

**CUL-HBCU Digitization Initiative
METADATA PRODUCTION GUIDELINES**

REQUIRED ELEMENTS

ELEMENT NAME	DEFINITION	MAP TO DC FIELD NAME	COMMENTS
Title	A name given to the resource.	Title	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.

FIELD PROPERTIES: POSITION =1, DATA TYPE = **TEXT**, SHOW LARGE FIELD = **NO**, SEARCHABLE = **YES**, HIDDEN = **NO**, CONTROLLED VOCABULARY = **NO** [See Appendix p.11 for an example of the screen]

INPUT GUIDELINES:

- If the item does not have a title, assign one that is brief but descriptive.
- Transcribe the title, if there is one, from the resource itself, such as a caption from a photograph or a title on a map.
- Avoid entering initial articles such as “a”, “an”, or “the” (though this is not always possible).
- Include format (i.e. photograph, papers) in the title only when you feel it is required to properly convey the nature of the title, otherwise use the optional field “item type” to display material format.
- Each individual page in a compound object document receives a title.
- Only one title is to be entered here. Additional titles should be placed in **Alternate.title** field. How do you know if you should use an Alternate.title element? Is there an alternate form of the title because of the inclusion of symbols or numbers? Is there a known title in another language? Is there an acronym/abbreviation for the title or part of the title? (See example below labeled “Newspaper, pages 1-2”).

For more guidance/information:

See CDP Dublin Core Metadata Best Practices, pages 19-20, input guideline #1 for further guidance and examples on using an Alternate.title element.

EXAMPLES:

ITEM TYPE	TITLE
Report/Pamphlet	Twelfth annual report of the superintendent of public instruction for the year ending 1882
Speech	Founder’s day address
Newspaper, pages 1-2	1. The bulletin of Atlanta University, front 2. The bulletin of Atlanta University, 2
Photograph	1. Students working in the Foundry Division 2. Famous “Bama State” collegians
Manuscript	Articles of agreement

ELEMENT NAME	DEFINITION	MAP TO DC FIELD NAME	COMMENTS
Subject	The topic of the content of the resource.	Subject	The subject is typically expressed as keywords, phrases, or classification terms that describe what a resource <i>is</i> or is <i>about</i> . Generally, this field contains terms that describe what is depicted in an image, or terms that describe what the text is about.

FIELD PROPERTIES: POSITION =2, DATA TYPE = **TEXT**, SHOW LARGE FIELD = **YES**, SEARCHABLE = **YES**, HIDDEN = **NO**, CONTROLLED VOCABULARY = **YES** [See Appendix p.12 for an example of the screen]

NOTES: The Library of Congress Subject Headings for Graphical Materials controlled vocabulary is a list of subject heading terms that are available in CONTENTdm. Click on the controlled vocabulary link found next to the subject field and the list will open in a new window. You may request additional controlled vocabularies by sending an email to ir33@cornell.edu.

INPUT GUIDELINES:

- Recommended best practice is to select a term from a controlled vocabulary or formal classification scheme.
- Separate subjects or keywords using a *semicolon* and a space within each element.
- Use subject terms or keywords that are unique (i.e. lilies instead of “flowers”).
- Subjects may be personal or organization names as well as topics, places, genres, forms, and events.
- Be sure to include county, city, or geographic area covered by your resource. Be as descriptive as possible!
- When using any terms from more than one thesauri, identify applicable subject headings or thesauri in the **Subject** element using standardized abbreviations such as those from *MARC Code List: Part IV: Term, Name, Title Sources* at: <http://www.loc.gov/marc/relators/relasour.html#rela600b>.

Sample subject terms from the HBCU digital collection you may use:

Certificate	Affidavit
Circular	Biographical document
Course register	Board of Trustees proceedings
Diary	Essay
Flyer	Interview
Illustration	Journal article
Journal	Minutes
Legal brief	Note
Letter	Press statement
Map	Song sheets
Memorandum	Speech
Pamphlet	Trial proceedings
Postcard	Poster
Press article	Program
Report or annual report	Transcript
Yearbook	Invitation

For further guidance/information:

See pages 27-28 of the CDP Metadata Guidelines for good examples on using standard abbreviations *MARC Code List: Part IV: Term, Name, Title Sources* referenced above.

EXAMPLES of Subject Authorities:

CODE	CONTROLLED VOCABULARY	URL
LCAF	Library of Congress Authorities File	http://authorities.loc.gov
LCSH	Library of Congress Subject Headings	http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First
	Library of Congress Subject Headings	http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First
AAM	Subject Headings for African American Materials	To order use- ISBN: ISBN-1-56308-252-7
TGN	Getty Thesaurus of Geographic Names	http://www.getty.edu/research/tools/vocabulary/tgn
AAT	Art and Architecture Thesaurus	http://www.getty.edu/research/conducting_research/vocabularies/aat

ELEMENT NAME	DEFINITION	MAP TO DC FIELD NAME	COMMENTS
Description	A summary of the content of the resource.	Description	A description may include but is not limited to: an abstract, a table of contents, reference to a geographical representation of content, or a free-text account of the content.

FIELD PROPERTIES: POSITION =3, DATA TYPE = **TEXT**, SHOW LARGE FIELD = **YES**, SEARCHABLE = **YES**, HIDDEN = **NO**, CONTROLLED VOCABULARY = **NO** [See Appendix p.12 for an example of the screen]

INPUT GUIDELINES:

- Please include at least one sentence or descriptive phrase for the convenience of end-users and to enhance search and retrieval capabilities.
- The description field in CONTENTdm can hold up to 250 words. Make sure you change field properties to “Show large field” to enable this feature. See **figure 4**, page 5 of this metadata production guide to learn how.
- Summarize content type [video, paper, presentation, etc.] and the four “W’s” (who, what, where, when) in one or two sentences. For example, “This video is of the Groundbreaking Ceremony for the Life Sciences and Technology Building on March 11, 2005 at the Phillips Auditorium Duffield Hall Atrium at Cornell University.”
- Enter descriptive text, remarks, and comments about a digital object. This information can be taken from the object itself or from a manuscript written about the content of the resource.
- Description can include information not readily covered by other fields, such as provenance, condition, history of the work, etc.
- Be sure to include county, city, or geographic area covered by your resource. Be as descriptive as possible!
- The description helps users of the resource to judge the potential relevance of the item for their purposes.
- Use campus histories to provide descriptive information.

EXAMPLES:

ITEM TYPE	DESCRIPTION
Speech	Dr. J. S. Clark recounts the history of Southern University and focuses on his fund-raising experiences and exhorts his listeners to cooperate for the betterment of the university.
Photograph	Dexter Avenue Baptist in Montgomery, AL. Dexter Avenue Baptist Church was the site for first registration of "Alabama Colored Peoples University" students.
Photograph	BENNETT HALL (1891). Formerly Theological Hall. Later served as a residence hall. Named in honor of H. S. Bennett, Fisk University Theology professor.
Manuscript	Record of the sale of the fleet manufacturing company. The land became a part of Virginia State University.

ELEMENT NAME	DEFINITION	MAP TO DC FIELD NAME	COMMENTS
Author/ Creator	Identifies anyone responsible in some way for content of the resource.	Creator	The person or group responsible for the intellectual or artistic content of the original material. May be author, artist, sculptor, photographer, etc.

FIELD PROPERTIES: POSITION =4, DATA TYPE = TEXT, SHOW LARGE FIELD = NO, SEARCHABLE = YES, HIDDEN = NO, CONTROLLED VOCABULARY = NO [See Appendix p.13 for an example of the screen]

INPUT GUIDELINES:

- Search **Library of Congress Authority File for Authorized Headings** for an existing authorized name for a person, organization, or corporate body at <http://authorities.loc.gov>.
- Personal names are typically inverted.
- Group or organization names are entered in full.
- If creator is not known, use Unknown OR, type a known entity, such as donor or contributor.
- You may enter more than one creator.
- Translators, editors, and other secondary contributors should be added in an **optional** field called **“Contributor”**.
- Separate multiple names with a semicolon (;) or insert a line break
.
- This is not the place to enter name of the creator (scanning technician) of the digital object. Enter that information in an **optional** field called **“Creator.Digital”**.

For more guidance/information:

Search **AACR2, Chapter 22** on Headings for Persons and **Chapter 24** on Headings for Corporate Bodies.

EXAMPLES:

AUTHOR TYPE	DESCRIPTION
person	Walker, R.F.
person	Clark, Joseph Samuel, 1871-1944.
organization	Atlanta University
unknown	[Unknown].
Group (city, county, group name)	Montgomery Chamber of Commerce.

ELEMENT NAME	DEFINITION	MAP TO DC FIELD NAME	COMMENTS
Date.Original	Significant dates with regard to the resource.	Date	The date may include date of publication, date of an event, and date of creation.

FIELD PROPERTIES: POSITION =5, DATA TYPE = **DATE**, SHOW LARGE FIELD = **NO**, SEARCHABLE = **NO**, HIDDEN = **NO**, CONTROLLED VOCABULARY = **NO** [See Appendix p.13 for an example of the screen]

Notes:

- Use estimates for dates and time periods in the field labeled “Description.”
- Place any prefix to the date such as “ca.” or “approx.” in the field labeled “Description.”

INPUT GUIDELINES:

- Dates must follow a format of YYYY-MM-DD for complete dates. Use **WC3 Date Time Format (W3C-DTF)** encoding scheme. <http://www.w3c.org/TR/NOTE-datetime.html>.
- If the date is unknown, use Unknown.
- Use a single hyphen to separate year, month, and day when a precise date is known.
- Separate multiple dates using a semicolon.
- Follow dates with a question mark (“1918?”) to show date is an approximate or a circa date.
- Do not include date related to the creation of the digital version here. Enter dates pertaining to the *digitized* version of the resource in an **optional** field called “**Date.Digital**”. See page 38 of the CDP Metadata Guidelines for information on using this optional field.

For more guidance/information:

Create original dates based on **AACR2** if necessary.

EXAMPLES:

DATE TYPE

Complete date: YYYY-MM-DD
Year and month: YYYY-MM
Year: YYYY
Decade unknown
Year unknown

YEAR AND MONTH

1836-08-16 (“1836-08-16” for August 16, 1836)
1836-08 (“1836-08” for August 1836)
1836 (“1836” for the year 1836)
183?
0000

ELEMENT NAME	DEFINITION	MAP TO DC FIELD NAME	COMMENTS
Holding Library	A location where the resource is held.	None	Holding Library is the entity where the resource is permanently housed. Normally this would be <i>your</i> library.
<p>FIELD PROPERTIES: POSITION =6, DATA TYPE = TEXT, SHOW LARGE FIELD = NO, SEARCHABLE = YES, HIDDEN = NO, CONTROLLED VOCABULARY = NO [See Appendix p.14 for an example of the screen]</p> <p>INPUT GUIDELINES:</p> <ul style="list-style-type: none"> • Input your geographic location, followed by the name of institution followed by the full name of the library in this field. • If you want, you can add a contact name, email address, physical address, and telephone number on how to inquire about the resource or how to order a copy is also entered here. <p>EXAMPLES:</p> <p>FIELD DESCRIPTION</p> <p>Scotlandville, Louisiana. Southern University and A&M College. John B. Cade Library. Archives Department, Southern University.</p>			

ELEMENT NAME	DEFINITION	MAP TO DC FIELD NAME	COMMENTS
Format	The digital manifestation of the resource.	Format	Typically, format will include the media-type or dimensions of the resource. Format may be used to identify the software, hardware, or other equipment needed to display or operate the resource.

FIELD PROPERTIES: POSITION =7, DATA TYPE = **TEXT**, SHOW LARGE FIELD = **NO**, SEARCHABLE = **YES** , HIDDEN = **NO**, CONTROLLED VOCABULARY = **NO** [See Appendix p.14 for an example of the screen]

INPUT GUIDELINES:

Digital MIME Types:

Image Types

gif, jpeg, tiff

Text Types

pdf, txt, rtf, html

CATALOGING RULES: Use the Internet Media Type guide to digital MIME types located at:

<http://www.iana.org/assignments/mediatypes/>

EXAMPLES of formats and how they are displayed:

- Image/jpeg – visual file in JPEG format
- Text/html – text file in HTML format
- Text/sgml – text file in SGML-encoded format
- Image/PDF – visual file in Adobe Acrobat PDF format

ELEMENT NAME	DUBLIN CORE (DC) DEFINITION	MAP TO DC FIELD NAME	COMMENTS
Identifier	An unambiguous reference to the resource within a given context. Typically this is the master TIFF file name.	Identifier	A character string or record number that clearly and uniquely identifies a digital object or resource as it relates to the HBCU-CUL Digitization Initiative. The Identifier element enables discovery, access, management, storage, and recall of digital objects from multiple institutions.

FIELD PROPERTIES: POSITION =8, DATA TYPE = TEXT, SHOW LARGE FIELD = NO, SEARCHABLE = NO, , HIDDEN = NO, CONTROLLED VOCABULARY = NO [See Appendix p. 15 for an example of the screen]

Each participating institution is assigned an institutional identifier. This unique identifier may be your OCLC WorldCat Registry Identifier or the abbreviated letters of your institution name. **This ID should be used first in the file name for your digital object.**

INPUT GUIDELINES:

ID	INSTITUTION NAME	INSTITUTION NAME	ID
asu	Alabama State University	Lincoln University- Missouri	liu
auc	Atlanta University Center	Miles College	mlc
ben	Bennett College for Women	Morehouse School of Medicine	msm
ful	Fisk University Library	North Carolina Central University	ncc
gsu	Grambling State University	Paine College	pne
vhi	Hampton University Library	Southern University at Shreveport	susla
subr	Southern University – BR	South Carolina State University	sgw
tsu	Tennessee State University	St. Augustine’s College	nra
tul	Tuskegee University Library	Texas Southern University	txi
vsu	Virginia State University	University of the District of Columbia	udc

After typing the three (or four) letter code assigned to your institution, type a three letter code identifying the location of the resource or a unique collection name of the resource (you may choose to leave this off if this information is unavailable). This three letter code should provide information on where the resource is physically housed. [For example, an annual report (text file) housed in the Archives at Virginia State University would comprise a file using the scheme below in example 1.]

Where significant information appears on the front and at the back of photographs, it should be scanned as a separate image and given a r (recto) and v (verso) notation, respectively as shown in example 2.

EXAMPLES:

IDENTIFIER

1. Virginia State University identifier + period + physical location abbreviation for “Archives” (i.e. arc) + physical material type + period and number in series + period + digital MIME type (i.e. **vsu.arc.rep001.tif**)
2. **gsu.pho001r.tif** – for the back of the first photograph AND **gsu. pho002v.tif** – for the back of the first photograph. Note that the physical location abbreviation was left off. In this example it is unavailable.

ELEMENT NAME	DEFINITION	MAP TO DC FIELD NAME	COMMENTS
Rights	Information about rights to access, reproduce, or rights held in and over an object	Rights	Holding Library may be the entity where the resource is permanently housed or it may be a temporary location where the resource is housed.

FIELD PROPERTIES: POSITION =9, DATA TYPE = **TEXT**, SHOW LARGE FIELD = **YES**, SEARCHABLE = **NO**, HIDDEN = **NO**, CONTROLLED VOCABULARY = **NO** [See Appendix p. 15 for an example of the screen]

INPUT GUIDELINES:

- Note any special restrictions on material, or acknowledge rights granted for purposes of the project.
- Add an email link for inquiries about further use.
- Enter a general copyright statement for the institution, for the whole collection, or a specific statement for the individual resource.
- Contact name, email address, physical address, and telephone number on how to inquire about the resource or order a copy is also entered here.

For further guidance/information:

Refer to CDP page 62 for additional sample statements on ownership

<http://www.cdpheritage.org/cdp/documents/cdpdcmbp.pdf>.

Copyright statement found in HBCU Digital Collection

Some of the original materials reproduced on the site may be protected by copyright. It is your obligation to determine and follow all copyright or use restrictions of the material presented here. Unless the terms of use are clearly stated with respect to individual items, users must seek permission from the copyright owner for all uses that are not allowed by fair use and other provisions of the United States copyright law (Title 17). We encourage you to investigate Fair Use policies, or contact us for more information. The United States Copyright Office is on the Web at <http://lcweb.loc.gov/copyright>

EXAMPLES of institutional copyright statements and ordering information:

LIMITED MATERIAL RESTRICTIONS & ORDERING INFORMATION

This photograph may be freely used for educational purposes, as long as it is not altered in any way. No commercial reproduction or distribution of this photograph is permitted without written permission of Tennessee State University. A high-quality version of this file may be obtained for a fee for personal use by contacting Sharon Hull Smith at shull@tnstate.edu

RIGHTS STATEMENT OF OWNERSHIP

Copyright© is retained in accordance with U.S. Copyright laws. The Archives Department of Southern University and A&M College retains the original scanned files. For exact information on this image and others in the collection, please contact the Archives Department, John B. Cade Library AT archives1@lib.subr.edu [Please cite object file name of collection, i.e. his.1886.pho0008.jpg.]

Appendix

Instructions on how to edit metadata fields

How to Edit a Field name

1. To edit a field name, first **open** the ACQUISITION STATION.
2. From the top navigation bar **select** CONTENTdm ADMINISTRATION > COLLECTIONS > FIELDS .
3. Once in **Field Properties** choose EDIT to change the properties of a field.
4. To apply the changes **select** SAVE AS and close the Acquisition Station.

How to Change a Field's Properties

1. To change a field's properties, first **open** the ACQUISITION STATION.
2. From the top navigation bar **select** CONTENTdm ADMINISTRATION > COLLECTIONS > FIELDS .
3. Once in **Field Properties** choose EDIT to change the properties of a field.
4. Choose which field you want to edit.
5. Review the tables on the subsequent pages and **type** the field name that is recommended in this metadata production guide for each of the 9 elements.
6. Click on the **drop-down menu** and choose a Dublin Core element in which to map your new field name.
7. To apply the changes **select** SAVE AS and close the Acquisition Station.

Title Field Properties

Edit field

Index the collection after editing field.

Caution: Acquisition Station users must close and re-open their current project in order to access changes to fields.

Field name	<input type="text" value="Title"/>
Dublin Core mapping	<input type="text" value="Title"/> ▼
Data type	<input type="text" value="Text"/> ▼
Show large field	<input type="text" value="No"/> ▼
Searchable	<input type="text" value="Yes"/> ▼
Hidden	<input type="text" value="No"/> ▼
Controlled vocabulary	<input checked="" type="radio"/> No <input type="radio"/> Yes

Figure 1: Screen capture displaying results of editing the Title field in the CONTENTdm Administrator.

Subject Field Properties

Edit field

Index the collection after editing field.

Caution: Acquisition Station users must close and re-open their current project in order to access changes to fields.

Field name	Subject
Dublin Core mapping	Subject
Data type	Text
Show large field	Yes
Searchable	Yes
Hidden	No
Controlled vocabulary	<input type="radio"/> No <input checked="" type="radio"/> Yes

Select a controlled vocabulary option

- Use Library of Congress Thesaurus for Graphic Materials I [[view thesaurus](#)]
- Use the existing contents of the field
- Import items from a file on the server.
File must contain one term per line.
Specify the complete path of the file on the server, such as D:\server\data\file.txt

Figure 2: Screen capture displaying results of editing the Subject field.

Description Field Properties

Edit field

Index the collection after editing field.

Caution: Acquisition Station users must close and re-open their current project in order to access changes to fields.

Field name	Description
Dublin Core mapping	Description
Data type	Text
Show large field	Yes
Searchable	Yes
Hidden	No
Controlled vocabulary	<input checked="" type="radio"/> No <input type="radio"/> Yes

Figure 3: Screen capture displaying results of editing the Description field.

Author/Creator Field Properties

Edit field

Index the collection after editing field.

Caution: Acquisition Station users must close and re-open their current project in order to access changes to fields.

Field name	Author/Creator
Dublin Core mapping	Creator
Data type	Text
Show large field	No
Searchable	Yes
Hidden	No
Controlled vocabulary	<input checked="" type="radio"/> No <input type="radio"/> Yes

Figure 4: Screen capture displaying results of editing the Author/Creator field.

Date.Original Field Properties

Edit field

Index the collection after editing field.

Caution: Acquisition Station users must close and re-open their current project in order to access changes to fields.

Field name	Date.Original
Dublin Core mapping	Date
Data type	Date
Show large field	No
Searchable	No
Hidden	No
Controlled vocabulary	<input checked="" type="radio"/> No <input type="radio"/> Yes

Figure 5: Screen capture displaying results of editing the Date.Original field.

Holding Library Field Properties

Edit field

Index the collection after editing field.

Caution: Acquisition Station users must close and re-open their current project in order to access changes to fields.

Field name	Holding Library
Dublin Core mapping	None
Data type	Text
Show large field	No
Searchable	Yes
Hidden	No
Controlled vocabulary	<input checked="" type="radio"/> No <input type="radio"/> Yes

save changes

Figure 6: Screen capture displaying results of editing the Holding Library field.

Format Field Properties

Edit field

Index the collection after editing field.

Caution: Acquisition Station users must close and re-open their current project in order to access changes to fields.

Field name	Format
Dublin Core mapping	Format
Data type	Text
Show large field	No
Searchable	Yes
Hidden	No
Controlled vocabulary	<input checked="" type="radio"/> No <input type="radio"/> Yes

save changes

Figure 7: Screen capture displaying results of editing the Format field.

Identifier Field Properties

Edit field

Index the collection after editing field.

Caution: Acquisition Station users must close and re-open their current project in order to access changes to fields.

Field name	Identifier
Dublin Core mapping	Identifier
Data type	Text
Show large field	No
Searchable	No
Hidden	No
Controlled vocabulary	<input checked="" type="radio"/> No <input type="radio"/> Yes

Figure 8: Screen capture displaying results of editing the Identifier field.

Rights Field Properties

Edit field

Index the collection after editing field.

Caution: Acquisition Station users must close and re-open their current project in order to access changes to fields.

Field name	Rights
Dublin Core mapping	Rights
Data type	Text
Show large field	Yes
Searchable	No
Hidden	No
Controlled vocabulary	<input checked="" type="radio"/> No <input type="radio"/> Yes

Figure 9: Screen capture displaying results of editing the Rights field.