



# The Digital Preservation Awards 2018: Nomination Pack (DPA18A)

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## 1. Introduction

The Digital Preservation Awards were created by the Digital Preservation Coalition to celebrate the excellence and innovation necessary to secure our digital legacy. They have been presented on seven occasions since 2004.

In 2018, five awards will be presented for initiatives completed between 1st August 2016 and 31st July 2018:

- **The Award for Research and Innovation**, recognizing excellence in practical research and innovation activities. The award includes a cash prize of £1000, a trophy and certificates.
- **The Award for Teaching and Communications**, recognizing excellence in outreach, training and advocacy. The award includes a cash prize of £1000, a trophy and certificates.
- **The Award for the Most Distinguished Student Work in Digital Preservation**, encouraging and recognizing student work in digital preservation. The prize includes attendance at an international conference, a trophy and a certificate.
- **The Award for Safeguarding the Digital Legacy**, celebrating the practical application of preservation tools to protect at-risk digital objects. The award includes a cash prize of £1000, a trophy and certificates.
- **The Award for the Most Outstanding Digital Preservation Initiative in Commerce, Industry and the Third sector**, encouraging and recognizing the adoption of digital preservation tools and approaches in institutions which are not explicitly memory institutions. The award includes a cash prize of £1000, a trophy and certificates.

In addition, the DPC will award the 'DPC Fellowship' to an individual in recognition of a substantial, generous and distinguished contribution to securing our digital legacy. Nominations are not sought for DPC Fellowship. Instead the membership of the DPC will be invited to make confidential recommendations of individuals they think meet this description.

The Digital Preservation Awards promote encourage and celebrate the widest possible participation in digital preservation, defined in the broadest possible terms. The judges therefore call on everyone involved in digital preservation to help them promote, publish, discuss and disseminate the awards.

The awards are open to all. The Judges seek entries from all organization types, across all sectors – public, private, for-profit and non-profit and there is no restriction to whether the nominee is a member of the DPC. The awards are international in scope and may reflect work carried out anywhere in the world. The Judges seek to inspire diverse nominations so if organizations are uncertain whether their projects meet the terms of the awards they are encouraged to apply, allowing the Judges the freedom of assessing them on merit. Although the nomination procedure is fixed, the criteria against which each nomination will be assessed are only for guidance. Multiple nominations from the same institution are welcome and previous nominees are



welcome to apply provided they meet the criteria. A single nomination can be entered into multiple categories provided the criteria are fully met for each.

Application is by self-nomination and is a two-stage process. Nominees must complete the nomination form (included as an appendix to this pack) and submit it by 0900 (BST/CET) on Monday 30<sup>th</sup> July 2018. (See Section 8: 'How to Apply' for more details).

Finalists will then be selected by the Judges and should be available to attend interviews scheduled for the week commencing 1st October 2018, or to present at a webinar at a date to be confirmed. The awards will be presented at a reception in Amsterdam on the evening of 29<sup>th</sup> November 2018, which is [World Digital Preservation Day \(WDPD18\)](#).



## 2. Overview

The Digital Preservation Awards celebrate the excellence and innovation that will help to secure our digital legacy.

They were created in 2004 to raise awareness about digital preservation, providing a rare opportunity to engage in some high-profile advocacy, articulating nuanced messages about how and why one might engage in digital preservation. They enable the DPC, acting on behalf of the global digital preservation community, to endorse and celebrate outstanding work which may go unrecognized by others and which may be little known among the senior managers of the agencies sponsoring this work.

In its early iterations (2004, 2005, 2007 and 2010) the DPC sponsored a single award under the auspices of the Conservation Awards. In 2012, to coincide with the 10th anniversary of the Coalition, the DPC organized the Digital Preservation Awards under its own mandate, offering 3 awards. In 2014 a further 2 awards were offered and in 2016 the DPC Fellowship was offered for the first time.

In 2018 the DPC will again present awards in 5 categories, alongside the DPC Fellowship Award:

- **The Award for Research and Innovation**, recognizing excellence in practical research and innovation activities since the last prize round (i.e. completed between August 2016 and July 2018). The prize in this category consists of a trophy to be retained by the recipient, certificates for participating individuals, and a cash prize of £1000 payable to the lead nominee's institution.
- **The Award for Teaching and Communications**, recognizing excellence in outreach, training and advocacy since the last prize round (completed between August 2016 and July 2018). The prize in this category consists of a trophy to be retained by the recipient, certificates for participating individuals, and a cash prize of £1000 payable to the lead nominee's institution.
- **The Award for the Most Distinguished Student Work in Digital Preservation**, encouraging and recognizing student work in digital preservation completed in the period August 2016 to July 2018. The prize in this category consists of a trophy to be retained by the recipient's institution, certificates for participating individuals, and a travel grant covering the costs of attendance at an international conference in 2019.
- **The Award for Safeguarding the Digital Legacy**, celebrating the practical application of preservation tools to protect at-risk digital objects (completed in the period August 2016 to July 2018). The prize in this category consists of a trophy to be retained by the recipient, certificates for participating individuals, and a cash prize of £1000 payable to the lead nominee's institution.
- **The Award for the Most Outstanding Digital Preservation Initiative in Commerce, Industry and the Third Sector**, encouraging and recognizing the adoption of digital preservation tools and approaches in an organization that is not explicitly a memory institution, completed



between August 2016 and July 2018. The prize in this category consists of a trophy to be retained by the recipient, certificates for participating individuals, and a cash prize of £1000 payable to the lead nominee's organization.

In addition, winners and finalists will receive a print quality logo for reproduction on websites or stationery. All nominees will receive practical commentary on their nomination including comments from the 'public vote'. Informal feedback suggests that this feedback has been widely re-used by nominees in grant applications and curricula vitae.



## 2. Criteria and Conditions

### a) Award for Research and Innovation

The Award for Research and Innovation celebrates significant technical or intellectual accomplishments which practically lower the barriers to effective digital preservation. It is presented to the project, initiative or person that, in the eyes of the judges, has produced a tool, framework, standard, service, or approach that has (or will have) the greatest impact in securing our digital legacy.

Recognizing rapid innovation in this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple judging criteria which they may choose to weight accordingly:

- Clarity of purpose.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of digital preservation tools or principles.
- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered and community impact.
- Durability (or expected durability) of contribution to the field.
- Cost effectiveness.
- Significance of objects preserved.
- Assessment of quality by peers. \*

\*'Assessment of quality by peers' will be measured by online voting mechanisms open to the membership of the DPC following a webinar for finalists, arrangements will be confirmed in due course.

Submissions may describe many different kinds of outcome. Examples are given below but they are not intended to be prescriptive:

- a tool, infrastructure component, protocol or technical approach which has improved the long-term access to digital objects.
- a shared service, registry, technical framework or middleware application which lowers the barriers to digital preservation.
- a report, standard, case study or other publication which has advanced the implementation and quality of practical digital preservation.
- a project, collaboration or working party which has tested or developed a particular digital preservation strategy or approach.
- a body of work that has progressed from initial ideas to fully-functioning and embedded practice.
- an innovative approach to problem solving which has a distinctive capacity to solve multiple practical problems.



- An original dissertation or thesis submitted in support of a research degree at doctoral level

Nominations for the Award for Research and Innovation must meet the following conditions:

- The project must have a recognizably complete form between 1st August 2016 and 31st July 2018
- Joint nominations are accepted
- All nominations must complete the nomination form (see DPA18B)
- All nominees must be clearly identified on the nomination form
- The nominee must have been a lead contributor to the project being nominated
- Institutions may lead multiple nominations to this award
- Nominations must be supported at senior management level within the nominees' institutions, demonstrated by a letter of support
- Nominees must be prepared to present their work at a webinar for members of the DPC

Procedure for this category:

- Nomination form to be submitted by the deadline
- Judges to review nominations and agree finalists
- Judges to devise short thematic questions for finalists
- Judges to communicate questions to finalists
- Finalists to present a 30-minute recorded webinar for DPC members presenting their initiative and answering the questions set
- DPC members vote based on webinar
- Judges make final determination against all criteria, including DPC member vote.

## **b) Award for Teaching and Communication**

The Award for Teaching and Communication celebrates significant efforts to empower workforces or engage policy makers with the skills and information they need to make digital preservation a practical reality. It is presented to the project, initiative, team or person that, in the eyes of the judges, has produced training resources, a curriculum, or campaign that have (or will have) the greatest impact in securing our digital legacy, or undertaken empirical research that will evidently support the development of those skills.

Recognizing rapid innovation in this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple judging criteria which they may choose to weight accordingly:

- Assessment of audience needs and fit to their needs.
- Clarity of purpose.



- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of teaching or training to digital preservation.
- Clarity and practicality of benefits delivered.
- Practical evidence of benefits delivered.
- Durability (or expected durability) of contribution to the field.
- Cost effectiveness.
- Assessment of quality by peers. \*

\* 'Assessment of quality by peers' will be measured by an online voting mechanism open to the membership of the DPC. This will occur after the finalists have been announced and arrangements will be confirmed in due course.

Submissions may describe many different kinds of activity. Some examples are given below but they are not intended to be prescriptive:

- a publication or training resource which has made the theory and practice of digital preservation accessible to a wider audience
- an ongoing training program or degree
- a project which has researched and reported on training needs
- a campaign to change or influence policy
- a service that supports digital preservation practitioners access the skills they need.
- a curriculum or model curriculum that embeds digital preservation thinking within professional or academic practice
- an analysis of training needs in digital preservation
- an analysis of labor market trends in digital preservation
- a guide or standard which enables or improves the quality of digital preservation
- initiatives that encourage or enable management support for digital preservation activities

Nominations for the Award for Teaching and Communication must meet the following conditions:

- The project must have reached a recognizably complete form between 1st August 2016 and 31st July 2018
- Joint nominations are accepted
- All nominations must complete the nomination form (see DPA18B)
- All nominees must be clearly identified on the nomination form
- Institutions may lead multiple nominations to this award
- The nominee must have been a lead contributor to the project being nominated
- The nomination may have been carried out anywhere in the world and should demonstrate how outcomes are being shared across the digital preservation community.
- Nominations must be supported at senior management level within the nominees' institutions, demonstrated by a letter of support





Procedure for this category:

- Nomination form to be submitted by the deadline
- Judges to review nominations and agree finalists
- Judges to devise short thematic questions for finalists
- Judges to communicate questions to finalists
- Finalists invited to interview with judges
- Judges to communicate thematic questions to finalists in preparation for interview
- DPC members vote online based on 'Long description' supplied on the nomination form. Judges make final determination against all criteria, including DPC member vote.

### **c) Award for the Most Distinguished Student Work in Digital Preservation**

The Award for the Most Distinguished Student Work in Digital Preservation celebrates impressive work by any student which lowers the barriers to digital preservation. It is presented to the student that, in the eyes of the judges, has produced an essay, course work, project report or dissertation that has had (or will have) the greatest contribution in securing our digital legacy. Note that doctoral level studies which demonstrate original research should normally be submitted to the research and innovation category.

The judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple judging criteria which they may choose to weight accordingly:

- Clarity of purpose.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of digital preservation tools or principles.
- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered.
- Durability (or expected durability) of contribution to the field.
- Effort required by the project.
- Extent to which the outcome exceeds elementary course requirements
- Significance of digital objects in question.

The judges are keen to encourage nominations from all levels of study. The quality of the submission will be weighed against the level of qualification gained so that outstanding undergraduate coursework can be assessed against self-directed postgraduate research. Many forms of submission are encouraged provided they have been submitted for assessment during a recognized curriculum. Some examples are given below but they are not intended to be prescriptive:

- A thesis for a postgraduate degree below doctoral level.
- A dissertation.
- An essay.



- A report outlining a portfolio of practical work.
- A poster, video or other multi-media work.
- A series of blogs or other creative uses of social media.
- A solution to a technical or organizational problem developed during studies.

Nominations in this category must be submitted by Heads of Departments or program conveners for the relevant course of study. Only one nomination will be permitted from each institute of higher education or research. Although the prize will be awarded to the student, the institute must lead the nomination. The nomination form (see DPA18B) must be accompanied by the piece of original work being submitted (or a link where that is more appropriate).

Nominations for the Award for the Most Distinguished Student Work in Digital Preservation must meet the following conditions:

- The work must have been submitted for assessment within a recognized institution of higher or further education before 31st July 2018.
- Individual and group work can be submitted as appropriate.
- All nominations must complete the nominations form (see appendix one).
- Nominations must be made in the name of a higher education or research institute, but the students originating the work must be clearly identified.
- The nominee must have been a program convener or head of department to the project being nominated.
- Only one nomination will be accepted from each institution of higher education or research.
- The student originating the work must be properly registered for a recognizable degree or equivalent program in a clearly designated research institute or institute of higher or further education.
- The work submitted must form part of the normal assessment requirements of the program for which the students are registered.
- The student must be aware of the nomination and should be available to participate in the nomination process.
- Formally, the work should have been submitted between 1st August 2016 and 31st July 2018. However, recognizing that the submission and grading of work and graduation can be an extended process, the judges will offer some discretion about dates.
- At the discretion of the judges, materials submitted in the pursuit of research degrees may be transferred to the Research and Innovation category

Depending on the volume of nominations received, this award may be assessed by a separate panel.



Procedure for this category:

- Nomination form to be submitted by the deadline with link to or copy of original work
- Judges to review nominations based on nomination forms and devise short list
- Judges to consider next steps including co-opting a sub-committee chaired by DPC
- DPC members vote based on 'long description' in nomination form
- Judges review original work submitted with nomination
- Judges prepare thematic questions for interview
- Judges communicate thematic questions to nominees
- Finalists invited to interview with judges
- Judges make final determination against all criteria, including DPC member vote.
- Finalists present poster at conference

#### **d) Award for Safeguarding the Digital Legacy**

The Award for Safeguarding the Digital Legacy celebrates the practical application of preservation tools to protect at-risk digital objects (completed in the period 1st August 2016 to 31st July 2018). It draws attention to concrete efforts to ensure important elements of our generation's digital memory remains available to future generations. It need not involve particularly innovative work but must illustrate a clear understanding of the risks that digital objects face and the reasons for ensuring they are properly managed. It should be an exemplar case study in why preservation matters, and it must be capable of being described in terms that are readily understood.

Recognizing the rapid development of this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple criteria which they may choose to weight accordingly:

- Significance of objects preserved.
- Extent to which the public would understand the importance of the objects preserved.
- Clear understanding of the risks that the digital objects face.
- Effectiveness of the methodology used or developed.
- Exemplary application of digital preservation tools or principles.
- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered.
- Durability (or expected durability) of actions.
- Cost effectiveness.
- Assessment of quality by peers. \*



\*'Assessment of quality by peers' will be measured by an online voting mechanism open to the membership of the DPC. This will occur after the list of finalists has been announced and arrangements will be confirmed in due course.

This is intended to be a very extensive topic and submissions may describe many different kinds of activity. Some examples are given below but they are not intended to be prescriptive:

- The creation of a web archive.
- The emulation of a computer game.
- The collection and safeguarding of the personal digital archive of a noted public figure.
- A procedure to safeguard the corporate archive of an agency or foundation with significant public impact.
- The development of a community archive.
- The preservation of an email archive.
- The curation and re-use of a scientific data set.
- Good practice that ensures long-term access to a digitized collection.
- Exemplary use of a preserved digital collection which validates preservation actions.

Nominations for the Award for Safeguarding the Digital Legacy must meet the following conditions:

- Joint nominations are accepted.
- All nominations must complete the nomination form (see DPA18B)
- All nominees must be clearly identified on the nomination form.
- The nominee must have been a lead contributor to the project being nominated.
- Nominations must be supported at senior management level within the nominees' institutions, demonstrated by a letter of support.
- Institutions may lead multiple nominations to this award.

Formally the project should have been completed between 1st August 2016 and 31st July 2018, but judges will offer some discretion about the completion date of the project. Nonetheless the action must be sufficiently current in order that the case for preservation can be understood by a wide audience.

Procedure for this category:

- Nomination form to be submitted by the deadline
- Judges to review nominations and devise short list
- Judges to devise short thematic questions to finalists
- Judges to communicate questions to finalists
- DPC members vote based on 'Long description' supplied on the nomination form
- Finalists invited to interview with judges
- Judges make final determination against all criteria, including DPC member vote.



- Finalists present poster at conference

**e) Award for the Most Outstanding Digital Preservation Initiative in Commerce, Industry and the Third Sector**

The judges acknowledge that digital preservation is a concern for all and are concerned that case studies of good practice from commercial or industrial settings as well as charities and not-for-profit agencies are all too rare. It is noted that such agencies are not generally motivated to share their experiences, while activities that may seem relatively mundane can have a profound impact on creating extending new kinds of business.

For example, the exploitation of 'big data' has driven innovation in the economy while the clever deployment of legacy digital assets has opened up a 'long tail' of commerce. Regulators concerned with lifecycle management of real world assets recognize the need for digital preservation as hard evidence of compliance, while patent lawyers protect their clients with the presentation of authoritative evidence of novelty. These and other innovations require practical preservation measures to be sustainable. The judges wish to celebrate these activities, showing that digital preservation is not merely a concern for public institutions.

The Award for the Most Outstanding Digital Preservation Initiative in Commerce Industry and the Third Sector encourages and celebrates the development of digital preservation in agencies that would not traditionally consider themselves to be memory institutions. This could include any business or agency across all sectors where the preservation of digital collections is not the core remit for the agency. It includes, but is not limited to healthcare, legal, finance, insurance, construction and infrastructure, retail, manufacturing and distribution, media and broadcast. Charities, non-governmental organizations and social enterprises are also encouraged to apply in this category.

The award is presented to the project, initiative, business, agency or person that, in the eyes of the judges, has provided the best example that steps have been taken to safeguard and exploit its own digital legacy, ensuring that it remains accessible in the long term.

Recognizing rapid innovation in this field, the judges do not wish the criteria to be restrictive. Nominations will be considered which best fit the description given above. To this end, the judges will begin their assessment of nominations against simple criteria which they may choose to weight accordingly:

- Assessment of audience needs and fit to their needs
- Significance of objects preserved.
- Clarity of purpose.
- Effectiveness of the methodology used or developed.
- Exemplary or innovative application of digital preservation tools or principles.



- Clarity and practicality of benefits delivered.
- Extensibility of benefits delivered.
- Durability (or expected durability) of contribution to the field.
- Cost effectiveness.
- Assessment of quality by peers. \*

\* 'Assessment of quality by peers' will be measured by an online voting mechanism open to the membership of the DPC. This will occur after the list of finalists has been announced and arrangements will be confirmed in due course.

Submissions may describe many different kinds of outcome. Some examples are given below but they are not intended to be prescriptive:

- any action which exemplifies good practice in the preservation of business data.
- any action which exemplifies good practice in the use of preserved data and which validates preservation actions.
- a practical implementation which has advanced the theory, practice and understanding of digital preservation outside of memory institutions.
- a project or case study which has tested, developed or applied to a particular digital preservation strategy or policy in a commercial, charitable or industrial setting.
- any initiative which has helped the preservation of digital objects for re-use in an industrial charitable or commercial environment, with obvious benefits to the business or its clients
- an innovation which has changed how the business community, or third sector perceive or undertake digital preservation.
- a service or toolkit that enhances a whole industry or sector.
- a body of work that has progressed from initial ideas to fully functioning and embedded services in an industrial, commercial or charitable setting

Nominations for the Award for the Most Outstanding Digital Preservation Initiative in Industry must meet the following conditions:

- The project must have reached a recognizably complete form between 1st August 2016 and 31st July 2018
- Joint nominations are accepted
- All nominations must complete the nomination form (see DPA18B)
- All nominees must be clearly identified on the nomination form
- The nominee must have been a lead contributor to the project being nominated
- Institutions may lead multiple nominations to this award
- Nominations must be supported at senior management level within the nominees' institutions, demonstrated by a letter of support
- The nomination must not be led by vendors of digital preservation solutions, though can include them as partners



Formally, the project should have been complete between 1st August 2016 and 31st July 2018, however judges are expected to offer some discretion about the dates of project completion. Nonetheless the action must be sufficiently current in order that the case for preservation can be understood by a wide audience.

Procedure for this category:

- Nomination form to be submitted by the deadline
- Judges to review nominations and devise short list
- Judges to devise short thematic questions to finalists
- Judges to communicate questions to finalists
- DPC members vote based on 'Long description' supplied on the nomination form
- Finalists invited to interview with judges
- Judges make final determination against all criteria, including DPC member vote.
- Finalists present poster at conference



#### 4. General provisions

The following provisions apply across all categories of the Awards:

- The judges' decisions are final
- Any attempts to influence the judges will result in disqualification
- All nominations must be submitted on the relevant nomination form
- The judging criteria published for each award are for guidance: the conditions are not negotiable
- With the exception of the student award, institutions are welcome to make multiple nominations, even if these end up in competition with each other. The judges welcome the opportunity to judge between them.
- Where appropriate, a nomination can be submitted against multiple categories provided a convincing case is made.
- The judges may change the category of a nomination.
- Judges may not lead nominations. They must declare their interests at the start of each meeting and must leave the room during consideration of the relevant nominations.
- The staff of the DPC cannot apply, and contractors cannot nominate work which was initiated and funded directly by the DPC.
- Projects involving the DPC and DPC staff can be nominated but DPC activities must not be the reason for the nomination.
- The DPC will only name finalists. Nominations will remain confidential.
- All nominees will receive feedback.
- Details of finalists will be used only for the purposes of publicizing the Awards. By submitting a form, nominees signify their consent to such publicity.





## 5. Schedule

Using the form DPA18B, entrants for the Digital Preservation Awards must submit a nomination by 0900 (BST/CET) on Monday 30<sup>th</sup> July 2018 (see Section 8: 'How to apply' for details). These will be evaluated, and finalists decided by the Digital Preservation Judging Panel Meeting in August 2018.

Once announced, finalists will then be required to do the following:

- to give a presentation of the project (or to a webinar of DPC members), explaining its importance in the field of digital preservation, to the Judging Panel week commencing 1st October 2018.
- to provide good quality visual material – at least three images (e.g. project team, location shots, screen shots, products) – of the project to be used in publicity material relating to the Award and/or the Awards ceremony.
- To provide three short 'soundbites' which succinctly describe the aims and activities of the nomination, to be used to introduce the finalist at the awards ceremony.

Only finalists will be asked for full details of their projects.

The following gives an outline of key dates. Dates will be finalized and agreed at the earliest opportunity.

<b>24<sup>th</sup> May 2018</b>	Full program of awards announced, awards open, nomination pack available
<b>21<sup>st</sup> June 2018</b>	Second call for nominations
<b>23<sup>rd</sup> July 2018</b>	Final call for nominations
<b>30<sup>th</sup> July 2018, 0900 (BST/CET)</b>	Awards close, nominations received, checked and distributed to judges
<b>Week commencing 3rd September 2018</b>	First Judging Panel (Finalists)
<b>10<sup>th</sup> September 2018</b>	Finalists announced and invited to presentation
<b>10<sup>th</sup> September 2018</b>	Online voting for finalists opens
<b>28<sup>th</sup> September 2018</b>	Online voting closes
<b>Week commencing 1<sup>st</sup> October 2018</b>	Second Judging Panel with presentations and interviews with finalists in the morning, deliberation and decision in the afternoon
<b>29<sup>th</sup> November 2018 (WDPD18)</b>	Awards ceremony in Amsterdam



## 6. Judges

The judging panel will consist of not less than ten individuals representing a range of interests from within the DPC membership and awards category sponsors.

The Judges shall appoint a chair with the responsibility to confirm the independence and integrity of the judging process. Each category will be chaired by a specified judge who will assist in presenting the award and will oversee award in that category. The final decision resides with the whole judging panel. In addition to participating in the judging, DPC will provide secretarial functions and scrutiny of rules.

The panel will select winners based on the following evidence: the original nomination; the detailed description of the project; the presentation from the finalist; question and answer with finalists. One criterion – Assessment of Quality by Peers – will be measured for finalists via an online poll of the DPC membership. The judges shall decide the weight given to this criterion before they have seen the results of the poll.

The judges are required to declare at the start of the Judging Panel meeting, any interest in projects under consideration. Declarations are recorded. During the meeting, anyone having an interest in or direct connection with a nomination will leave the room for that discussion and the result will not be reported until the final stages of the meeting. The results of scores taken from the agreed criteria from each individual judge are recorded and collated into a spreadsheet for comparison.

## 7. The Winners

Winners will be announced at a sponsored presentation ceremony to be held in Amsterdam on 29<sup>th</sup> November 2018.



## 8. How to apply

All nominees should read the Nomination Pack (DPA18A) and submit their nomination using form DPA18B (appended to DPA18A) which must include the following:

- **A brief summary of the project of no more than 100 words. This wording will be used on publicity material and should be as concise and clear as possible.**

The summary text should be as accessible as possible – imagine it being reproduced in a newspaper report of winning the award.

- **A project description of no more than 1000 words, setting out the nature and purpose of the project, and why it is considered to be a potential Award-winner. The project should demonstrate leadership and advancement in the digital preservation arena.**

This longer text will be used by DPC members and others to assess nominations in the members' vote. It is in this description that nominations should be more expansive and assume more knowledge, bearing in mind the diversity of the coalition and its partners. You may include images and diagrams, although these should be genuine visual aids that help clarify the concepts described in the text. An over-abundance of diagrams may be considered suggestive of a text that needs to be improved.

Diagrams are not included in the word count. You may also include hyperlinks, although please note that the judges are instructed to assess nominations purely on the merits of the evidence presented to them in the nomination forms (and for finalists, in subsequent presentation or interview). Therefore, you should not require judges to follow a hyperlink or expect that they will. Information included in Section four: Supporting Statements can and should be repeated in the Long Description as the two have different functions. The judges will have access to the complete nomination form and therefore any text repeated between the two. However, finalists will be presented to a vote of the members of the DPC and voters will be given the long description as part of the ballot paper without the supporting statements from Section Four. Furthermore, it is our expectation that our designated contacts in DPC members will cascade the long descriptions through their own organizations so that the vote is cast as a corporate decision. This is why we recommend that the long description is written for a lay audience.

Bear in mind when writing both the summary and long description that a) the DPC will receive a large number of applications and so good writing will help your application stand out; and b) judges come from a range of backgrounds including technology experts, business managers, archivists and academics. Whilst expert in their own fields they may not be expert in dealing with your concerns. It will therefore help the nomination if you are clear and concise with your language.



- **A brief account of how the nomination meets each of the key criteria**
- **Up to three images good quality illustrating the project/team or individuals are requested. These may also be used for publicity at finalist stage.**  
Examples of good images to be included are: team photos, project logos, location shots, photos of any products associated with the nominations – particularly in use, process diagrams (without too much text).

- **The nomination should also be accompanied by a letter of support from a senior manager within the institution.**  
The reason we seek senior management approval is to allow for appropriate internal advocacy and, to a lesser extent, to ensure we do not receive competing nominations from the same institution or project. A senior manager may be anyone within your organization's management team, in a position more senior than your own. The letter could be a scanned copy of referral or an email – as long as the senior manager in question is made aware of your work and is happy to support it. The judges have been very clear in welcoming all kinds of applications, including personal contributions undertaken outside of an institutional framework. Therefore, the absence of a letter of support should not become a barrier to submission e.g. in the case that the project was undertaken in a personal capacity, with no institutional affiliation.

Please post your hard copy application form **or** email a PDF copy (one copy is sufficient) to [sarah.middleton@dpconline.org](mailto:sarah.middleton@dpconline.org) by 0900 (BST/CET) on 30<sup>th</sup> July 2018.



## 9. Eligibility and other Frequently Asked Questions

- **Scope**

The judges will assume a broad definition of digital preservation: projects which describe themselves with specialist terms like ‘conservation’, ‘continuity’, ‘curation’, ‘legacy’, ‘permanent accessibility’, ‘sustainment’ or ‘sustainability’ will be eligible so long as they can demonstrate that they are working towards securing our digital legacy. Typically, digitization projects will not be eligible unless they offer a specific deliverable that will improve long term access to the digital estate. The judges’ decision will be final, and no discussion will be entered into.
- **Deadline**

There will be no extensions to the deadline.
- **Who can apply?**

The awards are open to all. They seek to include entries from all organization types, across all sectors – public, private, for-profit and non-profit and there is no restriction to whether the nominee is a member of the DPC. The awards are international in scope and the project may have been carried out anywhere in the world; judges will be looking to see how results and lessons learned are being shared with the wider digital preservation community so that they may also learn from the efforts undertaken. Nominations must be supported by senior management within your institution and nominations based on an external grant or commission should be supported by the grant giving agency or commissioning agent. Joint nominations are welcome from individuals or teams working in the public or private sectors, though a single point of contact must be agreed. There is no fee to enter the Digital Preservation Awards.
- **Do I need support from my manager?**

Yes. The purpose of the Digital Preservation Awards is about raising awareness about digital preservation. By seeking the approval of management, we are asking you to undertake a modest amount of internal advocacy. For the purposes of the student award, the course convener or head of department is effectively the senior manager.
- **Why is there a timeframe?**

The Awards are given for initiatives that were completed between 1st August 2016 and 31st July 2018, though judges will be asked to use their discretion in the admittance of nominations which have been completed outside that period. NB: although the completion date should fall between the dates given, work may have begun at any date.
- **What can we submit?**

Any project or initiative which has contributed to securing our digital legacy. By ‘project’ we mean any sustained and unified effort that works towards a discrete and definitive outcome. This might include the development and delivery of innovative services or a single program of work. Pilot projects and full-scale projects can be submitted though nominees may wish to signal the relationship between them. Combinations of projects which happen to operate in the same sphere, but which have no structural linkage should



be avoided and large or complex projects are encouraged to concentrate on specific deliverables which can be more readily understood. Small projects with modest outcomes are particularly encouraged to apply because impact will be assessed in proportion to the total resource expended.

- **Will you supply travel grants?**

Where necessary we will provide a contribution towards travel for two participants from each shortlisted nominee to attend the final judging panel, and towards accommodation for one representative of each finalist to attend the ceremony.

- **Will you give feedback about our nomination?**

Yes. All nominees get feedback from the judges and shortlisted candidates will also receive feedback from their peers gathered from the public vote. The feedback will always be constructive, and the judges encourage nominees to append these comments to their professional and organizational CVs.

- **Can we promote the fact that we have submitted a nomination, been shortlisted or have won an award?**

Yes, we actively encourage you to do so. Where possible we will help you by providing supportive quotes or photography and will make time for press calls. The awards are run to engage the widest possible community in digital preservation, so we call on everyone interested in the awards to help raise their profile.

- **Can I ask your advice about completing my nomination form?**

Yes, but we reserve the right to publish that advice on the FAQ section of the Digital Preservation Awards Website to ensure that any points of clarification are available to all. We will keep such advice anonymous. There is a comment function on the FAQ section of the website that you can use to ask questions.

- **Can I nominate someone for the DPC Fellowship Award?**

DPC members will be formally invited to submit their nominations for the Fellowship Award with the second call for applications in June 2018. In response to this invitation, members should email their nominations to sarah [dot] middleton [at] dpconline [dot] org and we will collate a list for the judges' consideration in September. At this stage, the judges will also submit their own nominations if not already made and a winner will be decided by the judges only, from this list. The winner of the Fellowship Award will be decided upon by the Judging Panel from this list of names.

For a full set of FAQs collated from previous years please visit:

<https://dpconline.org/events/digital-preservation-awards/eligibility-and-faqs>



## 10. Roll of Honor

2016	<b>NCDD and NDE, ‘Constructing a network of nationwide facilities together.’</b> The Software Sustainability Institute (SSI) Award for Research and Innovation, presented by Neil Chue Hong, SSI and Dave Tarrant, ODI
2016	<b>The National Archives and The Scottish Council on Archives: ‘Transforming Archives/Opening Up Scotland’s Archives.’</b> The NCDD Award for Teaching and Communications, presented by Marcel Ras, NCDD and Margriet van Gorsel, Dutch National Archives
2016	<b>Dr Anthea Seles, University College London and ‘The Transferability of Trusted Digital Repository Standards to an East African context.’</b> The DPC Award for the Most Distinguished Student Work in Digital Preservation, presented by Daniela Duca, Jisc and Steve Daly, BBC
2016	<b>HSBC, ‘Global Digital Archive System (GDA)’</b> The DPC Award for the Most Outstanding Digital Preservation Initiative in Industry, presented by Tim Gollins, National Records of Scotland and Sharon McMeekin, DPC
2016	<b>Amsterdam Museum and Partners, ‘The Digital City revives: A case study of web archaeology.’</b> The National Archives Award for Safeguarding the Digital Legacy, presented by John Sheridan, The National Archives and Louise Lawson, Tate
2016	<b>Brewster Kahle, Internet Archive</b> The DPC Fellowship Award, presented by Richard Ovenden
2014	<b>The University of Freiburg and partners with ‘bwFLA Functional Long-Term Archiving and Access’</b> The OPF Award for Research and Innovation presented by Ed Fay, OPF and Sandra Collins, Digital Repository of Ireland
2014	<b>Alasdair Bachell from the University of Glasgow with ‘Game Preservation in the UK</b> The DPC Award for the Most Distinguished Student Work in Digital Preservation
2014	<b>Adrian Brown for his ‘Practical Digital Preservation: a how to guide for organizations of any size’</b> The NCDD Award for Teaching and Communications
2014	<b>University of Manchester for their ‘Carcanet Press Email Archive’</b> The DPC Award for Safeguarding the Digital Legacy
2012	<b>Archaeology Data Service</b> Decennial Award for An Outstanding Contribution to Digital Preservation
2012	<b>Digital Preservation Training Program</b> Award for Teaching and Communications
2012	<b>The PLANETS Project</b> Award for Research and Innovation



2010	<b>The Los Alamos National Laboratory and Old Dominion University for the Memento Project.</b>
2007	<b>The National Archives for the PRONOM and DROID projects.</b>
2005	<b>PREMIS – the Preservation Metadata: Implementation Strategies Working Group.</b>
2004	<b>The National Archives, The Digital Archive project.</b>