

CUL Registry of Digital Collections Maintenance (LTS Procedure #106)

Scope: *This procedure outlines the creation and editing of records in [CUL Registry of Digital Collections \(RDC\)](#) as well as the general data maintenance schedule.*

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When a Registry request is received:

1. Add the Registry request to the list on the Digital Registry Workflow wiki page. This page is restricted to selected Collection Development and Metadata Services staff.
 2. CD Exec will discuss whether or not the submitted collection will be included in the Registry and post the decision on the wiki.
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When CDExec approves the addition of a collection to the Registry:

Check if digital collection has a MARC record/Bibld and handle. If the digital collection does not already have a catalog record:

1. Request a stub MARC record for the new digital collection so that the Bibld can be used to create a Handle.
2. Create a Handle.
3. Make sure the collection is fully cataloged in Voyager. Obtain all information necessary for cataloging (The following will be provided to the Electronic Resources Cataloger)
 - Handle for the digital collection
 - Bibld for print collection if there is one
 - Link to EAD record if there is one
 - Name of library department primarily responsible for the collection and their contact information, include VIVO URI for department
 - Other critical information the department feels is important to understanding the collection, e.g. specific people, places, concepts (and their relationship to the collection)

When catalog record and handle are created:

1. Request that catalog record has 899 code-- CULDigReg in order to automatically be added to the Registry
 2. Track the above steps on the Digital Registry Workflow wiki page.
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Creating Records

There are two types of records required for the Registry: a Bibliographic record in MARC and a VIVO Agent with contact information (a department responsible for a collection).

The main record type in the Registry is the MARC record; the Registry application knows to pull information from the MARC when the 899 code "CULDigReg" is added. A Collection must have at least one related Agent.

All new library department/unit entries in VIVO need to be created prior to the creation of a MARC Collection record. Each department needs to at least one associated email, but may be described more fully. Note: The LTS staff member assigned to create VIVO entries for departments needs administrative privileges to add or edit an existing VIVO entity. Contact a VIVO staff member to delete or merge VIVO entities.

Deleting Records

Prior to deleting a record from the Registry, consult the associated Agent. To delete a record from the Registry, but keep it in the catalog only the 899 "CULDigReg" code needs to be removed from the MARC record. To remove the collection from both the Registry and Catalog the MARC record must be deleted or suppressed.

General RDC Data Maintenance Routine

All updates, cancellations, or changes should be reported to Metadata Services staff.

General maintenance of RDC data is performed twice a year (January and July).

At this time:

- Send an e-mail to all Agents and ask for the data to be reviewed.

- Update information as necessary.