Last updated: May 15, 2025

The **Digital Archivist's Resource Tool** (DART) is a desktop application developed and maintained by the Academic Preservation Trust (AP Trust) to support transfers of digital materials to repositories using the BagIt File Packaging Format (RFC 8493). Source code, documentation and download links are all available on AP Trust's GitHub site.

In Fall 2023, SFU Archives retired its custom-built BagIt packaging app, SFU MoveIt, and began investigating DART as a possible replacement. DART provides an interface that allows users to

- Select files for packaging.

- Enter their contact information and some descriptive data about the material.

- Create a BagIt-compliant package ("bag") ready for transfer to Archives.

The app supports the creation of multiple BagIt Profiles that can accommodate different transfer scenarios and user groups (e.g. require different metadata fields). The app can be configured to support transfers over a network to any sftp server or S3-compliant API. Finally, DART can also be used to validate bags received.

In SFU Archives' use, SFU staff and private donors:

- Install DART on their local machines.

- Import SFU-specific transfer profiles.

- Create transfer packages to their desktop.

- Transfer them to the Archives via SFU Vault or external drives physically delivered to the Archives.

No data is transferred over the network through DART (though longer term this is something the Archives could investigate with IT Services). The Archives in turn uses DART to validate transfers.

As of June 2024, DART would is included in SFU's Managed Software Center, allowing university staff working on SFU-managed machines to easily download and install the program.

∧ BagIt profiles

A **BagIt Profile** sets out a particular implementation of the BagIt specification, indicating which of the many optional BagIt elements are included and how. Bags can be created and validated against particular profiles. DART allows users to create multiple profiles for different contexts / uses. SFU Archives has created three profiles.

- SFU University Records Transfer

- Private Organization Transfer

- Personal Archives Transfer

Each uses a slightly different set of metadata fields, as set out below.

- MA = mandatory

- OP = optional

- AUTO = automatically generated by DART

- DE = default value supplied by the profile

- N/A = not applicable

Tag / Field	University records	Private organization	Personal archives	Note
Bag-Count	OP	OP	OP	
Bag-Group-Identifier	OP	OP	OP	SFU = Transfer Number; private = Accession Number
Bag-Size	AUTO	AUTO	AUTO	Generated by DART
Bagging-Date	AUTO	AUTO	AUTO	Generated by DART
Bagging-Software	AUTO	AUTO	AUTO	Generated by DART
Collection-Notice	N/A	DE	DE	Default value; slightly different wording for orgs / personal
Contact-Email	MA	MA	MA	Required
Contact-Name	MA	MA	MA	Required
Contact-Phone	OP	OP	OP	Optional
Contact-Position-Title	MA	MA	N/A	N/A for personal archives
External-Description	MA	MA	MA	Required
External-Identifier	OP	OP	OP	Optional
Organization-Address	MA	OP	N/A	SFU: campus; private org: address
Payload-Oxum	AUTO	AUTO	AUTO	Generated by DART
RRSDA	OP	N/A	N/A	Optional for SFU
Source-Organization	MA	MA	N/A	Required for SFU and private orgs

The data submitted by the user in these fields is written to the bag's **bag-info.txt** file.

⌃ Collection notice

The app collects the contact information of the producer. In the case of SFU staff, this is business information rather than personal information and no collection notice is required. With private donors, however, their contact information may include personal addresses and telephone numbers; here a collection notice is needed.

There is no straightforward way to add a collection notice to a DART BagIt Profile. The Archives' workaround is to:

- Include a custom metadata field (**Collection Notice**) on the two private-records profiles.

- Include the text of the collection notice as the default value of the **Collection Notice** field.

- Include the same text as the tooltip help text.

The main downside of this approach is that fields with default values are by default hidden from the user in the interface. The user must select the **Show all tags** button to reveal default text. This will need to be addressed in user documentation / training.

Text of the Collection Notice for Private organization transfer:

> This app collects personal information on behalf of SFU under the authority of the University Act (RSBC 1996, c.468) and the Freedom of Information and Protection of Privacy Act (RSBC 1996, c.165). The personal information collected includes your name, position title, telephone number, and email address. The information is related directly to and needed by the University to verify users' authority to transfer records to the Archives and to follow up with questions about the contents of the transfer and its suitability for long-term archival preservation. As a user of an SFU Archives service, you may also be contacted in the future to participate in the evaluation of the effectiveness of the service. The information will be used by SFU Archives staff; it may be

disclosed to other members of your parent organization in the context of questions about the circumstances of the transfer in the event that these later arise. If you have any questions about the collection and use of this information please contact the University Archivist and Coordinator of Information and Privacy, Paul Hebbard, pgh@sfu.ca, 778-782-2313.

Text of the Collection for Personal archives transfer:

This app collects personal information on behalf of SFU under the authority of the University Act (RSBC 1996, c.468) and the Freedom of Information and Protection of Privacy Act (RSBC 1996, c.165). The personal information collected includes your name, telephone number, and email address. The information is related directly to and needed by the University to verify users' authority to transfer records to the Archives and to follow up with questions about the contents of the transfer and its suitability for long-term archival preservation. As a user of an SFU Archives service, you may also be contacted in the future to participate in the evaluation of the effectiveness of the service. The information will be used by SFU Archives staff. If you have any questions about the collection and use of this information please contact the University Archivist and Coordinator of Information and Privacy, Paul Hebbard, pgh@sfu.ca, 778-782-2313.

⌃ Serialization

All of the SFU profiles "serialize" the bag so that the output is a single tar file.

- In DART, serialization is required to preserve the timestamps of the original files packaged in the bag.

- If the bag is created in unserialized form, timestamps will be overwritten with the data / time of bag creation.

⌃ Export settings

The BagIt profiles must be saved (as json files) to a public url. This ensures that:

- SFU users can access them to import to their local version.

- DART can access them to validate any bags received that used them.

DART provides two ways to export a profile, via:

- Settings > BagIt Profiles > Export Profile; or

- Settings > Export Settings.

The **Export Profile** method creates a profile that complies with the BagIt Profile Specification but loses some of the richer additional information that DART supports (e.g. help text or drop-down list values). Use **Export Settings** to ensure all this information is captured in the json profile document that users will import.

Profile names should include version numbers. The Archives' profiles are currently stored on the Archives' GitHub site at the following urls, current versions are all 1.0.

SFU University Records Transfer

```
https://raw.githubusercontent.com/SFU-Archives/digital-repository-
utilities/master/bagit-profiles/university-records-transfer-v1-0.json
```

Private Organization Transfer

```
https://raw.githubusercontent.com/SFU-Archives/digital-repository-
utilities/master/bagit-profiles/private-organization-transfer-v1-0.json
```

Personal Archives Transfer

```
https://raw.githubusercontent.com/SFU-Archives/digital-repository-
utilities/master/bagit-profiles/personal-archives-transfer-v1-0.json
```

⌃ Links

AP Trust website:

- https://aptrust.org

AP Trust DART GitHub repository:

- https://github.com/APTrust/dart

BagIt File Packaging Format specification (RFC 8493):

- https://datatracker.ietf.org/doc/html/rfc8493

SFU Archives BagIt Profiles:

- https://github.com/SFU-Archives/digital-repository-utilities/tree/master/bagit-profiles