

Package Content Type: TBMA

Packages to be defined by each Museum according to their specific needs/workflows. Below is a guide for package components. The **TBMA Checklist** is REQUIRED for assets/files that are managed in DAMS as **TBMA Content Type** and subject to all auditing procedures.

Components

1. Archival/Original File of Artwork Component- REQUIRED

- Archival/Original files include any components that are considered to be essential parts of the artwork itself, including images, audio, video, or software components. These are most often received as part of the acquisition phase and delivered by the artist or gallery representation.
- INGEST the highest quality file available. This file should be considered the Archival File for this Component and will be treated as such for any future auditing or obsolescence monitoring strategies
- Original files can be ingested even if they are not supported with the DAMS transcoders and are considered the Acquisition Format. It is recommended that for these files, a more stable Preservation File is made and stored in the DAMS in addition to the original files.
- The Acquisition and Archival files must be checked at the point of ingest for data integrity (checksum verification), security (defined security policies), and required metadata. See the following sections.

2. Exhibition Copies/Derivatives- Recommended

- Derivative versions of original file components may be included in the package for storage in the DAMS, depending on the circumstance of the artwork. These may require a different security policy than the original/archival files.
- Exhibition copies of the components are one type of derivative file, and may be included in the package as a record of decisions in an installation instance of the work. This is recommended as a record of the work's instantiation and may need to be linked to documentation about the installation instantiation.

3. Documentation Files- Recommended

- Images, audio, video, and/or supporting documentation about the works, including artist interviews, installation photos, video technical documentation, etc. may be included as part of the package as a guide for future installations or as part of art conservation strategies.

Security and Authenticity- REQUIRED (Original/Archival File Components)

4. A SECURITY POLICY for the original assets should be defined for TBMA works. These assets should have their own Security Policy, as they may need to be locked down to one or two departments. This should be defined for all TBMA component at a museum, and all assets should be checked post-ingest to verify the application of this policy. Security Policy to be defined by the Museum.
5. VERIFY CHECKSUM of the file. Checksum must be run before transfer of file to the hot folder or ingest to the DAMS. Checksum run at the point of ingest should be verified post ingest. Checksum will be run periodically according to specifications in the DAMS Audit planning documents for TBMA Content Type.
6. SUBSCRIBE. Registrar or Collection Manager should subscribe to the assets; any indication of asset edit/export for that asset will be sent to the subscriber. Any irregularities should be reported to the DAMS team.

Metadata- REQUIRED (Original/Archival File Components)

7. METADATA for TBMA Components must use the new **Digital Art Metadata Model**. All files should include the following:
- Administrative Class= one of the SD600 fields
 - Content Type=TBMA
 - Source System Identifier= Accession #
 - 1st Alternate ID= Component #
 - SI Department=

TBMA Checklist Document- REQUIRED (Archival/Original File Components)

8. This checklist document is to be used by all SI DAMS users for TBMA component assets. Completion of this checklist must be followed by upload to DAMS. This effectively defines the asset as a Content Type TBMA and hands off the asset to the DAMS team. This asset will then be included in the **TBMA Content Type** and subjected to all auditing/reporting procedures as listed in the DAMS Audit planning documents.

Checklist to include:

- Successful ingest verification (thumbnail and preview created and verified)
- Checksum ingest verification
- Security Policy verification
- Subscribe verification
- Metadata model and fields verification (Content Type, SD600, Accession #, Component #, etc.)
- Package completeness and verification signature of Registrar/Collection Manager

An overview of DAMS Audit planning components for Content Type- TBMA

To be provided every twelve months.

1. **Artwork Tracking Reports-** Activity on the digital artwork assets to be reported out to the Unit.
2. **Security Policy Audit-** The DAMS team and the Unit to review the user groups and security policies applied to digital art component assets.
3. **Checksum Audit-** Checksums run and verified on digital artwork components. Report provided to the Unit listing any change in asset checksum and recommended solution. Unit may request checksum auditing at other times- time of exhibition, loan, etc.
4. **File Format and codec inventory and risk analysis-** The DAMS team to provide an inventory of file formats and codecs of TBMA components for review by the Unit to monitor for obsolescence.
5. **Repository Audit-** An update on review and validation of replication, disk error analysis, and repository growth of the SI DAMS. Back up audits will occur every two years and include tape backup validation and asset restore validation exercises.
6. **Repository Security Audit-** An update on security scan of the repository to ensure maximum security of the assets. This occurs periodically and the report will update on status.
7. **Disaster Recovery Exercise-** Conducted by OCIO to plan for a possible disaster. The report will update on status.
8. **Storage Technology Assessment-** A review by OCIO and the DAMS team of storage vendors, storage technology development and market trends with recommendations for upgrades in technology. This occurs periodically and the report will update on status.