

Index

A

access 1, 2–3, 18, 22, 24, 28, 35, 37, 48, 53, 55, 62, 63, 66, 68, 74–75, 75, 78, 80, 87, 91, 94, 107, 117, 120, 123, 124, 128, 134, 140, 142, 143–144, 149, 150, 150–151, 169, 170, 174, 175, 176, 180, 184, 185, 187, 188, 189, 192, 194, 198, 203, 204, 205, 206, 212, 219, 223, 225, 235, 237, 238, 247, 248, 251–252, 253, 257, 258–261, 264–266, 268, 269–270, 270, 274, 286, 294

accessioning 17, 23, 26, 27, 37, 94, 152, 269

access points 169, 171, 172, 174, 186

administrative metadata 48–168

AIP 4–5, 5, 6, 27, 57, 115, 122–123, 123, 124, 125, 126, 127, 128, 129–131, 132, 133, 135–137, 149–151, 175, 183, 235

appraisal 11, 12, 13, 14, 16, 17, 18, 19, 25, 32–47, 94, 169, 179, 185–186, 194, 197–198, 252, 280

ARK 53, 69–72, 163–164

arrangement 26, 33, 35, 46, 74, 77, 91, 134, 140, 144, 169, 170, 175, 176–179, 185, 187, 191–192, 194, 197, 222

audio 20, 36, 68, 73, 76, 112, 116, 133, 147, 210, 225, 226, 231, 277, 282, 289

authenticity 2, 4, 16, 27, 29, 48, 75, 80, 152–162, 167, 190, 208, 217, 223, 232, 238, 242, 249, 292

B

blogs 20, 44, 120, 176, 243, 257, 261, 282

C

certification 7–8, 156

checksum 28, 29, 38, 46, 77, 130, 190, 208, 210, 213

collection development 10–16, 17, 24, 26, 27, 33, 184, 196, 212

collection level description 33, 35, 140, 172, 175, 179, 182, 200

Common Services 6

compression 29, 231, 233

confidentiality 20, 22, 23, 24, 154, 250

copyright 88, 141, 142, 148, 149, 252, 253–264, 271–272, 286, 290

D

data protection 21, 23, 26, 34, 151, 187, 196, 243, 250–252, 265, 269, 286, 290

degradation 6, 10, 18, 224, 235, 277

digital archaeology 13, 242

digital forensics 25, 29, 45, 90

digital repository 4, 7–8, 11, 12, 15, 27, 33, 42, 65, 67, 69, 85, 111, 124, 128, 143, 147, 151, 152, 156, 159, 175, 184, 185, 186, 187,

189, 190, 193, 195, 196, 197, 198, 203–221, 223, 231, 233, 240

digital rights 87, 146, 151, 258, 261, 263, 286

digital signatures 48, 152–162

DIP 4, 5, 6, 55, 57, 122, 123, 124, 125–126, 127, 128, 133, 135, 137–142, 149, 151, 175, 181, 182, 189, 193, 195, 197, 198

directory management tools 45

disposal 32–47, 94

DOI 53, 65, 66–69, 72, 163

DSpace 7, 65, 203–221

E

EAC 173–174, 196

EAD 56, 63, 80, 91, 108, 119, 120, 122, 125, 126, 135, 137, 140, 143, 144–145, 151, 169, 170, 171–172, 174–198, 200, 209

email 15, 19, 21, 26, 28, 30, 36, 38, 39, 42, 43, 44, 76, 84, 86, 120, 123–141, 176–179, 179, 190–197, 201–202, 210, 220, 243, 256, 257, 268, 269, 277, 279, 280–281, 282, 284, 285, 286, 288, 290

emulation 36, 222, 230, 234, 237, 238–241, 243, 244

encapsulation 38, 43, 241

encryption 28, 29, 91, 154, 155, 156, 160, 161, 195, 212, 231, 233, 281, 282, 285–286, 288

F

fair dealing 23, 142, 143, 149, 197, 256, 259–261, 286

Fedora 7, 72–73, 85, 89, 130, 156, 159–160, 164, 203–221

file format 25, 26, 28, 42, 48, 74, 77, 78, 82, 83, 87, 152, 175, 183–184, 187, 188, 193, 194, 195, 197, 207, 209, 212, 223, 225, 228–235, 235, 236, 241, 243, 277, 281–282, 287

fixity 4, 5, 77, 79, 80, 86, 93, 94, 100, 117, 130, 152–155, 156–161, 190, 213, 224, 226, 241, 244

functional appraisal 19, 40–41

H

Handle System 63–66, 68, 163–164

hash functions 48, 152–162

human rights 247, 249, 270

I

identifiers 35, 48–73, 85, 87, 91, 94, 96–97, 108–110, 114, 115, 117, 121, 123, 124, 125, 162–164, 208, 212

ingest 3, 4, 6, 33, 42, 55–56, 93, 100, 152, 210, 212, 217, 220, 236

integrity 27, 73, 74, 152, 154, 156, 213, 224, 225,

- 230, 232, 238, 249
- Intellectual Entity 56, 73–74, 75, 76–77, 83–84, 92–93, 94, 99, 107, 108, 114, 222–223
- intellectual property rights 21, 22, 26, 37, 39, 48, 79, 95–96, 108, 119, 122, 126, 128–129, 140, 141–152, 185, 186, 189, 197, 238, 241, 247, 252–265, 269, 270–271, 271–272, 274–275, 286
- ISAAR (CPF) 173, 174
- ISAD(G) 144, 169, 170–171, 172, 176–177, 191–192, 198
- L**
- LCSH 170, 171, 172–173
- legal issues 247–273
- legislation 23, 26, 150, 185, 196, 247–273, 286
- level of description 170–171, 172, 179–180
- libel 266–269
- lifecycle 2–3, 17, 24, 27, 35, 122, 152, 174
- M**
- macro appraisal 40–41
- magnetic media 226–227
- MARC 119, 127, 144, 196
- metadata 1, 4, 5, 6, 11, 12, 15, 17, 20, 23, 25, 27, 28, 33, 35, 36, 39, 43, 46, 48–168, 169, 174, 175, 180, 182, 183, 184, 185, 186, 188, 189, 190, 193, 195, 197, 198, 202, 203, 205, 206, 208, 209, 210, 211, 212, 213, 215, 224, 228, 229, 230, 231, 232, 235, 241, 242, 244, 249, 252, 254, 259, 279
- METS 5, 48, 74, 80, 81, 84, 85, 91, 94, 97, 100, 104, 108–110, 113–115, 117–142, 149, 150, 158, 159–160, 166, 180, 181, 182, 184, 185, 186, 187, 188, 189, 190, 193, 194, 195, 197, 207, 209, 210, 244
- METSRights 119, 123, 127, 128–129, 143, 145, 149–152, 189
- migration 13, 22, 30, 33, 35, 36, 55, 71, 74, 75, 77, 84, 89, 94, 96, 108–110, 115, 123, 208, 212, 213, 218, 219, 222, 228, 229, 230, 231, 234–238, 239, 240, 241, 243, 244, 249, 287
- MODS 102, 108, 113, 119, 123, 124, 125, 126, 136, 137–140, 144, 189
- N**
- NCA Rules 170, 171, 173, 183, 188, 198
- normalisation 130, 131, 229, 236, 243
- O**
- OAIS 3–9, 13, 17, 79–80, 82, 117, 120, 121, 152, 175, 204, 213, 233, 235, 241
- obsolescence 10, 12, 49, 54, 75, 87, 120, 207, 212, 222, 225, 228, 231, 235, 237–238, 238, 240, 243, 258, 277, 281, 282, 287
- optical media 225–226, 227
- P**
- PDI 4–5, 79, 117, 241
- persistent identifiers 48–73, 162, 208, 212
- photographs 18, 19, 20, 42, 43–44, 120, 231, 236, 256, 277, 284
- post-custodial approach (collection development) 10, 12, 13, 14, 15, 16, 24
- PREMIS 53, 73, 74, 81–111, 113, 114, 115, 119, 121, 123, 127, 128, 129, 131, 143, 147–149, 150, 153, 156, 158–159, 183, 186, 190, 209, 222, 244
- preservation 1, 2, 3, 4, 5, 6, 9, 12, 13, 15, 17, 18, 21, 22, 23, 26, 28, 32, 33, 35, 36, 39, 40, 41, 42, 48–168, 175, 183, 184, 188, 189, 191, 203–204, 206, 207, 208, 209, 210, 212, 216, 217, 220, 222–246, 253, 257, 258, 281, 282, 286, 288
- privacy 16, 20, 22, 174, 203, 212, 250, 261, 264, 270, 278, 280, 286, 288, 290
- provenance 4, 16, 26, 35, 39, 40, 48, 56, 73, 80, 93, 94, 98, 102, 117, 122, 127, 129–132, 156, 184, 190, 191, 208, 213, 230, 241
- public records 21, 32, 38, 247–249, 254, 265
- PURL 53, 61–63, 163
- R**
- records survey 17, 24, 25–26, 28, 37, 41, 42, 44, 289–291
- regular snapshot accessions 10, 11–12, 13, 14, 15, 16, 24, 26, 46
- removable digital media 227
- repository audit and certification 8
- Representation 5, 49, 54, 55, 57, 73, 74, 75, 77, 79, 82, 83–84, 85, 86, 90, 94, 97, 98, 99, 104, 108–110, 114, 117, 159, 181, 187, 222–223, 229, 230, 233–234, 235, 240, 241, 244
- rights metadata 48, 54, 76, 93, 95, 106, 108, 110, 127, 128, 129, 141–152, 166, 189, 189–190, 209, 259
- S**
- schema 43, 68, 80, 81, 85, 112, 116, 117, 119, 120, 122, 123, 125, 127, 128, 144, 145, 148, 149, 158, 172, 231, 234, 237
- security 24, 27, 29, 66, 153, 156, 203, 208, 212–213, 283, 284, 285
- self-archiving (collection development) 10, 15, 16
- significant properties 77, 87, 98, 101, 113, 223, 230, 232–233, 234, 235, 236, 239, 240, 243
- SIP 4, 6, 27, 122, 133, 206, 210
- software 1, 5, 7, 12, 14, 21, 26, 28, 29–30, 30, 34, 36, 38–39, 43, 45–46, 63, 65, 71, 72–73, 76, 78, 79, 85, 89, 90, 95, 105, 108, 109, 113, 116, 120, 123, 124, 130, 159, 175, 184, 187, 190, 196, 197, 198, 203–221, 222, 225, 228, 229, 231, 233, 234, 236, 237, 238, 239, 240, 241, 242, 243, 257, 277,

279, 281, 282, 283–284, 285, 287, 288
solid state media 225, 227
standards 1, 2, 4, 53, 59, 61, 63, 68, 69, 72, 78,
82, 117, 120, 143–149, 158, 159, 169–174,
209, 225, 229, 230, 236, 249
storage 2, 6, 10, 11, 12, 14, 15, 18, 21, 23, 29, 32,
34, 35, 49, 89, 102, 104, 156, 184, 205,
206, 208, 224, 225–228, 233, 251, 259,
278, 283, 285, 290
structural metadata 48, 77, 83, 91, 117, 182, 190

T

take down policy 185, 268, 271
technical appraisal 36, 42
technical metadata 33, 35, 43, 46, 77, 110, 111,
113, 119, 122, 127, 127–128, 129, 209
trademark 264
trade secrets 264
traditional approach (collection development) 10, 13,
14
transfer list 28–29, 292–294
transfer via retired hardware and media (collection
development) 10, 14, 15, 27

U

URI 53, 57–58, 63, 66, 68, 122, 125, 144, 157,
162–163, 211
URL 53, 57–58, 60, 61–63, 65, 67, 69, 70, 125,
133, 134, 143, 163, 184
URN 53, 57–58, 59–60, 63, 66, 69, 70, 71, 163

V

validation 79, 92, 93, 154, 157, 159, 160, 209, 211,
229, 230, 237
verification 155–156, 157–159, 161
video 20, 44, 111–112, 116, 133, 147, 225, 231,
236, 277, 282, 284

W

websites 20, 21, 30, 36, 39, 41, 44, 50, 54, 62, 73,
74, 75, 82, 84, 92, 120, 140, 176, 185, 196–
198, 201, 210, 239, 256, 257, 268, 269,
271, 277, 282, 284–285

X

XML 68, 69, 72, 78, 81, 84, 85, 90, 97, 100, 104,
111, 112, 115, 116, 117, 119, 120, 121, 123,
125, 127, 130, 144, 145, 148, 150, 156–
161, 171–172, 174, 206, 209, 210, 219, 229,
231, 234, 236, 240