

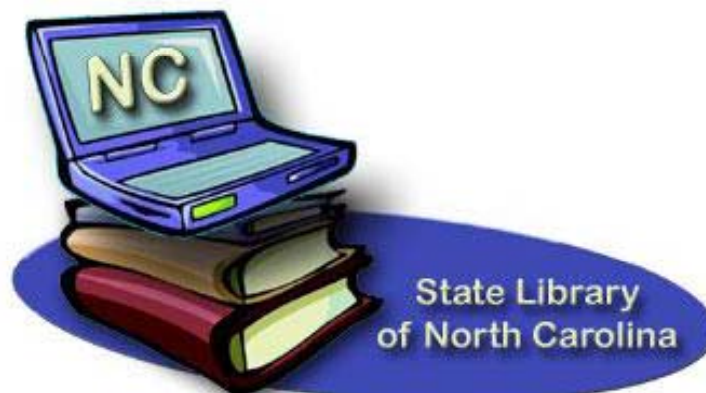
# Conceptual Model for Creating a Publications Repository

Kristin Martin

Digital Preservation in State Government

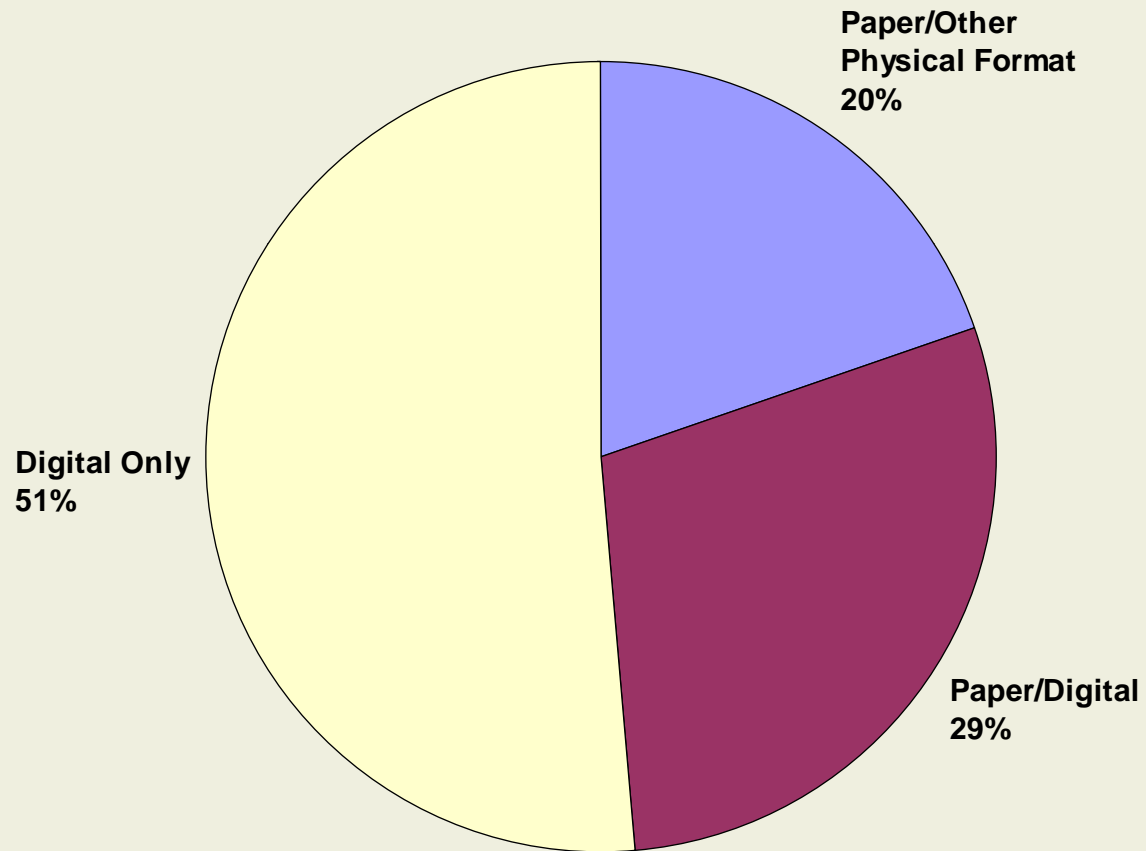
Best Practices Exchange 2006

March 28, 2006



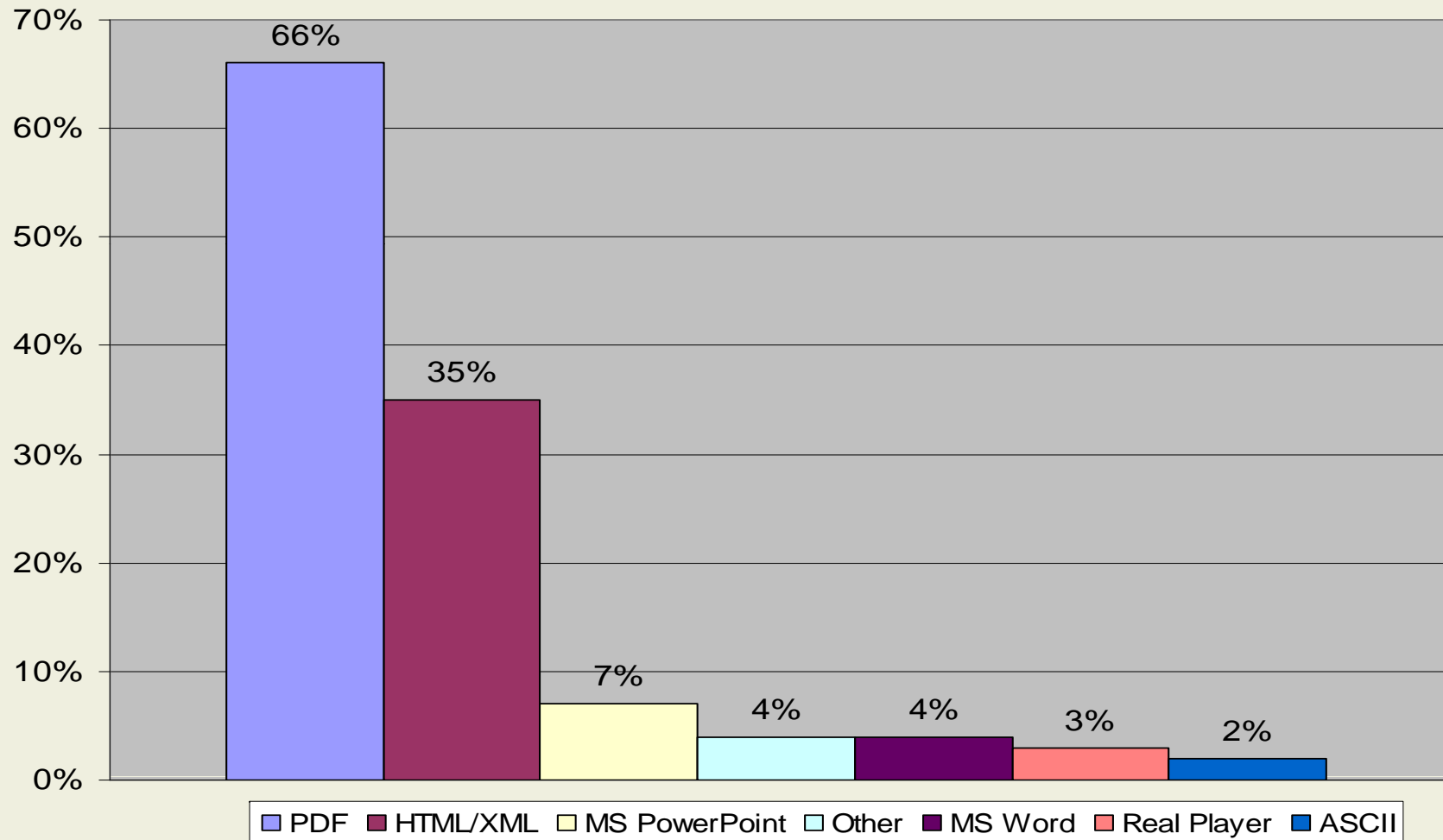
Access to State Government Information

# NC Publishing Practices



Survey of State Agency Publishing Practices, 2003

# Formats for Publications



Survey of State Agency Publishing Practices, 2003

# Scope of Publication Repository

- ◆ **Publication:** *Any printed document including any report, directory, statistical compendium, bibliography, map, regulation, newsletter, pamphlet, brochure, periodical, bulletin, compilation, or register, regardless of whether the printed document is in paper, film, tape, disk, or any other format prepared by a State agency or private organization, consultant, or research firm, under contract with or under the supervision of a State agency (state department, institution, board, and commission) (N. C. Gen. Stat. § 125, State Library Agency).*

# Scope (2)

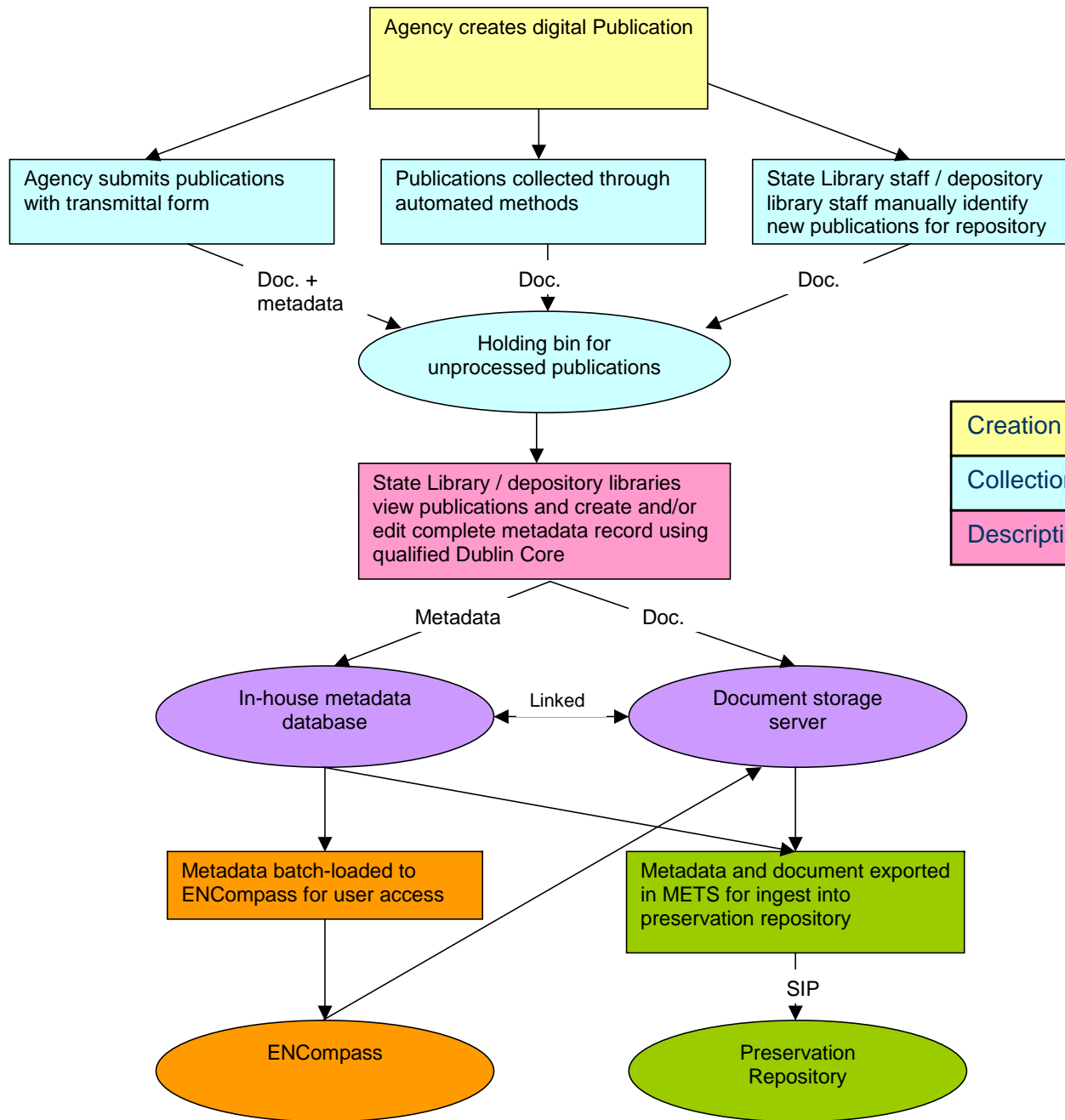
- ◆ Selected publications will be *discrete*
  - Identifiable beginning and ending
  - Content contained within publication
  - Content designed to stand alone
  - Can be distributed independently of website
- ◆ Includes:
  - PDF monographs and serials
  - Standalone HTML monographs and serials
- ◆ Excludes:
  - Entire websites
  - Lists of links
  - Information generated dynamically from databases



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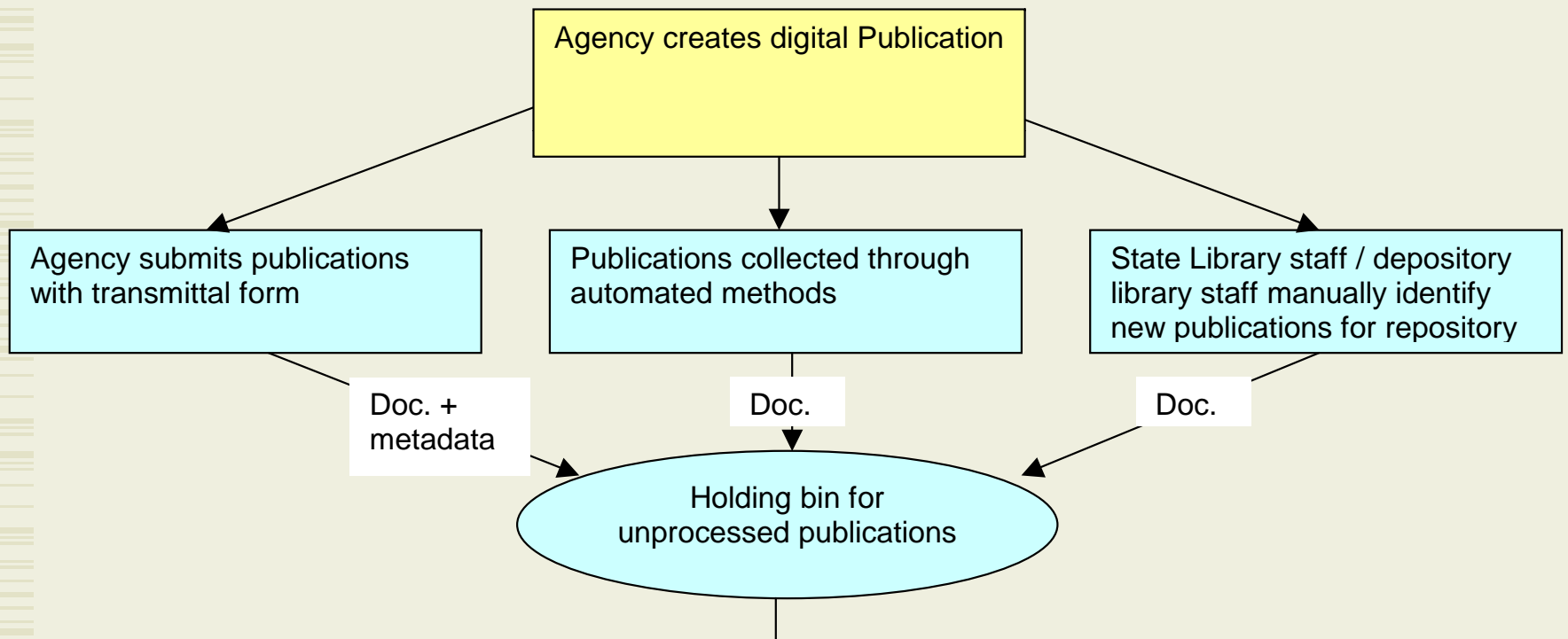
# Conceptual Model for Repository

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Creation	Storage
Collection	Access
Description	Preservation

# Collection of State Documents





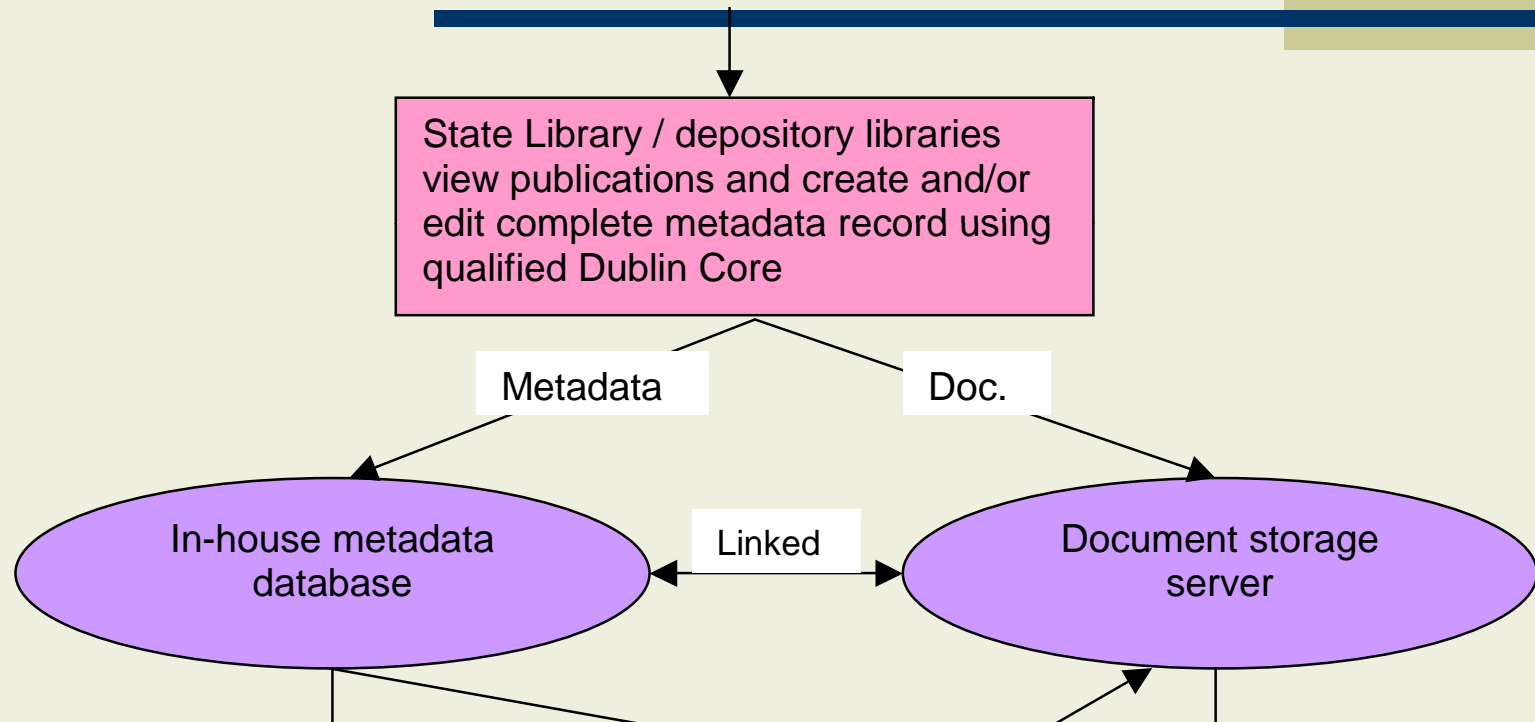
# Collection of Documents (2)

- ◆ In Place:
  - Initial collection of documents by CD
  - Word-based publications transmittal form
- ◆ In Progress:
  - Developing secure website for document delivery:
    - <https://www.formrouter.net/forms@SLNC/digitalpubsub.pdf>
  - Dedicated email address for agencies to send publications – in use by four agencies currently

# Collection of Documents (3)

- ◆ In the Future:
  - Use of OCLC Web Archives Workbench to capture web publications
  - Creation of easily accessible holdings bin for unprocessed publications
  - Integration of collection of documents with metadata creation

# Metadata Creation and Storage



# Metadata Creation and Storage (2)

## ◆ In Place:

- Selection of Dublin Core as metadata standard for digital documents
- Use of ENCompass staff client for metadata creation
- Document server for storage of state documents
- Consistent naming convention for storage

## ◆ In Progress:

- Draft guidelines for using Dublin Core to create metadata as a subset of NC Dublin Core guidelines
- NC Thesaurus for subject terms and agency names:  
[http://data.osbm.state.nc.us/pls/pbis/dyn\\_jessica\\_keyword.show](http://data.osbm.state.nc.us/pls/pbis/dyn_jessica_keyword.show)

# Metadata Creation and Storage (3)

- ◆ In the Future:
  - Automated moving and naming of documents into storage location
  - Creation of separate metadata creation tool/database that will then batch upload metadata to ENCompass
  - Integration of metadata creation with collection process
  - Loading of metadata in WorldCat for depository libraries to use in their local catalogs

# Principles for a Smooth Workflow

- ◆ Metadata entry screen is the focal point for descriptive work, viewable simultaneously with the digital publication.
- ◆ Some of metadata is automatically populated:
  - Information from content creator upon submission
  - Information extracted automatically by computer
  - Information that is frequently the same across multiple records
- ◆ Controlled controlled access points are linked directly to the metadata entry form for easy look-up and insertion of terms.
- ◆ Movement and renaming of the actual digital file and creation of a URN is automated process.

# Metadata Entry Form

View Original Transmittal Form

Add Alternative Title	Title	Issues for today: finding location solutions: final report
Add Additional Agency	State Agency Creator	North Carolina Council for Women and Domestic Violence Commission <input type="button" value="Look up name"/>
Add Private Contributor	Private Contributor	
Add Additional Subject	Subject	<input type="button" value="Look up subject"/>
	Subject scheme	
Add Additional Description	Description	Public document of the State of North Carolina.
	Abstract	
	Table of Contents	
Add Additional Publisher	Publisher	North Carolina. Division of State Library.
	Publisher	North Carolina Council for Women and Domestic Violence Commission.
Add Specialized Date	Date	
	Created	April 30, 2003
Add Additional Type	Type	
Add Additional Format	Format	Text

Done

Bookmarks

Signatures

Layers

Pages

Comments

## Final Report

# “Issues for Today: Finding Local Solutions”

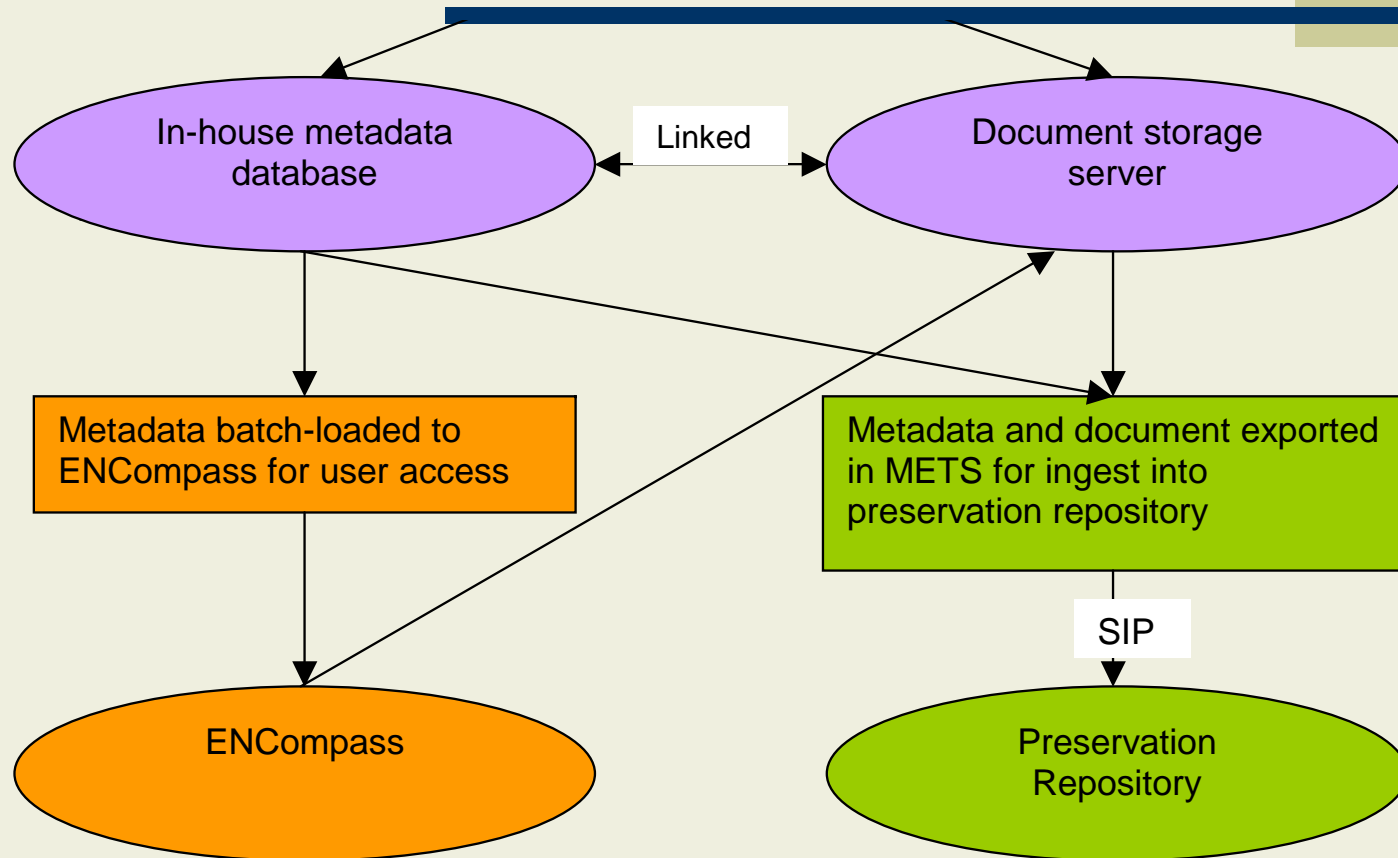
April 30, 2003  
Greensboro, N.C.

North Carolina Council for Women  
&  
Domestic Violence Commission

8.5 x 11 in

1 of 27

# Access and Preservation





# Access and Preservation (2)

- ◆ In Place:
  - ENCompass as tool to provide end user access
  - 330 records available so far
- ◆ In Progress:
  - Improvements to web interface
  - Public access to ENCompass web interface
- ◆ In the Future:
  - Long-term preservation needs through DCR Digital Preservation Program
  - Sharing records and documents with depository libraries

Quick Navigation: [Browse/Search](#) | [Find Resources](#)Free Text [Basic Search](#) | [Advanced Search](#)10 

Records per Page

Return Results in 

order

 Remove Duplicate Hits?

Choose collection(s) below to search:

**Login**

to gain access to certain restricted records and to use personalization features, including saving searches and creating your own personal collection

**Search History**

No entries







**Saved Searches**

Please Login

**Saved Records**

Please Login

**Library Collections** **Include library catalog in search?**

Select	Expand / Description	
<input type="checkbox"/>	 001 State Documents by Agency	
<input type="checkbox"/>	 002 State Documents by Subject	
<input type="checkbox"/>	 003 Community Resource Information System (CRIS)	

[view relationships](#)[Previous](#) | [Next](#)

Database Source	Docs1
Title	Issues for today: finding local solutions: final report
Agency	North Carolina Council for Women and Domestic Violence Commission
Subject	North Carolina Council for Women and Domestic Violence Commission Welfare Domestic violence Wages and salaries Health care Candidates
Description	Public document of the State of North Carolina
<i>Abstract</i>	Report of conference held in Greensboro, with four break-out sessions: Pay Equity and Welfare Reform; Family Violence; Health Care; and Women's Representation and Campaign Finance Reform.
Publisher	North Carolina. Division of State Library. North Carolina Council for Women and Domestic Violence Commission
Date	April 30, 2003
Type	Text
Format	
<i>Extent</i>	365 KB 27 p.
<i>Medium</i>	Text/PDF
Identifier	<a href="http://purl.oclc.org/NET/ncdocs/Adm/Adm1/Adm1-18.pdf">http://purl.oclc.org/NET/ncdocs/Adm/Adm1/Adm1-18.pdf</a>
Language	English
Coverage	
<i>Spatial</i>	North Carolina
Rights	Public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people--G.S. 132

# Contact Information

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Access to State Government Information Initiative

<http://statelibrary.dcr.state.nc.us/digidocs/>

North Carolina Thesaurus

[http://data.osbm.state.nc.us/pls/pbis/dyn\\_jessica\\_keyword.show](http://data.osbm.state.nc.us/pls/pbis/dyn_jessica_keyword.show)