Digital Preservation and Discoverability Plan
Peripheral Manuscripts: Digitizing Medieval Manuscript Collections in the Midwest
June 1, 2020 - May 31, 2023
Indiana University, Saint Mary's College, Loyola University Chicago

Indiana University (IU) has been a pioneer in the field of digital libraries, in the development and application of open source software, and an early adopter of repository systems such as Fedora. IU's experience with Fedora dates back to 2003, when the IU Libraries served as one of the initial implementation partners on the Fedora project led by the University of Virginia and Cornell University. IU is currently a financial sponsor of the Fedora 4 development project and is in the process of updating our digital library infrastructure following a Samvera/Fedora 4 framework. Samvera is a community-supported, open source repository framework that allows institutions to deploy robust and durable systems for fully featured digital asset management applications and tailored workflows (https://samvera.org/). IU is one of nearly 35 partners committed to the support of Samvera with representation on the Samvera Steering Group and several working groups.

Since 2005, the IU Libraries have developed and maintained a series of preservation and access services -- Books/Serials, Finding Aids, Images, Electronic Texts and others -- that facilitate the ingest of content into our digital library repository, and promote curation, preservation, and access. As part of this project, the IU Libraries will rely on Pages Online at Indiana University (Pages Online). Pages Online uses the Samvera/Fedora software stack and will ultimately replace our oldest repository service for page-turning objects, Books/Serials. IU's Bicentennial in 2020 has prompted the IU campuses to unify repository services system-wide, at the enterprise level. While the IU Libraries supports digital collection curation, preservation and access for all the regional campuses as well as select external partners, Pages Online is one of the first repository services hosted by Enterprise Scholarly Systems (ESS), a collaborative initiative in partnership with IU's central computing division, University Information Technology Services (UITS), and Indiana University Purdue University Indianapolis (IUPUI).

Pages Online functions as a central gateway for preserving and disseminating paged, digital image collections held at Indiana University and partner institutions. Pages Online provides standards-based cataloging tools (i.e., enhanced descriptive metadata) and workflows (i.e., automatic extraction of MARC metadata through OCLC or local title control numbers) and submission workflows (i.e., ordering pages, creating hierarchical structures, custom labeling, etc.) for optimal curation of paged materials. Pages Online lets collection managers edit and publish digital items in the administrative interface, allowing for ongoing submission and cataloging/structuring of content and the ability to make items available to the public when ready. Viewers of Pages Online interact with high quality, zoomable images following protocols developed by the International Image Interoperability Framework (IIIF). The objects – images

and metadata – are stored in our Fedora digital library repository, and can be accessed from our Pages Online web portal: https://pages.dlib.indiana.edu/catalog. As part of our ongoing commitment to our content, our content contributors, and to these services, the IU Libraries has and will continue to invest resources in maintaining and improving services for the foreseeable future.

Additional discovery of the *Peripheral Manuscripts* content will be made possible through contributions to open-access resources such as Fragmentarium, a European initiative that has created a "digital research lab" for the purpose of studying manuscript fragments and OPenn, which is home to Bibliotheca Philadelphiensis, a CLIR-funded project of over 400 Medieval codices and fragments. The Indiana University Libraries regularly contributes metadata to the Digital Public Library of America, and will do so for this project as well.

As a memory institution, IU understands the importance of stewarding content into the future. For IU-owned content, IU is committed to steward the content created as part of this grant in the long-term. For non-IU owned content, project staff will work closely with partner institutions to package digital archival masters and complete metadata for each of the partner institutions in ways that meet their respective digital preservation and delivery needs. The IU Libraries will also draft a Memorandum of Understanding with each of the partners, as normally done when they serve a post-custodial role of digital content. The MOU outlines our commitment to access and preservation with a stipulation to revisit access and preservation needs with each partner institution ten years from the start of the grant. (A sample MOU was uploaded as part of Section 3 of the application materials per CLIR's suggestion.)

While our repository is not currently certified as a trustworthy digital repository, we adhere as much as possible to the recommendations in the 2011 report, "Audit and Certification of Trustworthy Digital Repositories" (CCSDS, https://public.ccsds.org/pubs/652x0m1.pdf). We employ several mechanisms suggested by the checklist like checksums, manifest files, and other checks for integrity file conformance. The Indiana University Libraries has both a Digital Preservation Strategic Vision, 2016-2018 (https://wiki.dlib.indiana.edu/x/1w1NHw) and a resulting Digital Preservation Policy (https://libraries.indiana.edu/digital-preservation-policy)with ongoing review of procedures and processes, especially in light of revamping repository services, led by IU Libraries' Digital Preservation Librarian, Michael Shallcross, who reports to PI Michelle Dalmau. In addition to our local commitments to preservation, IU is a member of the Association of Research Libraries, Digital Library Federation, Academic Preservation Trust, National Digital Stewardship Alliance, and together with the University of Michigan is co-host for the HathiTrust Digital Library.