ADMINISTRATIVE DATA & PERMISSIONS SCREEN

The following data fields provide information essential in managing the digital resources. Many of these fields do not publicly display.

The Public Display field is common to multiple screens in VITA but affects the display of the record not specific screen content. Select Yes or No and update the record to make the record public or non-public according to your workflow and editorial procedures.

2.5.1 DATES

Definition	Timestamps associated with the creation of the digital record in VITA. Date when the record was created. Date when the record was made public. Date when record was last modified.
Options	NA
Status	Mandatory – automatically generated.
Publicly Displayed	No
Repeatable	No

Additional Notes	Dates and time are automatically generated

2.5.2 LANGUAGE OF DESCRIPTION

Definition	Language of the description (record)
Options	Only one language is acceptable. Input first three letters and select from list of language codes. Choose appropriate language(s).
Status	Mandatory
Publicly Displayed	No
Repeatable	No
Additional Notes	• English is the default for this field. • If you do not choose any option, the template generator will select English. • Data is used for searching purposes only.

2.5.3 LOCAL INDENTIFIER

Definition	Provide any unique reference or control number, used within the context of your institution to manage/administrate, if available.
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	May be useful if researchers want to view the original (if it is in the custody of your organization.)

2.5.4 RECOMMENDED CITATION

Definition	Statement on how to cite the digital resource.
Options	A standard citation style should be chosen during agency set-up and applied for all records in a collection.
Status	Optional
Publicly Displayed	Yes
Repeatable	No

2.5.5 COLLECTION

Definition	A group or "collection" which associated with this resource
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No

2.5.6 DONOR (PUBLIC DISPLAY)

Definition	Information about the donor of the resource.
Options	NA
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Use only if donor has agreed to make her/his name public.

2.5.7 DONOR (PRIVATE DISPLAY)

Definition	Information about the donor of the resource
Options	NA
Status	Essential
Publicly Displayed	No
Repeatable	No
Additional Notes	Useful for capturing donor information for administrative purposes.

2.5.8 CUSTODIAL HISTORY

Definition	Record the custodial history/provenance of the digital object. Provide information on any successive transfers of ownership, custody, or control of the resource.
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Do not record donor information here.

2.5.9 LOCATION OF ORIGINAL

Definition	Location of the original resource depicted by the digital object.
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No

2.5.10 REPRODUCTION NOTES

Definition	Use this field for notes useful for reproductions, for example numbers or location of copy negatives, etc.
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No

Additional Notes	Do not use for terms governing use of material

2.6 PERMISSIONS

2.6.1 CREATIVE COMMONS LICENSE

Definitions	Assign Creative Commons to indicate to users how they can share, remix, or use any objects from the collection in ways that are consistent with the copyright status assigned to the object.
Options	Attribution only Attribution-No Derivatives Attribution-Non Commercial-No Derivatives Attribution-Non Commercial Attribution-Non Commerical-Share Alike Attribution-Share Alike Dedicated to or certified to be in the public domain None=All rights reserved
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	In VITA Creative Commons Licenses will only be assigned to objects uploaded after a default is assigned by the site admin or if a license is manually selected on the Administrative Data screen in data management for each object. To have your collection objects sortable by Creative Commons License, each object must have a license associated with it manually.

2.6.2 TERMS OF USE

Definition	Record any restrictions on the use and reproduction of the material. List any information relating to, literary rights, patent rights or donor terms that may restrict use or reproduction.
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No

2.6.3 COPYRIGHT STATUS

Change your Copyright status statements in Agency Management - Creative Commons/Copyright Statements.

Definition	Copyright Status of the resource
Options	- Public Domain - Copyrighted - Licensed - Contractual - Unknown - Leave as default
Status	Mandatory
Publicly Displayed	Yes
Repeatable	No
Additional Notes	- Default text is associated with the copyright terms: *Public domain*: Copyright has expired according to Canadian law. No restrictions on use. *Copyrighted*: Uses other than research or private study require the permission of the rightsholder(s). Responsibility for obtaining permissions and for any use rests exclusively with the user. *Licensed:* Uses are subject to the terms of a license. Contact the repository for further information. Responsibility for any use rests exclusively with the user. *Contractual*: Uses are subject to the terms of a contract. Contact the repository for further information. Responsibility for any use rests exclusively with the user. *Unknown:* Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user. *Leave as Default:* Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user. - Terms are derived from METS

2.6.4 COPYRIGHT DATE

Definition	Date of copyright, most often used with printed material
Options	NA
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	- Must provide a four-digit numeric date - Do not put the copyright symbol as part of the date

2.6.5 COPYRIGHT HOLDER

Definition	Name of the person or corporate body having copyright of the original resource represented by the digital object.
Options	NA
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	- If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known. - For the name of a corporate body, enter the full direct form of the name

2.6.6 COPYRIGHT HOLDER CONTACT INFORMATION

Definition	Address and other contact information of the person or corporate body holding copyright.
Options	NA
Status	Optional
Publicly Displayed	No
Additional Notes	No