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Minimal Checklist for the Preservation of Digital Language Documentation Materials

This checklist has been developed by DELAMAN¹ to serve as a guide to the minimal level of digital data preservation that is generally accepted by the professional standards of language documentation. **It should be noted that going above and beyond this baseline level of preservation is desirable, encouraged and even compulsory** by granting agencies, particular archives, and/or professional expectations. For more information on expected best practices in digital language documentation, see the [DELAMAN Resources Page](#).

- Materials are deposited with a digital repository with an institutional commitment to long-term preservation and access (e.g., a DELAMAN archive or an institutional repository). Furthermore, deposits are made on a regular and frequent basis, as materials are created.
- Materials are in digital formats that are recommended by the repository. This typically means they are non-proprietary, well-documented, and/or open source.
- Materials are additionally available in formats that are easy to access and download.
- Materials have been created on recording equipment that has been selected with an eye toward quality.
- Materials are described using standardized metadata (e.g., OLAC², IMDI³, Dublin Core⁴, MODS⁵).
- A description of the deposited collection has been included in the collection.
- A significant portion of the collection is public access, or a clear procedure for requesting access is indicated. If public access is impossible, a statement about why should be included in the collection description.

¹ DELAMAN, The Digital Endangered Languages and Music Archiving Network: <http://www.delaman.org/>

² OLAC, The Open Language Archives Community: <http://www.language-archives.org/>

³ IMDI, The ISLE Metadata Initiative: <https://tla.mpi.nl/imdi-metadata/>

⁴ The Dublin Core Metadata Initiative: <http://dublincore.org/>

⁵ MODS, The Metadata Object Description Schema: <http://www.loc.gov/standards/mods/>