The digital archive

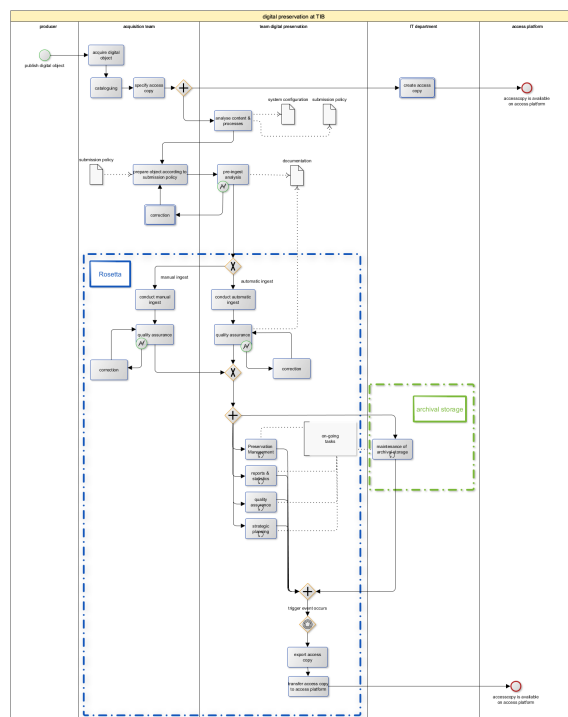## Content

Further information

Specifications

TIB organisational chart (in German)

Technical infrastructure

Specifications

Export and exit scenario

Organisational structure

The digital archive is firmly embedded in the organisational structure of the Technische Informationsbibliothek (TIB) – German National Library of Science and Technology. The Digital Preservation team belongs to Programme Area A "Collection Development and Metadata", where it is assigned to the "Preservation and Digital Preservation" section.

At TIB, digital preservation is a cross-departmental, central task that overlaps with several other areas. The graphic shows the process organisation of digital preservation, including the responsibilities of the individual areas.

Process organisation of digital preservation

Staff resources

Several members of staff deal with various aspects of digital preservation across divisions. Each task is attended to by a minimum of two members of staff.

Digital preservation tasks

Legend

x	Member of staff is responsible for the task
	Member of staff is not responsible for the task

Digital preservation tasks

ID	Job title	Pre-Ingest	Ingest	Archival Storage	Preservation Planning	System configuration	Quality control	Reports and statistics	Policies and submission policies	Networking	Documentation	S p

#	Role	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11
1	Head of Preservation and Digital Preservation section						x		x	x		x
2	Head of Digital Preservation team and Technical Analyst	x	x	x	x	x		x	x	x	x	x
3	Preservation Analyst (AV)	x	x		x		x	x		x	x	
4	Preservation Analyst (TIB Erwerbungteams)	x	x			x	x	x	x	x	x	
5	collection manager	x	x				x	x			x	
6	Team leader and operation of digital preservation systems and digitisation workflow systems			x		x					x	x
7	librarian	x	x				x	x			x	
8	System administration (Linux/Unix)			x							x	
9	Project staff for e-journal archiving	x					x				x	
10	Preservation Analyst and Technical Analyst	x	x		x	x	x	x		x	x	
11	librarian	x					x				x	
12	Digital Preservation Staff for University / TIB-archive materials	x	x		x	x	x	x			x	

Standards and reference model

The reference model for digital preservation at TIB is the "Open Archival Information System" (OAIS), a reference model that describes the ingestion of digital objects in the digital archive, archival storage, preservation planning, and access.

TIB uses various metadata standards:

- Dublin Core
- METS
- DNX (based on PREMIS)

Other metadata standards can be integrated.