

Information Technology Glossary

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Access: Services and functions that allow users to determine the existence, description, location, and availability of content, and request delivery of content and metadata or business process information (BPI).

Access (or service) copy: A digital publication whose characteristics (for example, a screen-optimized PDF file) are designed for ease or speed of access rather than preservation. See also **Derivative**.

Access Content Package (ACP): An information package that includes renditions of content and metadata that are optimized for access and delivery. See also **OAIS**.

Access Time: Time needed to confirm availability and location of requested data and start the process of returning data to the user.

Accessibility: (1) Making tools and content available and usable for all users including those with disabilities. (2) The degree to which the public is able to retrieve or obtain Government publications, either through the Federal Depository Library Program (FDLP) or directly through an digital information service established and maintained by a Government agency or its authorized agent or other delivery channels, in a useful format or medium and in a time frame whereby the information has utility.

Activity (Workflow): A unit of work performed by the system or a human within the workflow.

Administrative metadata: Metadata which records responsibility, rights, and other information for managing the content. See also **Metadata**.

Agency: Agency means any Federal Government department, including any military department, independent regulatory agency, Government corporation, Government controlled corporation, or other establishment in the executive, legislative, or judicial branch.

Alert: A notification sent to current user of the system via the GUI (e.g., a pop-up).

Application security: The protection of application data and systems against unauthorized access to or modification of information, whether in storage, processing or transit, and against the denial of service to authorized users or the provision of service to unauthorized users, including those measures necessary to detect, document, and counter such threats at the application level. See also **Security**.

Archival Information Package (AIP): An information package that includes all content, metadata and associated Preservation Description Information (PDI) needed to preserve the content in perpetuity. See also **OAIS**.

Archive: A collection with related systems and services, organized to emphasize the long-term preservation of information.

Archive management - See Preservation.

ASCII: American Standard Code for Information Exchange, ASCII is an international standard in which numbers, letters, punctuation marks, symbols, and control codes are assigned numbers from 0 to 127.

Assessment: A pre-defined task that evaluates whether the original attributes of a digital object are correct. The purpose of this assessment is to provide with information needed to identify necessary preservation processes.

Attribute: A feature or characteristic; a property. Often used to describe the nature of electronic data. For example, a data value's attributes may include its data type (numeric, character, or date), range of values, or length.

Audiovisual production: A unified presentation, developed according to a plan or script, containing visual imagery, sound, or both, and used to convey information.

Authentic: Describes content that is verified by GPO to be complete and unaltered when compared to the version approved or published by the Content Originator.

Authenticate: To confirm the identity of an entity when that identity is presented.

Authentication: Validation of a user, a computer, or some digital object to ensure that it is what it claims to be. In the specific context of the Federal Digital System (FDsys), the assurance that an object is as the author or issuer intended it. See also **Certification**.

Authenticity: The identity, source, ownership and/or other attributes of content are verified.

Automated Activity (Workflow): An activity conducted under the direct control of the system. Automated activities are performed by the system without requiring user interactions.

Automated harvesting: The use of automated tools and technologies that can identify and harvest both known and unknown publications from agency Web sites.

Availability: The degree to which information is obtainable through an intentional or unintentional provision of information and services.

Batch of jobs: A set of Jobs selected by the user.

Batch of workflow instances: A set of Workflow Instances selected by the user.

Batch submission: The ability to submit multiple files at once. This includes the capability to submit a folder(s) and maintain the directory structure of the files.

Beta testing: Testing that validates that the system meets the mission and business needs for the capabilities allocated to that release that involve end users. This is the last test and is part of the decision for determining if the system is ready to be deployed to public. This testing involves real-world, internal exposure or operation to the system.

Born digital: In the Federal Digital System context, digital objects, created in a digital environment, with the potential of multiple output products, including hard copy, electronic presentation, and digital media.

Browse: To explore a body of information on the basis of the organization of the collections or by scanning lists.

Business Manager: A user class that makes policy decisions and develops business plans to meet Content Originator and End User expectations.

Business Process Execution Language (BPEL): An XML-based language to allow the sharing of tasks across a system.

Business process information (BPI): Administrative, non-content-specific information that is used or created by a business process.

Business process: A set of one or more linked activities which collectively realize a business objective or policy goal, normally within the context of an organizational structure defining functional roles and relationships.

Cataloging and indexing: Cataloging is comprised of the processes involved in constructing a catalog: describing information or documents to identify or characterize them, providing "entry points" (terms) peculiar to the information or document (e.g., author, title, subject, and format information), by which the information can be located and retrieved. The immediate product of cataloging is bibliographic records, which are then compiled into catalogs. Indexing is the process of compiling a set of identifiers that characterize a document or other piece of information by analyzing the content of the item and expressing it in the terms of a particular system of indexing. In GPO context, cataloging and indexing is the statutory term for the processes that produce the Catalog of U.S. Government Publications and its indexes. In the FDsys context, it is the process or results of applying bibliographic control to final published versions.

Certificate Authority: A trusted third party that issues digital certificates for use by other parties. See also **Digital certificate**.

Certification: (1) Proof of verification, validation, or authority. Process associated with ensuring that a digital object is authentically the content issued by the author or issuer. (2) An assessment against a known standard.

Certified: Providing proof of verification of authenticity or official status.

CGI Scripts: Common Gateway Interface, a specification for transferring information between a World Wide Web server and a CGI program.

Chain of custody: Physical possession or intellectual ownership of content. Provides details of changes of ownership or custody that are significant in terms of authenticity, integrity, and official status.

Collaboration: Allowing for multiple authors or content sources while maintaining digital asset and document control and provenance.

Collection plan or Collection management plan: The policies, procedures, and systems developed to manage and ensure current and permanent public access to remotely accessible digital Government publications maintained for access through the Federal Depository Library Program.

Collection: A defined group of related content within the Federal Digital System (e.g., Congressional Bills).

Composition: The process of applying a standard style or format to content.

Content: The intellectual substance of a work, including text, data, symbols, numerals, images, and sound.

Content Delivery Network (CDN): An external service provider utilized for distributed storage and delivery.

Content Evaluator: A user class that determines whether submitted content is in scope for GPO's dissemination programs.

Content Management Lifecycle: The ability and processes used to create, ingest, process, manage, preserve, access, search, disseminate, and dispose content.

Content Originator: A user class that develops content, submits content to the system, and submits orders to GPO for services.

Content package (OAIS): A file or group of related files composed of content/data object and its metadata.

Content unit: Content matter defined and treated as a single entity (e.g., publication, video, audio of the State of the Union Address).

Content-based services: Value added services created from the processing, repurposing and delivering of content.

Converted content: Digital content created from a tangible publication.

Cooperative publication: Publications excluded from GPO's dissemination programs because they are produced with non-appropriated funds or must be sold in order to be self-sustaining. (44 U.S.C. §1903).

Customization: Providing the ability for users to tailor options to meet their needs and preferences. Customization is not delivered dynamically (e.g., personalization); it is managed by users and is static until changed.

Dark archive (digital): The site or electronic environment wherein a second "copy" or instance of all master and derivative digital files, associated metadata, and underlying enabling code resides and is maintained, under the control of the managing organization or its proxy yet inaccessible to the general public.

Dark archive (tangible): A collection of publically inaccessible tangible materials preserved under optimal conditions, designed to safeguard the integrity and important artifactual characteristics of the archived materials for specific potential future use or uses.

Data center: A facility used to house computer systems and associated components, such as telecommunications and storage systems.

Data mining: Discovery method applied to large collections of data, which proceeds by classifying and clustering data (by automated means) often from a variety of different databases, then looking for associations. Specifically applied to the analysis of use and user data for GPO systems, data mining includes the tools and processes for finding, aggregating, analyzing, associating, and presenting BPI and metadata to enhance internal and external business efficiencies.

Delivery time: Time needed to deliver requested data to user.

Deposited content: Content received from Content Originators in digital form.

Derivative: An alternate presentation of content, often optimized for a specific function (e.g., access, preservation, print).

Descriptive metadata: Metadata which aids in locating information. See also **Metadata**.

Device: Content delivery mechanisms for digital media, such as data storage devices (e.g., CD, DVD, etc.), wireless handheld devices, future media, and storage at user sites.

Digital certificate: A unique code assigned in an online transaction that allows the recipient to verify the sender's identity and encrypt a response.

Digital master: An image file, PDF file or another digital asset created for the purpose of reuse and re-expression. See also **Master**.

Digital media: Any storage device that holds digital data, including hard and optical discs and USB drives.

Digital object: (1) A discrete item that can be acted upon by the system. A digital object may be a form of content (e.g., an entire document or a granule). (2) An item stored in a digital library or other digital collection of information, consisting of data, metadata, and an identifier.

Digital preservation: Combines policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of authenticated content over time.

Digital signature: A cryptographic code consisting of a hash, to indicate that data has not changed, encrypted with the public key of the creator or the signer.

Directory structure: The method used to organize the data within the directory (hierarchy).

Dissemination: (1) The transfer from the stored form of a digital object in a repository to the client or user. (2) The act of making Government information products accessible to the public through distribution to depository or program libraries or by using a Government electronic information service.

Dissemination Information Package (DIP): An information package that consists of one or more renditions of content or metadata from an AIP or ACP that is delivered to users in response to a request. See also **OAIS**.

Distribution: Applying GPO processes and services to a tangible publication and sending a tangible copy to depository libraries.

Document: (1) Digital object that is the analog of a physical document, especially textual materials; a document model is an object model for documents. (2) Any book, paper, machine-readable-material, audio visual production, or other documentary material, regardless of physical form or characteristic, disseminated by an agency to the public.

Draft: A preliminary version of content, not yet in its finalized form.

Dynamically changed workflow: Workflow process that is changed during executing.

Emulation: Replication of a computing system to process programs and data from an earlier system that is no longer is available.

End User: A user class that uses the system to access content and metadata.

Ensure: Instruction to make sure an action takes place.

Ephemera: Content that is outside of the scope of GPO's dissemination programs. This includes, but is not limited to envelopes, letterhead, and documents produced for an organization's internal use only.

External activity: An activity that requires manual or automated processing external to FDsys.

Faithful digital reproduction: Digital objects that are optimally formatted and described with a view to their quality (functionality and use value), persistence (long-term access), and interoperability (e.g., across platforms and software environments). Faithful reproductions meet these criteria, and are intended to accurately render the underlying source document, with respect to its completeness, appearance of original pages (including tonality and color), and correct (that is, original) sequence of pages.

FDLP Electronic Collection (EC): The digital Government publications that GPO holds in storage for permanent public access through the FDLP or are held by other institutions operating in partnership with the FDLP.

FDLP partner: A depository library or other institution that stores and maintains for permanent access segments of the Collection.

Federal agency - See Agency.

Federal Depository Library Program (FDLP): The FDLP is a nationwide geographically-dispersed system, established under the provisions of 44 U.S.C. Chapter 19 and administered by the Superintendent of Documents, consisting of libraries acting in partnership with the United States Government for the purpose of enabling the general public to have local access to Federal Government information at no cost.

Final published version: Content in a specific presentation and format approved by its Content Originator for release to an audience. See also **Government publication, Publication.**

Firmware: Computer programming instructions that are stored in a read-only memory unit rather than being implemented through software.

Fixity: The quality of being unaltered (e.g., fixity of the text refers to text that is demonstrably unaltered).

Format: In a general sense, the manner in which data, documents, or literature are organized, structured, named, classified, and arranged. Specifically, the organization of information for storage, printing, or display. The format of floppy disks and hard disks is the magnetic pattern laid down by the formatting utility. In a document, the format includes margins, font, and alignment used for text, headers, etc. In a database, the format comprises the arrangement of data fields and field names.

Fugitive document: A U.S. Government publication that falls within the scope of the Federal Depository Library Program, but has not been included in the FDLP. These publications include tangible or digital products such as ink-on-paper, microforms, websites, CD-ROMs, or DVDs.

Fulfillment: The processes related to the packaging and delivery of content in tangible or digital form for delivery.

Government information - See Government publication.

Government publication: (1) A work of the United States Government, regardless of form or format, which is created or compiled in whole or in part at Government expense, or as required by law, except that which is required for official use only, is for strictly operational or administrative purposes having no public interest or educational value, or is classified for reasons of national security. (2) Informational matter which is published as an individual document at Government expense, or as required by law. (44 U.S.C. §1901).

GPO Access: A web-based public information service provided by the US Government Printing Office. This service was authorized by Public Law 103-40.

Granularity: The degree or level of detail (e.g., page, chapter, paragraph, line) available within content in the system.

Handle System: A comprehensive system for assigning, managing, and resolving persistent identifiers, known as "handles," for digital objects and other resources on the Internet. Handles can be used as Uniform Resource Names (URNs).

Hard copy: Tangible printed content.

Harvest: The identification and replication of content resident on web servers outside GPO's control.

Harvested content: Digital content within the scope of dissemination programs that is gathered from Federal agency Web sites.

Hash: A number generated from a string of characters.

History: A record of all system activities.

Hybrid: A package containing selected content from multiple information packages.

Information life cycle: Stages through which information passes, typically characterized as creation or collection, processing, dissemination, use, storage, and disposition.

Information management: The planning, budgeting, manipulating, and controlling of information throughout its life cycle.

Ingest: The OAIS entity that contains the services and functions that accept SIPs from Content Originators, prepare Archival Information packages for storage, and ensure that information packages and their supporting descriptive information packages are established within OAIS.

In-Scope content: Content that has been qualified to be included in one of GPO's content dissemination programs (Federal Depository Library Program, GPO Sales Program, International Exchange Program, Cataloging and Indexing Program, By-Law Program). Depending on the context of in-scope, this can mean one of any programs or specifically one program.

Integrity mark: Conveys authentication information to users.

Integrity: Content integrity refers to providing an assurance that content has not been altered or destroyed in an unauthorized manner and that information is recorded about any authorized changes.

Intended use: The designation that specific content delivery methods, file formats, or content presentations must be used for the purpose of legal reference.

Internal Activity (Workflow): An activity that requires manual or automated processing within FDsys.

Interoperability: The ability of two or more systems or components to exchange information and to use the information that has been exchanged.

Issue: A content unit that is part of a serial.

Item: A specific piece of material in a digital library or collection; a single instance, copy, or manifestation.

Item selection profile: An individual depository's composite profile of its selected item numbers.

Java applets: The use of small Java programs. Java Applets allows Web pages to include functions such as animations, calculators, and other fancy tricks.

Javascript: A scripting language developed by Netscape to enable Web authors to design interactive sites.

Job (Request for product or service): The business process information submitted by a user to request a product or service. It also includes the information concerning business and system processes to manage the request until fulfillment. A job may be associated with content and metadata to fulfill the request.

Job (Workflow): A set of manual and automated activities that produce a product or service. A job may use one or more workflows in order to produce a product or service. It can be a system process, not tied to content. It's tied to processes defined in a workflow application.

Key pair: Two mathematically related keys having the properties that one key can be used to encrypt a message that can only be decrypted using the other key, and even knowing one key, it is computationally infeasible to discover the other key.

Legally official content: Content published by the Federal Government, at Government expense, or as required by law, that also meets the standard of having a clear chain of custody that can be audited throughout the information life-cycle, from the point that the content is created through dissemination.

Light archive (digital): A collection of all master or derivative digital files, associated metadata, and underlying enabling code, designed to safeguard the integrity and important artifactual characteristics of the archived materials while supporting ongoing permitted use of those materials by the designated constituents of the archives.

Light archive (tangible): A collection of tangible materials preserved under optimal conditions, designed to safeguard the integrity and important artifactual characteristics of the archived materials while supporting ongoing permitted use of those materials by the designated constituents of the archives.

Locate (discover): The organized process of finding Web-based documents or publications that are within scope for a particular collection.

Manage: In Information Technology contexts, to add, modify, or delete content.

Manifestation: Form given to an expression of a work (e.g., by representing it in digital form).

Manual Activity (Workflow): An activity conducted in such a manner that the system cannot exert direct control. Manual activities are performed by users and require the system to wait for a user action to be completed.

MARC: Machine-reading cataloguing. The USMARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form. The Library of Congress, in consultation with various user communities, maintains USMARC formats.

Master: An item from which duplicates are to be made. See also **Digital master**.

Message (Workflow): Communication between a process and the Workflow Management System.

Metadata: Metadata is a structured representation of information that facilitates interpretation, management, and location by describing essential attributes and significant properties. Metadata describes the content, quality, condition, or other characteristics of other data. Metadata describes how, when, and by whom information was collected, where it resides, and how it is formatted. Metadata helps locate, interpret, or manage content.

Metadata Encoding and Transmission Standard (METS): An XML schema for encoding metadata associated with objects in a digital library.

Migration: (1) Preservation of digital content where the underlying information is retained but older formats and internal structures are replaced by newer. (2) The reformatting of information to avoid technological obsolescence due to software or platform dependence.

Modified workflow: Workflow process that is changed during process development or, not at runtime.

MPEG: Moving Picture Experts Group, a working group of ISO. MPEG generally produces high-quality video.

No-fee access: There are no charges to individual or institutional users for searching, retrieving, viewing, downloading, printing, copying, or otherwise using digital publications in scope for the FDLP.

Non-repudiation: Verification that the sender and the recipient were, in fact, the parties who claimed to send or receive content, respectively.

Notification: A message sent to a process or user (e.g., email, RSS, workflow instance).

Open Archival Information System Reference Model (OAIS): ISO 14721:2003 - A reference model for an archive, consisting of an organization of people and systems that has accepted the responsibility to preserve information and make it available for a designated community. The model defines functions, activities, responsibilities, and relationships within this archive, sets forth common terms and concepts, and defined component functions which serve as the basis for planning implementation.

Official content: Content published by the Federal Government, at Government expense, or as required by law. See also **Legally official content**.

Official source: The Federal publishing agency, its business partner, or other trusted source.

Online Information eXchange (ONIX): A standard format that publishers can use to distribute electronic information about their books to wholesale, e-tail and retail booksellers, other publishers, and anyone else involved in the sale of books.

Online dissemination: Applying GPO processes and services to an online publication and making it available to depository libraries and the public.

Online format: A digital publication that is published at a publicly accessible Internet site.

Open requisition: The business process information (job) submitted by a user to request multiple products or services over a specific time period. Multiple jobs can be associated with an open requisition (e.g., Congressional Bills jobs are requested daily and each are associated to a fiscal year open requisition).

Operations Manager: A user class that develops and optimizes workflow processes and monitors the quality of system products.

Permanent access: Means that Government information products within the scope of the FDLRP remain available for continuous, no fee public access through the program as required by 44 U.S.C. §1911.

Permanent public access (PPA) - See Permanent access.

Persistent name: Provides permanence of identification, resolution of location, and is expected to be globally (e.g., internationally) registered, validated, and unique

Personalization: Dynamically tailoring options to match user characteristics, behavior, or preferences. Personalization is often implemented by analyzing data and predicting future needs.

Policy neutral: Refers to a system which is sufficiently flexible to support changes in business policies without requiring major re-engineering or design changes.

Pre-Ingest bundle (PIB): Digital objects, related metadata, and BPI, gathered for transfer to a service provider in the event of a Content Originator request for a proof. After approval the PIB becomes a SIP for ingest.

Preliminary composition: Preparatory representation of content format or structure.

Presentation information: The details of how content is to be visually represented.

Preservation: The activities associated with maintaining information products for use, either in their original form or in some other usable way. Preservation also includes substitution of the original product by a conversion process, wherein the intellectual content of the original is retained. See also **Digital preservation**.

Preservation description information: Information necessary for adequate preservation of content information, including information on provenance, reference, fixity, and context.

Preservation master: A copy which maintains all of the characteristics of the original publication, from which true copies can be made.

Preservation master requirements: A set of attributes for a digital object of sufficient quality to be preserved and used as the basis for derivative products and subsequent editions, copies, or manifestations.

Preservation metadata: Metadata which incorporates elements of the other types of metadata specific to preserving the information for the long term. See also **Metadata**.

Preservation processes: Activities necessary to keep content accessible and usable, including **Migration, Refreshment, and Emulation**.

Print on demand (POD): Hard copy produced in a short production cycle time and typically in small quantities.

Private key: The key of a signature key pair used to create a digital signature.

Process: A formalized view of a "business process", represented as a coordinated (parallel and/or serial) set of process activities that are connected in order to achieve a common goal.

Product: A publication regardless of presentation media or format.

Provenance: The chain of ownership and custody which reflects the entities that accumulated, created, used, or published information. In a traditional archival sense, provenance is an essential factor in establishing authenticity and integrity.

Public Domain: A term of American copyright law referring to works that are not copyright protected; free for all to use without permission.

Public information: Any information, regardless of form or format, that an agency discloses, disseminates, or makes available to the public.

Public Key Infrastructure (PKI): A system of digital certificates, Certificate Authorities, and other registration authorities that verify and authenticate the validity of each party involved in an Internet transaction.

Public key: The key of a signature key pair used to validate a digital signature.

Publication: Content approved by its Content Originator for release to an audience. See also **Government publication**.

Publisher: The agencies that originate or create material for distribution or sale.

Pull: Is a network communication where the initial request for data originates from the client, and then is responded to by the server. The reverse is known as **push** technology, where the server pushes data to clients. See also **Push**.

Push: On the Internet refers to a style of communication protocol where the request for a given transaction originates with the publisher, or central server. It is contrasted with **pull** technology, where the request for the transmission of information originates with the receiver, or client. See also **Pull**.

Recipient: An authorized user or system process that is permitted to receive content per their user role and group.

Records: All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the informational value of the data in them. (44 U.S.C. §3301).

Records disposition: Any activity with respect to (1) disposal of temporary records no longer necessary for the conduct of business by destruction or donation; (2) transfer of records to Federal agency storage facilities or records centers; (3) transfer to the National Archives of the United States of records determined to have sufficient historical or other value to warrant continued preservation; or (4) transfer of records from one Federal agency to any other Federal agency.

Records management: Planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations. (44 U.S.C. §2901(2)).

Reference tools: Finding aids, bibliographies, and other services to assist in the locating and use of information, often less formally organized than catalogs and indexes.

Refresh: To copy information content from one storage medium to another, so that the data remains unchanged but the underlying medium is replaced.

Relationship: A statement of association between instances of entities. In PREMIS, the association(s) between two or more object entities, or between entities of different types, such as an object and an agent.

Render: To transform digital information in the form received from a repository into a display on a computer screen or other presentation to a user.

Rendition: Instance of a publication expressed using a specific digital format

Replication: Make copies of digital material for backup, performance, reliability, or preservation.

Repository: A computer system used to store digital collections and disseminate them to users.

Representation information: The information that maps a data object into more meaningful concepts. An example is the ASCII definition that describes how a sequence of bits (i.e., a Data Object) is mapped into a symbol.

Requirements: In system planning, a requirement describes what users want and expect according to their various needs. Requirements draw a comprehensible picture to facilitate communications between all stakeholders in the development of a system, and outline the opportunities for development of successful products to satisfy user needs.

Response Time: The elapsed time between the end of an inquiry or demand on a computer system and the beginning of a response; for example, the length of the time between an indication of the end of an inquiry and the display of the first character of the response at a user terminal.

Revoke a certificate: To prematurely end the operational period of a certificate effective at a specific date and time.

Rider: Request by GPO, agency, or Congress that adds copies to an order placed by a publishing agency or Congress.

Search: Process or activity of locating specific information in a database or on the World Wide Web. A search involves making a statement of search terms and refining the terms until satisfactory result is returned.

Section 508: Section 508 of the Rehabilitation Act (29 U.S.C. 794d) requires access to electronic and information technology procured by Federal agencies. The Access Board developed accessibility standards for the various technologies covered by the law. These standards have been folded into the Federal government's procurement regulations.

Security: The protection of systems against unauthorized access to or modification of information, whether in storage, processing or transit, and against the denial of service to authorized users or the provision of service to unauthorized users, including those measures necessary to detect, document, and counter such threats. The measures and controls, including physical controls in conjunction with management, technical and procedural controls, that ensure the confidentiality, integrity and availability of information processed and stored by a system. See also **Application security**.

Sender: An authorized user or system process that is permitted to submit content per their user role and group.

Serial control: The activity of identifying and managing serials or series.

Service Provider: A user class that delivers the expected services and products.

Service Specialist: A user class that supports Content Originators and End users to deliver expected products and services.

Shared repository: A facility established, governed, and used by multiple institutions to provide storage space and, in some instances limited service for low-use library materials, primarily paper-based materials that do not have to be readily available for consultation in campus libraries.

Signature certificate: A public key certificate that contains a public key intended for verifying digital signatures rather than encrypting data or performing any other cryptographic functions.

Status: A representation of the internal conditions defining the state of a process or activity at a particular point in time.

Storage: The functions associated with saving digital publications on physical media, including magnetic, optical, or other alternative technologies.

Structural/technical metadata: Metadata which records structures, formats, and relationships. See also **Metadata**.

Submission Information Package (SIP): The information package submitted by a Content Originator for ingest the system.

Submit: The action taken by an authorized user within FDsys to inform that a job, BPI, or content is approved to be processed by GPO or FDsys.

Subscription: An agreement by which a user obtains access to requested content by payment of a periodic fee or other agreed upon terms.

System: An organized collection of components that have been optimized to work together in a functional whole.

System metadata: Data generated by the system that records jobs, processes, activities, and tasks of the system.

Systems Administrator: A user class that directly supports the use, operation, and integrity of the system

Tangible: (adj), Refers to information conveyed on a physical medium.

Term contract: The business process information (job) submitted by a user to request products or services over a specific time period with specific Service Providers. Multiple jobs can be ordered off term contract (e.g., a magazine printed once a week for a year). Term contracts include single award, multiple award, direct deal, and general usage.

Test case: (1) A set of test inputs, execution conditions, and expected results developed for a particular objective, such as to exercise a particular program path or to verify compliance with a specific requirement. (2) Documentation specifying inputs, predicted results, and a set of execution conditions for a test item. A document describing a single test instance in terms of input

data, test procedure, test execution environment and expected outcome. Test cases also reference test objectives such as verifying compliance with a particular requirement or execution of a particular program path.

Transformation: (1) The process, or the results of a process, of reformatting or otherwise changing the way content is digitally encoded. (2) A process that produces one or more content packages from another.

Translation: Content rendered in a language other than the original.

Trusted certificate: A certificate that is trusted by the user on the basis of secure and authenticated delivery. The public keys included in trusted certificates are used to start certification paths.

Trusted content: Official content that is provided by or certified by a trusted source.

Trusted source: The publishing agency or a GPO partner that provides or certifies official FDLP content.

Unauthenticated copies: Exact copies or reproductions of records or other materials that are not certified as such under seal and that need not be legally accepted as evidence.

Unique identifier: A character string that uniquely identifies digital objects, content packages and jobs within the system.

Use Case: A description of the behavior of a system or part of a system; a set of sequences or actions, including variants that a system performs to yield an observable result of value.

User: The person who uses a program, system, or collection of information to perform tasks and produce results.

User acceptance testing: Testing that validates that the system meets GPO's mission and business needs for the capabilities allocated to that release, in order to expose issues before the system is released to a wider audience in beta testing. This testing involves real-world, internal exposure or operation to the system.

Validation: A process that ensures (e.g., proves) that data conforms to standards for format, content and metadata.

Variable data printing: A form of printing where elements such as text and images may be pulled from a database for use in creating the final package. Each printed piece can be individualized without stopping or slowing the press.

Verification: The process of determining and assuring accuracy and completeness.

Version: Unique manifestation of content.

Version control: The activity of identifying and managing versions.

Version information: Information stored in metadata that describes the relationship between versions.

Viable application: Application software which retains all of its original functionality.

Work in Progress (WIP): a collaborative workspace that allows Content Originators, Service Specialists, and Service Providers (SP) to submit, manage, and review content, metadata, and

jobs prior to ingest. Content, metadata, and BPI (job information) are help in WIP storage until approved by the publisher.

Work item: The representation of the work to be processed (by a workflow participant) in the context of an activity within a process.

Workflow: The automation of a business process, in whole or part, during which documents, information or tasks are passed from one participant to another for action, according to a set of procedural rules.

Workflow definition: A document that defines the activities, business rules, data flows, and personnel roles that specify how a GPO business process will be performed within FDsys.

Workflow instance: A workflow definition that is being executed on a specific entity by a specific person.

Workflow Management System (WMS): A system that defines, creates, and manages the execution of workflows through the use of software, running on one or more workflow engines, which is able to interpret the process definition, interact with workflow participants and, where required, invoke the use of IT tools and applications.

Workflow participant: A resource, human or computer tool/application, which performs the work represented in an activity.