

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Data Element ID	Data Element Name	Data Element Label	Data Element Definition	Data Type:   <blank> =   langstr   ring	Field Length   (fixed or   variable)	Obligation   (mandatory   / optional)	Repeatable   / Non-   repeatable	Indexed   (Y/N)	Displayed   to User?   (Y/N)	Value Domain/   Formatting Rule	Usage/Scope:   G (General);   F (interFace);   D (Database);   R (Reference).	Usage/Scope NOTE	Data Element   Version
2	waandRep001	repAuthName	Repository Authorized Name	Official or predominant name of the repository or unit described in the Directory entry.		variable	M	NR	Y	Y	Sentence capitalization; eliminate initial articles.	G	Official or predominant name of the repository or unit described in the Directory entry. Repositories that are part of a larger institution should enter the name of their specific division or unit here, and the larger institution in waandRep003 (Repository Parent Organization). However, if the division or unit name is not unique enough to identify the repository, the parent organization's name should be part of the repository name. Example: Special Collections and University Archives, Rutgers, The State University of New Jersey.	2005-09-29_v1.0
3	waandRep002	repVarName	Repository Variant Name(s)	Another name by which the repository is popularly known or might be searched.		variable	O	R	Y	Y	Sentence capitalization; eliminate initial articles "A," "An," "The."	F	Use only if the repository is popularly known by an acronym or other alternative name which the repository believes might be searched by an end user. Use also for variant spelling or grammar; for example, a compound name written as one word would have the alternate name with a separated compound noun, e.g. Screensound USA (Repository name) and Screen Sound USA (Repository alternate name). Use also to show the repository hierarchy, when the parent organization data element is not adequate.	2005-08-26_v1.0
4	waandRep003	repParentOrg	Repository Parent Organization	Parent organization to the repository or unit described in the directory entry.		variable	O	NR	Y	Y		G	Full name of parent organization. Enter this value even if the parent organization name is included in some form in the repository name.	2005-09-29_v1.0
5	waandRep004	repAddress	Repository Street Address	The repository's physical location.		variable	M	NR	N	Y	Sentence capitalization; can correspond to Vcard ADR field, type="postal" with multiple lines separated by semi-colons in a string. Directory must provide at least 4 separate lines and concatenate the data in each line with semi-colons delimiting each line.	G	Primary address for the repository, such as the main service facility or the primary administrative facility. Include zip code. Default country is U.S.	2005-08-26_v1.0
6	waandRep005	repMailAddress	Repository Mailing Address	The repository's mailing address, including zip code.		variable	O	NR	N	Y	Sentence capitalization; can correspond to Vcard ADR field, type="postal" with 3 lines in directory DB separated by semi-colons in a string. Directory must provide at least 4 separate lines and concatenate the data in each line with semi-colons delimiting each line.	G	Use only if different from the physical, main address. Include zip code. Default country is U.S.	2005-08-26_v1.0
7	waandRep006	repZipCode	Repository Zip Code	The repository's U.S. Postal Service zip code.		fixed 5 or 9   characters   (numeric)	M	NR	Y	N	Use the five-digit or nine-digit Zip Code.	G	Zip code is copied here from repAddress	2005-08-26_v1.0
8	waandRep007	repLocationNote	Multiple Service Locations Note	Description of multiple service areas, with location, address and contact information.		variable	O	NR	N	Y		G	Use only if the repository has multiple service areas available to the public or an administrative office that is separate from the primary service location.	2005-08-26_v1.0
9	waandRep008	repCountry	Repository Country	Country and division where repository is located.		fixed-2   characters	M	NR	Y	N	Use ISO 3166-1, a two character alphabetic country code. For WAAND first phase (U.S. archives only), default to U.S.	G		2005-08-26_v1.0
10	waandRep009	repTel	Repository Main Telephone Number	Main or general telephone number for the repository.		variable with   maxlength	M	NR	N	Y	Include international dialing code. Corresponds to Vcard TEL type="office"; format as X.500 telephone number attribute.	G		2005-08-26_v1.0

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
11	<b>waandRep010</b>	repFax	RepositoryMain Fax Number	Main or central fax number for the repository.		variable with maxlength	O	NR	N	Y	Include international dialing code. Corresponds to Vcard TEL type="office"; format as X.500 telephone number attribute.	G		2005-08-26_v1.0
12	<b>waandRep011</b>	repEmail	Repository Public Email Address	Public, main or general information email address provided to end users.		variable	O	NR	N	Y	Format as Vcard email data element.	G	Use only if the repository has a main contact email for end users. Do not use for webmaster email address.	2005-08-26_v1.0
13	<b>waandRep012</b>	repURL	Repository Homepage URL	URL for home (top level) page.		variable	O	NR	N	Y	Format beginning with http://; format as Vcard URL data element.	G	Use only if the unit actually holding the primary source materials has a homepage URL.	2005-08-26_v1.0
14	<b>waandRep013</b>	repState	Repository State	U.S. state where the repository's primary service facility is located.		fixed-2 characters	M	NR	Y	N	Drop down menu will be provided for the 50 U.S. states. [NOTE: For future expansion to international: ISO 3166-2 codes will be used to provide standardized state, province and region information for limiting searches geographically.]	G	Select U.S. state where repository's primary service facility is located.	2005-08-26_v1.0
15	<b>waandRep014</b>	repCity	Repository City or Metropolitan Region	City or metropolitan region where repository is located.		variable	M	R	Y	Y	Drop down menu of 57 large U.S. cities (includes all U.S. cities with populations over 600,000).	G	Select one or more cities that are within a 100-mile (170 KM) radius of your repository. Anchorage, AK; Birmingham, AL; Phoenix, AZ; Tucson, AZ; Fresno, CA; Los Angeles, CA; Sacramento, CA; San Diego, CA; San Francisco, CA; San Jose, CA; Denver, CO; Washington, D.C.; Jacksonville, FL; Miami, FL; Atlanta, GA; Honolulu, HI; Des Moines, IA; Iowa City, IA; Chicago, IL; Indianapolis, IN; Wichita, KS; Lexington, KY; New Orleans, LA; Boston, MA; Baltimore, MD; Detroit, MI; Minneapolis, MN; Kansas City, MO; St. Louis, MO; Chapel Hill, NC; Charlotte, NC; Omaha, NE; Albuquerque, NM; Santa Fe, NM; Las Vegas, NV; Buffalo, NY; New York, NY; Cincinnati, OH; Cleveland, OH; Columbus, OH; Oklahoma City, OK; Tulsa, OK; Portland, OR; Philadelphia, PA; Charleston, SC; Knoxville, TN; Memphis, TN; Nashville, TN; Austin, TX; Dallas, TX; El Paso, TX; Houston, TX; San Antonio, TX; Richmond, VA; Virginia Beach, VA; Seattle, WA; Milwaukee, WI.	2005-08-26_v1.0
16	<b>waandRep015</b>	repOtherCity	Other Repository Cities	Other city or metropolitan region where repository is located.		variable	O	NR	N	Y	U.S. city names separated by semi-colons.	G	Enter names of other cities or metropolitan regions, within 100 miles of repository, not offered in RepCity - waandRep014.	2005-07-27_v2.0
17	<b>waandRep016</b>	repType	Repository Type	Primary roles or functions for the repository.		variable with 35 char max	M	R	Y	Y	Checkboxes. Hyperlink each term to a glossary definition.	G	Select all that apply: Archives; Art gallery; Artists' collective; Artists' community; Corporation; Educational institution; Foundation; Government agency; Historical society; Library; Media arts center; Museum; Private collection; Production/Publishing entity; Research organization; Other non-profit organization.	2005-08-26_v1.0
18	<b>waandRep017</b>	repLogo	Repository Logo	Image associated with the repository, generally reflecting the repository name or symbol.	Image		O	NR	N	Y	Image or path for image. Allow respondent to send object as an attachment or supply the path and have the Directory retrieve the object.	G		2005-08-26_v1.0
19	<b>waandRep018</b>	repPubContactTitle	Public Service Contact Title	Job title or functional position of the primary public service contact.		variable	O	NR	N	Y	Corresponds to Vcard TITLE.	G	Provide a job title, not an individual's name.	2005-08-26_v1.0
20	<b>waandRep019</b>	repPubTel	Public Service Telephone Number	Main or general public service number provided for end users.		variable with maxlength	M	NR	N	Y	Provide two mutually exclusive radio buttons: 'Same as main telephone number' [displayed] or blank field for input of number. Corresponds to Vcard TEL type="office"; format as X.500 telephone number attribute.	G		2005-08-26_v1.0
21	<b>waandRep020</b>	repPubEmail	Public Service Email	Main or general public service email address provided to end users.		variable	M	NR	N	Y	Provide two mutually exclusive radio buttons: 'Same as main email address' [displayed] or blank field for free-text. Format as Vcard email data element.	G		2005-08-26_v1.0

