

Preservation Checklist

Planning to Preserve a Digital Scholarship Project

Things to Think About



1 What do you want from preservation?

- Think about the content, data, aesthetics, code, or other components of the project and how you want them to live on.

2 How you would like to share the project, or parts of the project, with the public?

- Determine if you want to create a website or another public-facing product, or how you want to publish your work.

3 How long do you want the project to be accessible to the public?

- You will need a different plan to keep a project active for 5, 10, or 100 years.

4 What happens if a major contributor or funding source isn't able to continue with the project?

- Make a contingency plan for the project's labor, funding, and data.

5 What are your metadata requirements?

- Consider format, file type, and kinds of information you need.

Things to Do for All Project Types

- 1 Gather relevant logins, passwords, and URLs
- 2 Create shared file-naming conventions for your team
- 3 Make notes on your process
- 4 Make a backup plan and regularly back up
- 5 Let users know when the project is finished and no longer being actively developed

Things to Do for Web Projects

- 1 Run each page of your site through the Internet Archive
- 2 Screencast a walk-through of your website
- 3 If you have a WordPress website, convert it to a flat file site
- 4 Cross-link the different portions of the project, so that users can find all the parts
- 5 Identify components of the project that can be separately exported or downloaded

For more assistance, contact DSL@msu.edu

