

SPECIFICATION FOR RIGHTS MANAGEMENT

R1: SCOPE

The rights management module is based on the rights section of the PREMIS data dictionary.

The module is designed to enable repositories to:

1. record the intellectual property, license, and / or statutory rights that pertain to materials in the custody of a repository, whether the material(s) are an item or an aggregation or have been processed or not
2. indicate the permissions that have been granted to the repository and / or the prospective end users of the materials
3. indicate any restriction(s), including duration, imposed on use of the material(s) by license or statute
4. identify rights holders and their contacts
5. generate reports representing the rights situation(s) of a repository's collection

R2: RIGHTS RECORD / TEMPLATE DESCRIPTION

The rights record is comprised of five related parts:

- 1: The repository domain.

Automatically generated from the application context, this indicates the repository context in which the rights statement applies and uniquely identifies the rights record.

Elements:

- Repository name
- Rights statement identifier

- 2: The rights type

Allows a repository to indicate if the rights statement is for intellectual property, license, or statute

Allows a repository to record information about the rights type

Elements:

- Rights type (required)
- Materials
- IP status (required if rights type is for IP)
- IP expiration date
- Statute citation (required if rights type is for statute)
- License terms (required if rights type is for license)
- Jurisdiction (required if rights type is for IP or statute)
- Rights note

3: Permissions granted

An indication of what permissions are allowed for the repository and / or the end user(s)

Elements:

- Permissions
- Rights granted note

4: Restrictions

An indication of what restrictions are imposed on use of the item(s)

Elements:

- Restrictions
- Restriction start date
- Restriction end date

5: Linked records

Names for indicating agents who own the rights and / or are responsible for the permissions or restrictions associated with the materials

External document for referencing documents amplifying or justifying the rights situation of an item or aggregation of items

The functionality of certain elements in the record template will depend on the choice made for the rights type. For instance, if the rights type chosen is intellectual property, then the fields pertinent to license and statute rights will not be functional.

Further, all active fields within a rights record are contextualized by the rights type assigned to the record.

The rights record will also include System Control Data (generated by the application and not editable by the operator):

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

The rights record will also include controls for:

- Saving a rights record
- Saving a rights record and starting a new rights record
- Canceling a rights record, or changes to an existing rights record

R3: DISPLAYING RIGHTS STATEMENTS

All rights statements will display within a rights statement pane within the following context records: accession, resource, resource component, digital object, and digital object component.

The rights statement pane will be divided into three columns: rights type, IP expiration date, and restriction end date (left to right). The pane will support primary and secondary sorting of the columns.

The rights pane will also include two command buttons: “Add Rights” and “Remove Rights”.

R4: CREATING RIGHTS RECORDS

Rights records can only be created within the context of an accession, resource, resource component, digital object, or digital object component record. As many rights records as needed to reflect the rights situation of an item or aggregate of material can be linked to a given context record.

To create a rights record, the operator will select the option to “Add Rights” within an open context record. This will open the rights record sub-record template. The operator must then indicate:

- Repository identifier (automatically provided)
- Rights statement identifier (automatically provided)
- Rights type
- Depending on rights type, one of:
 - IP status
 - Statute description
 - License description
- Jurisdiction of rights statement if rights type is for IP or statute

The user may also, but need not, record:

- Description of materials
- IP expiration date
- Statute citation
- Amplifying note about IP, statute, or license
- Permissions granted
- Restrictions
- Restriction begin and end dates
- Amplifying note about permissions or restrictions

To delete a rights record, the operator will highlight one or more rights records within the rights pane of the context record and then select the “Remove Rights” option. The user

will be requested to confirm the intention to delete the rights record(s). If confirmation is given, the selected rights record(s) will be removed from the list of linked rights records in the rights pane. And the corresponding rights records will be deleted from the database.

R5: LISTING / REVIEWING RIGHTS RECORDS

While rights records can only be created in the context of an accession, resource, resource component, digital object, or digital object component record, the collection of rights records as a whole will be capable of being listed in order to enable review and editing of rights records, as well as reports about collection of a repository's rights records.

The operator will have the option from the primary screen to open a list of all rights records in the database.

The default columns on the browse list from left to right will be:

1. rightsType
2. rightsStatementIdentifier
3. rightsMaterials
4. rightsIPExpirationDate
5. rightsRestrictionStartDate
6. rightsRestrictionEndDate

Each column in the browse list shall be scrollable, allowing an operator to group the records by rights type, by restriction date, or by some other criteria. The operator will have the ability to change what columns appear in the browse list, including the left-to-right sequence of the columns.

By selecting and opening any of rights records in the list, the operator shall be able to open the context record to the node where the rights record is linked. At that point, the operator will be able to:

- Open and edit any rights record linked to the node
- Delete the rights record or any other rights record linked to the node
- Add an additional rights record to the context record at the node

Closing the context record once updating of the rights record(s) is completed will return the operator to the list of rights records

The operator will be able to delete rights statements directly from the list of rights records by highlighting one or more rights statements and selecting the delete record option.

Editing of a record is done by opening the rights record and changing values within the rights record and then saving changes.

R6: LINKING

The rights record describes the rights situation for a certain item or aggregate of items. Consequently, a rights record may be linked once and only once to a context record of the following types

- Accession
- Resource
- Resource component
- Digital object
- Digital object component

In addition, one or more external document records or name records may be linked to a rights record. The name record may be linked as a “rights holder,” for an entity who owns the rights for the materials, or as a “rights holder contact,” for an entity who is to be contacted instead of the rights holder(s) about use of the material(s).

R7: BUSINESS RULES

1. The rights status of an item or group of materials may be asserted by linking one or more rights records to the accession, resource, resource component, digital object, or digital object component record.
2. The rights record is restricted to describing either intellectual property rights, statutory rights, or license rights. Two or more rights records will be necessary when two or more rights situations apply for a given item or aggregate of items.
3. The rights record may record any permissions provided for use of the described item(s)
4. The rights record may indicate any restrictions and the terms of the restrictions imposed on the described item(s)
5. A valid rights record requires the following statements:

Repository identifier

Rights statement identifier

Rights type statement

Either an indication of intellectual property status, applicable statute, or license terms, depending on rights type asserted

Rights jurisdiction when the rights type is either intellectual property or statute

6. A rights record must be linked to an accession, resource, resource component, digital object, or digital object component record to be saved.
7. A rights record may be linked to only one accession, resource, resource component, digital object, or digital object component record.
8. More than one rights record may be linked to an accession, resource, resource component, digital object, or digital object component record.
9. One or more name records may be linked to a rights record for the purpose of identifying rights holders or contacts for rights holders
10. One or more external document records may be linked to a rights record for the purpose of linking to a contract or other document that amplifies the rights assertion recorded in the rights record
11. Each new and edited rights record must include the following administrative information, which is generated / updated automatically:
 - a. Record created timestamp
 - b. Last modified timestamp
 - c. ID of the staff user who created the rights record
 - d. ID of the staff user who last modified the rights record
12. The Last modified timestamp and staff user ID must be updated each time the rights record is modified

R8: REQUIRED TASK SEQUENCE

1. Select the option to add a rights record from within an open accession, resource, resource component, digital object, or digital object component record
2. Indicate if the rights record is for intellectual property, license, or statute
3. If the rights record is for intellectual property, indicate

- a. If the item(s) are copyrighted, in the public domain, or rights can not be determined
 - b. The country or national jurisdiction to which the copyright applies
4. If the rights record is for a license, indicate the terms of the license
5. If the rights record is for a statute, indicate
 - a. The statute that is applicable
 - b. The country or region responsible for the statute

R9: OPTIONAL TASK SEQUENCE

1. If record is for intellectual property,
 - a. Indicate the date copyright is expected to expire
 - b. Add a note for any information pertinent to the determination of intellectual property
2. If the record is for license rights:
 - a. Indicate the permissions that are granted for the rights situation indicated in no. 1 (e.g. intellectual property, license, or statute)
 - b. Add a note containing any information useful to interpreting and administering the license terms
3. If the record is for statutory rights,

Add a note containing any information useful to interpreting and administering the terms of the statute referenced
4. Indicate the actions that are restricted, including
 - a. The date the restriction was imposed
 - b. The date the restriction expires
5. Link the rights record to one or more external documents that amplify the rights information
6. Link one or more name records to the rights records to identify any agents who are rights or license holders, or the contacts thereof.

R10: USER INTENTIONS / APPLICATION RESPONSE SEQUENCE

User intention (Required fields in <i>italics</i>)	Application response / action
Within an open context record, select the option to create a rights statement	
	Application opens a rights record template, with all designated default values present
	Application indicates the repository and generates rights record identifier
<p>Select the rights type:</p> <p><i>Intellectual property</i></p> <p><i>License</i></p> <p><i>Statute</i></p>	
	<p>If “Intellectual property” is selected, data fields not pertinent are made inoperable:</p> <ul style="list-style-type: none"> • rightsLicenseIdentifierTerms • rightsStatueCitation • rightsPermissions • rightsRestrictions • rightsRestrictionsStartDate • rightsRestrictionsEndDate • rightsGrantedNote
	<p>If “License” is selected, data fields not pertinent are made inoperable</p> <ul style="list-style-type: none"> • rightsIPStatus • rightsIPExpirationDate

	<ul style="list-style-type: none"> • rightsStatueCitation • rightsJurisdiction
	<p>If “Statute” is selected, data fields not pertinent are made inoperable</p> <ul style="list-style-type: none"> • rightsIPStatus • rightsIPExpirationDate • rightsLicenseIdentifierTerms
<i>Enter data for the rights type selected</i>	
Indicate any restrictions, and their terms, that might apply to the material(s)	
Select option to link to external documents	
	External document record template
Indicate document to be linked to	
	External document function closes. All linked documents are listed in external document pane in rights record
Select option to link name records for rights holders, or contacts thereof	
	Name picker is open
Select name(s) to be linked	
Select option to link names	
	Name picker closes. All linked names are displayed in linked names list in rights record. All names are linked as “rights holder” or “rights holder contact.” Thus, a function type on the name picker is not necessary in this context

<i>Save the rights record</i>	
	If the rights record is not valid, application will indicate rights statement cannot be saved and will indicate what needs to be fixed for record to be saved
	Or, if rights record is valid, application will indicate record has been saved, and rights statement will appear in the right pane in the context record

User intention (Required fields in <i>italics</i>)	Application response / action
<i>Within an open context accession or resource record, select within the rights statement pane an existing rights statement to edit</i>	
	Application displays the selected rights statement record
Edit one or more fields in the open rights statement record	
<i>Save the edited rights record</i>	
	If the edited rights statement record is no longer valid, application will indicate rights record cannot be saved, and it will indicate what needs to be fixed for record to be saved
	Or, if the edited rights statement record is valid, the application will indicate the rights record has been updated and, on closing the rights record, the updated rights statement will appear in the rights

	statement pane of the context record
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User intention (Required fields in <i>italics</i>)	Application response / action
<i>Within an open context record, select one or more existing rights statements in the rights statement pane to delete</i>	
<i>Select the option to delete the rights statement(s)</i>	
	Application responds: "Are you sure you want to delete "N" rights record(s). Yes or No
<i>Select the No option</i>	
	Application reverts to the state before selecting delete option
<i>Select the Yes option</i>	
	Application indicates "N" records have been deleted
	Application waits two seconds, holding display of message above
	Application then refreshes display, updating list of rights statements in rights statement pane

User intention (Required fields in <i>italics</i>)	Application response / action
<i>After adding, editing, or deleting one or more rights statements to a context, choose to save the open context record</i>	
	Application will indicate the open context

	record is updated
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R11: DATA ELEMENTS

Element Name	Definition	Type	Default Value	Required
rightsRepository	The repository, or domain, in which the rights information is pertinent	String		Yes
rightsStatementIdentifier	<p>The rightsStatementIdentifier is a conflation of the identifier for the accession, or resource, or digital object plus the arbitrary indicator for the rights statement itself</p> <p>E.g., MSS.210rts23</p> <p>The rights statement identifier uniquely identifies the rights statement within the repository domain</p>	String		Yes
rightsType	The basis for the rights statement being made. Three basis are allowed: intellectual property, license, such as donor agreement,	Non-config. Lookup Drop down list:	<ol style="list-style-type: none"> 1. Intellectual property 2. License 3. Statute 	Yes

	and legal statutes such as FERPA			
rightsMaterials	A term or brief phrase describing the materials in the accession, resource or collection to which the rights record applies, e.g. Diaries by Alex Doe	String		No
rightsIPStatus	A term indicating the intellectual property status of a work	Non-config Lookup	<ol style="list-style-type: none"> 1. Copyrighted 2. Public domain 3. Unknown 	Yes, if rightsType = Intellectual Property
rightsIPExpirationDate	The date the copyright is expected to expire			No
rightsLicenseIdentifierTerms	A statement (actual text snippet or summary) of the permissions granted in the license	String		Yes, if rightsType = License
rightsStatuteCitation	Identification of the statute, including a URL if the statute is	String		Yes, if rightsType = Statute

	available on line			
rightsJurisdiction	The political entity authorizing the copyright or statute, e.g. country or region Use values from ISO 3166	String		Yes, if rightsType = Intellectual Property or Statute
rightsTypeNote	Any additional information about the copyright, license, or statute and / or about its application to the item(s) being described	String		No
rightsPermissions	Indication of what kinds of actions are permissible to the repository and / or the end user	String255 K		No
rightsRestrictions	Indication of what kinds of actions are not permissible to the repository and / or the end user	String255 K		No

rightsRestrictionStartDate	The date the restriction(s) go into effect	Date		No
rightsRestrictionEndDate	The date the restriction(s) cease to apply	Date		No
rightsGrantedNote	Any qualifying information about the permissions granted or restrictions to be enforced	String		No
accessionRecordCreatedTimestamp		timestamp	Automatically generated when record is created	Yes
accessionLastModifiedTimestamp		timestamp	Automatically updated when record is saved.	Yes
accessionRecordCreatedStaff		Text < 256	Automatically insert lookup of staff name from user tables	Yes
AccessionLastModifiedStaff		Text < 256	Automatically insert lookup of staff name from user tables	Yes

R12: IMPORTS

Rights records will be created as the result of importing data of the following kinds:

- Accession data
- Resource data
- Digital object data
- Migrated AT/ Archon data

Mappings and record creation processes will be created at the time the prototype is built.

R13: EXPORTS

Data recorded in rights records, especially restriction information, will be recorded appropriately into exported EAD, MARCXML, METS, DC, and MODS exports.

Actual mapping will be done after the build of the module.

R14: REPORTS

As with other modules, reports are first configured by using the browse list for rights records. Operators should configure the list to reflect the scope and order of rights records, as well as the types of data, to be included in a report.

The following reports will be defined:

1: List of rights holders by type, identifier, material

The name of rights holders followed by the rights type, the rights statement identifier, and the material to which the rights apply.

2: List of rights type with identifier and right holders and restriction dates

A list of rights types first and, within each type, the rights statement identifier, the rights holder(s), and the restriction dates

3: List of restrictions in effect

A list of all rights records in which restrictions with restriction dates are in effect. The list is sorted in order of earliest to latest active restriction end date. The list includes restriction dates, rights identifier, rights type, and rights holder(s)

4: List of restrictions statements that are expired

A list of rights records in order of rights statement identifier for which the record restriction end date has already expired. The list includes rights identifier, restriction end date, and rights holder(s)

5: List of copyrights that are expired

A list of rights records in order of rights statement identifier for which the recorded rights IP expiration date has passed. The list includes rights identifier, rights IP expiration date, and rights holder(s)

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