

Digital Archive Metadata Elements



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Revision History

| Date | Section title | Description of changes |
|---------|---------------|--|
| 4-18-03 | | Deleted Object Origin, Pre-ingest Process Added Event, Relation |
| | | |
| | | |
| | | |

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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 | | Yes | 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 | Yes | Yes | User | Yes/Edit |
| | RC Save file number | Yes | 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 | Unqualified |
| Sici | |
| 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

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| 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

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| 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

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| 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> |
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Digital Archive Metadata Elements

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| Note | 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. |
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Service level

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| Description | At the time of ingest, you choose one of two service levels for the object. 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. Store means the content object remains in the OCLC Digital Archive and is stored according to the OCLC backup and security plan. |
| Note | 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. |