

# DIPs – Best Practice in Dissemination

Sybil Krügel

FORS

SEEDS Workshop

Ljubljana, 9.-11. February 2016



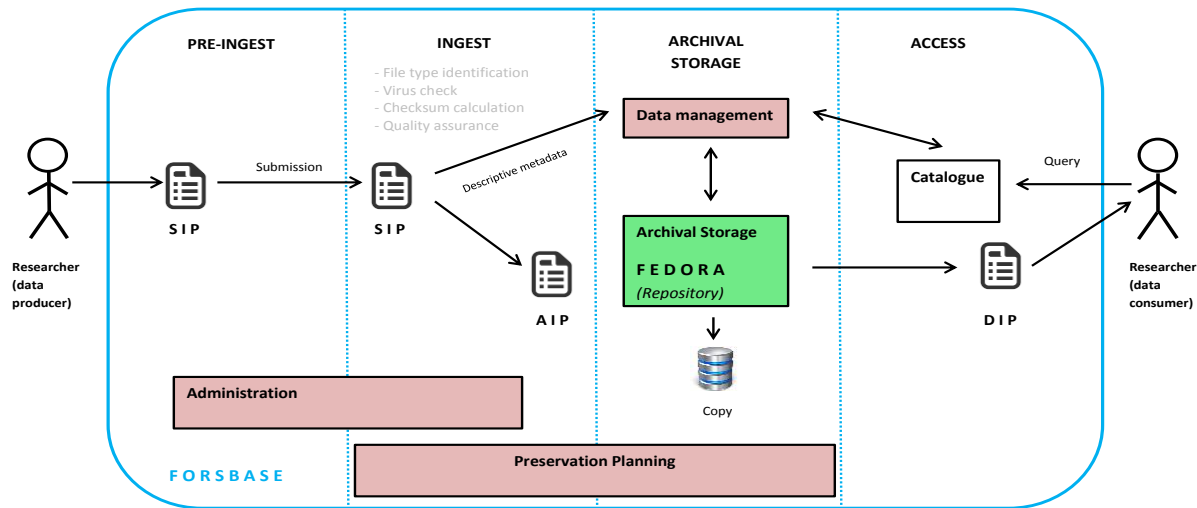
South-Eastern European Data Services



# Overview

- Access and Dissemination in the OAIS Reference Model
- the content of the Access Function
- the Dissemination Information Package (DIP)
- the Content of the DIP
- the user agreement/end user licence
- preferred and accepted formats

# The OAIS Functions



SIP: Submission Information Package  
 AIP: Archival Information Package  
 DIP: Dissemination Information Package

# The Access Function

- OAIS interface with the designated community/users
- primary mechanism by which the archive makes its information available to the user community
- access function manages the processes and services by which users locate, request, and receive data from the archival storage
  - users locate data / archive provides for resource discovery in the catalogue
  - users request data / archive provides user agreement
  - users receive data / archive disseminates data (DIP)

# The Dissemination Information Package



- version of data delivered to users
- most often derived from the AIP
- yet may differ in content and form to the AIP
- contains all data, and relevant pieces of metadata documentation that make the data suitable for reuse
- only part of metadata delivered in DIP
- demonstration: how to create a DIP and download it

9.-11.2.2016

SEEDS Workshop II

( 5 )

# The Content of the DIP

File	SIP	AIP	DIP
Documentation submitted (original)	√	√	
Documentation submitted, preservation format (e.g. PDF/A)	√	√	
Documentation treated		√	√
Documentation treated preservation format (e.g. PDF/A)		√	√
Metadata	√	√	√
Processing report, syntax		√	√
Data file submitted (original)	√	√	
Data file submitted preservation format (e.g. .csv)	√	√	
Data file treated		√	√
Data file treated preservation format (e.g. .csv)		√	√
Informed consent, confidentiality agreement	√	√	
User agreement		(√)	(√)

**SIP** (Submission Information Package)  
**AIP** (Archival Information Package)  
**DIP** (Dissemination Information Package)

# User agreement I: Content

- scientific purpose
- respect Swiss federal law and norms of data protection
- use of documentation in conformity with scientific standards
- use of the citation
- no identification of cases, respect confidentiality
- destruction of data after analysis
- no third party access
- notify FORS of publications
- description of intended use of data

# User agreement II: Special Provisions

- require detailed proposal
- notify data producers of changes to proposal (descriptions of intended use)
- notify data producers directly of publications and presentations
- require the communication of results of analysis
- require special data citations (mainly projects with several cohorts and waves)



# Special Access Conditions

- embargo
- prior authorization by data producer
- research only use
- “in-house” use only
- based on data producer convenience and sensitive nature of data and other factors (e.g. informed consent)

# The Ingest Formats

Category	Type of data	Preferred formats	Accepted formats
Quantitative	Quantitative tabular data	SPSS (*.sav) SPSS portable (*.por) MS Excel (*.xls, *.xlsx)	STATA (*.dta) SAS (*.sas, *.sas7bdat) Comma Separated Values (CSV) file (*.csv) OpenDocument Spreadsheet (*.ods)
	Text	Adobe Portable Document Format PDF/A, PDF (*.pdf) MS Word (*.doc, *.docx)	OpenDocument Text (*.odt) Rich Text Format (RTF) (*.rtf) Hypertext Mark-up Language (HTML) (*.html) eXtensible Mark-up Language (XML) according to an appropriate schema (*.xml)
Qualitative or Documentation	Plain text	Unicode, Non-Unicode and ASCII (*.txt)	
	Audio*	Waveform Audio Format (*.wav)	MPEG-1 Audio Layer 3 (*.mp3) Free Lossless Audio Codec (FLAC) Audio Interchange File Format (AIFF) (*.aif, *.aiff)
Qualitative	Pictures: Raster (bitmap) images	TIFF (*.tif, *.tiff)	Adobe Portable Document Format (PDF/A, PDF) (*.pdf) JPEG (*.jpeg, *.jpg) JPEG 2000 (*.jp2, *.jpx) PNG (*.png) GIF (*.gif) BMP (*.bmp)
	Pictures: Vector images	Scalable Vector Graphics SVG (*.svg) Adobe Illustrator (*.ai)	Drawing Interchange File Format DXF (*.dxf) PostScript (*.eps)
	Video	MPEG-4 (*.mpg4)	Moving Picture Experts Group MPEG-2 (*.mpg2) Motion JPEG 2000 (*.mj2) QuickTime (*.mov) Lossless AVI (*.avi)



[www.seedsproject.ch](http://www.seedsproject.ch)

