Appendix:

Glossary of Archivists' Toolkit™ Terms

The following terms are useful for understanding the features, interface, and documentation for the Archivists' Toolkit™. In some cases, general archival or database terms have been given a definition that reflects its application within the context of the Toolkit.

Archivists interested in additional or more general archival definitions should refer to the Society of American Archivists *Glossary of Archival and Records Terminology* by Richard Pearce-Moses (http://www.archivists.org/glossary/).

Accession	A transaction by which a repository acquires custody of materials deemed to have archival value. The accession may result from a transfer of records from another office in the repository's institution, from a purchase, or from a gift. In such cases the material becomes the property of the repository or its parent institution, unless the material has been placed in the repository on deposit. An accession may represent a new resource or an accrual to a resource already in the custody of the repository.
Administrative metadata	Used for managing a digital object and providing more information about its creation and constraints governing its use. See also the following types of metadata: behaviors, descriptive, structural, and technical (digital provenance, rights management, and source).
Archival resource	An item or an aggregation of items acquired, managed, and made accessible by an archival agency to document certain kinds of activities of individuals and agencies and to support research. One archival resource is typically distinguished from another archival resource by provenance and, in addition, by a unique archival resource identifier such as a collection number or call number. There are three basic types of archival resources as distinguished by provenance. The categories contain items and aggregations. 1. Papers derive from and document the activities of

	persons and families. 2. Records derive from and document the activities of agencies and institutions 3. Collections derive from the collecting activity of a third party and typically represent multiple provenances. In cases where an archival resource is an aggregation of items, the resource is generally organized and described in a hierarchical fashion. The resource is organized into components that may be organized into smaller components. Each of these components may be described individually in the database. See also hierarchy, multi-level description Description of archival resources is supported in the AT by an array of record types: accession records, location records, name records, subject records, description records (resource, resource component, surrogate, and surrogate component records).
Authority Control	Names a set of procedures and devices for assuring establishment and consistent application of names and subject terms for use as access terms. The AT supports use of nationally established vocabularies and names. Repositories can also use the same features to build local vocabulary and name files.
Behaviors metadata	Metadata used to associate executable behaviors with content in the METS object.
Complex digital object	Includes two or more content files (and their format variants or derivatives) and corresponding metadata. The content files are related as parts of a whole and are sequenced either physically, such as pages, or logically, such as entries in a diary. For example, a complex digital object could consist of a multi-page diary scanned as TIFF images, from which are generated display images (JPEGs and GIFs), plus a transcription of the diary and the metadata for each file. See also digital object and simple digital object.

Container	The means by which material enclosures are physically controlled. Container types include box, disc, file, etc. Containers can be linked to a repository location for location management purposes.
Content file	A file that is either born digitally or produced using various kinds of capture application software. Audio, image, text, and video are the basic kinds of content files. Versions of a content file may be dispersed across several file formats. For example, an image may be scanned into a TIFF file, and then JPEG and GIF files may be created from the TIFF file to increase delivery speeds and protect property rights. See also digital surrogate and surrogate.
Data map	A construct showing the relationship(s) between two or more data types or formats. The map is typically drawn at the entity and attribute levels, and it is typically used for modeling how to transform a source data type to a target data type.
Descriptive metadata	Metadata used for the discovery and interpretation of a digital object. Descriptive metadata may be referred to externally or indirectly by pointing from the digital wrapper to a metadata object, a MARC record, or an EAD instance located elsewhere. Or, descriptive metadata may be embedded in the descriptive metadata section of a digital wrapper. See also the following types of metadata: behaviors, administrative, structural, and technical.
Digital assets	A collection of computer files that contain intellectual content (images, texts, audio, video) and/or metadata of the content and its digital format. The digital assets represent an investment for the creator and / or depositor and an information resource for the researcher.

Digital object	An entity in which one or more content files and their associated metadata are united, physically and/or logically, through the use of a digital wrapper. See also complex digital object, and simple digital object.
Digital provenance metadata	Administrative metadata that records the history of migrations/translations performed on a digital library object since its original digital capture or encoding. It should contain information regarding the ultimate origin of a digital object and the derivation of its current elements.
Digital wrapper	An encoding specification for binding digital content files and their metadata together and for specifying the logical or physical relationship of the content files. METS is the emerging national standard for wrapping digital library materials. All of the content files and corresponding metadata may be embedded in the digital wrapper and stored with the wrapper. This is physical wrapping or embedding. The content files and metadata may also be stored independently of the wrapper and referred to by file pointers from within the wrapper. This is logical wrapping or referencing. A digital object may partake of both kinds of wrapping, for example, embedding of metadata and referencing of content files.
Field	A specific individual data element stored in one or more tables in the Toolkit's database. For example, an accession title or a subject source. See also field label and field name.
Field label	A field's identifier, as it is displayed in the Toolkit's interface. Field labels can be customized. See also field and field name.
Field name	The technical name of a given field in the Toolkit. Used in the Toolkit's technical specifications and configuration interface, this term refers to the name of the field as it is identified in the Toolkit's programming and back end

	database. The field name is not customizable. See also field and field label.
File inventory metadata	A list of all content files referenced in a digital object. Metadata records referenced in the digital object are not part of the file inventory.
Finding aid	A description of an archival resource in the custody of an archive, museum, library, or historical society. The description serves as an access tool for researchers. A finding aid typically includes information about the physical and intellectual content of the resource, as well as contextual information about the individual or organization that created it. The finding aid may provide a hierarchical description of a resource, including its intellectual organization and, at varying levels of analysis, descriptions of the component parts (series, folders, items) comprising the collection. Sometimes referred to as an inventory or register.
Hierarchy	The intellectual organization of an archival resource, proceeding from larger aggregations through varying levels of aggregate components, down to individual items. Hierarchical organization is represented in a finding aid through multi-level description. Two kinds of hierarchy are employed for resource description in the AT. One is the resource, series, subseries, file, item hierarchy that informs DACS and EAD. The other is a simpler parent, child, sibling hierarchy for describing and relating component parts of digital objects or digital surrogates in the AT.
Import	The process by which external legacy digital records are mapped and incorporated into the AT application.
Instance	Refers to different states or embodiments of the described content. For example, the resource record or resource component record may describe a letter, but the letter may exist as a sheet of paper, a microfilm image, and a digital object. The AT is structured to allow you to

	use the same description for multiple instances rather than repeating it for each one. Digital objects are stored in the AT as instances.
Inventory	A type of finding aid that lists the contents of an archival resource according to their physical or intellectual arrangement. Contextual information about the source of the resource and a summary description of the resource is omitted. Sometimes called a container list.
Item	The smallest intellectual unit of an archival resource. Although an item may consist of multiple parts (for example, a multi-page letter), it is only as a whole that those parts form a complete unit. In the AT, the item may exist within a resource hierarchy, or on its own.
List screen	A screen that lists a group of records in the Toolkit. These include the lists used to retrieve and access name, subject, accession, and resource records when you press **List All** from the main screen. List screens are also used to display linked records. For example, in an accession record, the source, creator, and name subject records linked to the accession record are displayed on the **Names & Subjects** tab in a list screen.
Location Guide	A list of all archival resources and accessions and their assigned locations within a repository setting.
Lookup List	A list of terms that provides a set of predefined values for a certain field. The lookup list is accessed during the data entry process.
Multi-level description	A finding aid or other access tool that consists of separate, interrelated descriptions of the whole and its parts, reflecting the hierarchical structure of the materials being described.
Rapid Data Entry	A feature in the Toolkit allowing repeated entry of

	component records an efficient manner.
Record, Accession	For documenting the accession transaction.
Record, Archival Resource	Identifies an archival entity from other archival entities. Each archival resource has only one archival resource record. The archival resource record has a one-to-many relationship to its component records (series/subseries, file, and item, e.g.), as well as to accession records, location records, name records, and subject records.
Record, Child	In a resource or surrogate hierarchy, a child record is a record that is created one or more levels down from the top level of the resource and may be considered a component of another record in the hierarchy.
Record, Location	A record for identifying the location of an archival resource in whole or in parts. The location record may have a many to one relationship to an archival resource. It may link only to accession records or to archival resource records.
Record, Name	A record for identifying names and their functions in the context of archival resources. There are three types of names supported, personal, corporate body, and family. And there are three types of functions supported: creator, source, and subject. Name records may have a one to many relationship to archival resources. Name records may be linked as a creator or subject to accession records, to archival resource records and resource component records, and to digital object records and digital object component records. Name records linked as sources may only be connected to top-level records, i.e., not component records.
Record, Parent	In a record hierarchy, a parent record is a record to which other records (child records) resolve.

Record, Repository	A record for identifying the repository, such as its name, address, contact person, institutional code, etc.
Record, Resource Component	Record types that are child records of an archival resource record. Subseries, file, and item records are some types of possible component records for an archival resource record in the AT. All component records must resolve to a resource record.
Record, Sibling	In a hierarchy of records, another record at the same level of a record that is the point of reference. Two series records for the same archival resource would be sibling records.
Record, Subject	A record for indicating what an archival resource, as a whole or in part, is about. A subject may be a topical term, a geographical term, a function term, an occupational term, or a genre term. (Names that are subjects are applied via the name record type in the AT.) A subject record may have a one-to-many relationship to an archival resource and its component parts.
Record, Subdivision	A record for delineating a series or subseries with a multi-level archival resource description. The subdivision record is a child record to the archival resource record and a parent record to a lower subdivision record, or to a file record, or to an item record.
Record validation	The process of checking the content of a record to ensure that it has data in each of the required fields, and that the data meets any uniqueness constraints on the record. If the record does not include required elements or conform to uniqueness requirements, the user is informed that the record is not valid, and provided with information necessary to fix the record.
Repository	For the AT, a library, archive, or museum that has

	custody of archival materials.
Repository guide	A descriptive tool that includes high-level information about multiple collections within a repository. This may be a complete, alphabetical guide, or a subject-based guide that includes some or all collections in custody of a repository.
Resource Components	The hierarchical levels of an archival resource below the collection level. Components can be series, subseries, file, and item. Components are repeatable indefinitely for each archival resource that is a collection. A resource component cannot be recorded in the AT unless it is linked to its appropriate hierarchical parent and is resolved with a top-level record.
Rights management metadata	Administrative metadata that indicates the copyrights, user restrictions, and license agreements that govern end-use of the content files.
Shelf list	A sequential list of physical space in a repository and of the resources assigned to those spaces.
Simple digital object	Comprised of a single content file (and its format variants or derivatives) and the metadata for the content file. For example, a TIFF of the Mona Lisa, a user JPEG, a reference GIF, and the appropriate metadata would comprise a simple digital object. See also digital object, complex digital object.
Source metadata	Administrative metadata for describing the object from which the digital content files were produced. Sometimes this will be the original; other times it will be an intermediary, such as a photographic slide used to create a digital version of a poster.
Source object	The original object from which a surrogate was created.

Structural metadata	Metadata used to indicate the logical or physical relationship of the content files comprising a 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 determines the "correct" presentation of the digital object for the user.
Table	A set of data elements in the Toolkit's database, organized in columns and rows as in a table. Relational databases such as the Toolkit are comprised of multiple, linked tables. Therefore, a single record such as an accession record may actually be comprised of data stored in multiple tables. Many of the Toolkit's customization features require the user to find the appropriate table containing the field or data to be customized.
Technical metadata	Administrative metadata that describes the technical attributes of a digital file.
Unique constraint	A method of data control based on the uniqueness of the value of a field, or multiple fields. For example, in the Toolkit all **Accession Number** values must be unique within a given repository. For all Subject records, the combination of **Subject Term**, **Subject Source**, and **Subject Rules** must be unique within the application as a whole.
User-defined fields	Repository-specific custom fields enabling the capture of any information not otherwise captured by standard AT fields.