# DRS 2 Glossary

**access flag**

An object access flag records the least restrictive access flag recorded for one of the object's files:

- P: The object contains one or more files that can be delivered to the public.
- R: The object contains one or more files that can be delivered to Harvard users and none that can be delivered to the public.
- N: The object contains no files that can be delivered to a user, Harvard or non-Harvard.

File access flags include:

- P: The file can be delivered to the public.
- R: The file can be delivered to a Harvard user but not to the public.
- N: The file cannot be delivered to a user, Harvard or non-Harvard; it can only be delivered to its owner or proxies.
- B: The file's access level is being managed by an application outside of the DRS (this is used for WAX web harvests).

**admin category**

A descriptive label for a DRS object or file, e.g. a collection name, an exhibit name, a course name, a processing set label. Any number of admin categories can be associated with objects or files. Admin category terms are controlled vocabulary terms managed in WordShack.

**admin flag**

A text marker used by DRS administrators to identify and characterize objects and files that require action. Typically they are used to call attention to anomalies, e.g. unidentified formats or potentially virus-infected content. These are not intended to carry permanent object or file characteristics.

**AES-60**

A specification and schema developed by the Audio Engineering Society which addresses "the creation, management and preservation of material that can be re-used as originally produced, or may provide input material for new production projects." DRS 2 uses this schema for audio playlists. The AES-60 playlists replace SMIL playlists used in the 1-st generation DRS.

**batch**

The unit of deposit into the DRS. A DRS batch consists of one or more digital objects, a batch control file (batch.xml), and an object descriptor file (descriptor.xml) for each object in the batch.

**batch control file (batch.xml)**

Every DRS batch includes a batch.xml file containing basic information about the batch and the objects that are included. The batch control file also instructs the DRS loader to add objects to the DRS.

**bitstream**

Contiguous or non-contiguous data within a file that has meaningful properties for preservation or access purposes. Examples include a compressed file within a ZIP file, or an audio track within a video file.

**captions**

A caption is a string of descriptive information that can be appended to the deliverable versions of still images or to individual pages that make up a PDS object. Captions are applied on object-level. Captions can be custom (entered individually for each object) or default (system-generated from existing system values such as organization name and object Owner Supplied Name).

**container file**

An archive file, that may or may not be compressed, encapsulating multiple files. Examples of container file formats include ZIP, TAR and ARC (used for web harvests). DRS files in this format have the file role CONTAINER.

**content model**

An object type supported by the DRS. Content model definitions document the distinguishing characteristics of objects conforming to this type including the acceptable file formats, relationships, roles and other key metadata, associated software, preservation plans and object descriptor details. Each content model has an ID and a name, e.g. CMID-5.0 (the ID), and STILL IMAGE (the name).

**deletion**

The act of removing an object or individual files from the DRS.

- *Batch deletion* involves deletion of all objects and files in a particular DRS batch. Batch, object and file metadata remain in the DRS after the deletion.
- *Object deletion* involves the removal of all of an object's files from the DRS. The object and file metadata remain in the DRS after the deletion.
- *File deletion* involves the removal of a single file from the DRS. The file's metadata remains in the DRS after the deletion.

**documentation**

An object or file that is contains documentation for one or more DRS objects or files or Harvard library analog material.

Documentation objects and files are identifiable by their role: DOCUMENTATION.

**embargo**

Type of rights restriction that can be assigned to an object. Embargo can have a start date, and duration or end date. The embargo restriction is not actionable. It can be assigned to an object for informational purposes. To restrict delivery, a DRS Access Flag "N" should be assigned to a file or an embargoed object.

**event**

A documented action taken on a DRS object, file or bitstream. Event information typically includes the human or software agents associated with the action as well as outcomes of the action. Examples of DRS event types include:

- Object ingest (deposit into the DRS)
- Object deletion
- File addition (adding a file to a DRS object)
- File replacement

- File deletion

**file**
A named and ordered sequence of bytes that is known to an operating system. A file can have zero or more bytes and has a file format and file system characterizations such as file size and last modification date.

**file delivery URL**
a URL at which a file is delivered in one of the DRS public delivery systems. For example: http://ids.lib.harvard.edu/ids/view/2979370

**file URI**
same as file delivery URN. For example: http://nrs.harvard.edu/urn-3:arb.jplib:102034

**first generation in DRS**
A file in the DRS that is the closest to the original capture or creation. This file is either the parent of a derivation chain, or it is the only file where there is no derivation chain. This file is not derived from another DRS file.

**identifier**
A distinguishing label, not necessarily unique, for a DRS object, file, bitstream, batch, event, etc.

- Object persistent identifier: A DRS-supplied persistent and unique identifier for an object in the form of a URN. The syntax is urn-3:HUL.DRS.OBJECT:{n}. This is the primary identifier for the object. For example: urn-3:HUL.DRS.OBJECT:11029111
- Object ID: A DRS-supplied unique identifier for an object. For example: 400027132.
- Object owner-supplied-name: A required depositor-supplied name for an object that is unique within a particular DRS owner code. This can be a local accession number, cataloging number or another alphanumeric string that represents the object. For example: 001048592
- File ID: A DRS-supplied unique identifier for a file. For example: 400027138
- File owner-supplied-name (file OSN): A depositor-supplied name for a file. This can be a local accession number, cataloging number or another alphanumeric string that represents the file. For example: W12345_1. File OSN is optional and does not have to be unique unless the file is deposited for linking in OLIVIA or it is an audio file that will be linked to a playlist.
- Batch ID: A DRS-supplied unique identifier for a batch.
- Batch name: A depositor-supplied name for a batch that is not necessarily unique.
- Event ID: A DRS-supplied unique identifier for a batch.

**METS**
A metadata schema (full name: Metadata Encoding & Transmission Standard) used as a container for object metadata in the DRS object descriptor file.

**MODS**
A metadata schema (full name: Metadata Object Description Schema) used by DRS to store descriptive metadata.

**object**

A coherent set of content that is considered a single intellectual unit for purposes of description, use and/or management: for example a particular book, web harvest, serial or photograph. DRS objects are composed of one or more files: for example a photograph object may consist of an archival master TIFF file and deliverable JP2 file.

**object descriptor**
A file in XML METS format that contains all of the DRS metadata about an object, its files and bitstreams. These files have the role OBJECT_DESCRIPTOR.

**object URN**
Can refer to:

- object persistent identifier (see *identifier* in this document for more information)
- PDS delivery URN

**opaque**
Describes content in the DRS currently receiving minimal preservation services, that otherwise would not receive any preservation services, including:

- Secure, redundant storage.
- File integrity monitoring.
- Technical characterization of files.

This option is available for files in any format and is best suited to formats that are not yet supported by the DRS for full preservation services. There are two opaque options: *opaque object* and *opaque container*.

An *opaque object* (OPAQUE content model) consists of one or more files in any format. Each file receives full description in the DRS in terms of technical metadata. Opaque objects cannot be delivered to end users, but are accessible to collection managers through DRS Web Admin. Collection managers can do minimal management of these files (edit metadata, delete files, add files).

An *opaque container* (OPAQUE CONTAINER content model) is a single ZIP file. There is very little metadata stored in the DRS about files within the ZIP container file. Files in a ZIP container cannot be delivered to users or managed by collection owners. Collection managers can edit metadata for the zip container file, delete it or add a new zip container file to an existing opaque container object.

**pre-DRS process history**
Documentation of processes done to content before it was deposited into the DRS.

**preferred deliverable source**
The recommended file to use as the source for generating the deliverable file in the future. For example this could be a production master image file that has been color-corrected and cropped.

**PREMIS**
A metadata schema (full name: PREservation Metadata: Implementation Strategies) used by the DRS to store preservation metadata.

**producer**
Producer of materials being deposited to the DRS. This can be a digitization lab, a vendor, or a person (a photographer, an audio engineer, etc.).

**relationship**

A directed association between DRS content, e.g. HAS_DOCUMENTATION. Relationships have a source and a target and can be between:

- A file and an object
- A file and a file
- An object and an object

**rights objects and files**

An object or file that contains rights information for one or more DRS objects or files or Harvard library analog material.

Rights objects are identifiable by their roles, such as DONOR_AGREEMENT, HARVARD_POLICY, LICENSE, RISK_ASSESSMENT or STATUTE. Rights files have only one related role: LICENSE. Rights files can be searched in Web Admin by parameter "In Object with Role."

**role**

Indicates the object or file's primary function. Objects and files can have more than one role. Where possible, the content should be assigned the most specific role, e.g. AUDIO_DECISION_LIST instead of DOCUMENTATION.

*Object roles* describe the function of the object as a whole. Examples include:

- DOCUMENTATION
- LICENSE
- STATUTE
- DONOR_AGREEMENT
- HARVARD_POLICY

*File roles* describe a key function of the individual file. Examples include:

- ARCHIVAL_MASTER
- DELIVERABLE
- PAGE_IMAGE
- PAGE_TEXT
- THUMBNAIL
- LICENSE

**status**

Indicates the state of an object or file within the DRS. There are two states:

- current: The object or file exists within the DRS.
- deleted: The object or file was deleted from the DRS (but the associated metadata remains in the DRS).