

Memorial University of Newfoundland Libraries
Digital Archives Initiative
Media Type Preservation Plan¹
(Draft Work in Progress)
Slavko Manojlovich
Associate University Librarian (IT)
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Media type	Supported Ingest File Format Extensions	Long-Term Preservation Format(s)	Access Format(s)	Normalization tool
Audio	MP3, WMA, WAV	WAV (LPCM)	MP3, WMA	Switch Sound File Converter version 4
HTML documents	HTML	MHT, WEBARCHIVE	MHT, WEBARCHIVE	Browser SAVE AS
Container Files	ZIP	ZIP uncompressed, no encryption	ZIP	Variety of open access and commercial tools including gzip

Portable Document Format (scanned image)	PDF	PDF/A-2b searchable	PDF/A-2b searchable	Adobe Pro, PDF/A Manager (PDFTRON)
Portable Document Format (born digital) without embedded video, audio or javascript	PDF	PDF/A-1a	PDF/A-1a	PDF/A Manager (PDFTRON), Solid PDF Tools, Adobe Pro
Portable Document Format (born digital) with embedded video, audio or javascript	PDF	PDF searchable	PDF searchable	ADOBE Pro
Presentation files with embedded video or audio	PPT, PPTX	PDF searchable and original file with embedded fonts	PDF searchable and original file with embedded fonts	Adobe X Professional, Microsoft Office
Presentation files without embedded video or audio	PPT, PPTX	PDF/A-1a, original file with embedded fonts	PDF/A-1a, original file with embedded fonts	Microsoft Office, Adobe Pro
Raster images	BMP, GIF, JPG, JP2, PNG, PSD, TIFF, TGA	JPEG 2000 lossless	JPEG	ImageMagick
Raw camera files	NEF*	DNG	H.264 (MPEG-4)	DigiKam DNG Converter
Relational Databases (RDBMS)	MDB	SIARD Format	MDB, SIARD, and	SIARD Suite

			SIARD generated RDBMS derivatives	
Spreadsheets	XLS	XML	PDF/A-1a and original file with embedded fonts	Microsoft Office
Video	AVI, FLV, MOV, MPEG-1, MPEG- 2, H.264 (MPEG-4), SWF, VOB, WMV, MTS	MXF Motion JPEG 2000 , VOB, MTS, H.264 (MPEG-4), WMV	H.264 (MPEG-4), SWF	FFmpeg , HandBrake
Web sites	HTML link to web site home page	WARC	HTML link to archived web site, WARC	Heretriix, Wayback
Word processing files with embedded audio or video	DOC, DOCX	PDF searchable and original file with embedded fonts	PDF searchable and original file with embedded fonts	Adobe X Professional, Microsoft Office
Word processing files without embedded video or audio	DOC, DOCX	PDF/A-1a, Original file with embedded fonts	PDF/A-1a, original file with embedded fonts	Microsoft Office, Adobe Professional

¹ Notes:

Items highlighted in “red” need to be reviewed.

All original file formats submitted to Ingest are being preserved along with the long-term preservation format.