

Archival Description Strategies for Emulated Software

Version 1.0

Case Study

UVa. SPN-FCoP Emulation in the Archives Team

Last Updated: July 2019

Introduction

The Sheeran Architects records (1980-2008) include drawings and office files relating to projects by Peter L. Sheeran and members of his firm, financial records, correspondence, notes and sketches. The collection includes both digital and analog materials.

How to read this document

This document is intended to specifically address description strategies related to born digital content dependent on software for access in the Sheeran Architects Records, as well as the description of the software itself. For each element listed in the options below, example text is included as a general reference and may not reflect final and complete text in the finding aid. The collection is currently being processed and description is not yet complete.

Two options for description are presented that reflect two pathways for archival description that adhere to best practice. The UVA Library FCOP team currently is pursuing Option 1, and elements in this document reflect, but are not limited to, the UVA Library use of ArchivesSpace.

Option 1

Overview of descriptive approach

- *Software Scope and Content Note: brief summary of software titles*
- *Item-level description of emulated software*

Collection Level

Scope and Content Note

- *Summary of born-digital material in the collection including file types and noteworthy software titles*
- *Description of the functions, activities, or processes that led to the creation of the material*

Sheeran Digital files contain approximately 250 GB of correspondence, digital drawing files, construction schedules and financial records for the Sheeran Architects firm. Included are project files, which often contain documents (.doc and .pdf files), images (.jpg files), spreadsheets (.xls) and some correspondence.

Architectural drawings and draft files that were generated, migrated, or revised within various versions of the commercial computer aided design/building information modeling (CAD/BIM) software Vectorworks are also a substantial part of this collection. These files (identified often in this collection as .vwx, .mcd and .dwg extensions) reflect commercial, residential, and public projects, often with various versions over periods of time.

Arrangement Note

The records are organized in five series: Commercial Projects, Public Projects, Residential Projects, Reference Drawings, and Software. The digital project files (documents, images, spreadsheets, and architectural drawings), are presented, when possible, as a whole.

Physical Characteristics and Technical Requirements

- *Special instructions for files that can be accessed by emulation*
- *Description of operating system and software titles in emulated environment (can highlight some file types but comprehensive list is not required)*
- *Reference to additional information about software in other parts of the finding aid*

Access to emulated digital materials is only available on-site in the Special Collections reading room. Requests to access born-digital materials must be made at least 2 business days in advance. Once request has been made, please confirm viewing arrangements with [Special Collections reference](#) desk staff.

Born digital material dependent on specific software for access in this collection includes architectural design project files created and revised by Sheeran Architects in VectorWorks, a proprietary CAD/BIM software. These architectural design files are accessible, along with related project files, in an emulated environment that contains the necessary underlying

operating system, applications, and VectorWorks software versions to allow for these materials to be opened and viewed in their native environment.

This emulation environment specifically includes a Mac operating system (OS X Jaguar version 10.2) running Quicktime as these are required elements of VectorWorks software. Software installed in this environment to render architectural files includes Vectorworks version 11. There are also a number of other digital materials in the collection such as images and documents that are dependent on other software to render, and this software (such as Adobe and image preview software) is also available in the operating system environment.

See the software series for additional technical information and requirements for emulated software titles.

Digital Materials (Sub-series Level)

Physical Characteristics and Technical Requirements Note

- *Special instructions for files that can be accessed by emulation*

Access to emulated digital materials is only available on-site in the Special Collections reading room. Requests to access born-digital materials must be made at least 2 days in advance. Once request has been made, please confirm viewing arrangements with [Special Collections reference](#) desk staff.

Software (Series Level)

Scope and Content Note

- *Summary of all software titles and accompanying documentation/manuals in the collection*

This series includes software titles in CD, CD-ROM, and DVD format owned by Peter Sheeran. Titles are primarily Macintosh operating system installations and software products for Macintosh including Quicken, Microsoft Office, Adobe Photoshop, iWork, and QuickBooks Pro. The series also includes several versions of the VectorWorks computer-aided design software for architectural modeling including VectorWorks 11, 12, 2008 and 2009. User manuals are available for some software titles.

Emulated Software Titles (Item Level)

- *Prioritize EaaSI metadata application profile elements:*

EaaSI Metadata Model Property	ArchivesSpace Field
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Wikidata ID	Scope and Content Note
Name	Title
Version	Scope and Content Note
Developer	Scope and Content Note
Date Published	Dates
Requirements Summary	Physical Characteristics and Technical Requirements Note
N/A	Rights Statement

- [Admin users only]: For each item include shadowed digital object for software ISO image file(s). Digital Object title inherited from Archival Object, item-level title.

Option 2

Overview of Descriptive Approach

- *Software Scope and Content Note: Detailed description of all software titles.*
- *Prioritize descriptive metadata elements from the EaaSI Metadata Application Profile*

Collection Level

Scope and Content Note

- *Summary of born-digital material in the collection including file types and noteworthy software titles*
- *Description of the functions, activities, or processes that led to the creation of the material*

Sheeran Digital files contain correspondence, digital drawing files, construction schedules and financial records for the Sheeran Architects firm. Included are project files, which often contain documents (.doc and .pdf files), images (.jpg files), spreadsheets (.xls) and some correspondence.

Architectural drawings and draft files that were generated, migrated, or revised within various versions of the commercial computer aided design/building information modeling (CAD/BIM) software Vectorworks are also a substantial part of this collection. These files (identified often in

this collection as .vwx, .mcd and .dwg extensions) reflect commercial, residential, and public projects, often with various versions over periods of time.

Arrangement Note

The records are organized in five series: Commercial Projects, Public Projects, Residential Projects, Reference Drawings, and Software. The digital project files (documents, images, spreadsheets, and architectural drawings), are presented, when possible, as a whole.

Physical Characteristics and Technical Requirements Note

- *Special instructions for files that can be accessed by emulation*
- *Description of **operating system and software titles in emulated environment (can highlight some file types but comprehensive list is not required)***
- *Reference to additional information about software in other parts of the finding aid*

Access to emulated digital materials is only available on-site in the Special Collections reading room. Requests to access born-digital materials must be made at least 2 business days in advance. Once request has been made, please confirm viewing arrangements with Special Collections reference desk staff.

Born digital material dependent on specific software for access in this collection includes architectural design project files created and revised by Sheeran Architects in VectorWorks, a proprietary CAD/BIM software. These architectural design files are accessible, along with related project files, in an emulated environment that contains the necessary underlying operating system, applications, and VectorWorks software versions to allow for these materials to be opened and viewed in their native environment.

This emulation environment specifically includes a Mac operating system (OS X Jaguar version 10.2) running Quicktime. Software installed in this environment to render architectural files includes Vectorworks version 11. There are also a number of other digital materials in the collection such as images and documents that are dependent on other software to render, and this software (such as Adobe and image preview software) is also available in the operating system environment.

See the software series for additional technical information and requirements for all software titles.

Digital Materials (Sub-series Level)

Physical Characteristics and Technical Requirements Note

- *Special instructions for files that can be accessed via emulation*

Example:

Access to emulated digital materials is only available on-site in the Special Collections reading room. Requests to access born-digital materials must be made at least 2 days in advance. Once request has been made, please confirm viewing arrangements with Special Collections reference desk staff.

Software (Series Level)

Scope and Content Note

- *Detailed description of all software titles and accompanying user manuals in the collection. Prioritize descriptive metadata elements from the EaaSI Metadata Application Profile*
 - Wikidata ID (when available)
 - Name
 - Build Version
 - Developer
 - Date Published
 - Requirements summary

Example: Series includes following software titles: Vectorworks 12, build version 12.0.0, developed by Nemetschek North America; published 2005 [CONTINUE INVENTORY HERE FOR ALL SOFTWARE TITLES. PRIORITIZE EAASI ELEMENTS IN ORDER: Name, Build Version, Developer, Date Published, Wikidata ID (when available). Describe any accompanying user manuals].

- [Admin users only]: Include digital object to reference software ISO image files. Digital object title inherited from archival object, series-level title.

References

University of California Systemwide Libraries. (2017). *UC Guidelines for Born-Digital Archival Description*. UC Office of the President: University of California Systemwide Libraries. Retrieved from <https://escholarship.org/uc/item/9c9222jc>.

Software Preservation Network. (2019). *Emulation as a Service Infrastructure. Metadata Model. V5*. Retrieved from https://docs.google.com/spreadsheets/d/1Cg9MYOJIIKXG_Zv_Zk7rpPFDUdCPQmwNqawFszH3Bbg/edit#gid=1864420486