

CONTENTdm Cookbook

Recipes for metadata entry for UofL Digital Initiatives

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Date	Changes Made
2012-05-04	Updated example for Citation Information field based on changes in version 6. Updated instructions for Collection Website field. Updated examples for Ordering Information field. Updated URLs for browse lists.
2011-03-21	Updated URLs for controlled vocabulary lists. Removed [broken] URL for CDP Dublin Core Best Practices. Added URL for CONTENTdm Metadata Working Group Best Practices for Creating Shareable Metadata
2010-03-25	Updated URL for Library of Congress Thesaurus for Graphic Materials (TGM).
2009-12-14	Modified directions for linking to controlled vocabularies in accordance with changes in 5.1. Added section to the template for field nickname. Removed recommendation for bracketing Titles to indicate those supplied by cataloger; added recommendation to note "Title supplied by cataloger" in Description. Modified Ordering Information to allow for a Rights statement that does not permit ordering.

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Introduction

This document is intended as a guide to data entry and descriptive cataloging for University of Louisville (UofL) digital projects using CONTENTdm software. It will be updated as modifications in the software and/or metadata schema necessitate.

CONTENTdm's metadata is based on the Dublin Core Metadata Schema. A UofL Metadata Working Group drafted initial guidelines based on The Collaborative Digitization Program (CDP)'s *Dublin Core Metadata Best Practices*, which was further refined by the CONTENTdm Metadata Working Group's *Best Practices for CONTENTdm and other OAI-PMH compliant repositories creating shareable metadata* (http://www.oclc.org/gateway/support/best_practices.pdf).

As we began to work with CONTENTdm, we felt it necessary to adjust CDP's recommendations to accommodate the capabilities, limitations, and additional field properties presented by the software. We also modified some of the field labels to make more sense to the end-user, and put the fields in an order that highlighted the descriptive metadata at the top of the record and relegated the more administrative and technical information at the bottom. This order is reflected in the order of this document. Dublin Core qualifiers are interspersed with the elements they qualify, but are only to be used as applicable.

Each field includes the following information:

#. Field Name [the UofL preferred order and label for the field]

[A statement about whether the field is mandatory, mandatory if applicable, recommended, or optional.]

Repeatable:	[Information about whether or not you can have more than one value in the field, and if so, how to go about entering multiple values.]
Field Name:	[Our preferred label for the name in CONTENTdm Field Properties. Type this term into the text box.]
Dublin Core (DC) Mapping:	[Select this term from the pull-down menu in the CONTENTdm Field Properties.]
Search:	[Select either "Yes" or "No" from the pull-down menu in CONTENTdm Field Properties. Searchable fields will appear as hypertext in the CONTENTdm display.]
Hide:	[Select either "Yes" or "No" from the pull-down menu in CONTENTdm Field Properties. Hidden fields will not appear in the CONTENTdm record.]
Vocab:	[Select the "Yes" radio button to link to a controlled vocabulary, and then choose either to create a new controlled vocabulary (use one of the nine pre-loaded thesauri; use the contents of the field; or import a file from the server) or use a controlled vocabulary from another field or collection.]
Definition:	[A combination of Dublin Core's official definition with CDP and UofL modifications as appropriate. Please note that the terms "resource," "object," "item," and "image" have been used interchangeably.]
Usage:	[Tips for entering data into this field.]
Examples:	[Sample data that would be acceptable in this field.]
Template:	[Advice about whether or not this field would be better suited to one-time entry using the Metadata Template in the CONTENTdm Project Client.]
Nickname:	[CONTENTdm field nickname, the consistent application of which will enable cross-collection querying.]

1. Title

This is a mandatory field. Every record must have a title.

Repeatable: Yes, if a qualifier is used.

Create a separate field mapped to **Title.alternative** to enter a subtitle, translated title, or other alternate form of a title.

Field Name: Title

Dublin Core

(DC) Mapping:

Search: Yes

Hide: No

Vocab: No

Definition: The name given to the resource by the creator or publisher; may also be an identifying phrase or name of the object supplied by the contributing institution.

Usage: Transcribe the title from the resource itself, if available.

If not available, supply a title. Add the line "Title supplied by cataloger" to the end of the Description field if only some of the titles in the collection have been supplied. When every title in a collection is supplied, a note to that effect on the "About the Collection" page will suffice.

- When possible, use the order Who, What, Where, When.
- If some of those elements are known and others are speculative, include the most certain in the Title field and mention the least certain in **Description**.
- Avoid generic descriptions such as "Papers" or "View of..." at the beginning of titles.
- Use the full form of words, at least the first time they are referenced, rather than abbreviations such as St. for Street, ca. for circa, Ky. for Kentucky, etc.

End the title with a period(.).

Capitalize only the initial first letter and proper names.

Remove leading articles (e.g. A, An, The).

Examples: Autumn in Jacob Park, Louisville, Ky.

Frankie McCoy and Joan Robertson, 1946.

Brood mares and colts, Woodburne farm.

Template: No

Nickname: title

1a. Alternative Title

This field is optional.

Repeatable: Yes.

Create a separate field mapped to **Title.alternative** to enter an additional subtitle, translated title, or other alternate form of a title.

Field Name: Alternative Title [or Subtitle, Translated Title, etc. as appropriate]

Dublin Core (DC) Mapping: Title.alternative

Search: Yes

Hide: No

Vocab: No

Definition: Any form of the title used as a substitute or alternative to the formal title of the resource.

Usage: Use for subtitles, titles translated into English, titles with ampersands and numerals spelled out, etc.

Capitalize only the initial first letter and proper names.

Remove leading articles (e.g. A, An, The).

Examples: The achievements of the ingenious gentleman, Don Quixote de la Mancha.

Me and Bobby McGee.

One thousand and one Arabian nights.

Template: No

Nickname: altern

2. Creator

This field is mandatory if available. It should be used whenever name(s) associated with the creation of the resource are known. If no names are known, leave the field blank.

Repeatable: Yes. Enter each creator in the same field, separated by a semicolon and a space.

Field Name: Creator

Dublin Core (DC) Mapping: Creator

Search: Yes

Hide: No

Vocab: Yes (Choose "Use a controlled vocabulary from another field or collection" and select "People")

Definition: An entity primarily responsible for creating the intellectual content of the resource, such as authors of written documents; artists; photographers; collectors of natural specimens or artifacts; etc.

Usage: Do not use "Unknown"--just leave the field blank.

Use the correct form of the name when available in Library of Congress Authorities (<http://authorities.loc.gov>) or UofL's Voyager cataloging client. Visual Resources Center will use Getty's Union List of Artist Names (see **Appendix 2** for this and other exceptions specific to the VRC).

If an authoritative version of a name is not available, create one:

- Invert personal names (as much as is known of Last name, First name, Middle name or initial, Birth and/or death date(s)).
- Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown). Otherwise, these alternate forms of names (such as "Buddy" Jones; Reverend Murrell; Dr. Reed) may be used in the **Description** field but not as the authoritative version in this or the **People Pictured OR People Discussed** or **Contributor** fields.
- Enter corporate names in full, direct form.
- Add these new names, plus those you have researched in the established authority files, to the shared controlled vocabulary file "People."

The function of a creator may be included in parentheses after the name. Use the Relator Terms (<http://lcweb2.loc.gov/cocoon/loc/terms/relators/dc-relators.html>).

Examples: Webb, Todd (photographer)
Thomas, Jean, 1881-1982 (collector)
Potter, R. G. (Richard Gilbert) (collector)

Template: Yes. If the same creator was responsible for the entire collection, use the Template Creator to input the data once for all records.

Nickname: creato

3. Contributor

This field is optional.

Repeatable: Yes. Enter each contributor in the same field, separated by a semicolon and a space.

Field Name: Contributor

Dublin Core (DC) Mapping: Contributor

Search: Yes

Hide: No

Vocab: Yes (Choose "Use a controlled vocabulary from another field or collection")

Definition: The person(s) or organization(s) that made significant intellectual contributions to the resource but whose contribution is secondary to any entity already specified in a **Creator** element.

Usage: Use for photographic studios (the photographer would be considered the Creator).

Do not use "Unknown"--just leave the field blank.

Use the correct form of the name when available in Library of Congress Authorities (<http://authorities.loc.gov>) or UofL's Voyager cataloging client.

If an authoritative version of a name is not available, create one:

- Invert personal names (as much as is known of Last name, First name, Middle name or initial, Birth and/or death date(s)).
- Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown). Otherwise, these alternate forms of names (such as "Buddy" Jones; Reverend Murrell; Dr. Reed) may be used in the **Description** field but not as the authoritative version in this or the **Creator** or **People Pictured OR People Discussed** fields.
- Enter corporate names in full, direct form.
- Add these new names, plus those you have researched in the established authority files, to the shared controlled vocabulary file "People."

The function of a contributor may be included in parentheses after the name. Use the Relator Terms (<http://lcweb2.loc.gov/cocoon/loc.terms/relators/dc-relators.html>).

Examples: Caufield & Shook, Inc.
Royal Photo Company
Standard Oil (New Jersey)

Template: Yes. If the same contributor was responsible for the entire collection, use the Template Creator to input the data once for all records.

Nickname: contri

4. Description

This is a mandatory field. Every record must include a description.

Repeatable: Yes, if a qualifier is used.

Create a separate field mapped to **Description.abstract** or **Description.tableOfContents** if such information is applicable.

Field Name: Description

Dublin Core (DC) Mapping: Description

Search: Yes

Hide: No

Vocab: No

Definition: An account of the content of the resource [providing background and specifics about it, comparable to what would appear on an exhibit label].

Usage: Enter a free-text account of the intellectual content of the resource and any specialized information not included in other elements.

Consider the audience, and the terminology they would likely use. Use the full form of words, at least the first time they are referenced, rather than abbreviations such as St. for Street, ca. for circa, Ky. for Kentucky, etc.

Consider including:

- 1) People depicted in the image or discussed in the audio, in the common usage (if different from the authority) form of their name; transcriptions of signs in the image; any history of objects or people in the resource; speculation about dates, events, or people related to the resource; points of interest; addresses of buildings depicted, etc.
 - a) The trees on the back of the stage suggest this may have been a Christmas concert.
 - b) The community was also known as Clifton Heights.
 - c) Male School is visible on the hill.
 - d) Sign in image reads: "Second Annual American Folk Song Festival."
- 2) Recto information note (any data on front of image or page). Note that "caption" implies something printed at the time of creation, while "handwritten," etc. imply something added later.
 - a) Caption on/accompanying image: ____.

- b) Handwritten on image: ____.
 - c) Photographer's reference number: ____.
 - d) Imprinted on image: ____.
 - e) Embossed on mount: ____.
 - f) Handwritten on mount/border: ____.
- 3) Verso information note (any data on back of image or page):
- a) Postmarked November 1, 1902 from Louisville, Ky.; one-cent stamp [for postcard].
 - b) Handwritten on verso: ____.
 - c) Stamped on verso: ____.
 - d) Addressed to: ____ [for postcard].
- 4) Accompanying material note:
- a) Note attached to image: ____.
- 5) Additional information note ("Note from UARC records: ____.")
- 6) Source of title or caption note ("Title supplied by cataloger"; "Caption taken from University of Louisville Photographic Archives records.")
- 7) See Also note ("See article on collection website for more information.")

Examples:

Simple bridge over a river with the top of a waterfall below the bridge. The river is lined with trees that hang over the water. Three figures are visible on the bridge. White Mills is on the Nolin River. Published by Hatfield Bros. & Owsley. Publisher's number 62893.

Blanche Preston Jones, descendant of Lady Elizabeth Calvert, plays Appalachian dulcimer alongside young boy and young girl in bonnet, who plays concertina. This performance takes place next to log cabin [probably the Traipsin' Woman Cabin near the Mayo Trail, Boyd County, Kentucky]. Their period dress indicates that they are participants in the annual American Folk Song Festival.

Template: No

Nickname: descri

4a. Abstract

This field is optional.

Repeatable: No

Field Name: Abstract

Dublin Core (DC) Mapping: Description.abstract

Search: Yes

Hide: No

Vocab: No

Definition: A summary of the content of the resource.

Usage: May be used to summarize oral history interviews or textual documents.

Examples: Inspired by William Butler Yeats and his theory that “A poet...never speaks directly as to someone at the breakfast table...” from “A General Introduction for My Work” this poetic thesis examines everyday occurrences in an often conversational tone. Devoid of overly descriptive or heavy language, it is an intentional deviation from the typical poetic dogma. These poems cover such events as death, cemeteries, the end and beginning of various relationships, coffee cups, and old houses. The common strand is not necessarily in theme but comes instead from voice and style. The power of this poetry is intended to come from the way in which things are said, not the words used to say them. Additionally, the reader should gain an almost immediate understanding of the work than need poetic interpretive skills to gain access to meaning.

Template: No

Nickname: abstra

4b. Table of Contents

This field is optional.

Repeatable: No

Field Name: Table of Contents

Dublin Core (DC) Mapping: Description.tableOfContents

Search: Yes

Hide: No

Vocab: No

Definition: A list of the subunits of the content of the resource.

Usage: May be used with oral history interviews or textual documents.

Examples: Childhood and early reminiscences...00:00:00 – 00:05:32
Involvement with Civil Rights Movement begins...00:05:33 – 00:12:49

Chapter 1: 1
Chapter 2: 14

Template: No

Nickname: table

5. Subject

This is a mandatory field. Every record must include subject(s).

Repeatable: Yes. Enter each subject in the same field, separated by a semicolon and a space.

See **People Pictured OR People Discussed** for personal names as subjects.

Field Name: Subject

Dublin Core (DC) Subject

Mapping: Search: Yes

Hide: No

Vocab: Yes. Set up field properties to link to Library of Congress Thesaurus for Graphic Materials I (LCTGM). Reference usage at <http://www.loc.gov/pictures/collection/tgm/>.

Definition: What the content of the resource is about or what it is, expressed by headings, keywords, phrases, names, or other terms for significant people, places, and events, etc.

Usage: Enter multiple subjects in order of importance. Separate each entry by a semicolon and a space. Please note: subject terms added using the CONTENTdm Project Client will automatically add a semicolon after each selected term; deleting the final semicolon will create a cleaner record, without the appearance of an unfinished thought.

In addition to LCTGM, use other established thesauri as needed, and refer to the list of terms already used at <http://digital.library.louisville.edu/cdm/subjects.a>.

Use specific or unique words as well as more general words.

Identify ethnic groups as appropriate (e.g., African Americans). Refer to LCSH for subject terms for ethnic groups.

Geographic subheadings may be applied on a case-by-case basis.

Corporate entities (e.g. Oneida Baptist Institute) and physical entities (e.g. Buckingham Palace) belong in this field rather than in **Location Depicted**, which should be reserved for geographic entities (Oneida (Ky.) and London (England) in the above examples). For corporate entities, the name of the corporation at the time of the artifact being described should be used.

Examples: Clay, Henry, 1777-1852--Homes & haunts--Kentucky—Lexington [geographic subheading deemed necessary]; Dwellings [general term]

Episcopal churches; St. James' Episcopal Church (Baltimore, Md.)

Stringed instruments; Banjos [general and specific terms, separated by semicolon and space]

Louisville and Nashville Railroad Company [name of corporation from 1850 – 1983]

Seaboard System Railroad [1983 – 1986]

CSX Corporation [1986 – 1990]

CSX Transportation (Firm) [since 1990]

Template: No

Nickname: subjec

6. People Pictured OR People Discussed OR People Named

This field is mandatory if available. If individuals are not pictured/discussed or named, leave the field blank.

Repeatable: Yes. Enter each name in the same field, separated by a semicolon and a space. See **Subject** for subjects that are not personal names.

Field Name: People Pictured OR People Discussed OR People Named

Dublin Core (DC) Mapping: Subject

Search: Yes

Hide: No

Vocab: Yes (Choose "Use a controlled vocabulary from another field or collection" and select "People")

Definition: Names of people pictured (for images) or discussed (for audio) in the resource.

Usage: Separate multiple entries by a semicolon and a space.

Do not use "Unknown"--just leave the field blank.

Use the correct form of the name when available in Library of Congress Authorities (<http://authorities.loc.gov>) or UofL's Voyager cataloging client. Refer to the list of names already used at <http://digital.library.louisville.edu/cdm/peopleaa>.

If an authoritative version of a name is not available, create one:

- Invert personal names (as much as is known of Last name, First name, Middle name or initial, Date(s)).
- Enter corporate names in full, direct form.
- Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown). Otherwise, these alternate forms of names (such as "Buddy" Jones; Reverend Murrell; Dr. Reed) may be used in the **Description** field but not as the authoritative version in this or the **Creator** or **Contributor** fields.
- Add these new names, plus those you have researched in the established authority files, to the shared controlled vocabulary file "People."

Examples: Thomas, Jean, 1881-1982

Wodehouse, Mr.

Template: No

Nickname: people

7. Location Depicted

This field is mandatory if available. If the location is not known and cannot be estimated, leave it blank.

Repeatable: Yes. Enter each place name in the same field, separated by a semicolon and a space.

You may also create a separate field mapped to **Coverage.spatial** or **Coverage.temporal** if such information is applicable.

Field Name: Location Depicted

Dublin Core (DC) Mapping: Coverage.spatial

Search: Yes

Hide: No

Vocab: Yes (Choose "Use a controlled vocabulary from another field or collection" and select "Places")

Definition: The spatial characteristics of the intellectual content of the resource (more general than the content of the item).

Usage: Use for geographical headings more general than the content of the item, e.g. to name of the political and physical/spatial settings of the content of the resource (e.g. street, neighborhood, city, county, state, country), as well as any geographic features (lakes, mountains, rivers, etc.) seen in the image. Entities such as named buildings and institutions belong in the **Subject** field rather than here.

Use the correct form of the place name when available in Library of Congress Authorities (<http://authorities.loc.gov>) or UofL's Voyager cataloging client. Refer to the lists of locations already used at <http://digital.library.louisville.edu/cdm/browsestreets>, <http://digital.library.louisville.edu/cdm/browseneighborhood>, and <http://digital.library.louisville.edu/cdm/browseky>.

If an authoritative version of a name is not available, create an AACR2-compliant heading:

- Street (City, St.)
- Neighborhood (City, St.)
- City (St.)
- [Name] County
- Add these new names to the shared "Places" file, interspersed in alphabetical order.

For renamed places, enter the new place name in this field. (The **Title** and/or **Description** should contain the name used when the photo was taken.)

Do not use "Unknown"--just leave the field blank.

Examples: Boyd County (Ky.)
Fayette County (Ky.); Lexington (Ky.)

Template: No

Nickname: Covera

7a. Time Period

This field is optional.

Repeatable: No

Field Name: Time Period

Dublin Core (DC) Mapping: Coverage.temporal

Search: Yes

Hide: No

Vocab: Yes (Choose the shared vocabulary)

Definition: The time period covered by the intellectual content of the resource.

Usage: If an authoritative version of an era is not available, create a DCMI Period-compliant heading (<http://dublincore.org/documents/dcmi-period/>):

- a name, normally defined in an enumeration such as a list of artistic, cultural, historical, archaeological, geological or cosmological eras or periods, a list of ruler's names, families or dynasties, etc.
- the limits of the interval, using either numeric or named values, the latter optionally including qualifiers such as start of, end of, middle of, etc.
- Add these new names to the shared "Time Period" file, interspersed in alphabetical order.

Do not use "Unknown"--just leave the field blank.

Examples: World War, 1939-1945

Neolithic period

Template: No

Nickname: covert

8. Date Original

This field is mandatory if available. If the date is not known and cannot be estimated, leave it blank.

Repeatable:	Yes, if a qualifier is used. Create a separate field mapped to Date.valid , Date.issued , or Date.modified as applicable.
Field Name:	Date Original
Dublin Core (DC) Mapping:	Date
Search:	No
Hide:	No
Vocab:	No
Definition:	Creation or modification dates for the original resource from which the digital object was derived or created.
Usage:	Follow W3C-DTF standard (ISO 8601) of YYYY-MM-DD. Use only as much of the date as is known. <ul style="list-style-type: none">• If only the month and year is known, use YYYY-MM.• If only the year is known, use YYYY. Use a question mark to show a date is approximate or a circa date. Use dashes to indicate uncertainty within a decade or a century. <ul style="list-style-type: none">• YYYY-?• YY--? Do not use "Unknown"--just leave the field blank. For a range of dates, put space-dash-space in between dates.
Examples:	1930-06-12 1942-06 1946 1904? 191-? 19--? 1946 – 1948
Template:	Yes. If all items in a collection were created on the same date, use the Template Creator to input the data once for all records.
Nickname:	date

8a. Valid Date

This field is optional.

Repeatable: No

Field Name: Valid Date

Dublin Core
(DC) Mapping: Date.valid

Search: No

Hide: No

Vocab: No

Definition: Date (often a range) of validity of a resource.

Usage: Use when access to a digital resource is of a limited duration (as in electronic course reserves) or embargoed (as for a chapter of a dissertation that will be published).

Follow W3C-DTF standard (ISO 8601) of YYYY-MM-DD.

Use only as much of the date as is known.

- If only the month and year is known, use YYYY-MM.
- If only the year is known, use YYYY.

Use a question mark to show a date is approximate or a circa date.

Use dashes to indicate uncertainty within a decade or a century.

- YYYY-?
- YY--?

Do not use "Unknown"--just leave the field blank.

For a range of dates, put space-dash-space in between dates.

Examples: 2006-08-21 – 2006-12-12

2007-01-01

Template: Yes. If all items in a collection have the same valid dates, use the Template Creator to input the data once for all records.

Nickname: N/a (don't yet have any in the system)

8b. Date Issued

This field is optional.

Repeatable: No

Field Name: Date Issued

Dublin Core
(DC) Mapping: Date.issued

Search: No

Hide: No

Vocab: No

Definition: Date of formal issuance (e.g., publication) of the resource.

Usage: This may be used for faculty collections.

Follow W3C-DTF standard (ISO 8601) of YYYY-MM-DD.

Use only as much of the date as is known.

- If only the month and year is known, use YYYY-MM.
- If only the year is known, use YYYY.

Use a question mark to show a date is approximate or a circa date.

Use dashes to indicate uncertainty within a decade or a century.

- YYYY-?
- YY--?

Do not use "Unknown"--just leave the field blank.

For a range of dates, put space-dash-space in between dates.

Examples: 2006-10-31

2006-10

2006

Template: Yes. If all items in a collection were issued on the same date, use the Template Creator to input the data once for all records.

Nickname: data

8c. Date Modified

This field is optional.

Repeatable: No

Field Name: Date Modified

Dublin Core
(DC) Mapping: Date.modified

Search: No

Hide: No

Vocab: No

Definition: Date on which the resource was changed.

Usage: This may be used to distinguish among versions of a resource when multiple versions have been made available.

Follow W3C-DTF standard (ISO 8601) of YYYY-MM-DD.

Use only as much of the date as is known.

- If only the month and year is known, use YYYY-MM.
- If only the year is known, use YYYY.

Use a question mark to show a date is approximate or a circa date.

Use dashes to indicate uncertainty within a decade or a century.

- YYYY-?
- YY--?

Do not use "Unknown"--just leave the field blank.

For a range of dates, put space-dash-space in between dates.

Examples: 2006-10-31
2006-10
2006

Template: No

Nickname: datb

9. Object Type

This field is optional.

Repeatable: Yes. Enter each type in the same field, separated by a semicolon and a space.

Field Name: Object Type

Dublin Core (DC) Mapping: Type

Search: Yes

Hide: No

Vocab: Yes (Choose "Use a controlled vocabulary from another field or collection" and select "ObjectType")

Definition: [The term used to describe the physical object.]

Usage: Use the Library of Congress *Thesaurus for Graphic Materials* vocabulary (<http://www.loc.gov/pictures/collection/tgm/>) for graphic materials, and the Getty Art & Architecture Thesaurus (http://www.getty.edu/research/conducting_research/vocabularies/aat/) for non-graphic materials (e.g. sound recordings, transcripts, etc.). Refer to the list of Object Types already in use at <http://digital.library.louisville.edu/cdm/browseobject>.

Add these new names to the shared "Object Type" file.

If an object is more than one type, enter each type in the same field, separated by a semicolon and a space.

Examples: Photographic prints

Postcards

Negatives

Template: Yes. If the same Object Type is represented in the entire collection, use the Template Creator to input the data once for all records.

Nickname: tupa

10. Source

This field is mandatory if applicable. It does not apply to born-digital materials.

Repeatable: No

Field Name: Source

Dublin Core
(DC) Mapping: Source

Search: No

Hide: No

Vocab: No

Definition: When applicable, use the Source element to cite any other resource from which the digital resource was derived, either in whole or in part.

Usage: A free-text account of the source of the original item, including physical format, collection name, and repository.

When available, include the dimensions of the original item. Preferred format for graphic materials is height x width, with the unit of measure in centimeters (denoted "cm."). However, since the size of some photographic materials is standardized in the trade in inches ("8 x 10 in.") or millimeters ("35 mm."), the standard size may be given in these cases.

If an earlier version of the resource (e.g. sheet music) had been published, cite original publisher here. Include ISBN or any other original information as appropriate.

- Clarify the nature of the relationship between two resources by using an initial phrase such as "Originally published as:" or "Original format:".

A born-digital resource derives from no pre-existing resource, so the Source element would not be used.

Examples: 3 x 5 in. color lithographic postcard. Item no. 008.025 in the Newton Owen Postcard Collection, University of Louisville Archives and Records Center.

8 x 10 in. b&w nitrate negative. Item no. 1979.33.0120 in the Jean Thomas, The Traipsin' Woman, Collection, University of Louisville Photographic Archives.

Template: Yes. Use the Template Creator to input the data once for all records (then go in and change Item no. for each record), or concatenate this field from the contents of other fields in a database to be imported into CONTENTdm.

Nickname: source

11. Citation Information

This field is mandatory.

Repeatable: No

Field Name: Citation Information

Dublin Core (DC) Mapping: None

Search: No

Hide: No

Vocab: No

Definition: A bibliographic reference for the resource. Recommended practice is to include sufficient bibliographic detail to identify the resource as unambiguously as possible, whether or not the citation is in a standard form.

Usage: Provides a place at the item level to assist users in citing materials in our Digital Collections. This can point to the About the Collection page or get more specific.

Examples: See <link to anchored text on About page> for guidance on citing this item. To cite the digital version, add its Reference URL (found by following the link in the header above the digital file).

Template: Yes. Use the Template Creator to input the data once for all records.

Nickname: citati

12. Collection

This field is mandatory if applicable.

Repeatable: Yes. When an object is part of more than one collection, use a Relation.isPartOf element for each.

Field Name: Collection

Dublin Core (DC) Mapping: Relation.isPartOf

Search: Yes

Hide: No

Vocab: Yes (Choose "Use a controlled vocabulary from another field or collection" and select "Collection")

Definition: The described resource is a physical or logical part of the referenced resource(s).

Usage: Use to relate the item to its collection. Note that there is also a **Collection Website** field intended to relate the digital item to the digital collection home page.

Add collection names to the shared "Collection" file.

Examples: Newton Owen Postcard Collection, University of Louisville Archives and Records Center

Template: Yes. Use the Template Creator to input the data once for all records.

Nickname: relati

12a. Is Version Of

This field is optional.

Repeatable: Yes. When an object is a version of more than one other resource, use a Relation.isVersionOf element for each.

Field Name: Is Version Of

Dublin Core (DC) Mapping: Relation.isVersionOf

Search: Yes

Hide: No

Vocab: No

Definition: The described resource is a version, edition, or adaptation of the referenced resource (implying substantive changes in content rather than differences in format).

Usage: Use to track multiple versions, as for faculty publications. This will likely be used in conjunction with the **Date.modified** field.

Examples: University of Houston Libraries Institutional Repository Task Force. Institutional Repositories. SPEC Kit 292. Washington, DC: Association of Research Libraries, 2006. ISBN: 1-59407-708-8. [where available item is Executive Summary PDF]

Template: No

Nickname: N/a (don't yet have any in the system)

12b. Has Version

This field is optional.

Repeatable:	Yes. When an object has more than one version, use a Relation.HasVersion element for each.
Field Name:	Has Version
Dublin Core (DC) Mapping:	Relation.hasVersion
Search:	Yes
Hide:	No
Vocab:	No
Definition:	The described resource has a version, edition, or adaptation, namely the referenced resource.
Usage:	Use to track multiple versions, as for faculty publications.
Examples:	http://www.arl.org/spec/SPEC292web.pdf [Executive Summary] [where available item is full version of report]
Template:	No
Nickname:	versio

12c. Requires

This field is mandatory if applicable.

Repeatable: Yes. When a resource requires more than one external tool, use a Relation.requires element for each.

Field Name: Requires

Dublin Core (DC) Mapping: Relation.requires

Search: No

Hide: No

Vocab: No

Definition: The described resource requires the referenced resource to support its functionality, delivery, or coherence of content.

Usage: Use if special software is needed to open/play the digital resource.

Examples: Adobe Flash

Template: Yes. If the same software is required for all resources within a collection, use the Template Creator to input the data once for all records.

Nickname: N/a (don't yet have any in the system)

13. Collection Website

This field is mandatory if applicable.

Repeatable: No

Field Name: Collection Website

Dublin Core (DC) Mapping: Relation.isPartOf

Search: No

Hide: No

Vocab: No

Definition: A reference to the home page for the digital collection.

Usage: Enter the URL for the home page of the collection.

Examples: <http://digital.library.louisville.edu/cdm/landingpage/collection/uofl/>

Template: Yes. Use the Template Creator to input the data once for all records.

Nickname: collec

14. Digital Publisher

This is a mandatory field. Every record must have a Digital Publisher.

Repeatable:	No
Field Name:	Digital Publisher
Dublin Core (DC) Mapping:	Publisher
Search:	No
Hide:	No
Vocab:	Yes (Choose "Use a controlled vocabulary from another field or collection" and select "Publisher")
Definition:	An entity that made the resource available. For digital objects, Publisher is the entity that created the digital resource.
Usage:	The name of the University of Louisville unit responsible for digitizing the collection. Add unit names to the shared "Publisher" file.
Examples:	University of Louisville Archives and Records Center University of Louisville Photographic Archives
Template:	Yes. Use the Template Creator to input the data once for all records.
Nickname:	publis

15. Digitization Specifications

This is mandatory if applicable. Every record of a digitized item must include digitization specifications; it does not apply to born-digital materials.

Repeatable: Yes

Field Name: Digitization Specifications

Dublin Core
(DC) Mapping: None

Search: No

Hide: Yes

Vocab: No

Definition: Use the Digitization Specifications element to record technical information about the digitization of the resource: the hardware, software, and processes used to create the digitized resource.

Usage: A free-text field that may include:

- Size of master file (in bytes)
- Bit depth, resolution, or other indicators of quality of digitization as applicable
- Electronic format or compression scheme
- Pixel dimensions, pagination, spatial resolution, play time, or other measurements of the physical or temporal extent of the digital object
- Creation hardware, including manufacturer and model name/number
- Creation software, including name and version
- Preferred presentation device, application, medium, or environment
- Name of scanning technician or vendor
- Operating system used on the computer with which the digital object was created
- Checksum value
- Link (URL) to set of steps describing the creation process.

Examples: Scanned using Epson Expression 1680, as a 600 ppi TIFF image in 24-bit RGB color. File size: 648,893 bytes. Resized to 600 pixels in the longest dimension, converted to 8-bit grayscale, and compressed into JPEG format using Photoshop CS5 and its JPEG quality measurement 3.

Template: Yes. Use the Template Creator to input the data once for all records. (File size can be inserted into record later.)

Nickname: digiti

16. Date Digital

This field is mandatory if applicable. Every digitized record must include the date of digitization; for born-digital materials, the Date Original will suffice.

Repeatable: Yes, if a qualifier is used.
Create a separate field mapped to **Date.valid**, **Date.issued**, or **Date.modified** as applicable.

Field Name: Date Digital

Dublin Core (DC) Mapping: None

Search: No

Hide: Yes

Vocab: No

Definition: Date of creation or availability of the digital resource. Use an approximate digitization date if the exact date is not known.

Usage: Refers to the date of creation of the master archival file, not of the derivative file used for display.

Follow W3C-DTF standard (ISO 8601) of YYYY-MM-DD.

Use only as much of the date as is known.

- If only the month and year is known, use YYYY-MM.
- If only the year is known, use YYYY.

Use a question mark to show a date is approximate or a circa date.

Use dashes to indicate uncertainty within a decade or a century.

- YYYY-?
- YY--?

For a range of dates, put space-dash-space in between dates.

Examples: 2006-05-01
2006-05
2006
2006?
2005 - 2006

Template: Yes. If all items in a collection were created on the same date, use the Template Creator to input the data once for all records.

Nickname: data

17. Type

This is a mandatory field. Every record must include the DCMI Type. It will help us sort digital records at a high level (grouping all films, all sound recordings, all images, and all texts, for example).

Repeatable: Yes. Enter each type in the same field, separated by a semicolon and a space.

Field Name: Type

Dublin Core (DC) Mapping: Type

Search: Yes

Hide: Yes

Vocab: Yes (Choose “Use a controlled vocabulary from another field or collection” and select “Type”)

Definition: The nature or genre of the content of the resource. Type includes terms describing general categories, functions, genres, or aggregation levels for content.

Usage: Use DCMI Type Vocabulary (<http://dublincore.org/documents/dcmi-type-vocabulary/>).

Some digital objects may involve more than one type, e.g., a manuscript may have text and images of the text. Separate each entry by a semicolon and a space.

Examples:

- Still Image
- Moving Image
- Sound
- Text

Template: Yes. If all items in a collection are of the same type, use the Template Creator to input the data once for all records.

Nickname: type

18. Format

This is a mandatory field. Every record must include the MIME Type of the access file.

Repeatable: Yes. Enter each format in the same field, separated by a semicolon and a space.

Field Name: Format

Dublin Core
(DC) Mapping: Format

Search: No

Hide: No

Vocab: Yes (Choose “Use a controlled vocabulary from another field or collection” and select “MIME”)

Definition: The Internet Media Type (aka MIME type) of the digital resource. Format is used to describe the software, hardware, or other equipment needed to display or operate the resource.

Usage: Refer to the object attached to the record (the access file), not the archival master file.

Use IANA MIME Media Types (<http://www.iana.org/assignments/media-types/>).

- Consolidate IMT (Internet Media Type) and subtype into one text string.
- New media types and applications are always emerging. If the resource format being described is not yet part of the MIME type list, select a broad category of object format for the first part of the MIME type, then use the file name suffix for the second half.

Some digital objects may involve more than one format, e.g. an oral history interview may include audio and text. Separate each entry by a semicolon and a space.

The Format element may influence a user’s decision whether or not to access the described resource. When the resource being described requires the use of software, hardware, or other infrastructures that are external to the resource itself, record that information in the **Relation.requires** element.

Examples: image/jpeg
image/jp2
audio/mp3
text/xml
video/mpeg
application/pdf

Template: Yes. If all items in a collection are of the same format, use the Template Creator to input the data once for all records.

Nickname: format

18a. Duration

This field is mandatory if applicable. If the digital objects include audio or video, note the duration in this field.

Repeatable: No

Field Name: Duration

Dublin Core (DC) Mapping: Format.extent

Search: No

Hide: No

Vocab: No

Definition: The size or duration of the resource.

Usage: For audio and video file formats include the duration of the resource.

The duration should be formatted as HH:MM:SS, with zeroes used whenever a time unit is not applicable.

Examples:

- 00:01:00 [1 minute]
- 00:34:20 [34 minutes 20 seconds]

Template: Yes. If all items in a collection are of the same duration, use the Template Creator to input the data once for all records.

Nickname: durati

19. Ordering Information

This is a mandatory field. Every record must include a rights statement.

Repeatable: Yes

Field Name: Ordering Information [replace with "Rights" as applicable]

Dublin Core (DC) Mapping: Rights

Search: No

Hide: No

Vocab: No

Definition: A rights management or usage statement or URL linking to one. A rights management statement may contain information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images, etc.

Usage: This element will contain a URL that links to information on copyright, reproduction of images/documents/recordings, etc. Different URLs may be provided for different collections.

This statement can be a general copyright statement for the institution, for the whole collection, or a specific statement for each resource.

Examples: To order a reproduction, inquire about permissions, or for information about prices see: <http://louisville.edu/library/ekstrom/special/fees.html/>. Please cite the Image Number when ordering.

Template: Yes. If all items in a collection have the same ordering information, use the Template Creator to input the data once for all records.

Nickname: rights

20. Image Number

This is a mandatory field. Every record must include a unique identifier for the digital object.

Repeatable: No

Field Name: Image Number [replace "Image" as applicable]

Dublin Core (DC) Mapping: Identifier

Search: Yes

Hide: No

Vocab: No

Definition: A character string or record number that clearly and uniquely identifies a digital object or resource. The Identifier element ensures that individual digital objects can be accessed, managed, stored, recalled, and used reliably.

Usage: Preface numbers with the 4-digit code identifying the UL unit.

- ULUA = University Archives and Records Center
- ULPA = Photographic Archives
- ULRB = Rare Books

Examples: ULUA.008.008

ULPA 1977.33.0017

Template: Yes. Use the Template Creator to input the parts of the Image Number string that are true for all records, then go in and add the specific item number for each record.

Nickname: identi

21. Language

This field is mandatory if applicable. If the digital object is or includes text, this field should be used to indicate the language of that text.

Repeatable: Yes. Enter each language in the same field, separated by a semicolon and a space.

Field Name: Language

Dublin Core (DC) Mapping: Language

Search: No

Hide: Yes

Vocab: No

Definition: Indicates the language(s) of the intellectual content of the resource. This implies the language(s) in which a text is written or the spoken language(s) of an audio or video resource. Visual images do not usually have a language unless there is significant text in a caption or in the image itself.

Usage: Indicate language using 3-letter MARC language codes (<http://www.loc.gov/marc/languages/>).

List the most prominent language first, if more than one is used.

Include a textual description of any non-English language content in the **Description** field.

Examples: eng

spa

ger

Template: Yes. If the same language applies to the entire collection, use the Template Creator to input the data once for all records.

Nickname: lingua

22. Administrative Notes

This field is recommended. It will be particularly useful when metadata entry is dispersed for a given project.

Repeatable: No

Field Name: Administrative Notes

Dublin Core (DC) Mapping: [None]

Search: Yes

Hide: Yes

Vocab: No

Definition: Internal notes by/for digital projects personnel can be entered here as a way to flag items for follow-up.

Usage: xyz = record completed, ready to be edited or to have Subject terms applied.

Other uses may emerge (see examples below).

Examples: JCA—Does this look like the old Shriners Lodge?

xyz—Can someone please double-check the neighborhood names?

Template: No

Nickname: admini

23. Object File Name

This field is mandatory if applicable. If importing multiple files with a tab-delimited text file, every record must have an object file name.

Repeatable: No

Field Name: Object File Name [or ID, or other as applicable]

Dublin Core (DC) Mapping: Object File Name [this is a CONTENTdm mapping, not a Dublin Core mapping]

Search: n/a

Hide: n/a

Vocab: n/a

Definition: The name of the file to be imported into CONTENTdm.

Usage: Input the name(s) of the digital file(s) to be imported at the end of your database.

The file names in this field must exactly match the files themselves. If JPEGs are to be imported, the file name must end in .jpg; if full-resolution manager is enabled, and TIFFs are to be imported, the file name must end in .tif.

Examples: ULUA.008.008.tif

jt0001xn.jpg

Template: No

Nickname: N/A

Appendix 1: Collection List elements

The Collection List collection was created to fulfill several purposes:

- (1) It creates a browsable list of collections.
- (2) By listing our collections in a CONTENTdm database, we will be able to create custom queries and results at the collection level (for example, to allow users to select collections based on geographic, temporal, format, and subject characteristics).

The Collection List field properties are a modified version of those described in the preceding pages. The fields available in the Collection List are documented below:

Field Name	Description
Collection Name	The title of the collection. It should match the Collection field entry for items.
Collection Website	See Collection Website .
Creator	See Creator . Use only if the original collection materials can be ascribed to a particular creator(s). If an artificial collection is assembled for online presentation, this field can be left blank.
Description	Describe the scope and content of the collection. A finding aid and/or entry in <i>For Love of Learning</i> can supply this information. Be sure to modify such pre-existing definitions if the digital collection varies from the physical collection!
Subject	See Subject . Because this record is for the collection level, LCSH terms, which include conceptual themes, may be more applicable than LCTGM terms, which tend to describe what you see in an individual image. Select as many subjects as seem important for the main content of the collection. Existing MARC collection records or finding aids can supply this information. Geographic delimiters are appropriate for these subjects.
Location Depicted	See Location Depicted . Consider including predominant location(s) rather than providing an exhaustive list.
Time Period	Select the decade(s) which represent the contents of the collection.
Date	This hidden field lists the individual years within each decade selected in Time Period. It is needed to make the Collection List searchable by date.
Digital Publisher	See Digital Publisher .
Date Issued	The date on which the digital collection was made available to the public. Follow W3C-DTF standard (ISO 8601) of YYYY-MM-DD.
Date Modified	If the digital collection is modified (for example, to include additional materials), please document the date those changes occurred. Follow W3C-DTF standard (ISO 8601) of YYYY-MM-DD.
Formats in collection	See Type . This is an opportunity to list all formats available in the collection.
Format	See Format . This hidden field includes the MIME media types available in the collection.
Rights	See Ordering Information . An existing finding aid may provide useful language.
Subjects for browse	Hidden, searchable field for the purpose of creating collection-level custom queries by topic. Use the list at http://digital.library.louisville.edu/cdm/browse .

Appendix 2: Visual Resources Center elements

This set of field properties has been modified from those described in the preceding pages (referenced in boldface type) in order to accommodate the special requirements of the Visual Resources Center. The Visual Resources Association (VRA) Core 4.0 metadata schema (see <http://www.vraweb.org/projects/vracore4/index.html>) has been consulted, as has Ball State University's Architecture Library Visual Resources Collections (http://libx.bsu.edu/collection.php?CISOROOT=%2FBSU_ArchSlidesCpght).

Field Name	DC Mapping (if new)	Description
Larger image	Relation.is FormatOf	Larger image may be viewed by UofL faculty, staff, and students only (log-in required) at: [insert URL with prepend].
Title		See Title .
Alternative Title		See Alternative Title . Use for alternative titles other than translations (for which see below).
Translated Title		See Alternative Title . Use for translated titles. If more than one translation exists, separate translated titles by semicolons within the same field.
Creator		See Creator , but use Getty Union List of Artist Names (ULAN) (http://www.getty.edu/research/tools/vocabularies/ulan/index.html) as controlled vocabulary for names and roles. In order to fit all of the sub-elements of the VRA Core 4.0 "Agent" element into one Creator field, use the full string of the AAT term. Examples: Rubens, Peter Paul (Flemish painter and draftsman, 1577-1640) Warhol, Andy (American painter, printmaker, and filmmaker, 1928-1987)
Date		See Date Original .
Description		See Description .
Cultural Context	Coverage	The name of the culture, people (ethnonym), or adjectival form of a country name from which a Work, Collection, or Image originates, or the cultural context with which the Work, Collection, or Image has been associated (from VRA Core 4.0). Use ULAN Nationalities and Places.
Style/Period	Subject	A defined style, historical period, group, school, dynasty, movement, etc. whose characteristics are represented in the Work or Image. Cultural and regional terms may be combined with style and period terms for display purposes (from VRA Core 4.0). Use Getty Art & Architecture Thesaurus (AAT) (http://www.getty.edu/research/tools/vocabularies/aat/index.html).
Theme	Subject	Terms or phrases that ... interpret the Work or Image and what it depicts or expresses. These may include ... narrative and iconographic themes, or terms that refer to broader concepts or interpretations. Use AAT and/or LCSH.
Subject		See Subject . Use LCTGM terms, which tend to describe what you see in an individual image.
People Pictured		See People Pictured . Use to identify the subjects of portraits, when known.
Location Depicted		See Location Depicted . Use to identify the location of scenes, when known.

Material	Format	The substance of which a work or an image is composed. Use AAT.
Measurements	Format.extent	The physical size, shape, scale, dimensions, or format of the Work or Image....The unit used in the measurement must be specified (from VRA Core 4.0).
Technique	Format	The production or manufacturing processes, techniques, and methods incorporated in the fabrication or alteration of the work or image (from VRA Core 4.0). Use AAT.
Inscription	Description	All marks or written words added to the object at the time of production or in its subsequent history, including signatures, dates, dedications, texts, and colophons, as well as marks, such as the stamps of silversmiths, publishers, or printers.
Work Type	Type	See Object Type (label modified to map to VRA Core 4.0).
Repository	Contributor	This may be used to document the repository of the original artwork, if known. Use ULAN terms and roles.
Source	Source	A reference to the source of the information recorded about the work or the image. For a work record, this may be a citation to the sole source of the information recorded in a catalog record. For an image, it may be used to provide information about the supplying agency, vendor or individual. In the case of copy photography, it can be used to record a bibliographic citation or other description of the image source. In all cases, names and source identification numbers may be included (from VRA Core 4.0). Use MLA rules for bibliographic citation. Note: this differs from our use of Source (in above document) for archival collections, referring instead to the published source of the image of the work.
Rights	Rights	Information about the copyright status and the rights holder for a work, collection, or image. The optional notes sub-element may include any justifications, conditions, or restraints on use, contact or licensing information, or other intellectual property statements as may be desired (from VRA Core 4.0).
Collection		This could be used for UofL faculty or student affiliation.
Collection Website		See Collection Website .
Digital Publisher		See Digital Publisher .
Digitization Specifications		See Digitization Specifications .
Date Digital		See Date Digital .
Type		See Type .
Format		See Format .
Digital File Name	Identifier	A character string or record number that clearly and uniquely identifies a digital object or resource. The Identifier element ensures that individual digital objects can be accessed, managed, stored, recalled, and used reliably. Preface file names with VRC. Example: VRC 12345678.tif
Language		See Language .