

Rockefeller Archive Center Inventory & Imaging Log Requirements

Goals

- Identify digital media items during processing in order to plan for and perform preservation actions
- Log basic digital media stabilization information
- Enhance data quality by providing simplified data entry interface which uses controlled vocabularies
- Increase efficiency of inventorying process by reducing cognitive load of using the system
- Integrate with existing collections management system (ArchivesSpace) to reduce duplicate data entry and to record location of item

Requirements

Inventorying & Logging Transfer

- Record whether digital media item has had content copied from it, has not had content copied from it, or cannot be read, and the method used for copying content
- Record weeding and appraisal decisions made after copying (or attempting to copy) content (e.g., disk was blank or could not be read)
- Responsive design (desired)
- Search across item records to quickly find and edit an item record
- Automatically generate and record unique ID to link disk image to original media item
- Fields
 - Unique ID (required | auto-generated)
 - AS archival object URI (required | manual)
 - AS parent component and resource title (required | automatic via API)
 - Format (required | controlled list)
 - Transfer status (required | controlled list)
 - Transfer method (required | controlled list)
 - Date of transfer (required | date field | automatically populated)
 - Container disposition (required | controlled list)

Data & Integration

- Item must be linked to an archival object in ArchivesSpace
- Can customize controlled vocabulary for formats

- Export all fields as JSON data, so that media log data can be automatically combined with automatically generated imaging information and included in other reports, such as DFXML, which will be stored with the AIP long-term
- API that can be used to query data to see what formats are within a given collection or across the repository, what digital processing work was done on a collection, what our transfer success rate is, etc.

User Administration

- Simultaneous users can be logged on the system editing different records
- Logging which user created, edited, or deleted a record
- Administrative privileges for certain users to create or delete user accounts (desired)
- User authentication tied to LDAP (desired)

Reporting

- Generate printable item report to be included in place or with original physical item
- Generate printable item reports in batches (e.g., create reports for a given AS resource record, with one report per archival object)