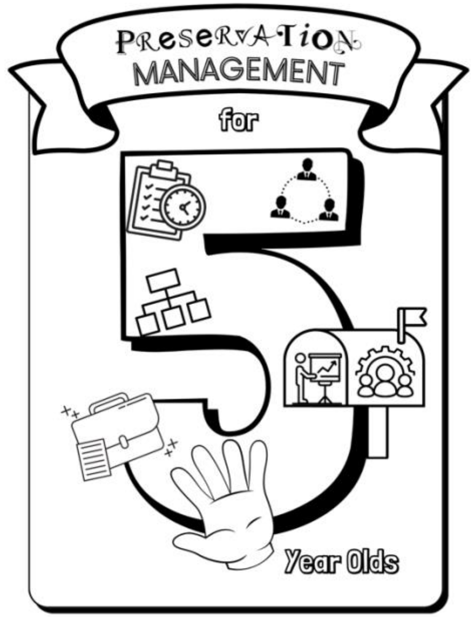
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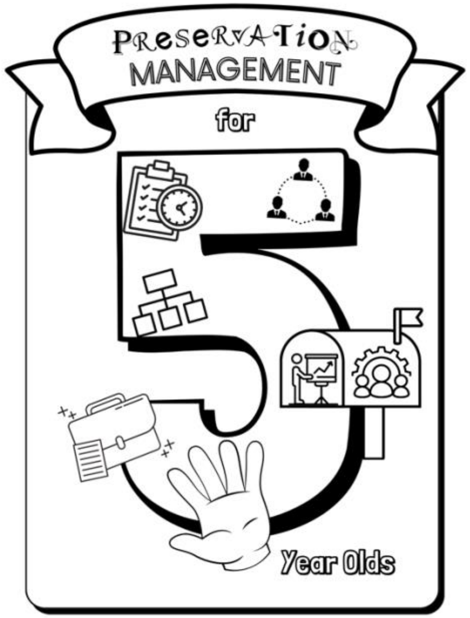
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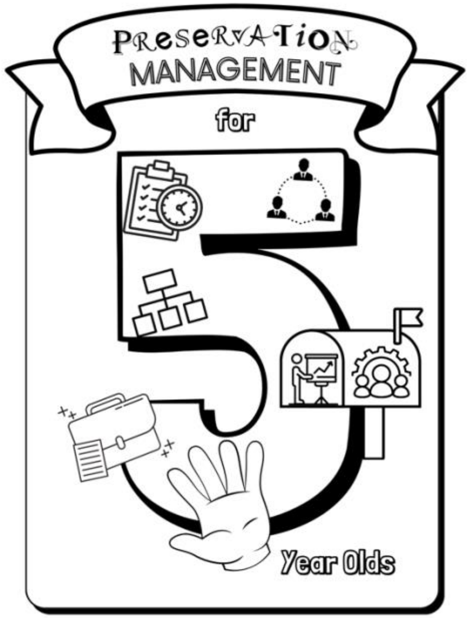
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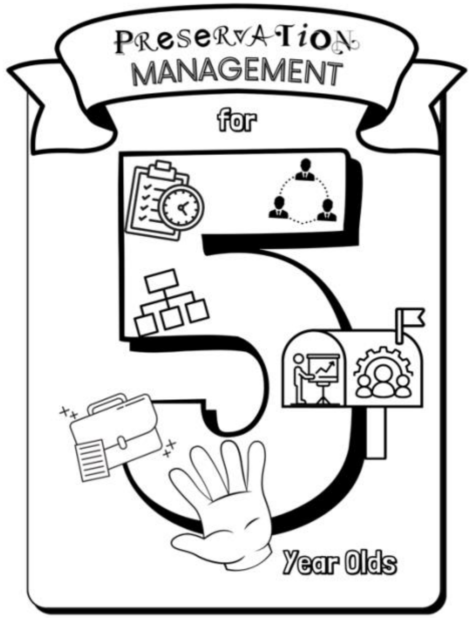
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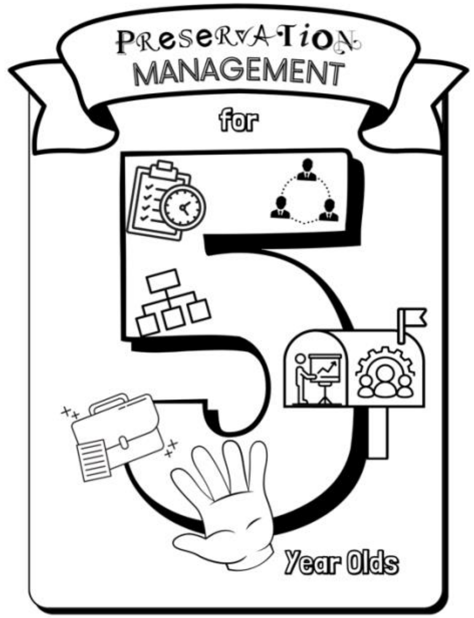
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ASCII

Imagine a special language that computers use to talk to each other. In this language, every letter, number, and symbol has its own secret code. When you type something on a computer, it translates the letters you type into these secret codes so that the computer can understand what you're saying.

Bit stream

Imagine you have a super long train made of toy blocks. Each block can be one of two colours: red or blue. The way these blocks are arranged in a row, one after another, makes a special pattern. This pattern can tell a story or show a picture if you know how to read it.

Dark Archive

Think of this like a special treasure box in a computer where we put important things and only open when we really really need to, like keeping your special toys safe for a long time.

Digitisation

This would be like taking a picture of your favourite drawing, and then saving it on a computer, so you can still see it even if the original drawing gets torn or lost.

Hardware

This refers to the physical things we use to store and save digital stuff, like our pictures and games. It can be like a special box, called a hard drive or memory card.

Redundancy

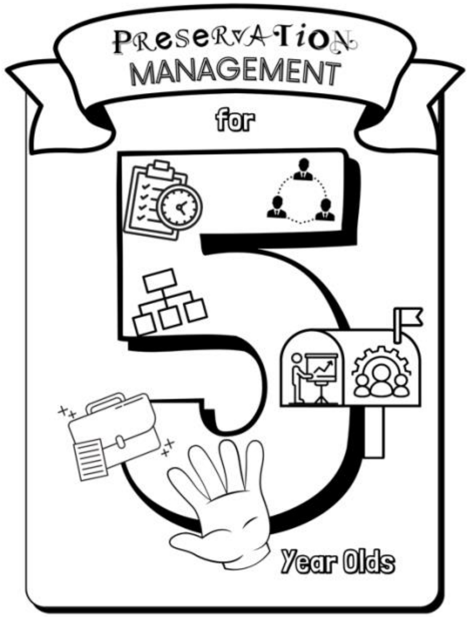
Imagine you have a special toy, and you're afraid of losing it or breaking it. So, you decide to get an extra toy that's exactly the same, just in case something happens to the first one. Now, you have two identical toys! This means if one toy gets lost or broken, you still have the other one to play with.

Software

This is like a special helper or friend with a set of instructions or rules that tell computers what to do. It's like a recipe book for computers, telling them how to play games and do lots of other cool things. Without this, computers wouldn't know what to do, just like we need instructions to make a yummy cake.

Web Crawl

This is a special program that visits lots of websites and collects information from them. It’s like a little bug that travels around the Internet, looking at web pages and bringing back important stuff, so we can have it saved and use it later.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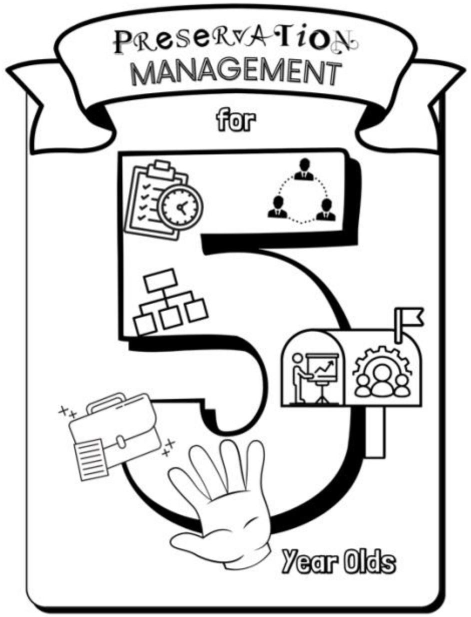
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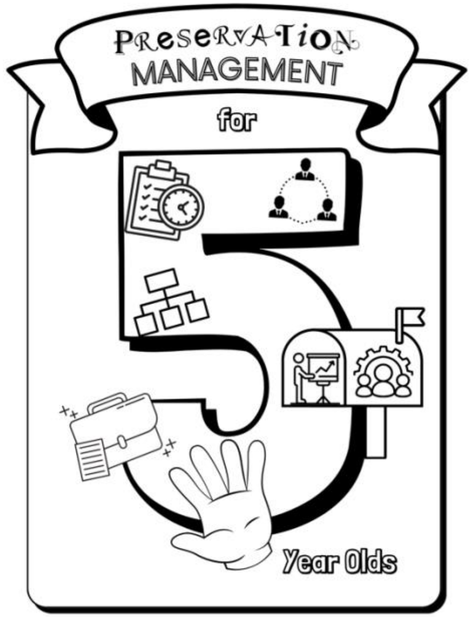
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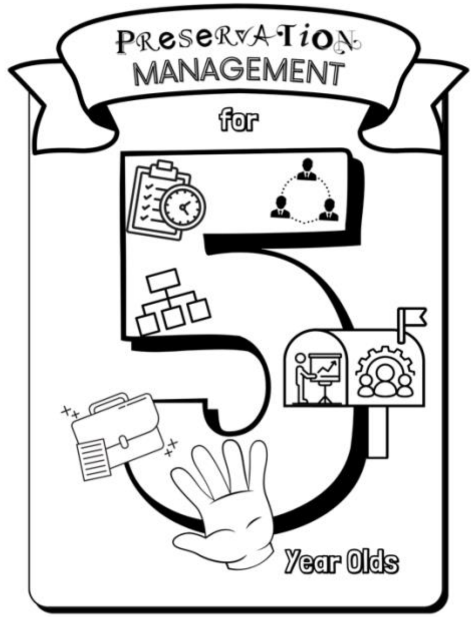
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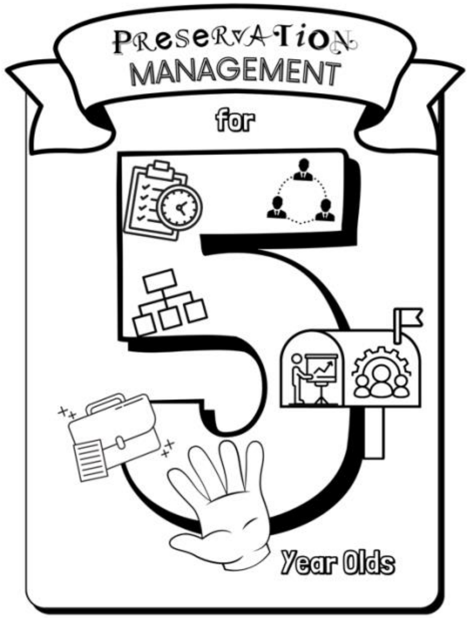
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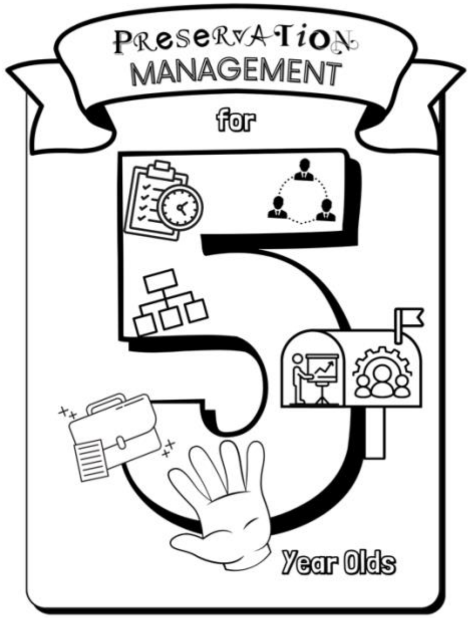
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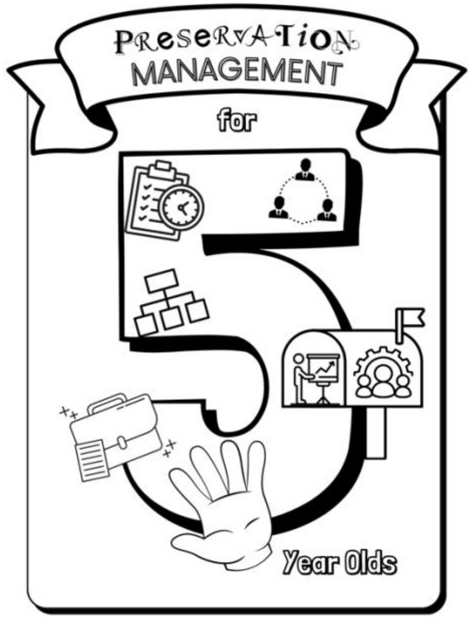
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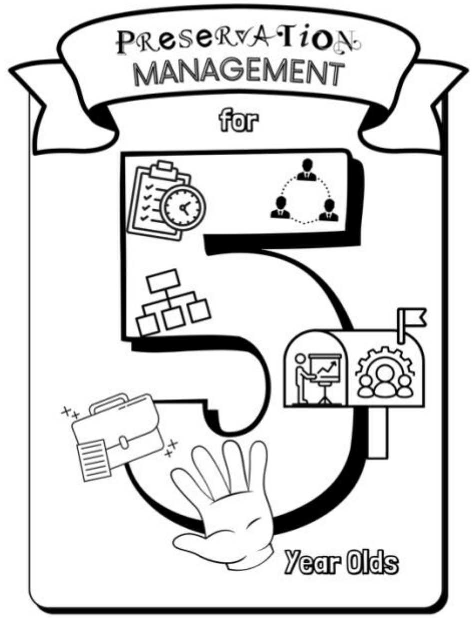
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Money

Money is like the special tickets we use to buy things we want, like toys or ice cream. When you give someone money, they give you the thing you want in return. It's a way to trade that makes getting things easier and fair for everyone.

Work Life Balance

This is like making sure you have enough time to play and enough time to do your important chores. It helps you be happy and not too tired. By mixing fun and chores, you can enjoy both without feeling overwhelmed!

Advocacy

This is like when you stand up for a friend who needs help or tell a grown-up when something isn't fair. It means speaking up to make things better for someone else or fixing a problem. It's about being brave and kind to help others.

Profit

Imagine you have two cookies. You give one cookie to your friend for a shiny toy. Now, you have a cookie AND a toy. The extra happiness you feel—like that toy—is your profit! Yippee!

Commuting Distance

It's like riding your bike from home to the park. Sometimes it's close, so you zoom there quickly! But if it's far, you might need lots of snack breaks!

Policy

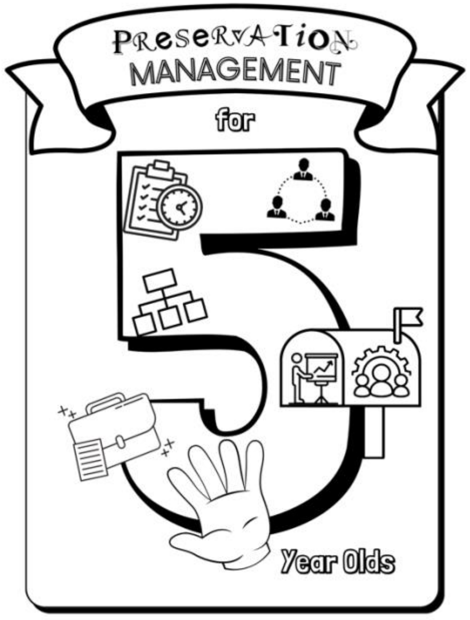
Think of it as the house rules mommy and daddy set. Like, no jumping on the couch or always saying ‘please’ when asking for more cookies. It keeps things running smoothly!

Workflows

Imagine you’re on a treasure hunt. First, you find the map, then you follow it, and finally, you dig up the treasure. That’s like a workflow, a step-by-step way to get to the gold!

Marketing Potential

Remember when you yelled, "Free lemonade!" so more kids would come to your stand? That's using marketing potential—attracting lots and lots of thirsty friends!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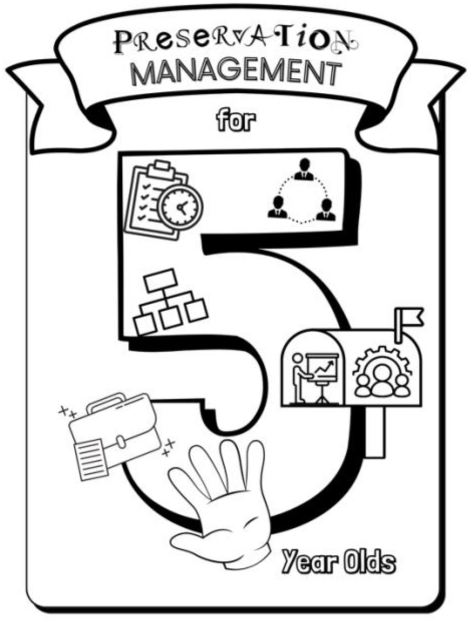
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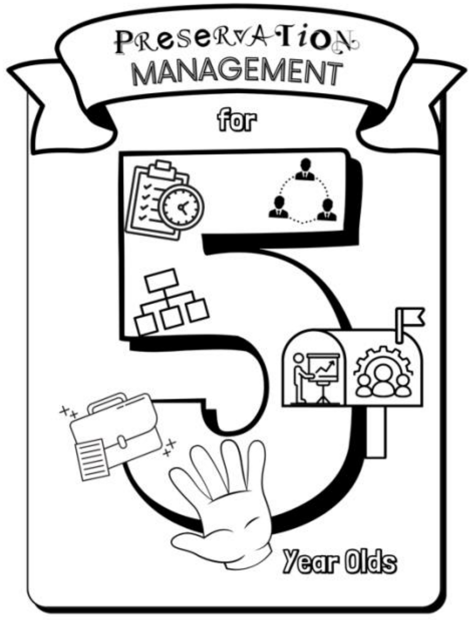
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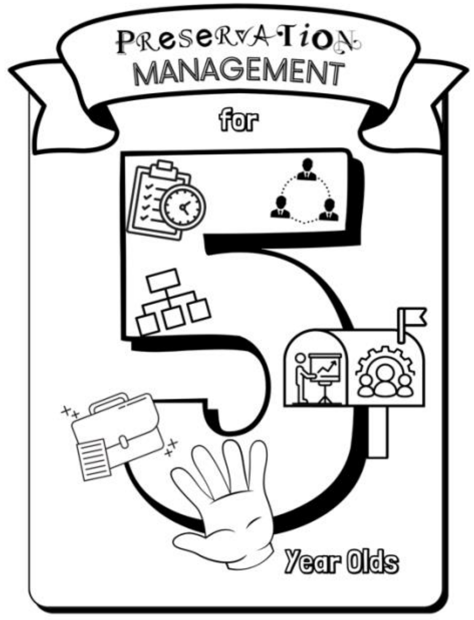
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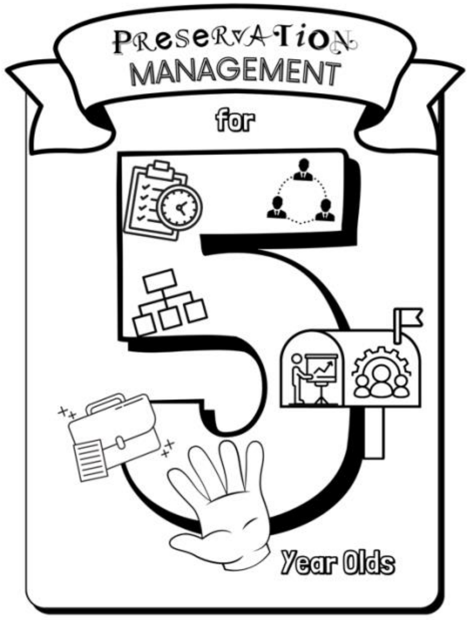
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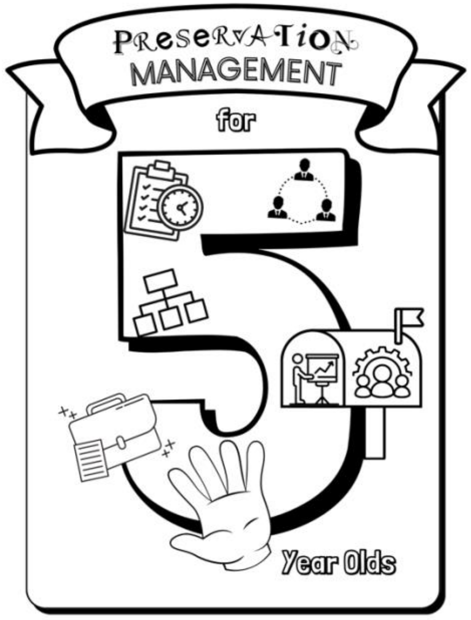
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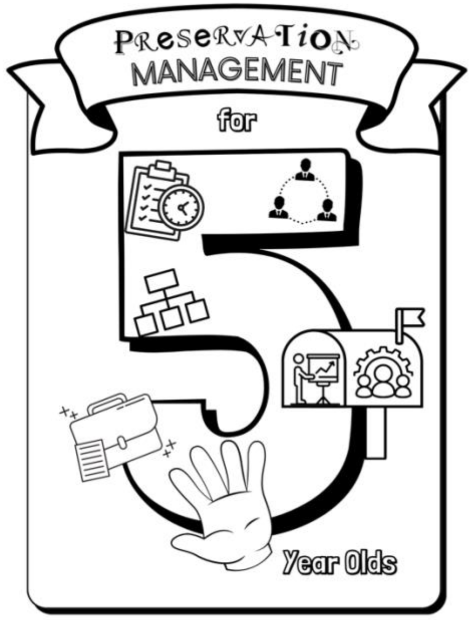
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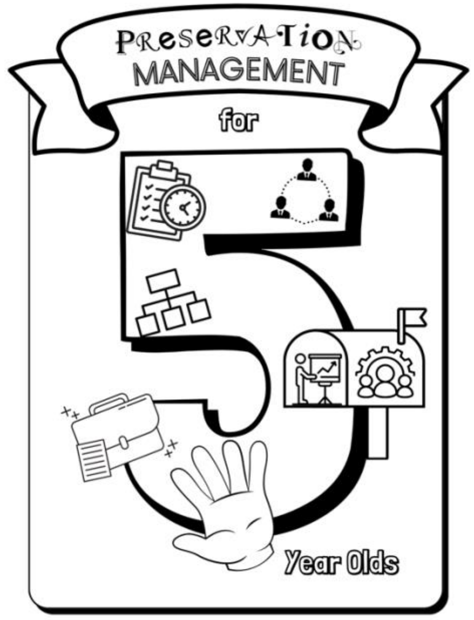
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Access

It's like having a special key to a magical box of old, cool toys and drawings that you can look at any time. Super-secret but super fun!

DAM

Imagine you have a big toy chest where you keep all your favorite pictures, drawings, and videos. A DAM is like that toy chest, but on a computer, keeping everything neat and easy to find!

Research

Think of it like being a detective, searching through old drawings to find clues to a mystery. You get to dig through treasure chests of history!

GDPR

It's like having a superhero who makes sure no one can peek at your secret diary without your permission. It keeps your personal stuff safe and sound!

Catalogue

Imagine a giant picture book that shows all your toys and where you can find them. A catalogue helps people see exactly what's in your magical collections!

Original Order

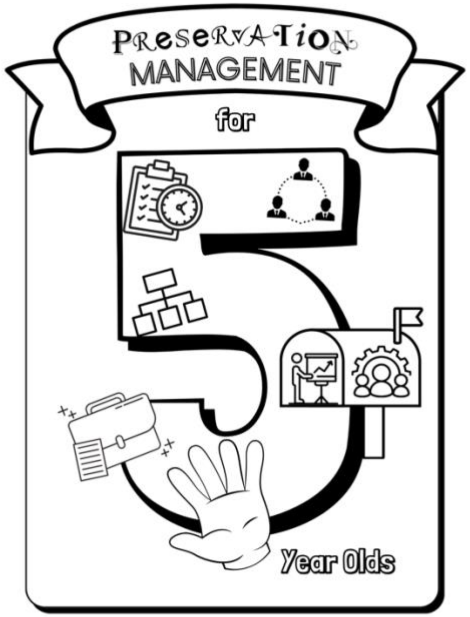
It's like putting your puzzle pieces back in the same spot after you finished playing. Even if it's messy, it's still the way you first set it up and tells your story!

Copyright

Think of it as a big, "Do Not Touch" sign on your coolest drawing that says, "Hey, this belongs to me!" It makes sure no one can claim your masterpiece as their own!

Project Management

Imagine you're the captain of a pirate ship, and you have to make sure everyone knows their job—finding treasure, scrubbing the deck, or steering the ship. You organise everything so your pirate crew works together smoothly and finds the treasure!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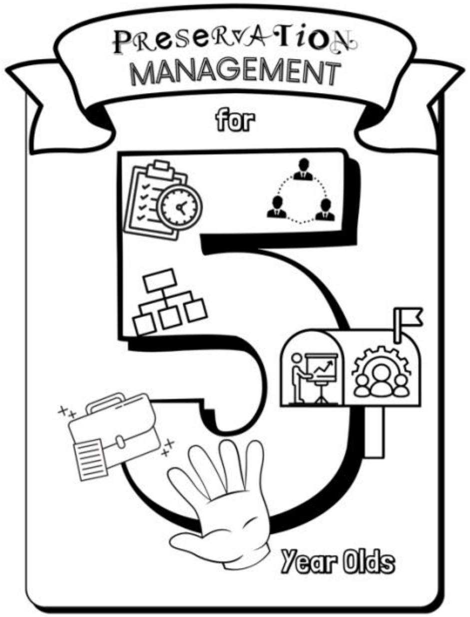
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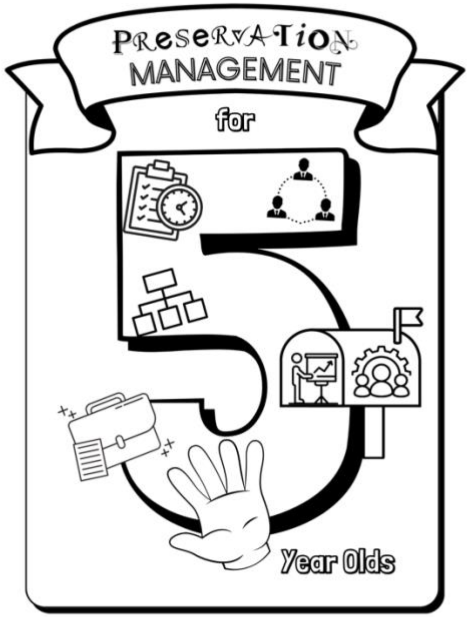
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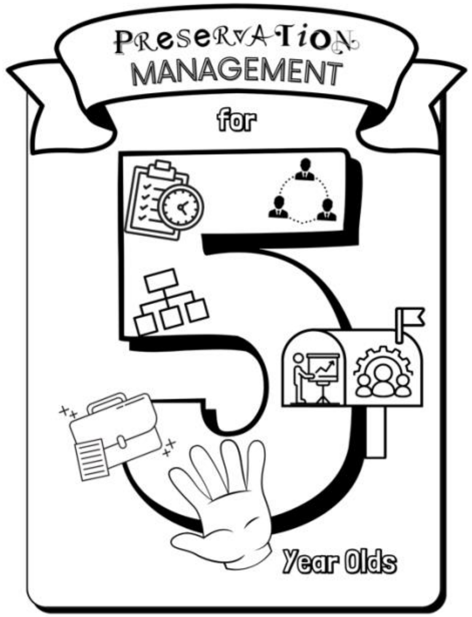
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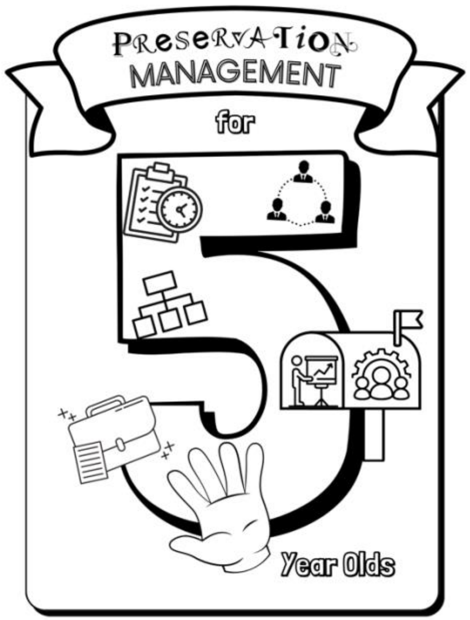
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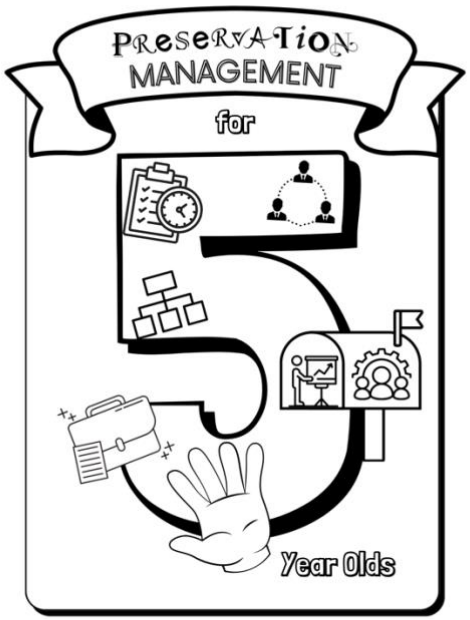
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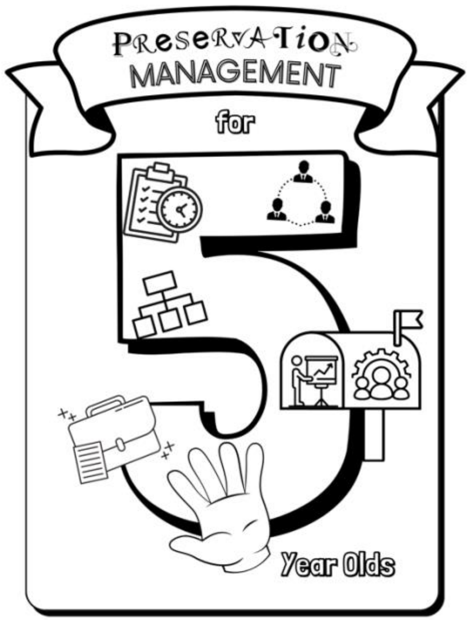
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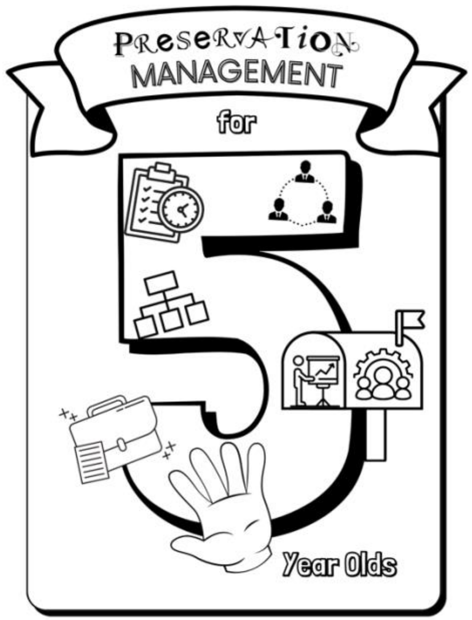
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Appraisal

This is like going through your drawings and deciding which ones are the most special to keep. It's a way to pick the best and most important things to save.

Waterfall

Imagine you are building a tower with blocks. First, you stack the red blocks, then the blue, and finally the yellow ones. You can't start the blue blocks until the red ones are finished. This is a method in project management, where you finish one step completely before starting the next one.

Agile

Imagine you are building a tower with blocks, and you decide to add a few red blocks, then a few blue ones, and you keep checking if the tower looks good and changes as you go. This is a method in project management, where you work a little bit at a time, check, and then decide what to do next.

Closure

This is like hiding your toy for a while so no one can play with it.

UX Design

Imagine designing a new playground, and you ask all your friends what they love about playing, so you make sure the slides are fun and the swings are comfy. UX design is about making things easy and enjoyable for people to use.

Kanban

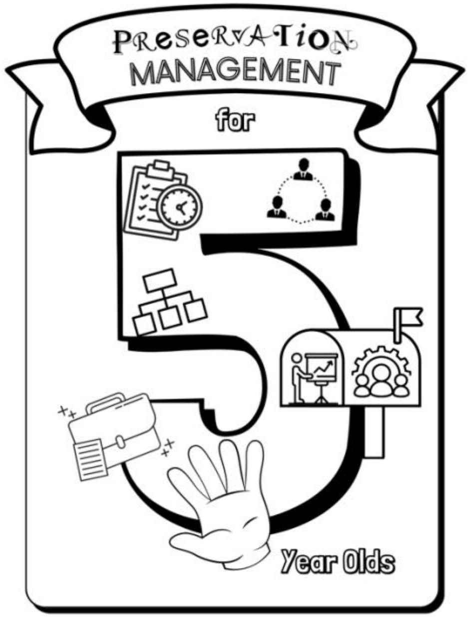
Imagine you have a big board where you can see all your chores, like cleaning your room or doing your homework, and you move each chore from a "To Do" column to a "Done" column when you finish it. It helps you see what you need to do and what is already done!

MVP

Imagine you want to make a super cool toy, but you start with a simple version that works, like a basic toy car, to see if you and your friends like it before adding more cool features.

Change Management

Imagine you are in a class with your friends, and the teacher wants to change the seating arrangement to help everyone learn better. This is about making a plan so everyone knows where to sit, understands why the change is happening, and feels happy and comfortable with the new spots. It’s about helping people adjust to new things smoothly and happily.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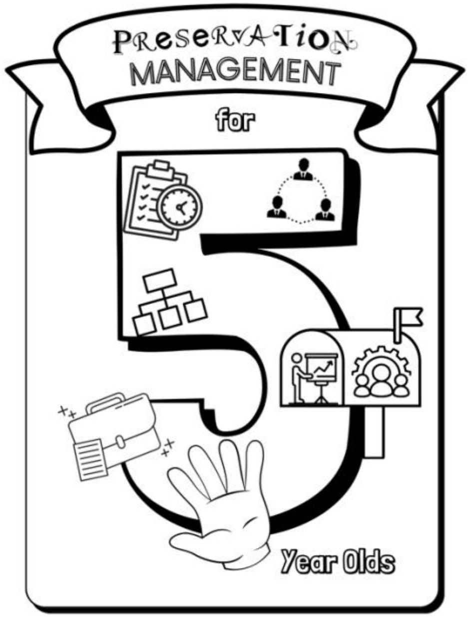
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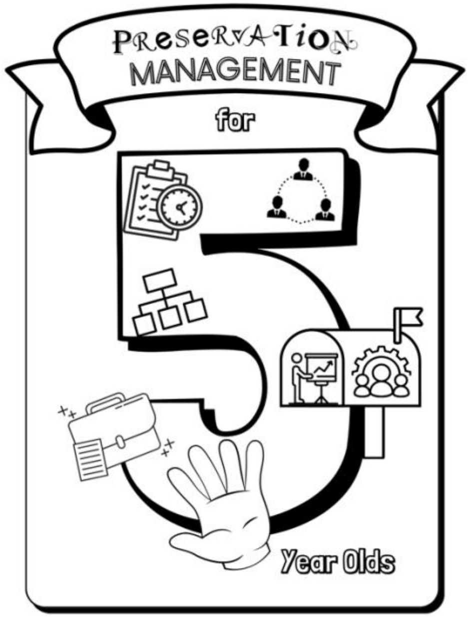
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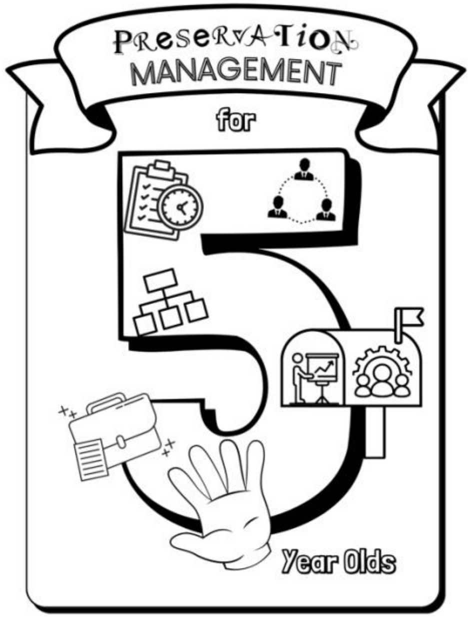
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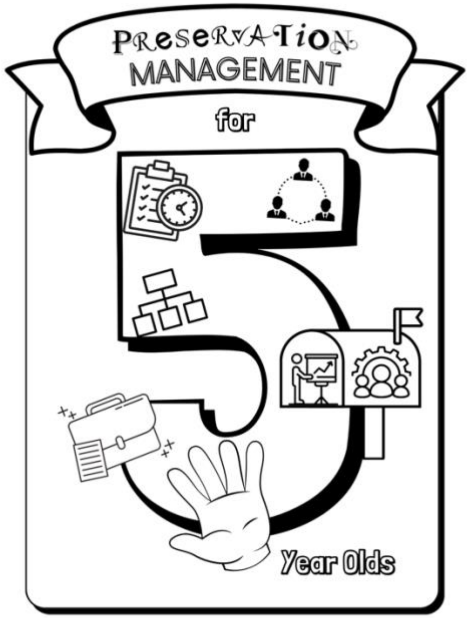
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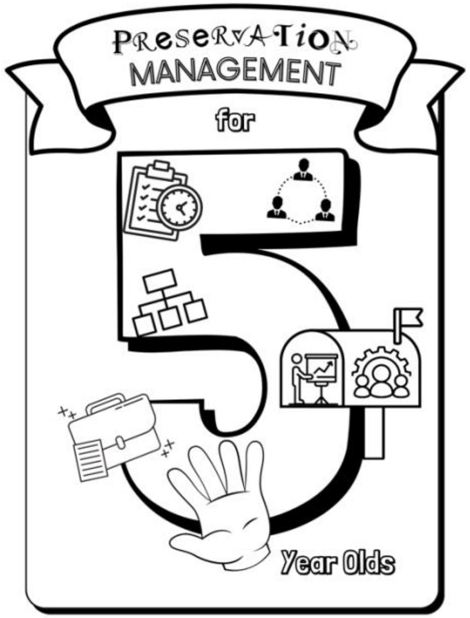
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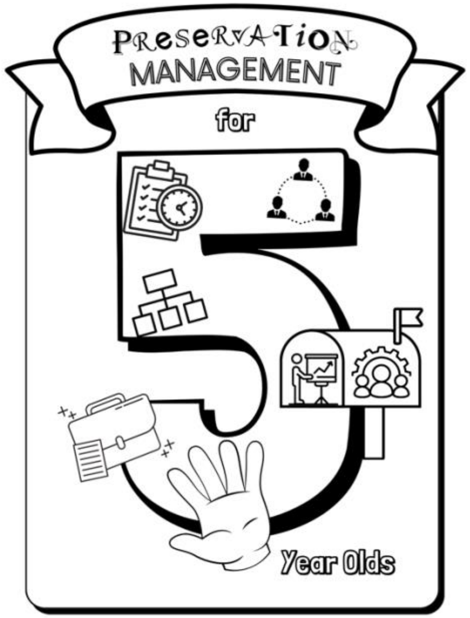
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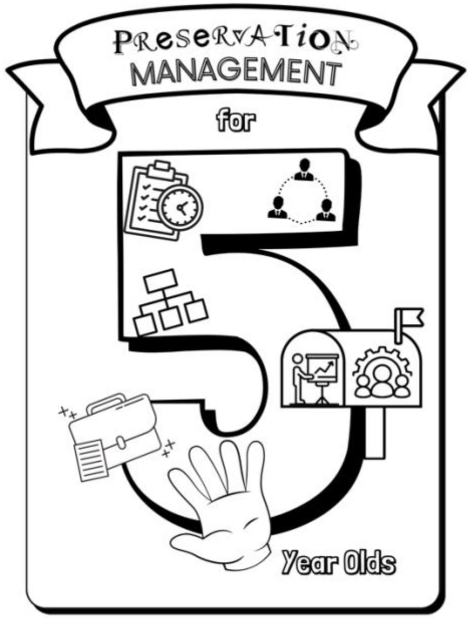
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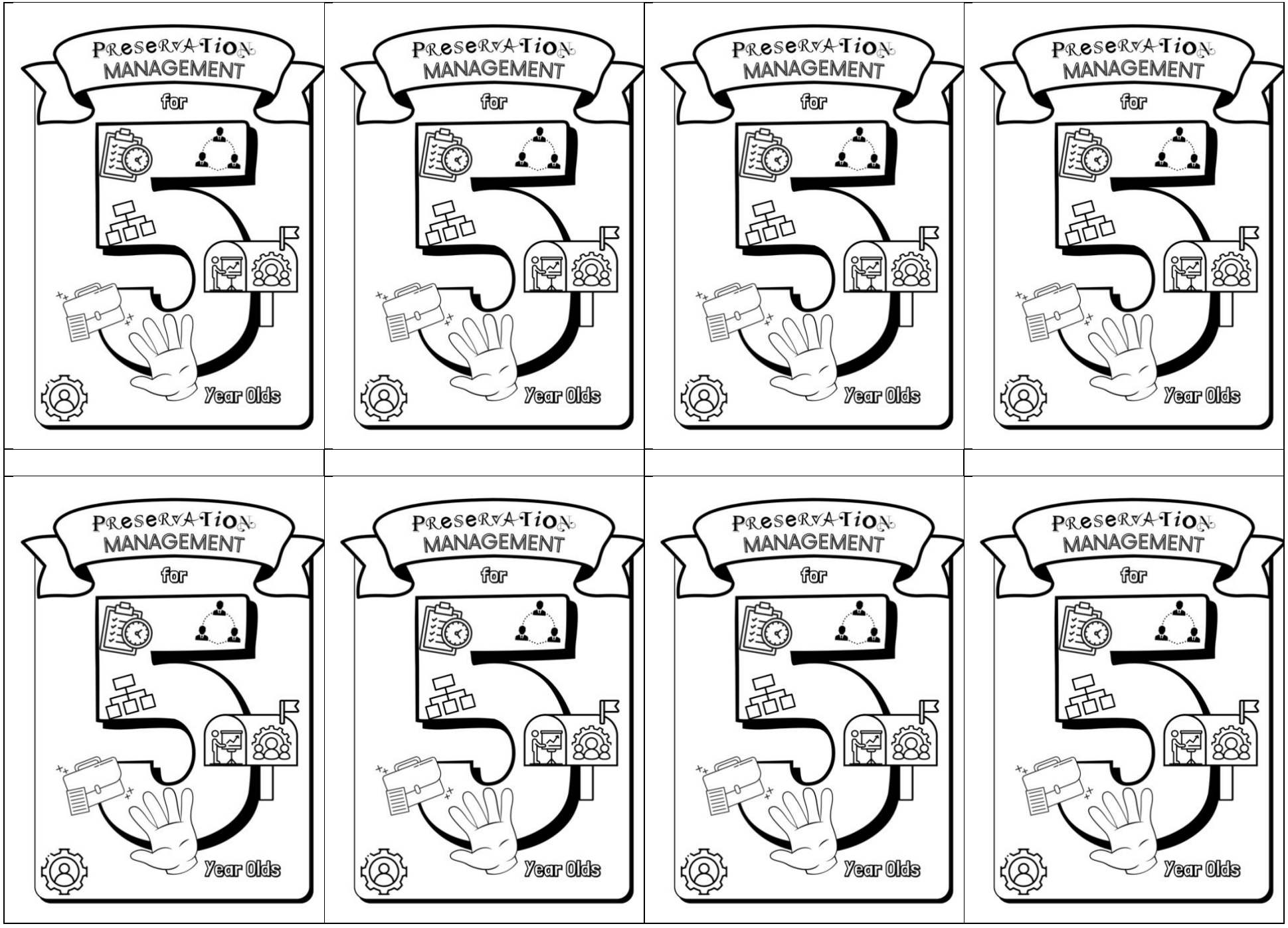
Backlog

Imagine you have a long list of fun games and activities you want to do, but you don't do them all at once. This list helps you remember what to do next. In project management, a backlog is a list of tasks or ideas that you will work on later.

Retention Schedules

Think of it as the calendar that tells you when to keep your school drawings and when it's okay to toss out old ones. It helps you keep only the important stuff and make room for new masterpieces!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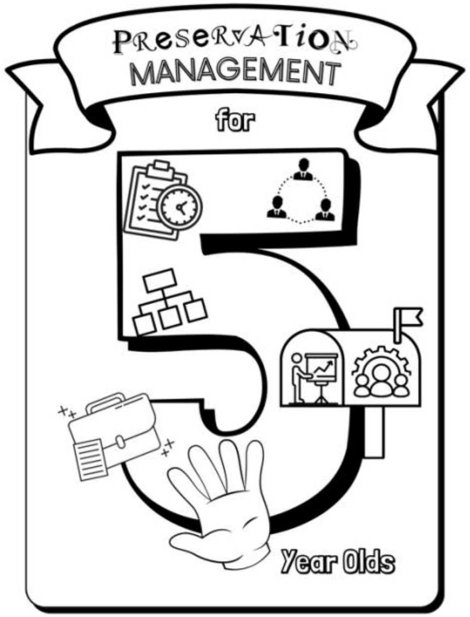
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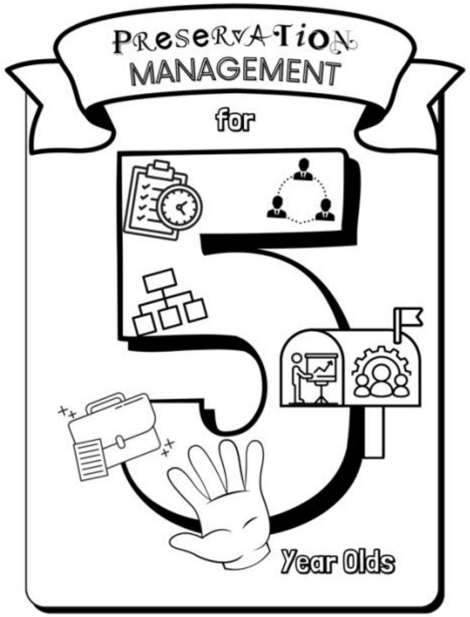
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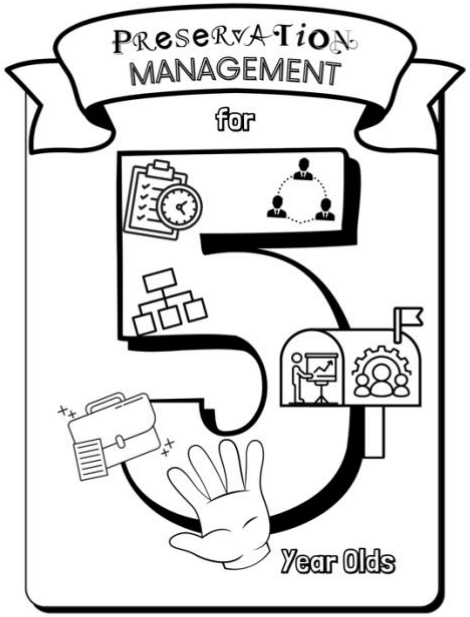
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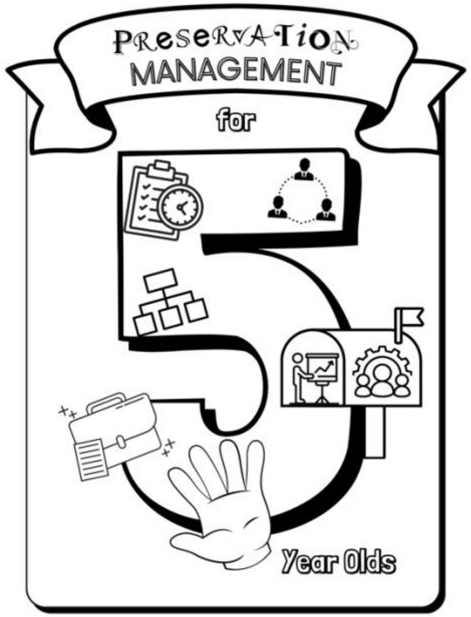
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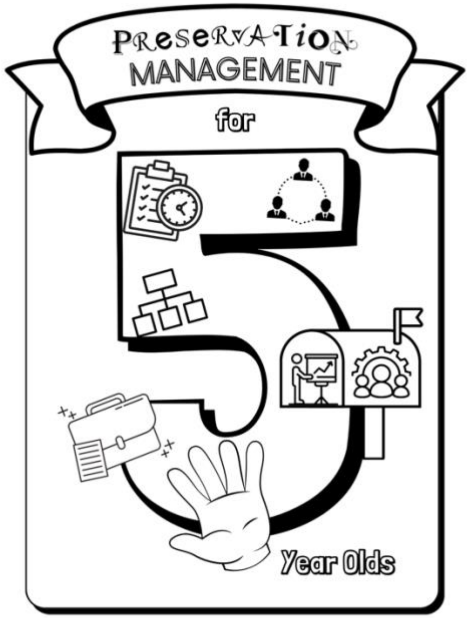
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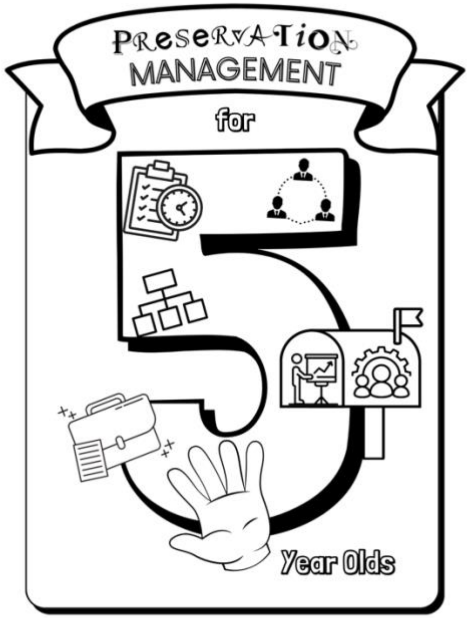
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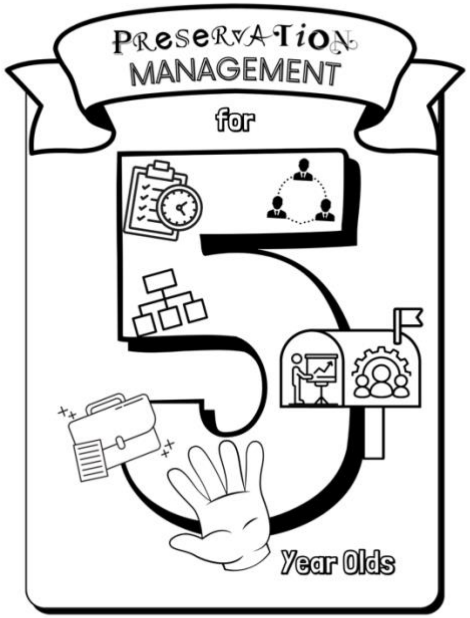
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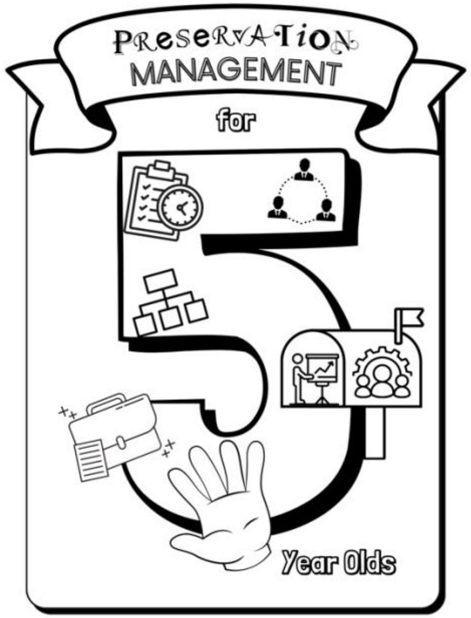
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