### Appendix to the Journals of the House of Representatives of NZ

#### Bibliographic Reference

* Appendix to Journals of House of Representatives - record **9913668713502836**

#### Structure

*Appendix to Journals of House of Representatives*: *1858 to 1950*

Digitised by individual reports, rather than the whole volume so 1 report = 1 IE, each report within the volume is assigned a unique shoulder reference i.e:

* A01 - DESPATCHES FROM THE SECRETARY OF STATE FOR THE COLONIES IN REFERENCE TO ACTS OF GENERAL ASSEMBLY, SESSION 1856.
* A02 - DESPATCH FROM THE SECRETARY OF STATE FOR THE COLONIES RELATIVE TO THE POLITICAL AFFAIRS OF THE COLONY.
* A-03 PAPERS RELATIVE TO THE MILITARY DEFENCE OF THE COLONY

For each volume there is also a separate entity for Front Matter and Back Matter

At storage level each of the reports is stored as a subfolder named by its shoulder reference under a root folder named by the Year /Volume

For example: /dlib\_data/…/AJHR\_1858\_I\_A-G/

SUB FOLDERS:

* /0front/
* **/A-01/**
* /A-02/
* /A-03/
* /A-03a/
* /A-04/
* /A-05/
* /B-01/
* /B-02/etc
* /rear/

Each Entity consist of Preservation Master (PM\_01 folders) and Modified Master (MM\_01 folders) representations, both of which will be loaded. The PM contains the colour Tiff files and the MM holds the bi tonal Tiff files and Alto Mets files.

#### Loading to Rosetta (and Alma): AJHR

**Development Requirements:**

* Run and record fixity value for files stored in Papers Past storage. Once complete copy the files to ‘temporary processing and loading location … probably be on NDHA pre-deposit).
* Construct a Rosetta compliant SIP for each of the AJHR reports.

Each SIP to contain 1 IE, which will have a Preservation Master and Modified Master Representation. The Preservation Master comprises the files contained within the PM\_01 folder, and the Modified Master the files contained within the MM\_01 folder. The AC-01 folder is to be ignored (access copies are not being loaded into the NDHA).

For each IE a Mets file is to be generated, the following elements are required.

**IE – DC record following data to be populated:**

|  |  |  |
| --- | --- | --- |
| DC Element | Data Value | Alma element |
| dc:title | AJHR |  |
| dcterms:bibliographic citation | Volume (and section) – eg 1 A-G  Taken from root folder | Volume |
| dcterms:accrualPeriodicity | Shoulder Reference – eg A-01  Taken from sub folder | Number |
| dc:date | Publication Year – eg 1858  Taken from root folder | Year |

**IE - DNX following data to be populated:**

|  |  |  |  |
| --- | --- | --- | --- |
| DNX Section | DNX Element | Data Value | Source |
| generalIECharacteristics | submissionReason | AJHR\_migration |  |
| generalIECharacteristics | IEEntityType | PeriodicIE |  |
|  |  |  |  |
| objectIdentifier | objectIdentifierType | PapersPast |  |
|  | objectIdentifierValue | AJHR\_[publication year/Volume]  Eg AJHR\_1858 | Taken from root folder |
| objectIdentifier | objectIdentifierType | ALMAMMS |  |
|  | objectIdentifierValue | 9913668713502836 |  |
| accessRightsPolicy | policyId | 100 |  |
|  |  |  |  |

**Rep – DNX following data to be populated**

Rep1 – the Preservation Master (folder PM\_01)

|  |  |  |  |
| --- | --- | --- | --- |
| DNX Section | DNX Element | Data Value | Source |
| generalRepCharacteristics | preservationType | PRESERVATION\_MASTER |  |
| generalRepCharacteristics | usageType | VIEW |  |
| generalRepCharacteristics | RevisionNumber | 1 |  |

Rep2 – the Modified Master

|  |  |  |  |
| --- | --- | --- | --- |
| DNX Section | DNX Element | Data Value | Source |
| generalRepCharacteristics | preservationType | MODIFIED\_MASTER |  |
| generalRepCharacteristics | usageType | VIEW |  |
| generalRepCharacteristics | RevisionNumber | 1 |  |
| generalRepCharacteristics | contentType | Mixed material |  |

**File– DNX following data to be populated**

Fid#-1 files (ie files that related to Rep1 Files the Preservation Master)

|  |  |  |  |
| --- | --- | --- | --- |
| DNX Section | DNX Element | Data Value | Source |
| generalFileCharacteristics | fileOriginalName | Filename – eg A-01\_0001.tif | File |
| generalFileCharacteristics | FileEntityType | TIFF |  |

Fid#-2 files (ie files that related to Rep2 Files the Preservation Master)

|  |  |  |  |
| --- | --- | --- | --- |
| DNX Section | DNX Element | Data Value | Source |
| generalFileCharacteristics | fileOriginalName | Filename – eg A-01\_0001.tif | File |
| generalFileCharacteristics | FileEntityType | TIFF (if file ext tif)  ALTO (if file ext xml)  METS (if file name includes -METS.xml) | File |

In addition, for each file create a file fixity record. The fixity value and agent will be that used in the initial fixity check ran as part of the move from the Papers Past storage location.

The DNX fileFixty record consists of the following elements

* agent
* fixityValue
* fixityType

Example SIP and Mets see: ndha/pre-deposit\_prod/frank/AJHR/A-01