

Field Name	Description
Abstract (MODS)	A summary of the content of the resource.
Access Condition (MODS)	Text field that describes the condition (restriction on access or use). For example, "Copying allowed only for non-profit organizations."
Access Condition->Display Label (MODS)	Provides additional text associated with the access. For example, you could apply the display label "Restricted" when setting an access condition to "Copying allowed only for non-profit organizations."
Access Condition->Type (MODS)	Identifies what type of access condition is recorded. Use the type attribute to indicate the type of restrictions (or lack thereof) on use of the resource and/or restrictions on access to the material. Suggested values are: restriction on access – Indicates the information specifies restrictions imposed on access to the materials, for example, limited distribution. use and reproduction – Indicates the information specifies terms governing the use of the materials after access has been provided, for example, copyrights, film rights, trade restrictions, etc.
Access Flag	Specifies who can access this digital object if it is deliverable. Controlled list: - P for public - R for restricted (available only to the Harvard Community) - N for no access (available only to collection managers through the DRS Web Admin).
Admin Category	Assigns an Administrative Category, from a controlled list, to an object or a file. To add more categories, use WordShack in Web Admin 2.
Admin Flag Note	Specifies details about an applied admin flag
Admin Flag Type/BB*	Assigns an Incorrect Metadata admin flag. Turn on if a depositor believes that the automatically extracted file technical metadata values are incorrect.
Admin Flag/WA*	Administrative flag. Most admin flags are assigned by the system automatically or by system managers. INCORRECT_METADATA admin flag can be assigned by a depositor before deposit in Batch Builder.
Aleph ID for MODS import/BB*	Initiates ingest of Aleph record metadata in MODS format and its placement into the MODS section of the object descriptor. This ID allows descriptive metadata about the object to be stored in DRS. Valid input: 8 digit HOLLIS ID You can also enter descriptive metadata manually (instead of supplying the MODS file) into the fields provided in Batch Builder, but then the Aleph ID for MODS import filed should be left blank.
Basis	Define the basis for a Rights restriction. Controlled list: - Harvard Policy - License - Risk assessment - Statute
Batch Name Pattern/BB*	Specifies the batch name pattern that should be used when creating a name for a new batch (not the same as batch directory name). Batch name appears in the DRS deposit reports. By default this pattern is set to: - {owner} – DRS Owner Code, as specified in object metadata - {batchDir} – name of the batch directory - {yyyy}{mo}{dd}_{hh24}{mm}{ss} – date and time
Batch Name/WA*	Batch name supplied by depositor. Cannot be edited.
Billing Code	An alpha-numeric code used by LTS as a shorthand way to reference a real 33-digit accounting code when billing Harvard organizations for project and service charges.
Caption Behavior	Turns on IDS or PDS captions for the object. If Caption Unit Name and Caption Description fields are blank, the default caption is generated: "Harvard University," [Unit Name], [object owner supplied name].
Caption Description	For custom captions: allows the depositor to enter the text of the custom caption (that will appear after the unit name).
Caption Unit Name	For custom captions: allows the depositor to enter custom unit name.
Classification (MODS)	A designation applied to a resource that indicates the subject by applying a formal system of coding and organizing resources according to subject areas.
Content Model	Type of content: audio, color profile, document, opaque container, opaque, pds, still image, target image, text
Deposit agent/BB*	HUID of the depositor (the first 8 digits).
Depositor/WA*	Last Name, First Name of the depositor who deposited a batch. Value populated from Wordshack based on Agent ID (HUID)
Deposited/WA*	Date and time file was deposited.
Disposition	Optional AES-57 field. The ultimate outcome of the audio object. Possible values are: "Deposited to DRS," "Returned to owner," "Original media preserved," "Discarded". For DRS deposits Use "Deposited to DRS" for DRS deposits.
Documentation	(Optional) Object persistent ID (DRS URN) of an existing DRS documentation object that serves as the basis for a Rights restriction.
Documentation Note	(Optional) note that relates to a DRS Rights object referenced in Documentation field.

Field Name	Description
Download Prohibited	Marks audio deliverable file as streaming only (yes/no).
DRS Billing Code	An alpha-numeric code used by LTS as a shorthand way to reference a real 33-digit accounting code when billing Harvard organizations for project and service charges.
DRS Delivery URNs/WA*	Delivery URN (persistent Uniform Resource Name).
DRS File Path/WA*	Path to the file on the DRS file system. For example, /drs2qa/drsfs/lowuse/2013/04/17/0/1127202.tif
DRS ID/WA*	DRS ID of the object. Expected value: 9 digits For example, 1127202.
DRS Owner Code	DRS owner codes of objects within the batch—a Harvard organizational entity with financial and curatorial responsibility for objects in the DRS.
Duration (Embargo)	Embargo number of duration units—required if Start Date is set. If the End Date field is set, the value of Duration is calculated automatically. Expected value - number e.g. if unit (embargo) is set to years, then 50 in this field would be translated into 50 years.
Embargo Rights	Rights related to embargo requirements for DRS objects. This field section is filled out in BB if a DRS object requires an embargo on access (for instance, any content that is governed by the university 50/80 years access rule for university records).
Encoding Agent	Person, organization or software that created the text file
Encoding Role	Controlled list: OCR transcriber markup editor
End Date (Embargo)	Embargo end date. Required if the Start Date is set. If Duration is set, End Date is calculated automatically. Format: yyyy-mm-dd
Failure Email/BB*	Email address for error notices sent by the DRS loader. Press Enter after each address. The email is not saved until it appears in the text area below the entry field.
File Delivery URNs/WA*	File delivery URN (persistent Uniform Resource Name) for one of the delivery services. In the form of urn-3:authority_path:resource name. Type - controlled list: IDS, FDS, or SDS.
File DRS ID/WA*	File DRS ID. For example, 1127202.
File Format Name/WA*	File Format. For example, Tagged Image File Format.
Format/WA*	File Format. For example, Tagged Image File Format 6.0.
File Owner Supplied Name/WA*	File owner supplied name. For example, 00150707_v23_00001.
First Generation in DRS	Specifies that the DRS file is (yes) or is not (no) the closest reflection of the original. An archival master would be "yes." A deliverable would be "no." A file that serves as both archival master and deliverable would be set to "yes."
Front Rear Pan Map	Optional AES-57 field. Front rear pan map values (typically used for files that include more than one channel and include surround sound). Format: 0=##,1=## - etc. where the first number is a channel number (starting from "0" for the first channel) and the second number is a decimal anywhere from 0 to 200.0.
Genre	A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc.
Harvard Metadata Links/BB*	Links to related information in Harvard discovery systems. Expected values: system name (controlled list) and system identifier. Note: for OASIS use either the findingaid id (e.g.: hou02239) or the full OASIS URI (e.g.: http://nrs.harvard.edu/urn-3:FHCL.Hough:h0u02239); for Aleph use Aleph ID (e.g. 12345)
Harvard Metadata/WA*	Type (Controlled list): Aleph, Finding Aid, Gale, HULPR, Local, OCLC, RLIN. Identifier value: text
Harvard Policy	(optional) Object persistent ID (DRS URN) of an existing DRS Harvard Policy object that will be related to an object that is being deposited.
Has color profile object/BB*	Creates relationships from all files in a directory to a color profile object in DRS. Expected value: Object persistent ID (DRS URN) for color profile object in DRS
HAS_COLOR_PROFILE/WA*	Creates a relationship from a file in DRS to a color profile object in DRS. Expected values: DRS ID - 9 digits Object persistent ID (DRS URN) - urn-3:.. Object Owner Supplied Name: alpha-numeric file name
HAS_DOCUMENTATION/WA*	Creates a HAS_DOCUMENTATION relationship to a documentation object in DRS. Expected values: DRS ID - 9 digits Object persistent ID (DRS URN) - urn-3:.. Object Owner Supplied Name: alpha-numeric file name
Has documentation object/BB*	Creates relationships from all files in a directory to a documentation object in DRS. Expected value: Object persistent ID (DRS URN) for documentation object in DRS.
Has license object/BB*	Creates relationships from all files in a directory to a license object in DRS. Expected value: Object persistent ID (DRS URN) for license object in DRS.

Field Name	Description
Has Methodology Object/BB*	Has a related Methodology object in the DRS. Expected value: Object persistent ID (DRS URN) for methodology object in the DRS.
HAS_METHODODOLOGY/WA*	Creates a HAS_METHODODOLOGY relationship to a methodology object in DRS. Expected values: DRS ID of methodology object - 9 digits Object persistent ID (DRS URN) of methodology object - urn-3:.. Object Owner Supplied Name of methodology object: alpha-numeric file name
Has subset file/BB*	(repeatable) Creates relationships from all files in a directory to one or more subset files in DRS. This relationship is used when several files that constitute a stitched image are deposited as separate Still Image objects into DRS. Expected values: DRS ID(s) of the Still Image subset file(s) - 9 digits
HAS_SUBSET/WA*	Creates a HAS_SUBSET relationship to another image file in DRS. Expected values: DRS ID of the Still Image subset file - 9 digits
Has target object/BB*	Creates relationships from all files in a directory to a target image object in DRS. Expected value: Object persistent ID (DRS URN) of the target image object
HAS_TARGET/WA*	Creates a HAS_TARGET relationship to a target image object in DRS. Expected values: DRS ID of target image object - 9 digits Object persistent ID (DRS URN) of target image object - urn-3:.. Object Owner Supplied Name of target image object: alpha-numeric file name
Has world reference data object/BB*	Creates relationships from all files in a directory to a world reference data object in DRS. Expected value: Object persistent ID (DRS URN) of the world reference data object
HAS_WORLD_REFERENCE_DATA/WA*	Creates a HAS_WORLD_REFERENCE_DATA relationship to a World Reference Data object in DRS. Accepts DRS ID, Persistent ID (URN), or Object Owner Supplied Name. Expected values: DRS ID of world reference data object - 9 digits Object persistent ID (DRS URN) of world reference data object - urn-3:.. Object Owner Supplied Name of world reference data object : alpha-numeric file name
Identifier/BB* (MODS)	Identifier, Identifier 2, and Identifier 3. Contains a unique standard number or code that distinctively identifies a resource.
Identifier->Type/BB* (MODS)	Identifies the type of identifier that is recorded.
IDS URN for deliverable JPG and JP2/BB*	Additional IDS URNs for single deliverable images that are part of a PDS Document object. Controlled list: Yes/No
Insertion Date/WA*	Date file was added to the DRS.
Language/BB* (MODS)	Language of the text (in BB Text file metadata section): controlled list of all available language abbreviations.
Language Term (MODS)	Contains the textual or coded form for the language of the content of the resource.
Last Virus Scan/WA*	Date file was last scanned for viruses (mm/dd/yyyy)
Left Right Pan Map	AES-57 field (optional). Left right pan map values (typically used for file with more than one channel - such as stereo sound files or sound files with more than 2 channels). Format: 0=##,1=## - etc. where the first number is a channel number (starting from "0" for the first channel) and the second number is a decimal anywhere from a negative 100.0 to positive 100.0.
License	(optional) Object persistent ID (DRS URN) of an existing DRS License object that will be related to the present object.
Max Access Flag/WA*	Maximum object access flag. Controlled list: - P for public - R for restricted (available only to the Harvard Community) - N for no access (available only to collection managers through the DRS Web Admin).
Max File Access Flag/WA*	Maximum file access flag. Controlled list: - P for public - R for restricted (available only to the Harvard Community) - N for no access (available only to collection managers through the DRS Web Admin).

Field Name	Description
Max Pixel Dimension	Max pixel dimension of deliverable image. This works only for JP2 deliverable images delivered by IDS or PDS. Expected value: number
Methodology	Object methodology - information in this field describes how the object was created.
MIME Media Type/WA*	MIME type of file. For example, image/jp2. Determined as part of deposit.
Name->Affiliation (MODS)	The name of an organization, institution, etc. with which the entity recorded in <name> was associated at the time that the resource was created.
Name->Authority (MODS)	The controlled list from which the Name value is taken.
Name->Description (MODS)	A textual description for a name when necessary, for example, to distinguish from other names.
Name->Display Form (MODS)	The unstructured form of the name as given on the resource.
Name->Name Part (MODS)	The individual parsed parts that together make up the full name.
Name->Part Type (MODS)	Identifies which part of the parsed name is recorded in the <namePart>
Name->Role Term (MODS)	Designates the relationship (role) of the entity recorded in name to the resource described in the record.
Name->Type (MODS)	Name 2 and 3 same inputs. Indicates what type of name is recorded
Non Public Note	An object curator note used for internal purposes
Object Persistent ID/WA*	Object persistent ID (Object URN). For example, urn-3:HUL.DRS.OBJECT:180606.
Origin Info->Copyright Date (MODS)	A date on which a resource is copyrighted.
Origin Info->Date Captured (MODS)	The date on which the resource was digitized or a subsequent snapshot was taken.
Origin Info->Date Created (MODS)	The date of creation of the resource.
Origin Info->Date Issued (MODS)	The date that the resource was published, released, or issued.
Origin Info->Date Modified/ (MODS)	The date on which a resource is modified or changed.
Origin Info->Date Other (MODS)	A date that does not fall into another category but is important to record.
Origin Info->Date Valid (MODS)	A date in which the content of a resource is valid.
Origin Info->Edition (MODS)	Information identifying the version of the resource.
Origin Info->Place->Place Term (MODS)	Used to express place in a textual or coded form.
Origin Info->Publisher (MODS)	The name of the entity that published, printed, distributed, released, issued, or produced the resource.
Original Directory/WA*	Original directory on disk before deposit. For example, image_archival/image_deliverable/
Original Name/WA*	Original file name on disk before deposit. For example, U971571_1.jp2.
Owner Code/WA*	DRS owner codes of objects within the batch--a Harvard organizational entity with financial and curatorial responsibility for objects in the DRS.
Owner Supplied Name/WA*	Owner supplied name. For example, U971571_1.
PDS Delivery URN/WA*	Delivery URN (persistent Universal Resource Name). For example, urn-3:HUL.OIS:216164
Physical Desc.->Digital Origin (MODS)	The method by which a resource achieved digital form. Controlled list: born digital digitized microfilm digitized other analog reformatted digital
Physical Desc.->Reformatting Quality (MODS)	Indicates an overall assessment of the physical quality of an electronic resource in relation to its intended use. Controlled list: access preservation replacement
Preferred Deliverable Source	This flag indicates whether or not this file should be used as the source for generating future deliverables. Controlled values list: yes/no.
Processing	File processing value. Contolled list of values.
Processing Level	Collection processing level (used for Opaque Objects). Indicates whether a collection was minimally, partially or fully processed by and cataloged before DRS deposit.
Processing Note	Text files -- processing note.
Producer	Producer of materials being deposited to the DRS. Controlled list of values managed in Wordshack.
Project Description/BB*	Internal project description. This information is not included in DRS deposits.
Project Name/BB*	Internal project name. This information is not included in DRS deposits. The values for this field are carried over from the project name you entered when creating a new project.
Quality	File quality on a scale from 1 to 10 with 1 being the lowest and 10 the highest. Controlled values list: 1-10.
Record Info->Record Identifier (MODS)	Contains the system control number assigned by the organization creating, using, or distributing the record.
Record Info->Source (MODS)	The code or name of the organization that either created or modified the original record.
Related Links	Any actionable URI along with a description of how the link is related to the object.

Field Name	Description
Role (File Metadata)	<p>Roles are content-dependent.</p> <p>still Image: ARCHIVAL_MASTER, PRODUCTION_MASTER, DELIVERABLE, THUMBNAIL, DOCUMENTATION, LICENSE</p> <p>document: ARCHIVAL_MASTER, PRODUCTION_MASTER, DELIVERABLE, DOCUMENTATION, LICENSE, LOG ORIGINAL_ORDER</p> <p>pds document: ARCHIVAL_MASTER, DELIVERABLE, PRODUCTION_MASTER, THUMBNAIL, DOCUMENTATION, LICENSE.</p> <p>text: DOCUMENTATION, LICENSE, LOG, ORIGINAL_ORDER, STYLE-SHEET.</p> <p>opaque: DOCUMENTATION, LICENSE, ORIGINAL_ORDER.</p> <p>Note: role needs to be set to deliverable in order for the files to get IDS (Image Delivery Service) public delivery service URNs. Roles are repeatable in DRS 2.</p>
Role (Object Metadata)	<p>Defines the role of the object in the DRS. Roles are content model-dependent. Roles are repeatable in DRS 2.</p> <p>still Image - DOCUMENTATION, DONOR_AGREEMENT, EMAIL_ATTACHMENT, FINDING_AID, HARVARD_POLICY, LICENSE, STATUTE.</p> <p>document - DOCUMENTATION, DONOR_AGREEMENT, EMAIL_ATTACHMENT, FINDING_AID, HARVARD_POLICY, LICENSE, STATUTE.</p> <p>text: CODE, DOCUMENTATION, LICENSE, PRESENTATION, RISK_ASSESSMENT, SCHEMA, STATUTE, WORLD_REFERENCE_DATA (geospatial world file).</p> <p>opaque: EMAIL_ATTACHMENT.</p>
Secure Storage - not yet implemented - expected in DRS production release 2.	<p>Rights related to secure storage requirements for DRS objects (for instance - objects that contain sensitive data and need to be stored in accordance to university, state and federal regulations). Secure storage requirements controlled list: confirmed, unconfirmed. Describes whether the need for secure storage is confirmed (there is definitely sensitive data in object contents) or unconfirmed (it is unknown but possible that there is sensitive data in object contents -- for instance for opaque objects or email).</p>
Size	<p>File size. (units: bytes. Kb, Mb, Gb) Note that the search option -- called Total Size -- accepts bytes only. To convert KB or MB into bytes, use this byte converter: http://www.matisse.net/bitcalc/.</p>
Start Date (Embargo)	<p>Embargo start date (required if End date or Duration is set). Format: yyyy-mm-dd</p>
Status/WA*	Status of the object or file -- current or deleted. When searching for deleted objects or files status needs to be set to "deleted."
Statute	(optional) Object persistent ID (DRS URN) of an existing DRS Statute object that will be related to an object that is being deposited.
Success Email/BB	The DRS loader will email successful deposit reports to the email addresses entered into this field, unless success method (see below) is set to "dropbox," in which case deposit reports will not be emailed and will be written directly into a depositor's DRS dropbox. Press Enter after entering each email. The email is not saved until it appears in the text area below the entry field.
Success Method/BB*	<p>Controlled list. Expected values:</p> <ul style="list-style-type: none"> - email -- deposit reports are emailed to the addresses specified in the Success email field. - dropbox -- deposit reports are written only to the depositor's DRS dropbox. - all -- deposit reports are emailed to the addresses specified in the Success email field and written directly to the depositor's DRS dropbox.
Supplied File Name	File owner supplied name. For example, 00150707_v23_00001.
Table Of Contents (MODS)	A description of the contents of a resource.
Title Info->Non Sort (MODS)	Characters, including initial articles, punctuation, and spaces that appear at the beginning of a title that should be ignored for indexing of titles.
Title Info->Part Name (MODS)	A part or section name of a title.
Title Info->Part Number (MODS)	A part or section number of a title.
Title Info->Sub Title (MODS)	A word, phrase, character, or group of characters that contains the remainder of the title information after the title proper.
Title Info->Title (MODS)	A word, phrase, character, or group of characters that constitutes the chief title of a resource, i.e., the title normally used when citing the resource.
Title Info->Type (MODS)	<p>Identifies what type of title is recorded.</p> <p>Note: Title, Name and Identifier blocks repeat several times in BB GUI to allow for repeatable values.</p>
Type Of Resource (MODS)	A term that specifies the characteristics and general type of content of the resource.
Type Of Resource->Collection (MODS)	A made-up multipart group of items that were not originally published, distributed, or produced together.
Type Of Resource->Manuscript (MODS)	A resource that is written in handwriting or typescript.

Field Name	Description
Unit (Embargo)	Units for embargo timeframe. Days, months or years
URN Authority Path	A code indicating the organizational entity. The first part of the path always starts with a Harvard school, library or department TUB code, such as FHCL, DIV, HUL, etc. The second part indicates the unit responsible for this particular range of URNs, e.g.: FHCL.FAL, FHCL.
URN Resource Name Pattern	A code indicating how the final portion of the URNs should be formatted. Possible values are: {dd} 01 to 31 Day of the month {hh24} 01 to 24 Current hour of day {mm} 00 to 59 Current minute of hour {mo} 01 to 12 Current month of year {ss} 00 to 59 Current second of hour {yyyy} 1999 to 9999 Current year {n} 0 to 10 to the 27th power Unique numeric value {fileBaseName} Name of the file excluding the file extension Base name of file
Usage Class	Indicates the expected degree of use of this file. Archival master files and deliverables expected to be rarely used should be designated as "LOWUSE." Deliverable files expected to be used often should be designated as "HIGHUSE."
Use Type	AES-57 field (optional). This field is similar to DRS role field but has slightly different values. Controlled list: Original Master (raw digital file) Preservation Master (the file that should serve as preservation master in DRS) Preview (audio preview file - similar to iTunes or Amazon 30 secs MP3 preview files) Production Master (similar to DRS role "production_master") Service (file intended for delivery to users) Other (file that can't be categorized by any other controlled values)
View Text Behavior (View Text/WA*)	Enable or disable the View Text button in PDS (only relevant for PDS document objects).

Key:

WA* -- field name as in Web Admin; BB* -- field name as in Batch Builder