



DIGITAL
LIBRARY
OF THE

Caribbean

SECTION 11

Archiving Digital Masters

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Archiving Digital Masters

Central dLOC Archive

All digital masters submitted to the central dLOC server will be archived for digital preservation. This will ensure the digital materials remain usable over the long-term. Each file format has a migration strategy to ensure the files do not become unusable over time.

The preferred method of transmitting the digital masters is to use the included *Go dLOC!* FTP client. If bandwidth restrictions do not allow this, the complete digital resource packages may be burned to CD and shipped to the following address:

George A. Smathers Libraries
University of Florida
P.O. Box 117007
Gainesville FL 32611-7007 USA

The dLOC Archive is supported out of the Florida Center for Library Automation. More information about this archive and its continued development can be found at the following URL:

<http://www.fcla.edu/digitalArchive/>

Locally archiving to CD and DVD

- If you burn files to CD, please leave the images in the same folder structure used by the dLOC Toolkit and place the bib folder at the root level
- Each CD should be given a unique number, in the form 'CD 1', 'CD 2', etc... or 'DVD 1', 'DVD 2', etc..
- The structure, then, should look like...
 - CD 1001
 - CA00100000
 - 00001
 - 00001.tif
 - 00001.jpg
 - CA00100000_00001.mets