

**Preservation Activities at the Library of Congress**  
**Final Report**

**Prepared by Tom Delsey**

**Revised and Extended**  
**May 31, 2002**

## **Contents**

**Project Summary**

**Part 1: Process Model**

**Part 2: Information Model**

**Part 3: Functional Requirements**

**Appendix A: Entity Attributes and Relationships**

**Appendix B: Report on External Focus Session held November 1, 2000**

**Appendix C: Recommendations on the 583 Field in MARC 21**

## **Note**

This revised and extended version of the report incorporates the results of both the first and second phases of the project. It supersedes in its entirety the report issued at the completion of the first phase in January 2001.

The major changes are as follows:

In the Project Summary, the section on Scope has been revised to reflect the inclusion of divisions from Public Service Collections and Area Studies.

In Part 1, Tables 1.1-1.27 have been extended to include divisions from Public Service Collections and Area Studies. Two new tables on the reformatting process have been added (Tables 1.13 - Film Duplication/Video Transfer and 1.14 - Sound Duplication). There have also been some minor changes to the process definitions in Table 1, and a few tasks and information transactions added in some of the tables. Figure 1 remains unchanged.

In Part 2, Figure 14 has been revised to reflect an "authorizes" relationship between employee and disposition/delivery task, and Figure 17 has been revised to incorporate action request and order item. Table 17 has also been revised to reflect the additions made to Figure 17.

Part 3 remains unchanged except for the updating of the section on Scope to reflect the inclusion of the Public Service Collections and Area Studies divisions.

A number of additions have been made to Appendix A. Physical medium and generation have been added as attributes of item, item aggregate, item part, and element (Tables 2.4, 3.1, 3.2, and 3.3). In Table 5.1 – Employee attributes and relationships, relationships have been added to "employee authorizes disposition" and "employee authorizes delivery." Assessment status has been added as an attribute of assessment in Table 8.1. Additional examples have been included in a number of attribute definitions.

Appendices B and C are unchanged.