About MetaArchive Documentation

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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.

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)
  ◦ See the guide: How to Access and Use Google Drive
  ◦ 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

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 to 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!