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 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!