

Digital Collection Management: Moving or Removing Items or Collections

Other than temporarily removing an error item for a short period for correction and reloading, items and collections are rarely moved or removed. Rather infrequently, but more so that removals, items that are online may need to be updated, made dark which means making the item publicly inaccessible and dark archive only, or otherwise updated in a way that changes the object online.

Items

If an item that is online needs to be changed, the item metadata must be updated to reflect the change to users who may have the permanent link and to ensure support for reproducible research processes in the event that the item has been cited.

For example, if an item that is online needs to be changed to be made DARK, the process for this includes:

1. Updating the metadata to state what the change was (made dark and publicly inaccessible), why (to the greatest extent possible), and the date of the change, as well as to add notes on any other relevant information to public and internal note fields. The metadata updates are necessary for operating a trusted repository system with active users, supporting research and citation trails, and general user and internal communication support.
2. Making the item DARK

Examples of Updated or Removed Items/Materials

- Item where presentation slides were loaded, and then updated to add a slide. The note for the item explains this change and the date of the change:
 - Item: <http://ufdc.ufl.edu/l/AA00011618/00001/citation>
 - Note: "Webinar slides updated on July 18, 2012 to add a slide on the "citation" view."
- Item where the post-print was initially loaded, then removed to have the pre-print only loaded. The citation note explains the change and the data of the change:
 - Item: <http://ufdc.ufl.edu/l/IR00001393/00001/citation>
 - Note: "This item was updated on 4/23/2013 with the pre-print version."
- Item that is a syllabus, where the syllabus was updated, the new version loaded, and the old version removed from web access:
 - Item: <http://ufdc.ufl.edu/l/AA00013935/00001/citation>
 - Note: "Updated draft from May 23, 2013 loaded on May 29, 2013. Another updated draft loaded on June 21, 2013, and another version on June 23, 2013."

- DARK items, where the items have been removed from those locations and “collapsed” or “combined” into a serial record.¹
 - Item, now DARK: <http://www.dloc.com/AA00011398/00001/citation>
 - Note: “Item loaded on 6/1/2012 and made DARK on 6/27/2012 after this single item was collapsed into the serial-set record here: <http://dloc.com/AA00011435/00077/citation>”
 - Related URL: “This Issue, with Serial Record and All Serial Issues (Related URL)”

Collections

Collections sometimes move as a result of their growth and development (e.g., to split into multiple collections; better align physical and digital collections for curatorial management support; etc.). When needed, any o changes are handled by carefully updating and remapping any existing codes, links, and records to ensure that there are no errors or confusion for users, with great care taken to ensure full support for permanent links and general user ease concerns.

Prior Documentation

Prior version, last updated 24 July 2010:

<http://digital.uflib.ufl.edu/technologies/documentation/removals.htm>

¹ Serial items are added to one bibliographic or digital object identifier (BIBID) and then a volume identifier (VID) for each issue (or volume, item within the serial, object, dataset, etc.). Serial items are entered easily as items within the larger digital object item (BIBID) as explained in the documentation: <http://ufdc.ufl.edu/l/AA00011590/00002/pdf>. Occasionally, serial items are entered incorrectly as separate BIBIDs and then have to be collapsed, with the unneeded BIBIDs being made DARK and having a metadata note added as in the example here.