



## Recommended elements in the bibliographic record of a digital surrogate

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In a joint effort with OCLC and under the patronage of LIBER we are working to build a virtual Global Digital Registry. Its aim is to achieve full coverage of every work that has been digitized and will be preserved in digital form. To collect all information relevant EROMM and OCLC are working with their member libraries and ask them to make available bibliographic records for digital masters. Such records shall contain elements that are necessary to identify the original work and to give the essential features of the master. In a conference 4/5 May 2006 in Washington D.C. that was hosted by the Digital Library Federation a list of eight recommended elements was agreed.

### R-RDM - Recommendations for Recording Digital Masters (version 0)

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Recommended and mandatory elements for bibliographic records supplied to the Registry of Digital Masters.

- m = Mandatory**
- a = Mandatory if applicable**

By purpose no definition is given for the Digital Master. It is left to the archiving institution, what version of files will be regarded as master. In practice, the concept of first generation digital master (in analogy to the microform preservation master) is difficult to describe universally. Some institutions may perform slight image processing before declaring images to be “master images.” Others – referring to the direct and unchanged representation of the paper antecedent – will not accept this. We can perhaps make a difference between the archival master and a “production master“, which will be created from the former to fit the actual needs of further processing (OCR, web access, etc). As technologies advance, we may return to the archival master and create the new “production master” and its successive use copies.

#### 1. Bibliographic information (m)

Give a bibliographic description of the original work on a level equaling AACR2 level 1 or your national equivalent.

#### 2. Publication information for digital version (partly m)

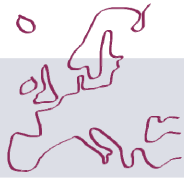
Digitizing institution and year of production can indicate of what quality the digital object might be.

##### a. Place

The place may help to identify the digitizing institution.

##### b. Digitizing institution – responsible for creation of digital version (m)

Analogous to publisher, as opposed to manufacturer.



### **c. Year of creation (m)**

Strive for precision, but supply an estimated year or range of years if the exact year is unknown; yyyy or yyyy-yyyy.

### **3. Precise copy of original**

This is important information in all cases where the copy used in digitization might differ significantly from other copies of the same bibliographic description: Old and rare books, books with provenance related notes, journals with possible variations of localized editions, etc.

### **4. Precise extent digitized (for multi-volume works) (a)**

Give the volumes or issues that were digitized.

### **5. Registry mark (m)**

- Record describes a digital object which the contributing institution commits to preserve.
- Record complies with minimal recording standard for the Registry as listed here.

Your system should have the possibility to identify records for digital masters. This will be the basis for extraction or harvesting of records.

### **6. Archiving institution – the institution committing to digital preservation of the object described (m)**

Trusted digital repositories are being designed and built in several places; the archiving institution is expected to have or build such a system and take precautions that the digital item be preserved. See NASA's 2002 "Reference Model for an Open Archival Information System (OAIS)", which has influenced the ISO 14721:2003 standard "Space data and information transfer systems – Open archival information system – Reference model", where the criteria are listed that need to be fulfilled for such a repository. RLG's project "Digital Repository Certification" is another important activity.

### **7. Master copy information**

#### **a. Identifier**

This should be a persistent identifier. Archiving institution must either supply an identifier for the master or be able to track from another identifier included in the record (e.g., the record ID or an access copy URN) back to the master.

#### **b. Access conditions**

Will the master be made available? Will access to the master be given to interested agencies as e.g. digitizing projects?

#### **c. Technical information Describe technical features of the master.**



## **8. Use copy information (partly m)**

### **a. Mark indicating access copy or lack thereof (m)**

### **b. Free, open, publicly accessible indication**

Important that such an indication be drawn from controlled vocabulary to enable harvesting of publicly-available resources.

### **c. Identifier (URL/URN)**

This should be a persistent identifier.

### **d. Access conditions**

How is the use copy accessible?

### **e. Technical considerations**

Are there special technical requirements for reading the use copy?