

Archivists' Toolkit: Specification Revision Reports

Outline

Names—25 March 2006

Subjects—3 April 2006

Specification Revision Report: Names—25 March 2006

Description

- Specification has been revised to reflect modifications accepted in June 2005 team meeting and October 2005 All Hands meeting.
- Rules for concatenating the name sort form have been added to the specification.
- Language has been modified to reflect specification changes in other functional areas, e.g., “surrogate” is replaced either by “instance” or digital object.
- Element definitions have been updated and completed.

Discrepancies between Specification and Prototype

Absent elements

- Address form lacking on personal, corporate, and family preferred name detail records
- Description type lacking on personal, corporate, and family name description records
- Title lacking on personal preferred and non-preferred name detail records

Absent functions / processes

- Name sort form function is not calibrated to name concatenation rules
- Name sort form does not appear at top of record
- Process for preventing recording of duplicate name records is not present
- Process for preventing duplicate linking of a name to a record is not present
- Process for validating satisfaction of requirements is not present

- Process for constraining linking of name source records to only accession and resource records is not present
- Process for linking preferred name records to other preferred name records, for indicating see also references is not present
- Process for creating a new name record in context of open accession or description record is not present
- Process to view all accessions and resources to which name record is linked is not present

Specification Revision Report: Subjects—3 April 2006

Description

- Specification has been revised to reflect modifications accepted in June 2005 team meeting and October 2005 All Hands meeting. Mostly, revisions consist of refined phrasings in the specification.
- Entries for data dictionary have been revised.

Discrepancies between Specification and Prototype

Absent elements

- All elements are present. However, for consistency, it would be good to convert the labels to agree with the specification.

Absent functions / processes

- Process for validating and enforcing presence of required elements is not present yet.
- Process for validating and enforcing uniqueness of subject descriptors is not present.
- Process for listing in the subject record all resources to which a topic record is applied is not present.