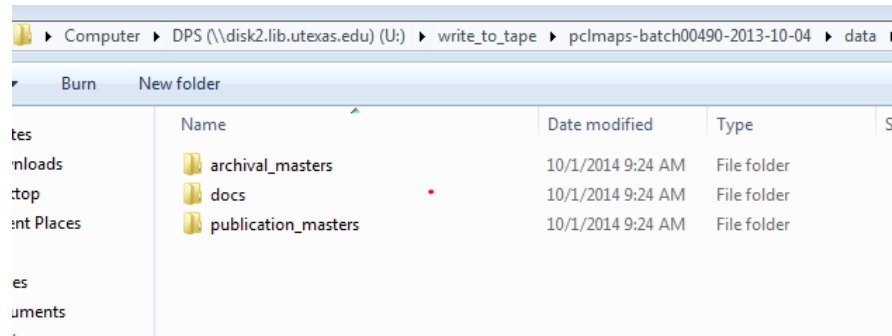


University of Texas Libraries  
Preservation and Digitization Services

### Metadata collection for long-term preservation of digital assets created in Digitization Services

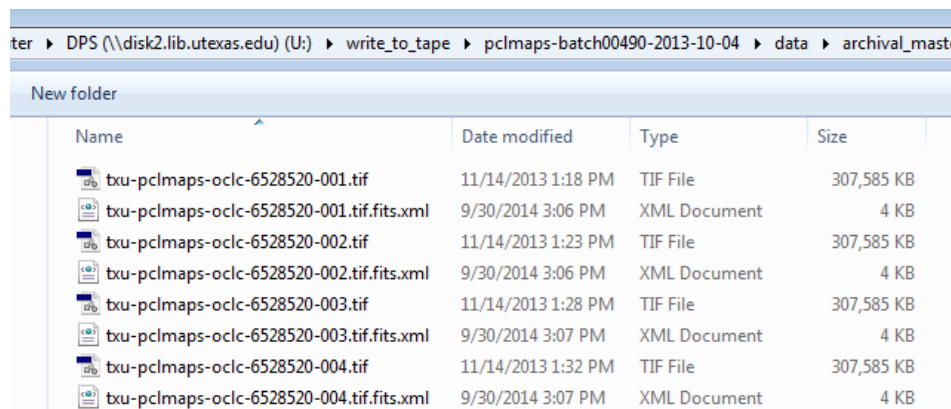
Archival master (raw capture) files and publication master (cropped and deskewed) files are written to tape for long-term storage.

Our directory structure looks like this:

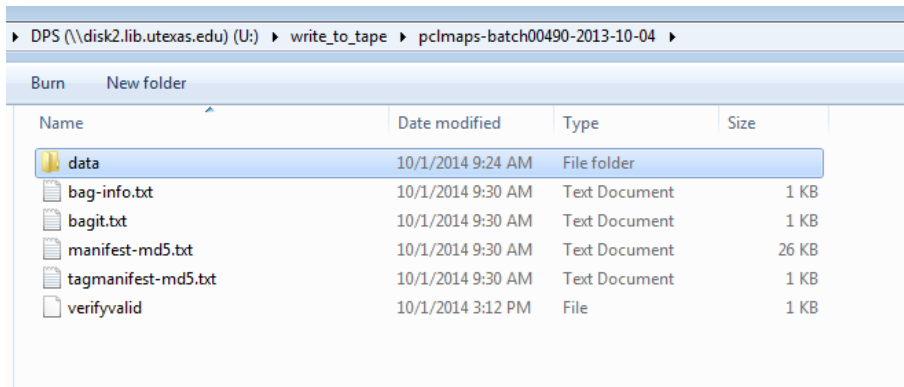


1. A technical metadata file is generated for each image (.cr2 or .tif), audio (.wav), or video (.mov) file, using automated extraction tools.
  - image files -- FITS <http://projects.iq.harvard.edu/fits/tools>
  - audio and video files - MediaInfo <http://mediarea.net/en/MediaInfo>

Both tools provide XML output. Technical metadata files are named with the same file name as the corresponding image/audio/video file, with an XML extension.



2. Brief descriptive information is extracted from our workflow tracking system (Microsoft SharePoint) as a .txt file. This file is placed in documentation folder (“docs”) alongside the digital assets.
3. All associated files for a given batch are packaged together in a Bag that conforms to the BagIt specification.



4. Upon completion of bagging, Information Technology unit is notified that the bags are ready to be written to tape.