



اُونِيُوَرَسِيْتِي تِيكْنُوْلُوْجِي مَارَا

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**BACHELOR OF INFORMATION SCIENCE (HONS.) INFORMATION
SYSTEM MANAGEMENT (IM245)**

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IMR665

**MANAGEMENT OF AUDIO VISUAL RECORDS &
ARCHIVES**

INDIVIDUAL ASSIGNMENT

***ARTICLES SUMMARY OF PRESERVATION OF AUDIOVISUAL
MATERIALS***

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In the name of Allah, the Most Gracious and the Most Merciful.

Peace and blessings of Allah be upon Prophet Muhammad

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1.0 ABSTRACT

This summary is elaborating the challenges in preservation of digital record in world of technologies nowadays. Among the problem that can be identified in this two case - studies article are the constant change in hardware, digitization, metadata indexes, business model, danger of information, preservation, and one common problem that agree in this two articles are authority to the digital record. In this summary also, it provide the approach that can solve the problem that been occur. Essentially, digital record cannot be separate from the migration of technologies, there for by overcoming the transient nature of today's state-of-the-art storage systems.

KEYWORDS

Digital records, case – studies, preservation, and world of technologies.

2.0 INTRODUCTION

Digital record is the converted from physical records that is the paper-based record into digital record or paperless based record. This process also calls as digitization. In this technology world, most of the institution government or private have start the digitization process. The advantages of this process are unlimited space, easily access, and reduce the cost of the institution. Where there is good there is bad. The bad or disadvantage of this digitization are to preserve the digital records. Based on the two articles that are *PEVIAR: Digital Originals* authors by Muller, F., Fornaro, P., and Rosenthaler, L. and **Challenges of digital preservation for cultural heritage institutions** authors by Evens, T., and Hauttekkete, L., After digitize the paper-based record into digitization, the institution have to overcome another problem that is to preserve the digitization record. the problem that occurs to them are the constant change in hardware, digitization, metadata indexes, business model, danger of information, preservation, and authority to the digital record..

3.0 OBJECTIVE

Objective of this summary are:

1. To identify and discuss the problem of the preservation of digital records in institution in government or private.
2. To identify and discuss the solution of problem of preservation of digital record.

4.0 DISCUSSION

Based on the two articles that are *PEVIAR: Digital Originals* authors by Muller, F., Fornaro, P., and Rosenthaler, L. and *Challenges of digital preservation for cultural heritage institutions* authors by Evens, T., and Hauttekkete, L., the problem that occurs to them are digitization, metadata indexes, business model, danger of information, preservation, and authority to the digital record.

4.1 Danger of information

First are the danger of information. According to the article *PEVIAR: Digital Originals* authors by Muller, F., Fornaro, P., and Rosenthaler, L., there are three factors that contribute to this problem. There are decay of data carrier, change of hardware technology, and change in software formats. First is the decay of data carrier. The data carrier like tape, Compact disk (CD), or microfilm is the traditional storage of information. With the change of time, this data carrier will be unable to read and thus will be useless or lost a very valuable information from the past. Second is change in hardware technology. The hardware that in state of ongoing development may lose the backwards compatibility with the media. It also may lose the compatibility of computer interface and also firmware for necessary to operate. Third is change in software formats, the software must same with the formats of digital records. If the software did not compatibility with the formats of digital records, the record cannot be view and maybe will lost the information. The solutions to this problem are to preserve the traditional data carrier by duplicate the content of the it. So the institution have backup when the data in the traditional data carrier missing or cannot be access anymore. Second solution to this factor is to use the complete