

Digital Archive Metadata Elements



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Revision History

Date	Section title	Description of changes
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1 Application (digital archive metadata)

Description Describes the software required to access the digital object. Some digital objects (such as HTML documents) may not require this field.

Notes Can describe up to three environments.

Element

Mandatory	Repeatable	Supplied by	Display
No	Yes	User	Yes/edit

Element components Each encoding scheme requires its own Application element.

Up to three encoding schemes allowed.

Each encoding scheme can have any one qualifier scheme.

Each qualifer scheme has two attributes.

Encoding scheme	Qualifier scheme	Attribute
Environment1 Environment2 Environment3	Minimum	Name Version
	Recommended	Name Version
	Current	Name Version

Attribute	Mandatory	Repeatable
Name	Yes	No
Version	Yes	No

Combining schemes and attributes Each time you add an encoding scheme, the full range of options for qualifier schemes and attributes are available. For example, you could have three encoding schemes each with the same qualifer scheme, but different data for each attribute of the qualifier scheme (see examples below).

Examples

Element	Encoding scheme	Qualifier scheme	Attribute	Data
Application	Environment1		Name	Windows NT
			Version	4.0

Element	Encoding scheme	Qualifier scheme	Attribute	Data
Application	Environment2		Name	Windows 2000
			Version	2.53

Element	Encoding scheme	Qualifier scheme	Attribute	Data
Application	Environment3		Name	Redhat Linux
			Version	7.3 Professional

Note: Blank cell = not applicable

2 Content description (digital archive metadata)

Description Describes the content of the digital object.

Notes Dublin Core.

Element

Mandatory	Repeatable	Supplied by	Display
No	No	User	Yes/Edit

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable
	Summary	No	No
	Version	No	Yes
	Time period	No	No

Note: Blank cell = not applicable

Example This is the Web site for the Community Health Status Indicators Project. In response to requests for health assessment information at the local level, HRSA has funded collaboration among the Association of State and Territorial Health Officials (ASTHO), the National Association of County and City Health Officials (NACCHO), and the Public Health Foundation (PHF) to publish reports for all 3,082 U.S. counties.

3 Created (digital archive metadata)

Description	Contains the OCLC symbol of the institution which created the digital archive record, followed by the date of creation. The OCLC symbol is a unique identifier assigned by OCLC to member institutions.
Notes	The Create date is the day the workform is created and saved. It does not change if the record is ingested later.
Example	OCL 2002-06-18

4 Creator (digital archive metadata)

Description An entity primarily responsible for making the content of the resource, such as an author, editor, or compiler.

Notes Dublin

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandator y	Repeatabl e	Supplied by	Display
	[unqualified]	No	Yes	User	Yes/Edit
	Personal	No	Yes	User	Yes/Edit
	Corporate	No	Yes	User	Yes/Edit
	Conference	No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Example

- Personal: Adelaide R. Hasse
- Personal: Hasse, Adelaide R.
- Corporate: United States Department of Agriculture, National Agricultural Library
- Conference: 2nd Web Document Digital Archive Pilot Project Participants Meeting, December, 2001

5 Digital Archive record identifier (digital archive metadata)

Description	The digital archive record identifier. The system assigns a unique number to each record after ingest. You cannot change this number.
Notes	On new records, the word NEW is in the digital archive record identifier position.
Example	200000001

6 Digital Archive record language (digital archive metadata)

Description Language of the digital archive record.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
ISO639-2		Yes	No	User	Yes/Edit

Note: Blank cell = not applicable

Example eng

7 Date (digital archive metadata)

Description A date associated with an event in the life cycle of the resource. Typically, Date is associated with the creation or availability of the resource.

Qualifier	Description
Created	Date of creation of the resource
Valid	Date of validity of a resource
Issued	Date of formal issuance (e.g., publication) of the resource
Modified	Date on which the resource was changed
Available	Date that the resource will become or did become available
[unqualified]	None of the above qualifiers is applicable

Notes Dublin Core.

Element

Mandatory	Repeatable	Supplied by	Display
No	Yes	User	Yes/edit

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable
W3C-DTF	Created	No	No
	Valid	No	No
	Issued	No	No
	Modified	No	No
	Available	No	No
	[unqualified]	No	No

Note: Blank cell = not applicable

Example

- Created: 1997-04-05 (Web Site Created)
- Issued: 2001-06-06 (Date Issued or Published)
- [Blank]: 2002-03-05 (Date that the resource was found on the Web and selected for the archive-no official dates on the publication)

8 Encoding standard (digital archive metadata)

Description A high level description of how the content object is encoded.

Notes Displays on the Query Results page.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Data	Mandatory	Repeatable	Supplied by	Display
		[unqualified]	No	No	User	Yes/Edit
		HTML	No	No	User	Yes/Edit
		XHTML	No	No	User	Yes/Edit

Note: Blank cell = not applicable

9 Event (digital archive metadata)

Description Describes an event in the object's lifecycle.

Qualifier This element has no qualifiers.

Element

Mandatory	Repeatable	Supplied by	Display
No	Yes	User	Yes/Edit

Element components Each DA record can contain up to three Event elements.

Each Event element can contain one encoding scheme.

Each encoding scheme can only be used once

Each encoding scheme must contain the Name attribute. All other attributes are optional.

Each event element can have up to nine attributes.

Encoding scheme	Attribute	Attribute description
Event 1 Event 2 Event 3	Agency	Agency responsible for the event
	DateTime	Date and time of the process (must be in W3C-DTF format)
	Name	Name of the event
	Note	A note about the process.
	Outcome	Whether the process was successful
	Procedure	How the process was carried out
	Rationale	Reason the process was carried out
	Reporter	Entity reporting the event
	Specifications	Citation to guidelines, rules, etc. governing the process

Attribute	Mandatory	Repeatable
Agency	No	No
DateTime	No	No
Name	Yes	No
Note	No	No
Outcome	No	No
Procedure	No	No
Rationale	No	No
Reporter	No	No
Specifications	No	No

Example

Element	Encoding scheme	Attribute	Example
Event	Event 1	Agency	State Library of Ohio
		DateTime	2003-03-21
		Name	Object created by web harvest
		Rationale	To fulfill state mandate

10 Expires in (digital archive metadata)

Description	The number of days the record has been in the Save file. Records remain in the Save file 180 days. When you recall and resave the record, the age returns to 180.
Notes	Updated daily.
Example	135 days

11 Functionality changes (digital archive metadata)

Description Records loss of functionality or changes in the look and feel of the archived object as a result of preservation processes carried out by the Digital Archive.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
		No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Example Object converted from proprietary format to ASCII.

12 Functionality in archive (digital archive metadata)

Description Records loss of original functionality when the content object is ingested into the Digital Archive.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
		No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Example The first page contains a single image of the College Green in fall.

13 Harvested on (digital archive metadata)

Description	Date the content object described by this record was harvested.
Notes	A harvested object that has not been ingested into the Digital Archive can be reharvested. The Harvested On date changes to the most recent harvest Date. Once an object is ingested into the Digital Archive, the Harvested On date cannot change.
Example	2002-08-23

14 Ingested on (digital archive metadata)

Description	Date the content object described by this record was ingested into the Digital Archive.
Notes	You cannot change the Ingested On date
Example	2002-03-20

15 Language (digital archive metadata)

Description Describes the language of the content object.

Notes Dublin Core

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
ISO639-2		No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Example

- A Web Document of several HTML pages is harvested for preservation. The language of the intellectual content in some of these pages is English while some other pages are Spanish. The Language element is repeated (once for each language) to indicate that the content object is in two languages:
 - eng
 - spa
- A book in French is being digitized for preservation. The Language element contains the following language code:
 - fre

16 Local note (digital archive metadata)

Description A note about the content object that does not fit other note fields.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
		No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Example No custody history available per Registrar's office (7/23/02).

17 Logical object size (digital archive metadata)

Description	The approximate uncompressed size of the logical object.
Notes	You cannot change the size of the logical object.
Example	5000 K (kilobytes)

18 Modified (digital archive metadata)

Description	The last date the digital archive record was modified.
Notes	You cannot change Modified. Modified is the same as the Entered date until the record is modified.
Example	2002-07-28

19 Object composition (digital archive metadata)

Description

This metadata element records:

- The file types that make up the content object
- The number of files, according to type

Example

For a harvested web document that has 5 links to HTML pages, 2 links to PDFs and contains 5 JPGs, the ingest process provides the following information:

- HTML, 5
- PDF, 2
- JPG, 5

20 Object locator (digital archive metadata)

- Description** The location of the content object:
- Before ingestion into the Digital Archive
 - After ingestion into the Digital Archive

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
[URI]	[Original]	Yes	No	User	Yes/Edit
	OCLC Archive	No	No	User	Yes/Edit
	Local Archive	No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Example

Qualifier	Example
Local archive	http://purl.access.gpo.gov/GPO/LPS717
OCLC archive	http://digitalarchive.oclc.org/Request?id=oclcnum:44465156

21 Object type (digital archive metadata)

Description Classifies the content object as being one of the following: Multi-type object, Image only, Text only

Notes Used in query results display

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Data	Mandatory	Repeatable	Supplied by	Display
		[Multi-type object]	No	No	User	Yes/Edit
		Image only	No	No	User	Yes/Edit
		Unqualified	No	No	User	Yes/Edit
		Text only	No	No	User	Yes/Edit

Note: Blank cell = not applicable

- Example**
- A web document containing PDFs, JPEGs and GIFs is harvested; this content object is a multi-type object.
 - A 1931 photograph of city hall is digitized in TIFF format. This content object is Image only.

22 OCLC identifier (digital archive metadata)

Description The OCLC control number of the bibliographic record that describes the content object.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
None	OCLC number	No	Yes	User	Yes/Edit
	RC Save file number	No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Example 5648792

23 Operating system (digital archive metadata)

Description Describes operating system necessary to access the content object.

Element

Mandatory	Repeatable	Supplied by	Display
No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Element components Each encoding scheme requires its own Operating System element.

Up to three encoding schemes allowed.

Each encoding scheme can have any one qualifier scheme.

Each qualifer scheme has three attributes.

Encoding scheme	Qualifier scheme	Attribute
Environment1 Environment2 Environment3	Minimum	Name Version Location
	Recommended	Name Version Location
	Current	Name Version Location

Note: Blank cell = not applicable

Attribute	Mandatory	Repeatable
Name	Yes	No
Version	Yes	No
Location	No	No

Combining schemes and attributes

Each time you add an encoding scheme, the full range of options for qualifier schemes and attributes are available. For example, you could have three encoding schemes each with the same qualifer scheme, but different data for each attribute of the qualifier scheme (see examples below).

24 Original functionality (digital archive metadata)

Description Describes functional or look-and-feel attributes of the object, in regard to its original manifestation.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
		No	No	User	Yes/Edit

Note: Blank cell = not applicable

Example First HTML page contains a slide show of four images, one each of the College Green in spring, summer, fall and winter.

25 Other metadata identifier (digital archive metadata)

Description Records various identifiers that point to additional content object metadata that exists outside the Digital Archive. The metadata could either be purely descriptive or preservation-related metadata.

Element

Mandatory	Repeatable	Supplied by	Display
No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Element components This element contains no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
Identifier1	InstitutionID	Yes	No	User	Yes/Edit
Identifier2	System	No	No	User	Yes/Edit
Identifier3	Metadata Identifier	Yes	No	User	Yes/Edit

Note: Blank cell = not applicable

Examples

Element	Encoding scheme	Qualifier scheme	Data
Other metadata identifier	Identifier1	InstitutionID	GPO

Element	Encoding scheme	Qualifier scheme	Data
Other metadata identifier	Identifier1	System	

Element	Encoding scheme	Qualifier scheme	Data
Other metadata identifier	Identifier1	Metadata Identifier	

26 Peripherals (digital archive metadata)

Description Records peripherals necessary to access the content object.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
		No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

Example Speakers.

27 Publisher (digital archive metadata)

Description An entity responsible for making the resource available.

Notes Dublin Core.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
	[unqualified]	No	Yes	User	Yes/Edit

Note: Blank cell = not applicable

- Example**
- Smith R. Peter
 - University of Virginia Press

28 Relation (digital archive metadata)

Description A reference to a related resource. The reference is an identifier or pointer to the related resource. The pointer may be a URI, a local identifier, or an OCLC Archive identifier.

Note: The OCLC Archive identifier is not a hotlink to the object. For more information on the Relation field, visit this web page:
 < <http://www.dublincore.org/documents/dces/> >.

Attribute This element has no attributes.

Element components Each Relation element can contain one encoding scheme.

Each encoding scheme can contain only one qualifier.

All qualifiers are optional.

Encoding scheme	Qualifier	Mandatory	Repeatable	Supplied by	Display
URI LocalID OCLCArchiveID	[Unqualified]	No	Yes	User	Yes/Edit
	IsVersionOf	No	Yes	User	Yes/Edit
	HasVersion	No	Yes	User	Yes/Edit
	IsReplacedBy	No	Yes	User	Yes/Edit
	Replaces	No	Yes	User	Yes/Edit
	IsRequiredBy	No	Yes	User	Yes/Edit
	Requires	No	Yes	User	Yes/Edit
	IsPartOf	No	Yes	User	Yes/Edit
	HasPart	No	Yes	User	Yes/Edit
	IsReferenced By	No	Yes	User	Yes/Edit
	References	No	Yes	User	Yes/Edit
	IsFormatOf	No	Yes	User	Yes/Edit
HasFormat	No	Yes	User	Yes/Edit	

Example

Element	Encoding scheme	Qualifier	Example
Relation	LocalID	IsReplacedBy	234869

29 Resources (digital archive metadata)

Description Records computational resources necessary to access the content object.

Element

Mandatory	Repeatable	Supplied by	Display
No	Yes	User	Yes/edit

Element components Each encoding scheme requires its own Resources element.

Up to three encoding schemes allowed.

Each encoding scheme can have any one qualifier scheme.

Each qualifer scheme has two attributes.

Encoding scheme	Qualifier scheme	Attribute
Environment1 Environment2 Environment3	Minimum	Memory Microprocessor
	Recommended	Memory Microprocessor
	Current	Memory Microprocessor

Note: Blank cell = not applicable

Attribute	Mandatory	Repeatable
Memory	Yes	No
Microprocessor	Yes	No

Combining schemes and attributes

Each time you add an encoding scheme, the full range of options for qualifer schemes and attributes are available. For example, you could have three encoding schemes each with the same qualifer scheme, but different data for each attribute of the qualifer scheme (see examples below).

Examples

Element	Encoding scheme	Qualifier scheme	Attribute	Data
Resources	Environment1		Memory	128 megabytes
			Microprocessor	Intel Pentium III 500 MHz

Element	Encoding scheme	Qualifier scheme	Attribute	Data
Resources	Environment2		Memory	512 megabytes
			Microprocessor	Motorola PowePC G4 500 MHz

Element	Encoding scheme	Qualifier scheme	Attribute	Data
Resources	Environment3		Memory	512 megabytes
			Microprocessor	Intel Pentium III 500 MHz

Note: Blank cell = not applicable

30 Digital Archive save file number (digital archive metadata)

Description	The digital archive record save file identifier. You cannot change this control number.
Notes	<p>The save file is a storage area for records you are working on or plan to work on. The save file can store:</p> <ul style="list-style-type: none">• Unedited working copies of records• Edited working copies of records• New records (records created with the Create command or from a bibliographic record) <p>The system assigns save file numbers sequentially from 1 to 9,999 (each institution has 9,999 of these save file "slots," each representing a space for a saved record). The system numbers each saved record consecutively and starts renumbering at 1 after 9,999 records have been saved.</p> <p>Note: The original save file number does not change when you resave the record.</p>
Example	4321

31 Standard identifier (digital archive metadata)

Description Identifiers that identify and locate the object outside the Digital Archive.

Example 0-201-30981-5

Element components Each encoding scheme can have one qualifier scheme.

This element has no attributes.

Encoding scheme	Mandatory	Repeatable	Supplied by	Display
[ISBN]	No	Yes	User	Yes/edit
ISSN	No	Yes	User	Yes/edit
LCCN	No	Yes	User	Yes/edit
Sici	No	Yes	User	Yes/edit
EAN	No	Yes	User	Yes/edit

Encoding scheme	Qualifier scheme
[ISBN]	Cancelled
ISSN	Incorrect
LCCN	
Sici	Unqualified
EAN	

Note: Blank cell = not applicable

32 Status (digital archive metadata)

Description Record statuses assist you in managing and processing digital archive records. Some are set by you; others are set by the system. Only one status exists at a time.

Notes Record statuses are stored with the working copy of the record in the Digital Archive save file. They are not retained after ingest.

Note: A system-supplied status will overwrite a user-supplied status so that you always know the harvest or ingest status of your records.

Statuses for digital archive records: overview

Important: Status values stored in save file records only.

- Values for all types of record status are stored with the working copy of a record in the Digital Archive save file. They are not retained in the master record.

User statuses User statuses are assigned by users based on local practice.

Status
Complete
Harvest-Reviewed
In-process
In-review
New
Ready-for-OCLC/SF#
Ready-to-Harvest
Ready-to-Ingest
Review-Harvest

System statuses System statuses are assigned by the system to indicate the current condition of the record.

Status
Harvest-Cancelled
Harvest-Complete
Harvest-In-Process
Harvest-Incomplete
Harvest-Failed
Ingest-Failed
OCLC-record-number-added

33 Title (digital archive metadata)

Description Records the name of the content object. The unqualified title is a name or label by which the document is formally known. A variation or commonly used substitute is an alternative title.

Notes Dublin Core.

Element components This element has no attributes.

Encoding scheme	Qualifier scheme	Mandatory	Repeatable	Supplied by	Display
	[unqualified]	Yes	No	User	Yes/edit
	Alternative	No	Yes	User	Yes/edit

Note: Blank cell = not applicable

- Example**
- Anglo American Cataloguing Rules
 - AACR2

34 Administrative elements (digital archive metadata)

About

Administrative elements are set by the user when an object is ingested into the Digital Archive. They do not display as part of the Digital Archive record. They can only be viewed and modified in the Administration Module. They also appear on ingest reports. The default values display on the ingest screen. Defaults can be changed through the Administration Module.

Authorization group

Description	<p>At the time of ingest, you assign an authorization group to the content object. The authorization group determines who has access to the object.</p> <p>Public authorization group. If a content object is put in this group, anyone with access to the object's digital archive URL has access to the object. An object can only have one authorization group.</p> <p>Master authorization group. This group is predefined for each institution. It contains all of an institution's cataloging and FirstSearch authorizations and is not editable.</p>
Note	<p>You determine the names of any additional authorization groups and which of your institution's cataloging and FirstSearch authorizations are included in the group. An authorization may belong to more than one authorization group. You can only assign your own authorization groups to your own objects. The authorization group assigned to an object can be changed in the Administration Module.</p>

Content group

Description	<p>All objects are ingested into a predefined Master content group and remain there. At the time of ingest you may assign an additional content group to the content object. Any Content groups (other than the Master group) are arbitrary groups named by you and created by you in the Administration Module. An object can belong to more than one content group.</p>
Note	<p>You determine the names of the content groups and which objects belong to which content groups. You can only assign your own content groups to your own objects. The content group assigned to an object can be changed in the Administration Module.</p>

Rights statement

Description	<p>At the time of ingest, you assign a rights statement to the content object. Rights statements are created by you. An object can only have one rights statement.</p> <p>If you have not created any statements in the Administration Module, the Default Copyright Statement (which you cannot edit) is assigned to objects at ingest.</p>
Note	<p>You determine the names and text of the rights statements. You can only assign your own rights statement to your own objects. The rights statement assigned to an object can be changed in the Administration Module.</p>

Service level

Description	<p>At the time of ingest, you choose one of two service levels for the object.</p> <p>Local means the content object will not stay in the OCLC Digital Archive. It will be disseminated to a local archive in a timely fashion and deleted from the Digital Archive.</p> <p>Bit Preservation means the content object remains in the OCLC Digital Archive and is stored according to the OCLC backup and security plan.</p>
Note	<p>Only one service level can be assigned to a content object. The service level assigned to an object can be changed in the Administration Module.</p>