

SETUP PROCEDURES FOR NEW FDA AFFILIATES

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supercedes version 1.0, February 2006

formerly titled "[Setting up a Library to Contribute to the FDA](#)"

Major Revision

Removed all section and mentions of subaccounts

This document describes the assignment and use of FDA Account and Project codes, and how contact and preservation level information is specified in Appendix A of the *FCLA – Library Agreement*.

When an *FCLA – Library Agreement* between FCLA and an FCLA Digital Archive (FDA) affiliate is signed, the affiliate and FCLA will work together to set up all required information for the FDA.

FDA account and FDA project codes

Each affiliate is assigned a single *FDA account* code by FDA staff when the Agreement between the Affiliate and FCLA is completed. The affiliate may optionally define one or more local *FDA project* codes.

The *FDA account* code identifies the affiliate uniquely within the FDA. For example, “UCF” designates the University of Central Florida Libraries. When content is submitted for archiving, the affiliate's *FDA account* code must be included in the submission information package (see [Submitting Materials to the FCLA Digital Archive](#)). It is used by the Ingest Process as a link to policy tables that determine the preservation treatment of files included in the package, the appropriate email address for Ingest and Error reports, and other system actions.

Every incoming submission must also be associated with an *FDA project* code. All primary PALMM collection codes are automatically *FDA project* codes and must be used when applicable. The code “ETD” for electronic theses and dissertations is also required when applicable. For materials that are not ETDs or PALMM, a local *FDA project* code is required.

Local *FDA project* codes can be added at any time but a code must be set up with the FDA before any materials associated with the code can be submitted. To set up a local *FDA project* code, a library must give the FDA a valid code and a descriptive label. The local code must begin with the FDA account code string of the library, must contain no blanks, and must be 64 characters or fewer, but it is otherwise arbitrary. The label should be meaningful to the library and may be anything up to 64 characters. For example, for the *FDA account* “UCF,” the following would all be valid:

project code	descriptive label
UCF1	Carey Hand Collection
UCF-1	Carey Hand Collection
UCFHandCollection	Carey Hand
UCF:Hand	UCF Carey Hand Collection

FDA project codes allow an affiliate to specify different treatments for different materials. For example, TIFF images for project “FHP” may receive full preservation treatment, while TIFF images for project “FEOL” may receive only bit-level preservation.

Note that *FDA project* codes are case-insensitive: “SMITH”, “Smith” and “smith” are all equivalent in the system.

Contacts

An affiliate may specify any number of individuals authorized to deposit materials or and/or to request reports, dissemination or withdrawal. Authorized individuals are listed in Appendix A of the *FCLA – Library Agreement*. Authorization is currently enforced manually, through FDA procedures.

One individual must be designated as the primary contact for administrative and policy issues. That person by policy is the only individual authorized to approve changes to Appendix A.

One email address must be designated as the account to receive automatically generated reports from the FDA. This should not be a staff member's personal email account, but rather an address set up for this purpose. For more information about processing reports, see [Ingest Reports and Error Reports](#) in the [Digital Archive Information](#) section of the FDA website.

Preservation levels

When a package is ingested by the FDA, every file in the package is assigned a preservation level that determines its preservation treatment. An affiliate (*FDA account*) specifies how it wants files to be treated by format and project. For every combination of file format and *FDA project* code, one of three preservation levels must be specified: full, bit, or none. This ingest specification is formalized and becomes Appendix A of the *FCLA – Library Agreement*.

Bit preservation means that files will remain viable and unaltered. That is, the FDA will guarantee that at any future time the files can be read from media and that copies can be disseminated that are bitwise identical to the files that were submitted. The FDA will maintain onsite and offsite backup copies, and perform virus checking, fixity-checking, and periodic refreshment by copying files to new storage media.

Full preservation includes bit-level preservation of the originally submitted files, as well as services intended to ensure that the information content of the files will remain usable into the indefinite future. These services vary according to the file type but may include the creation of normalized forms of the file and/or the reformatting of obsolete formats to reasonably comparable successor formats (format migration). It is not guaranteed, however, that normalized or migrated versions of any file will be identical in functionality or in look and feel to the original file.

Full preservation treatment can be requested only for file formats supported by the FDA. The list of supported formats is in the [Digital Archive Information](#) section of the FDA website. As additional formats become supported, FCLA will announce the availability of full preservation treatment for those formats and the library will be able to change its specification. In that case files already ingested with bit status will be re-ingested with full preservation status on request.

XML documents and XML schema must always be accorded full preservation status.

Note that if an intellectual entity such as a book or pamphlet consists of individual files in both supported and unsupported formats, there is no guarantee that the intellectual entity as a whole will remain usable as intended.

A preservation level of “none” indicates that the file should not be stored in the FDA. If a file with a preservation level of “none” is included in a submission package, the file will not be ingested.

FCLA staff will work with the affiliate to draft and document the initial ingest specification. For example, the institution may decide to give full preservation treatment to TIFF masters from PALMM projects, bit preservation treatment to PDF and SGML files from PALMM projects, and full preservation treatment to all ETD files; all other files should not be archived. This would be formalized into a specification formatted as Appendix A of the Agreement, approved by both FCLA and the affiliate, and then implemented in the FDA.