



Metadata

From the Beginning

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Metadata ...

can be integrated (shown with the image) or separate (hidden from viewer).

has several categories. The most common are

Administrative metadata: hardware/software requirements, acquisition information, file characteristics, etc.

Structural metadata: page turners, etc.

Descriptive metadata: creator, title, description, subjects, etc.

has several different schema

Dublin Core

PB Core (Public Broadcasting Core)

EAD (Encoded Archival Description)

MODS/METS (Metadata Object Descriptive Schema/Metadata Encoding and Transmission Standard)

VRA Core (Visual Resources Association Core Categories)

ISBD/AACR2/MARC (In fact a content standard and encoding scheme; International Standard Bibliographic Description/Anglo-American Cataloging Rules/Machine Readable Cataloging)

Dublin Core

An internationally recognized metadata standard composed of fifteen basic elements, or descriptive categories, used to describe a variety of digital resources.

Begun in 1995 in Dublin Ohio by librarians, digital library researchers, content providers, and text markup experts for searching digital resources.

Maintained by the Dublin Core Metadata Initiative (DCMI)

www.dublincore.org

Intended to co-exist with other metadata standards, not replace them

Characteristics of Dublin Core:

Simple to create and maintain

Uses commonly understood terminology

International in scope

Extensible (e.g. QDC – Qualified Dublin Core)

When using Dublin Core

All elements are optional

All elements are repeatable

Elements may appear in any order

Controlled vocabulary is recommended (e.g. Library of Congress Authorities; Getty Vocabularies)

Resources

Metadata in repositories: An overview

http://www.wrn.aber.ac.uk/objects/metadata_overview/

Wikipedia entry

http://en.wikipedia.org/wiki/Dublin_core

DCMI: Using Dublin Core

<http://www.dublincore.org/documents/usageguide/>

Minnesota Digital Library: Minnesota Reflections – entry guidelines

<http://www.mndigital.org/digitizing/standards/metadata2011.pdf>

Library of Congress Authorities

Library of Congress Subject Headings (LCSH)

Names Authority File (NAF)

<http://authorities.loc.gov/>

Getty Research Institute Vocabularies

Getty Thesaurus of Geographical Names (TGN)

http://www.getty.edu/research/conducting_research/vocabularies/tgn/

Art & Architecture Thesaurus (AAT)

<http://www.getty.edu/research/tools/vocabularies/aat/>

Union List of Artist Names (ULAN)

<http://www.getty.edu/research/tools/vocabularies/ulan/index.html>

Cultural Objects Name Authority (CONA)

<http://www.getty.edu/research/tools/vocabularies/cona/index.html>

Visit this Digital Library (includes lots of background information)

The American Memory Project from the Library of Congress

memory.loc.gov/ammem/

Dublin Core Elements

Element Name: Title

- Label: Title
- Definition: A name given to the resource
- Comment: A name by which the resource is formally known
- Guidelines: Repeat the element for title variants
Use a title from the image if there is one
Use AACR2 guidelines
Avoid simple generic terms such as "Papers" or "Photograph"
Exclude initial articles unless they are an essential part of the title
Capitalize the first letter of the first word of the title and proper names
- Example: Tahoma High School basketball team
Cantril School, Castle Rock, Colorado

Element Name: Creator

- Label: Creator
- Definition: An entity primarily responsible for making/creating the content of the resource
- Comment: Examples include artists, photographers, the person who wrote the letter
- Guidelines: List multiple creators separated by semi-colons (;)
List Creators in the order they appear on the item
Use the Library of Congress Name Authority File
<http://authorities.loc.gov/> whenever possible
List personal names as last name, first name with birth and/or death dates if available
When in doubt, do not invert; give the name as it appears
Enter group or organization names in full, direct form; in the case of hierarchy, list parts from the largest to smallest, separated by periods (.)
In cases of lesser responsibility, use Contributor
- Example: Adams, Ansel, 1902-1984.
University of Colorado, Boulder. Dept. of Geography.

Element Name: Subject

- Label: Subject
- Definition: A topic of the content of the resource
- Comment: Typically, Subject will be expressed as keywords, key phrases, or classification codes that describe a topic of the resource.
- Guidelines: Use Library of Congress Subject Headings; add keywords if necessary
List multiple subject terms separated by semi-colons (;)
List Subjects in order of importance
Choose significant and unique words from the title or description of the item; general topical words are less useful
If the name is a person or organization, use the same form of the name as for the Creator element
Don't repeat the name if it is the same as the Creator
If geographic terms are needed, add them here
- Example: Silk industry – Massachusetts – Northampton
Sturbridge (Mass.) - History

Element Name: Description

- Label: Description
- Definition: An account of the content of the resource
- Comment: Description of the content of the item, not the item itself
Examples include an abstract, table of contents, or a free-text summary
- Guidelines: Limit to a few brief, significant sentences
- Example: A woman and a child in a horse-drawn buggy, identified as Mrs. Merrick and Charlotte, on Garden of the Gods Road, by White House Ranch.

Element Name: Publisher

- Label: Publisher
- Definition: An entity responsible for making the resource available
- Comment: For digital objects, Publisher is the entity that created the digital resource; C/W MARS is doing the scanning and hosting the data, therefore, C/W MARS is the Publisher
- Example: C/W MARS

Element Name: Contributor

Label: Contributor
Definition: An entity responsible for making contributions to the content of the resource
Comment: For persons or organizations with less responsibility for the creation of the content than the Creator; an assistant, transcriber, illustrator, etc.
Guidelines: Follow guidelines for Creator as to form (last name, first name; multiple names separated by semi-colons, etc.)
Not the person or organization who donated the original item
Example: Rockwell, Norman, 1894-1978

Element Name: Date

Label: Date
Definition: Date of an event in the lifecycle of the resource
Comment: The date of the original image; approximate if not known
Guidelines: Use YYYY-MM-DD (per ISO8601)
Follow date with a question mark (1897?) if date is approximate
If the date cannot be determined beyond a broad range (e.g. 1800-1850), include that information in Description.
Example: Year: 1897
Year and month: 1897-07
Year, month, day 1897-07-16

Element Name: Type

Label: Type
Definition: The nature or genre of the content of the resource (not format)
Comment: The two Types currently used in Digital Treasures are "image" and "text"
Guidelines: If the item is an image with significant text, list both separated by a semi-colon (;)
Example: Image; Text

Element Name: Format

Label: Format
Definition: The physical or digital manifestation of the resource
Comment: The format element may be used to determine the software or equipment
Guidelines: The two formats currently used in Digital Treasures are "image/jpg" and "text/jpg"; "text/html" also possible
Example: image/jpg
text/jpg

Element Name: Identifier

Label: Resource Identifier
Definition: An unambiguous reference to the resource within a given context
Comment: Identify the resource by means of a string or number conforming to a formal identification system (URI, ISBN)
Local identifiers such as ID numbers, accession numbers or call numbers may also be used
Guidelines: Use for the accession number or call number
Example: LH6295

Element Name: Source

Label: Source
Definition: A reference to a resource from which the present resource is derived
Comment: Consider the Relation element first; use the Source element for information that does not fit easily into Relation
Reference the Source using URI, ISBN, call number or accession number
Guidelines: Source is used when describing the chapter of book; one letter of a collection
Source is also used for the publisher of the original item or for describing the original item
Example: Image from page 54 of the 1922 edition of Romeo and Juliet.
Hand-colored postcard; 4" x 5 1/2"

Element Name: Language

Label: Language
Definition: The language of the intellectual content of the resource
Comment: 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.
Guidelines: Use 2 digit language code (per ISO 639) qualified by country
Most items in Digital Treasures are English or left blank
Example: en-US

Element Name: Relation

Label: Relation
Definition: A reference to a related resource
Comment: Expresses the relationship between the present resource and a related resource
If the item is part of a larger collection, the larger collection is named here
Example: Is part of Jack and Charmian London correspondence and papers, 1984-1953. Utah State University Special Collections & Archives, MSS COLL 10

Element Name: Coverage

Label: Coverage
Definition: The extent or scope of the content of the resource
Comment: Typically, Coverage will include spatial location (a place name or geographic coordinated), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). Select a value from a controlled vocabulary such as the *Getty Thesaurus of Geographical Names*
Guidelines: If a book published in 1920 is a history of the American Civil War, Coverage is 1860-1865
Use Coverage for maps
Example: 394916N0771325W [Latitude/Longitude for Gettysburg National Military Park]

Element Name: Rights

Label: Rights Management
Definition: Information about rights held in and over the resource
Comment: If Rights element is absent, no assumptions can be made about the status of these and other rights with respect to the resource
Guidelines: Items created prior to 1923 are not subject to copyright laws
Leave this area blank if there is no specific Rights Management statement
Example: Permission to use images must be obtained in advance and in writing from the Clark University Archives by writing to Archives@clarku.edu

DUBLIN CORE RECORD FORM

TITLE: _____

CREATOR: _____

SUBJECT: _____

DESCRIPTION: _____

PUBLISHER: _____

CONTRIBUTOR: _____

DATE: _____

TYPE: _____

FORMAT: _____

IDENTIFIER: -

SOURCE: _____

LANGUAGE: _____

RELATION: _____

COVERAGE: _____

RIGHTS: _____
