



MDPN
MICHIGAN DIGITAL
PRESERVATION
NETWORK

Statewide and Regional LOCKSS 2.0 Digital Preservation Network Implementation Toolkit

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OF MUSEUM AND LIBRARY SERVICES (LG-252394- OLS-22).



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Introduction

This Toolkit is a deliverable of a grant from the Institute for Museum and Library Services (IMLS), “Demonstrating and Documenting a Statewide LOCKSS 2.0 Preservation Network for Cultural Memory Institutions” (LG-252394-OLS-22) awarded to the Midwest Collaborative for Library Services (MCLS) on behalf of the Michigan Digital Preservation Network (MDPN) to explore the feasibility of creating and modeling a state-wide (or regional) collaborative and distributed digital preservation network using the rearchitected LOCKSS 2.0 software.¹

This Toolkit contains resources created during the grant period, which ran from July 2022 to March 2026, as well as resources the MDPN created before the grant period that played an important role in establishing the network and fostering the conditions that made the work of this grant possible. Reflecting the understanding that digital preservation is both a technical and a human problem, the resources in this Toolkit are both technical and community-centered.

GOALS OF THE GRANT

Our grant narrative presents three primary goals:

1. Deploy a geographically-distributed LOCKSS 2.0 production network with nodes managed by partners from diverse institutional types.
2. Continue ongoing work and training required to build a community of practitioners to help govern, manage, and grow a community-centered digital preservation network.
3. Communicate lessons learned to a national audience and consult with other existing or new state networks.

The resources in this Toolkit present the ways in which we achieved each of these goals. Sections One, Two, Five, and Six address Goal Two, while Sections Three and Four focus on Goal One. Goal Three is addressed by this Toolkit, as well as several presentations given during the grant period (see Section Six: Building Users).

¹LOCKSS 2.0 System Manual, <https://docs.lockss.org/projects/manual/en/latest/>, updated March 20, 2026.

Ethos of MDPN

The goals of the grant were approached with several values in mind:

SHARED AUTHORITY

Ultimately, the MDPN grounds digital preservation best practices within the public history model of “shared authority,”² which centers the needs and experiences of every stakeholder equally in the history-creating process. Translated to digital preservation, shared authority suggests a collaborative approach in which technology is managed by those institutions and individuals with expertise, with the goal of facilitating approachable preservation services for users regardless of their technical skill level, and valuing their contributions as stewards of local history content.

EASE-OF-USE AND ACCESSIBILITY

A key finding of the Statewide Stepping Stone to the National Digital Platform project (see “Background” for more on Stepping Stones) was that many small and under-resourced institutions did not engage in digital preservation work because of limited technical expertise. If MDPN was going to be successful, we understood that the technology that supported the network would need to be simple to use, easily navigable, and accessible to a wide range of users with varying levels of familiarity with technology.

ELIMINATING REDUNDANCY, AMPLIFYING RESILIENCE

Research conducted as part of the Stepping Stones project suggested that directing existing funding, expertise, and other resources into a single shared digital preservation system for the entire state would ultimately reduce redundant efforts across the state and allow smaller, less well-resourced organizations to have equal access to expert knowledge and preservation services as their larger counterparts.

FOSTERING A COMMUNITY OF PRACTICE

Digital preservation can seem daunting, especially to those without technical expertise. MDPN prioritized building a supportive community of practice for users to listen and learn alongside each other, reflect on challenges, and celebrate successes in a collaborative environment. This made digital preservation seem like a shared goal to address as a collective, rather than an isolating and overwhelming task for users.

² Michael Frisch, *A Shared Authority Essays on the Craft and Meaning of Oral and Public History*, State University of New York Press, May 1990.

Who This Toolkit Might Be For

This Toolkit is intended to help collaborative groups of organizations in a state or region plan and build a distributed preservation network using the LOCKSS 2.0 software by sharing openly available resources as a means to overcome challenges and answer questions that can arise during the process. While the path that MDPN presents in this Toolkit was appropriate in our unique state context, users might not find that all of the resources or plans provided fit within their own context.

This Toolkit also assumes a basic level of technical skill, community engagement, and dedicated resources. MDPN had developed these resources during the Stepping Stones project (see “Background”), which were brought to bear on this grant initiative. Some basic requirements would be collaborators with system administration and server maintenance experience, a demonstrated interest in or need for a shared preservation service (for more on developing this, see the Stepping Stones deliverables in “Background”), and several committed partners at cultural memory organizations engaged in helping to forward the project. Not required, though strongly recommended, is a Network Coordinator, whose primary responsibility it is to forward the work of developing the network. In the MDPN’s case, this role was based at a neutral nonprofit collaborative consultancy rather than a university or public library to help alleviate the tensions that can exist between high education institutions and small, rural, and under-resourced organizations. MDPN was unique from earlier statewide LOCKSS Networks in having a dedicated Network Coordinator that could provide centralized leadership, consistently move the initiative forward, and act as a neutral facilitator for the community. This role ultimately accelerated the MDPN’s development from idea to production-scale Network.

HOW TO USE THIS TOOLKIT

This Toolkit shares resources created during the grant period across six different project areas. Users of this Toolkit need not utilize all six content areas or follow them in a linear path in order to gain useful insights. Users that are exploring other technical strategies outside of the LOCKSS software, for example, might find that the community-focused resources in Sections One, Two, Five, and Six are most relevant to their needs. On the other hand, groups of collaborators

might already find they have a shared vision and documented need for a shared preservation solution, and may therefore be primarily interested in how to build out a technical infrastructure detailed in Sections Three and Four.

Several of the resources in this toolkit are available to download and reuse on our website MIpres.org under “[Toolkit Resources](#).”

Acknowledgments

The Michigan Digital Preservation Network would like to acknowledge several partners in the success of this grant and the creation of this toolkit:

The Institute for Museum and Library Services

Made this work possible through their generous funding.

The Midwest Collaborative for Library Services

Served as the organizational host and fiscal agent for the MDPN since its creation in 2019.

The Library of Michigan

The convener of the Memorandum of Understanding that created the MDPN and provided key funding and support since the network's beginning.

The LOCKSS Program at Stanford University Libraries

Submitted a letter of support for our grant work and provided technical essential support throughout the grant's work.

The MDPN's Node Hosts

Capital Area District Libraries, Eastern Michigan University, Michigan State University, Northern Michigan University, Traverse Area District Library, and Western Michigan University. Acknowledgment for their collaboration, engagement, and willingness to learn together made this grant and this network possible.

AP Trust

Provided important technical support and guidance in the implementation of DART.

The MDPN's Member Organizations for their support of the MDPN

Their commitment to building a community of practice in Michigan, and their immeasurable contributions to shaping the network's vision, goals, processes, and ethos.

The many state organizations that exist to support cultural memory efforts in Michigan

The Michigan Academic Library Association, the Michigan Archival Association, the Michigan Library Association, the Michigan Museum Association, and the Upper Peninsula Regional Library Consortium. Michigan is rich in collaborative efforts in the cultural memory field, as demonstrated by the existence of these organizations. They provided key platforms during the grant period for the MDPN to share findings from our grant efforts and bring more collaborators to the table.

The Private LOCKSS Network community

Shared insights, tools, workflows, challenges, and support in an open spirit of shared collaborative success.

The organizations where the MDPN shared our grant findings on a national and international level

Best Practices Exchange, the Digital Library Federation (DLF), iPres, the National Digital Stewardship Alliance (NDSA), and the Society of American Archivists (SAA).

Background

In 2019, findings from the IMLS-funded Statewide & Regional Stepping Stones to the National Digital Platform project galvanized a community willing to support digital preservation in Michigan, and developed materials to sustain those efforts including model agreements, policy templates, and a collaboration Toolkit. Stepping Stones was led by Matt Schultz, assisted by Jenna Vainner and Stephen Bennett at Grand Valley State University. A key finding of this work was that smaller institutions reported challenges to participating in digital preservation activities due to limited technical expertise and financial capacity.

The project sought to move beyond technology to explore new collaborative organizational models to unite libraries, archives, and museums across the state and region in achieving new shared and affordable solutions to preserve our cultural memory. Project research and deliverables included a Collaboration Toolkit, data from a statewide survey

regarding digital preservation practice and organizational needs, and project white papers on community governance and the project's final symposium. The MDPN serves as the custodian of research and deliverables from the Stepping Stones project, which can be found on the MDPN's website.

To help continue and further energize building wide access to digital preservation in Michigan, MCLS, Western Michigan University, Michigan State University, Grand Valley State University, and the Library of Michigan signed a Memorandum of Understanding creating the MDPN with the goal of developing a financially-sustainable model for cultural memory institutions to participate in the Network, regardless of their financial and technical capacity.

To learn more about Stepping Stones and the project's deliverables, visit [Mipres.org](https://mipres.org) and navigate to the [Stepping Stones](#) sections under "About" on the website's main menu.³

³ "Statewide & Regional Stepping Stones to the National Digital Platform Project (2019)," <https://mipres.org/index.php/about/statewide-regional-stepping-stones-to-the-national-digital-platform-project-2019/>

SECTION ONE

Building a Community

Drawing from the guiding philosophy of the Stepping Stones project, the MDPN approached the building of a new preservation network as more than simply a technical challenge. Fostering an engaged and aligned community of practice was a key initial step in the MDPN's formation. Drawing from key stakeholders in the Stepping Stones project, the MDPN worked to establish a shared vision for the network before sending out calls for additional participation from the broader cultural memory community in Michigan. Even before offering a preservation service, the MDPN created a membership structure to encourage more participatory buy-in and support, and allowed early members to feel like they had a hand in shaping the direction of the network.

RESOURCES

VISIONING WORKSHOP TEMPLATE

Early on in development, the MDPN brought several key stakeholders together virtually to define the project's vision, including what success looked like. The workshop defined three priority focus areas: Robust and Representative Member Community, Financially Self-Sustaining, and Reliable Technical Infrastructure. Under each focus area, stakeholders discussed what the user experience under each focus area would be, what activities would need to take place, what resources the MDPN would need to

accomplish the goal in each focus area, and what measurable indicators of success under each focus area would be. This exercise made sure that stakeholders were in alignment and gave the Network Coordinator concrete goals to work towards.

[STRATEGIC PLANNING WORKSHOP
TEMPLATE ON MIPRES.ORG](https://mipres.org/strategic-planning)

<https://mipres.org/strategic-planning>

TIERED MEMBERSHIP TEMPLATE

To help promote access to digital preservation for the widest range of organizations, we created a tiered membership model based on annual operating budget. This allowed larger, better-resourced organizations to help subsidize membership for smaller, less-resourced organizations to promote a more equitable model. In naming the respective levels, we took inspiration from the five Great Lakes that surround Michigan, plus an additional level (Bridge) referencing the Mackinac Bridge connecting the state’s two peninsulas. In addition to member levels, the MDPN also offers a supporting membership - which we call “Anchor” - and an Individual membership. Even before offering a preservation service, the MDPN reached out directly to targeted institutions that either had been deeply engaged in the network’s development or commanded a level of legitimacy in the state.

Membership Type	Annual Operating Budget	Annual Membership Costs
Individual	N/A	\$35
Erie	\$10,000 or Under	\$100
Ontario	\$10,001 - \$100,000	\$300
Huron	\$100,001 - \$500,000	\$550
Michigan	\$500,001 - \$999,999	\$1,500
Superior	\$1 Million - \$9.9 Million	\$2,500
Bridge	\$10 Million+	\$3,500
Anchor	N/A	\$5,000 (can include in-kind support)

Figure 1

SECTION TWO

Building a Technical Infrastructure

A key next step in creating the MDPN was setting up the Network's technical infrastructure. Several Stepping Stones participants had already engaged in a LOCKSS 2.0 pilot project to learn more about the software, the necessary skills for collaborators, and workflows. This pilot helped inform the MDPN's model of a distributed preservation network made up of several independently managed servers (often referred to as "nodes"), owned by MDPN, but operated by network collaborators at partner institutions spread across the state. Achieving as much geographical coverage from all corners of the state ultimately helped increase the network's resiliency against several threats, such as natural disasters or electrical grid failures. The LOCKSS 2.0 pilot also helped highlight key skills and knowledge that server hosts would need to be successful. This part of the network development process also relied heavily on the LOCKSS Program's documentation on LOCKSS 2.0, especially recommendations on hardware specifications and installation guidance. Overall, a key lesson that emerged from this process was to provide partners with all the relevant information possible and then to trust their expertise to make the best decisions for their organizations and the MDPN.

The MDPN relied heavily on documentation from the LOCKSS Program and from other statewide networks in this phase. This included guidance for setting up an SFTP server onto which all members would deposit content packaged using DART and from which individual node hosts would crawl content and copy it onto their preservation servers. The MDPN adopted the staging server concept from the Alabama Digital Preservation Network (ADPNet), which uses a "[drop server](#)" to stage content for the network's preservation nodes.⁴ The staging server needs an appropriate amount of storage to hold members' content until it is harvested by the LOCKSS nodes. In practice, the MDPN staging server has a 2TB capacity. The server also needs to be able to run any processing

scripts (see "Building Workflows" section for more information on preprocessing) to prepare the content for ingest into the MDPN LOCKSS Network.

The MDPN also created an HTTP web service for content acquisition and LOCKSS properties (often referred to simply as "props") information acquisition. LOCKSS props information includes a [LOCKSS configuration XML file](#),⁵ a [Title Database \(TDB\) XML file](#),⁶ and a LOCKSS plugin repository (the MDPN adopted [Auburn's University's plugin](#)⁷ developed for use in ADPNet). These are made available via a web server to every LOCKSS node in the network. Both the SFTP staging server and the HTTP web service can be set up on the same server.

⁴ ADPNet Drop Server, Alabama Digital Preservation Network Wiki, https://adpn.org/wiki/ADPNet_drop_server, updated March 4, 2021.

⁵ Starter Network Configuration File, Network Administrator Guide, LOCKSS System Manual, <https://docs.lockss.org/en/latest/admin/starter.html#starter-network-configuration-file>.

⁶ 1.2 Tour of the LOCKSS-daemon, LOCKSS Software Developer Guide, LOCKSS System Manual, <https://docs.lockss.org/en/latest/dev/classic.html#tour-of-lockss-daemon>.

⁷ LOCKSS Plugin, Alabama Digital Preservation Network Wiki, https://www.adpn.org/wiki/LOCKSS_Plugin, updated January 15, 2019.

RESOURCES

NODE HOST FAQ & REQUIREMENTS DOCUMENT

In the process of recruiting node hosts, we held an open meeting where organizations that were interested in hosting servers for the MDPN could learn more about the requirements and ask questions. Ahead of the meeting, we distributed an FAQ document to registered attendees with information about hosting responsibilities and benefits, as well as technical skill requirements.

NODE HOST FAQ & REQUIREMENTS DOCUMENT

<https://mipres.org/host-faq>

LOCKSS NODE EXAMPLE

As we started the procurement process, each node host organization was allowed to work with their preferred technology vendor to build a preservation server based on [documentation](#) provided by the LOCKSS Program,⁸ with enough available storage to preserve anticipated content (based on Stepping Stones survey data, MDPN allocated 200TB), and within MDPN's "to not exceed" budget specified by IMLS. As the LOCKSS software is designed as a storage system versus a data processing system, SATA traditional hard drives in a RAID array, such as a Dell PowerEdge R760 Rack Server, would be sufficient. An example of an MDPN node build is linked below. Please note that technology changes rapidly and this example is provided merely as a demonstration of what MDPN used.

LOCKSS NODE EXAMPLE

<https://mipres.org/node-example>

SERVICE LEVEL AGREEMENT TEMPLATE

As each node host organization committed to participating in the MDPN, we signed Service Level Agreements (SLA) with them as a contractual agreement that allowed us to move forward with hardware procurement. Each SLA lasted three years and defined service expectations for both MDPN and the server hosts, including processes and timelines for reporting downtime, maintenance schedules, and other issues.

SERVICE LEVEL AGREEMENT TEMPLATE

<https://mipres.org/SLA-template>

NODE INFORMATION SPREADSHEET TEMPLATE

This spreadsheet collects useful information about each LOCKSS preservation server hosted and managed by our six partner organizations. This information proved especially useful during support sessions with the LOCKSS Program.

	A	B	C	D	E	F	G
1		Node 1	Node 2	Node 3	Node 4	Node 5	Node 6
2	IP						
3	Hostname						
4	Linux/Version						
5	NAT						
6	LOCKSS version						
7	Is Virtualized, On What?						
8	Useful Lifecycle						
9	Container Type						
10	On box firewall						
11	RAM						
12	Storage Space						

NODE INFORMATION SPREADSHEET TEMPLATE

<https://mipres.org/node-info-template>

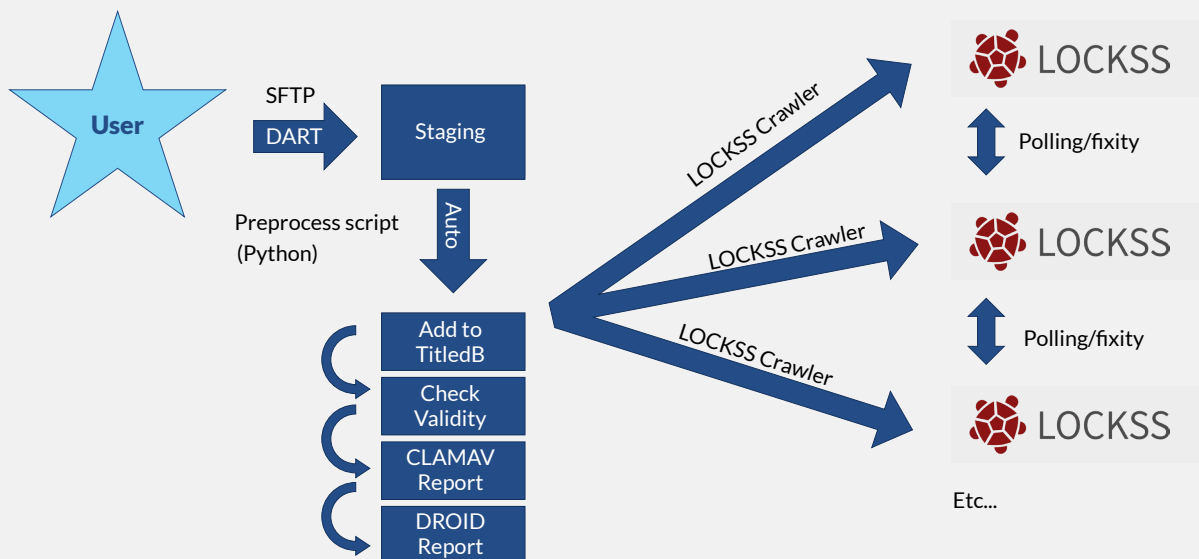
⁸ 1.1 System Prerequisites, LOCKSS 2.0 System Manual <https://docs.lockss.org/projects/manual/en/latest/introduction/prerequisites.html>

SECTION THREE

Building Workflows

The primary goal of the MDPN's work during this grant period was to develop an easy-to-use workflow that made depositing materials for digital preservation as simple as moving a file. The Stepping Stones LOCKSS 2.0 pilot revealed that depositing content was the biggest challenge for users. This gap, alongside the understanding that the MDPN's primary target audience were those cultural memory stewards without robust technical skills or archival knowledge, suggested that building accessible workflows would be key to the Network's effectiveness. The MDPN saw our role as defining a packaging standard and identifying a transferring process that could be deployed across several different organizations and technical infrastructures. By meeting the least skilled and least knowledgeable potential user where they were, the MDPN sought to make preservation more accessible to a wider range of cultural memory organizations to ultimately preserve a richer perspective of the historical record to learn from and enjoy.

The workflow MDPN developed is detailed in the diagram below. MDPN users use DART (Digital Archivists Resource Tool), a packaging and transfer tool developed and maintained by AP Trust, to package content according to the [BagIt Specification](#) for preservation in the MDPN's LOCKSS Network.⁹ DART deposits this content on the Staging Server, where the Preprocess script (see below) runs on staged content. When the Preprocess script successfully completes, depositors and the Network Coordinator receive a confirmation email for their successful deposit and the content is available for node hosts to crawl from the respective LOCKSS servers.



⁹ J. Kunze, et al., The BagIt File Packaging Format (V1.0), <https://www.rfc-editor.org/rfc/rfc8493>, October 2018.

RESOURCES

DART CONFIGURATION

To create a user experience in DART that met the MDPN’s needs for our members, we created a unique MDPN BagIt Profile that included “helpful hints” in filling out the Bag’s metadata, enumerated required elements in the “Bag Metadata” when building a new job, specified accepted Source Organizations in a pre-defined dropdown list, and configured the storage service to direct collection deposits to the MDPN’s staging server. This file is saved as a JSON file in the MDPN’s Github that members copy and paste into the “Import Settings” option in DART.

[VIEW ON MIDPN ON GITHUB](https://github.com/MiDPN/MDPN-Config)

<https://github.com/MiDPN/MDPN-Config>

PREPROCESS

To build a “bridge” between DART and LOCKSS, MDPN created a script that ran a virus scan with [ClamAV](#), checked deposits for 0 bytes files (which had been a reported DART bug early on in its deployment), and pulled data from the two required metadata elements specified in the DART-config JSON to populate the title database in the LOCKSS software. We later added a file format report scan using the United Kingdom National Archives’ [DROID](#) tool to this workflow as well. The ClamAV and DROID scans are sent back to the depositor for their records once the Bag has been successfully uploaded to the staging server.

[VIEW ON MIDPN ON GITHUB](https://github.com/MiDPN/preprocess)

<https://github.com/MiDPN/preprocess>

SECTION FOUR

Building Governance

Early in the MDPN's development, stakeholders in the community visioning workshop defined a representative and inclusive member community as one of three goals for the network. As a way to institutionalize this goal and to put some degree of decision-making in the hands of members, the MDPN community sought to create a governance policy that defined a member-centered structure. Drawing from several governance examples from other collaborative preservation networks, including MetaArchive and the Alabama Digital Preservation Network, the MDPN's Governance Committee drafted a policy over a three-year period. Prioritizing inclusivity and representation, the Committee focused their discussions on the composition and election of the MDPN's Advisory Committee, which would work in consultation with the Network Coordinator to forward the strategic vision of the network and provide oversight on financial decisions.

By shaping this group to be as reflective of the MDPN's diverse membership as possible, the Governance Committee believed this structure would encourage buy-in and support from members. The Governance Committee also sought to define important legal protections for the MDPN and members in the network's Membership Agreement and structure a safe and welcoming experience for everyone through their Code of Conduct and reporting procedures.

RESOURCES

GOVERNANCE POLICY & APPENDICES

Developed by the MDPN's Governance Committee over two years, the Governance Policy defines the mission, values, and operating principles of the Network, the three membership categories offered, the process for withdrawing from the MDPN, costs members are expected to bear, the various committees and their scopes, how elections are managed,

how financial decisions are made, and how to change the Governance Policy. The Policy is organized into four sections: Introduction and Mission, Membership, Costs, Organization and Governance.

[GOVERNANCE POLICY
ON MIPRES.ORG](https://mipres.org/governance-policy)

<https://mipres.org/governance-policy>

MEMBERSHIP AGREEMENT

The Membership Agreement was developed using the MetaArchive's Agreement as a template, with additional input from legal advisors for MCLS. Overall, the agreement defines the responsibilities members have in using the network and those that the network had towards members, as well as providing indemnification for MDPN and MCLS. Members sign the Membership Agreement annually, reporting at what membership level their organization falls under, and are invoiced for that membership fee.

[GOVERNANCE POLICY APPENDIX I:
MEMBERSHIP AGREEMENT ON MIPRES.ORG](#)

<https://mipres.org/governance-policy>

CODE OF CONDUCT AND REPORTING FORM

The Code of Conduct Policy and Reporting Form was created to support the MDPN's first virtual event. They were created based on the NDSA's Code of Conduct and reporting workflow for their events.

[CODE OF CONDUCT ON MIPRES.ORG](#)

<https://mipres.org/index.php/about/code-of-conduct/>

[CODE OF CONDUCT
REPORTING FORM](#)

<https://mipres.org/coc-reporting>

SECTION FIVE

Building Users

The MDPN's training and outreach efforts particularly focused on demystifying digital preservation and providing clear and relatable examples of why it is an important part of good digital stewardship. Presentations shared at several statewide conferences focused on simply explaining what digital preservation was and why it was important, while also emphasizing that engaging with a community of practice like the MDPN made such work less burdensome to already over-committed stewards. A key insight the MDPN heard from other collaborative preservation networks throughout our implementation was how difficult it was to get users to deposit content into the network.

Given this, the MDPN prioritized providing hands-on, one-on-one workflow training for all member organizations, as well as weekly members-only Office Hours. The emphasis on personalized training contributed to members feeling supported and empowered to do digital preservation work, a task which often can feel daunting to most practitioners. Creating easy-to-understand and -navigate technical documentation helped further members' ability to manage their own preservation program, while still feeling supported by the network. In this way, a key learning from this aspect of the MDPN's development was to simply meet people where they were on their digital preservation journey. By making space for learning and collaboration, users felt supported and empowered to manage their digital preservation programs.

RESOURCES

PUBLIC DOCUMENTATION

The MDPN's Public Documentation walks a member through the process of installing and configuring DART, resetting their DART credentials via the Command Line, preparing their digital content for ingest into DART (including guidance on file naming and metadata), and packaging their digital content into a valid BagIt Bag using DART. This documentation portal lives on the MDPN Github, but is presented in a more accessible and easy-to-navigate format for members that do not have robust technical skills

and are intimidated by or do not have experience using Github.

[PUBLIC DOCUMENTATION ON MIPRES.ORG](https://midpn.github.io/public-documentation/)

<https://midpn.github.io/public-documentation/>

[MIDPN ON GITHUB](https://github.com/MiDPN/public-documentation)

<https://github.com/MiDPN/public-documentation>

PRESENTATION EXAMPLES

Early outreach work in the MDPN was focused on educating the cultural memory community regarding what digital preservation is and why it is important for digital collections stewardship through workshops and presentations at several statewide annual conferences, including the Michigan Archival Association, the Michigan Museum Association, and the Michigan Library Association. Language and concepts were kept simple, relatable, and relevant to potential users, while presenting MDPN as a potential community-centered, collaborative solution to approaching digital preservation. Several demonstrations of MDPN workflows and documentation were also presented at conferences during the grant period to share progress on grant goals and deliverables.

[VIEW AVAILABLE PAST PRESENTATIONS ON MIPRES.ORG](https://mipres.org/index.php/resources/past-presentations/)

<https://mipres.org/index.php/resources/past-presentations/>

ONBOARDING DOCUMENT

The MDPN Membership Committee created an Onboarding Document for new members that provides them with a checklist of activities they need to complete as part of their onboarding process and orients them to useful resources and information about the MDPN. The document is broken down into three sections: Governance, Community, and Technical Documentation.

[ONBOARDING DOCUMENT](https://mipres.org/onboarding)

<https://mipres.org/onboarding>

Conclusion

In pursuing this grant, the MDPN sought to provide guidance for future statewide or regional initiatives interested in building a collaborative, community-centered digital preservation service that was easy-to-use and easy-to-deploy. In doing so, the MDPN concluded that digital preservation is both a technical challenge and a community challenge - that there must be a reliable technical infrastructure that makes preservation actions possible, but, more importantly, there must also be a engaged community of users willing to devote their time, effort, and expertise to guiding, supporting, and using the Network. In this way, the technical infrastructure relies on and is built for people. We hope the resources in the Toolkit allow future digital preservation networks to overcome some of the challenges MDPN faced in its development and build strong communities around a shared technology to preserve valuable and unique cultural memory materials.

Glossary

BAG

Bags are based on the concept of “bag it and tag it,” where a digital collection is packed into a directory (the Bag) along with a machine-readable manifest file (the tag) that lists the contents. Bags have a sparse structure that envelopes any institutional data architecture and format. It can hold documents, pictures, music, movies and even other folders. Anything digital can be packaged into a Bag. **Bagging** is the act of creating a Bag.

NODE

An independently-managed, geographically-distributed server running the LOCKSS software that stores digital content and participates in a LOCKSS network with other servers preserving the same content.

INGEST

A term describing the process by which content is transferred or uploaded from a member user to the MDPN’s preservation network.

LOCKSS

Stands for “Lots of Copies Keep Stuff Safe.” LOCKSS is an open-source software program that runs a peer-to-peer network allowing institutions to collect, describe, and preserve access to files. Its main goal is distributed, decentralized digital preservation. Core support for the LOCKSS software is provided by the LOCKSS Program at Stanford University Libraries. Learn more at www.lockss.org. A LOCKSS network is a grouping of LOCKSS servers that are maintained with a common title database. A Private LOCKSS Network (PLN) is any network not directly managed by the LOCKSS Program.

STAGING SERVER

A location where Bags created by DART and run through the MDPN’s Preprocess script are placed to await ingest into the MDPN’s six LOCKSS servers.

References

- 1.1 System Prerequisites, LOCKSS 2.0 System Manual <https://docs.lockss.org/projects/manual/en/latest/introduction/prerequisites.html>
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Appendix

SECTION ONE: BUILDING A COMMUNITY

Visioning Workshop Template

LINK

<https://mipres.org/strategic-planning>

SECTION TWO: BUILDING A TECHNICAL INFRASTRUCTURE

Node Host FAQ & Requirements Document

LINK

<https://mipres.org/host-FAQ>

Service Level Agreement Template

LINK

<https://mipres.org/SLA-template>

LOCKSS Node Example

LINK

<https://mipres.org/node-example>

Node Information Spreadsheet Template

LINK

<https://mipres.org/node-info-template>

SECTION FOUR: BUILDING GOVERNANCE

Governance Policy and Appendices

LINK

<https://mipres.org/governance-policy>

Membership Agreement

LINK

<https://mipres.org/governance-policy>

Code of Conduct

LINK

<https://mipres.org/index.php/about/code-of-conduct>

Code of Conduct Reporting Form

LINK

<https://mipres.org/coc-reporting>

SECTION FIVE: BUILDING USERS

Presentation Examples

LINK

<https://mipres.org/index.php/resources/past-presentations>

Onboarding Document

LINK

<https://mipres.org/onboarding>



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