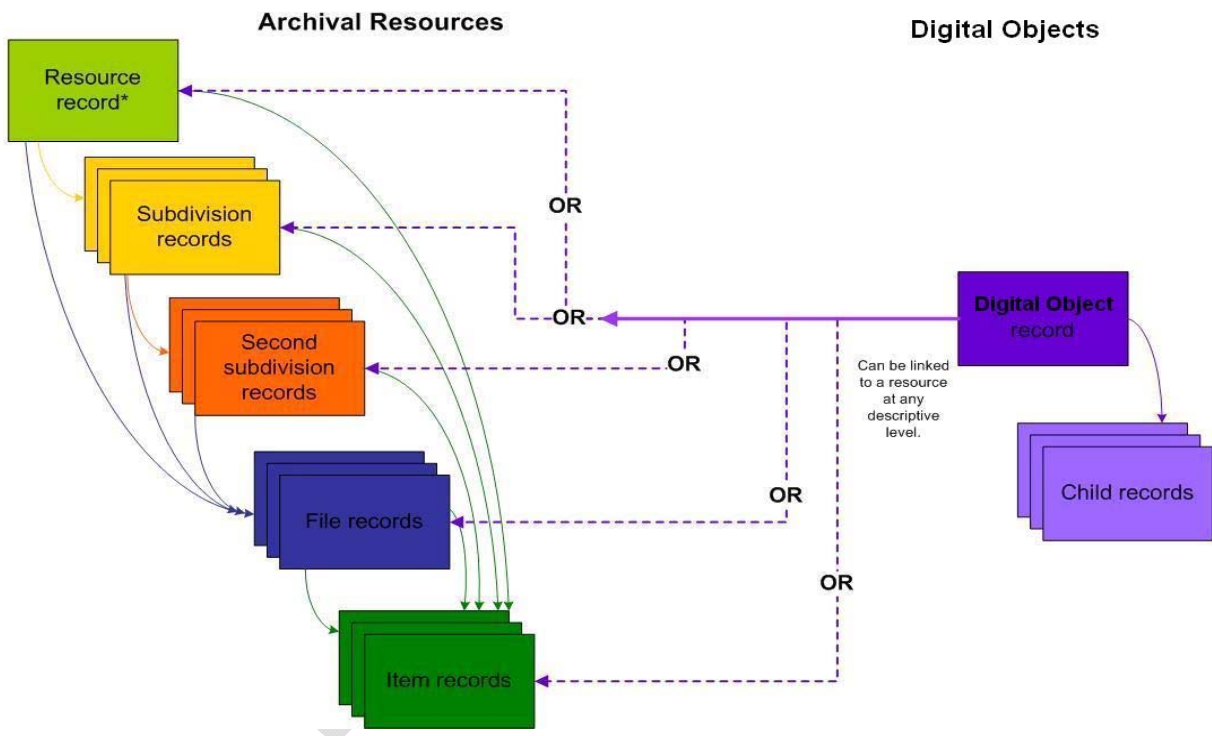


Specification for Resources

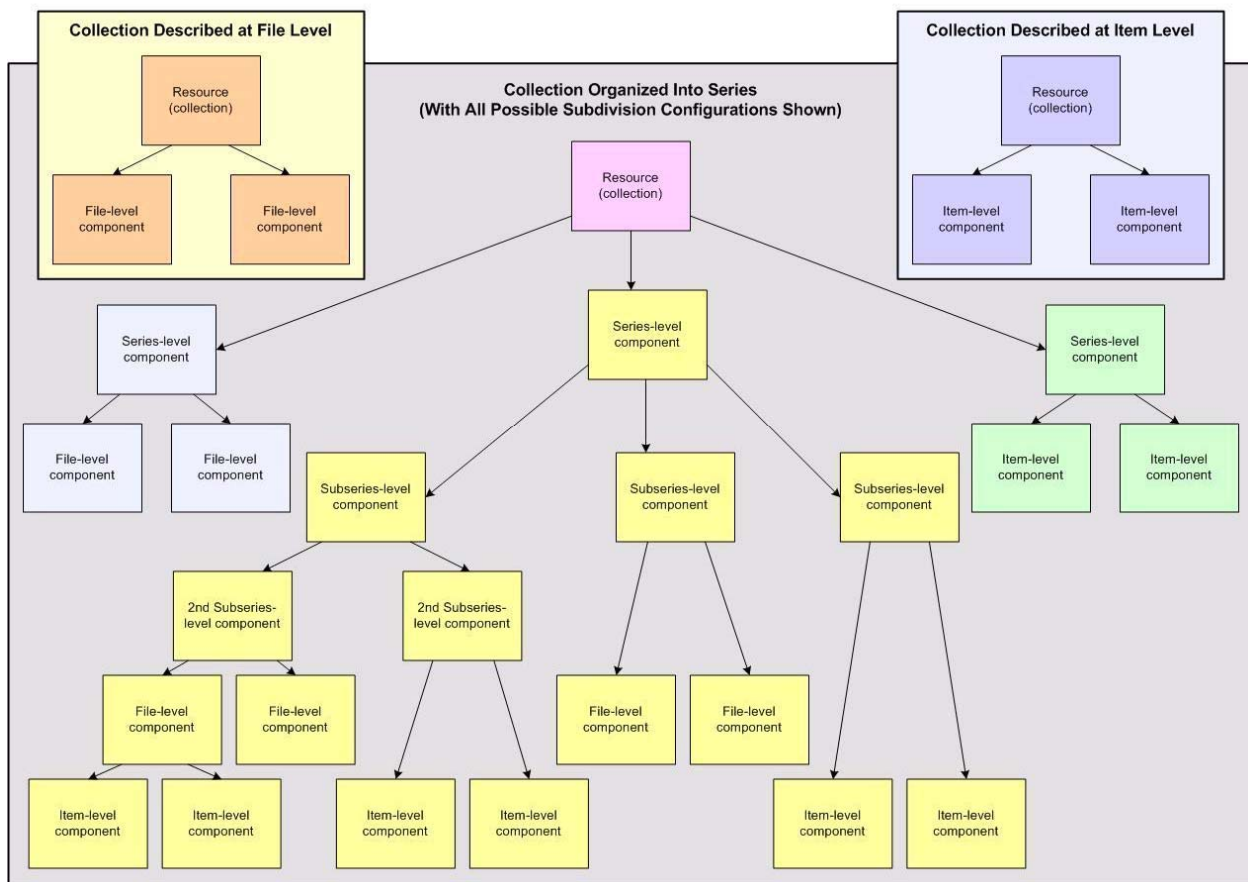
Res--1: Scope / Purpose

Enabling the description of processed archival materials is the primary function of the application. The resource module will allow an archivist to record information about the intellectual and physical characteristics of archival materials, as well as its contextual information about creators and topics.

The resource module can accommodate single items or aggregations of any complexity. The diagram below is a high-level illustration of a multi-level archival resource, of both the various levels within a multi-level resource and the digital object record(s) that may be linked to it. The digital object module is described in the digital object specification.



The resource module is designed to support a range of descriptive situations, as hinted at in the illustration below.



Finally, the resource module is designed to separate completely intellectual arrangement from physical arrangement. Users of the application may manually enforce a relationship between intellectual and physical arrangement. However, the application will not do so.

Res--2: Record / template description

The resource record requires completion of part of the basic description elements. The resource record will support the addition of notes to amplify the basic description, linked name and subject records, child records for describing component parts of an aggregation of materials, tracking of materials deaccessioned from the resource, and bibliographic information about the finding aid derivable from the resource description.

Most of the descriptive elements and functions available at the primary or parent level are also available at the every component level. The two main exceptions to this are the finding aid / bibliographic information and the deaccession sub-record, which are available only at the primary or parent level.

Below is a list of the fields, sub-records, and linking options:

Resource Parent Records

- Basic Description
 - Resource Identifier (**REQUIRED**)
 - Level (**Required**)
 - Other Level
 - Title (**Required**)
 - Language (**Required**)
 - Container summary
 - Publish (**Required**)
 - Restrictions Apply (**Required**)
 - Repository Processing Note
- Finding Aid / Bibliographic Information (only on resource parent record)
 - EAD Unique ID
 - EAD Location
 - Finding Aid Title
 - Finding Aid Filing Title
 - Finding Aid Date
 - Finding Aid Author(s)
 - Description Rules
 - Language(s) of Finding Aid
 - Sponsor Note
 - Edition Statement
 - Series Statement
 - Revision Date

- Revision Description
- Finding Aid Status
- Finding Aid Note
- Resource Component Record
 - Level (**Required**)
 - Other Level
 - Component Unique Identifier
 - Title (**Required** if date sub-record not used)
 - Language code
 - Container summary
 - Publish
 - Restrictions Apply
 - Repository Processing Note

System control data

- Record Created Timestamp
- Last Modified Timestamp
- Record Created Staff Name
- Last Modified Staff Name

Sub-records

- Date statements (**Required** for resource parent record and title is not used for resource component record)
- Extent statements (**Required** for resource parent record)
- Notes

- Instances
- Containers
- Deaccessions

Linking options

From accession record(s)

To repository record (**Required**)

To name record(s)

To subject record(s)

Command functions

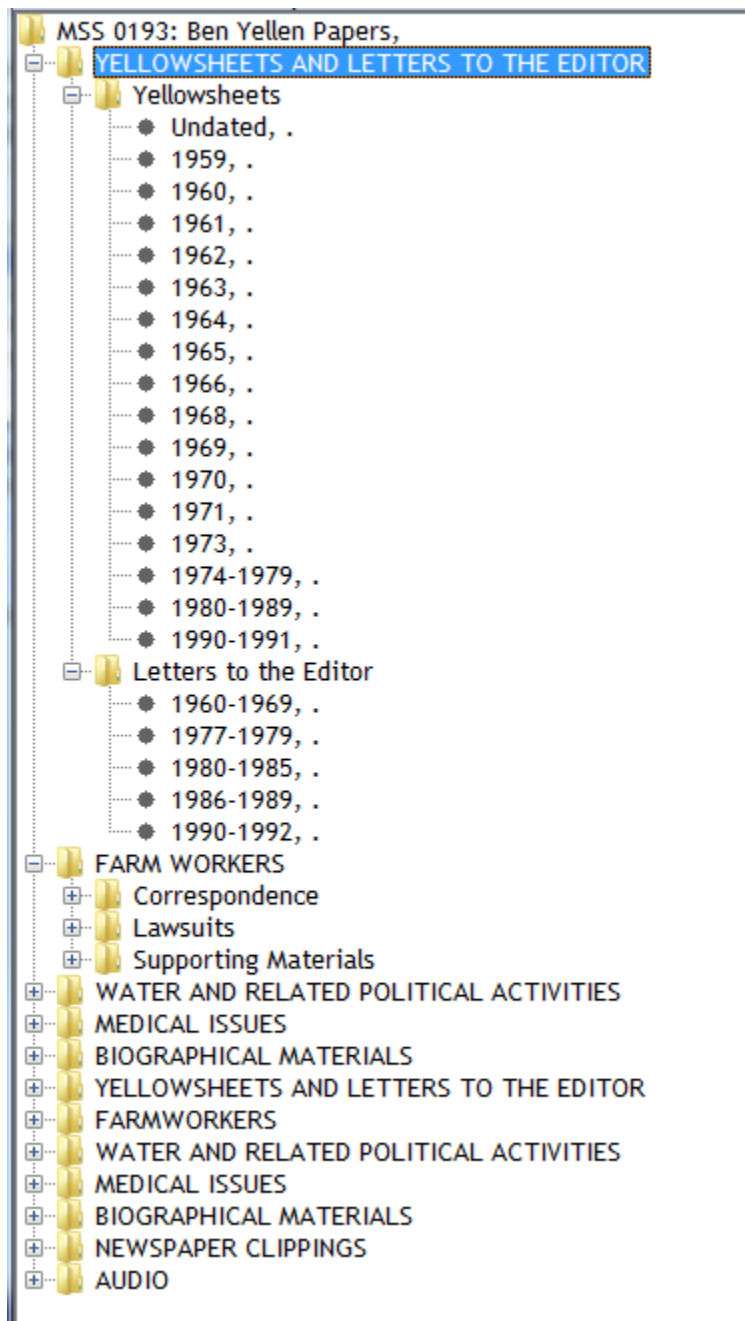
- General
 - +! (Plus One; saves the current record and then opens a new, empty record template)
 - Save (Writes data to disk, retaining state when command is entered)
 - Close (Closes record, returning to digital object browse list. If Save command was not entered prior to close, operator is asked if changes to record should be saved or not)
 - Transfer (Opens a dialogue in an open resource record by which one may select another resource and have all of its components transferred to the open resource record. The “transferred” components will be appended to the bottom of the open resource records. The resource record from which the components were transferred will remain as a resource record, but with no components records.)
 - Manage locations (opens the location picker, showing all available primary containers for the open resource record and all available locations, at which the a container may be placed, i.e., located)
 - Wrap and tag function (see below)
- Components

- Add child component (adds a component record one level down from the context, i.e., the component selected when command is entered)
- Add sibling component (Adds a component record at the same level as the context location, i.e., the component selected when command is entered)
- Delete component (Deletes a selected component, **and all components contained in the selected component**).
- Navigation
 - First (to first record in browse list as set)
 - Previous (from context record to previous record in browse list as set)
 - Next (from context record to next following record in browse list as set)
 - Last (to last record in browse list as set)

[Actual records displayed are relative to how the browse list is sorted at the time the navigation command is entered. The movement from one record to another should be reflected by changing the highlighted record in the browse to correspond to the record selected by the navigation command.]
- Outputs
 - EAD (Opens a dialogue window for configuring and generating a schema valid EAD for the resource record and all related component records and linked records)
 - MARC (Opens a dialogue window for exporting a MARCXML valid record for the resource parent record only).
 - Container Labels (Opens a dialogue window for generating a list of container labels for the resource record and all of its components)
 - Reports (Opens a dialogue for generating a number of reports including an HTML encoded finding aid and a PDF finding aid)

Hierarchical display

An open resource or resource record shall always be complemented with a hierarchical display of the resource record and all of its component parts. Such a display might resemble the following hierarchical representation of an archival resource:



There are several key properties / features required in this display:

- The hierarchy itself is unlimited by depth or breadth.

- The component in the hierarchy corresponding to the component displayed in the record template will be highlighted. I.e., if the parent resource record is open (the default on first opening a resource record), the parent node in the hierarchy will be highlighted. If a component of the resource record is open, the corresponding component node will be highlighted (as demonstrated in the illustration).
- The display content for the parent node should be taken from the resource title element
- The display content for all component nodes should be taken from, in order of preference, from 1) the component title element or 2) date (date expression
- The date expression should be preferred over normalized dates when using the value from the date element for display content of a component node
- Nodes containing components should be represented differently than nodes not containing components.
- All nodes containing components should be capable of being expanded to show their components or contracted to conceal their components
- Indention should be used to represent parent/child subordinate relationships
- The hierarchy may be modified using a drag and drop process:
 - A component (and all components it contains) may be moved to another position among its sibling components. In the illustration above, the component title “Letters to the Editor” and all components it contains should be capable of be moved above the component titled “Yellowsheets” and all the components it contains (i.e., different sequence position within same parent context).
 - A component (and all components it contains) may be moved from one context to another context. For example, the component titled “Correspondence” (and all the components it contains) contained in the component titled “Farm Workers” should be capable of being moved to become a component within the component titled “Yellowsheets and Letters to the Editor”, (i.e., same level but different parent context).
 - A component (and all components it contains) may be promoted to a higher level in the hierarchy. For example, the component titled “Lawsuits” (and all of its components) should be capable of being elevated to be on the same level as the components titled “Yellowsheets...” and “Farm Workers” (i.e., elevate or more levels higher in the hierarchy).

- A component (and all components it contains) may be demoted to a lower level in the hierarchy. For example, the component titled “Medical Issues” (and all the components it contains) should be capable of being moved to within the component titled “Farm Workers” (i.e., moved one or more levels lower in the hierarchy).
- There is no expectation that component unique identifiers or container numerations will be updated as a result of modifying a resource hierarchy.

Content publication

For any resource in its collection, the application’s default setting is to “publish” the resource and all linked components and notes, unless otherwise indicated. However, a repository may choose to change the default setting to not publish at several points within a resource description object by changing the value of the Publish element to “False”:

- Resource Parent Record: will suppress the entire resource record and all of its parts. The resource record will not appear in the public browse list for resources, nor will it appear in public search results.
- Resource Component Record: will suppress the component and all components it contains, including all notes and sub-records belonging to the component and to the components it contains. The component record will not appear in the public hierarchical display of the resource description; nor will it appear in public browse lists or search results. It will either be suppressed from EAD exports or exported with the audience attribute set to “internal.”
- Resource / Resource Component Note Record: will suppress each note for which the Publish element is marked “False.” The note will not appear in public versions of the resource description. It will either be suppressed from EAD exports or exported with the audience attribute set to “internal.”

Res--4: Resource sub-records

Resource records and resource component records may be linked to the following sub-records:

- Container records (**Required** if an Instance sub-record is used)

- Date records (**Required** for a parent resource record or if title element is not used in a resource component record)
- Deaccession records (optional)
- Extent records (**Required** for a parent resource record; optional for resource component record)
- Instance records (optional)
- Notes (optional)

Sub-records for dates, extents, and deaccessions are described in their own specification. Creating these sub-records should function consistently in all pertinent record contexts.

Sub-records for notes, instances, and containers are described more fully below in this section.

Notes

Like digital objects, the bulk of description for a resource is accomplished via the many notes that can be linked to a resource or resource component record.

Each note consists of a note type value (stored name), a configurable label, a field for recording the note text, an indication if the note is to be published or not, and, where applicable, an indication if the note can contain structured content (i.e., a multi-part note).

There are no constraints on the use of notes in the resource module. No note is required by the application; however, some notes may be required by the descriptive rules used. Also, each resource record or resource component record may contain 0 to many occurrences of each note type.

The following note types will be supported for linking to resource / resource component records:

1. Abstract
2. Accruals
3. Appraisal
4. Arrangement
5. Bibliography
6. Biographical / Historical
7. Conditions Governing Access
8. Conditions Governing Use
9. Custodial History

10. Dimensions
11. Existence and Location of Copies
12. Existence and Location of Originals
13. File Plan
14. General
15. General Physical Description
16. Immediate Source of Acquisition
17. Index
18. Language of Materials
19. Legal Status
20. Location
21. Materials Specific Details
22. Other Finding Aids
23. Physical Characteristics and Technical Requirements
24. Physical Facet
25. Preferred Citation
26. Processing Information
27. Related Archival Materials
28. Scope and Contents
29. Separated Materials

Notes will be listed in the resource / resource component record. The list will include from left to right:

- Note type (**Required**)
- Publish (**Required**)
- Note label (if used)
- Note content (**Required**; only the first 25 characters thereof is listed in the resource / resource component record display of notes. The complete content of a given note is displayed by opening the individual note.)

The columns WILL NOT support sorting. However, a user will be able to modify the vertical sequence of the notes, using a drag and drop technique.

Res--5: Linking Resource Records

A resource and all its components must be linked to a repository record.

A resource / resource component record may be linked to zero-to-many name records and subject records.

And a resource record may be linked to-from one or more accession records. The linked accession records will display in the basic description pane of a resource record. However, setting and removing a link between an accession record and resource record requires it be done from the context of an accession record. Finally, this link type is not available for resource component records.

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Res--6: Date data elements

1: Resource Basic Description and Finding Aid Description

Element	Definition	Type	Default Values	Required
resourceIdentifier1		String <10		
resourceIdentifier2		String <10		
resourceIdentifier3		String <10		
resourceIdentifier4		String <10		
resourceLevel	For indicating the hierarchical level of the material(s) being described. Values are prescribed by the EAD schema.	Non-config pull down	<ul style="list-style-type: none"> • class • collection • file • fonds • item • otherlevel • recordgrp • series • subfonds • subgrp • subseries 	Yes

resourceOtherLevel	<p>For expressing the type of otherlevel, if "otherlevel" is the value selected for Level.</p> <p>This field should only be operable when "otherlevel" is the value for Level.</p>	String		
resourceTitle	The title of the resource, e.g., John Marshall letters	String		Yes
resourceLanguage	The language term and code that represents the predominant language of the resource being described	Non-config pull down	<ul style="list-style-type: none"> • Abkhaz; abk Achinese; ace • Acoli; ach • Adangme; ada • Adygei; ady • Afar; aar • Afrihili; afh • Afrikaans; afr • Afroasiatic (Other); afa • Akan; aka • Akkadian; akk 	Yes

DRAFT

- Albanian; alb
- Aleut; ale
- Algonquian (Other); alg
- Altaic (Other); tut
- Amharic; amh
- Apache languages; apa
- Arabic; ara
- Aragonese Spanish; arg
- Aramaic; arc
- Arapaho; arp
- Arawak; arw
- Armenian; arm
- Artificial (Other); art
- Assamese; asm
- Athapascan languages; ath
- Australian languages; aus
- Austronesian (Other); map
- Avaric; ava
- Avestan; ave
- Awadhi; awa

DRAFT

- Aymara; aym
- Azerbaijani; aze
- Bable; ast
- Balinese; ban
- Baltic (Other); bat
- Baluchi; bal
- Bambara; bam
- Bamileke languages; bai
- Banda; bad
- Bantu (Other); bnt
- Basa; bas
- Bashkir; bak
- Basque; baq
- Batak; btk
- Beja; bej
- Belarusian; bel
- Bemba; bem
- Bengali; ben
- Berber (Other); ber
- Bhojpuri; bho

DRAFT

- Bihari; bih
- Bikol; bik
- Bislama; bis
- Bosnian; bos
- Braj; bra
- Breton; bre
- Bugis; bug
- Bulgarian; bul
- Buriat; bua
- Burmese; bur
- Caddo; cad
- Carib; car
- Catalan; cat
- Caucasian (Other); cau
- Cebuano; ceb
- Celtic (Other); cel
- Central American Indian (Other); cai
- Chagatai; chg
- Chamic languages; cmc

DRAFT

- Chamorro; cha
- Chechen; che
- Cherokee; chr
- Cheyenne; chy
- Chibcha; chb
- Chinese; chi
- Chinook jargon; chn
- Chipewyan; chp
- Choctaw; cho
- Church Slavic; chu
- Chuvash; chv
- Coptic; cop
- Cornish; cor
- Corsican; cos
- Cree; cre
- Creek; mus
- Creoles and pidgins(Other); crp
- Creoles and pidgins, English-based (Other); cpe
- Creoles and pidgins, French-

			<p>based (Other); cpf</p> <ul style="list-style-type: none">• Creoles and pidgins, Portuguese-based (Other); cpp• Crimean Tatar; crh• Croatian; scr• Cushitic (Other); cus• Czech; cze• Dakota; dak• Danish; dan• Dargwa; dar• Dayak; day• Delaware; del• Dinka; din• Divehi; div• Dogri; doi• Dogrib; dgr• Dravidian (Other); dra• Duala; dua• Dutch; dut• Dutch, Middle (ca. 1050-	
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			<p>1350); dum</p> <ul style="list-style-type: none">• Dyula; dyu• Dzongkha; dzo• Edo; bin• Efik; efi• Egyptian (Ancient); egy• Ekajuk; eka• Elamite; elx• English; eng• English, Middle (1100-1500); enm• English, Old (ca.450-1100); ang• Esperanto; epo• Estonian; est• Ethiopic; gez• Ewe; ewe• Ewondo; ewo• Fang; fan• Fanti; fat	
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			<ul style="list-style-type: none">• Faroese; fao• Fijian; fij• Finnish; fin• Finno-Ugrian (Other); fiu• Fon; fon• French; fre• French, Middle (ca.1400-1600); frm• French, Old (842-ca.1400); fro• Frisian; fry• Friulian; fur• Fula; ful• Galician; glg• Ganda; lug• Gayo; gay• Gbaya; gba• Georgian; geo• German; ger• German, Middle High (ca.1050-1500); gmh	
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DRAFT

- German, Old High (ca.750-1050); goh
- Germanic (Other); gem
- Gilbertese; gil
- Gondi; gon
- Gorontalo; gor
- Gothic; got
- Grebo; grb
- Greek, Ancient (to 1453); grc
- Greek, Modern (1453-); gre
- Guarani; grn
- Gujarati; guj
- Gwich'in; gwi
- Gã; gaa
- Haida; hai
- Haitian French Creole; hat
- Hausa; hau
- Hawaiian; haw
- Hebrew; heb
- Herero; her

DRAFT

- Hiligaynon; hil
- Himachali; him
- Hindi; hin
- Hiri Motu; hmo
- Hittite; hit
- Hmong; hmn
- Hungarian; hun
- Hupa; hup
- Iban; iba
- Icelandic; ice
- Ido; ido
- Igbo; ibo
- Ijo; ijo
- Iloko; ilo
- Inari Sami; smn
- Indic (Other); inc
- Indo-European (Other); ine
- Indonesian; ind
- Ingush; inh
- Interlingua (International

			<p>Auxiliary Language Association); ina</p> <ul style="list-style-type: none">• Interlingue; ile• Inuktitut; iku• Inupiaq; ipk• Iranian (Other); ira• Irish; gle• Irish, Middle (ca.1110-1550) ; mga• Irish, Old (to 1100); sga• Iroquoian (Other); iro• Italian; ita• Japanese; jpn• Javanese; jav• Judeo-Arabic; jrb• Judeo-Persian; jpr• Kabardian; kbd• Kabyle; kab• Kachin; kac• Kalmyk; xal	
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			<ul style="list-style-type: none">• Kalâtdlisut; kal• Kamba; kam• Kannada; kan• Kanuri; kau• Kara-Kalpak; kaa• Karen; kar• Kashmiri; kas• Kawi; kaw• Kazakh; kaz• Khasi; kha• Khmer; khm• Khoisan (Other); khi• Khotanese; kho• Kikuyu; kik• Kimbundu; kmb• Kinyarwanda; kin• Komj; kom• Kongo; kon• Konkani; kok• Korean; kor	
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DRAFT

- Kpelle; kpe
- Kru (Other); kro
- Kuanyama; kua
- Kumyk; kum
- Kurdish; kur
- Kurukh; kru
- Kusaie; kos
- Kutenai; kut
- Kyrgyz; kir
- Ladino; lad
- Lahnda; lah
- Lamba; lam
- Lao; lao
- Latin; lat
- Latvian; lav
- Letzeburgesch; ltz
- Lezgian; lez
- Limburgish; lim
- Lingala; lin
- Lithuanian; lit

			<ul style="list-style-type: none">• Low German; nds• Lozi; loz• Luba-Katanga; lub• Luba-Lulua; lua• Luiseño; lui• Lule Sami; smj• Lunda; lun• Luo (Kenya and Tanzania); luo• Lushai; lus• Macedonian; mac• Madurese; mad• Magahi; mag• Maithili; mai• Makasar; mak• Malagasy; mlg• Malay; may• Malayalam; mal• Maltese; mlt• Manchu; mnc	
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DRAFT

- Mandar; mdr
- Mandingo; man
- Manipuri; mni
- Manobo languages; mno
- Manx; glv
- Maori; mao
- Mapuche; arn
- Marathi; mar
- Mari; chm
- Marshallese; mah
- Marwari; mwr
- Masai; mas
- Mayan languages; myn
- Mende; men
- Micmac; mic
- Minangkabau; min
- Miscellaneous languages; mis
- Mohawk; moh
- Moldavian; mol

			<ul style="list-style-type: none">• Mon-Khmer (Other); mkh• Mongo-Nkundu; lol• Mongolian; mon• Mooré; mos• Multiple languages; mul• Munda (Other); mun• Nahuatl; nah• Nauru; nau• Navajo; nav• Ndebele (South Africa); nbl• Ndebele (Zimbabwe); nde• Ndonga; ndo• Neapolitan Italian; nap• Nepali; nep• Newari; new• Nias; nia• Niger-Kordofanian (Other); nic• Nilo-Saharan (Other); ssa• Niuean; niu	
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			<ul style="list-style-type: none">• No linguistic content; No_linguistic_content• Nogai; nog• North American Indian (Other); nai• Northern Sami; sme• Northern Sotho; nso• Norwegian; nor• Norwegian Bokmål; nob• Norwegian Nynorsk; nno• Nubian languages; nub• Nyamwezi; nym• Nyanja; nya• Nyankole; nyn• Nyoro; nyo• Nzima; nzi• Occitan (post 1500); oci• Ojibwa; oji• Old Norse; non• Old Persian (ca.600-400 B.C.); peo	
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DRAFT

- Oriya; ori
- Oromo; orm
- Osage; osa
- Ossetic; oss
- Otomian languages; oto
- Pahlavi; pal
- Palauan; pau
- Pali; pli
- Pampanga; pam
- Pangasinan; pag
- Panjabi; pan
- Papiamento; pap
- Papuan (Other); paa
- Persian; per
- Philippine (Other); phi
- Phoenician; phn
- Polish; pol
- Ponape; pon
- Portuguese; por
- Prakrit languages; pra

			<ul style="list-style-type: none">• Provençal (to 1500); pro• Pushto; pus• Quechua; que• Raeto-Romance; roh• Rajasthani; raj• Rapanui; rap• Rarotongan; rar• Reserved for local user; qaa-qtz• Romance (Other); roa• Romani; rom• Romanian; rum• Rundi; run• Russian; rus• Salishan languages; sal• Samaritan Aramaic; sam• Sami; smi• Samoan; smo• Sandawe; sad• Sango (Ubangi Creole); sag	
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DRAFT

- Sanskrit; san
- Santali; sat
- Sardinian; srd
- Sasak; sas
- Scots; sco
- Scottish Gaelic; gla
- Selkup; sel
- Semitic (Other); sem
- Serbian; scc
- Serer; srr
- Shan; shn
- Shona; sna
- Sichuan Yi; iii
- Sidamo; sid
- Sign languages; sgn
- Siksika; bla
- Sindhi; snd
- Sinhalese; sin
- Sino-Tibetan (Other); sit
- Siouan (Other); sio

			<ul style="list-style-type: none">• Skolt Sami; sms• Slave; den• Slavic (Other); sla• Slovak; slo• Slovenian; slv• Sogdian; sog• Somali; som• Songhai; son• Soninke; snk• Sorbian languages; wen• Sotho; sot• South American Indian (Other); sai• Southern Sami; sma• Spanish; spa• Sukuma; suk• Sumerian; sux• Sundanese; sun• Susu; sus• Swahili; swa	
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DRAFT

- Swazi; ssw
- Swedish; swe
- Syriac; syr
- Tagalog; tgl
- Tahitian; tah
- Tai (Other); tai
- Tajik; tgk
- Tamashek; tmh
- Tamil; tam
- Tatar; tat
- Telugu; tel
- Temne; tem
- Terena; ter
- Tetum; tet
- Thai; tha
- Tibetan; tib
- Tigrinya; tir
- Tigré; tig
- Tiv; tiv
- Tlingit; tli

DRAFT

- Tok Pisin; tpi
- Tokelauan; tkl
- Tonga (Nyasa); tog
- Tonga; ton
- Truk; chk
- Tsimshian; tsi
- Tsonga; tso
- Tswana; tsn
- Tumbuka; tum
- Tupi languages; tup
- Turkish; tur
- Turkish, Ottoman; ota
- Turkmen; tuk
- Tuvaluan; tvl
- Tuvinian; tyv
- Twi; twi
- Udmurt; udm
- Ugaritic; uga
- Uighur; uig
- Ukrainian; ukr

			<ul style="list-style-type: none">• Umbundu; umb• Undetermined; und• Urdu; urd• Uzbek; uzb• Vai; vai• Venda; ven• Vietnamese; vie• Volapük; vol• Votic; vot• Wakashan languages; wak• Walamo; wal• Walloon; wln• Waray; war• Washo; was• Welsh; wel• Wolof; wol• Xhosa; xho• Yakut; sah• Yao (Africa); yao• Yapese; yap	
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			<ul style="list-style-type: none"> • Yiddish; yid • Yoruba; yor • Yupik languages; ypk • Zande; znd • Zapotec; zap • Zenaga; zen • Zhuang; zha • Zulu; zul • Zuni; zun 	
resourceContainerSummary	For recording the number and type of containers comprising a resource description	String		
resourcePublish	For indicating if the description is to be delivered to a public access system	Boolean	True	Yes
resourceRestrictionsApply	For indicating if the material(s) described are restricted in any way	Boolean	False	Yes
resourceRepositoryProcessin	An in screen field for recording	String		

gNote	information about processing of the material(s). This note is not included in any exports or reports, and is not populated by imports			
resourceEADID	The identifier for the EAD generated from the resource description, typically a file name. Needs to be unique within the repository context	String		
resourceEADLocation	The location for the EAD generated from the resource description, either a web URL or a file directory statement. The location typically terminates with the value for resourceEADID	String		
resourceFindingAidTitle	The title (bibliographic) for the finding aid	String		
resourceFindingAidFilingTitle	The title for the finding aid, in a format for onsite listing, e.g., Marshall, John (Letters). Input should be guided by best practices for targeted access system.	String		
resourceFindingAidDate	The date expression for when the current finding aid was generated	String		

	from the resource description			
resourceFindingAidAuthor	For recording name(s) of person(s) responsible for creating the finding aid.	String		
resourceFindingAidDescriptionRules	For indicating the descriptive rules used to guide description of the resource	Config pull-down	<ul style="list-style-type: none"> • Anglo-American Cataloguing Rules (aacr) • Cataloging Cultural Objects (cco) • Describing Archives: A Content Standard (dacs) • Rules for Archival Description (rad) 	
resourceFindingAidLanguages	For indicating all the languages present in the finding aid generated from the resource description	String		
resourceFindingAidSponsor	For indicating any sponsors that contributed to the description of the finding aid.	String		
resourceFindingAidEditionStatement	For recording information about the	String		

tement	edition of the finding aid			
resourceFindingAidSeriesStatement	For indicating any bibliographic series to which the finding belongs	String		
resourceFindingAidRevisionDate	For recording the date the finding aid was last revised	String		
resourceFindingAidRevisionDescription	A description of the last revision(s) done to the finding aid	String		
resourceFindingAidStatus	For indicating the status of the finding aid	Config pull-down	<ul style="list-style-type: none"> • Completed • In_process • Under_revision • Unprocessed 	
resourceFindingAidNote	For recording any additional information about the finding aid not covered by the other finding aid data elements	String		
resourceCreatedTimestamp		Timestamp		Yes

resourceRecordLastModifiedTimestamp		Timestamp		Yes
resourceRecordCreatedStaff		String		Yes
resourceRecordLastModifiedStaff		String		Yes

2: Resource Components

Element	Definition	Type	Default Values	Required
resourceComponentLevel	For indicating the hierarchical level of the material(s) being described. Values are prescribed by the EAD schema.	Non-config pull down	<ul style="list-style-type: none"> • class • collection • file • fonds • item • otherlevel • recordgrp • series • subfonds 	Yes

			<ul style="list-style-type: none"> • subgrp • subseries 	
resourceComponentOtherLevel	<p>For expressing the type of otherlevel, if “otherlevel” is the value selected for Level.</p> <p>This field should only be operable when “otherlevel” is the value for Level.</p>	String		
resourceComponentUniqueID	<p>For expressing a unique ID, within the context of the resource description, for the component part, e.g., Series 1; Subseries A, etc.</p>	String		
resourceComponentTitle	A title for the component part	String		Yes, unless date is used
resourceComponentLanguage	The language term and code represented in the material(s) described	Non-config pull-down	Use the list of languages provided above for the element resourceLanguage	
resourceComponentContainerSummary	For recording the number and type of containers comprising a resource component description	String		
resourceComponentPublish	For indicating if the component description is to be	Boolean	True	Yes

	delivered to a public access system			
resourceComponentRestrictionsApply	For indicating if the material(s) described are restricted in any way	Boolean	False	Yes
resourceComponentRepositoryProcessingNote	An in screen field for recording information about processing of the material(s). This note is not included in any exports or reports, and is not populated by imports	String		
resourceComponentCreatedTimestamp		Timestamp		Yes
resourceComponentRecordLastModifiedTimestamp		Timestamp		Yes
resourceComponentRecordCreatedStaff		String		Yes
resourceComponentRecordLastModifiedStaff		String		Yes

3: Notes

Element	Definition	Type	Default Values	Required
noteType	The type of note for the content. Note types are used for guiding export of note contents to certain elements in specific data formats	Non-config pull down	<ol style="list-style-type: none"> 1. Abstract 2. Accruals 3. Appraisal 4. Arrangement 5. Bibliography 6. Biographical / Historical 7. Conditions Governing Access 8. Conditions Governing Use 9. Custodial History 10. Dimensions 11. Existence and Location of Copies 12. Existence and Location of Originals 13. File Plan 14. General 15. General Physical Description 16. Immediate Source of Acquisition 17. Index 18. Language of Materials 19. Legal Status 20. Location 21. Materials Specific Details 22. Other Finding Aids 23. Physical Characteristics and Technical Requirements 24. Physical Facet 25. Preferred Citation 26. Processing Information 27. Related Archival Materials 28. Scope and Contents 29. Separated Materials 	Yes

noteLabel	A label for the specific note. If a label is not use the note type will be used as the label wherever required	String		
noteContent	The content of the note.	String		Yes
notePublish	For indicating if the note is to be published or not	Boolean	True	Yes
noteMultiPart	For indicating if the note is multi-part (structured content). If the note is indicated to be multi-part, the multi-part note tool will be engaged	Boolean	False	Yes
noteCreatedTimestamp		Timestamp		Yes
noteRecordLastModifiedTimestamp		Timestamp		Yes
noteRecordCreatedStaff		String		Yes
noteRecordLastModifiedStaff		String		Yes

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