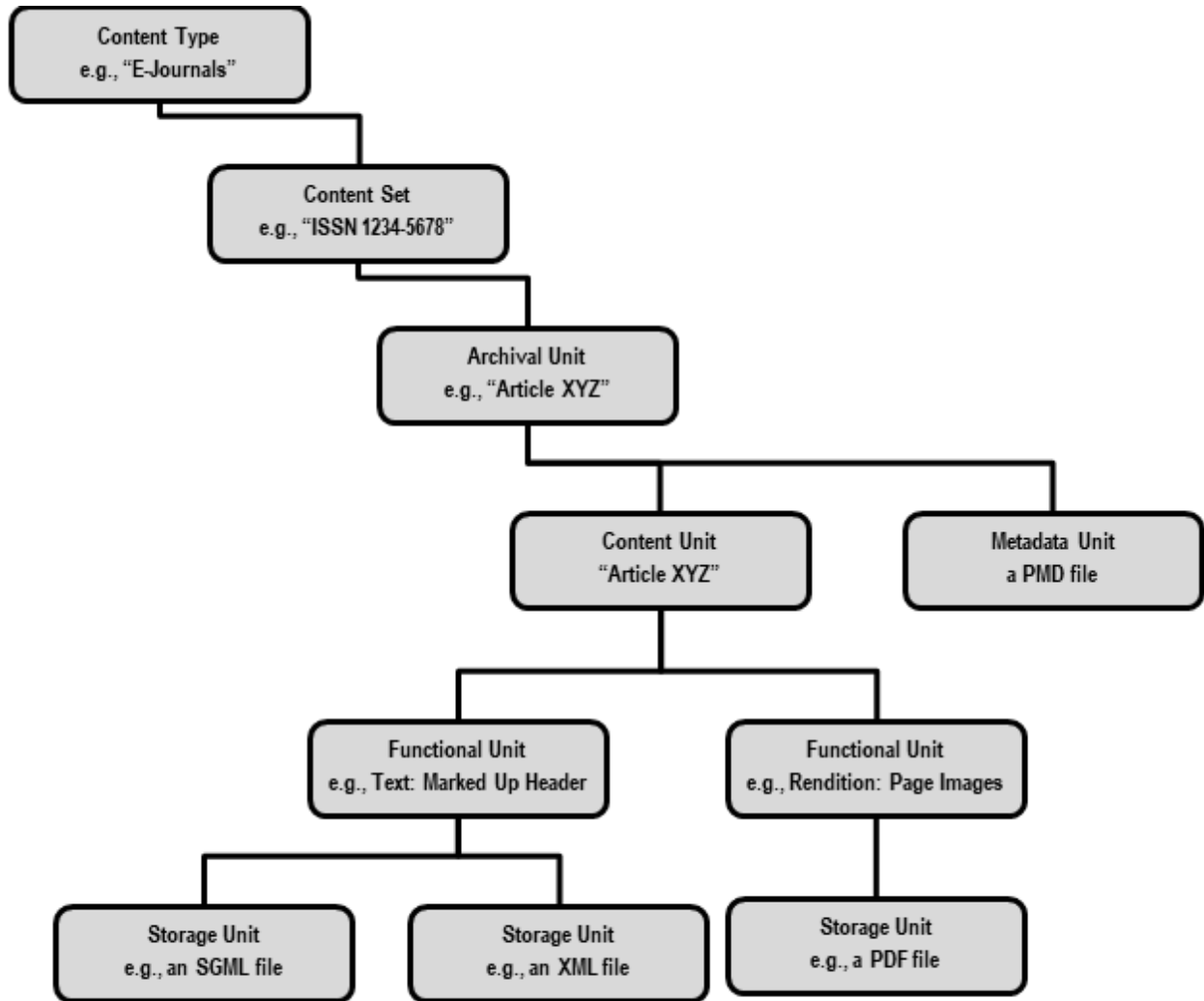## Portico Content Model and Terminology

1. Content Model

Portico's Content Model for the content held in the archive is illustrated in the diagram below.

The main components of the Portico Content Model are:

- **Content Type (CT)** – This allows us to group content belonging to specific preservation services together, and allows us to group ''like'' things together. For example, ejournal content, ebook content.
- **Content Set (CS)** – These allow us to group together preserved items that belong together, usually for a business or research reason. For example, for journal content, the content set is a journal as published by a single publisher. For books, they are grouped by publisher and/or product offerings.

- **Archival Unit (AU)** – The main digital object or abstract intellectual object that is being archived. For example, a journal article or a single book. In digital preservation terms this is the Archival Information Package (AIP).
- **Content Unit (CU)** – A complete version of the unit of preservation. For example, each copy of an article or book, as delivered to Portico by a publisher. In most cases an AU will only contain a single CU.
- **Functional Unit (FU)** – An intellectual concept for a part of the archival unit. For example, a single figure graphic that may be represented by multiple individual images - a print resolution JPG, low resolution JPG, and a thumbnail image.
- **Storage Unit (SU)** – A single digital file.

A Content Type contains one or more Content Sets, which contain one or more Archival Units (AU), which contain one or more Content Units, which contain one or more Functional Units, which contain one or more Storage Units. Each AU is self-contained and holds all of the information needed to understand it. The AU is described by the Portico Preservation Metadata (PMD) file. It represents the AU in the content model and holds descriptive and preservation metadata about the Archival Unit. It also maps the identifiers used throughout the AU to their place in the content model.

2. Portico Terminology

ConPrep: Portico's internal system for processing archival workflows. This processes and validates the files received from the content providers and rearranges them in line with Portico's Content Model so that they are ready for ingest into the archive.

Content Provider: Organization with which we have an agreement to preserve their content. The content provider may supply us with, or give us permission to harvest their content for preservation.

Format Action Plan: The plan used to document how Portico will deal with the form in which the content is delivered. The content provider delivers the content in an agreed upon arrangement that is represented as a profile. It describes the entire initial ingest process that migrates the publisher's packaging to the Portico packaging.

3. Document History

3.1. Approved by: Kate Wittenberg

3.2. Last Review Date: 8/7/2023

3.3. Reviewed by: Amy Kirchhoff, Karen Hanson, Kate Wittenberg, Sandra Parr

3.4. Change history:

Version	Date	Change	Author
1.0*	8/7/2023	First version of Content Model and Terminology to support terms used in other policy documents.	Karen Hanson

* An approved version of this document.