About MetaArchive Documentation

1. Summary:
   - Official documentation related to the MetaArchive Cooperative as an organization is on the MetaArchive website.
   - Working documentation related to the everyday business of MetaArchive can be found in Google Docs.
   - Technical documentation and workflows covering how to do digital preservation is here in Confluence.
   - As a principle, we try to make as much of our documentation safely available as we can, so that the larger digital preservation community can benefit.
   - By joining MetaArchive, you can contribute to our documentation by signing up with the Community Facilitator.

2. Where to find the documentation you need:

   - General information about MetaArchive and Distributed Digital Preservation can be found on the website (although editable versions are in Google Drive): Mission/History/Members/Governance/Committees/Staff, Distributed Digital Preservation, How and Why to Join MA, Documentation (Charter/Member Agreement/Tech Specs/Governance/Audit/20 Cost Qs/Audit/Policy Template)/Workflows/Publications/Presentations/R&D/For Members, News and Events, MetaArchive Q/A, Ask a Question, Answer a Question, See answers.

   - Governance, technical specifications, committee work, and outreach/advocacy documentation is in Google Drive – (although the latest versions may also be on the website): Governance Procedures/Member Agreement/Charter (MetaArchive Cooperative > Governance > Documentation), Network Technical Documentation (MetaArchive Cooperative > Infrastructure > Network > Technical Documentation), Committee work (MetaArchive Cooperative > Governance > Committees), Outreach and Advocacy, Research.

   - Technical information (ingest process, setting up and maintaining servers, etc.) is here in this wiki in Confluence: How MetaArchive Works includes "big picture" guides on how MetaArchive members preserve digital content, including overviews, technical specifications, and which member institutions use which tools in their workflows. Technical Workflows are step-by-step guides on how to complete certain tasks, including preparing content for ingest, ingesting and monitoring content, and resolving problems. Knowledge Base pages serve as a glossary and include information about individual terms and tools, as well as best practices and additional contextual information that is helpful. Network Administration (restricted) pages include technical workflows for network administrators. If you need access to these pages, please contact the Community Facilitator. Technical Team (restricted) pages include technical documentation for MetaArchive central staff developers. If you need access to these pages, please contact the Community Facilitator. Note that technical information included here is tagged with user roles: For data wranglers, For content managers, For server administrators.

3. Using and editing this wiki:

   - Anyone can read through the public pages of this Confluence site, and suggest changes by contacting the Community Facilitator.
   - Members of MetaArchive can contact the Community Facilitator request access to: edit this Confluence site, see and edit documents in Google Docs.
   - Members interested in improving documentation are invited to join the Documentation Committee!