

A DIGITAL CURATION PLAN FOR A BRAZILIAN HIGHER EDUCATION INSTITUTION



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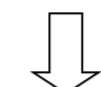
This Digital Curation Plan proposes first that digital preservation is a key aspect, whose concepts, guidelines and standards should be present throughout the whole cycle of curation. The organizational culture is another aspect that should be considered during the whole cycle. Two types of information are presented in the context of UFG: scientific and academic information and administrative information. For both types, the plan includes information management as a set of actions involved since the creation of digital material (acquisition or selection), through its storage, organization (classification) and the ways of recovery. Finally, there are the issues involved in the decision of preservation or disposal of this material.

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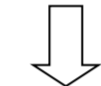
ACADEMIC AND SCIENTIFIC INFORMATION MANAGEMENT

(Conception, formats, documentation, metadata, regulatory aspects, technological tools)

CREATION (ACQUISITION, SELECTION)



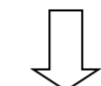
STORAGE



ORGANIZATION



RECOVERY

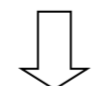


ELIMINATION OR PRESERVATION

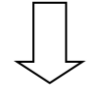
ADMINISTRATIVE INFORMATION MANAGEMENT:

(Conception, formats, documentation, metadata, regulatory aspects, technological tools)

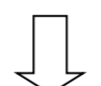
CREATION (ACQUISITION, SELECTION)



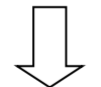
STORAGE



ORGANIZATION



RECOVERY



ELIMINATION OR PRESERVATION

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