

## **Next-Generation Technical Services (NGTS)**

### **POT 3**

Accelerate the processing of archival and manuscript collections.

### **Lightning Team # 3**

#### **Charge:**

Define minimal collection-level record specification for materials described using archival control (i.e., material is described according to archival descriptive rules, focusing on the contextual relationships between items and on their provenance rather than on bibliographic detail). The specification will reflect recommendations from the national US archival data content standard (Describing Archives) and the international archival data structure standard (ISAD-G), and will provide encoding analogs for MARC and EAD. The specification will also contain supplementary materials pertaining to MARC and EAD encoding requirements specific to the Online Archive of California.

#### **Membership:**

- Mary Elings (UCB)
- Josue Hurtado (UCSF)
- Sara Layne (UCLA)
- Adrian Turner (CDL) (POT 3 Liaison)
- Brad Westbrook (UCSD)

#### **Target Completion Date:**

12/19/11

#### **Tasks:**

- Confer with POT2 to refine the scope of the proposed specification
- Develop draft specifications; include implementation examples
- Circulate draft specifications to key stakeholders, gather input, identify publication locus for the specification
- Finalize and publish specifications
- Distribute via relevant systemwide groups (SOPAG, LTAG, etc.)