

Storage management group exercise

This is a group exercise intended to take up to 35 minutes. Select a leader to coordinate your team. The team will be asked to report back to the other delegates on completion. You will be given a flipchart sheet on which to note the main outcomes of your group's discussion. You may choose to use this to assist reporting.

You have been split into groups to consider a set of questions on storage management. Each group has been set the same questions. What differs is the type of content we are asking each group to consider.

Your group should consider the content type highlighted below.

- A Digital photographs
- B Digital music (audio)
- C Digitised content for a digital library
- D Institutional Web site
- E Institutional repository

Within the generic content type defined you can describe as many different types of content as you wish that fit the type. For example, digitized content might include scanned books and/or e-journals. Other types may be less flexible, but feel free to specify particular types where it helps your considerations.

If you have experience to bring to answering these questions that may be beneficial, but these are general issues and you don't need direct experience, just a general knowledge of digital content and a willingness to contribute. In the overall context of the exercise, your answers should be revealing.

Describe the objects you have chosen to consider within the content type.

Where did your content originate?

Where is it stored?

How is it labelled and identified?

What can go wrong with the data?

How can the risks be reduced?

How can you recover data that has been lost?

What characterises the type of content you are considering?

How does that affect storage decisions?

Can you identify a strategy for storing and preserving your content?

How do you appraise and select content for preservation?

What external services might be available to support the strategy?