



# Archivists' Toolkit & Metadata Standards

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# Archivists' Toolkit

- Open source archival data management system to provide integrated support for archival materials.
- Goals:
  - Reduce the inefficiency of multiple single purpose tools
    - Enter data once
    - Use it in many times
  - Promote data standardization



# What it is

- Core functionality
  - Accessioning
  - Description
  - Name authority
  - Subject authority
  - Location management
- Phase 2
  - User registration/use tracking
  - Rights management
  - Subject granularity
  - Appraisal
  - Sustainability plan



## What it isn't

- End user access tool; digital asset management system, institutional repository, online public access catalog
  - { but it exports data for use in these systems }



# The question

Use an existing standard or build our own data model?



# Why?

- **Wide variety of users**
  - Size, resources, workflows, collection characteristics, etc.
- **Wide variety of relationships**
  - Accessions & Resources
  - Resources & Components
  - Intellectual work & Instantiations
  - Analog & Digital
- **Wide variety of functions**
  - Management
  - Discovery
  - Use



But...

Still heavily standards based

- ISAD(G)/DACCS - EAD
- ISAAR (CPF) - EAC
- AACR - MARC

Controlled vocabularies: language, type of resource, name relator codes, [...]



# Imports & Exports

- Import
  - EAD
  - MARC XML
  - Accession data
- Export of Resource Records
  - EAD
  - MARC XML
- Export of Digital Object Records
  - MARC XML
  - MODS
  - DC
  - METS (with MODS or DC)





# Design Principles

- Build for the rule, not the exception
- Demonstrated use for data
- Create varied and valid exports
- Separate data and presentation (when possible)
- Facilitate data standardization



# Design Process

- Project team
- Advisory committee
- Beta testers
- Archivists
- Users



# Limitations

- Building a new data model is a lot of work!
- Differences in granularity between internal and external standards
- Differences in constraints of the binding of the standard (xml vs. relational db)



# Goals

- Reduce the inefficiency of multiple single purpose tools
- Promote data standardization



Thank You!

[www.archiviststoolkit.org](http://www.archiviststoolkit.org)