



The Digital Preservation Awards 2016

#DPA2016

Nomination Pack





The Digital Preservation Awards 2016: Nomination Pack

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Appendix

DPA16B – Nomination Form

1. Introduction

The Digital Preservation Awards were created by the Digital Preservation Coalition to celebrate the excellence and innovation that will help to ensure our digital memory is available tomorrow. The judges therefore call on everyone involved in digital preservation to help them promote, publish, discuss and disseminate the awards.

Five awards are offered for initiatives completed between 1st August 2014 and 31st July 2016:

- The *Award for Research and Innovation* which recognises excellence in practical research and innovation activities. The award includes a cash prize of £1000, a trophy and certificates.
- The *Award for Teaching and Communications*, recognising excellence in outreach, training and advocacy. The award includes a cash prize of £1000, a trophy and certificates.
- The *Award for the Most Distinguished Student Work in Digital Preservation*, encouraging and recognising student work in digital preservation. The prize includes attendance at an international conference, a trophy and a certificate.
- The *Award for Safeguarding the Digital Legacy*, which celebrates the practical application of preservation tools to protect at-risk digital objects. The award includes a cash prize of £1000, a trophy and certificates.
- The *Award for the Most Outstanding Digital Preservation Initiative in Industry*, encouraging and recognising the adoption of digital preservation tools and approaches in a commercial environment. The award includes a cash prize of £1000, a trophy and certificate.

In addition, this year:

- The DPC will award the '*DPC Fellowship*' to an individual in recognition of a substantial, significant and distinguished contribution to ensuring our digital memory is accessible tomorrow. The recipient of the DPC Fellowship will be awarded lifetime personal membership of the Digital Preservation Coalition. **This recipient of this award will be chosen by the judges and no nominations are sought.**

The awards are open to all and are international in scope. The judging panel seeks to encourage diverse nominations so if organisations are uncertain whether their projects meet the terms of the awards they are asked to apply and allow the judges to assess them on merit. Although the nomination procedure is fixed, the criteria against which each nomination will be assessed are only for guidance. Multiple nominations from the same institution are welcome and previous nominees are welcome to apply provided they can show that they meet the criteria. A single nomination can be entered into multiple categories provided the criteria are fully met for each.

Except for the Fellowship, application is by self-nomination and is a two stage process. Nominees must complete the nomination form (included as an appendix to this guide).

The deadline for submitting the nomination form is 1200 noon on Tuesday 26th July 2016.

A shortlist will be drawn up by the Judging Panel. Shortlisted candidates should be available to attend an interview with the Judging Panel or present at a webinar at a date to be confirmed. Shortlisted candidates must be available for interview or webinar in the week of 10th October 2016.

The awards will be presented at a reception in London on the evening of 30th November 2016.

Winners and finalists will receive a print quality logo for reproduction on websites or stationery. All nominees will receive practical commentary on their nomination including comments from the 'public vote'. Informal feedback suggests that this feedback has been widely re-used by nominees in grant applications and curricula vitae.

2. Summary of Criteria and Conditions

The conditions for each award can be summarised as follows. Details for each award follow:

	Award for Research and Innovation	Award for Teaching and Communication	Award for the Most Distinguished Student Work in Digital Preservation	Award for Safeguarding the Digital Legacy	Award for the Most Outstanding Digital Preservation Initiative in Industry
The project must have a recognisably complete form between 1 st August 2014 and 31 st July 2016.	✓	✓		✓	✓
The project must have been submitted for assessment within a recognised institution of higher or further education between 1 st August 2014 and 31 st July 2016.			✓		
Joint nominations/group or individual work are invited.	✓	✓	✓	✓	✓
Nominations must complete the nomination form (DPA16B).	✓	✓	✓	✓	✓
All nominees must be clearly identified on the nomination form.	✓	✓		✓	✓
The nominee must have been a leading contributor to the project being nominated	✓	✓		✓	✓
Institutions may lead multiple nominations	✓	✓		✓	✓
Nominations must demonstrate support at senior management level within the nominees' institutions	✓	✓		✓	✓
Nominees must be prepared to present their work at a webinar for members of the DPC/sponsor organisations	✓				
The project should demonstrate benefit for the UK, but may be carried out elsewhere	✓	✓	✓	✓	✓
Nominations must be made in the name of a higher education or research institute, but the students originating the work must be clearly identified.			✓		
The nominee must have been a programme convenor or head of department to the project being nominated.			✓		
Only one nomination will be accepted from each institution of higher education or research.			✓		
The student originating the work must be properly registered for a recognisable degree or equivalent programme in a clearly designated research institute or institute of higher or further education.			✓		
The work submitted must form part of the normal assessment requirements of the programme for which the students are registered.			✓		
The student must be aware of the nomination and should be available to participate in the nomination process.			✓		
The nomination must not be led by vendors of digital preservation solutions, though can include them as partners					✓

The procedures for submitting each award are as follows:

	<i>Award for Research and Innovation</i>	<i>Award for Teaching and Communication</i>	<i>Award for the Most Distinguished Student Work in Digital Preservation</i>	<i>Award for Safeguarding the Digital Legacy</i>	<i>Award for the Most Outstanding Digital Preservation Initiative in Industry</i>
Nomination form to be submitted by the deadline (with link to or copy of original work for Student Award)	✓	✓	✓	✓	✓
Judges to review nominations and devise short list	✓	✓	✓	✓	✓
Judges to consider next steps including co-opting a sub-committee chaired by DPC			✓		
Judges review original work submitted with nomination			✓		
Judges to devise short thematic questions for shortlisted candidates	✓	✓	✓	✓	✓
Judges to communicate questions to shortlisted candidates	✓	✓	✓	✓	✓
Nominees to present a 30 minute recorded webinar for DPC members/sponsor organisations presenting their initiative and answering the questions set	✓				
DPC members/sponsor organisations vote based on webinar	✓				
DPC members vote online based on 'Long description' supplied on the nomination form		✓	✓	✓	✓
Nominees invited to interview with judges		✓	✓	✓	✓
Judges make final determination against all criteria, including DPC member vote.	✓	✓	✓	✓	✓
Shortlisted candidates present poster at conference 30 th November – 2nd December 2016.	✓	✓	✓	✓	✓

a. Award for Research and Innovation



Klaus Rechert, University of Freiburg, 2014 winner

The *Award for Research and Innovation* celebrates significant technical or intellectual accomplishments which practically lower the barriers to effective digital preservation. It is presented to the project, initiative or person that, in the eyes of the judges, has produced a tool, framework, standard, service, or approach that has (or will have) the greatest impact in ensuring our digital memory is available tomorrow.

Recognising rapid innovation in this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple judging criteria which they may choose to weight accordingly:

- Clarity of purpose.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of digital preservation tools or principles.
- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered and community impact.
- Durability (or expected durability) of contribution to the field.
- Cost effectiveness.
- Significance of objects preserved.
- Assessment of quality by peers.*

*‘Assessment of quality by peers’ will be measured by online voting mechanisms open to the membership of the DPC following a webinar for the shortlist, arrangements will be confirmed in due course.

Submissions may describe many different kinds of outcome. Examples are given below but they are not intended to be proscriptive.

- a tool, infrastructure component, protocol or technical approach which has improved the long-term access to digital objects.
- a shared service, registry, technical framework or middleware application which lowers the barriers to digital preservation.
- a report, standard, case study or other publication which has advanced the implementation and quality of practical digital preservation.
- a project, collaboration or working party which has tested or developed a particular digital preservation strategy or approach.
- a body of work that has progressed from initial ideas to fully-functioning and embedded practice.
- an innovative approach to problem solving which has a distinctive capacity to solve multiple practical problems.

b. NCDD Award for Teaching and Communication



Patricia Sleeman and Ed Pinsent, ULCC, winners in 2012

The *NCDD Award for Teaching and Communication* celebrates significant efforts to empower workforces or engage policy makers with the skills and information they need to make digital preservation a practical reality. It is presented to the project, initiative, team or person that, in the eyes of the judges, has produced training resources, a curriculum, or campaign that have (or will have) the greatest impact in ensuring our digital memory is available tomorrow, or undertaken empirical research that will evidently support the development of those skills.

Recognising rapid innovation in this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple judging criteria which they may choose to weight accordingly:

- Assessment of audience needs and fit to their needs.
- Clarity of purpose.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of teaching or training to digital preservation.
- Clarity and practicality of benefits delivered.
- Practical evidence of benefits delivered.
- Durability (or expected durability) of contribution to the field.
- Cost effectiveness.
- Assessment of quality by peers.*

* 'Assessment of quality by peers' will be measured by an online voting mechanism open to members of the DPC /NCDD. This will occur after shortlisting and arrangements are confirmed.

Submissions may describe many different kinds of activity. Some examples are given below but they are not intended to be proscriptive:

- a publication or training resource which has made the theory and practice of digital preservation accessible to a wider audience.
- an ongoing training programme or degree.
- a project which has researched and reported on training needs.
- a campaign to change or influence policy.
- a service that supports digital preservation practitioners access the skills they need.
- a curriculum or model curriculum that embeds digital preservation thinking within professional or academic practice.
- an analysis of training needs in digital preservation.
- an analysis of labour market trends in digital preservation.
- a guide or standard which enables or improves the quality of digital preservation.
- initiatives that encourage or enable management support for digital preservation activities.

c. Award for the Most Distinguished Student Work in Digital Preservation



Alasdair Bachell, University of Glasgow, 2014

The *Award for the Most Distinguished Student Work in Digital Preservation* celebrates impressive work by any student which lowers the barriers to digital preservation. It is presented to the student that, in the eyes of the judges, has produced an essay, course work, project report, dissertation or thesis that has had (or will have) the greatest contribution in ensuring our digital memory is available tomorrow.

The judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple judging criteria which they may choose to weight accordingly:

- Clarity of purpose.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of digital preservation tools or principles.
- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered.
- Durability (or expected durability) of contribution to the field.
- Effort required by the project.
- Extent to which the outcome exceeds the basic requirement to pass
- Significance of digital objects in question.

The judges are keen to encourage nominations from all levels of study. The quality of the submission will be weighed against the level of qualification gained so that outstanding undergraduate coursework can be assessed against self-directed postgraduate research. Many forms of submission are encouraged provided they have been submitted for assessment in the course of a recognised curriculum. Some examples are given below but they are not intended to be proscriptive:

- A thesis, dissertation or essay.
- A report outlining a portfolio of practical work.
- A poster, video or other multi-media work.
- A series of blogs or other creative uses of social media.
- A solution to a technical or organisational problem developed in the course of studies.
- A digital preservation tool

Nominations in this category must be submitted by heads of departments or programme convenors for the relevant course of study. Only one nomination will be permitted from each institute of higher education or research. Although the prize will be awarded to the student, the institute must lead the nomination. The nomination form must be accompanied by the piece of original work being submitted (or a link where that is more appropriate). Formally, the work should have been submitted between August 2014 and 31st July 2016. However, recognising that the submission and grading of work and graduation can be an extended process, the judges will offer some discretion about dates.

d. Award for Safeguarding the Digital Legacy



Carcamet Archive Project, 2014

The *Award for Safeguarding the Digital Legacy* celebrates the practical application of preservation tools to protect at-risk digital objects (completed in the period 1st August 2014 to 31st July 2016). It draws attention to concrete efforts to ensure important elements of our generation's digital memory remains available to future generations. It need not involve particularly innovative work, but must illustrate a clear understanding of the risks that digital objects face and the reasons for ensuring they are properly managed. It should be an exemplar case study in

why preservation matters and it must be capable of being described in terms that are readily understood.

Recognising the rapid development of this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple criteria which they may choose to weight accordingly:

- Significance of objects preserved.
- Extent to which the public would understand the importance of the objects preserved.
- Clear understanding of the risks that the digital objects face.
- Effectiveness of the methodology used or developed.
- Exemplary application of digital preservation tools or principles.
- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered.
- Durability (or expected durability) of actions.
- Cost effectiveness.
- Assessment of quality by peers.*

*'Assessment of quality by peers' will be measured by an online voting mechanism open to the membership of the DPC. This will occur after shortlisting and arrangements will be confirmed in due course.

This is intended to be a very extensive topic and submissions may describe many different kinds of activity. Some examples are given below but they are not intended to be proscriptive:

The creation of a web archive.

- The emulation of a computer game.
- The collection and safeguarding of the personal digital archive of a noted public figure.
- A procedure to safeguard the corporate archive of an agency with significant public impact.
- The development of a community archive.
- The preservation of an email archive.
- The curation and re-use of a scientific data set.

e. Award for the Most Outstanding Digital Preservation Initiative in Industry



This Category, Not Previously Awarded

The *Award for the Most Outstanding Digital Preservation Initiative in Industry* is to encourage and celebrate the development of digital preservation in commercial or industrial contexts, e.g. within banks, manufacturers, broadcast industries, engineering and design practices or other private sector agencies. The judging panel has noted that in previous years, nominations have been dominated by public sector institutions and universities keen to showcase innovative approaches to complex challenges. This award is therefore presented to the

project, initiative, business or person that, in the eyes of the judges, has provided the best exemplar of how a commercial or industrial organization is taking steps to safeguard and exploit its own digital legacy and to ensure that it remains accessible in the long term¹.

The exploitation of ‘big data’ has driven innovation in the economy while the clever deployment of legacy digital assets has opened up a ‘long tail’ of commerce. Regulators concerned with lifecycle management of real world assets recognise the need for digital preservation as hard evidence of compliance, while patent lawyers protect their clients with the presentation of authoritative evidence of novelty. These and other innovations require practical preservation measures to be sustainable. The judges wish to celebrate these activities, showing that digital preservation is not only a concern for public institutions.

Recognising rapid innovation in this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple criteria which they may choose to weight accordingly:

- Assessment of audience needs and fit to their needs
- Significance of objects preserved.
- Clarity of purpose.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of digital preservation tools or principles.
- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered.
- Durability (or expected durability) of contribution to the field.
- Cost effectiveness.
- Assessment of quality by peers.*

¹For clarity, this award is for implementation of good practice in industry or commercial setting. Vendors offering digital preservation solution should not normally lead applications though may encourage their clients to do so and may be partners in applications.

* 'Assessment of quality by peers' will be measured by an online voting mechanism open to the membership of the DPC. This will occur after shortlisting and arrangements will be confirmed in due course.

Submissions may describe many different kinds of outcome. Some examples are given below but they are not intended to be proscriptive:

- any action which exemplifies good practice in the preservation of business data.
- any action which exemplifies good practice in the use of preserved data for industry and which validates preservation actions.
- a practical implementation which has advanced the theory, practice and understanding of digital preservation in a business environment.
- a project or case study which has tested, developed or applied a particular digital preservation strategy or policy in a commercial setting.
- any initiative which has helped the preservation of digital objects for re-use in an industrial or commercial environment, with obvious benefits to the business or its clients
- an innovation which has changed how the business community perceive or undertake digital preservation.
- a service or toolkit that enhances a whole industry or sector.
- a body of work that has progressed from initial ideas to fully functioning and embedded services for industry

Formally, the project should have been complete between 1st August 2014 and 31st July 2016. However because this award has not previously been awarded the judges offer some discretion about the dates of project completion. Nonetheless the action must be sufficiently current in order that the case for preservation can be understood by a wide audience.

f. DPC Fellowship

The DPC will award the '*DPC Fellowship*' to an individual in recognition of a substantial, significant and distinguished contribution to ensuring our digital memory is accessible tomorrow.

Nominations will not be sought for the DPC Fellowship, although the membership of the DPC will be invited to make confidential recommendations of individuals they think meet this description.

The recipient of the DPC Fellowship award must:

- Demonstrate a career in digital preservation of a minimum of ten years
- Have worked in a number of different organisations or organisational roles
- Offered their advice and support to others generously and without prejudice
- Be a distinguished advocate for digital preservation in their own sector and demonstrate influence across multiple sectors
- Demonstrate an innovation or development that would have been significantly different, and significantly less effective, without their distinctive contribution
- Be of good standing professionally and a positive role model for the community

Procedure for the 'DPC Fellowship' award:

- Nominations from DPC members will be collated and presented to the Judging Panel before applications close.
- At the first meeting of the Judging Panel, judges will propose their own nominations alongside those received from DPC members.
- Judges will vote on the nominated candidates.
- The list of nominations will not be made public alongside the shortlisted candidates for the awards categories.
- The candidate with the greatest number of votes will be considered and approved by the judging panel. The vote does not have to be unanimous.
- The recipient of the DPC fellowship award will be decided at the second meeting of the Judging Panel alongside the category winners.

3. How to apply

All nominees should read the Nomination Pack (DPA16A) and submit their nomination using form DPA16B (Appended to DPA16A) which must include the following:

- A brief summary of the project of no more than 100 words. This wording will be used on publicity material and should be as concise and clear as possible.
- A project description of no more than 1000 words, setting out the nature and purpose of the project, and why it is considered to be a potential Award-winner. The project should demonstrate leadership and advancement in the digital preservation arena.
- A brief account of how the nomination meets each of the key criteria
- Up to three images illustrating the project/team or individuals are requested. These may also be used for publicity at the short-listing stage.

The nomination should also be accompanied by a letter of support from a senior manager within the institution.

Hard copy submissions by post should be made to:

The Digital Preservation Coalition
37 Tanner Row
York
YO1 6WP
UK

PDF format submissions by email should be made to: sarah.middleton@dpconline.org

The deadline for submission of nominations is 1200 NOON ON TUESDAY 26th JULY 2016

4. General provisions

The following provisions apply across all categories of the Awards:

1. The judges' decisions are final.
2. Any attempts to influence the judges will result in disqualification.
3. All nominations must be submitted on the relevant nomination form.
4. The judging criteria published for each award are for guidance: the conditions are not negotiable.
5. With the exception of the student award, institutions are welcome to make multiple nominations, even if these end up in competition with each other. The judges welcome the opportunity to judge between them.
6. Where appropriate, a nomination can be submitted against multiple categories provided a convincing case is made.
7. The judges may change the category of a nomination.
8. Judges may not lead nominations. They must declare their interests at the start of each meeting and must leave the room during consideration of the relevant nominations.
9. The staff of the DPC cannot apply, and contractors cannot nominate work which was initiated and funded directly by the DPC.
10. Projects involving the DPC and DPC staff can be nominated but DPC activities must not be the reason for the nomination.
11. The DPC will only name finalists. Nominations will remain confidential.
12. All nominees will receive feedback.
13. It is the responsibility of entrants to get their entries to the DPC by the due deadlines. The DPC is not responsible for late or missing entries.
14. Details of finalists will be used only for the purposes of publicising the Awards. By submitting a form, nominees signify their consent to such publicity.
15. Shortlisted candidates are invited to present poster at conference 30th November – 2nd December 2016.

5. Schedule

Entrants for the Digital Preservation Award must submit a nomination by post or email a PDF by;

1200 noon on Tuesday 26th July 2016

Nominations will be evaluated and considered for short-listing by the Digital Preservation Screening Panel in August 2016. Only short-listed candidates will be asked for full details of their projects.

Short-listed nominees will be required to do the following:

- to give a presentation of the project (or to a webinar of DPC/sponsor organisation members), explaining its importance in the field of digital preservation, to the Judging Panel **week commencing 10th October 2016**.
- to produce a poster, describing how the project was executed, to be displayed at a conference in London **30th November – 2nd December 2016**.
- to provide good quality visual material of the project to be used in publicity material relating to the Award and/or the Awards ceremony.

The following gives an outline of key dates for the overall awards process. Dates will be finalised and agreed at the earliest opportunity.

11 th May 2016	<ul style="list-style-type: none"> • Full programme of awards announced, awards open, nomination pack available
3 rd June 2016	<ul style="list-style-type: none"> • Second call for nominations
1 st July 2016	<ul style="list-style-type: none"> • Final call for nominations
26 th July 2016 (1200 noon)	<ul style="list-style-type: none"> • Awards close, nominations received, checked and distributed to judges
Week commencing 5 th September 2016	<ul style="list-style-type: none"> • First Judging Panel (Shortlisting)
9 th September 2016	<ul style="list-style-type: none"> • Shortlist announced, finalists invited to presentation
9 th September 2016	<ul style="list-style-type: none"> • Online voting for shortlisted candidates opens
30 th September 2016	<ul style="list-style-type: none"> • Online voting closes
Week commencing 10 th October 2016	<ul style="list-style-type: none"> • Second Judging Panel with presentations and interviews with shortlisted candidates in the morning, deliberation and decision in the afternoon
30 th November 2016	<ul style="list-style-type: none"> • Awards ceremony in London
Post award ceremony	<ul style="list-style-type: none"> • Feedback provided to participants

6. Judges

The judging panel will consist of not less than ten individuals representing a range of interests within digital preservation.

The following are confirmed as judges:

Adrian Brown	Parliamentary Archives
Daniela Duca	Jisc
Dave Tarrant	Open Data Institute
Dave Thompson	Wellcome Trust
Joachim Jung	OPF
John Sheridan	The National Archives
Louise Lawson	Tate
Manuela Speiser	European Commission
Marcel Ras	NCDD
Maureen Pennock	British Library
Paul Wheatley	Digital Preservation Coalition
Sandra Collins	National Library of Ireland
Sharon McMeekin	Digital Preservation Coalition
Steve Daly	BBC
Tim Gollins	National Records of Scotland
William Kilbride	DPC, Acting Overall Chair

Other judges have been contacted but not yet confirmed.

Each category will be chaired by a specified judge who will assist in presenting the award and will oversee award in that category. The final decision resides with the whole judging panel for which an overall chair will be elected. In addition to participating in the judging, DPC will provide secretarial functions and scrutiny of rules.

The judges will select winners based on the following evidence: the original nomination; the detailed description of the project; the presentation from the shortlisted candidate; question and answer with shortlisted candidates. One criterion – Assessment of Quality by Peers – will be measured for shortlisted candidates via an online poll of the DPC membership. The judges shall decide the weight given to this criterion *before they have seen the results of the poll*.

The judges are required to declare at the start of the Judging Panel meeting, any interest in projects under consideration. Declarations are recorded. During the meeting, anyone having an interest in or direct connection with a nomination will leave the room for that discussion and the result will not be reported until the final stages of the meeting. The results of scores taken from the agreed criteria from each individual judge are recorded and collated into a spreadsheet for comparison.

7. The Winners

Winners will be announced at a sponsored presentation ceremony to be held in the Henry Wellcome Auditorium at the Wellcome Trust, Euston Road on 30th November 2016.

8. Roll of Honour

2014

The University of Freiburg and partners
'bwFLA Functional Long Term Archiving and Access'

The OPF Award for Research and Innovation



2014

Alasdair Bachell, University of Glasgow:
'Game Preservation in the UK'

The DPC Award for the Most Distinguished
Student Work in Digital Preservation



2014

Adrian Brown
'Practical Digital Preservation: a how to guide
for organizations of any size'

The NCDD Award for Teaching and
Communications



2014

University of Manchester
'Carcanet Press Email Archive'

The DPC Award for Safeguarding the Digital
Legacy





2012
Archaeology Data Service

Decennial Award for An Outstanding
Contribution to Digital Preservation

2012
ULCC
'Digital Preservation Training Programme'
DPC Award for Teaching and Communications



2012
The PLANETS Project

DPC Award for Research and Innovation



2010
The Los Alamos National Laboratory and Old Dominion University

The Memento Project

Digital Preservation Award

2007

The National Archives

PRONOM and DROID projects.

Digital Preservation Award



2005

PREMIS – the Preservation Metadata:
Implementation Strategies Working Group

Digital Preservation Award

2004

The National Archives and Tessella

The Digital Archive Project

Digital Preservation Award



2004

Special commendation to the CAMiLEON Project at the Universities of Michigan and Leeds

9. Eligibility and other Frequently Asked Questions

Scope: The judges will assume a broad definition of digital preservation: projects which describe themselves with specialist terms like ‘conservation’, ‘continuity’, ‘curation’, ‘legacy’, ‘permanent accessibility’, ‘sustainment’ or ‘sustainability’ will be eligible so long as they can demonstrate that they are working towards ensuring our digital memory is accessible tomorrow. Typically, digitization projects will not be eligible unless they offer a specific deliverable that will improve long term access to the digital estate. The judges’ decision will be final and no discussion will be entered into.

Who can apply? The awards are open to all and are international in scope. There is no restriction on public or private sector and there is no restriction to whether the nominee is a member of the DPC. Nominations must be supported by senior management within your institution and nominations based on an external grant or commission should be supported by the grant giving agency or commissioning agent. Joint nominations are welcome from individuals or teams working in the public or private sectors, though a single point of contact must be agreed.

Do I need support from my manager? Yes. The purpose of the Digital Preservation Awards is about raising awareness about digital preservation. By seeking the approval of management we are asking you to undertake a modest amount of internal advocacy. For the purposes of the student award, the course convenor or head of department is effectively the senior manager.

My project is not from the UK, can I still apply? The Digital Preservation Award seeks entries from all around the world and imposes no geographical restrictions. Nominees should be aware that the judges are predominantly based in the UK, that DPC members are predominantly in the UK and Ireland and we will be using UK media outlets to communicate the results. Consequently nominees may wish to frame their nominations in terms that a UK audience will understand.

Why is there a timeframe? The Awards are given for initiatives that were completed between 1st August 2014 and 31st July 2016, though judges will be asked to use their discretion in the admittance of nominations for new categories of award which have been completed before 1st August 2014. *NB: although the completion date should fall between the dates given, work may have begun at any date.*

What can we submit? Any project or initiative which has contributed to ensuring our digital memory is accessible tomorrow. By ‘project’ we mean any sustained and unified effort that works towards a discrete and definitive outcome. This might include the development and delivery of innovative services or a single programme of work. Pilot projects and full scale projects can be submitted though nominees may wish to signal the relationship between them. Combinations of projects which happen to operate in the same sphere but which have no structural linkage should be avoided and large or complex projects are encouraged to concentrate on specific deliverables which can be more readily understood. Small projects with modest outcomes are particularly encouraged to apply because impact will be assessed in proportion to the total resource expended.

Will you supply travel grants? Where necessary we will provide travel and subsistence for two participants from each shortlisted nominee to attend the final judging panel, though we will endeavour to use teleconferencing facilities where this is more convenient. We cannot guarantee to provide travel to the awards ceremony.

Will you give feedback about our nomination? Yes. All nominees get feedback from the judges and shortlisted candidates will also receive feedback from their peers gathered from the public vote. The feedback will always be constructive and the judges encourage nominees to append these comments to their professional and organizational CVs.

Can we promote the fact that we have submitted a nomination, been shortlisted or have won an award? Yes, we actively encourage you to do so. Where possible we will help you by providing supportive quotes or photography and will make time for press calls. The awards are run to engage the widest possible community in digital preservation so we call on everyone interested in the awards to help raise their profile.

Can I ask your advice about completing my nomination form: Yes but we reserve the right to publish that advice on the FAQ section of the Digital Preservation Awards Website to ensure that any points of clarification are available to all. We will keep such advice anonymous. There is a comment function on the FAQ section of the website that you can use to ask questions.

Deadline: There will be no extensions to the deadline.

Format: Please post us hard copies or email a PDF copy of your application.

The summary and long description should be written for a 'lay audience', does this mean people who have no (or barely any) previous knowledge of digital preservation/IT? The summary text should be as accessible as possible— imagine it being reproduced in a newspaper report of winning the award. The longer text will be used by DPC members and others to assess your nomination in the members' vote. This means you can be a bit more expansive and assume a bit more knowledge, bearing in mind the diversity of the coalition and its partners. In addition, 1) We get a lot of applications and so good writing will help your application stand out; 2) Our judges come from a range of backgrounds – techies, business managers, archivists, academics and so on. So our experts may not be expert in dealing with your concerns. That means it helps to spell things out.

Can we include a diagram(s) in the Long Description? And if so, do the words on the diagram count towards the word count? Yes you may include diagrams though these should be genuine visual aids that help clarify the concepts described in the text. Consequently an over-abundance of diagrams is suggestive of a text that needs to be improved. Diagrams are not included in the word count

Can we include hyperlinks off to further information in the Long Description? Yes you may include hyperlinks, though note that the judges are instructed to assess nominations purely on the merits of

the evidence presented to them in the nomination forms (and for shortlisted candidates in subsequent presentation or interview). Consequently you should not require judges to follow a hyperlink or expect that they will.

If something is described in Section four: Supporting statements, should this be repeated in the Long Description? Yes, the two have different functions. The judges will have access to the complete nomination form and therefore any text repeated between the two. However shortlisted candidates will be presented to a vote of the members of the DPC (and where appropriate NCDD). Voters will be presented with the long description as part of the ballot paper but will not have access to the supporting statements from Section Four. Furthermore it is our expectation that our designated contacts in DPC members will cascade the long descriptions through their own organizations so that the vote is cast as a corporate decision. This is why we recommend that the Long Description is written for a lay audience.

The rules ask that “nominations must be supported at senior management level within the nominees’ institutions, demonstrated by a letter of support.” How should I proceed if the project was undertaken in a personal capacity, and has no institutional affiliation? The judges have been very clear in welcoming all kinds of applications, including personal contributions undertaken outside of an institutional framework. Therefore the absence of a letter of support should not become a barrier to submission. The reason why we seek senior management approval is primarily to allow for appropriate internal advocacy and to a lesser extent to ensure that we don’t get competing nominations from the same institution or project. Therefore we would recommend that you simply explain that this was a personal project in which had no institutional involvement and therefore that no letter is available.

Within the supporting statements, ‘cost effectiveness’ suggests an indication of the balance between total resources consumed for development and the benefits (costs saved) of applying the tool/results of project. However it is directly followed by ‘what resources did you consume’, which suggests only an indication of the total costs/resources are expected (which is not the same as ‘cost effectiveness’). Please could you provide guidance on what is expected within this section? The cost-effectiveness category was introduced by the judges in 2010 as a mechanism to help compare large well-funded projects with small unfunded ones. In principle the former would always deliver more impact than the latter, which if followed to a logical conclusion would mean that only large projects would ever win the award. This is to be avoided. In practice therefore the judges will assess the cost-effectiveness of your initiative based on a description of the resource used. The category is entirely about the effort used to develop the solution, not the effort that the solution might save once deployed. You may choose to illustrate the latter point under the ‘Clarity and Practicality of Benefits’ section.

Please refer to the DPC website for updates to this information:

<http://dpconline.org/advocacy/awards/2016-digital-preservation-awards/digital-preservation-awards-eligibility-and-faqs>