

Metadata Guidelines
for
Wabash Valley Visions and Voices

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Metadata Guidelines for Wabash Valley Visions and Voices

Wabash Valley Visions and Voices follows the *Indiana Memory Project Dublin Core Metadata Guide* as a basis for descriptive metadata for the project. Italicized sections have been taken directly from this document. Please see the original document for additional information:

http://www.in.gov/library/files/dig_metast.pdf

Descriptive metadata should describe both the original resource and the digital surrogate.

AACR2 forms of names, places, and dates should be used, as appropriate.

Links for Additional Information:

Indiana Memory

<http://www.in.gov/library/2779.htm>

Indiana Memory Proposed Digital Imaging Standards and Best Practices (02/08/2007)

http://www.in.gov/library/files/dig_imgst.pdf

Indiana Memory Digital Collection Development Policy

http://www.in.gov/library/files/dig_colldev07.pdf

Library of Congress Authorities

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

Metadata Guidelines for the Indiana Digital Library

<http://dlib.indiana.edu/education/workshops/lsta04/handout7.pdf>

Dublin Core Metadata Initiative

<http://dublincore.org/>

Getty Thesaurus of Geographic Names Online

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

Thesaurus for Graphic Materials I: Subject Terms (TGM I)

<http://www.loc.gov/rr/print/tgm1/>

Thesaurus for Graphic Materials II: Genre & Physical Characteristic Terms (TGM II)

<http://www.loc.gov/rr/print/tgm2/>

DCMI Type Vocabulary

<http://www.dublincore.org/documents/dcmi-type-vocabulary/>

Language codes

<http://www.loc.gov/standards/iso639-2/englangn.html#st>

Wabash Valley Visions & Voices Metadata Fields

** See the Indiana Memory Dublin Core Metadata Guide for more information.**

- Required/Recommended/Optional headings are based on WV3 standards, which may differ slightly from the Indiana Memory guidelines.
 - Fields map to the Dublin Core element of the same name, unless otherwise noted.
-

REQUIRED ELEMENTS

Title
Description
Repository
Date Digital
Date Original
Coverage
Subject
WV3 Subject
Type
Material Type
Technical Metadata
Copyright
Item ID
Control

RECOMMENDED ELEMENTS

Author
Photographer
Artist
Publisher

OPTIONAL ELEMENTS

Alternative Title
Transcription
Contributor
Provenance
Format of Original
Identifier
Source
Language
Relation
Audience
Note

TITLE

Dublin Core Element: Title

IN Memory: Title

Req/Rec/Opt: **REQUIRED**

Definition: *A name given to the resource*

Comments: *Typically, the title will be a name by which the resource is formally known. The title may be a name given to the resource by the creator or publisher. If the item doesn't not have a title, assign one that is brief but descriptive.*

WV3 Note: First word of any title should be capitalized; all other words are lower-case except for proper nouns. Omit initial articles (a, an, the) from the title. In some cases, the Title will be a general project or collection name, and the Alternative Title field will contain a more descriptive title. Check with project staff to determine if a collection has a specific title format.

ALTERNATIVE TITLE

Dublin Core Element: Title.Alternative

IN Memory: --

Req/Rec/Opt: **OPTIONAL**

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

WV3 Note: Omit initial articles (a, an the).

DESCRIPTION

Dublin Core Element: Description

IN Memory: Description

Req/Rec/Opt: **REQUIRED**

Definition: *An account of the content of the resource*

Comments: *Description may include but is not limited to: an abstract, a table of contents, a reference to a graphic representation of the content, or a free-text account of the content.*

WV3 Note: Free-text description of the resource. Make sure this field includes key words and phrases that may be important for discovery of this object. Use this field to record personal names and singular characteristics of the object that may not be established by subject headings. Omit initial articles, and end the description with a period (.).

TRANSCRIPTION

Dublin Core Element: Description

IN Memory: Transcript

Req/Rec/Opt: **Optional**

Comments: *This field can be utilized in CONTENTdm to provide a full-text searchable transcript of information found in letters and diaries, on the backs of postcards, in books, etc. The information might be entered via OCR (optical character resolution) or typed in manually.*

WV3 Note: Use this field for any direct transcription of the text, including OCR-created transcription. For trophies, postcards, photographs, etc, include inscriptions, notes, and other text in this field.

AUTHOR

Dublin Core Element: Creator

IN Memory: Creator

Req/Rec/Opt: **Recommended**

Definition: Name of the author of the original resource, if known.

WV3 Notes: Use Library of Congress Authority File for Authorized Headings for the names of people, groups, or events. If an Authorized Heading is not found, create the name based on AACR2 rules. Otherwise, enter personal names as Last name, First name. More than one name can be listed. Separate multiple names with a semi-colon.

PHOTOGRAPHER

Dublin Core Element: Creator

IN Memory: Creator

Req/Rec/Opt: **Recommended**

Definition: Name of the photographer of the original resource, if known.

WV3 Notes: Use Library of Congress Authority File for Authorized Headings for the names of people, groups, or events. If an Authorized Heading is not found, create the name based on AACR2 rules. Otherwise, enter personal names as Last name, First name. More than one name can be listed. Separate multiple names with a semi-colon.

ARTIST

Dublin Core Element: Creator

IN Memory: Creator

Req/Rec/Opt: **Recommended**

Definition: Name of artist of original work, if known.

WV3 Notes: Use Library of Congress Authority File for Authorized Headings for the names of people, groups, or events. If an Authorized Heading is not found, create the name based on AACR2 rules. Otherwise, enter personal names as Last name, First name. More than one name can be listed. Separate multiple names with a semi-colon.

CONTRIBUTOR

Dublin Core Element: Contributors

IN Memory: --

Req/Rec/Opt: **Optional**

Definition: An entity responsible for making contributions to the content of the resource.

Note: *Person(s) or organization(s) who made significant intellectual contributions to the resource but whose contribution is secondary to any person(s) or organization(s) specified in the creator element (Author, Artist, or Photographer).*

WV3 Note: Used authorized form of the name. Contributor may include a government department or specific program affiliated with the creator.

PUBLISHER

Dublin Core Element: Publisher

IN Memory: --

Req/Rec/Opt: **Recommended**

Definition: An entity responsible for making the resource available.

WV3 Note: *If the publisher is the same as the creator, do not repeat the name in the Publisher field.* Use a consistent form of the name, preferably the authorized name from LOC or other authority files.

REPOSITORY

Dublin Core Element: Publisher

IN Memory: Publisher

Req/Rec/Opt: **Required**

Controlled Vocabulary field

Definition: The name and address of the repository that owns the item.

WV3 Note: Repository has been set up as a controlled vocabulary field with repository taglines selected and approved based on the current contents in each collection. Select name and address from the controlled vocabulary field to maintain consistency. New repository names and addresses for collections may be submitted for approval.

DATE DIGITAL

Dublin Core Element: Date.Created

IN Memory: Date.Digital

Req/Rec/Opt: **Required**

Definition: *Digital Date*

Comments: *Date the item was added to digital content management tool. This date can be automatically generated by Contentdm and many other digital content management tools.*

When a precise date is known, use the format YYYY-MM-DD, supplying as much information as possible. Use a single hyphen to separate the year, month, and date components. For date ranges, enter the dates in the same date field (1901-1907).

WV3 Note: The year is the only requirement for WV3. Additional information should be entered in the format YYYY-MM-DD.

DATE ORIGINAL

Dublin Core Element: Date.Issued

IN Memory: Date.Original

Req/Rec/Opt: **REQUIRED**

Definition: *Date of the creation of the resource*

Comments: *Date of publication if known. If item never published, enter the date of creation.*

When a precise date is known, use the format YYYY-MM-DD, supplying as much information as possible. Use a single hyphen to separate the year, month, and date components. For date ranges, enter the dates in the same date field (1901-1907).

Libraries and archives have traditionally recorded dates according to the rules of AACR2 and APPM. Dates in these forms may be used when an exact year is not known or it is important to distinguish between a copyright date and a publication date. Example dates in these formats include:

[ca. 1940]

18--?

C1920

1907?

Be aware that formatting dates using brackets, question marks, ca., etc. makes it difficult for systems to use the date for searching and browsing purposes.

If no date is known, enter unknown.

WV3 Note: *Creation or modification date for the original resource from which the digital object was derived or created (Date-Original).* If the original date is unknown, use a range of dates. Record dates according to the rules of AACR2.

Examples: [ca. 1940], 18--?, 1907?, 1900-1915, 1800s, 19th century

COVERAGE

Dublin Core Element: Coverage

IN Memory: --

Req/Rec/Opt: **REQUIRED**

Definition: *The extent of scope of the content of the resource.*

WV3 Note: Location information entered in this field does not need to be entered in the subject field. Because this is a regional project, most records will follow this format:

United States -- Indiana -- County -- City -- Date

For complete dates, use the following format: Month DD, YYYY.

Examples: January 2, 1925; October 1897; 1972

Otherwise, follow AACR2 format as entered in the Date original field.

Choose from the counties and cities below. Fill in as much information as possible. If the resource is not from within these boundaries, use place names as found in TGN (Getty Thesaurus of Geographic Names): http://www.getty.edu/research/conducting_research/vocabularies/tgn

From <http://www.stats.indiana.edu/profiles/pr18000.html>

Clay County: Brazil, Carbon, Center Point, Clay City, Harmony, Knightsville, Staunton

Greene County: Bloomfield, Jasonville, Linton, Lyons, Newberry, Switz City, Worthington

Knox County: Bicknell, Bruceville, Decker, Edwardsport, Monroe City, Oaktown, Sandborn, Vincennes, Wheatland

Parke County: Bloomingdale, Marshall, Mecca, Montezuma, Rockville, Rosedale

Sullivan County: Carlisle, Dugger, Farmersburg, Hymera, Merom, Shelburn, Sullivan

Vermillion County: Cayuga, Clinton, Dana, Fairview Park, Newport, Perrysville, Universal

SUBJECT

Dublin Core Element: Subject

IN Memory: Subject

Req/Rec/Opt: **REQUIRED (One term required; additional terms are optional)**

Controlled Vocabulary field

Definition: *The topic of the content of the resource.*

Comments: Generally, this field will contain terms that describes what is depicted in an image or terms that describe what a text is about. May also include terms for significantly associated people, places, events, genres, forms, etc. This field will not contain item type descriptions, such as "photographic print," because this data will be described in the Item Type field.

WV3 Note: WV3 uses the Thesaurus for Graphic Materials I: Subject Terms (<http://www.loc.gov/rr/print/tgm1/>) and the Library of Congress Subject Headings for the controlled vocabulary. Authorized headings for people, places, groups, or events can be searched at the Library of Congress Authority File (<http://authorities.loc.gov>). Use as many subjects as appropriate to describe the resource, but try not to exceed four subject headings per resource.

Subject headings must come from the controlled vocabulary. Personal and corporate name headings should be taken from the LC authority file and created in an authorized form. If an addition to the controlled vocabulary is needed, find the subject in the appropriate vocabulary list, submit the object, and the subject will be reviewed and approved by a collection administrator.

WV3 SUBJECT

Dublin Core Element: Subject

IN Memory: --

Req/Rec/Opt: **REQUIRED (one term required; additional terms are optional)**

Controlled Vocabulary field

Definition: The best match for the topic of the content of the resource using WV3 Subjects.

WV3 Note: Use as many subjects as appropriate for the object, but try not to exceed three subject headings per resource. WV3 Subjects consist of topics recommended by the Indiana Digital Library Summit, as well as additional topics more specific to WV3 projects.

WV3 Subjects: Agriculture, Architecture, Business & Industry, Coal, Communication, Court Records, Disasters, Domestic Life, Education, Famous Hoosiers, Labor, Native Americans, Natural Resources, People, Politics, Religion, Social Life, Sports, Transportation, The Underground Railroad, Wars & Conflicts

PROVENANCE

Dublin Core Element: Contributors

IN Memory: --

Req/Rec/Opt: **OPTIONAL**

Definition: Any information about history or ownership associated with the original object.

WV3 Note: Donor information should be entered in this field. Used Authorized Heading if available. Otherwise, enter personal names as Last name, First name. More than one name can be listed. Separate multiple names with a semicolon.

TYPE

Dublin Core Element: Type

IN Memory: --

Req/Rec/Opt: **REQUIRED**

Controlled Vocabulary field

Definition: *The nature of genre of the content of the resource.*

WV3 Note: The type of the original resource. Select term from Dublin Core Type Vocabulary: <http://www.dublincore.org/documents/dcmi-type-vocabulary/>

Approved types:

- Image – a visual representation other than text
 - Still Image – a static visual representation (paintings, drawings, photographs, plans, maps). Recommended best practice is to assign the type Text to images of textual

materials. Instances of the type Still Image must also be describable as instances of the broader type Image.

- Moving Image – a series of visual representations imparting an impression of motion when shown in succession (animations, movies, videos). Instances of the type Moving Image must also be describable as instances of the broader type Image.
- Text – a resource consisting primarily of words for reading (books, letters, newspapers, articles)
- Sound – a resource primarily intended to be heard (recorded speech or sounds)
- Physical Object – an inanimate, three-dimensional object or substance
- Collection – an aggregation of resources
- Dataset – data encoded in a defined structure (lists, tables, databases)
- Event – a non-persistent, time-based occurrence (exhibition, webcast, conference, workshop)
- Interactive Resource – a resource requiring interaction from the user to be understood, executed, or experienced (webpages, multimedia learning objects)
- Service – a system that provides one or more functions
- Software – computer program in source or compiled form

Example: A photograph would be Image and Still Image. A video would be Image and Moving Image.

For WV3 purposes, a digital image of a physical object (coins, bridges, trophies, etc) would be Physical Object.

MATERIAL TYPE

Dublin Core Element: Type

IN Memory: Item Type

Req/Rec/Opt: **REQUIRED**

Controlled Vocabulary field

Definition: *The nature of genre of the content of the resource.*

Comments: *This field is for descriptions of the item type of the original object, like “photographs” or “glass transparencies” or “postcards.”*

Use a term from the Thesaurus of Graphic Materials II (TGM II) in this field.

WV3 Note: Selected terms from TGM II have been set up for this field. If necessary, submit additional TGM II terms for approval.

<http://www.loc.gov/rr/print/tgm2/tgm2.txt>

Approved terms:

- Advertisements
- Books
- Catalogs
- Certificates
- Clippings
- Correspondence
- Diaries – LCSH term added by WV3 staff for diaries, journals, and personal notebooks
- Diplomas
- Documents - official records or print material not covered by other print categories. Include school records, such as transcripts, and town or city minutes in this category (WV3 notes).
- Drawings
- Equipment - three-dimensional objects; use for household equipment, household goods, implements, tools. Include tractors, coal mining equipment, etc. in this category (WV3 note).
- Greeting cards
- Interviews – added by WV3 staff to include audio files and typed or written transcripts of oral histories.
- Magazines
- Maps
- Memorabilia - three-dimensional objects that cannot be otherwise categorized. Examples include campaign pencils and souvenir photographs. Include buttons, ribbons, trophies, and plaques in this category (WV3 note).
- Menus
- Money
- Newspapers
- Paintings
- Pamphlets
- Photographs
- Postcards
- Posters
- Programs
- Scrapbooks
- Slides
- Tickets
- Videodiscs
- Viewbooks – Published booklets and other volumes primarily consisting of views of particular places, events, and activities. Include yearbooks in this category (WV3 note).

TECHNICAL METADATA

(was **FORMAT**)

Dublin Core Element: Format

IN Memory: Technical Metadata

Req/Rec/Opt: **REQUIRED**

Definition: *The physical or digital manifestation of the resource.*

Comments: *Typically, this field is used to record the file type, software, hardware or other equipment needed to display or operate the resource.*

The following pieces of information must be included in the Technical Metadata field if they are known: scanner used; other equipment used (digital camera, etc.); software used (include version number); resolution of master TIFF; bit depth of master TIFF; file format

WV3 Note: This field was formerly the Format field. Include the media type followed by file type in addition to other required technical metadata information. Separate information using a semi-colon.

Select media types and associated file types from MIME media types, available at <http://www.iana.org/assignments/media-types/>

Media types: Application, Audio, Image, Message, Model, Multipart, Text, Video.

Note that in this field, an image of a page of text is an image. A PDF is considered an application.

EXAMPLES

application/pdf (PDF document)

audio/mp3 (sound file in MP3 format)

audio/mp3 10 min.

image/gif 4kB

image/jpeg (visual file in JPEG format)

image/tiff (Tiff of a photograph or page of text)

text/html (text file in HTML format)

video/mpeg (video file in MPEG format)

Example: image/tiff; MicroTek ScanMaker 9800XL; Adobe Photoshop CS2 9.0; 600 ppi;

FORMAT OF ORIGINAL

Dublin Core Element: Format

IN Memory: --

Req/Rec/Opt: **OPTIONAL**

Definition: Information about the dimensions of the original object.

WV3 Note: Size of original page or photograph; length of book or sides; dimensions of artifacts; number of pages in a book; color or black-and-white photograph.

COPYRIGHT

Dublin Core Element: Rights

IN Memory: Usage Statement

Req/Rec/Opt: **REQUIRED**

Definition: *Information about rights held in and over the resource.*

Note: Rights management statement may include information concerning accessibility, reproduction of content, copyright holder, restrictions, securing permissions for use of text or image, etc. Enter either a textual statement or a URL pointing to a use and access rights statement for digital resources on the Internet. This statement can be a general copyright statement for the institution, for the whole collection, or a specific statement for each resource.

WV3 Note: Please see the copyright statement for details specific to this project. In general, the contents of WV3 are made freely available to the public by the contributing institutions for use in research or teaching. For these purposes, a single copy of any material available on this site may be freely downloaded (or printed) without prior permission. Any other use, including mounting on other systems, commercial use, or other forms of reproduction or distribution, requires permission from Wabash Valley Visions and Voices and/or the owning institution. Materials may be referenced, printed, or linked to for teaching and research purposes. If exception is taken to this statement, the institution must clearly state its copyright policy in this field.

Please clear all copyrights before posting to the site, and send documentation of copyright clearance to ISU Libraries.

Digital image/Audio file/Video © YYYY *Partner/Repository name and address.*

IDENTIFIER

Dublin Core Element: Identifier

IN Memory:

Req/Rec/Opt: **OPTIONAL**

Definition: *A local reference to the resource*

WV3 Note: Item ID for the original item, such as the stable URL of the object, and/or a location within a collection (e.g. call number, folder number, or file number).

ITEM ID

Dublin Core Element: Identifier

IN Memory: Item ID

Req/Rec/Opt: **REQUIRED**

Definition: *An unambiguous reference to the resource within a given context. Typically, this is the master TIFF file name.*

Comments: *A character string or record number that clearly and uniquely identifies a digital object or resource.*

WV3 Note: Unique filename of resource with file extension. For files submitted to the Wabash Valley Visions & Voices project, please use the following file format:

collection ID-project name-item number_descriptor.file extension

For a compound object, include the filename range in the ITEM ID field. Within the Acquisition Station, you can use the Template Creator to set the Default Property for ITEM ID as “File Name” so that individual files will automatically include this information.

Collection ID: a unique identifier for each partner/collection)

Billie Creek Village	bcv
City of Terre Haute	cth
Clabber Girl Museum	cgm
Clinton Public Library	cpl

Coal Town Museum	ctm
Dugger Coal Museum coal	dcm
Educational Heritage Association	eha
Eugene V. Debs Collection	evd
Eugene V. Debs Museum	debs
Fountain County Community	fcc
Harvey Grounds Family	hgf
ISU Archives	ua
ISU Comm. & Marketing	comm
ISU Community	isuc
ISU Folklore Archives	isuf
ISU Library	ul
Little Italy Festival	lift
Knox County Community	kcc
Knox County Public Library	kcpl
Martin photographs	mart
Native American Museum	nam
Parke County Community	pcc
Rose-Hulman Logan Library	rose
Saint Mary-of-the-Woods	smwc
Sisters of Providence	sop
Sullivan County Community	scc
Sullivan County Historical Society	schs
Sullivan County Public Library	scpl
Town of Seelyville	slv
Vermillion County Community	ver
Vigo County Community	vcc
Vigo County Historical Society	vchs
Vigo County Public Library	vcpl

Project name: one word that describes or identifies the common characteristic of the resources being described and submitted. Generally, this project name would correspond with the project name set up in the Acquisition Station.

Examples: last name of person, postcards, interview, newspapers, name of building

Item number: five-digit number starting with 00001

Descriptor: for compound objects, indicate cover, title page, page number, etc.

File extension: .tiff, .pdf, etc.

Please include as much of the Item Id as possible. At a minimum, please name files using collection id and item number.

SOURCE

Dublin Core Element: Source

IN Memory: --

Req/Rec/Opt: **OPTIONAL**

Definition: *A reference to a resource from which the present resource is derived.*

Note: *The present resource may be derived from the source resource in whole or in part. Clarify the nature of the relationship between the two resources by using an initial phrase such as the following:*

Originally published as:

Excerpted from:

Original book:

Original format:

Reproduction of:

Use a consistent style for citations to books or journals (MLA, APA, Turabian, etc).

Example:

Originally published as: Hoosiers : the fabulous basketball life in Indiana (New York : Vintage Books, 1986), 292 p. Held by Indiana State Library.

LANGUAGE

Dublin Core Element: Language

IN Memory: Language

Req/Rec/Opt: **OPTIONAL**

Definition: *A language of the intellectual content of the resource.*

Note: *Indicate language using two-letter language codes defined by ISO 639. For a list of these codes, see <http://www.loc.gov/standards/iso639-2/englangn.html/#st>. If language is not English, then Title should be in the foreign language.*

WV3 Note: Use this field if language is of particular importance to the piece or collection. English is the default language and does not need to be noted, in general.

Example codes:

en (English)

fr (French)

de (German)

es (Spanish)

RELATION

Dublin Core Element: Relation

Req/Rec/Opt: **OPTIONAL**

Definition: *A reference to a related resource.*

Note: *The relation element contains information necessary to find or link to a related resource.*

Use the following qualifiers to identify the nature of the relation:

Is Version of: *(The described resource is a version, edition, or adaptation of the referenced resource. Changes in version imply substantive changes in content rather than differences in format).*

Has Version: *(The described resource has a version, edition, or adaptation, namely, the referenced resource).*

Is Replaced by: *(The described resource is supplanted, displaced, or superseded by the referenced resource).*

Replaces: *(The described resource supplants, displaces, or supersedes the referenced resource).*

Is Required By: *(The described resource is required by the referenced resource, either physically or logically).*

Requires: *(The described resource requires the referenced resource to support its function, delivery, or coherence of content).*

Is Part of: *(The described resource is a physical or logical part of the referenced resource).*

Has Part: *(The described resource includes the referenced resource either physically or logically).*

Is Referenced By: *(The described resource is referenced, cited, or otherwise pointed to by the referenced resource).*

References: *(The described resource references, cites, or otherwise points to the referenced resource).*

Is Format Of: *(The described resource is the same intellectual content of the referenced resource, but presented in another format).*

Has Format: *(The described resource pre-existed the referenced resource, which is essentially the same intellectual content presented in another format).*

EXAMPLES

Is Part Of: *Lew Wallace papers, 1799-1972, Indiana Historical Society, M 0292.*

Is Version Of: *Adaptation of the play Death of a Salesman by Arthur Miller.*

Is Format Of: *Digital reproduction of sheet music published by Head Music, New York, 1911.*

AUDIENCE

Dublin Core Element: Audience

IN Memory: --

Req/Rec/Opt: **OPTIONAL**

Definition: *A class or entity for whom the resource is intended or useful.* (definition from Dublin Core)

WV3 Note: Use this field to note any particular educational groups this item may be of use to.

Examples:

General public

Elementary school

NOTE

Dublin Core Element: Description

IN Memory: --

Req/Rec/Opt: **OPTIONAL**

WV3 Note: Free text field to record information not covered in other fields.



CONTROL

Dublin Core Element: --

IN Memory: --

Req/Rec/Opt: **REQUIRED**

WV3 Note: Record initials of person who has described, submitted, edited, or approved resource and date in YYYY-MM-DD format. This field is now for use by everyone, not just ISU Library project staff.

CONTROL DSPACE

Leave Blank.

WV3 Note: This field is being used by project staff at ISU Library to indicate which records have been cataloged in DSpace through the Indiana Humanities Council.

KEY

Leave blank.

WV3 Note: This field is being used by project staff at ISU Library.
