Preservation Activities at the Library of Congress

Appendix A: Entity Attributes and Relationships

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Contents

Appendix A

Entity Attributes and Relationships

The tables that follow list and define attributes of each of the entities identified in the entity model (Part 2, Figures 2 through 18) and the relationships that operate between each of the entities. The attribute and relationship tables are numbered to correspond to the entity definition tables in Part 2 (i.e., Tables 2.1 through 2.4 list attributes for the entities defined in Table 2, etc.).

For the purposes of this model, attributes are defined at a "logical" level (i.e., as characteristics of the entities to which they pertain, not as specifically defined data elements).

The attributes listed and defined in the tables were derived from a detailed examination of forms, records, reports, and databases currently used within the Preservation Directorate.

The relationships listed in the tables represent a consolidation of the relationships depicted in the information model (Part 2, Figures 2 through 18).

Earlier drafts of the appendix were reviewed with managers and staff from the five divisions within the Directorate. This revised draft incorporates additions and changes identified in the course of that review. Further consultation within LC will be required to determine whether additions are needed to reflect relevant information requirements of custodial divisions outside the Preservation Directorate.

Table 2.1: Information Model – Work - Attributes and Relationships

Attribute	*Definition / Examples*
Title of work	A word, phrase, or group of characters naming the work.
Form of work	The class to which the work belongs (e.g., novel, play, poem, symphony, concerto, sonata, map, drawing, painting, photograph).
Date of work	The date (normally the year) the work was originally created.
Other distinguishing characteristic	Any characteristic that serves to differentiate the work from another work with the same title (e.g., place of origin).
Intended termination	An indication of whether the work has been conceived as having a finite end or is intended to continue indefinitely.
Intended audience	The class of user for which the work is intended, as defined by age group (e.g., children, young adults), educational level (e.g., primary, secondary), or other categorization.
Context for work	The historical, social, intellectual, artistic, or other context within which the work was originally conceived (e.g., the Enlightenment, the Aesthetic Movement).
Medium of performance	The instrumental, vocal, and/or other medium of performance for which a musical work was originally intended (e.g., piano, orchestra, men's voices).

Numeric designation	A serial number, opus number, or thematic index number assigned to a musical work.
Key	The set of pitch relationships that establishes a single pitch class as a tonal centre for the work as originally composed (e.g., D major).
Coordinates	The degrees, minutes, and seconds of longitude and latitude, or the angles of declination and ascension that form the outer boundaries for the area represented in a cartographic image or object.
Equinox	The year that serves as the point of reference for a celestial chart or model.

Relationship*	*Definition / Examples*
Realized through ⇨ expression	The relationship between the work and an expression that is a realization of the work.

*The relationships listed include only those that are reflected in Figure 2. For other relationships pertaining to the work see Chapter 5 of the *Functional Requirements for Bibliographic Records*.

Table 2.2: Information Model – Expression - Attributes and Relationships

Attribute	*Definition / Examples*
Title of expression	A word, phrase, or group of characters naming the expression.
Form of expression	The means by which the work is realized (e.g., through alpha-numeric notation, musical notation, spoken word, musical sound, cartographic image, sculpture, dance)
Date of expression	The date the expression was created (e.g., the date the particular text was written or revised, the date a song was performed).
Language of expression	The language or languages in which the work is expressed.
Other distinguishing characteristic	Any characteristic of the expression that serves to differentiate the expression from another expression of the same work (e.g., various versions of the English text of the Bible).
Extensibility of expression	The expectation that the expression will have additional intellectual or artistic content added to it.
Revisability of expression	The expectation that the intellectual or artistic content of the expression will be revised (e.g. a directory that is expected to be updated periodically).

Extent of expression	A quantification of the intellectual content of the expression (e.g., number of words in a text, statements in a computer program, images in a comic strip).
Summarization of content	An abstract, summary, synopsis, etc., or a list of chapter headings, songs, parts, etc. included in the expression.
Context for expression	The historical, social, intellectual, artistic, or other context within which the expression was realized (e.g., the Art Deco period).
Critical response to expression	The reception given to the expression by reviewers, critics, etc., as encapsulated in an annotation (e.g., "critically acclaimed for its use of ….").
Use restrictions on expression	Restrictions on access to and use of an expression (e.g., copyright restrictions, licence restrictions).
Sequencing pattern	The form anticipated to be used in designating volumes/issues, etc. and/or dates for the individual units in a serial (e.g., Volume …, number …).
Expected regularity of issue	The anticipated regularity of release of individual issues of a serial (e.g., regular, irregular).
Expected frequency of issue	The interval at which individual issues of a serial are anticipated to be released (e.g., weekly, monthly, quarterly).
Type of score	The format used to represent a musical composition (e.g., short score, full score).

Medium of performance	The instrumental and/or vocal medium of performance represented in the expression of a musical work (e.g., two pianos, soprano and alto).
Scale	The ratio of distances in a cartographic expression to the actual distances they represent.
Projection	The method or system used to represent the surface of the Earth or of a celestial sphere on a plane (e.g., transverse Mercator, azimuthal equidistant).
Presentation technique	The method used to represent geographic or other features in a cartographic image (e.g., anaglyphic, diagrammatic, pictorial).
Representation of relief	The technique used to depict the elevations or the inequalities of a land surface or of the bed of a body of water in a cartographic image (e.g., contours, shading, hachures).
Geodetic, grid, and vertical measurement	Information on the spheroid used to construct a cartographic image, the grid or referencing systems used in the image, horizontal datum, vertical datum, mathematical data on contour intervals, bathymetric intervals, etc.
Recording technique	The technique used to capture an image through remote sensing (e.g., multispectral photography, infrared line scanning, SLAR).
Special characteristic	The altitude and attitude of the sensor, the position of the platform, the category and name of the satellite, the number of spectral bands involved, the quality of the image, the extent of cloud cover, or the mean value of the ground resolution in an image produced by aerial photography.

Technique	The method used to create a graphic image (e.g., engraving), or to realize motion in a projected image (e.g., animation, live action, computer generation, 3D).

Relationship*	*Definition / Examples*
Realization of ⇨ work	The relationship between the expression and the work realized through the expression.
Embodied in ⇨ manifestation	The relationship between the expression and a manifestation embodying the expression.

*The relationships listed include only those that are reflected in Figure 2. For other relationships pertaining to the expression see Chapter 5 of the *Functional Requirements for Bibliographic Records*.

Table 2.3: Information Model — Manifestation - Attributes and Relationships

Attribute	*Definition / Examples*
Title of manifestation	A word, phrase, or group of characters naming the manifestation.
Statement of responsibility	A statement appearing in the manifestation (normally in conjunction with the title) that names one or more individuals or groups responsible for the creation or realization of the intellectual or artistic content embodied in the manifestation.
Edition/issue designation	A word or phrase appearing in the manifestation that normally indicates a difference in either content or form between the manifestation and a related manifestation previously issued by the same publisher/distributor (e.g., second edition), or simultaneously issued by either the same publisher/distributor or another publisher/distributor (e.g., large print edition, British edition).
Place of publication/ distribution	The city, town, or other locality associated in the manifestation with the name of the publisher/distributor.
Publisher/distributor	The individual, group, or organization named in the manifestation as being responsible for the publication, distribution, issuing, or release of the manifestation.
Date of publication/ distribution	The date (normally a year) of public release of the manifestation. In the absence of a date designated as the date of publication or release, a copyright date or a date of printing or manufacture may serve as a substitute.
Fabricator/ manufacturer	The individual, group, or organization named in the manifestation as being responsible for the fabrication or manufacture of the manifestation.

Series statement	A word, phrase, or group of characters appearing in the manifestation naming the series to which the manifestation belongs.
Form of carrier	The specific class of material to which the physical carrier of the manifestation belongs (e.g., sound cassette, videodisc, microfilm cartridge).
Extent of carrier	A quantification of the number of physical units making up the carrier (e.g., number of sheets, discs, reels).
Physical medium	The type of material from which the carrier is produced (e.g., paper, wood, plastic, metal). The medium may include both a base material and any material that is applied to the base (e.g., oil paint applied to canvas).
Capture mode	The means used to record notation, sound, or images in the production of a manifestation (e.g., analogue, acoustic).
Capture device, method, settings*	The equipment used to record notation, sound, or images in the production of a manifestation, and the methods and settings used in the capture process.
Dimensions of carrier	The measurements of the physical components and/or container of the manifestation. Includes measurements of height, and/or width, and/or depth, or diameter.
Manifestation identifier	A number or code uniquely associated with the manifestation that serves to differentiate that manifestation from any other manifestation.

Source for acquisition/access authorization	The name of a publisher, distributor, etc. indicated in the manifestation as the source from which the manifestation may be acquired or through whom access may be authorized.
Terms of availability	The terms indicated in the manifestation under which the supplier (i.e., the source for acquisition/access authorization) will normally make the manifestation available (e.g., free to member of a particular association), or the price for which the manifestation sells.
Access restrictions on manifestation	Restrictions on access to and use of a manifestation (e.g., copyright restrictions, licence restrictions).
Typeface	The style of type used to print a book (e.g., Baskerville, Times New Roman).
Type size	The size of the characters in a printed book (e.g., 10 point).
Foliation	An indication of the number of folds made in a printed sheet to form a gathering of leaves (e.g., a sheet folded twice to form a quarto).
Collation	The sequence of gatherings in a book as indicated by signatures on each gathering (e.g., four gatherings bearing signatures A through D).
Publication status	The status of a serial with respect to its continuing publication (i.e., whether the serial is currently published or has ceased publication).
Numbering	The designation of volume/issue, etc. and/or date appearing in a serial.

Playing speed	The speed at which the carrier of a sound recording must be operated in order to produce the intended sound (e.g., 33 1/3 rpm, 19 cm/s).
Groove width	An indication of the number of grooves per inch cut on a disc or cylinder (e.g., microgroove—i.e., 200 grooves per inch).
Kind of cutting	The direction in which the grooves are cut on a disc or cylinder (e.g., lateral, vertical).
Tape configuration	The number of tracks on a sound tape (e.g., eight track, twelve track).
Kind of sound	An indication of the number of sound channels used to make the recording (e.g., monaural, stereophonic).
Special reproduction characteristics	The equalization system, noise reduction system, etc. used in making the recording (e.g., NAB, DBX, Dolby).
Colour	The colour(s), tone(s), etc. (including black and white) used in the production of an image.
Reduction ratio	The degree to which a text or image has been reduced in the process of microfilming (e.g., 42x, very high reduction—i.e., in the range of 61x to 90x).
Polarity	The relationship of the colours and tones in an image on film to the colours and tones of the object filmed (e.g., positive, negative).

Generation	An indication of the number of times an image on film has been transferred from one carrier to another (e.g., a first generation camera master, a second generation printing master).
Timing*	An indication of the level of voltage required to produce an optimal quality image from a frame or sequence of frames in a microfilm master.
Presentation format	The format used in the production of a projected image (e.g., wide screen, Beta, VHS).
System requirements	Requirements related to hardware (e.g., machine make and model, RAM capacity), software (e.g., operating systems, programming language), and peripherals (e.g., monitor, mouse) required to access/operate an electronic resource.
File characteristics	Standards or schemes used to encode an electronic file (e.g., ASCII, SGML), physical characteristics of the file (e.g., recording density, parity), and other characteristics that have a bearing on how the file can be processed.
Mode of access	The means of accessing a remote electronic resource (e.g., Internet, World Wide Web).
Access address	An alpha-numeric code (e.g., URL) used to facilitate remote access to an electronic resource.

*Attributes marked with an asterisk represent additions to those identified in *Functional Requirements for Bibliographic Records*.

Relationship*	Definition / Examples
Embodiment of ⇨ expession	The relationship between the manifestation and the expression embodied in the manifestation.
Exemplified in ⇨ item	The relationship between the manifestation and an item that is an exemplar of the manifestation.

*The relationships listed include only those that are reflected in Figure 2. For other relationships pertaining to the manifestation see Chapter 5 of the *Functional Requirements for Bibliographic Records*.

Table 2.4: Information Model – Item - Attributes and Relationships

Attribute	*Definition / Examples*
Item identifier	A number or code that is uniquely associated with the item, and serves to differentiate that item from any other item in the same collection and/or institution (e.g., call number, accession number, bar code).
Provenance of item	A record of previous ownership or custodianship of the item.
Date of acquisition*	The date on which the item was acquired by or deposited with the library.
Date of disposition*	The date on which the item was de-accessioned by the library.
Retention*	An indication of the intended period of retention of the item (e.g., temporary, retention master).
Marks/inscriptions	Signatures, numbering, annotations, etc. that have been applied uniquely to the item by the artist, fabricator, owner, etc.
Exhibition history	A record of public exhibitions of an item, including dates, venues, etc.
Condition of item	The physical condition of the item, particularly any variances between the physical makeup of the item and that of the manifestation it exemplifies (e.g., missing pages, plates), or other aspects of the physical condition of the item (e.g., brittleness, foxing, faded images).

Access restrictions on item	Any limitation placed on physical access to the item (e.g., restricted to supervised on-site use).
Use of item	An indication of the frequency of use that is made of an item (e.g., frequent, occasional, minimal).

*Attributes marked with an asterisk represent additions to those identified in *Functional Requirements for Bibliographic Records*.

Relationship*	*Definition / Examples*
Exemplifies ⇨ manifestation	The relationship between the item and the manifestation exemplified by the item.
Part of ⇨ item aggregate	The relationship between the item and the item aggregate to which it belongs.
Comprises ⇨ item part	The relationship between the item and an item part contained in the item.
Part of ⇨ project	The relationship between the item and a project involving the item.
Located in ⇨ location	The relationship between the item and its physical location.

Monitored by ⇨ survey	The relationship between the item and a survey monitoring the item.
Affected by ⇨ incident	The relationship between the item and an incident affecting the item.
Subject of ⇨ assessment	The relationship between the item and an assessment of the item.
Subject of ⇨ recommended action	The relationship between the item and an action that has been recommended for the item.
Subject of ⇨ action request	The relationship between the item and an action request pertaining to the item.
Subject of ⇨ scheduled action	The relationship between the item and a scheduled action pertaining to the item.
Subject of ⇨ action history	The relationship between the item and an action that has been performed on the item.
Subject of ⇨ order item	The relationship between the item and an order item pertaining to the item.
Subject of ⇨ shipping request	The relationship between the item and a shipping request pertaining to the item.

Subject of ⇨ shipped item	The relationship between the item and a shipped item pertaining to the item.
Subject of ⇨ marking task	The relationship between the item and a marking task applied to the item.
Subject of ⇨ replacement task	The relationship between the item and a replacement task applied to the item.
Subject of ⇨ preparation task	The relationship between the item and a preparation task applied to the item.
Subject of ⇨ shipping task	The relationship between the item and a shipping task applied to the item.
Subject of ⇨ housing task	The relationship between the item and a housing task applied to the item.
Subject of ⇨ binding task	The relationship between the item and a binding task applied to the item.
Subject of ⇨ treatment task	The relationship between the item and a treatment task applied to the item.
Subject of ⇨ reformatting task	The relationship between the item and a reformatting task applied to the item.

Subject of ⇨ receiving task	The relationship between the item and a receiving task applied to the item.
Subject of ⇨ quality review task	The relationship between the item and a quality review task applied to the item.
Subject of ⇨ storing task	The relationship between the item and a storing task applied to the item.
Subject of ⇨ disposition task	The relationship between the item and a disposition task applied to the item.
Subject of ⇨ delivery task	The relationship between the item and a delivery task applied to the item.
Used in ⇨ research project	The relationship between the item and a research project in which the item is used.
Used in ⇨ training event	The relationship between the item and a training event in which the item is used.
Used in ⇨ outreach event	The relationship between the item and an outreach event in which the item is used.
Used in ⇨ publication	The relationship between the item and a publication in which the item is used.

Used in ⇨ test	The relationship between the item and a test in which the item is used.
Routed/shipped to ⇨ employee	The relationship between the item and an employee to whom the item is being routed.
Routed/shipped to ⇨ unit	The relationship between the item and a unit to which the item is being routed.
Routed/shipped to ⇨ process	The relationship between the item and a process to which the item is being routed.
Routed/shipped to ⇨ vendor	The relationship between the item and a vendor to whom the item is being routed.
Received for ⇨ housing task	The relationship between the item and a housing task for which the item has been received.
Received for ⇨ binding task	The relationship between the item and a binding task for which the item has been received.
Received for ⇨ treatment task	The relationship between the item and a treatment task for which the item has been received.
Received for ⇨ reformatting task	The relationship between the item and a reformatting task for which the item has been received.

Released from ⇨ housing task	The relationship between the item and a housing task from which the item has been released.
Released from ⇨ binding task	The relationship between the item and a binding task from which the item has been released.
Released from ⇨ treatment task	The relationship between the item and a treatment task from which the item has been released.
Released from ⇨ reformatting task	The relationship between the item and a reformatting task from which the item has been released.
Released by ⇨ employee	The relationship between the item and an employee by whom the item has been released.
Released by ⇨ unit	The relationship between the item and a unit by which the item has been released.
Released from ⇨ process	The relationship between the item and a process from which the item has been released.
Released by ⇨ vendor	The relationship between the item and a vendor by whom the item has been released.
Output from ⇨ reformatting task	The relationship between the item (i.e., a reformatted product) and a reformatting task from which the item has been output.

*The relationships listed include only those that are reflected in Figures 2 through 18. For other relationships pertaining to the item see Chapter 5 of the *Functional Requirements for Bibliographic Records*.

Table 3.1: Information Model — Item Aggregate - Attributes and Relationships

Attribute	*Definition / Examples*
Item aggregate identifier	A number or code that is uniquely associated with the item aggregate, and serves to differentiate that item aggregate from any other item aggregate in the same collection and/or institution (e.g., collection identification code).
Item aggregate description*	A summary or overview of the contents of an item aggregate as viewed from a preservation perspective.
Provenance of item aggregate	A record of previous ownership or custodianship of the item aggregate.
Date of acquisition*	The date on which the item aggregate was acquired by or deposited with the library.
Date of disposition*	The date on which the item aggregate was de-accessioned by the library.
Retention*	An indication of the intended period of retention of the item aggregate (e.g., temporary, retention masters).
Exhibition history	A record of public exhibitions of an item aggregate, including dates, venues, etc.
Condition of item aggregate	The physical condition of the item aggregate as a whole.

Access restrictions on item aggregate	Any limitation placed on physical access to the item aggregate as a whole (e.g., restricted to supervised on-site use).

*Attributes marked with an asterisk represent additions to those identified in *Functional Requirements for Bibliographic Records*.

Relationship	*Definition / Examples*
Comprises ⇨ item	The relationship between the item aggregate and an item contained in the item aggregate.
Located in ⇨ location	The relationship between the item aggregate and its physical location.
Monitored by ⇨ survey	The relationship between the item aggregate and a survey monitoring the item aggregate.
Affected by ⇨ incident	The relationship between the item aggregate and an incident affecting the item aggregate.
Part of ⇨ project	The relationship between the item aggregate and a project involving the item aggregate.
Subject of ⇨ assessment	The relationship between the item aggregate and an assessment of the item aggregate.

Subject of ⇨ recommended action	The relationship between the item aggregate and an action that has been recommended for the item aggregate.
Subject of ⇨ action request	The relationship between the item aggregate and an action request pertaining to the item aggregate.
Subject of ⇨ scheduled action	The relationship between the item aggregate and a scheduled action pertaining to the item aggregate.
Subject of ⇨ action history	The relationship between the item aggregate and an action that has been performed on the item aggregate.
Subject of ⇨ order item	The relationship between the item aggregate and an order item pertaining to the item aggregate.
Subject of ⇨ marking task	The relationship between the item aggregate and a marking task applied to the item aggregate.
Subject of ⇨ replacement task	The relationship between the item aggregate and a replacement task applied to the item aggregate.
Subject of ⇨ preparation task	The relationship between the item aggregate and a preparation task applied to the item aggregate.
Subject of ⇨ shipping task	The relationship between the item aggregate and a shipping task applied to the item aggregate.

Subject of ⇨ housing task	The relationship between the item aggregate and a housing task applied to the item aggregate.
Subject of ⇨ binding task	The relationship between the item aggregate and a binding task applied to the item aggregate.
Subject of ⇨ treatment task	The relationship between the item aggregate and a treatment task applied to the item aggregate.
Subject of ⇨ reformatting task	The relationship between the item aggregate and a reformatting task applied to the item aggregate.
Subject of ⇨ receiving task	The relationship between the item aggregate and a receiving task applied to the item aggregate.
Subject of ⇨ quality review task	The relationship between the item aggregate and a quality review task applied to the item aggregate.
Subject of ⇨ storing task	The relationship between the item aggregate and a storing task applied to the item aggregate.
Subject of ⇨ disposition task	The relationship between the item aggregate and a disposition task applied to the item aggregate.
Subject of ⇨ delivery task	The relationship between the item aggregate and a delivery task applied to the item aggregate.

Used in ⇨ research project	The relationship between the item aggregate and a research project in which the item aggregate is used.
Used in ⇨ training event	The relationship between the item aggregate and a training event in which the item aggregate is used.
Used in ⇨ outreach event	The relationship between the item aggregate and an outreach event in which the item aggregate is used.
Used in ⇨ publication	The relationship between the item aggregate and a publication in which the item aggregate is used.
Used in ⇨ test	The relationship between the item aggregate and a test in which the item aggregate is used.
Routed/shipped to ⇨ employee	The relationship between the item aggregate and an employee to whom the item aggregate is being routed.
Routed/shipped to ⇨ unit	The relationship between the item aggregate and a unit to which the item aggregate is being routed.
Routed/shipped to ⇨ process	The relationship between the item aggregate and a process to which the item aggregate is being routed.
Routed/shipped to ⇨ vendor	The relationship between the item aggregate and a vendor to whom the item aggregate is being routed.

Received for ⇨ housing task	The relationship between the item aggregate and a housing task for which the item aggregate has been received.
Received for ⇨ binding task	The relationship between the item aggregate and a binding task for which the item aggregate has been received.
Received for ⇨ treatment task	The relationship between the item aggregate and a treatment task for which the item aggregate has been received.
Received for ⇨ reformatting task	The relationship between the item aggregate and a reformatting task for which the item aggregate has been received.
Released from ⇨ housing task	The relationship between the item aggregate and a housing task from which the item aggregate has been released.
Released from ⇨ binding task	The relationship between the item aggregate and a binding task from which the item aggregate has been released.
Released from ⇨ treatment task	The relationship between the item aggregate and a treatment task from which the item aggregate has been released.
Released from ⇨ reformatting task	The relationship between the item aggregate and a reformatting task from which the item aggregate has been released.
Released by ⇨ employee	The relationship between the item aggregate and an employee by whom the item aggregate has been released.

Released by ⇨ unit	The relationship between the item aggregate and a unit by which the item aggregate has been released.
Released from ⇨ process	The relationship between the item aggregate and a process from which the item aggregate has been released.
Released by ⇨ vendor	The relationship between the item aggregate and a vendor by whom the item aggregate has been released.
Output from ⇨ reformatting task	The relationship between the item aggregate (i.e., a reformatted product) and a reformatting task from which the item aggregate has been output.

Table 3.2: Information Model — Item Part — Attributes and Relationships

Attribute	*Definition / Examples*
Item part identifier	A number or code that is uniquely associated with the item part, and serves to differentiate that item part from any other item part in the same collection and/or institution (e.g., call number, accession number, bar code).
Fingerprint	An identifier constructed by combining groups of characters transcribed from specified pages of a printed item part.
Provenance of item part	A record of previous ownership or custodianship of the item part.
Date of acquisition*	The date on which the item part was acquired by or deposited with the library.
Date of disposition*	The date on which the item part was de-accessioned by the library.
Retention*	An indication of the intended period of retention of the item part (e.g., temporary, retention master).
Marks/inscriptions	Signatures, numbering, annotations, etc. that have been applied uniquely to the item part by the artist, fabricator, owner, etc.
Exhibition history	A record of public exhibitions of an item part, including dates, venues, etc.

Condition of item part	The physical condition of the item part, particularly any variances between the physical makeup of the item part and that of the manifestation part it exemplifies (e.g., missing pages, plates), or other aspects of the physical condition of the item part (e.g., brittleness, foxing, faded images).
Access restrictions on item part	Any limitation placed on physical access to the item part (e.g., restricted to supervised on-site use).

*Attributes marked with an asterisk represent additions to those identified in *Functional Requirements for Bibliographic Records*.

Relationship	*Definition / Examples*
Part of ⇨ item	The relationship between the item part and the item containing the item part.
Comprises ⇨ element	The relationship between the item part and an element contained in the item part.
Located in ⇨ location	The relationship between the item part and its physical location.
Monitored by ⇨ survey	The relationship between the item part and a survey monitoring the item part.
Affected by ⇨ incident	The relationship between the item part and an incident affecting the item part.

Part of ⇨ project	The relationship between the item part and a project involving the item part.
Subject of ⇨ assessment	The relationship between the item part and an assessment of the item part.
Subject of ⇨ recommended action	The relationship between the item part and an action that has been recommended for the item part.
Subject of ⇨ action request	The relationship between the item part and an action request pertaining to the item part.
Subject of ⇨ scheduled action	The relationship between the item part and a scheduled action pertaining to the item part.
Subject of ⇨ action history	The relationship between the item part and an action that has been performed on the item part.
Subject of ⇨ order item	The relationship between the item part and an order item pertaining to the item part.
Subject of ⇨ marking task	The relationship between the item part and a marking task applied to the item part.
Subject of ⇨ replacement task	The relationship between the item part and a replacement task applied to the item part.

Subject of ⇨ preparation task	The relationship between the item part and a preparation task applied to the item part.
Subject of ⇨ shipping task	The relationship between the item part and a shipping task applied to the item part.
Subject of ⇨ housing task	The relationship between the item part and a housing task applied to the item part.
Subject of ⇨ binding task	The relationship between the item part and a binding task applied to the item part.
Subject of ⇨ treatment task	The relationship between the item part and a treatment task applied to the item part.
Subject of ⇨ reformatting task	The relationship between the item part and a reformatting task applied to the item part.
Subject of ⇨ receiving task	The relationship between the item part and a receiving task applied to the item part.
Subject of ⇨ quality review task	The relationship between the item part and a quality review task applied to the item part.
Subject of ⇨ storing task	The relationship between the item part and a storing task applied to the item part.

Subject of ⇨ disposition task	The relationship between the item part and a disposition task applied to the item part.
Subject of ⇨ delivery task	The relationship between the item part and a delivery task applied to the item part.
Used in ⇨ research project	The relationship between the item part and a research project in which the item part is used.
Used in ⇨ training event	The relationship between the item part and a training event in which the item part is used.
Used in ⇨ outreach event	The relationship between the item part and an outreach event in which the item part is used.
Used in ⇨ publication	The relationship between the item part and a publication in which the item part is used.
Used in ⇨ test	The relationship between the item part and a test in which the item part is used.
Routed/shipped to ⇨ employee	The relationship between the item part and an employee to whom the item part is being routed.
Routed/shipped to ⇨ unit	The relationship between the item part and a unit to which the item part is being routed.

Routed/shipped to ⇨ **process**	The relationship between the item part and a process to which the item part is being routed.
Routed/shipped to ⇨ **vendor**	The relationship between the item part and a vendor to whom the item part is being routed.
Received for ⇨ **housing task**	The relationship between the item part and a housing task for which the item part has been received.
Received for ⇨ **binding task**	The relationship between the item part and a binding task for which the item part has been received.
Received for ⇨ **treatment task**	The relationship between the item part and a treatment task for which the item part has been received.
Received for ⇨ **reformatting task**	The relationship between the item part and a reformatting task for which the item part has been received.
Released from ⇨ **housing task**	The relationship between the item part and a housing task from which the item part has been released.
Released from ⇨ **binding task**	The relationship between the item part and a binding task from which the item part has been released.
Released from ⇨ **treatment task**	The relationship between the item part and a treatment task from which the item part has been released.

Released from ⇨ **reformatting task**	The relationship between the item part and a reformatting task from which the item part has been released.
Released by ⇨ **employee**	The relationship between the item part and an employee by whom the item part has been released.
Released by ⇨ **unit**	The relationship between the item part and a unit by which the item part has been released.
Released from ⇨ **process**	The relationship between the item part and a process from which the item part has been released.
Released by ⇨ **vendor**	The relationship between the item part and a vendor by whom the item part has been released.
Output from ⇨ **reformatting task**	The relationship between the item part (i.e., a reformatted product) and a reformatting task from which the item part has been output.

Table 3.3: Information Model – Element - Attributes and Relationships

Attribute	Definition / Examples
Element identifier	A number or code that is uniquely associated with the element (e.g., bar code).
Type of element	A categorization or generic descriptor for the element (e.g., cover, spine, plate).
Marks/inscriptions	Signatures, numbering, annotations, etc. that have been applied uniquely to the element by the artist, fabricator, owner, etc.
Condition of element	The physical condition of the element (e.g., foxing, staining, faded image).

Relationship	Definition / Examples
Part of ⇨ item part	The relationship between the element and the item part to which it belongs.
Located in ⇨ location	The relationship between the element and its physical location.
Monitored by ⇨ survey	The relationship between the element and a survey monitoring the element.
Affected by ⇨ incident	The relationship between the element and an incident affecting the element.

Part of ⇨ project	The relationship between the element and a project involving the element.
Subject of ⇨ assessment	The relationship between the element and an assessment of the element.
Subject of ⇨ recommended action	The relationship between the element and an action that has been recommended for the element.
Subject of ⇨ action request	The relationship between the element and an action request pertaining to the element.
Subject of ⇨ scheduled action	The relationship between the element and a scheduled action pertaining to the element.
Subject of ⇨ action history	The relationship between the element and an action that has been performed on the element.
Subject of ⇨ order item	The relationship between the element and an order item pertaining to the element.
Subject of ⇨ marking task	The relationship between the element and a marking task applied to the element.
Subject of ⇨ replacement task	The relationship between the element and a replacement task applied to the element.

Subject of ⇨ preparation task	The relationship between the element and a preparation task applied to the element.
Subject of ⇨ shipping task	The relationship between the element and a shipping task applied to the element.
Subject of ⇨ housing task	The relationship between the element and a housing task applied to the element.
Subject of ⇨ binding task	The relationship between the element and a binding task applied to the element.
Subject of ⇨ treatment task	The relationship between the element and a treatment task applied to the element.
Subject of ⇨ reformatting task	The relationship between the element and a reformatting task applied to the element.
Subject of ⇨ receiving task	The relationship between the element and a receiving task applied to the element.
Subject of ⇨ quality review task	The relationship between the element and a quality review task applied to the element.
Subject of ⇨ storing task	The relationship between the element and a storing task applied to the element.

Subject of ⇨ disposition task	The relationship between the element and a disposition task applied to the element.
Subject of ⇨ delivery task	The relationship between the element and a delivery task applied to the element.
Used in ⇨ research project	The relationship between the element and a research project in which the element is used.
Used in ⇨ training event	The relationship between the element and a training event in which the element is used.
Used in ⇨ outreach event	The relationship between the element and an outreach event in which the element is used.
Used in ⇨ publication	The relationship between the element and a publication in which the element is used.
Used in ⇨ test	The relationship between the element and a test in which the element is used.
Routed/shipped to ⇨ employee	The relationship between the element and an employee to whom the element is being routed.
Routed/shipped to ⇨ unit	The relationship between the element and a unit to which the element is being routed.

Routed/shipped to ⇨ **process**	The relationship between the element and a process to which the element is being routed.
Routed/shipped to ⇨ **vendor**	The relationship between the element and a vendor to whom the element is being routed.
Received for ⇨ **housing task**	The relationship between the element and a housing task for which the element has been received.
Received for ⇨ **binding task**	The relationship between the element and a binding task for which the element has been received.
Received for ⇨ **treatment task**	The relationship between the element and a treatment task for which the element has been received.
Received for ⇨ **reformatting task**	The relationship between the element and a reformatting task for which the element has been received.
Released from ⇨ **housing task**	The relationship between the element and a housing task from which the element has been released.
Released from ⇨ **binding task**	The relationship between the element and a binding task from which the element has been released.
Released from ⇨ **treatment task**	The relationship between the element and a treatment task from which the element has been released.

Released from ⇨ **reformatting task**	The relationship between the element and a reformatting task from which the element has been released.
Released by ⇨ **employee**	The relationship between the element and an employee by whom the element has been released.
Released by ⇨ **unit**	The relationship between the element and a unit by which the element has been released.
Released from ⇨ **process**	The relationship between the element and a process from which the element has been released.
Released by ⇨ **vendor**	The relationship between the element and a vendor by whom the element has been released.
Output from ⇨ **reformatting task**	The relationship between the element (i.e., a reformatted product) and a reformatting task from which the element has been output.

Table 4.1: Information Model – Procedure - Attributes and Relationships

Attribute	Definition / Examples
Name of procedure	The specific name of a procedure (e.g., Wei T'o)
Procedure identifier	A number or code that is uniquely associated with the procedure (e.g., MMMC).
Type of procedure	A categorization or generic descriptor for the procedure (e.g., deacidification, microfilming).
Procedure specifications	The specific steps, actions, methods, etc. involved in performing the procedure (e.g., the specifications for a testing procedure to determine brittleness, specifications for the method of leaf attachment for a binding).
Cost of procedure	The unit cost associated with the performance of a procedure.

Relationship	Definition / Examples
Uses ⇨ material	The relationship between the procedure and the material used in the procedure.
Uses ⇨ equipment	The relationship between the procedure and the equipment used in the procedure.
Uses ⇨ system	The relationship between the procedure and the system used in the procedure.

Uses ⇨ facility	The relationship between the procedure and the facility used in the procedure.
Subject of ⇨ testing task	The relationship between the procedure and a testing task applied to the procedure.
Subject of ⇨ maintenance task	The relationship between the procedure and a maintenance task applied to the procedure.
Specified by ⇨ scheduled action	The relationship between the procedure and a scheduled action that specifies the procedure.
Specified by ⇨ order item	The relationship between the procedure and an order item that specifies the procedure.
Specified by ⇨ contract	The relationship between the procedure and a contract that specifies the procedure.
Specified by ⇨ shipping request	The relationship between the procedure and a shipping request that specifies the procedure.
Specified by ⇨ shipped item	The relationship between the procedure and a shipped item that specifies the procedure.
Used in ⇨ survey	The relationship between the procedure and a survey using the procedure.

Used in ⇨ response	The relationship between the procedure and a response using the procedure.
Used in ⇨ assessment	The relationship between the procedure and an assessment using the procedure.
Used in ⇨ housing process	The relationship between the procedure and a housing process using the procedure.
Used in ⇨ binding process	The relationship between the procedure and a binding process using the procedure.
Used in ⇨ treatment process	The relationship between the procedure and a treatment process using the procedure.
Used in ⇨ reformatting process	The relationship between the procedure and a reformatting process using the procedure.
Used in ⇨ marking task	The relationship between the procedure and a marking task using the procedure.
Used in ⇨ preparation task	The relationship between the procedure and a preparation task using the procedure.
Used in ⇨ housing task	The relationship between the procedure and a housing task using the procedure.

Used in ⇨ binding task	The relationship between the procedure and a binding task using the procedure.
Used in ⇨ treatment task	The relationship between the procedure and a treatment task using the procedure.
Used in ⇨ reformatting task	The relationship between the procedure and a reformatting task using the procedure.
Used in ⇨ quality review task	The relationship between the procedure and a quality review task using the procedure.
Used in ⇨ storing task	The relationship between the procedure and a marking task using the procedure.
Used in ⇨ disposition task	The relationship between the procedure and a disposition task using the procedure.
Used in ⇨ delivery task	The relationship between the procedure and a delivery task using the procedure.
Used in ⇨ maintenance task	The relationship between the procedure and a maintenance task using the procedure.
Used in ⇨ project	The relationship between the procedure and a project using the procedure.

Used in ⇨ research project	The relationship between the procedure and a research project using the procedure.
Used in ⇨ training event	The relationship between the procedure and a training event using the procedure.
Used in ⇨ outreach event	The relationship between the procedure and an outreach event using the procedure.
Used in ⇨ publication	The relationship between the procedure and a publication using the procedure.
Used in ⇨ test	The relationship between the procedure and a test using the procedure.
Used in ⇨ storage	The relationship between the procedure and a storage requirement using the procedure.
Focus of ⇨ research project	The relationship between the procedure and a research project focusing on the procedure.
Focus of ⇨ training event	The relationship between the procedure and a training event focusing on the procedure.
Focus of ⇨ outreach event	The relationship between the procedure and a outreach event focusing on the procedure.

Focus of ⇨ publication	The relationship between the procedure and a publication focusing on the procedure.
Focus of ⇨ test	The relationship between the procedure and a test focusing on the procedure.

Table 4.2: Information Model – Material - Attributes and Relationships

Attribute	Definition / Examples
Name of material	The manufacturer or supplier's specific name for a product (e.g.,)
Material identifier	A number or code that is uniquely associated with the material (e.g., vendor's catalogue number, product code, lot/batch number).
Type of material	A categorization or generic descriptor for the material (e.g., buckram, silver halide film).
Grade of material	A categorization of the quality of the material (e.g., Grade F).
Manufacturer	The name of the manufacturer of the material or product.
Material specifications	The specific physical or chemical properties and/or performance of the material (e.g., colour, dimensions, pH level, chemical formula, longevity).
Production date	The date on which the material or product was produced (e.g., lot/batch production date).
Expiry date	The date on which the material or product is expected to reach its expiry.
Testing status	An indication of whether the material or product has been tested to determine whether it conforms with established specifications or standards, and the results of the test.

Cost of material	The unit cost for the purchase or production of the material or product.

Relationship	*Definition / Examples*
Subject of ⇨ testing task	The relationship between the material and a testing task applied to the material.
Subject of ⇨ maintenance task	The relationship between the material and a maintenance task applied to the material.
Specified by ⇨ scheduled action	The relationship between the material and a scheduled action that specifies the material.
Specified by ⇨ order item	The relationship between the material and an order item that specifies the material.
Specified by ⇨ contract	The relationship between the material and a contract that specifies the material.
Specified by ⇨ shipping request	The relationship between the material and a shipping request that specifies the material.
Specified by ⇨ shipped item	The relationship between the material and a shipped item that specifies the material.

Used in ⇨ procedure	The relationship between the material and the procedure in which it is used.
Used in ⇨ survey	The relationship between the material and a survey using the procedure.
Used in ⇨ response	The relationship between the material and a response using the procedure.
Used in ⇨ assessment	The relationship between the material and an assessment using the material.
Used in ⇨ housing process	The relationship between the material and a housing process using the material.
Used in ⇨ binding process	The relationship between the material and a binding process using the material.
Used in ⇨ treatment process	The relationship between the material and a treatment process using the material.
Used in ⇨ reformatting process	The relationship between the material and a reformatting process using the material.
Used in ⇨ marking task	The relationship between the material and a marking task using the material.

Used in ⇨ preparation task	The relationship between the material and a preparation task using the material.
Used in ⇨ housing task	The relationship between the material and a housing task using the material.
Used in ⇨ binding task	The relationship between the material and a binding task using the material.
Used in ⇨ treatment task	The relationship between the material and a treatment task using the material.
Used in ⇨ reformatting task	The relationship between the material and a reformatting task using the material.
Used in ⇨ quality review task	The relationship between the material and a quality review task using the material.
Used in ⇨ storing task	The relationship between the material and a marking task using the material.
Used in ⇨ disposition task	The relationship between the material and a disposition task using the material.
Used in ⇨ delivery task	The relationship between the material and a delivery task using the material.

Used in ⇨ maintenance task	The relationship between the material and a maintenance task using the material.
Used in ⇨ project	The relationship between the material and a project using the material.
Used in ⇨ research project	The relationship between the material and a research project using the material.
Used in ⇨ training event	The relationship between the material and a training event using the material.
Used in ⇨ outreach event	The relationship between the material and an outreach event using the material.
Used in ⇨ publication	The relationship between the material and a publication using the material.
Used in ⇨ test	The relationship between the material and a test using the material.
Used in ⇨ storage	The relationship between the material and a storage requirement using the material.
Focus of ⇨ research project	The relationship between the material and a research project focusing on the material.
Focus of ⇨ training event	The relationship between the material and a training event focusing on the material.

Focus of ⇨ outreach event	The relationship between the material and a outreach event focusing on the material.
Focus of ⇨ publication	The relationship between the material and a publication focusing on the material.
Focus of ⇨ test	The relationship between the material and a test focusing on the material.

Table 4.3: Information Model – Equipment - Attributes and Relationships

Attribute	*Definition / Examples*
Name of equipment	The manufacturer or supplier's specific name for the equipment (e.g.,)
Equipment identifier	A number or code that is uniquely associated with the equipment (e.g., model number, serial number, inventory control number).
Type of equipment	A categorization or generic descriptor for the equipment (e.g., flat-bed camera).
Manufacturer	The name of the manufacturer of the equipment.
Equipment specifications	Specifications for the design and/or performance of the equipment (e.g., resolution range).
Location of equipment	The physical area in which the equipment is stationed or stored (e.g., building, floor, core, sector, room).
Cost of equipment	The unit cost to purchase or lease the equipment.

Relationship	*Definition / Examples*
Subject of ⇨ testing task	The relationship between the equipment and a testing task applied to the equipment.
Subject of ⇨ maintenance task	The relationship between the equipment and a maintenance task applied to the equipment.
Specified by ⇨ scheduled action	The relationship between the equipment and a scheduled action that specifies the equipment.
Specified by ⇨ order item	The relationship between the equipment and an order item that specifies the equipment.
Specified by ⇨ contract	The relationship between the equipment and a contract that specifies the equipment.
Specified by ⇨ shipping request	The relationship between the equipment and a shipping request that specifies the equipment.
Specified by ⇨ shipped item	The relationship between the equipment and a shipped item that specifies the equipment.
Used in ⇨ procedure	The relationship between the equipment and the procedure in which it is used.

Used in ⇨ survey	The relationship between the equipment and a survey using the equipment.
Used in ⇨ response	The relationship between the equipment and a response using the equipment.
Used in ⇨ assessment	The relationship between the equipment and an assessment using the equipment.
Used in ⇨ housing process	The relationship between the equipment and a housing process using the equipment.
Used in ⇨ binding process	The relationship between the equipment and a binding process using the equipment.
Used in ⇨ treatment process	The relationship between the equipment and a treatment process using the equipment.
Used in ⇨ reformatting process	The relationship between the equipment and a reformatting process using the equipment.
Used in ⇨ marking task	The relationship between the equipment and a marking task using the equipment.
Used in ⇨ preparation task	The relationship between the equipment and a preparation task using the equipment.

Used in ⇨ housing task	The relationship between the equipment and a housing task using the equipment.
Used in ⇨ binding task	The relationship between the equipment and a binding task using the equipment.
Used in ⇨ treatment task	The relationship between the equipment and a treatment task using the equipment.
Used in ⇨ reformatting task	The relationship between the equipment and a reformatting task using the equipment.
Used in ⇨ quality review task	The relationship between the equipment and a quality review task using the equipment.
Used in ⇨ storing task	The relationship between the equipment and a marking task using the equipment.
Used in ⇨ disposition task	The relationship between the equipment and a disposition task using the equipment.
Used in ⇨ delivery task	The relationship between the equipment and a delivery task using the equipment.
Used in ⇨ maintenance task	The relationship between the equipment and a maintenance task using the equipment.

Used in ⇨ project	The relationship between the equipment and a project using the equipment.
Used in ⇨ research project	The relationship between the equipment and a research project using the equipment.
Used in ⇨ training event	The relationship between the equipment and a training event using the equipment.
Used in ⇨ outreach event	The relationship between the equipment and an outreach event using the equipment.
Used in ⇨ publication	The relationship between the equipment and a publication using the equipment.
Used in ⇨ test	The relationship between the equipment and a test using the equipment.
Used in ⇨ storage	The relationship between the equipment and a storage requirement using the equipment.
Focus of ⇨ research project	The relationship between the equipment and a research project focusing on the equipment.
Focus of ⇨ training event	The relationship between the equipment and a training event focusing on the equipment.

Focus of ⇨ outreach event	The relationship between the equipment and a outreach event focusing on the equipment.
Focus of ⇨ publication	The relationship between the equipment and a publication focusing on the equipment.
Focus of ⇨ test	The relationship between the equipment and a test focusing on the equipment.

Table 4.4: Information Model – System - Attributes and Relationships

Attribute	*Definition / Examples*
Name of system	The developer or supplier's specific name for the system (e.g.,)
System identifier	A number or code that is uniquely associated with the system (e.g., release number).
Type of system	A categorization or generic descriptor for the system (e.g., digital imaging system).
Developer	The name of the developer of the system.
System specifications	Specifications for the design and/or performance of the system (e.g., processing speed).
System platform	The platform on which the system is operating (e.g., computer processing unit, operating system).
Cost of system	The unit cost to purchase or lease the system.

Relationship	Definition / Examples
Subject of ⇨ testing task	The relationship between the system and a testing task applied to the system.
Subject of ⇨ maintenance task	The relationship between the system and a maintenance task applied to the system.
Specified by ⇨ scheduled action	The relationship between the system and a scheduled action that specifies the system.
Specified by ⇨ order item	The relationship between the system and an order item that specifies the system.
Specified by ⇨ contract	The relationship between the system and a contract that specifies the system.
Specified by ⇨ shipping request	The relationship between the system and a shipping request that specifies the system.
Specified by ⇨ shipped item	The relationship between the system and a shipped item that specifies the system.
Used in ⇨ procedure	The relationship between the system and the procedure in which it is used.

Used in ⇨ survey	The relationship between the system and a survey using the system.
Used in ⇨ response	The relationship between the system and a response using the system.
Used in ⇨ assessment	The relationship between the system and an assessment using the system.
Used in ⇨ housing process	The relationship between the system and a housing process using the system.
Used in ⇨ binding process	The relationship between the system and a binding process using the system.
Used in ⇨ treatment process	The relationship between the system and a treatment process using the system.
Used in ⇨ reformatting process	The relationship between the system and a reformatting process using the system.
Used in ⇨ marking task	The relationship between the system and a marking task using the system.
Used in ⇨ preparation task	The relationship between the system and a preparation task using the system.

Used in ⇨ housing task	The relationship between the system and a housing task using the system.
Used in ⇨ binding task	The relationship between the system and a binding task using the system.
Used in ⇨ treatment task	The relationship between the system and a treatment task using the system.
Used in ⇨ reformatting task	The relationship between the system and a reformatting task using the system.
Used in ⇨ quality review task	The relationship between the system and a quality review task using the system.
Used in ⇨ storing task	The relationship between the system and a marking task using the system.
Used in ⇨ disposition task	The relationship between the system and a disposition task using the system.
Used in ⇨ delivery task	The relationship between the system and a delivery task using the system.
Used in ⇨ maintenance task	The relationship between the system and a maintenance task using the system.

Used in ⇨ project	The relationship between the system and a project using the system.
Used in ⇨ research project	The relationship between the system and a research project using the system.
Used in ⇨ training event	The relationship between the system and a training event using the system.
Used in ⇨ outreach event	The relationship between the system and an outreach event using the system.
Used in ⇨ publication	The relationship between the system and a publication using the system.
Used in ⇨ test	The relationship between the system and a test using the system.
Used in ⇨ storage	The relationship between the system and a storage requirement using the system.
Focus of ⇨ research project	The relationship between the system and a research project focusing on the system.
Focus of ⇨ training event	The relationship between the system and a training event focusing on the system.
Focus of ⇨ outreach event	The relationship between the system and a outreach event focusing on the system.

Focus of ⇨ publication	The relationship between the system and a publication focusing on the system.
Focus of ⇨ test	The relationship between the system and a test focusing on the system.

Table 4.5: Information Model — Facility - Attributes and Relationships

Attribute	*Definition / Examples*
Name of facility	The vendor or owner's specific name for the facility (e.g., Gatineau Preservation Centre).
Facility identifier	A number or code that is uniquely associated with the facility (e.g., building identifier).
Type of facility	A categorization or generic descriptor for the facility (e.g., cold storage vault).
Location of facility	The geographic location or address of the facility (e.g., Landover, Md.)
Size of facility	A measurement of the floor space and/or capacity of the facility (e.g., 12,000 square feet, 100,000 cubic feet).
Facility owner/ operator	The name of the owner and/or operator of the facility.
Facility specifications	Specifications for the design and/or performance of the facility (e.g., temperature range).
Cost of facility	The unit and/or net cost of construction, purchase, or lease of the facility.

Relationship	*Definition / Examples*
Subject of ⇨ testing task	The relationship between the facility and a testing task applied to the facility.
Subject of ⇨ maintenance task	The relationship between the facility and a maintenance task applied to the facility.
Specified by ⇨ scheduled action	The relationship between the facility and a scheduled action that specifies the facility.
Specified by ⇨ order item	The relationship between the facility and an order item that specifies the facility.
Specified by ⇨ contract	The relationship between the facility and a contract that specifies the facility.
Specified by ⇨ shipping request	The relationship between the facility and a shipping request that specifies the facility.
Specified by ⇨ shipped item	The relationship between the facility and a shipped item that specifies the facility.
Used in ⇨ procedure	The relationship between the facility and the procedure in which it is used.

Used in ⇨ survey	The relationship between the facility and a survey using the procedure.
Used in ⇨ response	The relationship between the facility and a response using the procedure.
Used in ⇨ assessment	The relationship between the facility and an assessment using the facility.
Used in ⇨ housing process	The relationship between the facility and a housing process using the facility.
Used in ⇨ binding process	The relationship between the facility and a binding process using the facility.
Used in ⇨ treatment process	The relationship between the facility and a treatment process using the facility.
Used in ⇨ reformatting process	The relationship between the facility and a reformatting process using the facility.
Used in ⇨ marking task	The relationship between the facility and a marking task using the facility.
Used in ⇨ preparation task	The relationship between the facility and a preparation task using the facility.

Used in ⇨ housing task	The relationship between the facility and a housing task using the facility.
Used in ⇨ binding task	The relationship between the facility and a binding task using the facility.
Used in ⇨ treatment task	The relationship between the facility and a treatment task using the facility.
Used in ⇨ reformatting task	The relationship between the facility and a reformatting task using the facility.
Used in ⇨ quality review task	The relationship between the facility and a quality review task using the facility.
Used in ⇨ storing task	The relationship between the facility and a marking task using the facility.
Used in ⇨ disposition task	The relationship between the facility and a disposition task using the facility.
Used in ⇨ delivery task	The relationship between the facility and a delivery task using the facility.
Used in ⇨ maintenance task	The relationship between the facility and a maintenance task using the facility.

Used in ⇨ project	The relationship between the facility and a project using the facility.
Used in ⇨ research project	The relationship between the facility and a research project using the facility.
Used in ⇨ training event	The relationship between the facility and a training event using the facility.
Used in ⇨ outreach event	The relationship between the facility and an outreach event using the facility.
Used in ⇨ publication	The relationship between the facility and a publication using the facility.
Used in ⇨ test	The relationship between the facility and a test using the facility.
Used in ⇨ storage	The relationship between the facility and a storage requirement using the facility.
Focus of ⇨ research project	The relationship between the facility and a research project focusing on the facility.
Focus of ⇨ training event	The relationship between the facility and a training event focusing on the facility.
Focus of ⇨ outreach event	The relationship between the facility and a outreach event focusing on the facility.

Focus of ⇨ publication	The relationship between the facility and a publication focusing on the facility.
Focus of ⇨ test	The relationship between the facility and a test focusing on the facility.

Table 5.1: Information Model – Employee - Attributes and Relationships

Attribute	*Definition / Examples*
Employee name	The name by which an employee is legally or commonly known.
Employee initials	The initials used by an employee when signing off on work orders, authorizations, etc.
Employee identifier	A number or code uniquely associated with the employee (e.g., payroll number, personnel record number, social security number).
Employee contact information	A telephone number, room number, mail station number, e-mail address, etc. that can be used to contact the employee at work.
Employee level	The classification level of the employee.
Employee qualifications	A degree, certificate, or other designation of professional or vocational qualifications held by the employee (e.g., MLS, MSc, PEng).
Employee work schedule	The number of hours in a normal work week for the employee.
Employee leave entitlement	The number of days of leave the employee is entitled to annually.

Relationship	Definition / Examples
Has available ⇨ skill time	The relationship between the employee and the skill time the employee has available.
Involved in ⇨ response	The relationship between the employee and a response in which the employee is involved.
Makes ⇨ assessment	The relationship between the employee and an assessment made by the employee.
Makes ⇨ recommended action	The relationship between the employee and a recommendation made by the employee.
Makes ⇨ action request	The relationship between the employee and an action request made by the employee.
Makes ⇨ scheduled action	The relationship between the employee and an action scheduled by the employee.
Makes ⇨ action history	The relationship between the employee and a completed action recorded by the employee.
Prepares ⇨ order	The relationship between the employee and an order prepared by the employee.

Prepares ⇨ shipment	The relationship between the employee and a shipment prepared by the employee.
Assigned ⇨ action request	The relationship between the employee and an action request assigned to the employee.
Assigned ⇨ order	The relationship between the employee and an order assigned to the employee.
Assigned ⇨ project	The relationship between the employee and a project assigned to the employee.
Performs ⇨ testing task	The relationship between the employee and a testing task performed by the employee.
Performs ⇨ maintenance task	The relationship between the employee and a maintenance task performed by the employee.
Performs ⇨ marking task	The relationship between the employee and a marking task performed by the employee.
Performs ⇨ replacement task	The relationship between the employee and a replacement task performed by the employee.
Performs ⇨ preparation task	The relationship between the employee and a preparation task performed by the employee.

Performs ⇨ shipping task	The relationship between the employee and a shipping task performed by the employee.
Performs ⇨ housing task	The relationship between the employee and a housing task performed by the employee.
Performs ⇨ binding task	The relationship between the employee and a binding task performed by the employee.
Performs ⇨ treatment task	The relationship between the employee and a treatment task performed by the employee.
Performs ⇨ reformatting task	The relationship between the employee and a reformatting task performed by the employee.
Performs ⇨ receiving task	The relationship between the employee and a receiving task performed by the employee.
Performs ⇨ quality review task	The relationship between the employee and a quality review task performed by the employee.
Performs ⇨ storing task	The relationship between the employee and a storing task performed by the employee.
Performs ⇨ disposition task	The relationship between the employee and a disposition task performed by the employee.

Performs ⇨ delivery task	The relationship between the employee and a delivery task performed by the employee.
Receives ⇨ delivered product	The relationship between the employee and a product delivered to the employee.
Receives ⇨ item	The relationship between the employee and an item received by the employee.
Receives ⇨ item aggregate	The relationship between the employee and an item aggregate received by the employee.
Receives ⇨ item part	The relationship between the employee and an item part received by the employee.
Receives ⇨ element	The relationship between the employee and an element released by the employee.
Releases ⇨ item	The relationship between the employee and an item released by the employee.
Releases ⇨ item aggregate	The relationship between the employee and an item aggregate released by the employee.
Releases ⇨ item part	The relationship between the employee and an item part released by the employee.
Releases ⇨ element	The relationship between the employee and an element released by the employee.

Table 5.2: Information Model – Skill Time - Attributes and Relationships

Attribute	*Definition / Examples*
Skill time identifier	A number or code uniquely associated with the skill time (e.g.,).
Skill time type	A categorization or generic descriptor for the skill time (e.g., book conservation, photography conservation).
Skill time quantity	A measurement of the skill time available (e.g., hours, points).

Relationship	*Definition / Examples*
Available from ⇨ employee	The relationship between the skill time and the employee who has the skill time available.
Applied in ⇨ unit	The relationship between the skill time and the unit in which the skill time is applied.

Table 5.3: Information Model – Unit - Attributes and Relationships

Attribute	Definition / Examples
Name of unit	The name by which a unit is designated in an organization chart (e.g., Preservation Reformatting Division).
Unit identifier	A number, acronym, or code uniquely associated with the unit within the organization (e.g., PRD).
Unit location	A reference to the physical location of the unit (e.g., building name, core, room number, station, etc.).
Unit contact	The name of a person within the unit designated as the contact for preservation purposes.

Relationship	Definition / Examples
Uses ⇨ skill time	The relationship between the unit and the skill time applied within the unit.
Part of ⇨ unit	The relationship between the unit and the unit above it in the organizational hierarchy.
Comprises ⇨ unit	The relationship between the unit and a unit under it in the organizational hierarchy.

Assigned ⇨ order	The relationship between the unit and an order assigned to the unit.
Client for ⇨ housing task	The relationship between the unit and a housing task performed for the unit.
Client for ⇨ binding task	The relationship between the unit and a binding task performed for the unit.
Client for ⇨ treatment task	The relationship between the unit and a treatment task performed for the unit.
Client for ⇨ reformatting task	The relationship between the unit and a reformatting task performed for the unit.
Requests ⇨ test	The relationship between the unit and a test requested by the unit.
Receives ⇨ delivered product	The relationship between the unit and a product delivered to the unit.
Receives ⇨ item	The relationship between the unit and an item received by the unit.
Receives ⇨ item aggregate	The relationship between the unit and an item aggregate received by the unit.
Receives ⇨ item part	The relationship between the unit and an item part received by the unit.

Receives ⇨ element	The relationship between the unit and an element released by the unit.
Releases ⇨ item	The relationship between the unit and an item released by the unit.
Releases ⇨ item aggregate	The relationship between the unit and an item aggregate released by the unit.
Releases ⇨ item part	The relationship between the unit and an item part released by the unit.
Releases ⇨ element	The relationship between the unit and an element released by the unit.
Subject of ⇨ audit	The relationship between the unit and an audit conducted on the unit.
Receives ⇨ allocation	The relationship between the unit and an allocation received by the unit.

Table 6.1: Information Model – Project - Attributes and Relationships

Attribute	Definition / Examples
Name of project	The name by which the project is identified (e.g., the name of the collection being digitized).
Project identifier	A number, acronym, or code used to identify the project (e.g., project number, cross reference number).
Type of project	A categorization or generic descriptor for the project (e.g., preventive)
Scope of project	The parameters of the project (e.g., the group of items or collection covered by the project, the processes involved, etc.)
Project priority	The priority assigned by the project by the custodial unit, the preservation unit, and/or by management.
Date of submission	The date on which the project proposal was submitted.
Date of initiation	The date on which work on the project was begun.
Date of completion	The date on which work on the project was completed.

Project tasks/ deliverables	The specific tasks to be performed as part of the project and/or the specific outputs or products to be delivered.
Project status	The current state of work on the project or on a specific task or deliverable.
Cost of project	The cost associated with the project (e.g., estimated cost, cost to-date).

Relationship	*Definition / Examples*
Part of ⇨ plan	The relationship between the project and a plan in which the project is included.
Comprises ⇨ item	The relationship between the project and an item that is part of the project.
Comprises ⇨ item aggregate	The relationship between the project and an item aggregate that is part of the project.
Comprises ⇨ item part	The relationship between the project and an item part that is part of the project.
Comprises ⇨ element	The relationship between the project and an element that is part of the project.
Responds to ⇨ audit	The relationship between the project and an audit that prompts the project.

Subject of ⇨ assessment	The relationship between the project and an assessment that is made of the project.
Requires ⇨ storage	The relationship between the project and the storage required by the project.
Results in ⇨ order item	The relationship between the project and an order item resulting from the project.
Results in ⇨ order	The relationship between the project and an order resulting from the project.
Assigned to ⇨ employee	The relationship between the project and an employee to whom the project has been assigned.
Assigned to ⇨ unit	The relationship between the project and a unit to which the project has been assigned.
Assigned to ⇨ process	The relationship between the project and a process to which the project has been assigned.
Assigned to ⇨ vendor	The relationship between the project and a vendor to whom the project has been assigned.
Involves ⇨ assessment	The relationship between the project and an assessment that is part of the project.

Involves ⇨ recommended action	The relationship between the project and a recommended action that is part of the project.
Involves ⇨ scheduled action	The relationship between the project and a scheduled action that is part of the project.
Involves ⇨ action history	The relationship between the project and a completed action that is part of the project.
Involves ⇨ marking task	The relationship between the project and a marking task performed as part of the project.
Involves ⇨ replacement task	The relationship between the project and a replacement task performed as part of the project.
Involves ⇨ preparation task	The relationship between the project and a preparation task performed as part of the project.
Involves ⇨ shipping task	The relationship between the project and a shipping task performed as part of the project.
Involves ⇨ housing task	The relationship between the project and a housing task performed as part of the project.
Involves ⇨ binding task	The relationship between the project and a binding task performed as part of the project.

Involves ⇨ treatment task	The relationship between the project and a treatment task performed as part of the project.
Involves ⇨ reformatting task	The relationship between the project and a reformatting task performed as part of the project.
Involves ⇨ receiving task	The relationship between the project and a receiving task performed as part of the project.
Involves ⇨ quality review task	The relationship between the project and a quality review task performed as part of the project.
Involves ⇨ storing task	The relationship between the project and a storing task performed as part of the project.
Involves ⇨ disposition task	The relationship between the project and a disposition task performed as part of the project.
Involves ⇨ delivery task	The relationship between the project and a delivery task performed as part of the project.
Involves ⇨ research project	The relationship between the project and a research project conducted as part of the project.
Involves ⇨ training event	The relationship between the project and a training event conducted as part of the project.

Involves ⇨ outreach event	The relationship between the project and an outreach event conducted as part of the project.
Involves ⇨ publication	The relationship between the project and a publication prepared as part of the project.
Involves ⇨ test	The relationship between the project and a test conducted as part of the project.
Uses ⇨ procedure	The relationship between the project and a procedure used in the project.
Uses ⇨ material	The relationship between the project and a material used in the task project.
Uses ⇨ equipment	The relationship between the project and equipment used in the project.
Uses ⇨ system	The relationship between the project and a system used in the project.
Uses ⇨ facility	The relationship between the project and a facility used in the project.
Allotted ⇨ storage	The relationship between the project and storage allocated to the project.
Funded by ⇨ budget	The relationship between the project and a budget used to fund the project.
Allotted ⇨ allocation	The relationship between the project and an allocation allotted to the project.

Table 6.2: Information Model — Marking Task - Attributes and Relationships

Attribute	*Definition / Examples*
Task identifier	A number, acronym, or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., spine labelling).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	A measurement of the time spent performing the task.
Task error	An explanation as to why the task was not completed (e.g., label problem, defective label).

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the marking task and a project for which the task is performed.
Applies to ⇨ item	The relationship between the marking task and an item on which the task is performed.

Applies to ⇨ item aggregate	The relationship between the marking task and an item aggregate on which the task is performed.
Applies to ⇨ item part	The relationship between the marking task and an item part on which the task is performed.
Applies to ⇨ element	The relationship between the marking task and an element on which the task is performed.
Performed by ⇨ employee	The relationship between the marking task and an employee performing the task.
Uses ⇨ procedure	The relationship between the marking task and a procedure used in performing the task.
Uses ⇨ material	The relationship between the marking task and a material used in performing the task.
Uses ⇨ equipment	The relationship between the marking task and equipment used in performing the task.
Uses ⇨ system	The relationship between the marking task and a system used in performing the task.
Uses ⇨ facility	The relationship between the marking task and a facility used in performing the task.

Table 7.1: Information Model — Location - Attributes and Relationships

Attribute	Definition / Examples
Location name	The name used to identify the location (e.g., Landover).
Location identifier	A number or code used to identify the location (e.g., LM 412).

Relationship	Definition / Examples
Contains ⇨ item	The relationship between the location and an item held in that location.
Contains ⇨ item aggregate	The relationship between the location and an item aggregate held in that location.
Contains ⇨ item part	The relationship between the location and an item part held in that location.
Contains ⇨ element	The relationship between the location and an element held in that location.
Subject to ⇨ environment	The relationship between the location and the environment in that location.
Associated with ⇨ time	The relationship between the location and a given period of time during which an item, etc. is in that location.

Table 7.2: Information Model – Environment - Attributes and Relationships

Attribute	Definition / Examples
Name of environmental area	The name of the location to which the environmental conditions apply (e.g., Exhibition Room A).
Environment identifier	A number or code used to identify the location and/or zone associated with the environmental conditions (e.g., LM 307, Gutenberg Bible case).
Date/time of reading	The date and time at which the reading of environmental conditions was taken.
Temperature reading	The temperature recorded at the time of reading.
Humidity reading	The relative humidity recorded at the time of reading.
Air quality reading	The level of particulates and/or pollutants recorded at the time of reading.
Light level reading	The level of visible and/or ultraviolet light at the time of reading.

Relationship	Definition / Examples
Pertains to ⇨ location	The relationship between the environment and the location to which it pertains.

| **Monitored by ⇨ survey** | The relationship between the environment and a survey monitoring that environment. |

Table 7.3: Information Model – Survey - Attributes and Relationships

Attribute	*Definition / Examples*
Survey name	The name by which the survey is identified (e.g., the name of the collection surveyed).
Survey identifier	A number, acronym, or code used to identify the survey.
Type of survey	A categorization or generic descriptor for the survey (e.g.,).
Date of survey	The date(s) the survey was conducted.
Survey population	The parameters established for the survey (e.g., the collection surveyed, the type of material surveyed).
Survey methodology	The methodology used to conduct the survey (e.g., the statistical method used to determine the sample size and selection).
Survey variables	The characteristics of objects or events that are observed, measured, and recorded as part of the survey (e.g., pH level, brittleness, discolouration).
Survey findings	A tabulation or summary of the findings of the survey (e.g., percentage of items determined to be brittle).

Relationship	Definition / Examples
Monitors ⇨ environment	The relationship between the survey and an environment monitored by the survey.
Monitors ⇨ item	The relationship between the survey and an item monitored by the survey.
Monitors ⇨ item aggregate	The relationship between the survey and an item aggregate monitored by the survey.
Monitors ⇨ item part	The relationship between the survey and an item part monitored by the survey.
Monitors ⇨ element	The relationship between the survey and an element monitored by the survey.
Uses ⇨ procedure	The relationship between the survey and a procedure used in conducting the survey.
Uses ⇨ material	The relationship between the survey and a material used in conducting the survey.
Uses ⇨ equipment	The relationship between the survey and equipment used in conducting the survey.
Uses ⇨ system	The relationship between the survey and a system used in conducting the survey.
Uses ⇨ facility	The relationship between the survey and a facility used in conducting the survey.

Leads to ⇨ proposal   The relationship between the survey and a proposal resulting from the survey.

Table 7.4: Information Model – Incident - Attributes and Relationships

Attribute	*Definition / Examples*
Incident identifier	A number, acronym, or code used to identify the incident.
Type of incident	A categorization or generic descriptor for the incident (e.g., chemical spill).
Location of incident	The name and/or code identifying the location in which the incident occurred (e.g., LA C100).
Date/time of incident	The date and time at which the incident occurred.
Cause of incident	The direct cause of the incident (e.g., broken water main).
Extent of damage	A measurement, estimate, or other evidence of the extent of damage to collections and/or facilities (e.g., number of items affected, photographs of damaged area or items).
Incident follow-up	A summary of recommended follow-up to the incident (e.g., recommendations for monitoring, corrective action, compensation).

Relationship	*Definition / Examples*
Affects ⇨ item	The relationship between the incident and an item affected by the incident.
Affects ⇨ item aggregate	The relationship between the incident and an item aggregate affected by the incident.
Affects ⇨ item part	The relationship between the incident and an item part affected by the incident.
Affects ⇨ element	The relationship between the incident and an element affected by the incident.
Invokes ⇨ response	The relationship between the incident and a response to the incident.

Table 7.5: Information Model – Response - Attributes and Relationships

Attribute	Definition / Examples
Response identifier	A number, acronym, or code used to identify the response.
Type of response	A categorization or generic descriptor for the response (e.g., removal of collections).
Date/time of response	The date and time at which the response was initiated.
Date/time of completion	The date and time at which the recovery operation was completed.
Response action	A summary of action taken during the response.
Response follow-up	As summary of recommended follow-up to the response (e.g., recommendations relating to the revision of response procedures).

Relationship	Definition / Examples
Invoked by ⇨ incident	The relationship between the response and the incident invoking the response.

Uses ⇨ procedure	The relationship between the response and a procedure used in the response.
Uses ⇨ material	The relationship between the response and a material used in the response.
Uses ⇨ equipment	The relationship between the response and equipment used in the response.
Uses ⇨ system	The relationship between the response and a system used in the response.
Uses ⇨ facility	The relationship between the response and a facility used in the response.

Table 7.6: Information Model – Testing task - Attributes and Relationships

Attribute	*Definition / Examples*
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., test pH level).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.

Relationship	*Definition / Examples*
Performed by ⇨ employee	The relationship between the testing task and an employee performing the task.
Applies to ⇨ procedure	The relationship between the testing task and the procedure to which the task applies.
Applies to ⇨ material	The relationship between the testing task and the material to which the task applies.

Applies to ⇨ equipment	The relationship between the testing task and the equipment to which the task applies.
Applies to ⇨ system	The relationship between the testing task and the system to which the task applies.
Applies to ⇨ facility	The relationship between the testing task and the facility to which the task applies.

Table 7.7: Information Model – Maintenance task - Attributes and Relationships

Attribute	Definition / Examples
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., perform monthly inspection).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.

Relationship	Definition / Examples
Performed by ⇨ employee	The relationship between the maintenance task and an employee performing the task.
Performed under ⇨ contract	The relationship between the maintenance task and a contract under which the task is performed.
Applies to ⇨ procedure	The relationship between the maintenance task and the procedure to which the task applies.

Applies to ⇨ material	The relationship between the maintenance task and the material to which the task applies.
Applies to ⇨ equipment	The relationship between the maintenance task and the equipment to which the task applies.
Applies to ⇨ equipment	The relationship between the maintenance task and the system to which the task applies.
Applies to ⇨ system	The relationship between the maintenance task and the system to which the task applies.
Applies to ⇨ facility	The relationship between the maintenance task and the facility to which the task applies.

Table 8.1: Information Model – Assessment - Attributes and Relationships

Attribute	*Definition / Examples*
Assessment identifier	A number or code used to identify the assessment.
Type of assessment	A categorization or generic descriptor for the assessment (e.g., serviceability assessment).
Review stage	The stage at which the assessment was performed (e.g., planning review, pre-collation review, preparatory evaluation).
Date of assessment	The date on which the assessment was performed.
Duration of assessment	The time spent conducting the assessment.
Assessment findings	A summary of the findings of the assessment (e.g., feasibility, handling considerations).

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the assessment and the project in which it is conducted.

Applies to ⇨ item	The relationship between the assessment and the item to which it applies.
Applies to ⇨ item aggregate	The relationship between the assessment and the item aggregate to which it applies.
Applies to ⇨ item part	The relationship between the assessment and the item part to which it applies.
Applies to ⇨ element	The relationship between the assessment and the element to which it applies.
Applies to ⇨ proposal	The relationship between the assessment and a proposal to which it applies.
Made by ⇨ employee	The relationship between the assessment and the employee making the assessment.
Governed by ⇨ policy	The relationship between the assessment and the policy governing the assessment.
Uses ⇨ procedure	The relationship between the assessment and a procedure used in conducting the assessment.
Uses ⇨ material	The relationship between the assessment and a material used in conducting the assessment.
Uses ⇨ equipment	The relationship between the assessment and equipment used in conducting the assessment.

Uses ⇨ system	The relationship between the assessment and a system used in conducting the assessment.
Uses ⇨ facility	The relationship between the assessment and a facility used in conducting the assessment.

Table 8.2: Information Model – Recommended action - Attributes and Relationships

Attribute	Definition / Examples
Recommendation identifier	A number or code used to identify the recommendation.
Type of recommendation	A categorization or generic descriptor for the recommendation (e.g.,).
Date of recommendation	The date the recommendation was made.
Recommendation summary	A summary of the recommendation (e.g., reformat).
Estimated time/cost	An estimate of the time and/or cost involved in undertaking the recommended action.

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the recommended action and the project in which it is made.
Applies to ⇨ item	The relationship between the recommended action and the item to which it applies.

Applies to ⇨ item aggregate	The relationship between the recommended action and the item aggregate to which it applies.
Applies to ⇨ item part	The relationship between the recommended action and the item part to which it applies.
Applies to ⇨ element	The relationship between the recommended action and the element to which it applies.
Made by ⇨ employee	The relationship between the recommended action and the employee making the recommendation.
Governed by ⇨ policy	The relationship between the recommended action and the policy governing the action recommended.
Entails ⇨ housing	The relationship between the recommended action and the housing process recommended.
Entails ⇨ binding	The relationship between the recommended action and the binding process recommended.
Entails ⇨ treatment	The relationship between the recommended action and the treatment process recommended.
Entails ⇨ reformatting	The relationship between the recommended action and the reformatting process recommended.

Entails ⇨ replacement	The relationship between the recommended action and the replacement process recommended.

Table 8.3: Information Model – Action request - Attributes and Relationships

Attribute	Definition / Examples
Request identifier	A number or code used to identify the action request (e.g., requisition number, reference number).
Type of request	A categorization or generic descriptor for the request (e.g., expedited processing).
Date of request	The date the request was submitted.
Date of receipt	The date the request was received by the unit to which the request was submitted.
Requested turnaround	The turnaround time requested by the unit making the request.
Date of reply	The date of acknowledgement and/or response to the action request.
Request summary	A summary of the action requested (e.g., repair of binding).
Response summary	A summary of the response to the request (e.g., reformatting request rejected).
Estimated cost	An estimate of the cost of performing the work requested.

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the action request and the project for which it is requested.
Part of ⇨ plan	The relationship between the action request and the plan under which it is made.
Applies to ⇨ item	The relationship between the action request and the item to which it applies.
Applies to ⇨ item aggregate	The relationship between the action request and the item aggregate to which it applies.
Applies to ⇨ item part	The relationship between the action request and the item part to which it applies.
Applies to ⇨ element	The relationship between the action request and the element to which it applies.
Made by ⇨ employee	The relationship between the action request and the employee making the request.
Assigned to ⇨ employee	The relationship between the action request and the employee to whom the request is assigned.
Governed by ⇨ policy	The relationship between the action request and the policy governing the action requested.

Entails ⇨ housing	The relationship between the action request and the housing process requested.
Entails ⇨ binding	The relationship between the action request and the binding process requested.
Entails ⇨ treatment	The relationship between the action request and the treatment process requested.
Entails ⇨ reformatting	The relationship between the action request and the reformatting process requested.
Entails ⇨ replacement	The relationship between the action request and the replacement process requested.

Table 8.4: Information Model – Scheduled action - Attributes and Relationships

Attribute	*Definition / Examples*
Scheduled action identifier	A number or code used to identify the scheduled action.
Type of scheduled action	A categorization or generic descriptor for the scheduled action (e.g., commercial binding).
Date of scheduling	The date the action was scheduled.
Projected date of action	The date the scheduled action is expected to be performed.
Scheduled action instructions	A set of specific instructions pertaining to the action scheduled (e.g.　)
Estimated cost	An estimate of the cost of performing the work scheduled.

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the scheduled action and the project for which it is scheduled.

Applies to ⇨ item	The relationship between the scheduled action and the item to which it applies.
Applies to ⇨ item aggregate	The relationship between the scheduled action and the item aggregate to which it applies.
Applies to ⇨ item part	The relationship between the scheduled action and the item part to which it applies.
Applies to ⇨ element	The relationship between the scheduled action and the element to which it applies.
Made by ⇨ employee	The relationship between the scheduled action and the employee doing the scheduling.
Governed by ⇨ policy	The relationship between the scheduled action and the policy governing the action scheduled.
Entails ⇨ housing	The relationship between the scheduled action and the housing process scheduled.
Entails ⇨ binding	The relationship between the scheduled action and the binding process scheduled.
Entails ⇨ treatment	The relationship between the scheduled action and the treatment process scheduled.
Entails ⇨ reformatting	The relationship between the scheduled action and the reformatting process scheduled.

Entails ⇨ replacement	The relationship between the scheduled action and the replacement process scheduled.
Involves ⇨ housing task	The relationship between the scheduled action and a housing task involved in the scheduled action.
Involves ⇨ binding task	The relationship between the scheduled action and a binding task involved in the scheduled action.
Involves ⇨ treatment task	The relationship between the scheduled action and a treatment task involved in the scheduled action.
Involves ⇨ reformatting task	The relationship between the scheduled action and a reformatting task involved in the scheduled action.
Generates ⇨ order item	The relationship between the scheduled action and an order item generated by the scheduled action.
Specifies ⇨ procedure	The relationship between the scheduled action and a procedure specified for the scheduled action.
Specifies ⇨ material	The relationship between the scheduled action and a material specified for the scheduled action.
Specifies ⇨ equipment	The relationship between the scheduled action and equipment specified for the scheduled action.

Specifies ⇨ system	The relationship between the scheduled action and a system specified for the scheduled action.
Specifies ⇨ facility	The relationship between the scheduled action and a facility specified for the scheduled action.

Table 8.5: Information Model – Action history - Attributes and Relationships

Attribute	Definition / Examples
Type of action initiated	A categorization or generic descriptor for the action taken (e.g., mass deacidification).
Status of action	The status of the action (e.g., in progress, completed, cancelled).
Date of initiation	The date of commencement of the action.
Date of completion	The date of completion of the action.
Report of action	A summary or detailed description of the specific action taken.

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the action history and the project in which it is completed.
Applies to ⇨ item	The relationship between the action history and the item to which it applies.
Applies to ⇨ item aggregate	The relationship between the action history and the item aggregate to which it applies.

Applies to ⇨ item part	The relationship between the action history and the item part to which it applies.
Applies to ⇨ element	The relationship between the action history and the element to which it applies.
Made by ⇨ employee	The relationship between the action history and the employee recording it.
Governed by ⇨ policy	The relationship between the action history and the policy governing the action recorded.
Entails ⇨ housing	The relationship between the action history and the housing process completed.
Entails ⇨ binding	The relationship between the action history and the binding process completed.
Entails ⇨ treatment	The relationship between the action history and the treatment process completed.
Entails ⇨ reformatting	The relationship between the action history and the reformatting process completed.
Entails ⇨ replacement	The relationship between the action history and the replacement process completed.

Table 8.6: Information Model – Policy - Attributes and Relationships

Attribute	Definition / Examples
Name of policy	The name by which the policy is identified (e.g.,).
Policy identifier	A number or code by which the policy is identified.
Type of policy	A categorization or generic descriptor for the policy (e.g.,).
Effective date of policy	The date the policy comes into force.
Policy revision date	The date the policy was last revised.
Policy application	The organizational unit(s), function(s), collection(s), group(s), etc. to which the policy applies (e.g., Conservation Division, platinum collections).
Policy requirements	A statement of the requirements and stipulations set out in the policy (e.g.,).

Relationship	Definition / Examples
Governs ⇨ assessment	The relationship between the policy and an assessment governed by the policy.

Governs ⇨ recommended action	The relationship between the policy and a recommendation governed by the policy.
Governs ⇨ action request	The relationship between the policy and an action request governed by the policy.
Governs ⇨ scheduled action	The relationship between the policy and a scheduled action governed by the policy.
Governs ⇨ action history	The relationship between the policy and a completed action governed by the policy.
Governs ⇨ housing	The relationship between the policy and a housing process governed by the policy.
Governs ⇨ binding	The relationship between the policy and a binding process governed by the policy.
Governs ⇨ treatment	The relationship between the policy and a treatment process governed by the policy.
Governs ⇨ reformatting	The relationship between the policy and a reformatting process governed by the policy.
Governs ⇨ replacement	The relationship between the policy and a replacement process governed by the policy.

Table 8.7: Information Model – Plan - Attributes and Relationships

Attribute	Definition / Examples
Name of plan	The name by which the plan is identified (e.g.,)
Plan identifier	A number, acronym, or code used to identify the plan.
Type of plan	A categorization or generic descriptor for the plan (e.g., annual plan, multi-year plan).
Date of plan	The date the plan was formulated.
Plan revision date	The date the plan was last revised.
Planned tasks/ milestones	A summary of the tasks to be performed under the plan and/or major milestones established for the plan (e.g.,).

Relationship	Definition / Examples
Comprises ⇨ action request	The relationship between the plan and an action request that forms part of the plan.
Comprises ⇨ project	The relationship between the plan and a project that forms part of the plan.

Considers ⇨ proposal   The relationship between the plan and a proposal considered for the plan.

Table 8.8: Information Model – Housing - Attributes and Relationships

Attribute	Definition / Examples
Type of process	A categorization or generic descriptor for the process (e.g., preparation of custom case).

Relationship	Definition / Examples
Governed by ⇨ policy	The relationship between the housing process and the policy governing the process.
Pertains to ⇨ recommended action	The relationship between the housing process and a recommended action to which it pertains.
Pertains to ⇨ action request	The relationship between the housing process and an action request to which it pertains.
Pertains to ⇨ scheduled action	The relationship between the housing process and a scheduled action to which it pertains.
Pertains to ⇨ action history	The relationship between the housing process and a completed action to which it pertains.
Uses ⇨ procedure	The relationship between the housing process and a procedure used in the process.

Uses ⇨ material	The relationship between the housing process and a material used in the process.
Uses ⇨ equipment	The relationship between the housing process and equipment used in the process.
Uses ⇨ system	The relationship between the housing process and a system used in the process.
Uses ⇨ facility	The relationship between the housing process and a facility used in the process.

Table 8.9: Information Model – Binding - Attributes and Relationships

Attribute	Definition / Examples
Type of process	A categorization or generic descriptor for the process (e.g., custom binding, standard binding, economy binding).

Relationship	Definition / Examples
Governed by ⇨ policy	The relationship between the binding process and the policy governing the process.
Pertains to ⇨ recommended action	The relationship between the binding process and a recommended action to which it pertains.
Pertains to ⇨ action request	The relationship between the binding process and an action request to which it pertains.
Pertains to ⇨ scheduled action	The relationship between the binding process and a scheduled action to which it pertains.
Pertains to ⇨ action history	The relationship between the binding process and a completed action to which it pertains.
Uses ⇨ procedure	The relationship between the binding process and a procedure used in the process.

Uses ⇨ material	The relationship between the binding process and a material used in the process.
Uses ⇨ equipment	The relationship between the binding process and equipment used in the process.
Uses ⇨ system	The relationship between the binding process and a system used in the process.
Uses ⇨ facility	The relationship between the binding process and a facility used in the process.

Table 8.10: Information Model — Treatment - Attributes and Relationships

Attribute	Definition / Examples
Type of process	A categorization or generic descriptor for the process (e.g., mass deacidification).

Relationship	Definition / Examples
Governed by ⇨ policy	The relationship between the treatment process and the policy governing the process.
Pertains to ⇨ recommended action	The relationship between the treatment process and a recommended action to which it pertains.
Pertains to ⇨ action request	The relationship between the treatment process and an action request to which it pertains.
Pertains to ⇨ scheduled action	The relationship between the treatment process and a scheduled action to which it pertains.
Pertains to ⇨ action history	The relationship between the treatment process and a completed action to which it pertains.
Uses ⇨ procedure	The relationship between the treatment process and a procedure used in the process.

Uses ⇨ material	The relationship between the treatment process and a material used in the process.
Uses ⇨ equipment	The relationship between the treatment process and equipment used in the process.
Uses ⇨ system	The relationship between the treatment process and a system used in the process.
Uses ⇨ facility	The relationship between the treatment process and a facility used in the process.

Table 8.11: Information Model – Reformatting - Attributes and Relationships

Attribute	Definition / Examples
Type of process	A categorization or generic descriptor for the process (e.g., microfilming, photography).

Relationship	Definition / Examples
Pertains to ⇨ recommended action	The relationship between the reformatting process and a recommended action to which it pertains.
Pertains to ⇨ action request	The relationship between the reformatting process and an action request to which it pertains.
Pertains to ⇨ scheduled action	The relationship between the reformatting process and a scheduled action to which it pertains.
Pertains to ⇨ action history	The relationship between the reformatting process and a completed action to which it pertains.
Uses ⇨ procedure	The relationship between the reformatting process and a procedure used in the process.
Uses ⇨ material	The relationship between the reformatting process and a material used in the process.

Uses ⇨ equipment	The relationship between the reformatting process and equipment used in the process.
Uses ⇨ system	The relationship between the reformatting process and a system used in the process.
Uses ⇨ facility	The relationship between the reformatting process and a facility used in the process.

Table 8.12: Information Model – Replacement - Attributes and Relationships

Attribute	*Definition / Examples*
Type of process	A categorization or generic descriptor for the process (e.g., purchase replacement copy).

Relationship	*Definition / Examples*
Governed by ⇨ policy	The relationship between the replacement process and the policy governing the process.
Pertains to ⇨ recommended action	The relationship between the replacement process and a recommended action to which it pertains.
Pertains to ⇨ action request	The relationship between the replacement process and an action request to which it pertains.
Pertains to ⇨ scheduled action	The relationship between the replacement process and a scheduled action to which it pertains.
Pertains to ⇨ action history	The relationship between the replacement process and a completed action to which it pertains.

Table 9.1: Information Model — Replacement task - Attributes and Relationships

Attribute	Definition / Examples
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., prepare requisition).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g., unable to locate replacement).

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the replacement task and the project for which it is performed.

Applies to ⇨ item	The relationship between the replacement task and an item on which the task is performed.
Applies to ⇨ item aggregate	The relationship between the replacement task and an item aggregate on which the task is performed.
Applies to ⇨ item part	The relationship between the replacement task and an item part on which the task is performed.
Applies to ⇨ element	The relationship between the replacement task and an element on which the task is performed.
Performed by ⇨ employee	The relationship between the replacement task and an employee performing the task.

Table 10.1: Information Model — Storage - Attributes and Relationships

Attribute	Definition / Examples
Storage identifier	A number or code used to identify the storage requirement.
Type of storage	A categorization or generic descriptor for the storage required (e.g., cold storage)
Size of storage	A measurement or estimate of the floor space, disc space, or capacity of storage required (e.g., 10,000 square feet, 2 gigabytes, 80,000 cubic feet).
Storage specifications	The specific environmental conditions, shelving configuration, computing platform, etc. required for storage (e.g., temperature range 50-55 degrees Fahrenheit).

Relationship	Definition / Examples
Required for ⇨ project	The relationship between the storage and a project for which it is required.
Allocated to ⇨ project	The relationship between the storage and a project to which it is allocated.

Table 10.2: Information Model — Order item - Attributes and Relationships

Attribute	Definition / Examples
Order item identifier	A number or code used to identify the order item (e.g., lot/item number).
Type of order item	A categorization or generic descriptor for the order item (e.g.,)
Quantity of order item	A number or measurement indicating the number of units of the item ordered.
Order item instructions	A set of specific instructions pertaining to the item ordered (e.g., author, title, call number to be stamped on binding; orientation, placement, font, colour of lettering on binding; instructions for trimming text block; dimensions for a protective enclosure; compression restrictions, reduction ratio for microfilming).
Estimated cost	An estimate of the cost of the item ordered.

Relationship	Definition / Examples
Generated by ⇨ scheduled action	The relationship between the order item and the scheduled action that generates the order item.
Results from ⇨ project	The relationship between the order item and a project from which the order item results.

Part of ⇨ order	The relationship between the order item and the order in which it is contained.
Specifies ⇨ procedure	The relationship between the order item and a procedure specified for the order item.
Specifies ⇨ material	The relationship between the order item and a material specified for the order item.
Specifies ⇨ equipment	The relationship between the order item and equipment specified for the order item.
Specifies ⇨ system	The relationship between the order item and a system specified for the order item.
Specifies ⇨ facility	The relationship between the order item and a facility specified for the order item.

Table 10.3: Information Model – Order - Attributes and Relationships

Attribute	Definition / Examples
Order identifier	A number or code used to identify the order (e.g., PO number, lot number).
Type of order	A categorization or generic descriptor for the order (e.g., photography order)
Account number	A number or code identifying the purchaser's account.
Account name	The name of the organization or unit for whom the order has been placed.
Date of issue	The date the order was issued.
Date of recall/ cancellation	The date the order was recalled or cancelled.
Size of order	The number of units in the order (e.g., item count).

Relationship	Definition / Examples
Comprises ⇨ order item	The relationship between the order and an order item contained in the order.

Results from ⇨ **project**	The relationship between the order and a project from which the order results.
Prepared by ⇨ **employee**	The relationship between the order and the employee who prepares the order.
Assigned to ⇨ **employee**	The relationship between the order and the employee to whom the order is assigned.
Assigned to ⇨ **unit**	The relationship between the order and the unit to which the order is assigned.
Placed with ⇨ **vendor**	The relationship between the order and the vendor with whom the order is placed.
Triggers ⇨ **commitment**	The relationship between the order and the commitment triggered by the order.
Triggers ⇨ **shipping request**	The relationship between the order and a shipping request triggered by the order.

Table 10.4: Information Model – Commitment - Attributes and Relationships

Attribute	Definition / Examples
Commitment identifier	A number or code used to identify the commitment.
Type of commitment	A categorization or generic descriptor for the commitment (e.g., blanket commitment).
Date of commitment	The date the commitment was entered.
Amount of commitment	The dollar amount of the commitment.
Account	The account against which the commitment is made.

Relationship	Definition / Examples
Triggered by ⇨ order	The relationship between the commitment and the order that triggers the commitment.
Triggered by ⇨ shipment	The relationship between the commitment and the order that triggers the commitment.

Covers ⇨ contract	The relationship between the commitment and the contract covered by the commitment.

Table 10.5: Information Model – Vendor - Attributes and Relationships

Attribute	Definition / Examples
Name of vendor	The name by which the vendor is identified.
Vendor identifier	A number, acronym, code, or other device used to identify the vendor (e.g., vendor number).
Type of vendor	A categorization or generic descriptor for the vendor (e.g., commercial bookbinder).
Location of vendor	The geographic location or address of the vendor.
Vendor contact	The name, telephone number, e-mail address, etc. of an individual within the vendor organization designated as a contact.
Vendor performance	A summary of the vendor's performance on past contracts (e.g.,).

Relationship	Definition / Examples
Has ⇨ contract	The relationship between the vendor and a contract made with the vendor.
Receives ⇨ order	The relationship between the vendor and an order placed with the vendor.

Responsible for ⇨ delivered product	The relationship between the vendor and the delivered product for which the vendor is responsible.
Performs ⇨ preparation task	The relationship between the vendor and a preparation task performed by the vendor.
Performs ⇨ quality review task	The relationship between the vendor and a quality review task performed by the vendor.
Receives ⇨ item	The relationship between the vendor and an item received by the vendor.
Receives ⇨ item aggregate	The relationship between the vendor and an item aggregate received by the vendor.
Receives ⇨ item part	The relationship between the vendor and an item part received by the vendor.
Receives ⇨ element	The relationship between the vendor and an element released by the vendor.
Releases ⇨ item	The relationship between the vendor and an item released by the vendor.
Releases ⇨ item aggregate	The relationship between the vendor and an item aggregate released by the vendor.
Releases ⇨ item part	The relationship between the vendor and an item part released by the vendor.

Releases ⇨ element   The relationship between the vendor and an element released by the vendor.

Table 10.6: Information Model — Contract - Attributes and Relationships

Attribute	Definition / Examples
Contract identifier	A number or code used to identify the contract.
Type of contract	A categorization or generic descriptor for the contract (e.g., commercial binding contract).
Date of issue	The date the contract was issued.
Contract revision date	The date the contract was last revised.
Date of termination	The date the contract terminates.
Contract specifications	The terms and conditions, deliverables, performance standards, etc. set out in the contract (e.g., to deacidify approximately 30,700 books at $15.25 per book for a total amount of $468,175.00).

Relationship	Definition / Examples
Made with ⇨ vendor	The relationship between the contract and the vendor with whom the contract is made.

Made with ➩ shipper	The relationship between the contract and the shipper with whom the contract is made.
Covered by ➩ commitment	The relationship between the contract and the commitment covering the contract.
Specifies ➩ procedure	The relationship between the contract and a procedure specified for the contract.
Specifies ➩ material	The relationship between the contract and a material specified for the contract.
Specifies ➩ equipment	The relationship between the contract and equipment specified for the contract.
Specifies ➩ system	The relationship between the contract and a system specified for the contract.
Specifies ➩ facility	The relationship between the contract and a facility specified for the contract.
Covers ➩ maintenance task	The relationship between the contract and a maintenance task covered by the contract.

Table 10.7: Information Model – Delivered Product - Attributes and Relationships

Attribute	*Definition / Examples*
Delivered product identifier	A number or code used to identify the delivered product.
Type of delivered product	A categorization or generic descriptor for the delivered product (e.g., custom case).
Date of receipt	The date the delivered product was received.
Status of delivered product	The status of the item scheduled for delivery (e.g., received, delayed, on back-order, rejected, returned).
Deficiencies	A description of deficiencies in the delivered product.
Date of acceptance	The date on which the delivered product was accepted.

Relationship	*Definition / Examples*
Responsibility of ⇨ vendor	The relationship between the delivered product and the vendor responsible for the delivered product.

Delivered to ⇨ employee	The relationship between the delivered product and the employee to whom the product is delivered.
Delivered to ⇨ unit	The relationship between the delivered product and the unit to which the product is delivered.
Triggers ⇨ payment	The relationship between the delivered product and the payment triggered by the delivered product.
Delivered by ⇨ vendor	The relationship between the delivered product and the vendor responsible for delivering the product.
Subject of ⇨ test	The relationship between the delivered product and a test applied to the delivered product.

Table 10.8: Information Model – Payment - Attributes and Relationships

Attribute	Definition / Examples
Payment identifier	A number or code used to identify the payment (e.g., financial transaction number).
Type of payment	A categorization or generic descriptor for the payment (e.g., cash payment).
Date of authorization	The date the payment was authorized.
Amount of payment	The dollar amount of the payment.
Account	The account against which the payment is made.

Relationship	Definition / Examples
Triggered by ⇨ delivered product	The relationship between the payment and the delivered product that triggers the payment.
Triggered by ⇨ delivery	The relationship between the payment and the delivery that triggers the payment.

Table 10.9: Information Model – Preparation task - Attributes and Relationships

Attribute	Definition / Examples
Task identifier	A number or code used to identify the task (e.g., lot number).
Type of task	A categorization or generic descriptor for the task (e.g., collating, clear reproduction rights).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the preparation task and the project for which it is performed.

Applies to ⇨ item	The relationship between the preparation task and an item on which the task is performed.
Applies to ⇨ item aggregate	The relationship between the preparation task and an item aggregate on which the task is performed.
Applies to ⇨ item part	The relationship between the preparation task and an item part on which the task is performed.
Applies to ⇨ element	The relationship between the preparation task and an element on which the task is performed.
Performed by ⇨ employee	The relationship between the preparation task and the employee who performs the task.
Uses ⇨ procedure	The relationship between the preparation task and a procedure used in the task.
Uses ⇨ material	The relationship between the preparation task and a material used in the task.
Uses ⇨ equipment	The relationship between the preparation task and equipment used in the task.
Uses ⇨ system	The relationship between the preparation process and a system used in the task
Uses ⇨ facility	The relationship between the preparation process and a facility used in the task

Table 10.10: Information Model – Quality review task - Attributes and Relationships

Attribute	*Definition / Examples*
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., produce/examine test print, check file integrity).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the quality review task and the project for which it is performed.

Applies to ⇨ item	The relationship between the quality review task and an item on which the task is performed.
Applies to ⇨ item aggregate	The relationship between the quality review task and an item aggregate on which the task is performed.
Applies to ⇨ item part	The relationship between the quality review task and an item part on which the task is performed.
Applies to ⇨ element	The relationship between the quality review task and an element on which the task is performed.
Performed by ⇨ employee	The relationship between the quality review task and the employee who performs the task.
Uses ⇨ procedure	The relationship between the quality review task and a procedure used in the task.
Uses ⇨ material	The relationship between the quality review task and a material used in the task.
Uses ⇨ equipment	The relationship between the quality review task and equipment used in the task.
Uses ⇨ system	The relationship between the quality review process and a system used in the task
Uses ⇨ facility	The relationship between the quality review process and a facility used in the task

Table 11.1: Information Model — Shipping request - Attributes and Relationships

Attribute	*Definition / Examples*
Shipping request identifier	A number or code used to identify the shipping request.
Type of shipping request	A categorization or generic descriptor for the shipping request (e.g., air freight, insured, registered).
Date of request	The date the shipping request was issued.
Date of receipt	The date the shipping request was received.

Relationship	*Definition / Examples*
Triggered by ⇨ order	The relationship between the shipping request and the order that triggers the shipping request.
Generates ⇨ shipped item	The relationship between the shipping request and the shipped item generated by the shipping request.

Pertains to ⇨ item	The relationship between the shipping request and the item that is the subject of the shipping request.
Pertains to ⇨ item aggregate	The relationship between the shipping request and the item aggregate that is the subject of the shipping request.
Pertains to ⇨ item part	The relationship between the shipping request and the item part that is the subject of the shipping request.
Pertains to ⇨ element	The relationship between the shipping request and the element that is the subject of the shipping request.
Specifies ⇨ procedure	The relationship between the shipping request and a procedure specified in the shipping request.
Specifies ⇨ material	The relationship between the shipping request and a material specified in the shipping request.
Specifies ⇨ equipment	The relationship between the shipping request and equipment specified in the shipping request.
Specifies ⇨ system	The relationship between the shipping request and a system specified in the shipping request.
Specifies ⇨ facility	The relationship between the shipping request and a facility specified in the shipping request.

Table 11.2: Information Model — Shipped item - Attributes and Relationships

Attribute	*Definition / Examples*
Shipped item identifier	A number or code used to identify the shipped item.
Type of shipped item	A categorization or generic descriptor for the shipped item (e.g., container).
Size of shipped item	A measurement of the dimensions of the shipped item (e.g., 14x20x12").
Shipped item instructions	Special instructions relating to the packing, handling, and shipping of the item (e.g., custom packing case required).

Relationship	*Definition / Examples*
Generated by ⇨ shipping request	The relationship between the shipped item and the shipping request that generates the shipped item.
Part of ⇨ shipment	The relationship between the shipped item and the shipment in which it is contained.
Pertains to ⇨ item	The relationship between the shipped item and the item that is the subject of the shipped item.

Pertains to ⇨ item aggregate	The relationship between the shipped item and the item aggregate that is the subject of the shipped item.
Pertains to ⇨ item part	The relationship between the shipped item and the item part that is the subject of the shipped item.
Pertains to ⇨ element	The relationship between the shipped item and the element that is the subject of the shipped item.
Specifies ⇨ procedure	The relationship between the shipped item and a procedure specified for the shipped item.
Specifies ⇨ material	The relationship between the shipped item and a material specified for the shipped item.
Specifies ⇨ equipment	The relationship between the shipped item and equipment specified for the shipped item.
Specifies ⇨ system	The relationship between the shipped item and a system specified for the shipped item.
Specifies ⇨ facility	The relationship between the shipped item and a facility specified for the shipped item.

Table 11.3: Information Model – Shipment - Attributes and Relationships

Attribute	Definition / Examples
Shipment identifier	A number or code used to identify the shipment (e.g., shipment number, lot number).
Type of shipment	A categorization or generic descriptor for the shipment (e.g.,).
Date of shipping	The date of dispatch of the shipment.
Size of shipment	The number of units contained in the shipment (e.g., item count, container count).
Shipment destination	The name and location of the party to which the shipment is to be delivered (e.g., address, building, sector).
Cost of shipment	The cost associated with shipping (e.g., estimated cost, net cost).

Relationship	Definition / Examples
Comprises ⇨ shipped item	The relationship between the shipment and a shipped item contained in the shipment.
Prepared by ⇨ employee	The relationship between the shipment and the employee who prepares the shipment.

Placed with ⇨ shipper	The relationship between the shipment and the shipper with whom the shipment is placed.
Triggers ⇨ commitment	The relationship between the shipment and the commitment triggered by the shipment.

Table 11.4: Information Model – Shipper - Attributes and Relationships

Attribute	*Definition / Examples*
Name of shipper	The name used to identify the shipping agent.
Shipper identifier	A number or code used to identify the shipping agent.
Type of shipper	A categorization or generic descriptor for the shipping agent (e.g., air freight carrier).
Location of shipper	The geographic location or address of the shipping agent.
Shipper performance	A summary of the shipping agent's performance on past consignments.

Relationship	*Definition / Examples*
Has ⇨ contract	The relationship between the shipper and a contract made with the shipper.
Receives ⇨ shipment	The relationship between the shipper and a shipment placed with the shipper.
Responsible for ⇨ delivery	The relationship between the shipper and the delivery for which the shipper is responsible.

Table 11.5: Information Model – Delivery - Attributes and Relationships

Attribute	*Definition / Examples*
Delivery identifier	A number or code used to identify the delivery (e.g., tracking number).
Type of delivery	A categorization or generic descriptor for the delivery.
Date of delivery	The date the delivery was made.

Relationship	*Definition / Examples*
Responsibility of ⇨ shipper	The relationship between the delivery and the shipper responsible for the delivery.
Triggers ⇨ payment	The relationship between the delivery and the payment triggered by the delivery.

Table 11.6: Information Model – Shipping task - Attributes and Relationships

Attribute	*Definition / Examples*
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., prepare shipping list).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the shipping task and the project for which it is performed.
Applies to ⇨ item	The relationship between the shipping task and an item on which the task is performed.

Applies to ⇨ item aggregate	The relationship between the shipping task and an item aggregate on which the task is performed.
Applies to ⇨ item part	The relationship between the shipping task and an item part on which the task is performed.
Applies to ⇨ element	The relationship between the shipping task and an element on which the task is performed.
Performed by ⇨ employee	The relationship between the shipping task and the employee who performs the task.

Table 11.7: Information Model – Receiving task - Attributes and Relationships

Attribute	*Definition / Examples*
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., unpack shipment).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the receiving task and the project for which it is performed.
Applies to ⇨ item	The relationship between the receiving task and an item on which the task is performed.

Applies to ⇨ item aggregate	The relationship between the receiving task and an item aggregate on which the task is performed.
Applies to ⇨ item part	The relationship between the receiving task and an item part on which the task is performed.
Applies to ⇨ element	The relationship between the receiving task and an element on which the task is performed.
Performed by ⇨ employee	The relationship between the receiving task and the employee who performs the task.

Table 12.1: Information Model – Housing task - Attributes and Relationships

Attribute	Definition / Examples
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., construct box enclosure).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the housing task and the project for which it is performed.

Required by ⇨ **scheduled action**	The relationship between the housing task and a scheduled action requiring the task.
Performed by ⇨ **employee**	The relationship between the housing task and the employee performing the task.
Performed for ⇨ **unit**	The relationship between the housing task and the unit for which the task is performed.
Receives ⇨ **item**	The relationship between the housing task and an item received for the task.
Receives ⇨ **item aggregate**	The relationship between the housing task and an item aggregate received for the task.
Receives ⇨ **item part**	The relationship between the housing task and an item part received for the task.
Receives ⇨ **element**	The relationship between the housing task and an element released from the task.
Releases ⇨ **item**	The relationship between the housing task and an item released from the task.
Releases ⇨ **item aggregate**	The relationship between the housing task and an item aggregate released from the task.
Releases ⇨ **item part**	The relationship between the housing task and an item part released from the task.

Releases ⇨ element	The relationship between the housing task and an element released from the task.
Uses ⇨ procedure	The relationship between the housing task and a procedure used in the task.
Uses ⇨ material	The relationship between the housing task and a material used in the task.
Uses ⇨ equipment	The relationship between the housing task and equipment used in the task.
Uses ⇨ system	The relationship between the housing task and a system used in the task.
Uses ⇨ facility	The relationship between the housing task and a facility used in the task.

Table 12.2: Information Model — Binding task - Attributes and Relationships

Attribute	*Definition / Examples*
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., trim text block).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the binding task and the project for which it is performed.

Required by ⇨ scheduled action	The relationship between the binding task and a scheduled action requiring the task.
Performed by ⇨ employee	The relationship between the binding task and the employee performing the task.
Performed for ⇨ unit	The relationship between the binding task and the unit for which the task is performed.
Receives ⇨ item	The relationship between the binding task and an item received for the task.
Receives ⇨ item aggregate	The relationship between the binding task and an item aggregate received for the task.
Receives ⇨ item part	The relationship between the binding task and an item part received for the task.
Receives ⇨ element	The relationship between the binding task and an element released from the task.
Releases ⇨ item	The relationship between the binding task and an item released from the task.
Releases ⇨ item aggregate	The relationship between the binding task and an item aggregate released from the task.
Releases ⇨ item part	The relationship between the binding task and an item part released from the task.

Releases ⇨ element	The relationship between the binding task and an element released from the task.
Uses ⇨ procedure	The relationship between the binding task and a procedure used in the task.
Uses ⇨ material	The relationship between the binding task and a material used in the task.
Uses ⇨ equipment	The relationship between the binding task and equipment used in the task.
Uses ⇨ system	The relationship between the binding task and a system used in the task.
Uses ⇨ facility	The relationship between the binding task and a facility used in the task.

Table 12.3: Information Model – Treatment task - Attributes and Relationships

Attribute	Definition / Examples
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., tip-in).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the treatment task and the project for which it is performed.

Required by ⇨ **scheduled action**	The relationship between the treatment task and a scheduled action requiring the task.
Performed by ⇨ **employee**	The relationship between the treatment task and the employee performing the task.
Performed for ⇨ **unit**	The relationship between the treatment task and the unit for which the task is performed.
Receives ⇨ **item**	The relationship between the treatment task and an item received for the task.
Receives ⇨ **item aggregate**	The relationship between the treatment task and an item aggregate received for the task.
Receives ⇨ **item part**	The relationship between the treatment task and an item part received for the task.
Receives ⇨ **element**	The relationship between the treatment task and an element released from the task.
Releases ⇨ **item**	The relationship between the treatment task and an item released from the task.
Releases ⇨ **item aggregate**	The relationship between the treatment task and an item aggregate released from the task.
Releases ⇨ **item part**	The relationship between the treatment task and an item part released from the task.

Releases ⇨ element	The relationship between the treatment task and an element released from the task.
Uses ⇨ procedure	The relationship between the treatment task and a procedure used in the task.
Uses ⇨ material	The relationship between the treatment task and a material used in the task.
Uses ⇨ equipment	The relationship between the treatment task and equipment used in the task.
Uses ⇨ system	The relationship between the treatment task and a system used in the task.
Uses ⇨ facility	The relationship between the treatment task and a facility used in the task.

Table 12.4: Information Model — Reformatting task - Attributes and Relationships

Attribute	Definition / Examples
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., produce print).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the reformatting task and the project for which it is performed.

Required by ⇨ scheduled action	The relationship between the reformatting task and a scheduled action requiring the task.
Performed by ⇨ employee	The relationship between the reformatting task and the employee performing the task.
Performed for ⇨ unit	The relationship between the reformatting task and the unit for which the task is performed.
Receives ⇨ item	The relationship between the reformatting task and an item received for the task.
Receives ⇨ item aggregate	The relationship between the reformatting task and an item aggregate received for the task.
Receives ⇨ item part	The relationship between the reformatting task and an item part received for the task.
Receives ⇨ element	The relationship between the reformatting task and an element released from the task.
Releases ⇨ item	The relationship between the reformatting task and an item released from the task.
Releases ⇨ item aggregate	The relationship between the reformatting task and an item aggregate released from the task.

Releases ⇨ item part	The relationship between the reformatting task and an item part released from the task.
Releases ⇨ element	The relationship between the reformatting task and an element released from the task.
Outputs ⇨ item	The relationship between the reformatting task and an item (i.e., a reformatted product) output from the task.
Outputs ⇨ item aggregate	The relationship between the reformatting task and an item aggregate (i.e., a reformatted product) output from the task.
Outputs ⇨ item part	The relationship between the reformatting task and an item part (i.e., a reformatted product) output from the task.
Outputs⇨ element	The relationship between the reformatting task and an element (i.e., a reformatted product) output from the task.
Uses ⇨ procedure	The relationship between the reformatting task and a procedure used in the task.
Uses ⇨ material	The relationship between the reformatting task and a material used in the task.
Uses ⇨ equipment	The relationship between the reformatting task and equipment used in the task.
Uses ⇨ system	The relationship between the reformatting task and a system used in the task.

Uses ⇨ facility   The relationship between the reformatting task and a facility used in the task.

Table 13.1: Information Model – Storing task - Attributes and Relationships

Attribute	Definition / Examples
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., save file).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the storing task and the project for which it is performed.
Applies to ⇨ item	The relationship between the storing task and an item on which the task is performed.

Applies to ⇨ item aggregate	The relationship between the storing task and an item aggregate on which the task is performed.
Applies to ⇨ item part	The relationship between the storing task and an item part on which the task is performed.
Applies to ⇨ element	The relationship between the storing task and an element on which the task is performed.
Performed by ⇨ employee	The relationship between the storing task and an employee performing the task.
Uses ⇨ procedure	The relationship between the storing task and a procedure used in performing the task.
Uses ⇨ material	The relationship between the storing task and a material used in performing the task.
Uses ⇨ equipment	The relationship between the storing task and equipment used in performing the task.
Uses ⇨ system	The relationship between the storing task and a system used in performing the task.
Uses ⇨ facility	The relationship between the storing task and a facility used in performing the task.

Table 14.1: Information Model – Disposition task - Attributes and Relationships

Attribute	*Definition / Examples*
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., de-accession).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the disposition task and the project for which it is performed.

Applies to ⇨ item	The relationship between the disposition task and an item on which the task is performed.
Applies to ⇨ item aggregate	The relationship between the disposition task and an item aggregate on which the task is performed.
Applies to ⇨ item part	The relationship between the disposition task and an item part on which the task is performed.
Applies to ⇨ element	The relationship between the disposition task and an element on which the task is performed.
Performed by ⇨ employee	The relationship between the disposition task and an employee performing the task.
Uses ⇨ procedure	The relationship between the disposition task and a procedure used in performing the task.
Uses ⇨ material	The relationship between the disposition task and a material used in performing the task.
Uses ⇨ equipment	The relationship between the disposition task and equipment used in performing the task.
Uses ⇨ system	The relationship between the disposition task and a system used in performing the task.

Uses ⇨ facility	The relationship between the disposition task and a facility used in performing the task.

Table 14.2: Information Model – Delivery task - Attributes and Relationships

Attribute	*Definition / Examples*
Task identifier	A number or code used to identify the task.
Type of task	A categorization or generic descriptor for the task (e.g., release surrogate).
Date of initiation	The date of commencement of the task.
Date of completion	The date of completion of the task.
Duration of task	The time spent performing the task.
Task details	A summary or detailed description of the task.
Task error	An explanation as to why the task was not completed (e.g.,).

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the delivery task and the project for which it is performed.
Applies to ⇨ item	The relationship between the delivery task and an item on which the task is performed.

Applies to ⇨ item aggregate	The relationship between the delivery task and an item aggregate on which the task is performed.
Applies to ⇨ item part	The relationship between the delivery task and an item part on which the task is performed.
Applies to ⇨ element	The relationship between the delivery task and an element on which the task is performed.
Performed by ⇨ employee	The relationship between the delivery task and an employee performing the task.
Uses ⇨ procedure	The relationship between the delivery task and a procedure used in performing the task.
Uses ⇨ material	The relationship between the delivery task and a material used in performing the task.
Uses ⇨ equipment	The relationship between the delivery task and equipment used in performing the task.
Uses ⇨ system	The relationship between the delivery task and a system used in performing the task.
Uses ⇨ facility	The relationship between the delivery task and a facility used in performing the task.

Table 15.1: Information Model — Process - Attributes and Relationships

Attribute	Definition / Examples
Process identifier	A number or code used to identify the process.
Process type	A categorization or generic descriptor for the process (e.g., commercial binding, mass deacidification).

Relationship	Definition / Examples
Receives ⇨ item	The relationship between the process and an item received for the process.
Receives ⇨ item aggregate	The relationship between the process and an item aggregate received for the process.
Receives ⇨ item part	The relationship between the process and an item part received for the process.
Receives ⇨ element	The relationship between the process and an element released from the process.
Releases ⇨ item	The relationship between the process and an item released from the process.
Releases ⇨ item aggregate	The relationship between the process and an item aggregate released from the process.

Releases ⇨ item part   The relationship between the process and an item part released from the process.

Releases ⇨ element   The relationship between the process and an element released from the process.

Table 15.2: Information Model – Time - Attributes and Relationships

Attribute	Definition / Examples
Date identifier	The year, month, and day.

Relationship	Definition / Examples
Associated with ⇨ location	The relationship between a given period of time and the location in which an item, etc. is located.

Table 16.1: Information Model – Proposal - Attributes and Relationships

Attribute	*Definition / Examples*
Proposal identifier	A number or code used to identify the proposal.
Type of proposal	A categorization or generic descriptor for the proposal (e.g., microfilming).
Date of proposal	The date the proposal was submitted.
Date of receipt	The date the proposal was received.
Proposal summary	A summary of the proposed action, the volume of material involved, the complexity, the proposed timeframe, justification, business case, etc.
Response summary	A summary of the response to the proposal (e.g., proposal accepted).

Relationship	*Definition / Examples*
Results from ⇨ survey	The relationship between the proposal and a survey leading to the proposal.
Subject of ⇨ assessment	The relationship between the proposal and an assessment of the proposal.

Considered for ⇨ plan	The relationship between the proposal and a plan for which the proposal is considered.

Table 16.2: Information Model — Budget - Attributes and Relationships

Attribute	Definition / Examples
Name of budget	The name used to identify the budget (e.g., PRD divisional budget).
Budget identifier	A number or code used to identify the budget.
Budget type	A categorization or generic descriptor for the budget (e.g., project budget).
Date of budget	The date the budget was formulated.
Revision date	The date the budget was last revised.
Budget allocation	The dollar amount allocated to the budget.

Relationship	Definition / Examples
Funds ⇨ project	The relationship between the budget and a project funded by the budget.

Table 16.3: Information Model — Audit - Attributes and Relationships

Attribute	Definition / Examples
Name of audit	The name used to identify the budget (e.g., PHAWG audit).
Audit identifier	A number or code used to identify the audit.
Audit type	A categorization or generic descriptor for the audit (e.g., compliance audit).
Date of audit	The date the audit was conducted.
Scope of audit	The parameters established for the audit (e.g., area/sub-area, lifecycle).
Audit criteria	The criteria against which the audited unit is assessed (e.g., PHAWG level established for regulating environment).
Audit findings	A summary of the observations and conclusions made in the course of the audit (status of compliance, preparedness).
Audit recommendations	Recommendations emanating from the audit (e.g., recommendations for corrective action).
Audit follow-up	Proposed follow-up to the audit (e.g., review of action taken on recommendations).

Relationship	Definition / Examples
Applies to ⇨ unit	The relationship between the audit and a unit that is the subject of the audit.
Leads to ⇨ project	The relationship between the audit and a project responding to the audit.

Table 16.4: Information Model — Allocation - Attributes and Relationships

Attribute	*Definition / Examples*
Name of allocation	The name used to identify the budget (e.g., AMED divisional allocation).
Allocation identifier	A number or code used to identify the allocation.
Allocation type	A categorization or generic descriptor for the allocation (e.g., project allocation).
Date of allocation	The date the allocation was established.
Revision date	The date the allocation was last revised.
Resource allocation	A measure of the amount of resource allocated (e.g., points).

Relationship	*Definition / Examples*
Allotted to ⇨ project	The relationship between the allocation and a project given the allocation.
Allotted to ⇨ unit	The relationship between the allocation and a unit given the allocation.

Table 18.1: Information Model – Research project - Attributes and Relationships

Attribute	*Definition / Examples*
Name of research project	The name used to identify the research project (e.g.,)
Research project identifier	A number or code used to identify the research project.
Scope of research project	A summary of the subject or area of research.
Research project tasks/objectives	The specific objectives and tasks established for the research project (e.g.,).
Research project findings/results	The conclusions reached as a result of the research project (e.g.,)

Relationship	*Definition / Examples*
Part of ⇨ project	The relationship between the research project and the project for which it is conducted.
Uses ⇨ item	The relationship between the research project and an item used in the project.

Uses ⇨ item aggregate	The relationship between the research project and an item aggregate used in the project.
Uses ⇨ item part	The relationship between the research project and an item part used in the project.
Uses ⇨ element	The relationship between the research project and an element used in the project.
Uses ⇨ procedure	The relationship between the research project and a procedure used in the research project.
Uses ⇨ material	The relationship between the research project and a material used in the research project.
Uses ⇨ equipment	The relationship between the research project and equipment used in the research project.
Uses ⇨ system	The relationship between the research project and a system used in the research project.
Uses ⇨ facility	The relationship between the research project and a facility used in the research project.
Focuses on ⇨ procedure	The relationship between the research project and a procedure that is the focus of the research project.

Focuses on ⇨ **material**	The relationship between the research project and a material that is the focus of the research project.
Focuses on ⇨ **equipment**	The relationship between the research project and equipment that is the focus of the research project.
Focuses on ⇨ **system**	The relationship between the research project and a system that is the focus of the research project.
Focuses on ⇨ **facility**	The relationship between the research project and a facility that is the focus of the research project.

Table 18.2: Information Model – Training event - Attributes and Relationships

Attribute	Definition / Examples
Training event name	The name used to identify the training event.
Training event identifier	A number or code used to identify the training event (e.g., course number).
Training event type	A categorization or generic descriptor for the training event (e.g., disaster response training).
Training event date	The date the training event is scheduled to take place.
Training event content	A conspectus or summary of the content of the training event.

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the training event and the project for which it is conducted.
Uses ⇨ item	The relationship between the training event and an item used in the training event.

Uses ⇨ item aggregate	The relationship between the training event and an item aggregate used in the training event.
Uses ⇨ item part	The relationship between the training event and an item part used in the training event.
Uses ⇨ element	The relationship between the training event and an element used in the training event.
Uses ⇨ procedure	The relationship between the training event and a procedure used in the training event.
Uses ⇨ material	The relationship between the training event and a material used in the training event.
Uses ⇨ equipment	The relationship between the training event and equipment used in the training event.
Uses ⇨ system	The relationship between the training event and a system used in the training event.
Uses ⇨ facility	The relationship between the training event and a facility used in the training event.
Focuses on ⇨ procedure	The relationship between the training event and a procedure that is the focus of the training event.
Focuses on ⇨ material	The relationship between the training event and a material that is the focus of the training event.

Focuses on ⇨ **equipment**	The relationship between the training event and equipment that is the focus of the training event.
Focuses on ⇨ **system**	The relationship between the training event and a system that is the focus of the training event.
Focuses on ⇨ **facility**	The relationship between the training event and a facility that is the focus of the training event.

Table 18.3: Information Model – Outreach event - Attributes and Relationships

Attribute	Definition / Examples
Outreach event name	The name used to identify the outreach event.
Outreach event identifier	A number or code used to identify the outreach event.
Outreach event type	A categorization or generic descriptor for the outreach event (e.g.,).
Outreach event date	The date the outreach event is scheduled to take place.
Outreach event content	A conspectus or summary of the content of the outreach event.

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the outreach event and the project for which it is conducted.
Uses ⇨ item	The relationship between the outreach event and an item used in the outreach event.

Uses ⇨ item aggregate	The relationship between the outreach event and an item aggregate used in the outreach event.
Uses ⇨ item part	The relationship between the outreach event and an item part used in the outreach event.
Uses ⇨ element	The relationship between the outreach event and an element used in the outreach event.
Uses ⇨ procedure	The relationship between the outreach event and a procedure used in the outreach event.
Uses ⇨ material	The relationship between the outreach event and a material used in the outreach event.
Uses ⇨ equipment	The relationship between the outreach event and equipment used in the outreach event.
Uses ⇨ system	The relationship between the outreach event and a system used in the outreach event.
Uses ⇨ facility	The relationship between the outreach event and a facility used in the outreach event.
Focuses on ⇨ procedure	The relationship between the outreach event and a procedure that is the focus of the outreach event.
Focuses on ⇨ material	The relationship between the outreach event and a material that is the focus of the outreach event.

Focuses on ⇨ **equipment**	The relationship between the outreach event and equipment that is the focus of the outreach event.
Focuses on ⇨ **system**	The relationship between the outreach event and a system that is the focus of the outreach event.
Focuses on ⇨ **facility**	The relationship between the outreach event and a facility that is the focus of the outreach event.

Table 18.4: Information Model – Publication - Attributes and Relationships

Attribute	Definition / Examples
Publication title	The title used to identify the publication.
Publication identifier	A number or code used to identify the publication (e.g., catalogue number)
Publication type	A categorization or generic descriptor for the publication (e.g., brochure).
Publication date	The date the publication was released.
Publication price	The retail price of the publication.

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the publication and the project for which it is prepared.
Uses ⇨ item	The relationship between the publication and an item used in the publication.
Uses ⇨ item aggregate	The relationship between the publication and an item aggregate used in the publication.

Uses ⇨ item part	The relationship between the publication and an item part used in the publication.
Uses ⇨ element	The relationship between the publication and an element used in the publication.
Uses ⇨ procedure	The relationship between the publication and a procedure used in the publication.
Uses ⇨ material	The relationship between the publication and a material used in the publication.
Uses ⇨ equipment	The relationship between the publication and equipment used in the publication.
Uses ⇨ system	The relationship between the publication and a system used in the publication.
Uses ⇨ facility	The relationship between the publication and a facility used in the publication.
Focuses on ⇨ procedure	The relationship between the publication and a procedure that is the focus of the publication.
Focuses on ⇨ material	The relationship between the publication and a material that is the focus of the publication.
Focuses on ⇨ equipment	The relationship between the publication and equipment that is the focus of the publication.

Focuses on ⇨ system	The relationship between the publication and a system that is the focus of the publication.
Focuses on ⇨ facility	The relationship between the publication and a facility that is the focus of the publication.

Table 18.5: Information Model – Test - Attributes and Relationships

Attribute	Definition / Examples
Name of test	The name used to identify the test (e.g.,)
Test identifier	A number or code used to identify the test.
Date of sample	The date on which the sample tested was received.
Date of testing	The date on which the test was conducted.
Date of reporting	The date on which the test results were reported (e.g., date reported to quality review unit, to receiving, to COTR, to contracting officer).
Test status	The current status of the testing procedure (e.g., in progress, completed).
Test results	A summary of the test results (e.g., passed)

Relationship	Definition / Examples
Part of ⇨ project	The relationship between the test and the project for which it is conducted.

Uses ⇨ item	The relationship between the test and an item used in the test.
Uses ⇨ item aggregate	The relationship between the test and an item aggregate used in the test.
Uses ⇨ item part	The relationship between the test and an item part used in the test.
Uses ⇨ element	The relationship between the test and an element used in the test.
Uses ⇨ procedure	The relationship between the test and a procedure used in the test.
Uses ⇨ material	The relationship between the test and a material used in the test.
Uses ⇨ equipment	The relationship between the test and equipment used in the test.
Uses ⇨ system	The relationship between the test and a system used in the test.
Uses ⇨ facility	The relationship between the test and a facility used in the test.
Focuses on ⇨ procedure	The relationship between the test and a procedure that is the focus of the test.
Focuses on ⇨ material	The relationship between the test and a material that is the focus of the test.

Focuses on ⇨ equipment	The relationship between the test and equipment that is the focus of the test.
Focuses on ⇨ system	The relationship between the test and a system that is the focus of the test.
Focuses on ⇨ facility	The relationship between the test and a facility that is the focus of the test.
Applies to ⇨ delivered product	The relationship between the test and a delivered product that is tested.