

# RUcore Resource Types

## Definition and Policy

**Primary resource (access and impact):** The primary object or output for which access and impact are desired. In a complex situation, such as a journal article with multiple versions or a research experiment with many outputs (data set, video, notes, images, etc.), the primary resource is the information that is the subject of the metadata. In complex data circumstances, it will be the data that primarily carries the information value and to which the creator or collector wants the user's attention directed. For example, in a complex research data setting, it will be the data that best demonstrates the proof of the research hypothesis. There may be more than one primary resource in a complex information scenario.

Primary resources receive:

- Full preservation in RUcore, receiving full METS metadata and preservation activities provided by RUcore and its underlying repository architecture, Fedora Commons.
- Full contextual metadata, including descriptive and administrative and conforming to a published Application Profile (AP), either a standard AP or an AP customized to the collection
- Identified by a DOI.
- Indexing and searchability by the RUcore SOLR search facility.
- Broad access support, including indexing by third party facilities, such as Google Scholar.
- Compilation and maintenance of cumulative usage statistics for the resource.
- Are monitored for inappropriate access and use such as consecutive downloads above a 10. download threshold in a one hour period by a single IP address.
- Prominently displayed with one click navigation from the metadata display.

**Secondary Resource (Lifecycle):** A secondary object that has meaning and value are derived largely through its contextual relationship to the primary resource. This object may represent an important milestone in the lifecycle of the resource, such as a superseded version of a journal article, or may provide important context to supplement the primary resource, such as a lab notebook or a video of an earthquake simulation, where the primary resource is identified as the dataset produced by the sensors at the simulation site. The primary and secondary nature of resources is generally determined by the creator or collection owner, such as the principal investigator of a research project. Secondary resources receive full preservation, such as metadata and a DOI. Secondary resources will generally have creators, who provide a license to RUcore to preserve and provide access to the resource and who are acknowledged as the creator or owner in RUcore. An analytic, which has meaning and value in relation to the primary resource videos that are clipped and annotated in the analytic is an example of a secondary resource.

Secondary resources receive:

- Full preservation in RUcore, receiving full METS metadata and preservation activities provided by RUcore and its underlying repository architecture, Fedora Commons.
- Contextual metadata. **Descriptive metadata** will generally be limited to what is required for identification, relation to the later version(s), and retrieval via DOI. **In general, source, technical and rights metadata requirements are the same for both primary and secondary objects.** As an

example, CF Metadata for the secondary resource type, superseded articles. ***A standard Secondary Resource AP is under development. Exceptions may be made on a case-by-case basis but must be documented in an AP.***

- Identified by a DOI. May have the status “unavailable,” as when an author chooses to permanently embargo a superseded version of an article or the rights to access the resource are unclear. Secondary resources are generally **not** indexed and searched by the RUCore SOLR search facility.
- Secondary resources are **not** prominently displayed but are generally at least two clicks away, with the click providing context, such as a “View all Versions” button or “view the analytic” button so that the user has some basic context for what (s)he will be retrieving.
- Secondary resources may be submitted to third party indexing services, such as Google Scholar, when they are intended for broad use, such as an Analytic, but not for secondary resources such as superseded versions that are not intended for ongoing use.
- Compilation and maintenance of cumulative usage statistics for the resource are maintained.
- Secondary resources are monitored for inappropriate access and use such as consecutive downloads above a 10 download threshold in a one hour period by a single IP.
- While any resource may be embargoed for cause, RUCore is an open access repository that favors open access for all its resources. Secondary resources that are part of a resource lifecycle and are thus supplanted rather than complemented by the primary resource are more likely to be embargoed.

**Administrative Resources (critical support):** Administrative documents that are critical for the preservation or access of a resource will be added to the Administrative Documents collection. These resources receive full preservation with the required context to enable administration or access to a resource. Examples include licenses to make resources available for open use, inventory or sales records, deeds of gift, etc. Administrative documents are critical for ensuring the related resources remain viable for use. Administrative documents are not indexed by SOLR/Lucene although separate indexing will be made available at a future date when an administrative portal is established.

Administrative resources receive:

- Full preservation in RUCore, receiving full METS metadata and preservation activities provided by RUCore and its underlying repository architecture, Fedora Commons.
- Contextual metadata. ***The metadata will conform to the guidelines in Section 1 of "Processing Administrative Documents in RUCore". Exceptions may be made on a case-by-case basis but must be documented in an AP.***
- Identified by a DOI with the status “unavailable”.
- Administrative resources are **not** indexed and searched by the RUCore SOLR search facility.
- Administrative resources will be restricted to RUCore administrators and to collection owners, when appropriate.

**Ancillary materials (ephemeral)** Ancillary materials lack the critical characteristics of a standalone RUCore resource and receive the minimal context required to support their use. They receive bit level preservation through RUCore integrity and backup processes. They lack authorship information and are not “works of the mind” that merit independent discovery and access. They may be automatically generated such as an

automatic image to text (e.g., OCR) or speech to text (e.g., Dragonspeech) file. They may be independently created but have meaning only as a support or as a surrogate to the primary object, such as a transcript which provides an alternate form a resource but offers no complementary value. They may have dubious provenance, such as scribbled notes or unidentified student work. They may be created at tremendous volume, possessing value in the whole rather than the individual so that the return on investment for contextual cataloging is weak or non-existent. The collection creator/owner, working with the RUcore collection project manager, is the primary arbiter of the status of secondary vs. ancillary for collection resources. Further guidance on determining resource type can be found in the guidelines for Use of Descriptive Event and Related Item, which lists factors to consider when determining whether to treat a resource as primary, secondary, or ancillary.

Ancillary resources are datastreams that are bundled and displayed with the primary object. If they are permanently disambiguated from the primary object, they will have no independent value and could potentially be discarded.

Ancillary resources receive

- Short, descriptive datastream labels (“student work,” “transcript”) for basic context .
- Do not have independent metadata or a DOI.
- Have minimal or no metadata context. Context, when provided is generally a note, such as “Includes transcript.”
- Receive bit level preservation only through preservation actions applied to the primary resource with which they are bundled.

# PROCESSING ADMINISTRATIVE DOCUMENTS in RUCORE

## Overview

There must be an RUCORE Deposit Agreement authorizing distribution through RUCORE from the holder(s) of the intellectual property rights, and a privacy release (“Release for Videotaping and/or Photography”) for any person appearing in a video.

For any collection involving administrative documents,

1. create a separate record for each administrative document in the Administrative Documents Collection; upload the document, ingest the object, and record the title and DOI
2. create a record for the main resource; describe each permission document as a Related Item and create a Rights Event for every permission; upload the resource and ingest the object
3. after ingesting both the main resource and the license/permission resource, create a relationship using RELS-EXT

Follow the steps below. Any elements not explicitly mentioned should be left blank.

## 1. Processing the permission forms

- A. If the permission form is hard copy, scan it as (in this order of preference) tiff, PDF/A, or PDF
- B. Create metadata for the permission form (select content model 'document'):
  - **Title.** Use the person’s name in the form Lastname, Firstname, followed by the collection name and one of the form terms in the Associated Object ‘type’ vocabulary of the Rights Event, for example:

Ralston, Sarah. Equine Science Center-license
  - **Genre/form headings.** For each administrative document, assign two genre/form terms from the term authority RULIB-adminDoc:
    - A general form term corresponding to the name of the event (Descriptive documents, Provenance documents, Preservation documents, Condition Evaluation documents, or Rights documents)
    - a more specific term, describing the exact type of document.

For example a deed of gift would have form terms 'Provenance documents' and 'Deeds of gift.' A publicity release would have form terms 'Rights documents' and 'Publicity releases.' The RULIB-adminDoc vocabulary for the specific terms will be drawn from the 'type' vocabulary under Associated Object in each of the events.

- **DOI (system-supplied)**
- **Date.** The date the document was signed.
- **Embargo.** In rights metadata, create a Rights Event to embargo the permission form. This will ensure that the form cannot be displayed to RUCORE users:

Type=Embargo  
Date & Time  
Date & Time=2099-12-31  
Encoding=w3cdtf  
Point=end

- C. Upload the master and select system-generated pdf for each scanned form (if the master is not pdf).
- D. Ingest each permission/release form. You will need to add the DOIs for these permission/release form objects to the rights event in the resources records; if you anticipate frequently referencing them in your metadata, you might want to record them in a document or spreadsheet for ready reference.

## 2. Recording the permission documentation in the main resource's metadata

- A. In the descriptive metadata for the object itself, describe the permission document as a Related item:
  - Type = has document
  - Title = [use the title used in the permission form's own metadata record]
  - Identifier = [permission form DOI]
  - Identifier type = doi
  
- B. In the rights metadata for the object itself, create a Rights Event for each permission:
  - Type = 'permission or license' or 'permission or license receipt'
  - Date & Time
    - Date & Time=yyyy-mm-dd [date document was executed]
    - Encoding=w3cdtf
  - Associated Entity:
    - Role: = 'Copyright holder' *for rights holder*; 'Contributor' *for participant who is not a rights holder*
    - Name = [Firstname Lastname]
  - Associated Object
    - Type = 'License' *for rights holder*; 'Publicity release' *for participant who is not a rights holder*
    - Name = [Non-exclusive license for <short title of resource>] *for rights holder*  
[Permission/release form for <short title of resource>] *for participant who is not a rights holder*
    - Reference = <DOI>
    - Reference Type =digital

## 3. Creating the relationship using RELS-EXT

Create RELS-EXT statements between the resource object and the license/permission object. (Note this is an interim procedure that should ultimately be automated.)

- Obtain the rutgers-lib ID's of both objects you wish to relate to each other.
- Log into dlr/EDIT and click the "Search and Editing" link at the top of the screen
- Under 'Functions for Named Fedora Objects' put the rutgers-lib ID of the resource object into the "View Fedora Object" section.
- In the green area across the top choose "Manage Relationships", this will open in a new window
- Select the "Has License" relationship from the pulldown menu
- Type in the rutgers-lib ID of the license resource as the target object of the relationship you are building.
- Click "Add new Relationship" after which the screen should refresh and the newly created relationship will be shown on the screen
- Repeat for every administrative document

