

# Completing the Audit: A Case Study of the DRAMBORA Tool

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## ABSTRACT

This research-in-progress is a case study for performing a pilot audit that is evaluating the usability and perceived social impact of the Digital Repository Audit Method Based On Risk Assessment (DRAMBORA) tool. It is surveying and interviewing two managers of digital archives using both qualitative and quantitative methods in order to critically appraise the applicability of DRAMBORA in a "real world" setting.

A base of critical assessments will lead to a better understanding of the success characteristics required to conduct a full audit and certification program, which in turn will contribute to the overall goal of preserving our digital heritage and materials.

## PURPOSE AND RATIONALE

Previous testing has involved deliberations as to whether or not the DRAMBORA exercise indicates real risk and has examined ways to mitigate that risk. This study is examining how easy or hard it is for digital repository managers to complete the audit, as well as the perceived possible impact on the manager if the archive is at risk.

## RESEARCH QUESTIONS

- How usable is DRAMBORA by digital librarians and administrators?
- Given the knowledge and time constraints of digital preservation practitioners, how easy or difficult is it for these practitioners to complete the self-audit on their own?
- What is the perceived impact on digital repository managers and administrators if their organization's repository is at high risk for long-term survival?

## STUDY DESIGN

The study is a pilot audit as a case study. I am working with two digital archive managers to perform a full audit of a repository using DRAMBORA. First, I administered a pre-audit survey consisting of five open-ended questions. Currently, I am going through the self-audit tool with each manager; I am both evaluating the usability of the tool, and assisting with the process. At the end of the audit, I will administer a ten question post-audit survey to evaluate the managers' thoughts and attitudes towards risk assessment and this risk assessment tool.

## SAMPLE COMMENTS

*"How much work is this?"*

*"The questions are too open-ended and broad. Seeing all of these large boxes is discouraging. This [the document layout/design] is a turn off."*  
*"I wouldn't do this without a mandate."*

## POST-AUDIT SURVEY

1. Did the DRAMBORA risk assessment tool and process meet your expectations?
2. Why did you want to put your repository through the risk assessment process?
3. Did you learn what you expected to learn from the audit process?
4. Now that you have completed the audit, what are the most risk-prone areas of the repository?
5. Do you believe that this was a worthwhile use of your time?
6. Would you perform the audit again? Why?
7. What would have made the process easier?
8. Were all of the questions clear and understandable?
9. Were there difficulties finding appropriate answers to the questions?

Repository Stage	Audit Form	Date
Stage 1: Identify organisational context	T2	

  

T2: List goals and objectives of your repository
Operational functions: Acquisition & Ingest T2: Need more space here, less space in previous question. Reread. What are components? What are your acquisition policies? He has a 5 page document on acquisition, etc. which he can attach. "See my acquisition guidelines."
Operational functions: Preservation & Storage Does not have a complete Pres. and Storage document.
Operational functions: Metadata management Have to move screen up and down to see what you are supposed to fill in here. Is it really asking are you asking about a tool for metadata management? It is not a goal or objective. It doesn't ask how you achieve them. So, will leave out the how.
Operational functions: Access & Dissemination
Support functions: Organisation & Management What he wants to do is get his org chart and put it here. How granular? Starting at Chancellor? At Division? At Director? At him for the archive? So open-ended. What is your goal for management? How do you answer that? All he can do is add org chart.
Support functions: Staffing This one, same as second comment again. Has to roll up to check again what to answer. Shouldn't have to think so hard to answer this question. In order to support the op functions, what are your org. management, and staffing. But how do you answer what are your goals for organisation and management? Open ended, don't know what to answer. But if under pressure, for certification, he's looking at it wondering what to say. Could come up with a 5 page strategy, but is it really what you should do? Asking to elaborate way too

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Digital Repository Audit Method Based on Risk Assessment

Figure 1 - Example Comments

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