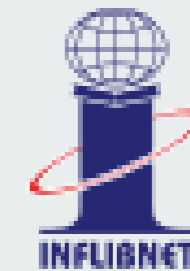




Challenges of current and retrospective digital archiving

a step by step guide to best
practices of ETDs

chrome



ETD 2023
NDLTD

Gandhinagar, Gujarat, India

26-28 October 2023

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Guha**
Librarian
IIT Guwahati

OUTLINE

A BRIEF OVERVIEW



INTRODUCTION

01



INITIATING THE WORKFLOW

02



WORKFLOW FOR THESES WITHOUT EMBARGO

03



WORKFLOW FOR THESES WITH EMBARGO

04



CONCLUSION

05

BASIC PREMISES



Importance of digital archiving

Showcasing Institute's knowledge heritage.



Technical Challenges

Server, Software, Bandwidth, Power Supply.



Administrative and Legal Challenges

Bringing all stakeholders on board.



Laying out workflow

Constant monitoring of workflow.



Working out best solutions

Layout the best solutions based on unique situations.

INITIATION OF WORKFLOW

01

Address Copyright issues

Utmost care should be taken about the copyright issues of the contents to be hosted on the platform.

02

Challenges related to similarity reports and publications

Researchers often face challenges related to similarity reports encountered by publishers of their in-progress publications.

03

Challenges related to protection of intellectual property

Safeguard the contents from being illegally reused.

04

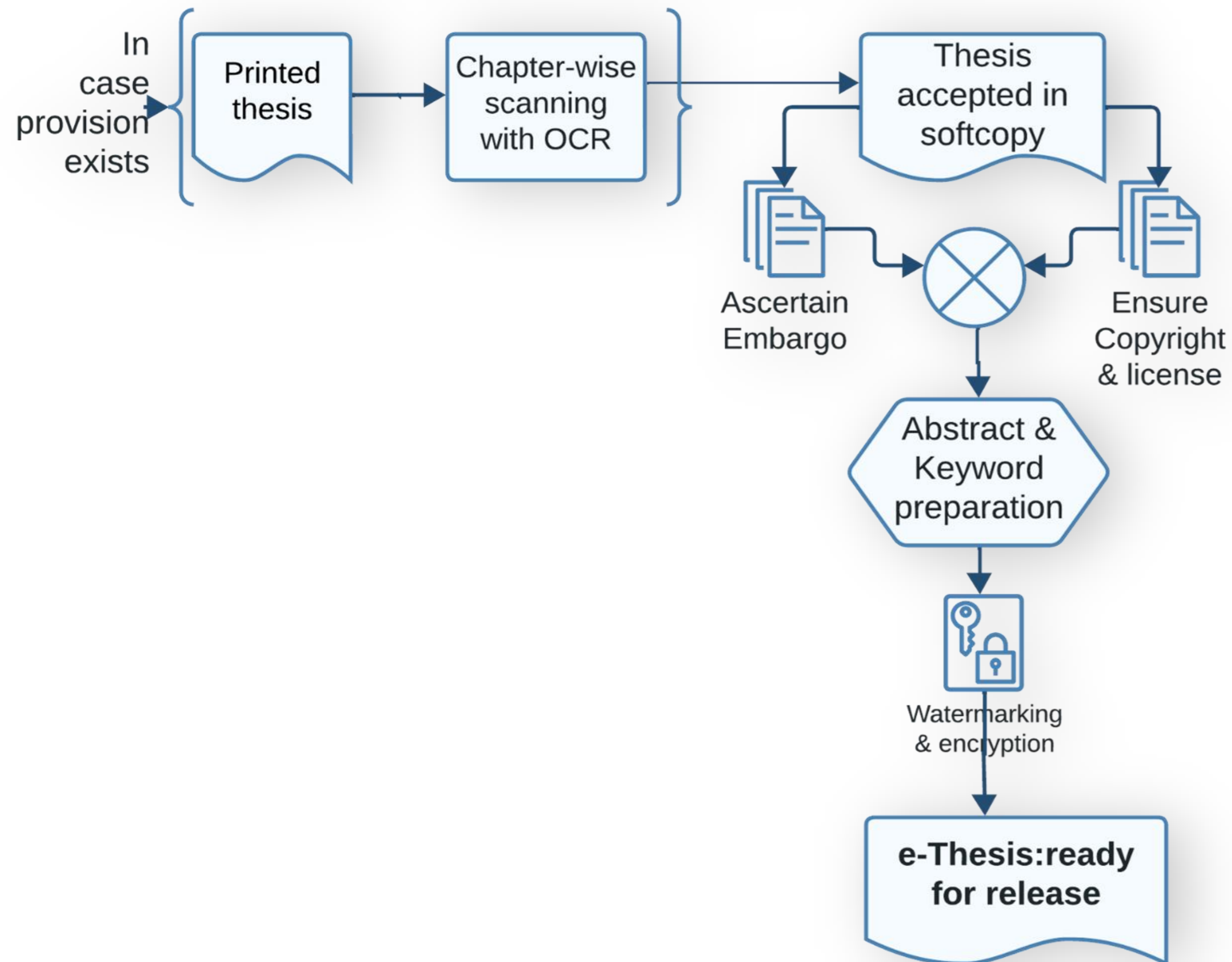
Retro-conversion of existing collection

Develop appropriate mechanism for retro-converting existing collection.

Archiving workflow: Stage-1

ETD Archiving workflow: Stage-1

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**1**

Prepare Softcopy thesis

If theses exist in hard copy/printed format, prepare OCR enabled soft copy version.

2

Ascertain embargo status and ensure Copyright

Ascertain embargo duration, if any and ensure that copyright has been clarified & uploading license has been obtained.

3

Prepare mandatory requirements

Prepare abstracts and keywords.

4

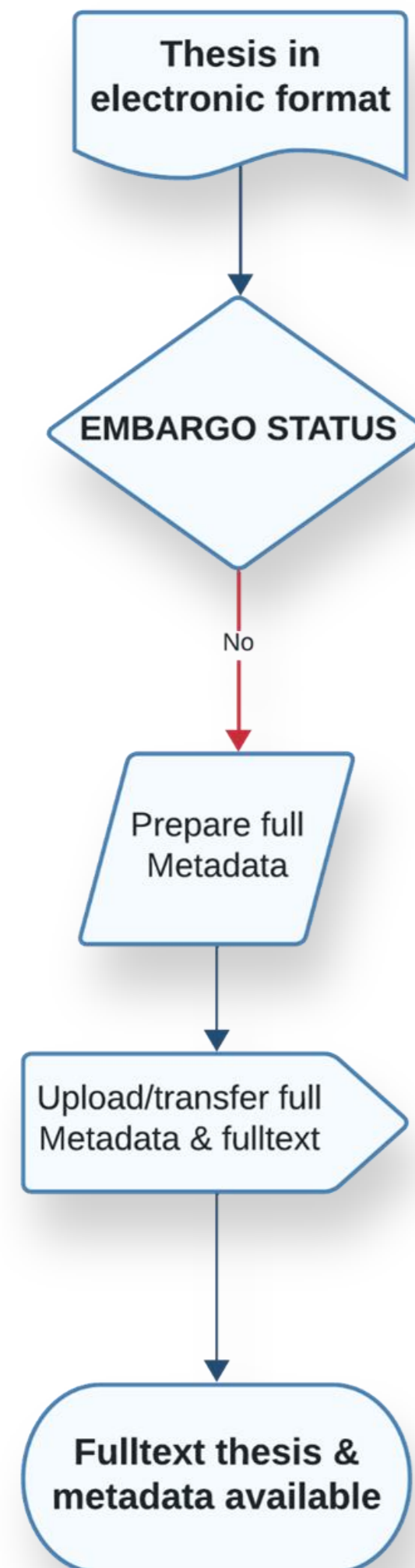
Watermarking & encryption

Deploy appropriate protection mechanism, like watermarking and encryption, if needed.

Workflow for theses without embargo

ETD Archiving workflow: Stage-2 (without embargo)

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01.

Prepare Metadata

Prepare metadata as per requirement of the repository. Keep backup for future.

02.

Upload / transfer metadata

In case, large no. of theses are to be uploaded in one instance, it is better to upload/transfer metadata at the beginning.

03.

Upload full text theses

Upload full text theses and counter verify the visibility on the archive.

04.

Challenges of tracking

Appropriate metadata mapping with the bulk uploading need due diligence.

Workflow for theses with embargo

1 Prepare masked Metadata

3 Hold full-text thesis

5 Unmask metadata

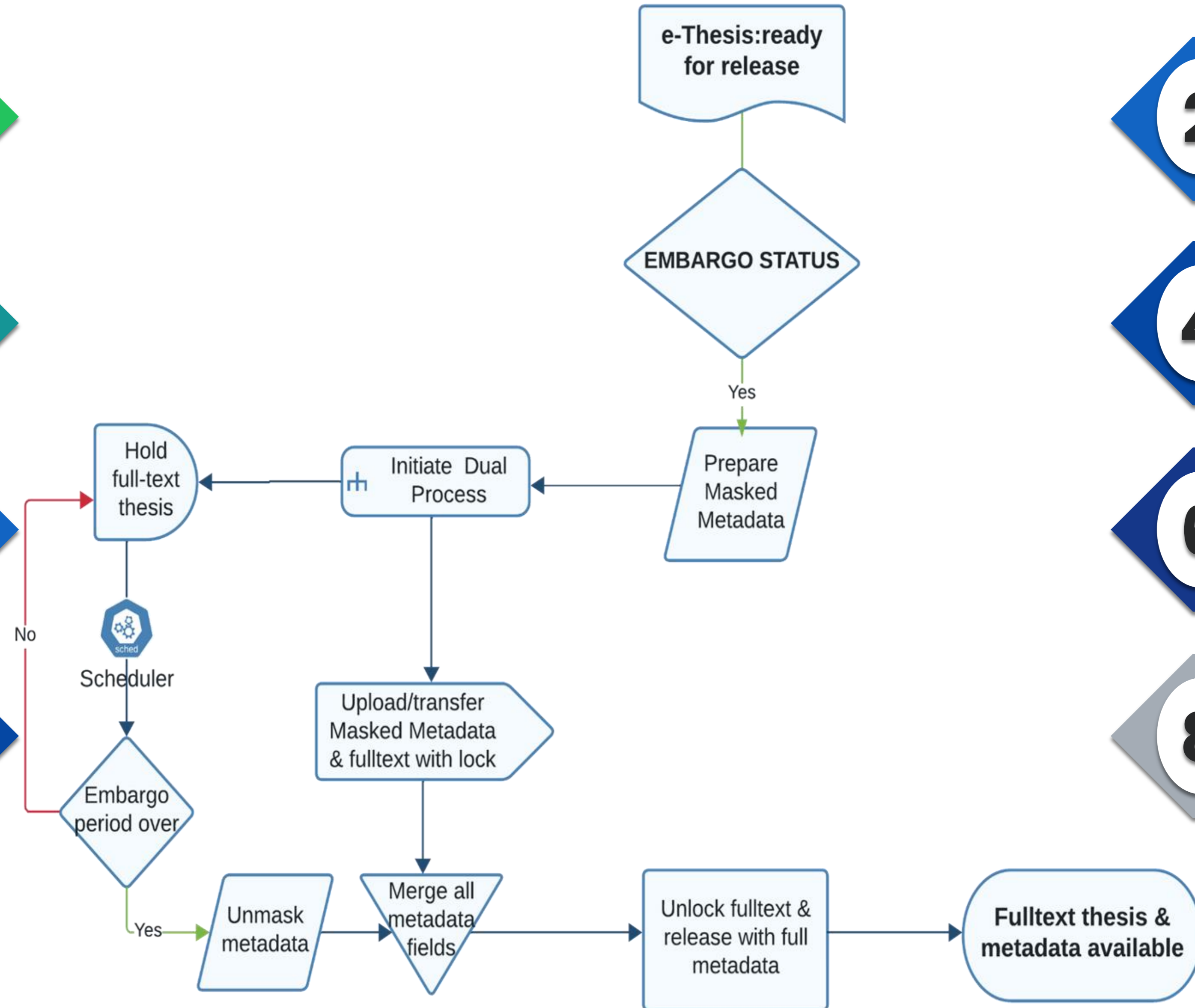
7 Unlock full-text

2 Released masked metadata & full-text with lock

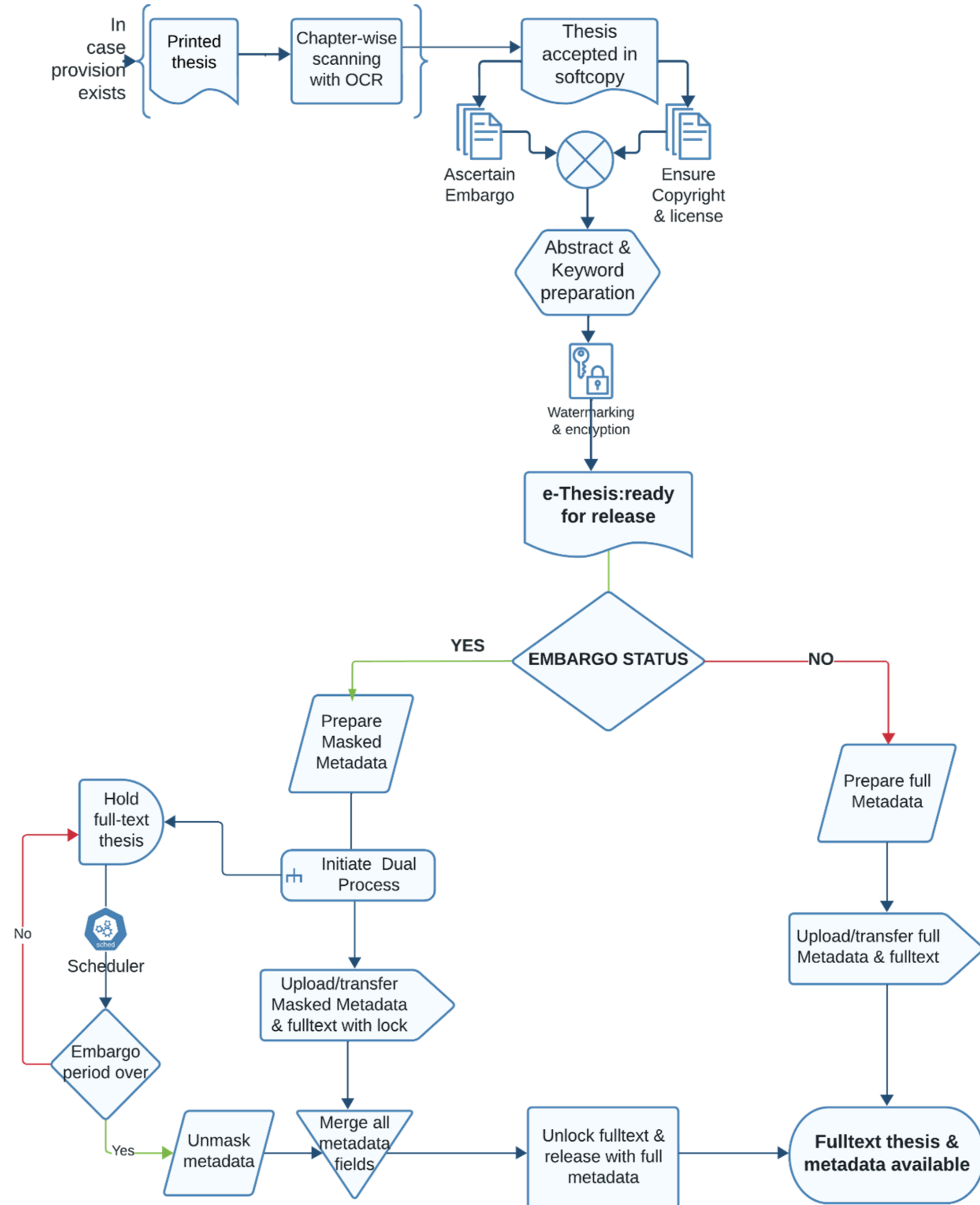
4 Initiate & monitor scheduler

6 Merge all metadata fields

8 Verify merged records and integrity



In summary



CONCLUSION



Plan meticulously



Draw workflow



Protect rights



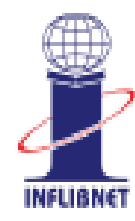
Technical correctness



Follow subroutines



Monitor consistently



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**THANK
YOU**

