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)
     - 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

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 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!