

Instructions for filling out Excel spreadsheet with information about collections to be contributed to Aquifer

At its meeting on October 24, 2004 Aquifer will identify the initial federated collection or collections that Aquifer will set out to build, selecting from the list prepared at the last meeting and the collections that are offered up by members.

So that we can have a more detailed sense of what collections are actually available to us, I am asking you to supply information in a standard format, indeed, in an excel spreadsheet that I have prepared for your use.

The spreadsheet comes equipped with a codebook explaining exactly what kind of information is required for each of the collections you are prepared to offer to Aquifer.

Fill this spreadsheet out and return it to Phyllis.Baker@ucop.edu no later than Wednesday October 20, 2004

Please be as precise as you can be, providing information for each of the discrete collections that you are willing to contribute, and indicating for each which of the collection categories it belongs to. Feel free to place collections in more than one category as appropriate (e.g. a collection of US polling data belongs in Data and in American history, society and culture)

- 1) American history, society, and culture
- 2) American literature
- 3) Slavic periodical index and etc
- 4) Performing Arts inclusively
- 5) Art and architecture
- 6) Data
- 7) Medieval manuscripts

Codebook

1 Institution

- A repeating field giving the name of your institution (e.g. Stanford University Library)

2. Creator

- Name of the individual or institution *primarily* responsible for creating or assembling the digital collection (e.g. Bancroft Library, UC Berkeley).

3. Collection title

- Title by which collection is formally known (e.g. Japanese American Relocation Digital Archive)

4 Collection description

- In a few sentences please describe the collection including information about its content including for example:
 - subject matter

- geographic coverage (what geographical areas does the subject matter refer to viz American South, sub-Saharan Africa, etc
- chronological coverage (what chronological period do items in the collection bear upon (e.g. 1500-1630, 1820-1900

5. Placement in Aquifer collection

- In which of the Aquifer collections does this collection(s) belong?
 AH - American history, society, and culture
 AL - American literature
 SP - Slavic periodical index and etc
 PA - Performing Arts inclusively
 AA - Art and architecture
 D - Data
 MM -Medieval manuscripts

6. Collection size and format

- Please describe the collection in terms of the size and format of the information it contains, viz 1,000 PDFs, 200 EADs, and 30,000 digital images available both as TIFFs and JPEGs f

7. Is item-level metadata available via an OAI server

- Please answer yes if yes, no if no, or by [date] if an OAI harvesting server is under construction or being planned

8-9. Name and email address of contact

- Name and email address of one individual who we can talk to if we want details as may be required to integrate the collection into a federated environment. Person will have knowledge about the collection's metadata and data formats, and the technical capabilities of the platforms through which the collection is made accessible