

Appendix A4

Glossary of Archivists' Toolkit terms

The following terms are useful for understanding the features, interface, and documentation for the Archivists' Toolkit. In some cases, general archival or database terms have been given a definition that reflects its application within the context of the Toolkit.

Archivists interested in additional or more general archival definitions should refer to the Society of American Archivists Glossary of Archival and Records Terminology, by Richard Pearce-Moses (<http://www.archivists.org/glossary/>).

Accession A transaction by which a repository acquires custody of materials deemed to have archival value. The accession may result from a transfer of records from another office in the repository's institution, from a purchase, or from a gift. In such cases the material becomes the property of the repository or its parent institution, unless the material has been placed in the repository on deposit. An accession may represent a new resource or an accrual to a resource already in the custody of the repository.

Administrative metadata Used for managing a digital object and providing more information about its creation and constraints governing its use.

See also the following types of metadata: behaviors, descriptive, structural, and technical (digital provenance, rights management, and source).

Archival resource An item or an aggregation of items acquired, managed, and made accessible by an archival agency to document certain kinds of activities of individuals and agencies and to support research. One archival resource is typically distinguished from another archival resource by provenance and, in addition, by a unique archival resource identifier such as a collection number or call number.

There are three basic types of archival resources as distinguished by provenance. The three types, or categories, contain items and aggregations.

1) Papers derive from and document the activities of persons and families.

2) Records derive from and document the activities of agencies

and institutions

3) Collections derive from the collecting activity of a third party and typically represent multiple provenances.

In cases where an archival resource is an aggregation of items, the resource is generally organized and described in an hierarchical fashion. The resource is organized into components that may be organized into smaller components. Each of these components may be described individually in the database. See also hierarchy, multi-level description

Description of archival resources is supported in the AT by an array of record types: accession records, location records, name records, subject records, description records (resource, resource component, surrogate, and surrogate component records).

In the AT, all description must resolve to the level of the archival resource, that is an archival item or aggregation as represented by a resource record.

Authority Control Names a set of procedures and devices for assuring establishment and consistent application of names and terms for use as access terms. The AT supports use of nationally established vocabularies and names. Repositories can also use the same features to build local vocabulary and name files.

Behaviors metadata Metadata used to associate executable behaviors with content in the METS object.

Complex digital object Includes two or more content files (and their format variants or derivatives) and corresponding metadata. The content files are related as parts of a whole and are sequenced either physically, such as pages, or logically, such as entries in a diary. For example, a complex digital object could consist of a multi-page diary scanned as TIFF images, from which are generated display images (JPEGs and GIFs), plus a transcription of the diary and the metadata for each file.

See also digital object and simple digital object.

Content file A file that is either born digitally or produced using various kinds of capture application software. Audio, image, text, and video are

the basic kinds of content files. Versions of a content file may be dispersed across several file formats. For example, an image may be scanned into a TIFF file, and then JPEG and GIF files may be created from the TIFF file to increase delivery speeds and protect property rights.

See also digital surrogate and surrogate.

Data map	A construct showing the relationship(s) between two or more data types or formats. The map is typically drawn at the entity and attribute levels, and it is typically used for modeling how to transform a source data type to a target data type.
Descriptive metadata	Metadata used for the discovery and interpretation of a digital object. Descriptive metadata may be referred to externally or indirectly by pointing from the digital wrapper to a metadata object, a MARC record, or an EAD instance located elsewhere. Or, descriptive metadata may be embedded in the descriptive metadata section of a digital wrapper. See also the following types of metadata: behaviors, administrative, structural, and technical.
Digital assets	A collection of computer files that contain intellectual content (images, texts, audio, video) and/or metadata of the content and its digital format. The digital assets represent an investment for the creator and / or depositor and an information resource for the researcher.
Digital object	An entity in which one or more content files and their associated metadata are united, physically and/or logically, through the use of a digital wrapper. See also complex digital object, and simple digital object.
Digital provenance metadata	Administrative metadata that records the history of migrations/translations performed on a digital library object since its original digital capture or encoding. It should contain information regarding the ultimate origin of a digital object and the derivation of its current elements.

- Digital wrapper** An encoding specification for binding digital content files and their metadata together and for specifying the logical or physical relationship of the content files. METS is the emerging national standard for wrapping digital library materials. All of the content files and corresponding metadata may be embedded in the digital wrapper and stored with the wrapper. This is physical wrapping or embedding. Or, the content files and metadata may be stored independently of the wrapper and referred to by file pointers from within the wrapper. This is logical wrapping or referencing. A digital object may partake of both kinds of wrapping, for example, embedding of metadata and referencing of content files.
- Field** A specific individual data element stored in one or more tables in the Toolkit's database. For example, an accession title or a subject source.

See also field label and field name.
- Field label** A field's identifier, as it is displayed in the Toolkit's interface. Field labels can be customized.

See also field and field name.
- Field name** The technical name of a given field in the Toolkit. Used in the Toolkit's technical specifications and configuration interface, this term refers to the name of the field as it is identified in the Toolkit's programming and back end database.

See also field and field label.
- File inventory metadata** A list of all content files referenced in a digital object. Metadata records referenced in the digital object are not part of the file inventory.
- Finding aid** A description of an archival resource in the custody of an archive, museum, library, or historical society. The description serves as an access tool for researchers. A finding aid typically includes information about the physical and intellectual content of the resource, as well as contextual information about the individual or

organization that created it. The finding aid may provide a hierarchical description of a resource, including its intellectual organization and, at varying levels of analysis, descriptions of the component parts (series, folders, items) comprising the collection. Sometimes referred to as an inventory or register.

Hierarchy	<p>The intellectual organization of an archival resource, proceeding from larger aggregations through varying levels of aggregate components, down to individual items. Hierarchical organization is represented in a finding aid through multi-level description.</p> <p>Two kinds of hierarchy are employed for resource description in the AT. One is the resource, series, subseries, file, item hierarchy that informs DA:CS and EAD. The other is a simpler parent, child, sibling hierarchy for describing and relating component parts of digital objects, or surrogates in the AT.</p>
Ingest	<p>The process by which external digital records are mapped and incorporated into the AT application.</p>
Inventory	<p>A type of finding aid that lists the contents of an archival resource according to their physical or intellectual arrangement. Contextual information about the source of the resource and a summary description of the resource is omitted. Sometimes called a container list.</p>
Item	<p>The smallest intellectual unit of an archival resource. Although an item may consist of multiple parts (for example, a multi-page letter), it is only as a whole that those parts form a complete unit. In the AT, the item may exist within a resource hierarchy, or on its own.</p>
List screen	<p>A screen that lists a group of records in the Toolkit. These include the lists used to retrieve and access name, subject, accession, and resource records when you press List All from the main screen. List screens are also used to display linked records. For example, in an accession record, the source, creator, and name subject records linked to the accession record are displayed on the Names & Subjects tab in a list screen.</p>

Location Guide	A list of all archival resources and their assigned locations within a repository setting.
Lookup list	A list of terms that provides a set of predefined values for a certain field. The lookup list can be accessed during the data entry process, and a value selected from the list.
Multi-level description	A finding aid or other access tool that consists of separate, interrelated descriptions of the whole and its parts, reflecting the hierarchical structure of the materials being described.
Record, Accession	For documenting the accession transaction.
Record, Archival Resource	<p>Identifies an archival entity from other archival entities. There are two types of archival resource records in the AT. One is for items and the other is for collections.</p> <p>Each archival resource has only one archival resource record. The archival resource record has a one to many relationship to its component records (series/subseries, file, and item, e.g.), as well as to accession records, location records, name records, and subject records.</p>
Record, Child	In a resource or surrogate hierarchy, a child record is a record that is created one or more levels down from and may be considered a component of another record in the hierarchy.
Record, File	A record for describing a file in a multi-level archival resource description. The file record is a type of resource component record. It can be a parent record to an item record and a child record to a subseries record, a series record, or an archival resource record.
Record, Item	A record for describing an item in a multi-level archival resource description. The item record is a type of resource component record. It can be a child record to a file record, a subseries record,

a series record, or an archival resource record. It cannot be a parent to any other record.

Record, Location	A record for identifying the location of an archival resource in whole or in parts. The location record may have a many to one relationship to an archival resource. It may link only to accession records or to archival resource records.
Record, Name	<p>A record for identifying names and their functions in the context of archival resources. There are three types of names supported, personal, family, and organization. And there are three types of functions supported: creator, source, and subject.</p> <p>Name records have a one to zero or one to many relationship to archival resources. Name records may be linked to accession records, to archival resource records and resource component records, and to surrogate records surrogate component records.</p>
Record, Parent	In a record hierarchical surrogate or resource record structure, a parent record is a record to which other records (child records) resolve and any record above the lowest level of hierarchy in a set of records.
Record, Project	A record for expressing and applying a project definition to the processing of one or more archival resources.
Record, Repository	A record for identifying the repository, such as its name, address, contact person, institutional code, etc.
Record, Resource Component	Record types that are child records of an archival resource record. Subdivision, file, and item records are the component records for an archival resource record in the AT. All component records must resolve to a resource record.
Record, Sibling	In a hierarchy of record, another record at the same level of a record that is the point of reference. Two series records for the same archival resource would be sibling records.

Record, Subject	<p>A record for indicating what an archival resource, as a whole or in part, is about. A subject may be a topical term, a geographical term, or a genre term. (Names that are subjects are applied via the name record type in the AT.)</p> <p>A subject record has a one to zero or one to many relationship to an archival resource and its component parts.</p>
Record, Subdivision	<p>A record for delineating a series or subseries with a multi-level archival resource description. The subdivision record is a child record to the archival resource record and a parent record to a lower subdivision record, or to a file record, or to an item record.</p>
Record, Surrogate	<p>A surrogate is a reproduction of a described object or aggregate of objects that may exist in an analog or digital format. A surrogate record is a record describing a surrogate of an archival resource or some portion thereof. The surrogate record contains descriptive metadata specific to the surrogate.</p> <p>If the surrogate is in digital form, the surrogate record may be a parent to a sequence of child and sibling records required to describe all the component parts of a surrogate. These lower records are known as surrogate component records in the AT.</p>
Record, Surrogate Component	<p>Child records of a surrogate record. The surrogate component record may include descriptive metadata specific to the component as well as technical metadata about the format of the surrogate and structural metadata about the parts of the surrogate.</p>
Record validation	<p>The process of checking the content of a record to ensure that it has data in each of the required fields, and that the data meets any uniqueness constraints on the record. If the record does not include required elements or conform to uniqueness requirements, the user is informed that the record is not valid, and provided with information necessary to fix the record.</p>
Repository	<p>For the AT, a library, archive, or museum that has custody of archival materials.</p>

Repository guide	A descriptive tool that includes high-level information about multiple collections within a repository. This may be a complete, alphabetical guide, or a subject-based guide that includes some or all collections in custody of a repository.
Resource Components	The hierarchical levels of an archival resource below the collection level. Components can be series, subseries, file, and item. Components are repeatable indefinitely for each archival resource that is a collection. A resource component cannot be recorded in the AT unless it is linked to its appropriate hierarchical parent and is resolved with a top level record.
Rights management metadata	Administrative metadata that indicates the copyrights, user restrictions, and license agreements that govern end-use of the content files.
Shelf list	A sequential list of physical space in a repository and of the resources assigned to those spaces.
Simple digital object	Comprised of a single content file (and its format variants or derivatives) and the metadata for the content file. For example, a TIFF of the Mona Lisa, a user JPEG, a reference GIF, and the appropriate metadata would comprise a simple digital object. See also digital object, complex digital object.
Source metadata	Administrative metadata for describing the object from which the digital content files were produced. Sometimes this will be the original; other times it will be an intermediary, such as a photographic slide used to create a digital version of a poster.
Source object	to The original object from which a surrogate was created.
Structural metadata	Metadata used to indicate the logical or physical relationship of the content files comprising a complex digital object, e.g., the sequence of pages for a group of images of a diary or of detailed images of a larger image. The structural metadata determines the

"correct" presentation of the digital object for the user.

Table	<p>A set of data elements in the Toolkit's database, organized in columns and rows as in a table. Relational databases such as the Toolkit are comprised of multiple, linked tables. Therefore, a single record such as an accession record may actually be comprised of data stored in multiple tables.</p> <p>Many of the Toolkit's customization features require the user to find the appropriate table containing the field or data to be customized.</p>
Technical metadata	<p>Administrative metadata that describes the technical attributes of a digital file.</p>
Unique constraint	<p>A method of data control based on the uniqueness of the value of a field, or multiple field. For example, in the Toolkit all Accession Number values must be unique, within a given repository. For all Subject records, the combination of Subject Term, Subject Source, and Subject Rules must be unique within the application as a whole.</p>