Digital Preservation Policy & Planning Workshop

Glossary

Administrative Metadata: Used for managing the digital object and providing more information about its creation and constraints governing its use.

- California Digital Library Glossary

Bit-level preservation: Preservation strategy in which the sole objective is to ensure that a Digital Object remains fixed (unaltered) and viable (readable from media). No effort is made to ensure that the Digital Object remains renderable or interpretable by contemporary technology.

- PREMIS Final WG Report Glossary

Born-Digital: Digital materials which are not intended to have an analogue equivalent, either as the originating source or as a result of conversion to analogue form. May include 1) digital materials which have been created as a result of converting analogue originals; and 2) digital materials, which may have originated from a digital source but have been printed to paper, e.g. some electronic records.

- Digital Preservation Coalition Definitions & Concepts

Consumer: Person or client systems authorized by the producer to view or disseminate objects from the Digital Preservation Repository.

- California Digital Library Glossary

Copyright: Copyright is a form of protection provided by the laws of the United States (title 17, U. S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works.

- Library of Congress, Copyright Basics

Curation Micro-services: Micro-services are an approach to digital curation based on devolving curation function into a set of independent, but interoperable, services that embody curation values and strategies. Since each of the services is small and self-contained, they are collectively easier to develop, deploy, maintain, and enhance. Equally as important, they are more easily replaced when they have outlived their usefulness.

- California Digital Library

Data: A reinterpretable representation of information in a formalized manner suitable for communication, interpretation, or processing. Examples of data include a sequence of bits, a table of numbers, the characters on a page, the recording of sounds made by a person speaking, or a moon rock specimen.

- Digital Curation Center Glossary

Designated Community: An OAIS concept describing the constituency for which the archived information should be relevant and understandable.

- ICPSR Glossary

Digital Asset: A collection of computer files that contain intellectual content (images, texts, sounds, video) and/or descriptive metadata of the content and its digital format. They represent an investment for the depositor and an information resource for the researcher.

- California Digital Library Glossary

Digital Library: Digital libraries are organizations that provide the resources, including the specialized staff, to select, structure, offer intellectual access to, interpret, distribute, preserve the integrity of, and ensure the persistence over time of collections of digital works so that they are readily and economically available for use by a defined community or set of communities.

- Digital Library Federation Working Definition

Digital Preservation: Refers to the series of managed activities necessary to ensure continued access to digital materials for as long as necessary.

- Digital Preservation Coalition Definitions & Concepts

Digital Object: An entity in which one or more content files and their corresponding metadata are united, physically and/or logically, through the use of a digital wrapper.

- California Digital Library Glossary

Digitization: The process of creating digital files by scanning or otherwise converting analogue materials. The resulting digital copy, or digital surrogate, would then be classed as digital material and then subject to the same broad challenges involved in preserving access to it, as "born digital" materials.

- Digital Preservation Coalition Definitions & Concepts

Dissemination: Process of retrieving a Digital Object from the Preservation Repository's archival storage and making it available to users. In the context of OAIS, Dissemination involves transforming one or more Archival Information Packages (AIP) into a Dissemination Information Package (DIP) and making it available in a form suitable for the Preservation Repository's Designated Community.

- PREMIS Final WG Report Glossary

Electronic Records: Records created digitally in the day-to-day business of the organization and assigned formal status by the organization. They may include for example, word processing documents, emails, databases, or intranet web pages.

- Digital Preservation Coalition Definitions & Concepts

File Formats: Specific, pre-established structure for the organization of a File, Bitstream, or Filestream.

- PREMIS Final WG Report Glossary

Ingest: The process by which a digital object or metadata package is absorbed by a different system than the one that produced it.

- California Digital Library Glossary

Intellectual Property: Intellectual property (IP) refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. IP is divided into two categories: Industrial property, which includes inventions (patents), trademarks, industrial designs, and geographic indications of source; and Copyright, which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs.

- The World Intellectual Property Organization

Metadata: Structured information about an object, a collection of objects, or a constituent part of an object such as an individual content file. Digital objects that do not have sufficient metadata or become irrevocably separated from their metadata are at greater risk of being lost or destroyed.

- California Digital Library Glossary

Migration: A means of overcoming technological obsolescence by transferring digital resources from one hardware/software generation to the next. The purpose of migration is to preserve the intellectual content of digital objects and to retain the ability for clients to retrieve, display, and otherwise use them in the face of constantly changing technology. Migration differs from the refreshing of storage media in that it is not always possible to make an exact digital copy or replicate original features and appearance and still maintain the compatibility of the resource with the new generation of technology.

- Digital Preservation Coalition Definitions & Concepts

Normalization: In a preservation context, normalization refers to a preservation strategy that involves the imposition of standard formats and rules to create preservable file formats.

- ICPSR Glossary

Open source: Describes practices in production and development that promote access to the end product's source materials.

- Wikipedia/Open source

Producer: An organization with legal, financial, and curatorial control over one or more object inventories to be submitted to the Digital Preservation Repository.

- California Digital Library Glossary

Provenance Metadata: Administrative metadata that is the history of migrations, transformations, or translations performed on a digital library object's content files from their original digital capture or encoding. It should contain information regarding the ultimate origin of the content files.

- California Digital Library Glossary

Reference Model for an Open Archival Information System (OAIS): A conceptual framework for an archival system dedicated to preserving and maintaining access to digital information over the long term.

- California Digital Library Glossary

Resource Group: For this workshop's purposes a "resource group" would be defined as institutional or external units that produce, care for, and/or make available digital resources that would be eligible for preservation.

- MetaArchive Preservation Committee

Security Back-Up: A second copy of a set of digital assets made to protect against loss due to unintended destruction or corruption of the primary set of digital assets. Security backups are created routinely and are not to be considered archives.

- California Digital Library Glossary

Structural Metadata: Metadata used to indicate the logical or physical relationship of the content files comprising the complex digital object, e.g., the sequence of pages for a group of images of a diary or of detailed images of a larger image. The structural metadata specifies a coherent presentation of the digital content and its pertinent associated metadata.

- California Digital Library Glossary

Submission Agreement: A legal document through which the producer grants the Digital Preservation Repository the right to electronically store, convert, and copy digital assets for preservation purposes.

- California Digital Library Glossary

Technical Metadata: Administrative metadata that describes the technical attributes of the digital file.

- California Digital Library Glossary

Trusted Digital Repository: A trusted digital repository is one whose mission is to provide reliable, long-term access to managed digital resources to its designated community, now and in the future.

- RLG-OCLC, Trusted Digital Repositories: Attributes & Responsibilities

Sources:

1.   California Digital Library: http://www.cdlib.org/services/uc3/curation/

2.   California Digital Library Glossary: http://www.cdlib.org/gateways/technology/glossary.html

3.   Digital Curation Center Glossary: http://www.dcc.ac.uk/digital-curation/glossary

4.   Digital Preservation Coalition Definitions & Concepts: http://www.dpconline.org/advice/preservationhandbook/introduction/definitions-and-concepts

5.   Digital Library Federation Working Definition: http://www.diglib.org/about/dldefinition.htm

6.   ICPSR Glossary: http://www.icpsr.umich.edu/icpsrweb/ICPSR/curation/preservation/glossary.jsp

7.   Library of Congress, Copyright Basics: http://www.copyright.gov/circs/circ1.pdf

8.   PREMIS Final Report Glossary: http://www.oclc.org/research/activities/past/orprojects/pmwg/premis-final.pdf

9.   RLG-OCLC: http://www.oclc.org/research/activities/past/rlg/trustedrep/repositories.pdf

10. Wikipedia: http://en.wikipedia.org/wiki/Open_source

11. World Intellectual Property Organization: http://www.wipo.int/about-ip/en/