

Institution				
New Directory	Current Directory	ICA-IDIAH	NOTES	
Id (1) [Country code]:[identifier] <i>AU:501</i>	Id – numeric identifier	5.1.1 Identifier (Should include country code)	The country code doesn't need to be stored.	
Name (1) <i>National Archives of Australia</i>	Name	5.1.2 Authorised form(s) of name (includes info necessary to uniquely identify – ie National Archives, UK not just National Archives)		
		5.1.3 Parallel form(s) of name		
Abbreviation (1) <i>NAA (AU:NAA?)</i>		5.1.4 Other form(s) of name	<ul style="list-style-type: none"> • It would be useful to try and standardise abbreviations because of their use in citations • Should they also include country code? • MARC codes? 	
Type (1-n) <i>Business archive</i>		5.1.5 Type of institution with archival holdings	<ul style="list-style-type: none"> • Use a controlled vocabulary • Expose via SKOS 	
Physical address (0-1)	Address <ul style="list-style-type: none"> • single text field • inconsistent formatting 	5.2.1 Location and address(es)		

Institution				
Room/Building				
Street address				
City/Suburb				
State				
Postcode				
Coordinates				
Postal address (0-1)	Postal address <ul style="list-style-type: none">• single text field• inconsistent formatting			
PO Box				
Institution				
Room/Building				
Street				
City/Suburb				
State				
Postcode				

Websites → Website (0-n)	Website <ul style="list-style-type: none"> single url only 	5.2.1 Location and address(es)	<ul style="list-style-type: none"> Allow multiple websites of different types, eg. exhibition, blog, corporate. 	
Online accounts → Account (0-n)			<ul style="list-style-type: none"> Details of social networking, cloud hosting accounts, eg. Flickr, Twitter, Facebook 	
Phone (0-1)	Phone	5.2.2 Telephone, fax, email		
Fax (0-1)	Fax	5.2.2 Telephone, fax, email		
Email (0-1)	Email	5.2.2 Telephone, fax, email		
Officer in charge → Role (0-1)	officer_in_charge	5.2.3 Contact persons Rule - Record the name, the contact details and the position of the members of staff (first name, surname, area of responsibility, email, etc.). This information may relate to the Administrative structure element	<ul style="list-style-type: none"> officer in charge should be treated as just another person/role 	
Contacts → Role (0-n)	enquiries	5.2.3 Contact persons		
	No data – though some information about changes to name and structure in the Note field.	5.3.1 History of the institution with archival holdings		
	No data	5.3.2 Geographical and cultural context		

	No data	5.3.3 Mandates/Sources of authority		
	No data	5.3.4 Administrative structure		
Collecting policies	Focus <ul style="list-style-type: none"> single text field 	5.3.5 Records management and collecting policies	<ul style="list-style-type: none"> Current data is sometimes more like a top-level collection description -- in this case include under Holdings. 	
References → Reference				
	No data	5.3.6 Building(s)		
Holdings → Collection	Holdings <ul style="list-style-type: none"> Single text field containing HTML formatting 	5.3.7 Archival and other holdings		
References → Reference	Guides <ul style="list-style-type: none"> Single text field containing HTML formatting 	5.3.8 Finding aids, guides and publications	<ul style="list-style-type: none"> identify publication type to separate finding aids from other publications? 	
Online services → Service			<ul style="list-style-type: none"> Details of services that allow human and machine access to collection data – APIs, OpenSearch, OAI-PMH, Linked Data etc. 	
Opening times	Facilities <ul style="list-style-type: none"> single text field with a mix of content 	5.4.1 Opening times	<ul style="list-style-type: none"> Need to extract the details from Facilities 	

References → Reference				
Access conditions	Access	5.4.2 Conditions and requirements for access and use		
References → Reference				
Citation format			<ul style="list-style-type: none"> Information on preferred citation formats and persistent urls 	
References → Reference				
	No data	5.4.3 Accessibility		
Research services	Facilities <ul style="list-style-type: none"> single text field with a mix of content 	5.5.1 Research services		
Reproduction services	Facilities <ul style="list-style-type: none"> single text field with a mix of content 	5.5.2 Reproduction services		
	No data	5.5.3 Public areas		
		5.6.1 Description identifier		
		5.6.2 Institution identifier		
		5.6.3 Rules and/or conventions used		
		5.6.4 Status		

		5.6.5 Level of detail		
		5.6.6 Dates of creation, revision or deletion		
		5.6.7 Language(s) and script(s)		
		5.6.8 Sources		
		5.6.9 Maintenance notes		
Website				
Title <i>Mapping Our Anzacs</i>				
Type <i>Project</i>			<ul style="list-style-type: none"> • Use controlled vocabulary • Eg - corporate, exhibition, project 	
URL <i>http://mappingouranzacs.naa.gov.au</i>				
Online account				
Service name <i>Twitter</i>			<ul style="list-style-type: none"> • Controlled list 	
Account URL <i>http://twitter.com/staterecordsnsw</i>				

Account id <i>staterecordsnsw</i>				
Online service				
Type <i>RSS</i>				
Description <i>Recently digitised items.</i>				
Base URL				
URL arguments				
References → Reference				
Role				
Position				<ul style="list-style-type: none"> Use controlled vocabulary
Surname				
Other names				
Email				
Phone				
Fax				
URL				

Collection

Title					
Access conditions					
Related collections					
Quantity - linear, number, %in custody					
Location					

Reference
