Portico Identifier Usage and Naming Policy

1. Policy Statement

1.1. Identifiers created by Portico

- It is Portico's policy to use a digital object identification scheme that can uniquely identify objects of different types and at different levels of granularity, and which will create a stable name or reference to an object that can be permanently associated with that object, regardless of future changes to organizational structures or to digital object access protocols.

    - This is in conformance with the requirement that an OAIS-compliant repository maintain "Reference" information as part of the "Preservation Description Information."

    - This Reference information "provides one or more identifiers, or systems of identifiers, by which the Content Information may be uniquely identified. Examples include an ISBN number for a book, or a set of attributes that distinguish one instance of Content Information from another."

- Portico uses the Archival Resource Key (ARK) naming scheme for Portico-generated identifiers.

    - Portico uses the NOID software tool to generate ARK identifiers.

    - The Name Assigning Authority Number for Portico is "27972."

- Please see the **References** section for links to an overview of the Archival Resource Key naming scheme, the specification for that scheme, and a description of the NOID application.

1.2. Identifiers created by Content Providers

- As Portico preserves all original source files, any content provider identifiers are preserved in those files. In addition, upon migration, Portico will preserve content provider identifiers in the transformed file as well. Many of these content provider identifiers will also be copied to the Portico preservation metadata file for continuity and to aid in discoverability.

2. Implementation Examples

2.1. Objects for which identifiers are created by Portico:

- o The archival unit itself

- o The content unit for different versions of the archival unit

- o Functional units comprising the archival unit

- o Storage units comprising the functional units

- o Metadata unit associated with the archival unit

- o Metadata records associated with the archival unit, including both extracted and curated metadata, technical metadata, and metadata about events associated with the processing of the archival unit over its lifecycle

2.2. Objects for which identifiers are provided by content providers:

- o E-journal Content (Please see the Portico JATS DTD documentation for definition of and Portico usage policy for these elements)

    - o ISSN

    - o ISBN

    - o Journal identifier

    - o Volume identifier

    - o Publication identifier for a cited publication (e.g., DOI)

    - o Issue Identifier

    - o Article Identifier

    - o Identifiers used to provide internal linkage and cross-reference among elements in a single E-journal content unit

    - o External link information (Note that Portico only guarantees resolution of external links if these links are to items maintained in the Portico archive. For such items the link address will begin with the Archival Resource Key label ("ark:/") followed by the Name Assigning Authority Number for Portico ("27972/"). For any other publisher-supplied link string, Portico makes no claim either to the existence of the object, its validity, or the validity of the syntax of the reference string.)

- o E-book Content (Please see the Portico BITS DTD documentation for definition of and Portico usage policy for these elements)

    - o ISSN

    - o ISBN

    - o Book identifier

- o Journal identifier

- o Volume identifier

- o Publication identifier for a cited publication (e.g., DOI)

- o Issue Identifier

- o Article Identifier

- o Identifiers used to provide internal linkage and cross-reference among elements in a single e-book content unit

- o External link information (note that Portico only guarantees resolution of external links if these links are to items maintained in the Portico archive. For such items the link address will begin with the Archival Resource Key label ("ark:/") followed by the Name Assigning Authority Number for Portico ("27972/". For any other publisher-supplied link string, Portico makes no claim either to the existence of the object, its validity, or the validity of the syntax of the reference string.)

3. References

3.1. OAIS (2002) CCSDS 650.0-B-1: Reference Model for an Open Archival Information System (OAIS). Blue Book. Issue 1. January 2002 (ISO 14721:2003) http://public.ccsds.org/publications/archive/650x0b1.pdf accessed 2009.06.03

3.2. Inside CDL: ARK(Archival Resource Key) http://www.cdlib.org/inside/diglib/ark/ accessed 2009.06.03

3.3. Network Preservation Group: The ARK Identifier Scheme http://www.cdlib.org/inside/diglib/ark/arkspec.html accessed 2009.06.03

3.4. Batch Identifier Infrastructure (NOID) http://www.cdlib.org/inside/diglib/ark/noid.pdf accessed 2009.06.3

4. Document History

4.1. Approved by: Amy Kirchhoff

4.2. Last Review Date: 3/27/2016

4.3. Reviewed by: Stephanie Orphan, Sheila Morrissey, Kate Wittenberg

4.4. Change history:

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0.1	06/03/2009	Draft created	Sheila Morrissey
0.2	07/07/2009	Edited and formatted to new template	Sheila Morrissey

0.3	07/27/2009	Incorporate Stephanie's edits	Sheila Morrissey
1.0*	7/28/2009	Minor mods and approved.	Amy Kirchhoff
1.1*	8/5/2009	Added reviewed by line.	Amy Kirchhoff
1.2*	8/12/2009	EGF's changes	Amy Kirchhoff
1.2.1	4/4/2011	Updated the logo	Amy Kirchhoff
1.3*	3/27/2016	Minor edits to reflect JATS and BITS	Amy Kirchhoff, Vinay Cheruku

* An approved version of this document.