The University of British Columbia Library	Document No.	DP-016
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Title	Digital Preservation Glossary of Terms	

Archivematica is a free and open-source digital preservation system that is designed to maintain standards-based, long-term access to collections of digital objects.

Archival Information Package (AIP) is a package made up of the normalized preservation masters, and all associated metadata received during transfer and/or generated during Ingest. The AIP will be stored for long-term preservation, and use to derive access copies, or Dissemination Information Packages (DIPs).

AtoM is web-based archival description software that is based on International Council on Archives ('ICA') standards. 'AtoM' is an acronym for 'Access to Memory'.

Authority: The right or permission to act legally on another's behalf; esp., the power of one person to affect another's legal relations by acts done in accordance with the other's manifestations of assent; the power delegated by a principal to an agent (InterPARES: http://www.interpares.org/ip3/ip3_terminology_db.cfm?letter=a&term=988)

Bit (or bit-level, bit stream): smallest unit of data that can be stored on a computer, represented as either 0 or 1 (InterPARES: http://www.interpares.org/ip3/ip3_terminology_db.cfm?term=994)

Born-digital: digital files originally created in digital form (i.e. NOT digitized versions of analog material) (InterPARES: http://www.interpares.org/ip3/ip3_terminology_db.cfm?term=679)

Breadth or Depth of Coverage: The extent to which a collection reflects the total published or available information on a specific subject.

CONTENTdm is proprietary software that handles the storage, management and delivery of digital collections to the Web.

Curricular and Research Relevance: The relationship of an institution's collection materials to the teaching and research activities of the institution.

data integrity involves ensuring that intentional and unintentional changes to data have not occurred, so that users can access data that is complete and uncorrupted (British Library Digital Preservation Strategy 2013-2016)

Demand: The comparative use of collection materials by patrons over time.

digital assets are a set of digital files (including their content and metadata) which form a resource and an investment (California Digital Library: http://www.cdlib.org/gateways/technology/glossary.html#d)

Digital Preservation: activities conducted to ensure the continued use of digital resources over time despite changes in technology, storage media, and organizational changes (InterPARES: http://www.interpares.org/ip3/ip3_terminology_db.cfm?term=221 and DPC: http://www.dpconline.org/advice/preservationhandbook/glossary#M)

Digitization: converting analog material to digital form (SAA: http://www2.archivists.org/glossary/terms/d/digitization)

Dissemination Information Package (DIP)is made up of access derivatives of the master digital objects in the AIP, as well as associated metadata, which can then be transferred to an access system (such as AtoM or CONTENTdm) for use by the end user.

Documentary Form: The rules of representation according to which the content of a record, its administrative and documentary context, and its authority are communicated. Documentary form possesses both extrinsic and intrinsic elements. Syn.: documentary presentation. (InterPARES: http://www.interpares.org/ip2/ip2_terminology_db.cfm)

File formats: standard way of encoding digital information which tells a computer how to display and use the information, generally represented through an extension at the end of the file name (DPC: http://www.dpconline.org/advice/preservationhandbook/glossary#B)

fixity check: comparisons of checksum values calculated at a given point in time with those generated at time of ingest

Format migration: conversion of data from existing media and structure to up-to-date hardware and file formats in order to avoid obsolescence (SAA: http://www2.archivists.org/glossary/terms/f/format-migration)

JHOVE is a tool for identifying, validating, and characterizing file formats. Archivematica uses for verifying the formats of items during normalization (https://www.archivematica.org/en/docs/archivematica-1.4/user-manual/preservation/preservation-planning/ and https://sourceforge.net/projects/jhove/)

Metadata: information about an information resource. Metadata can pertain to the nature of the resource or changes made to it, as well as its location, structure, management, preservation, and technical details (DPC: http://www.dpconline.org/advice/preservationhandbook/glossary#M and InterPARES: http://www.interpares.org/ip2/ip2_terminology_db.cfm)

Normalization is the conversion to an accepted format depending on adherence to minimum industry standards

Open Archival Information System reference model (OAIS) is a model for understanding the processing and management of records for long term preservation. Material comes into the archive as a Submission Information Package from which Archival Information Packages are made for long-term storage and Dissemination Information Packages are made for access. Persons creating the material are termed producers and persons using the access copies are understood as consumers, with overarching management of the archive conducted by appropriate professionals. The archive is envisioned with a designated community in mind. The model became the standard ISO 14721:2012 (OCLC: http://www.oclc.org/research/publications/library/2000/lavoie-oais.html and ISO: http://www.iso.org/iso/catalogue_detail.htm?csnumber=57284)

Originality: An initial manifestation of a thing from which copies can be made. (Definition drawn from: http://www2.archivists.org/glossary/terms/o/original#.V7H2_rVVvnQ)

Preservation: ensuring the physical and technological stability as well as the security of materials over time (InterPARES: http://www.interpares.org/ip3/ip3_terminology_db.cfm?term=38)

PRONOM is a registry of file formats maintained by the National Archives of the UK. Formats are identified and disambiguated through PRONOM Unique Identifiers (PUIDs). Microservices in Archivematica rely on this registry to identify file formats (https://www.archivematica.org/en/docs/archivematica-1.4/user-manual/preservation/preservation-planning/)

Submission Information Package (SIP) may be made up of one or more transfers, and includes all metadata extracted and/or generated by Archivematica as the transfers are run through the micro-services.

Trusted Digital Repository is a repository "whose mission is to provide reliable, long-term access to managed digital resources to its designated community now and in the future" (RLG, p. 5). It encompasses a system that all stakeholders can rely on for access to and further preservation of information. A Trusted Digital Repository includes strategies for completing these responsibilities along with continual monitoring, maintenance, and awareness of risks to the system. (Trusted Digital Repositories: Attributes and Responsibilities, An RLG-OCLC Report: http://www.oclc.org/content/dam/research/activities/trustedrep/repositories.pdf and Audit and Certification of Trustworthy Digital Repositories (Magenta Book))