



***Digital Material Note:***

- This note will be reserved to identify the location of removable storage media within the collection or record group.
- Example:

**Digital Material: CD-ROMs in Boxes 2 and 4; 3.5” floppy disks in Box 12.**

***Abstract:***

- The abstract should specifically mention the presence of digital materials, including format types or genres (i.e. “audio files” or “Office files”).
- It is not necessary to list mime types or file extensions in the abstract.

***Digital Processing Note:***

- A brief, standardized statement with a link to a more in-depth document will be included after the scope and content note.
- Example:

**Digital Processing Note**

In preparing digital materials for long-term preservation and access, the Bentley Historical Library adheres to professional best practices and standards to ensure the authenticity, integrity, and security of material. For more information on the library’s digital processing procedures and policies, please see <http://deepblue.lib.umich.edu/handle/2027.42/93344>. Content may be available as individual files or a ZIP archives containing multiple files.

***Scope and Content Note:***

- The collection-level scope and content not should note the presence of digital materials.
- Series-level scope and content notes should include:
  - A clear and thorough overview of the intellectual content/subject matter of the digital materials.
  - A parenthetical reference to the volume of digital content for the individual series or subseries in an appropriate unit (KB, MB, GB, etc.).
  - An overview of the media types or genres (i.e. audio files, video files, still images, word processing documents, spreadsheets, etc.).
  - Special attention to special or unique file formats.

### ***Scope and Content Note (cont.)***

- It is not necessary to list all the file extensions found within a given series (i.e. .PDF, .DOCX, .JPG, etc.).
- Archivists should use their discretion to determine if it is appropriate to mention specific file formats found in series (i.e., “the series includes 20 podcasts in .MP3 audio files”).
- To indicate the relative wealth or paucity of material packaged in ZIP files, it may be appropriate (but not required) to cite the number of files therein (i.e. “includes 3 .ZIP files that contain 12,320 files”).
- As with paper materials, it is appropriate to note if the digital materials in a series required significant organization or rearrangement.

### ***General Note on the Container List:***

- Digital objects may be packaged for deposit into Deep Blue at various levels: series, sub-series, folder, or item.
- At the bare minimum, the finding aid *must* describe each individual ‘item’ that is deposited into Deep Blue. This level of description is important so that a link to the digital object may be inserted in the finding aid.
- If one or more directories have been packaged into a .ZIP file:
  - The processor should list major subdirectories a better indication of the available materials.
  - If these folder names are nondescript, abbreviations, or otherwise obscure, it may be necessary to provide a more complete folder title or supply a parenthetical note with additional information.

### ***Location (Box No):***

- In lieu of a Box Number (i.e. “Box 1”), use the term “Online” for open/unrestricted digital materials.
- Use the term “Closed” for restricted digital materials.
- If the library has both digital derivatives and original paper and analog materials, retain the original box number and include a <dao> element at the end of the line to link to the digital item.

### ***Date:***

- As mentioned above, the “unit date” should reflect when the intellectual content of the digital (or original paper/analog) material was created/actively used.

- Do not use the creation or last modified date for the files deposited in Deep Blue.

### ***Format***

- To indicate the nature of the digital object, indicate the file extension in a physical facet note immediately after the date or parenthetical note field. Use shortcut **alt p-f** or select from the list of macros.
- Include the extension (in caps) and period.
  - Viewed with the paragraph marks and formatting symbols shown: %pfe(.PDF)%pfe
  - Viewed without the paragraph marks and formatting symbols: (.PDF)

### ***<dao>***

- The <dao> tag is used to provide a direct link in the EAD finding aid to the deposited material. It may be selected from the Word “Styles” menu.
- For archived websites in the Web Archiving Service, use the link to the CDL ‘landing page’ for the site (or, if necessary, a direct link to a page).
- For material in Deep Blue, use the unique numerical portion of the Deep Blue “handle” (i.e. <http://deepblue.lib.umich.edu/handle/2027.42/92219>).
- Examples:
  - Archived Web site: <http://webarchives.cdlib.org/site/sw1nk36n2t>
  - Deep Blue: [2027.42/92219](http://deepblue.lib.umich.edu/handle/2027.42/92219)

### ***Restrictions:***

- Access restrictions should be noted at the lowest level at which the applicable digital material is packaged and described. This could be at the level of series, folder, or item.
- The processor should enclose the restriction statement in brackets, and then use the appropriate ‘restricted’ style from the BHL finding aid templates (using a **bold** font style) .
- In addition to standard UARP restrictions applied to executive, personnel, and student materials and those related to HIPAA or attorney client privilege, the library will note when digital materials are accessible only via the reading room: **[Restricted: reading room only]**

### ***Order of elements:***

1. Unit title

2. Unit date
3. Notes (if any)
4. Format
5. Restriction or dao link

## **Examples of Container Lists**

### ***Open content in Deep Blue; individual files***

- Online**      **Women's History in Michigan Science and Engineering Oral History Project**
- Audio recordings
- Ajzenberg-Selove, Fay, 2007 (.WAV) [2027.42/83521](#)
  - Buckley, Paulita, 2007 (.WAV) [2027.42/83518](#)
  - Carter, Barbara, 2007 (.WAV) [2027.42/83528](#)
  - Transcripts, 2007 (.ZIP) [2027.42/83524](#)

### ***Open content in Deep Blue; multiple directories in a .ZIP file***

- Online**      **Digital Materials**
- Ann Arbor Projects, 2006 (.ZIP) [2027.42/89903](#)
- Fuller Road Exhibits
  - Great Street Toolkit

### ***Restricted content***

- Online**      **Allen Lichter, Dean 1998-2006**
- Email Correspondence, 1998-2006 (.ZIP)[ER Restricted until January 1, 2028]

### ***Digitized Material, with original paper/analog items***

- Box 1**      **Essays**
- Fun, Fun, Fun: The Price of Fun, undated
  - Scientific Saw Hammering, ca. 1920 (.ZIP) [2027.42/89927](#)
  - The American Soul Aflame, undated (.ZIP) [2027.42/89936](#)