

## **Sunsetting and Archiving Strategies**

Making the decision to sunset a Project does not necessarily mean a complete termination of the Project. There are many strategies that can keep a Project partially alive or archived for future use if interest in the Project resurfaces. Here is a list of sunsetting and archiving strategies in no particular order:

### **Sunsetting Options**

#### **Abandonment**

One option is to abandon your Project entirely. This would include no further updates, bug fixes, or maintenance. When your contract with your host or domain name register terminates, the Project will no longer be publicly accessible altogether. If your Project is hosted at a university or similar sponsoring institution and you decide to abandon it, you should collaborate with that institution's system administrator about removing it. Otherwise, your Project could be discoverable on the internet for an undetermined amount of time. An opportunity to prolong the life of a Project in abandonment is to put the files and instructions for the Project on GitHub or some other such service for hosting code.

#### **Limited Project Functionality**

The Project will maintain some of its original functionality, but other parts of the project (usually the technically expensive portions) will shut down, close, or otherwise go offline. For example, a Project that collected data from users or researchers could stop the data collection, but continue to allow for searching collected data, or allow for interactive maps or data manipulation of collected data. This form of sunsetting tries to boil down the Project to the basic components that can most easily be replicated in order to retrieve the information contained within them.

#### **Static websites**

Another option is to create a static version of the Project, breaking down a website into its most basic format. This would eliminate any dynamic portions of the site (interactive maps, search capabilities, etc.) and in its place leave simple HTML pages that need little maintenance.

## **Archiving and Storage Options**

### **Third Party Archiving**

There are a variety of third-party sites that can be used for archiving your Project listed below with free storage available as well as options for purchasing additional storage if needed. Note, if a third-party site is used for archiving a Project, Falvey will not be held liable if the third-party site shuts down and the Project is no longer accessible on that site. Third-party site hosting, storage, or other services must be purchased and paid for by the Project Owner.

### **Internet Archive and the Wayback Machine**

The Internet Archive and WayBack Machine already make backups of websites and online resources without a Project Owner having to do anything, save making sure the project is indexed to search engines. Although not perfect, and dependent again on there being resources like electricity and funding to keep the company running, this is an easy way to have a static copy of a Project. The Wayback Machine and the Internet Archive are not a guarantee of complete emulation but are the most comprehensive tool for storing a copy of the Project.

### **Webrecorder**

Webrecorder is another option that seeks to video capture the dynamic bits of a Project and bundle all the resources into a reusable package. Webrecorder is a manual crawl of your website and does not create scoping rules or crawls of your site automatically. Using Webrecorder requires investment of time and is only recommended for small sites with limited navigation. As of December 2021, Webrecorder provides only 5GB of storage per account, with options for purchasing additional storage. All additional storage must be paid for by the Project Owner.

### **GitHub Pages**

This option includes migrating the Project to a distributed repository like (but not limited to) Github, where people can access the Project code and replicate the Project themselves. It is generally recommended that you use Github for one storage location and a local copy as backup.

### **Containerization/Docker**

This option includes migrating the Project into a container. In general, containerization involves creating a virtual computer or server system with only the bare necessities needed to run the Project, all packaged up in a small container. This has the added benefit that when the underlying software needed to run a container is in place, then this containerized version of the Project can be run anywhere. Of these container platforms, Docker is the most common and widely known program for utilizing containers.

### **Self-contained storage (such as Raspberry Pi)**

This option would include putting the Project on a small form factor computer like a Raspberry Pi. In many cases, if the Project does not rely on third-party sources that cannot be localized, this can provide a way to encapsulate a Project into one sustainable unit. This allows for a complete system on which a user can render and view the Project. The software at the correct versions can be pre-installed. All that is needed to access the Project is a power source and a monitor, and the Project could be stored indefinitely this way, as one would store a book or manuscript. This is a good option for access but is not a long-term storage solution. It is highly inadvisable to store Projects with too many physical dependencies and physical equipment degradation.

### **Storage in conjunction with University Archives**

All Projects hosted by Falvey Library and the Digital Scholarship Lab, whether internal library Projects or hosted Villanova Projects, as of February 2021 may be stored digitally in conjunction with the University Archivist. This archive is only accessible by library staff, but depending on the Project, this might serve as an acceptable end of life solution to the Project if the Project itself doesn't need to be discoverable in any way and does not have any software dependencies.

### **University Repository**

Most (if not all) universities have some sort of academic repository in which to place digital objects. When Falvey Memorial Library implements an institutional repository (currently in the planning phase), the Project code and data can be stored here, allowing for possible limited site functionality, and making the Project code and data findable and accessible for users to download as they wish and explore locally.

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\*This Sunsetting and Archiving Strategies Appendix is based on The Scholar's Lab's Archiving DH Part I-IV Series: [Ammon Shepherd](#), [Amanda Visconti](#), and Lauren Work. "Archiving DH Part 4 - Solutions". Published June 28, 2019. <https://scholarslab.lib.virginia.edu/blog/archiving-dh-part-4-solutions/>. Accessed on November 10, 2020.