

California Local History Digital Resources Project 2011-2012

Metadata Specifications

Prepared by the California Digital Library and Califa Library Group
September 6, 2011

The Local History Digital Resources Project is supported by the US Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian

<http://califa.org/lhdrp.php>

Context

- Not a cataloger? Don't worry – we're not doing MARC
- Recommended mindset: “good enough” is perfect
- Please “Read the Full Manual”: *LHDRP Handbook, Appendix D*
- Need help? Contact us if you run into any snags!
- Slides will be posted on the project website

Context

- Metadata-related workshops:
 - OCLC <<http://training.oclc.org/training>>
 - Infopeople <<http://www.infopeople.org/workshop>>
 - California Library Association (CLA), Society of California Archivists (SCA), American Library Association (ALA), Society of American Archivists (SAA)
 - AMIGOS <<http://www.amigos.org/learning/catalog/>>
 - NEDCC
<<http://www.nedcc.org/education/training.calendar.php>>

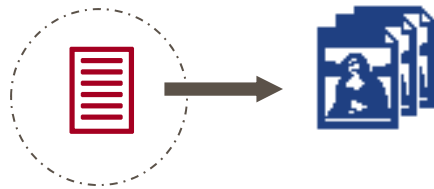
Simple vs. Compound Digital Objects

Simple vs. Compound Digital Objects

- Metadata record + digital file(s) = “digital object”
- With CONTENTdm, you can model your digital objects two ways: as either simple or compound

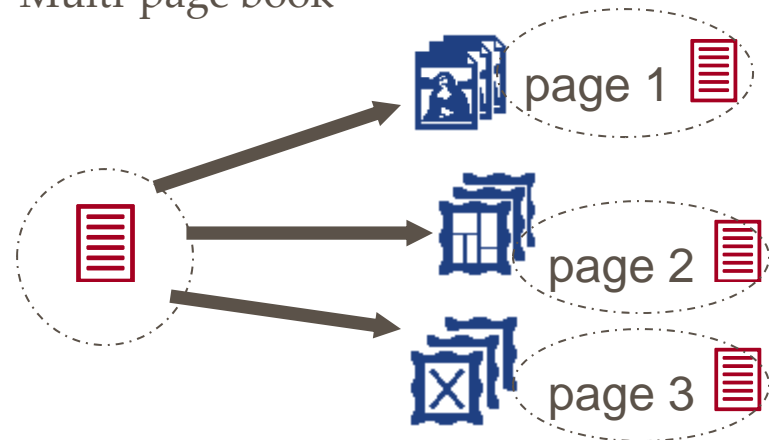
Single metadata record to single digital file (and 2 derivatives)

- Photograph
- Single page document



One or more metadata records to multiple digital files (and 2 derivatives)

- Scrapbook
- Multi-page book



Simple Object: Image



camjl_126



Identifier [R]
Title [R]
Creator [R]

[camjl_126](#)
[Mission Community Hospital and Medical Center photograph].
Unknown



Identifier [R]	camjl_126
Title [R]	[Mission Community Hospital and Medical Center photograph].
Creator [R]	Unknown
Date Created [R]	[circa 1971 or 1972?]
Subject (Topic) [R (2)]	Planned communities--California--Mission Viejo Photographs--California--Mission Viejo Hospitals--California--Mission Viejo Buildings--California--Mission Viejo Architecture--California--Mission Viejo Signs (Notices)--California--Mission Viejo Automobiles Parking lots--California--Mission Viejo
Type [R]	image
Form/Genre [R (1)]	Photographic prints
Physical Description [R]	1 photograph : b&w ; 21 x 26 cm.
Institution [R]	Mission Viejo Library
Collection Identifier [R]	http://ark.cdlib.org/ark:/13030/kt2x0nc5xg
Country of Creation [R]	us
Copyright Status [R]	unknown
Copyright Statement [R]	Copyright status is unknown. Some materials in these collections may be protected by the U.S. Copyright Law (Title 17, U.S.C.). In addition, the reproduction of some materials may be restricted by terms of gift or purchase agreements, donor restrictions, privacy and publicity rights, licenses and trademarks. Transmission or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsible use rests exclusively with the user.
Subject (Name) [MA]	Mission Viejo Company Mission Hospital (Mission Viejo, Calif.)
Subject (Place) [MA]	Mission Viejo (Calif.)
Language [MA]	eng
Item/Call Number [MA]	M.V. - Hospitals - Mission Viejo Hospital
Description [P]	Black and white photograph of cars pulling out of the parking lot of Mission Community Hospital. The sign at the hospital's entrance reads, "Mission Community Hospital, Medical Center." Behind the cars exiting the parking lot is the parking lot filled with cars and then the one-story hospital building. From the photograph, one can see only the pillars supporting the extended overhang of the Spanish-tiled roof and not the actual front of the hospital building.



printable version

[image only](#) [image with details](#)

[+ Share / Save](#) ▾

Title:

[Mission Community Hospital and Medical Center photograph].

Creator:

Unknown

Subject:

- Planned communities--California--Mission Viejo
- Photographs--California--Mission Viejo
- Hospitals--California--Mission Viejo
- Buildings--California--Mission Viejo
- Architecture--California--Mission Viejo
- Signs (Notices)--California--Mission Viejo
- Automobiles
- Parking lots--California--Mission Viejo
- Mission Viejo Company
- Mission Hospital (Mission Viejo, Calif.)

Description:

Black and white photograph of cars pulling out of the parking lot of Mission Community Hospital. The sign at the hospitals entrance reads, "Mission Community Hospital, Medical Center." Behind the cars exiting the parking lot is the parking lot filled with cars and then the one-story hospital building. From the photograph, one can see only the pillars supporting the extended overhang of the Spanish-tiled roof and not the actual front of the hospital building.

Publisher:

Mission Viejo Library

Date:

[circa 1971 or 1972?]

Type:

image

Identifier:

camjl_126

M.V. - Hospitals - Mission Viejo Hospital

Language:

eng

Simple Object: PDF Text

add to favorites : reference url

cdltest_001

[Access this item.](#)



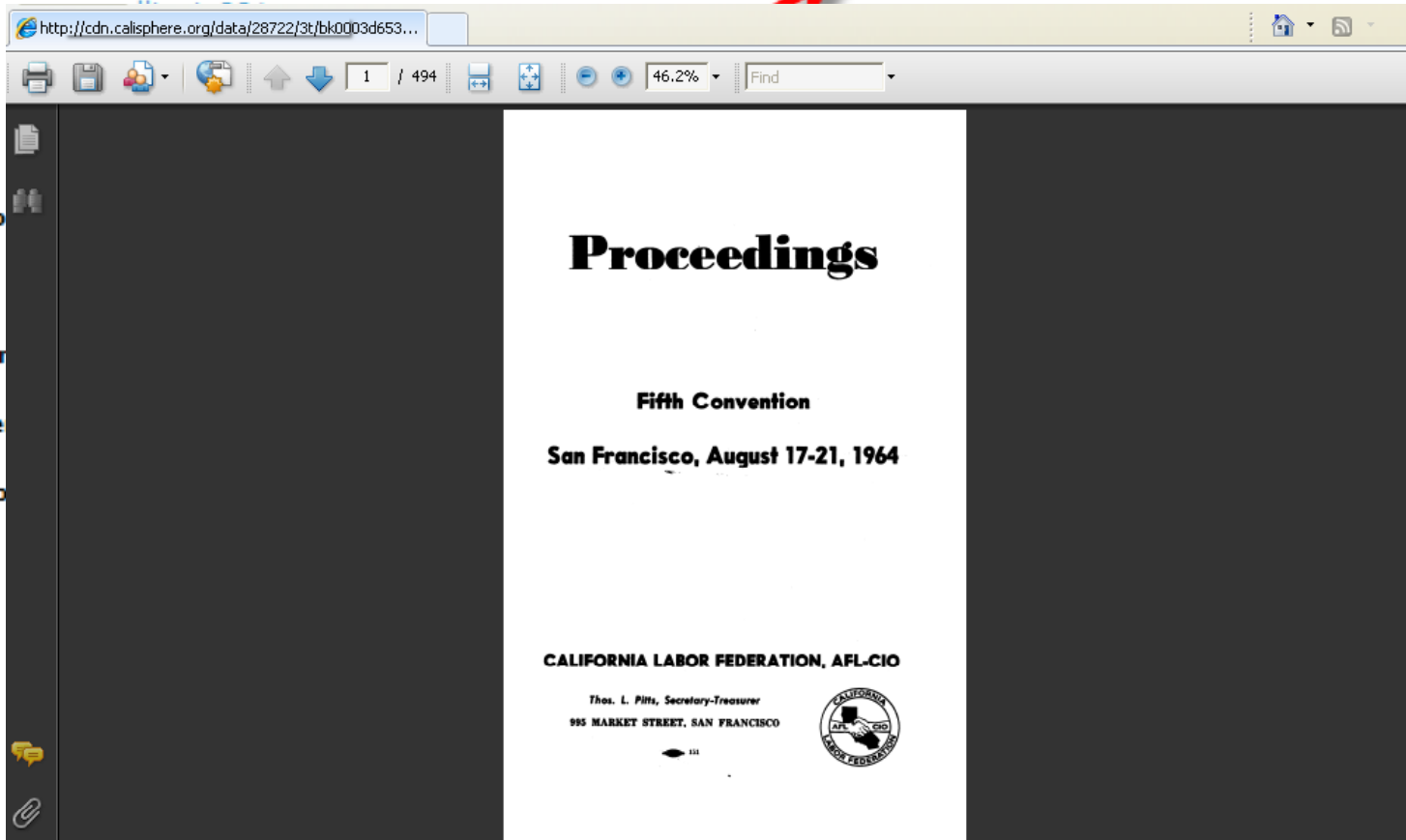
Identifier	cdltest_001
Title	Calisphere flier
Creator	California Digital Library
Date Published	ca. 2009
Description	Description of the CDL's Calisphere service
Type	text
Physical Description	1 page document
Institution	California Digital Library
Collection Guide	http://www.oac.cdlib.org/findaid/ark:/13030/0000000000
Project Note	LHDRP
Country of Creation	US
Copyright Status	copyrighted
Copyright Statement	Copyrighted, UC Regents
Copyright Hldr	UC Regents
Copyright Hldr Info	http://www.cdlib.org/contact/
Form/Genre	Brochures
Transcription	Powered by the California Digital Library, University of California Images courtesy of: The Bancroft Library, of Special Collections, Charles E. Young Research Library, UCLA (image 6, bottom right) Calisphere The U gateway to a world of digitized primary sources More than 170, 000 photographs, documents, works of art reveal the diverse history and culture of California and its role in national and world history. Themed Colle organized into historical eras and aligned with California Content Standards. Gold Rush Era (1848-1865) T www.calisphere.universityofcalifornia.edu Closing of the Frontier (1870-1900) Emerging Industrial Order (1 Classroom Use Photographs Documents Maps Political cartoons Newspaper clippings Advertising Works of (1939-1945) Social Reform (1950-1970s) Powered by the California Digital Library, University of California Featured Collection: Japanese American Relocation Digital Archives (JARDA) People Places Daily Life Persc oral histories, government and personal documents, diaries and scrapbooks, and contextual essays tell th American incarceration during World War II. Images courtesy of: Top: Department of Special Collections, Bottom L-R: Department of Special Collections, Charles E. Young Research Library, UCLA; Department of : Research Library, UCLA; The Bancroft Library, UC Berkeley; Special Collections and Archives, UC Irvine Lib California Ethnic and Multicultural Archives, University of California, Santa Barbara; Phoebe Apperson Hear Regents of the University of California-photographed by Alfred Kroeber, 15-3835 Images courtesy of: Top

add to favorites : reference url

cdltest_001

Access this item.

Identifier
Title
Creator
Date Published
Description
Type
Physical Description
Institution
Collection Guide
Project Note
Country of Creation
Copyright Status
Copyright Statement
Copyright Hldr
Copyright Hldr Info
Form/Genre
Transcription



American incarceration during world war II. Images courtesy of: Top: Department of Special Collections, Bottom L-R: Department of Special Collections, Charles E. Young Research Library, UCLA; Department of Research Library, UCLA; The Bancroft Library, UC Berkeley; Special Collections and Archives, UC Irvine Lib California Ethnic and Multicultural Archives, University of California, Santa Barbara; Phoebe Apperson Hear Regents of the University of California-photographed by Alfred Kroeber, 15-3835 Images courtesy of: Top

[Back](#) **Title:**

Proceedings, Fifth Convention, San Francisco, August 17-21, 1964, California Labor Federation, AFL-CIO

Creator/Contributor:

California Labor Federation, AFL-CIO, Author

Date:

August 17-21, 1964

Subject:

Labor movement--California
Labor unions--California
California Labor Federation, AFL-CIO

Note:

California Labor Federation, AFL-CIO

Physical Description:

494 pages

Copyright Note:

Copyright status unknown. Some materials in these collections may be protected by the U.S. Copyright Law (Title 17, U.X.C.). In addition, the reproduction of some materials may be restricted by terms of University of California gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. Transmission or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user.

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Related Item:

Metacollection: Proceedings

Collection:[Download PDF \(77,120,616 bytes\)](#)**Proceedings**

Fifth Convention
San Francisco, August 17-21, 1964

CALIFORNIA LABOR FEDERATION, AFL-CIO
The L. P. ...
IN MARKET STREET, SAN FRANCISCO

[More like this](#)

[Back](#)

Title:

Proceedings, Fifth Convention, San Francisco, August 17-21, 1964, California Labor Federation, AFL-CIO

Creator/Contributor:

[Download PDF \(77,120,616 bytes\)](#)

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copyright owner. Such permission must be obtained from the copyright owner. See:
<http://www.irl.berkeley.edu/library/digitalcollections/permissions.html>

Related Item:

Metacollection: Proceedings

Collection:

Compound Object: Images

camjl_097

- 097_PAGE01
- 097_PAGE02
- 097_PAGE03



NEW LEADERS ARE DELIGHT TO LEAD - No better educational facilities... for art, tennis or tennis officials, there's a pre-school nursery, and O'Hall Elementary School and Mission Viejo High School are open. La Paz Jr. High is building fast. Swiftdart Junior College has temporary offices, etc. working hard toward starting classes soon.

LA PAZ SHOPPING PLAZA - As you probably know, "La Paz" means "Peace" in Spanish. And this is precisely the atmosphere of the delightful shopping place... a splendid, casual atmosphere in which to shop for family needs. With such bright, sparkling new stores and expert waiting to serve you, it's possible that shopping may seem to be a bore and become something to look forward to!

THE ROAD TO HOME is simple and quiet. From anywhere in Southern California, unobstructed freeways lead you to Mission Viejo. Just across the hills are the most beautiful of Orange County beaches; new commercial and industrial centers are in close proximity; your found resort and recreational areas are within an easy drive in every direction.

MISSION VIEJO
STREET MAP & INFORMATION GUIDE

camjl_097

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- 097_PAGE02
- 097_PAGE03



EAGLESEYE VIEW - Historic San Gabriel Mountain forms a majestic backdrop for the picturesque location of Mission Viejo. A lovely sight - golden hills, green meadows, graceful trees and all those charming red tile roofs! Easy access to freeways and highways is readily apparent. You're only 18 minutes from the heart of Orange County, seven minutes from the Pacific Ocean.



THE STREET CALLED "HOME" - At Mission Viejo, homes are multi-story Rancho buildings. Therefore, they blend gracefully into residential streets with protective hills, natural beauty, panoramic landscapes and bird singing views. "Mission Viejo" large patch grasses and street trees, casting soft light to brighten your way home each evening. You, your family, and your home become part of a perfect lifestyle.



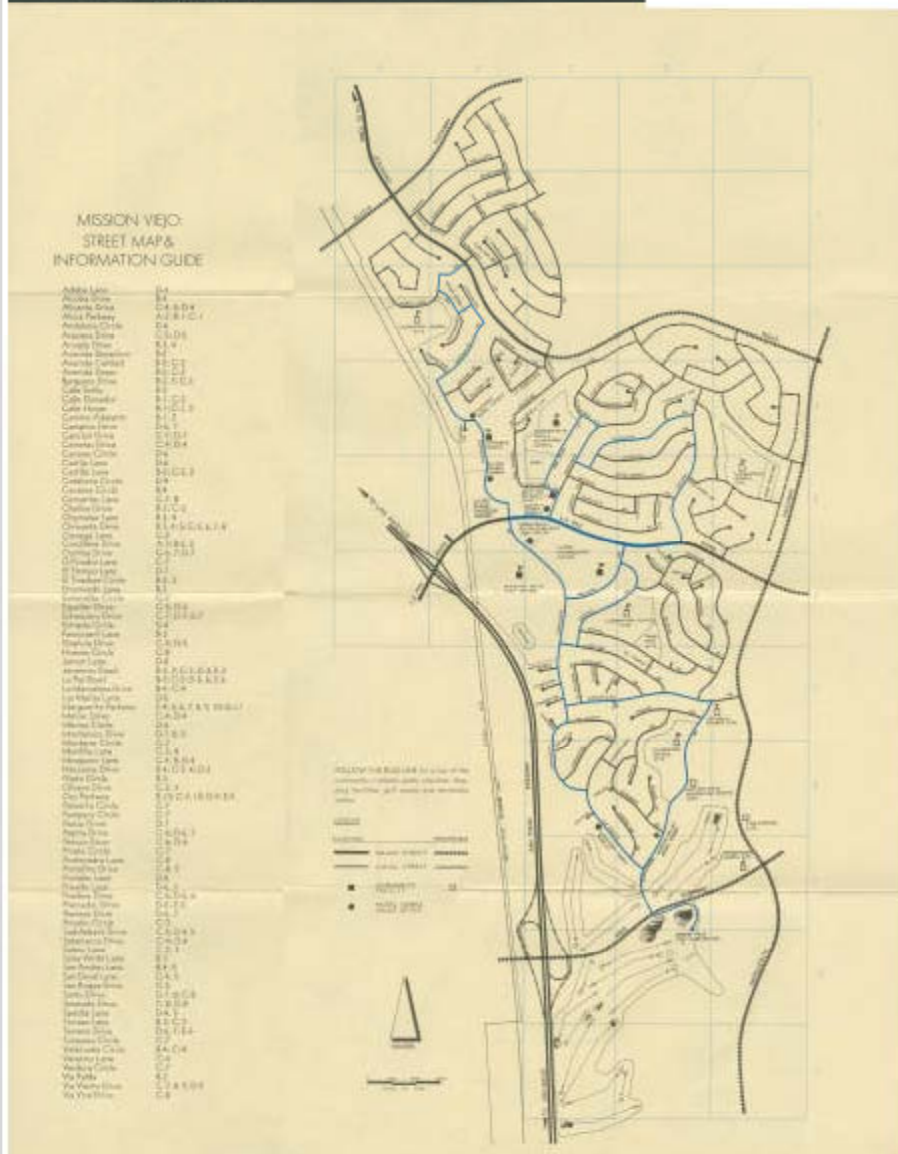
TO CHILDREN, WITH LOVE - Out... out and away... playing in their delight over green patch hills. Caring or playing an unending learning walk. Active reading of words that... important study of busy ant patterns. Margarita Park of Mission Viejo... wide, clean and unspoiled. Margarita Park... one of the many reasons you see every color in the cheeks of Mission Viejo children. And every smile in their eyes.



FOR HUNTERS OF THE WILD GOLF - The words "Championship course" were never better applied than to the 18-hole Mission Viejo golf course. Cleverly designed by the famed Robert Trent Jones, each hole is a challenge indeed. After the battle is over, compare yours to the world's Mission Viejo Golf Club. (Notice the red flag next to typical of public buildings in the charming community of Early Spanish America.)

camjl_097

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- 097_PAGE03



View:

[previous page](#) : [next page](#)

camjl_097

- 097_PAGE01
- 097_PAGE02
- 097_PAGE03

Identifier [R]	camjl_097
Title [R]	Mission Viejo street map and information guide.
Creator [R]	Mission Viejo Company
Date Published [R]	[196-?]
Subject (Topic) [R (2)]	Planned communities--California--Mission Viejo Maps--California--Mission Viejo Streets--California--Mission Viejo Advertisements--California--Mission Viejo Children & adults--California--Mission Viejo Children flying kites Neighborhoods--California--Mission Viejo Architecture--California--Mission Viejo
Type [R]	image
Form/Genre [R (1)]	Maps
Physical Description [R]	2 maps on 1 sheet ; 55 x 43 cm. folded to 22 x 14 cm.
Institution [R]	Mission Viejo Library
Collection Identifier [R]	http://ark.cdlib.org/ark:/13030/kt2x0nc5xg
Country of Creation [R]	us
Copyright Status [R]	public domain
Copyright Statement [R]	Material in the public domain. No restrictions on use.
Subject (Name) [MA]	Mission Viejo Company Mission Viejo Country Club
Subject (Place) [MA]	Mission Viejo (Calif.) Mission Viejo (Calif.)--Maps Marguerite Park (Mission Viejo, Calif.) La Paz Plaza (Mission Viejo, Calif.)
Language [MA]	eng
Item/Call Number [MA]	M.V. - Maps
Description [P]	Street and information guide for early Mission Viejo. One side of document shows a rough map of Mission Viejo, giving the location of all the streets as well as sites of churches, schools, fire stations, recreational facilities, golf course, shopping facilities, parks, and locations of the model homes for various housing developments. A location key is included for each street. The guide also includes seven photographs from around the community and a general map of Mission Viejo's location in relation to local freeway systems. The seven photographs depict: a Mission Viejo sign at one of the community entrances, La Paz Shopping Plaza, five children sitting and standing on some steps, La Paz Road with Saddleback Peak of the Santa Ana Mountains in the background, a street of houses, Marguerite Park with people flying kites and the Mission Viejo Golf Club. Descriptions of shopping facilities, schools, housing developments, and local recreation options are also included.
Title (Alternative) [P]	Street map and information guide.

► **Mission Viejo street map and information guide.**



Click image to zoom

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Title:

Mission Viejo street map and information guide.

Creator:

Mission Viejo Company

Subject:

Planned communities--California--Mission Viejo
Maps--California--Mission Viejo
Streets--California--Mission Viejo
Advertisements--California--Mission Viejo
Children & adults--California--Mission Viejo
Children flying kites
Neighborhoods--California--Mission Viejo
Architecture--California--Mission Viejo
Mission Viejo Company
Mission Viejo Country Club

Description:

Street and information guide for early Mission Viejo. One side of document shows a rough map of Mission Viejo, giving the location of all the streets as well as sites of churches, schools, fire stations, recreational facilities, golf course, shopping facilities, parks, and locations of the model homes for various housing developments. A location key is included for each street. The guide also includes seven photographs from around the community and a general map of Mission Viejo's location in relation to local freeway systems. The seven photographs depict: a Mission Viejo sign at one of the community entrances, La Paz Shopping Plaza, five children sitting and standing on some steps, La Paz Road with Saddleback Peak of the Santa Ana Mountains in the background, a street of houses, Marguerite Park with people flying kites and the Mission Viejo Golf Club. Descriptions of shopping facilities, schools, housing developments, and local recreation options are also included.

Publisher:

Mission Viejo Library

Date:

[196-?]

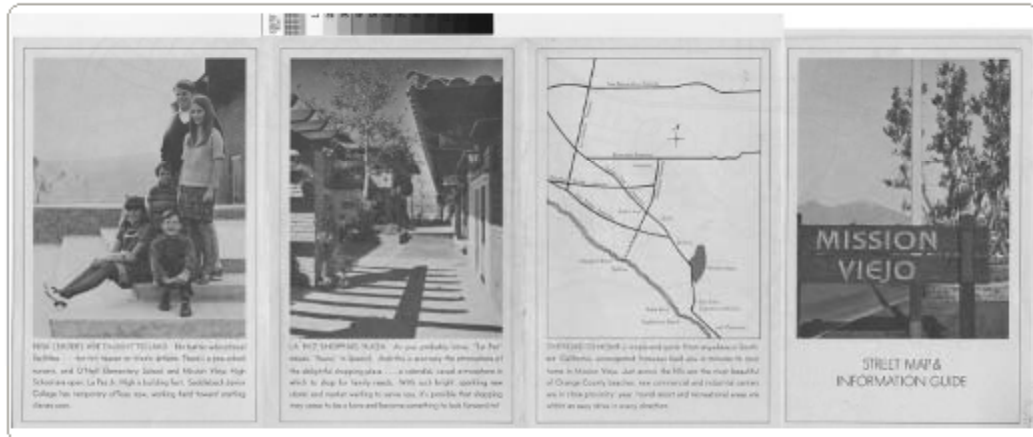
Type:

▼ Mission Viejo street map and information guide.
▶ 097_PAGE01



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[image with details](#)

Title:

097_PAGE01

From:

Mission Viejo street map and information guide.

Collection:

Mission Viejo Heritage Committee Planned Community Collection

Contributing Institution:

Mission Viejo City Library

[search](#)

▼ [Mission Viejo street map and information guide.](#)
▶ [097_PAGE02](#)



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[image with details](#)

Title:

097_PAGE02

From:

[Mission Viejo street map and information guide.](#)

Collection:

[Mission Viejo Heritage Committee Planned Community Collection](#)

Contributing Institution:

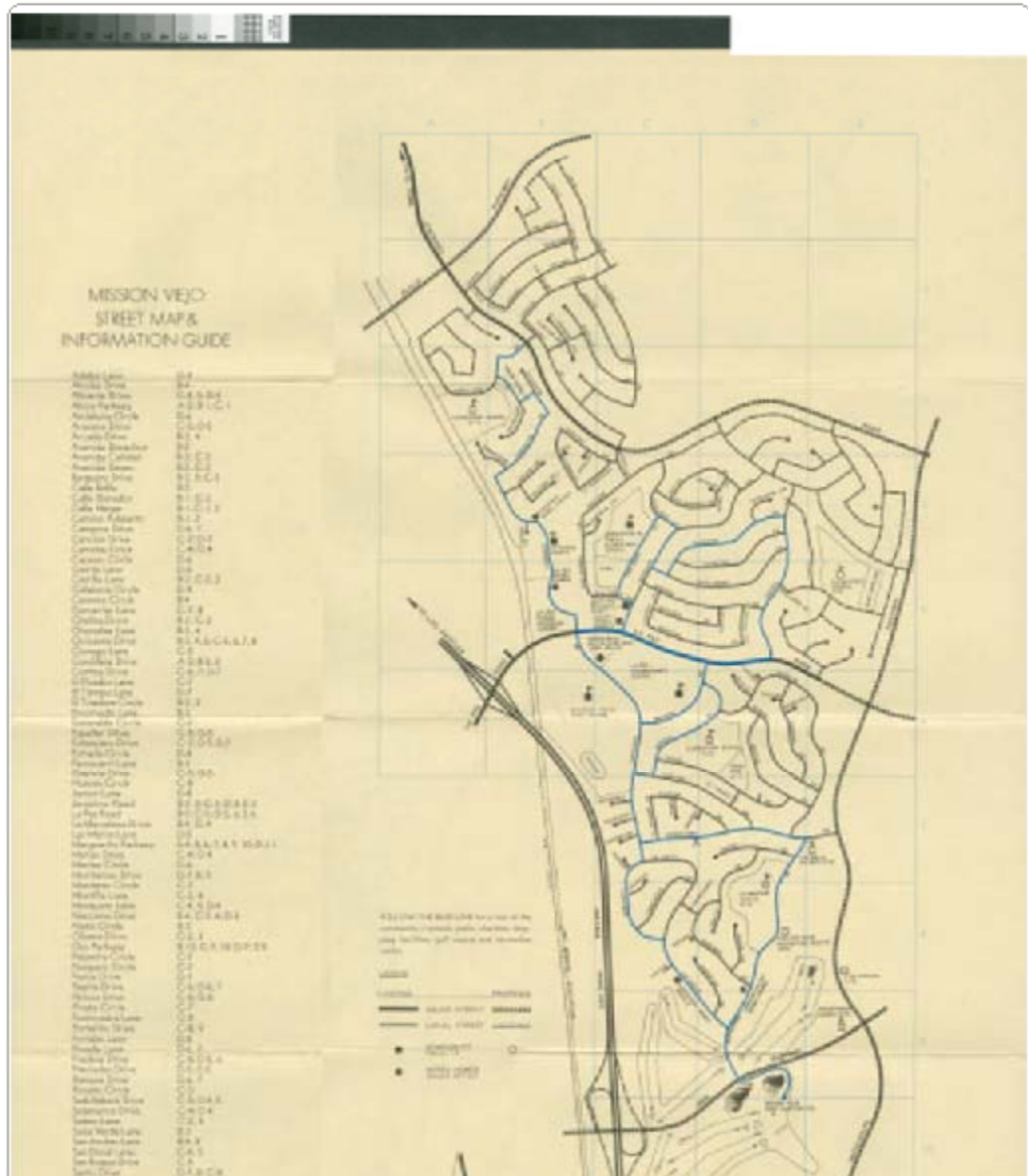
[Mission Viejo City Library](#)

▼ Mission Viejo street map and information guide.
▶ 097_PAGE03



Click image to zoom

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Dublin Core

Dublin Core

- CONTENTdm supports Dublin Core metadata
- What it **is**:
 - Data field/structure standard
 - 15 simple elements (Title, Creator, Date, Description, etc.); multiple qualifiers
 - Can be used to describe anything (very generic)
 - Focus on discovery metadata. Not great for rights or technical metadata
 - Encoding format (Dublin Core RDF/XML)
- What it **isn't**:
 - Cataloging guidelines
 - Recommend that you use a content standard (AACR2, DACS, etc.) if possible – otherwise, be consistent in your cataloging

Summary Refinement and Scheme Table

This summary of the element refinements and schemes is provided for the convenience of users. Terms in this summary may have the status of "recommended" or "conforming." The reference definitions and status indications may be found in [DCMI Terms](#). Click on the term to go directly to the reference definition for that term.

DCMES Element	Element Refinement(s)	Element Encoding Scheme(s)
Title	Alternative	-
Creator	-	-
Subject	-	LCSH MeSH DDC LCC UDC
Description	Table Of Contents Abstract	-
Publisher	-	-
Contributor	-	-
Date	Created Valid Available Issued Modified Date Accepted Date Copyrighted Date Submitted	DCMI Period W3C-DTF
Type	-	DCMI Type Vocabulary
Format	-	IMT
	Extent	-
	Medium	-
Identifier	-	URI
	Bibliographic Citation	-

Current collection: LHDRP Collection Template

See LHDRP Handbook, Appendix E

Metadata fields

View and configure collection and administrative fields.

Collection field properties

View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After index the collection to update changes.

	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field
1	Identifier	Identifier	Text	No	Yes	No	Yes	No	<input type="button" value="move to"/> ▾	edit delete
2	Title	Title	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
3	Creator	Creator	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
4	Date Created	Date-Created	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
5	Date Published	Date-Issued	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
6	Description	Description	Text	Yes	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
7	Type	Type	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	edit delete
8	Physical Description	Format	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
9	Institution	Publisher	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
10	Collection Guide	Relation-Is Part Of	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
11	Project Note	None	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	edit delete
12	Country of Creation	None	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
13	Copyright Status	Rights	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	edit delete
14	Copyright Statement	Rights	Text	Yes	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete
15	Copyright Hldr	Rights	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	edit delete

Workflow

Workflow

1. Start recording metadata now in the Metadata Worksheet

lhdrp_handbook_appendix_f[1].xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Font: Arial, 10, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Top, Bottom, Middle, Justify, Indent, Decrease Indent, Increase Indent

Number: General, Currency (\$), Percentage (%), Decimals (0, .00, .0)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: Sort & Filter, Find & Select

A	B	C	D	E
Identifier	Title	Creator	Date Created	Date Publish
abc_123	Photograph of Amanda Preuss on cross-country road trip	Unknown	1911 January 14	
abc_101	Photographic postcard of P. Simoni & Sons General Merchandise store and gas station	McMenamins Foto Co.	1915	
abc_103	Map of Sacramento : principal automobile routes through City of Sacramento, [ca. 1922] / copyrighted by the California State Automobile Association	California State Automobile Association		1964

See LHDRP Handbook,
Appendix F

	A	B	C	D	E	
1	Identifier	Title	Creator	Date Created	Date Published	Desc
2						
3						
4						
5						
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Workflow

1. Start recording metadata now in the Metadata Worksheet
2. Once you've received your initial images from Luna, begin loading the images (and Metadata Worksheet) into CONTENTdm client
3. Continue cataloging through 2012
4. In ca. May 2012, the CDL runs an export from CONTENTdm ("CONTENTdm Standard XML" flavor)
5. CDL transforms the export into Metadata and Encoding Transmission Standard (METS) files (using freebie tool at <http://sourceforge.net/projects/seventrain>)
6. CDL loads the final digital objects into access/preservation repositories; publishes in OAC and Calisphere
7. Continue using CONTENTdm (via Califa's service) and/or run an export incorporate into your local system

What You'll Need to Get Started

What You'll Need to Get Started

1. *LHDRP Handbook, Appendix D: CONTENTdm data entry guidelines (gory details!)*
2. *LHDRP Handbook, Appendix F: Metadata Worksheet (use now)*
3. *CONTENTdm client (use later)*

Appendix E. CONTENTdm Field Requirements: Data Entry Guidelines

The following table is keyed to particular fields in your CONTENTdm Acquisition Station Media Editor/Project Spreadsheet. It provides the following types of specifications for particular types of data that should be entered in those fields:

- A description of the field, and guidelines for data entry. The following abbreviations are used when referring to content standards:
 - AACR2: *Anglo-American Cataloging Rules*, 2nd ed. revised
<<http://www.aacr2.org/access.html>>
 - DACS: *Describing Archives: A Content Standard*
<<http://www.archivists.org/catalog/pubDetail.asp?objectID=1279>>
 - GM: *Graphic Materials: Rules for Describing Original Items and Historical Collections*
<<http://www.loc.gov/rr/print/gm/GraMatWP8.pdf> and
<http://www.itsmarc.com/crs/grph0199.htm>>
 - CCO: *Cataloging Cultural Objects: A Guide to Describing Cultural Works and Their Images* <<http://www.vraweb.org/ccoweb/index.html>>
- **Status:** Indicates whether the data must be provided, or does not need to be provided in some cases. The following nomenclature is used:
 - **Required:** *Always provide this data.* Do not leave this field blank.
 - **Mandatory if applicable:** Provide this data only if you maintain this information or if it is available. Otherwise leave the field blank.
 - **Preferred:** It is not absolutely necessary to provide this data, but we prefer that you provide it in order to facilitate access to your objects.
- **Repeatable?:** Indicates whether or not you may provide multiple, additional data values in the same field or not. Use semicolons to separate multiple data values in fields designated as "Repeatable".
- **Examples:** Data entry examples.

Note that these data entry guidelines assume that you are familiar with using your CONTENTdm Acquisition Station to create metadata. For general instructions, refer to your CONTENTdm training materials. For specific instructions on use of controlled vocabulary fields in your Acquisition Station (e.g., administering the controlled vocabulary, adding headings, etc.), refer to Exercises 3 "Import Files" (see section pertaining "Add Metadata") and 5, "Administering the controlled vocabulary" in your CONTENTdm training materials.

Identifier

The unique root identifier for the digital object, supplied in your *Scanning Inventory/Packing Slip* (which you will generate for each shipment of objects to Northern Micrographics; see **Section 4.2.3**). The following three elements comprise the identifier:

Appendix E. CONTENTdm Field Requirements: Data Entry Guidelines

The following table is keyed to particular fields in your CONTENTdm Acquisition Station Media Editor/Project Spreadsheet. It provides the following types of specifications for particular types of data that should be entered in those fields:

- A description of the field, and guidelines for data entry. The following abbreviations are used when referring to content standards:
 - AACR2: *Anglo-American Cataloging Rules*, 2nd ed. revised
<<http://www.aacr2.org/access.html>>
 - DACS: *Describing Archives: A Content Standard*
<<http://www.archivists.org/catalog/pubDetail.asp?objectID=1279>>
 - GM: *Graphic Materials: Rules for Describing Original Items and Historical Collections*
<<http://www.loc.gov/rr/print/gm/GraMatWP8.pdf> and
<<http://www.itsmarc.com/crs/grph0199.htm>>
 - CO: *Cataloging Cultural Objects: A Guide to Describing Cultural Works and Their Images* <<http://www.vraweb.org/ccoweb/index.html>>
- **St** indicates whether the data must be provided, or does not need to be provided in some cases. The nomenclature is used:
 - Required:** Always provide this data. Do not leave this field blank.
 - Optional if applicable:** Provide this data only if you maintain this information or if it is applicable. Otherwise leave the field blank.
 - Preferred:** It is not absolutely necessary to provide this data, but we prefer that you provide it to facilitate access to your objects.
- **Repeatability** indicates whether or not you may provide multiple, additional data values in the same field. Colons separate multiple data values in fields designated as "Repeatable".

- Indicates which content or value standard to use for data values
- Also provides a redux version of cataloging rules

g your CONTENTdm Acquisition Station Media Editor/Project Spreadsheet. For more information, see the CONTENTdm training materials. For information on how to use the Acquisition Station (e.g., administering the "Import Files" (see section pertaining to "Import Files" in the CONTENTdm training materials).

Inventory/Packing Slip (which is described in Section 4.2.3). The following

three elements comprise the identifier:

Appendix E. CONTENTdm Field Requirements: Data Entry Guidelines

The following table is keyed to particular fields in your CONTENTdm Acquisition Station Media Editor/Project Spreadsheet. It provides the following types of specifications for particular types of data that should be entered in those fields:

- A description of the field, and guidelines for data entry. The following abbreviations are used when referring to content standards:
 - AACR2: *Anglo-American Cataloging Rules*, 2nd ed. revised
<<http://www.aacr2.org/access.html>>
 - DACS: *Describing Archives: A Content Standard*
<<http://www.archivists.org/catalog/pubDetail.asp?objectID=1279>>
 - GM: *Graphic Materials: Rules for Describing Original Items and Historical Collections*
<<http://www.loc.gov/rr/print/gm/GraMatWP8.pdf> and
<http://www.itsmarc.com/crs/grph0199.htm>>
 - CCO: *Cataloging Cultural Objects: A Guide to Describing Cultural Works and Their Images* <<http://www.vraweb.org/ccoweb/index.html>>
- **Status:** Indicates whether the data must be provided, or does not need to be provided in some cases. The following nomenclature is used:
 - **Required:** Always provide this data. Do not leave this field blank.
 - **Mandatory if applicable:** Provide this data only if you maintain this information or if it is available. Otherwise leave the field blank.
 - **Preferred:** It is not absolutely necessary to provide this data, but we prefer that you provide it in order to facilitate access to your objects.
- **Repeatable?** Indicates whether or not you may provide multiple, additional data values in the same field. Use semicolons to separate multiple data values in fields designated as "Repeatable".
- Data entry examples.

Note: Every guideline assumes that you are familiar with using your CONTENTdm Acquisition Station. For more information, see the CONTENTdm training materials. For information on using the Acquisition Station (e.g., administering "Import Files" (see section pertaining to "Import Files" in your CONTENTdm training materials).

Indicates if data values are **required** (10 total – 5 of which are “constant”), **mandatory**, or **preferred**

ing Inventory/Packing Slip (which includes the following information; see **Section 4.2.3**). The following

Appendix E. CONTENTdm Field Requirements: Data Entry Guidelines

The following table is keyed to particular fields in your CONTENTdm Acquisition Station Media Editor/Project Spreadsheet. It provides the following types of specifications for particular types of data that should be entered in those fields:

- A description referring to abbreviations are used when
 -
 -
 - *Historical Collections*
 - *Original Works and Their*
- **Status:** Indicates whether the data must be provided, or does not need to be provided in some cases. The following structure is used:
 - **Required:** Always provide this data. Do not leave this field blank.
 - **Mandatory if applicable:** Provide this data only if you maintain this information or if it is applicable. Otherwise leave the field blank.
 - **Preferred:** It is not absolutely necessary to provide this data, but we prefer that you provide it in order to facilitate access to your objects.
- **Repeatable?:** Indicates whether or not you may provide multiple, additional data values in the same field or not. Use semicolons to separate multiple data values in fields designated as "Repeatable".
- **Examples:** Data entry examples.

Indicates if multiple data values can be included in a given field

Note that these data entry guidelines assume that you are familiar with using your CONTENTdm Acquisition Station to create metadata. For general instructions, refer to your CONTENTdm training materials. For specific instructions on use of controlled vocabulary fields in your Acquisition Station (e.g., administering the controlled vocabulary, adding headings, etc.), refer to Exercises 3 "Import Files" (see section pertaining "Add Metadata") and 5, "Administering the controlled vocabulary" in your CONTENTdm training materials.

Identifier

The unique root identifier for the digital object, supplied in your *Scanning Inventory/Packing Slip* (which you will generate for each shipment of objects to Northern Micrographics; see **Section 4.2.3**). The following three elements comprise the identifier:

Title

A succinct identifying name for the resource.

- Transcribe the formal title of the resource or supply a title, if necessary. Refer to one of the following content standards, if possible, for guidance on data entry:
 - AACR2, Chapter 1.1
 - DACS, Chapter 2.3
 - GM, Chapter 1.0 <<http://www.itsmarc.com/crs/grph0011.htm>>
 - CCO, Chapter 1.2.2 <<http://www.vraweb.org/CCOweb/B-Chap1-Object%20Naming-28Feb05.pdf>>
- If your institution does not currently utilize a content standard, then follow these general guidelines:
 - If the resource has a formal title, transcribe it exactly as it appears.
 - If you need to supply a title:
 - For a simple digital object, all titles should typically contain at least the following two elements: a name (e.g., name of the individual or the organization primarily responsible for the creation of the original resource); and a characterization of the nature of the resource (e.g., a form/genre term such as "photograph", "diary", etc.). Optionally, include as a third element a characterization of the primary topic represented in or by the resource.
 - For compound digital objects where you are describing components at more than one level, for example, a scrapbook and individual photographs within that scrapbook: the supplied title for the compound object as a whole (the scrapbook) should follow the rules for a simple digital object. For example, "Mary Jane Smith high school scrapbook".
 - For individual components (the photographs) within the compound object, supply a succinct label only to facilitate viewing/navigation of the object (for example, "page 1", "page 2", etc.; or "photo 1", "photo 2", etc.).

Status: **Required**

Repeatable?: No

Examples:

Formal titles

- Two dancers on a stage / Frasher Foto [*Note: transcribed according to AACR2*]
- The Rocky Mountains, emigrants crossing the plains [graphic] / F.F. Palmer, del. [*Note: transcribed according to AACR2*]

Supplied titles

- [Phoenix] / Ben Shahn [*Note: supplied according to AACR2*]
- Jane Doe photograph of Orange Theater [*Note: supplied according to DACS*]

Recommendations

Recommendations

- Don't include line breaks, list formatting, text formatting (bold, underline, italics, subscripts, etc.)
 - Not well-supported in Dublin Core encodings
 - Your metadata may be re-used in different contexts, and won't always look the same
- Replace special characters (smart quotes, diacritics, non-Latin characters, symbols, super- and subscripts, fraction signs)
 - Use simple text equivalents

San José = San Jose

"Smart quotes" = "Simple quotes"

- Or use UTF-8 or UTF-16 character references (see *LHDRP Handbook, Appendix E*)

Recommendations

- Streamline cataloging: capture information early and often (e.g., record copyright status when selecting objects) – use the Metadata Worksheet!
- Good descriptive metadata records can be lean — “good enough” is OK!
- Treat aggregations of similar stuff (files, related slides/photos, etc.) as compound objects
- Benchmarks: average time creating metadata, per object – last year’s responses: <1 hour (75%), >1-5 hours (25%)
- Document your local practice to ensure some encoding consistency
- Think about re-use outside of your institution’s context

Additional Resources

- **Baca, Murtha, ed.** *Introduction to Metadata*
<[http://www.getty.edu/research/conducting_research/standards/intrometa
data/](http://www.getty.edu/research/conducting_research/standards/intrometadata/)>
- **Dublin Core Metadata Initiative.** *Using Dublin Core*
<<http://dublincore.org/documents/usageguide/>>
- **OCLC.** *Best Practices for CONTENTdm and other OAI-PMH Compliant Repositories* <http://www.oclc.org/gateway/support/best_practices.pdf >