

M2.3f Procedure for vocabulary creation in a Common Specification or Content Information Type Specifications



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Cover Sheet

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DILCIS Board	Owner of the procedure
eArchiving Building Block users	eArchiving Building Block specification creators

Summary of Changes:

Version	Date	Created by	Short Description of Changes
V0.1	2020-02-26	Karin Bredenberg and Jaime Kaminski	First version created

Glossaries of terms

E-ARK vocabs: <http://evoc.dlmforum.eu/E-ARK/group/5568370c3448e76821b3942f/list>
CEF Glossary: <https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/CEF+Glossary>

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Procedure for vocabulary creation in a Common Specification or Content Information Type Specifications

Summary

Vocabularies have a vital role to play in documents produced for eArchiving Building Block. They provide the reader with a quick means of understanding specific terminology used in the text and requirements of a specification. The following guidelines will help contributors prepare vocabularies for inclusion in the eArchiving Building Block specifications:

General considerations

Before creating a vocabulary:

- Creating a specialist vocabulary for a CITS is only recommended when one is not already publicly available. Before contemplating creating a vocabulary check public sources such as this list supplied by the Library of Congress: <https://id.loc.gov/>

If a specialist vocabulary needs to be created for a CITS it should be:

- Created in a XML-format or RDF-format, so the terms can be harvested and used in for example Schematron validation rules (the DICLIS Board can provide a simple XML-schema for creation of a vocabulary).
- Made publicly available so that it can be re-used by others.

Vocabulary entries should:

- Be stated in alphabetical order.
- Comprise: the term being defined and the definition of that term. For example, in the case of OAI:

[TERM]	[DEFINITION]
OAI	The Reference Model for Open Archival Information System is an archive (and a standard: ISSO 14721:2003), consisting of an organisation of people and systems that has accepted the responsibility to preserve information and make it available for a Designated Community.