Digital Asset Management Plan
for

_____
Project Name (if this is a Project DAMP)

_____
Process/Name of Activity (if this is a General DAMP)

_____
Unit Name

Approved by:

_____	_____	_____
Unit Director (Signature)	Unit Director (Print Name)	Date

Additional signatories:

For General DAMP: Plan Administrator

_____	_____	_____
Signature	Print Name	Date

For Project DAMP:

Plan Administrator

_____	_____	_____
Signature	Print Name	Date

Project Principal Investigator/Lead

_____	_____	_____
Signature	Print Name	Date

Digital Asset Management Plan

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Revision History

Version	Date	Pages affected	Description of Change	Author/Reviewer

1. EXECUTIVE SUMMARY (MANDATORY)

The Executive Summary provides an "at-a-glance" snapshot of the most important information in the DAMP.

Consider what information you would like to communicate to senior administrators when writing this section. Also consider that it may be easiest to complete this section at the very end, when you have content from other sections that you may wish to "cut and paste" into an Executive Summary narrative.

2. STRATEGIC CONTEXT

The Strategic Context section articulates the significance of the digital assets covered in this plan and how they support unit and pan-institutional goals.

2.1 Significance of Digital Assets (MANDATORY)

Briefly describe the significance of the digital assets developed (or to be developed).
Due to the varying scholarly disciplines of Smithsonian units, characterizing the significance of digital assets is a unit-level decision, and recognized as a somewhat subjective endeavor. However, you may wish to consider that common criteria for significance often include:

- Applicability to the project, program, unit, Smithsonian, various audiences, etc.
- Level of use
- Scope or depth
- Uniqueness
- Relevance to Unit/SI Strategic Plans

2.2 Relevance to Unit/SI Strategic Plans (MANDATORY)

2.2.1. How do the digital assets represented in this DAMP support your unit's strategic plan?

2.2.2 How do they build on the following key goals in the Smithsonian's *Digitization Strategic Plan 2010-2015* in terms of digitization?

- Provide access to SI collections, research, and programs by creating, managing and promoting the Institution's digital assets? (See Page 11 of the Strategic Plan);
- Integrate digitization into its core functions? (See page 12, Objective 3 of the Strategic Plan);
- Secure sufficient resources and build capacity to create and sustain digitization activities? (See page 13 of the Strategic Plan).

2.3 Relevance to Unit Digitization Plans (MANDATORY IF APPLICABLE)

If your unit has a Unit Digitization Plan (UDP), does this DAMP cover digital assets discussed or referenced in that UDP? (N.B., Many non-collecting units may not have a UDP. If this is the case with your unit, answer "N/A" below.)

2.4 Reference to Funder DAMPs (RECOMMENDED)

2.4.1 Are the digital assets described in this DAMP part of a project, program, or activity that was funded by external grants?

Yes___ (proceed to 2.4.2)
No ___ (proceed to 2.5)
Not applicable (if this is a General DAMP)_____ (proceed to 2.5)

2.4.2 Does the funder require a DAMP (often referred to as "data management plans" by funding organizations) as a condition of funding?

Yes ___ (proceed to 2.4.3)
No____ (proceed to 2.5)

2.4.3 Does the funder require that its DAMP be submitted in a specific format?

Yes ____ (proceed to 2.4.4)
No_____ (proceed to 2.5)

2.4.4 Provide a link to the funder's DAMP form/instructions and the unit's DAMP submission to the funding agency below. If the latter is not available online, identify who can be contacted for further information on the unit's DAMP submission:

Funder DAMP form/instructions (URL) _____
Unit's DAMP submission to funding agency (URL or contact person)_____

2.5 References to Project Management Plan or Other Documentation (RECOMMENDED)

If the project, program or activity associated with the digital assets described in this DAMP have other relevant documentation (such as a project management plan, a funder request document, etc.), please identify these documents and provide the URL to them. If these documents are not online, identify who can be contacted to obtain a copy of these documents.

3. DAMP DEFINITION & SCOPE

The DAMP Definition and Scope section clarifies the specific digital assets that are covered under this DAMP and the relevant project, program or activity that collected or generated these assets.

3.1 Brief Project Summary (MANDATORY IF APPLICABLE)

For Project DAMPs only: Briefly describe the project for which this DAMP applies. If this is a General DAMP, enter "General DAMP".

EXAMPLES:

- Save Americas Treasures project to conserve at-risk manuscripts
- Encyclopedia of Life (EOL), a SI-led collaboration providing web access to knowledge about biological diversity
- Birds of DC mobile application is a collaboration between EOL and NMNH Exhibits to provide a more interactive experience for visitors to the Birds of DC exhibit.

3.2 Description of the Digital Aspect/Component in the Context of the Larger Project (MANDATORY IF APPLICABLE)

For Project DAMPs only: Describe the digital aspect or component of this project in the context of the larger project or program of which it is a part. If this is a General DAMP, enter "General DAMP".

EXAMPLES:

- We are digitizing 15 collections as part of a larger cataloging and rehousing project that will minimize degradation and destruction of the original quilts.
- Encyclopedia of Life (EOL) aggregates digital multimedia (images, videos, sounds, maps) and text objects from hundreds of content providers and fosters the digitizing of new information (e.g. images, text). It provides tools for quality control, re-organization and annotation of objects, and discussions; these tools generate new digital products or enhanced metadata for these objects. Finally, all the infrastructure software is open source and therefore also a digital asset.
- We are creating digital film and photographs as part of larger conservation and documentation project that will reveal lost construction techniques and plants used in the creation of barkcloth.

3.3 DAMP Scope (MANDATORY)

Describe the scope of the digital assets generated or managed by the project or program with respect to subject(s), geographic (if relevant), and/or temporal coverage. [Note: SD610

specifically *excludes* business records of the Institution from DAMPs. (These types of records are covered in *SD501 Archives and Records of the Smithsonian Institution*.) You should not include these assets in your unit DAMP. However, these assets *are* your unit's responsibility until they are transferred to SIA. See the SIA DAMP at http://prism.si.edu/ocio/sia/SIA_DAMP.pdf to understand your responsibility for unit digital assets that are business records of the Institution.]

EXAMPLES:

Project DAMP:

- The America's Immigration/Migration History Project supports the Smithsonian's Grand Challenge: Understanding the American Experience. The project's digital assets include research, artifacts, and digitized oral and written histories about the "Culture of the Borderlands". These assets are collected, created, and shared between 4 to 6 institutional partners. All assets are showcased on a national research and collecting web portal.
- Worldwide biological information about weevil species
- Scanning Electron Microscope images of extinct corals from the Mediterranean

General DAMP:

- This DAMP covers the NMAH's digital assets that are created or collected during routine curatorial research, acquisition, exhibition, preservation, and general stewardship of artifacts related to the American Experience. These assets are collected, created, and shared according to NMAH priorities and standards listed in other sections of this document. Digital assets include image, document, audio, and video files. Future digital formats will be evaluated and incorporated when applicable.
- This DAMP covers all routine collection digitization in our unit. Among the projects that contribute to routine digitization were the following grant funded initiatives: [list of specific projects with beginning and end dates.]

3.4 Categories and Volume of Assets (MANDATORY)

3.4.1 Category of Assets

List and describe the high-level content categories of digital assets managed under this DAMP.

EXAMPLES:

- Reformatted collections data (e.g., digitized images of collections objects)
- Born digital works of art
- Observational data
- Simulated data
- Reference data

- Digital descriptive records
- Interpretive content

3.4.2 Volume of Assets

Identify the approximate number of digital assets that will be managed under this DAMP.

EXAMPLES:

- 18,000 digital images will be created in the course of this project.
- 6500 type specimen records are managed under this DAMP.

3.5 Owner of Digital Assets (MANDATORY)

Identify the owner of record for the DAMP's digital assets. If there are data ownership agreements (e.g., Memoranda of Understanding, contracts, etc.), identify and provide URLs or contacts for these agreements.

EXAMPLES:

- Unless otherwise stated, the National Museum of American History is the owner of the digital assets created and managed under this DAMP.
- Ownership of the digital assets is shared among all the project partners. See ownership agreement at (URL).

3.6 Owner of the Intellectual Property Rights of the Digital Assets (MANDATORY)

Identify the owner of the IP rights to the digital assets and where this rights information is documented. If the IP rights owner is unknown, state so below. If there are IP ownership agreements (e.g., Memoranda of Understanding, contracts, etc.), identify and provide URLs or contacts for these agreements.

EXAMPLES:

- For the Encyclopedia of Life (EOL) thousands of different copyright holders are tracked; in many cases they have signed a content provider agreement (e.g. see URLs…) or they have already made their content available under CC licenses. Particularly important partners have MOUs (URLs);
- For this ethnographic field project, we have acquired releases from all individuals who were photographed as part of the project.

4. ASSET DESCRIPTION: METADATA & CONTENT

The Asset Description section identifies how the digital assets are collected, described, and processed so they can be accurately used, analyzed and shared.

4.1 Metadata Standards (Descriptive & Technical; Data Structure & Data Value) (MANDATORY)
Identify the descriptive and technical metadata standards used for describing the digital assets. [N.B., The Digitization Program Office has started a list of standards in use at the Smithsonian. This list, which can be found at *Standards in Use at SI*, is not exhaustive. However, you may wish to consult it and should feel encouraged to add to it any standards used by your unit that are not represented there]. For international, national or professional standards, provide a URL to the standard's Web site. For unit-developed standards, briefly describe and provide a URL or contact person for the standard.

EXAMPLES:

- The standards used by NMAH include:
    - NMAH CIS Record Standards.pdf
    - NMAH embedded IPTC Description guide.doc

4.2 Characterization of the Digital Assets' Formats (MANDATORY)

4.2.1 Digital Assets Covered Under this DAMP
Describe the type of digital assets (audio, video, still image, text, data), format (e.g., HTML, XML, FITS, RAW), resolution or other indicators of fidelity.

4.2.2 Calibration and Processing Activities
If the assets described in 4.2.1 are the result of various calibration and processing activities, briefly describe how they are derived. Provide URLs to documents that explain these procedures, if appropriate.

EXAMPLE:

- The digital assets are images captured in RAW file format. TIFF derivatives are generated from these images. The TIFF files are color-corrected, cropped, and rescaled to produce image files of XXX size for use in the project's mobile apps; thumbnails are made available for Web site use, etc.

4.2.3 Capture or Collection of Digital Assets

Identify how the digital assets were captured or collected (i.e., what hardware/software was used) and any capture-specific information that is critical to know in order to correctly analyze the asset.

EXAMPLE:

- Linguistic data was captured using a digital recorder whose microphone's response patterns have been identified and documented prior to data capture.

4.3 Interdependencies Among Assets (RECOMMENDED)

Identify any other digital assets that are interdependent with this DAMP's digital assets. For very large projects (such as those involved with astronomy), provide URLs to relevant documents that explain the interdependencies.

EXAMPLES:

- Digital calibration data needed to interpret the digital assets (e.g., color charts for images; orbital calibrations for astronomical data files)
- Special software needed to access, display, or analyze a digital asset (e.g., OCR of scanned image pages; transcriptions and video/audio files)
- Complex resources (e.g., variable media artworks consisting of different types of files)

4.4 Provenance/ Authenticity of the Data (RECOMMENDED)

What information do you need to ensure that the data that comprises the digital asset is legitimate or authentic?

EXAMPLES:

- Data obtained by Chandra X-Ray Observatory. No other authentication needed.
- Documents verified by collector and his agent
- Artist contract
- A known chain of custody for the digital asset(s)
- Generated by the unit. No other authentication needed.

5. ASSET USAGE GOALS

The Asset Usage Goals section clarifies who will use these digital assets and for what purposes. Clarifying this information helps ensure that care and management of the assets is accomplished in a way that meets the digital asset needs of these audiences.

5.1 Target Audiences and Uses (MANDATORY)

Who are the target audiences or users for the digital assets? What are the primary uses they will make of these assets?

EXAMPLES:

Target Audiences/Users	Primary uses
Professional astronomers	Research
Native American tribes	Language preservation and teaching
Musicologists and music historians	Research
Historians of aeronautics and flight	Research

5.2 Potential Audiences and Uses (RECOMMENDED)

Who are the potential audiences or users of the digital assets? How will these audiences or users use the digital assets?

EXAMPLES:

Potential Audiences/Users	Uses
Exhibit designers	Develop exhibit materials
Professional outreach professionals	Teaching
Musicians	Performance
Internal SIL users	Product development and licensing

5.3 Interoperability Expectations (MANDATORY)

What systems will these digital assets interoperate with? What is your strategy for enabling this interoperability?

EXAMPLES:

- The scanned data must be interoperable with the Internet Archive. To ensure this, we use a special encoding format that it can be ingested by the Archive.

- The data must be accessible with our partner's database system. To make this possible, we have mapped our metadata to this system.
- The data must be usable in various publication systems. To ensure this, we have created custom crosswalks across these systems.
- The data must adhere to worldwide astronomy data standards as incorporated in International Virtual Observatory Alliance (IVOA) standards http://www.ivoa.net/Documents/.

6. POLICIES

The Policies section identifies the availability of your assets and the impact your policies have on data sharing. These policies are foundational to data integration, preservation, and access in the future.

6.1 Policies for Asset Access (MANDATORY)

The Smithsonian has many directives that address policy issues affecting digital access. For example, SDs 205, 600, and 806 offer guidelines on various copyright issues; SDs 600 and 950 address privacy issues; and SD807 addresses confidentiality issues. If you are unfamiliar with what policy directives might pertain to your situation, and your unit has a Unit Digitization Plan, consult that plan for more information. A complete list of directives can be found on PRISM at Smithsonian Directives.

SD609 Digital Asset Access and Use provides the most recent and direct guidance on digital asset access. It states that *all* SI assets are to be considered accessible to the public for all noncommercial uses unless these assets fall under certain categories of restrictions (see 6.2 below).

For digital assets that do not fall under SD609's restrictions, what is your plan for making these assets available? Identify when, where, and how you will make these collections available.

EXAMPLES:

- We will make the digital assets accessible to various aggregators as linked open data by the end of the project's grant deadline.
- The digital assets will be made available via the unit's Web site in high-resolution formats. The digital assets also will be made available in the context of other SI collections through the Collection Search Center.

6.2 Restricted Digital Assets (MANDATORY)

6.2.1 Most Applicable Restrictions

Check off which, if any, of the following SD609 restrictions apply to the digital assets in this DAMP.[For definitions and further details of these restrictions, refer to SD609.]

SD609 Allowable Restrictions

Legal Restrictions – Intellectual Property	
Copyright	
Moral Rights	
Trademark	
Patent	

Privacy Rights	
Publicity Rights	
Personal Identifiable Information (PII)	

Legal Restrictions – Other	
Contractual restrictions	
Native American & Hawaiian human remains & sacred objects	
Cultural object repatriation (due to illegal acquisition)	
Endangered species	
Asset reveals location of archeological, paleontological, geological, sacred or historic site	
Uncertain provenance and export records (e.g., Holocaust era)	
Conservation, management, inventory, valuation, other business records not covered by SD 609	

Policy Restrictions	
Sensitive content	
Unpublished research data/resources	
Resource limitations in unit	
Commercial use	

In your estimation, what percentage of the digital assets in this DAMP fall under SD609 restrictions?	

6.2.2 Additional Restrictions

Do you impose any other restrictions than the ones listed in 6.2.1 above? If so, please identify them.

6.3 Digital Assets NOT Owned by SI (MANDATORY IF APPLICABLE)

If any of the digital assets are not owned by SI, identify the policies in place that will allow or restrict the public from using these assets.

6.4 Other Policies Affecting Digital Assets (RECOMMENDED)

Digital assets are often subject to other SI policies as articulated in SD's and related documents such as the ones listed below. Are these or any other SI policies relevant to the digital assets covered by this DAMP? If yes, identify the SD or policy document and briefly describe how they

apply. (A full list of SDs can be found on PRISM at http://prism2.si.edu/DocumentsForms/Pages/SDs.aspx)

- SD118 Privacy Breach Notification
- SD205 Research Associates
- SD600 Collection Management Policy
- SD501 Archives and Records of the Smithsonian Institution
- SD606 Research Involving Human Subjects
- SD709 SI Internships (for information on copyright to all project work products produced by an intern under the supervision and control of Smithsonian staff)
- Rights-in-data Clauses, Office of Contracting (June 21, 2001) (clauses related to the ownership of "subject data" in the performance of a contract with the Institution), http://prism.si.edu/ocfo/ocon/ocon_forms.htm

EXAMPLES

- The content of many of our digital assets consists of research information on human subjects and thus is subject to policies articulated in SD606 (Research Involving Human Subjects).
- All participants signed an NMNH Photo/Video Use agreement that gives SI permission to use the digital images for educational purposes.

6.5 Dissemination Delays (embargoes) (MANDATORY)

Identify any delays or restrictions that will prevent immediate open distribution of the digital assets ("embargoes"). If there is a written policy underlying the embargo, include the URL (or, if not online, the contact person) for the policy.

EXAMPLES:

- Assets are embargoed until all partners have published their results as designated in the partnership agreements (URL….)
- Assets are embargoed until a formal patent application has been submitted.

6.6 Attribution (MANDATORY)

What individuals or entities are to be credited or acknowledged whenever the assets are used? What are these individuals/entities to be credited for? If you have a legal or other boilerplate credit line format, list it below.

EXAMPLE:

- Credit line: CAP Grant, Recovering Voices, (Name of Individuals Portrayed in Film)

6.7 External Funder Policies (MANDATORY IF APPLICABLE)

If the activity, project, or program that generates the digital assets described in this DAMP are externally funded, does the funder have specific usage policies that apply and may mandate data sharing for the digital assets? If so, summarize them below and provide a URL to the funder's policy.

EXAMPLES:

- Funder requires nonexclusive licenses for use of all digital assets (URL….)
- Funder requires assets to be publicly accessible (URL…)
- Funder requires all assets to be made freely available to other programs supported by the funder (URL…)

6.8 Memoranda of Understanding or Other Partnership Agreements (MANDATORY IF APPLICABLE)

If the activity, project or program described in this DAMP as stated in Section 3 (DAMP Definition and Scope) was conducted with other non-SI partners, are there any partnership agreements or memoranda of understanding (MOUs) that clarify the partnership terms? If so, identify the agreements below, and where they can be obtained (URL or office/individual to be contacted about the agreement.)

6.9 Project or Program Completion (RECOMMENDED)

Identify the policy and procedures for transfer of digital assets if the project or program that generated the assets is completed or otherwise ends. (I.e., Will the digital assets move under another SI unit's care and thus be managed under the UDP and General DAMP for that unit? If ownership or control of the assets is moving out of the Smithsonian, how will this process take place, who will oversee it, and what agreements are in place to document this transfer?)

EXAMPLE:

- Assets will be transferred to SI's DAMS by the project manager upon completion of the project.
- Data is transferred to NASA's High Energy Astrophysics Science Archive Research Center (HERSARC). See http://heasarc.gsfc.nasa.gov/ for further information.

6.10 Digital Asset Ownership Reassignment (RECOMMENDED)

The owner the digital assets covered by this DAMP is identified in Section 3.5 (Owner of Digital Assets). If ownership of the digital assets is to be reassigned, what is your policy and procedure for doing so? Are there any constraints on the new owner? (E.g., New owner cannot sell the assets without first offering them to a nonprofit organization, etc.) Provide the URLs (or, if not online, the contact person) for any documents that address the reassignment of ownership of digital assets.

7. LIFE CYCLE MANAGEMENT

The Life Cycle Management section clarifies how the unit stewards its digital assets to ensure these assets are appropriately created and cared for through their intended lifespan. Proper stewardship ensures that digital assets will not be "orphaned" or compromised in a way that results in data loss.

7.1 Designated Steward of the Digital Assets (MANDATORY)

Identify the unit contact person who is primarily responsible for the custody, care, and day-to-day management of the digital assets.

EXAMPLES:

- Departmental Collections Manager, NMXX, (currently filled by Jane Doe)
- Unit Collections Supervisor, NMXX (currently filled by John Doe)

7.2 Roles and Responsibilities for Managing the Digital Assets (MANDATORY)

Identify all roles involved in the ongoing management of the assets, including acquisition and dissemination, throughout their lifespan. Include the organization, unit, and job title assigned to each role if the project roles are held by non-SI partners. If assignments are time-sensitive or transition to other organization/units is known, include this information. If not known, identify the process to be used to make future changes to these assignments. For very large projects or activities that generate digital assets, list the divisions and/or teams below and link to relevant project documentation or site that lists specific roles for all project members.

EXAMPLES:

- Roles/responsibilities:
    - Project manager is responsible for oversight of all aspects of the project from initiation to completion or project closure
    - External collaborators are responsible for acquisition, contribution, transformation, etc. (See titles, roles and institutions in attached appendix.)
    - Data dissemination or distribution manager is responsible for rights management, asset transformation, dissemination tracking
    - Storage (hardware and/or systems) manager responsible for ensuring adequate storage for assets).
- Process to change future role assignment:
    - Change in stewardship role assignment requires agreement of all organizational stakeholders including the current owner and steward.

7.3 Data Storage Environments and Physical Locations (MANDATORY)

7.3.1 SI/Unit Data Storage Environments and Physical Locations

Identify all SI/unit centrally supported data storage environments and physical locations involved in the ongoing management of assets throughout their lifecycle.

EXAMPLE:

- In the short-term the data will be stored on the Unit's SAN (Media Staging Area). Long-term the data will be ingested into the Unit's system of record for collections data (for example, EMu, TMS, etc.).
- Long-term data will be managed in SIRIS (metadata) and accessed via the web. Surrogate long-term storage will be in the SI DAMS.
- At NMAH, assets storage occurs in the following manner:
  - Data created in the field (interviews, photographs) will be saved to portable hard drive.
  - Data transferred from portable hard drive to NMAH SAN (staging area).
  - Metadata embedded, access copy copied to local SAN with pointer from CIS.
  - Raw and final edited sound files uploaded to DAMS

7.3.2 Non-centrally Supported Storage Systems

If short-term and/or long-term storage and systems of record are not centrally supported at SI or at the unit level, please provide details about specific storage media, backup schedules, how access to assets will be managed, physical locations of assets and long-term plans for maintaining assets. If a single organization is not solely responsible for all locations, identify all organizations involved.

EXAMPLES:

- Data is stored short-term on external hard drives located at SERC facility in Edgewater, MD, backed up weekly (backups stored in same facility). Long-term storage will be tape and IBM Tivoli tape library system stored at OCIO HDC and another set at NOAA. NOAA will be responsible for the long-term management and access to their set of the data.
- Data is stored temporarily at the Internet Archive and on local NAS housed in Pennsy Imaging Center until data is migrated to the SI DAMS. Internet Archive has redundant backups and limited international mirroring; local NAS is RAID 5 with no tape backup.

7.4 Disaster Recovery Plan (MANDATORY IF APPLICABLE)

If your digital assets are **not** centrally supported, identify the plan(s) you have in place to recover the digital assets in the event of a disaster that results in data loss. (If your digital assets ***are*** centrally supported, enter "centrally supported".)

7.5 Plan for Securing SI-sensitive or Personally Identifiable Information (PII) (MANDATORY IF APPLICABLE)

If you are using a non-centrally supported system for the digital assets covered under this DAMP, do you have a contract with the system partner that addresses breaches of SI-sensitive or PII data?

7.6 Risk Assessment (RECOMMENDED)

Please identify the known risks to the digital assets that future data stewards would need to know to avoid potential loss of data.

EXAMPLES:

- Assets will be acquired in native RAW file format from a variety of digital photography equipment. Being proprietary in nature, the risk level is determined to be high based on a three-factor obsolescence matrix. Risk mitigation plan is file format transformation to open data standard format TIFF at the end of the project, to be re-assessed every 6 years thereafter.
- Project funding ends in three years with no further funding opportunities in the pipeline.
- Project data managed by a single individual.
- Password access to digital assets controlled by one individual.
- Internet Archive is located in San Francisco. Seismic activity could result in it going offline temporarily or permanently before we have a chance to harvest our data.
- Digital assets are supported on partner institution's system and partner institution does not have a disaster recovery plan. We currently are working to set up such a plan with our partner.

7.7 Intended Lifespan for Digital Assets (MANDATORY)

What is the intended lifespan for long-term digital assets and assets considered to be ephemeral or transitional (e.g., log files, temp tables, raw data…)?

EXAMPLES:

- The raw data coming from the instrument will be converted into a format that can be utilized outside of the instrument's system. The raw data is considered ephemeral and can be deleted at the end of the project. The converted data products are considered long-term assets by the Unit and will be preserved indefinitely.
- Surrogates and metadata will be migrated continually, or recreated as necessary (e.g., rescanning) as formats and standards evolve, as part of comprehensive life cycle management for all unit assets.

7.8 Reporting Requirements on the Data (Internal and External) (RECOMMENDED)

7.8.1 Internal

Identify any internal reporting requirements that the project, program or activity defined in Section 3 (DAMP Definition and Scope) must comply with.

EXAMPLE:

- Digitization Statistics
- Collections report for CCPF

7.8.2 External

Identify any *external* reporting requirements that the project, program or activity defined in Section 3 (DAMP Definition and Scope) must comply with. Also identify the external agency, frequency of reporting, and briefly summarize the report's requirements.

EXAMPLE:

- NSF requires a final report. This report is generated at the end of the project and submitted to the agency by the project manager. The report must describe how the project conforms to NSF policy on the dissemination and sharing of research results.

8. TECHNICAL ENVIRONMENT

The Technical Environment section identifies the technical requirements needed to support the digital assets covered in this plan. Clarifying these requirements ensures that the digital assets will have an adequate technical environment into the future as the number of assets grows or the assets continue to be used.

8.1 Storage Requirements (MANDATORY)

8.1.1 Short Term Storage Requirements

Identify the short-term storage requirements for the digital assets by specifying the type of storage, the quantity of storage needed, and where that storage will be located.

EXAMPLES:

Type of Storage	Quantity (terabytes, petabytes, etc.)	Storage Location
High performance, fault tolerant, replicated disk storage	5 Tb	OCIO Herndon Data Center
Temporary storage on backed up or RAID managed NAS of .tiffs	(Assume 400 surrogates) 80GB	SIL Imaging Center
Off-site temporary redundant storage (does not include .tiffs)	2 GB	Internet Archive, San Francisco, CA

8.1.2 Post-project Storage Requirements

Identify the post-project storage requirements for the digital assets by the type of storage, the quantity of storage needed, and where that storage will be located.

EXAMPLE:

Type of Storage	Quantity (terabytes, petabytes, etc.)	Storage Location
Redundant storage with checksums, etc. (DAMS)	80GB	OCIO Herndon Data Center

8.2 Non-centrally Supported Hardware and Software Tools (MANDATORY IF APPLICABLE)

8.2.1 Non-centrally Supported Hardware and Software

Are there any hardware and software tools *which are not centrally supported by SI* that are critical for long-term access to the digital assets? If so, identify them below. Include in this list any specialized tools, such as calibration tools, conversion scripts, vendor conversion tools, etc. (For projects or activities whose digital assets require an extensive number of such tools, provide the URL to a list or the contact person who can provide documents that describe these tools.)

EXAMPLES:

- File Merlin
- Linux
- Windows 2000
- Geomagic
- Adobe Premier
- Canon XF100

8.2.2 Hardware and Software Not Under Service Contracts

Do the digital assets require any critical hardware or software that is *not* currently maintained under a service contract?

8.3 External Maintenance Contracts (RECOMMENDED)

Identify any external contracts you may have for hardware or software used with the digital assets.

9. DAMP ADMINISTRATION

The DAMP Administration section offers logistics about this DAMP, such who is responsible for this DAMP's maintenance and administration, and provides the DPO with a single point of contact as it coordinates various pan-Institutional and unit digitization pursuits.

9.1 Plan Maintenance (MANDATORY)

Many individuals are involved in the creation and oversight of a DAMP. Following is a list of the key individuals who need to be identified:

- Plan Creator
- Plan Administrator
- Unit Plan Coordinator
- Project Principal Investigator or Project Lead

9.1.1 Plan Creator

The plan creator initially develops the DAMP, assembling the people and compiling the material needed to create the DAMP, and often is the person who writes the DAMP or its various drafts. (For Project DAMPs, the plan creator may be the sole individual who creates and writes the DAMP.) For many DAMPs, the plan creator also takes on the more long-term role of plan administrator (see below).

Identify the plan creator and his/her title.

EXAMPLE:

- Lowell Ashley, Head, Original Cataloging, SIL with Doug Dunlop

9.1.2 Plan Administrator

Once a DAMP has been created, the plan administrator is responsible for ensuring the plan is satisfactorily completed, approved and signed (if a Project DAMP), by the project's principal investigator or project lead, and submitted to the unit's DAMP Coordinator in time for submission to the DPO by its due date. The plan administrator also coordinates and tracks revisions of the plan, and serves as the primary contact between the unit DAMP Coordinator and the DAMP project.

Identify this plan's administrator and his/her title.

EXAMPLE:

- Keri Thompson, Digital Projects Librarian

9.1.3 Unit DAMP Coordinator

The unit DAMP coordinator is the primary contact between the unit and the Digitization Program Office in all matters related to the unit's DAMPs. The coordinator is responsible for identifying the General DAMPs that are needed in their unit and for notifying relevant unit staff of their obligation to create General and Project DAMPs for their digital assets. The unit DAMP coordinator also collects all the unit's DAMPs, checks them for thoroughness, obtains the unit director's signature for each DAMP, and transfers completed DAMPs to DPO via the DAMP Sharepoint site.

Identify your unit's DAMP Coordinator and his/her title.

EXAMPLE:

- Rebecca Snyder, Digital Media Specialist

9.1.4 Principal Investigator or Project Lead

For Project DAMPs only: Who is the project Principal Investigator or Project Lead?

9.1.5 DAMP Review

DAMPS must be reviewed every three years (or sooner, if major changes occur before the three-year deadline). Please identify the date of next review (in month, day, year format).

EXAMPLE:

- Next mandatory review by: 08/1/2015

9.2 DAMP Development Process (RECOMMENDED)

Briefly (in no more than a few sentences) identify the unit's process for developing this DAMP and identify the individuals/groups involved in its development.

EXAMPLE:

- We tasked this process to an existing museum committee that addresses time-based media art at the institution because members of this committee regularly work together and collectively have the expertise needed to address the DAMP questions. This committee met regularly and assigned sections and tasks involved in answering certain

questions to various individuals. Results/findings were brought back to the group for consideration and incorporation into the plan.

UDP/DAMP GLOSSARY OF TERMS

Term	Definition
Collections & Digitization Reporting System (CDRS)	A newly developed online system designed to facilitate the collection and reporting of information provided by units in response to various SI collections and digitization reporting requirements (i.e., the National Collections Program (NCP) Collections Statistics and Collections Assessment, and the Digitization Program Office's (DPO) Digitization Assessment). Units completing a UDP will use a worksheet in the CDRS system to identify their digitization priorities.
Digital asset	Content that is recorded and transferred in a digital format. It may include text, still images, moving images and sound recordings, collections that are digital (i.e., digital art), research datasets and other types of media originally created in digital format or digitized from another format or state (i.e., a digital surrogate) that are created, stored, or maintained by the Smithsonian. Digital assets also include the metadata used to describe the digital asset and its content.
Digital Asset Management Plan (DAMP)	A written plan that defines the roles, responsibilities and processes needed to ensure the systematic attention to a digital asset throughout its lifecycle, from creation or collection, through use, preservation and, if appropriate, disposition.
Digitization	A set of processes that converts physical resources to a digital form, or that creates materials in a digital form (born digital). These processes include: identification, selection and prioritization of materials to be digitized; digital asset creation or conversion; creation of descriptive and technical metadata sufficient to allow retrieval and management of the digital assets and to provide basic contextual information for the user; quality control of digital assets and metadata; and enhancement of the digital assets and metadata.
Fidelity	The degree to which a system output accurately reproduces the sound or image of an input. Fidelity is a measure of quality for a reproduction, i.e., the greater the fidelity, the better the quality.
General DAMP	A type of digital asset management plan (DAMP*)* that covers all the digital assets in a unit that are created/collected as part of a set of *ongoing* activities in the unit rather than from a distinctive, finite project. For example, units routinely create digital assets on their collections as part of their daily stewardship activities. These digital assets need to be managed with as much care as the digital assets created within the context of a formal project. Similarly, a

	unit may treat a class of objects dispersed across a unit, such as GIS data, in a similar manner, and thus create a General DAMP that describes its management for this particular group of digital objects.
Life Cycle Management (LCM)	A comprehensive approach to managing digital assets that addresses these assets through all the stages of their "life." (Also see "Project DAMP" below.) It begins with planning for the creation or acquisition of a digital asset, continues through the maintenance and use of the asset, and ends only when the asset is legally transferred to another entity or disposed. Life cycle management functions are sequential but a digital asset may go through certain stages of the life cycle multiple times as it is used by different groups or for different purposes.
Non-centrally supported system	Hardware and/or software used by a unit for digitization or with digital assets but that is not supported by OCIO.
Project DAMP	A digital asset management plan (DAMP) that covers the digital assets created/collected within the context of a specific, finite project undertaken in the unit.
SD600 collections	Smithsonian Directive (SD) 600, *Collections Management,* designates certain units as "SD600 units" (meaning they must comply with the policies stated in SD600.) The collections held by SD600 units are referred to as "SD600 collections".
SD610	The Smithsonian directive entitled, "*Digitization and Digital Asset Management Policy"* that establishes the importance of digitization to the Institution and sets forth requirements for plans (Unit Digitization Plans and Digital Asset Management Plans) that will help the organization better care for and manage digitization and the digital assets that result from digitization activities.
Unit Digitization Plan (UDP)	A written plan that defines a unit's digitization program. The plan addresses aspects such as unit objectives and priorities for digitization, responsible parties for unit-based digitization activities, performance metrics and digitization funding sources.
Use case	A brief scenario that demonstrates how a unit's efforts at digitization will serve its users/audiences.