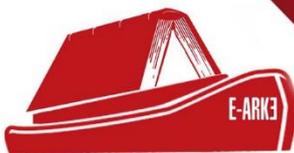




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**M2.3f Procedure for  
vocabulary creation in a  
Common Specification or  
Content Information Type  
Specification**

**E-ARK3  
REPORT**



E-ARK3: AGREEMENT No LC-01390244 CEF-TC-2019-3 eArchiving



## Cover Sheet

### Document Status:

Status
Draft

### Document Approver(s)

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Name	Role
DILCIS Board	Owner of the procedure
eArchiving Building Block users	eArchiving Building Block specification creators

### Summary of Changes:

Version	Date	Created by	Short Description of Changes
V0.1	2020-02-26	Karin Bredenberg and Jaime Kaminski	First version created
V0.1	2020-09-01	Karin Bredenberg and Jaime Kaminski	Draft released for public comments
V0.2	2021-02-01	Karin Bredenberg and Jaime Kaminski	Update towards version 1.0
V1.0	2021-08-31	Karin Bredenberg and Jaime Kaminski	Version 1.0 published

### Glossaries of terms

E-ARK vocabs: <http://evoc.dlmforum.eu/E-ARK/group/5568370c3448e76821b3942f/list>  
CEF Glossary: <https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/CEF+Glossary>

## **M2.3f Procedure for creation of vocabulary used in value lists in a Common Specification or Content Information Type Specifications**

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# Procedure for vocabulary creation in a Common Specification or Content Information Type Specification (version 1.0)

## Summary

Vocabularies have a vital role to play in documents produced for eArchiving Building Block. They provide the reader with a quick means of understanding specific terminology used in the text and the requirements of a specification. The following guidelines will help contributors prepare vocabularies for inclusion in the eArchiving Building Block specifications:

## General considerations

Before creating a vocabulary:

- Creating a specialist vocabulary for a CITS is only recommended when one is not already publicly available. Before contemplating creating a vocabulary, check public sources such as this list supplied by the Library of Congress: <https://id.loc.gov/>

If a specialist vocabulary needs to be created for a CITS, it should be:

- Created in a XML format or RDF format, so the terms can be harvested and used in for example Schematron validation rules (the DICSIS Board can provide a simple XML-schema for the creation of a vocabulary).
- Made publicly available so that it can be re-used by others.

Vocabulary entries should:

- Be stated in alphabetical order.
- Comprise: the term being defined and the definition of that term. For example, in the case of OASIS:

<b>[TERM]</b>	<b>[DEFINITION]</b>
Aggregation	Aggregations of records are accumulations of related record entities that, when combined, may exist at a level above that of a single record. Aggregations of records may reflect relationships such as shared characteristics or attributes or sequential relationships between related records.