



Metadata Style Guide Version 2.3

Tools of History (<http://www.toolsofhistory.org>) metadata elements are based on the Dublin Core Metadata Initiative (DCMI). For more information on the DCMI Element Set, visit: <http://www.dublincore.org/documents/dces/>.

Our gratitude goes out to Southeastern New York Regional Library Council and the SCRLC Digital Advisory Committee for their assistance in creating the following guidelines and recommendations for Tools of History contributors.

The purpose of this style guide is to assist organizations participating in the Tools of History digitization project as they create metadata for their digital objects. It also serves to ensure consistency across the various collections within our collections and beyond.

Tools of History Elements: Name	Page Number
1. Title	1
2. Creator	1
3. Date.Original	2
4. Contributors	3
5. Publisher.Original	3
6. Description	4
7. Subject	5
8. Personal Name	6
9. Corporate Name	7
10. Location	7
11. Tools of History Topic	8
12. Language	9
13. Coverage	9
14. Format.Original	10

Name	Page Number
15. Resource Type	11
16. Relation	11
17. Source	12
18. Resource Identifier	13
19. Publisher.Digital	13
20. Date.Digital	14
21. Format.Digital	15
22. Digital Collection	15
23. Holding Institution	16
24. Contact Information	16
25. Rights	17
26. Technical Data	17
27. Transcript	18
28. Resources	19

1. Title

Tools of History Label:	Title
Maps to Dublin Core:	Title
Definition:	The name given to the resource.
Comment:	Typically, Title will be a name by which the resource is formally known.
Mandatory:	Yes
Searchable:	Yes

- The title is a brief, descriptive phrase, transcribed from the resource itself (book title, photograph caption, artist's title, object name, etc.) if possible. Frequently the items won't have titles, and the cataloger will have to supply the title. It is recommended that supplied titles not be enclosed in brackets.
- When possible, omit initial articles at the beginning of a title (The, An, A, etc.).
- Capitalize only the first word of the title and proper names.
- If the item has a caption, but the cataloger supplies a different title, the caption may be included in the **Description** field ("Caption on original reads: ...")

Example:	Comment:
Vassar College class of 1873	Photograph
Marlboro High School baseball team	Photograph
Frederic and Bertha Goudy	Photograph
American Field Service Bulletin no. 12	Periodical
World War I photograph album of Henry Eglington Montgomery Suckley	Photo Album
The Testimonial Gateway, Lake Mohonk, NY	Postcard
1762 tax bill to District of Salem, Province of Massachusetts Bay	Tax Bill

2. Creator

Tools of History Label:	Creator
Maps to Dublin Core:	Creator
Definition:	An entity primarily responsible for making the content of the original resource.
Comment:	Examples of Creator include a person, an organization, or a service; an author, artist, photographer, composer, etc.
Mandatory:	Yes
Searchable:	Yes

- If the creator is unknown, enter *unknown*.

- Separate multiple creators with a semicolon and one space.
- Consult the Library of Congress Authority File (LCAF) for correct form of personal and corporate names <http://authorities.loc.gov>
Help page available at: <http://authorities.loc.gov/help/name-auth.htm>
- Consult the Union List of Artist Names (Getty) for correct form of artists' names: <http://www.getty.edu/research/tools/vocabulary/ulan>
- If there is no entry in the LCAF or ULAN, enter personal names in inverted form: *Last Name, First Name, Middle Name or initial* (include birth and death dates if known). Enter corporate names in full direct form. In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods.
- If the creator and the publisher of the original resource are the same, repeat the creator's name in the **Publisher.Original** field.

Example:	Comment:
Suckley, Henry Eglinton Montgomery, 1887-1917	Full form of name known
Rogers, Jane M.	Dates not known
Long, Fred	Middle name and dates not known
Stowall Studios	Organization
New York. Department of Labor	Organization with hierarchy
unknown	Creator not known

3. Date of Original

Tools of History Label:	Date.Original
Maps to Dublin Core:	Date-Created
Definition:	The creation date of the original resource
Comment:	Typically, Date.Original will be associated with the creation or availability of the original resource.
Mandatory:	Yes
Searchable:	Yes

- If the original date is unknown, enter *unknown*.
- Whenever possible provide a date range; if no other information is available, use the date range for the artifact you have digitized.
- Recommended best practice for encoding the date value is defined in a profile of ISO 8601 (W3CDTF*) and includes (among others) date in the form YYYY-MM-DD
*W3CDTF = World Wide Web Consortium Date Time Format. <http://www.w3.org/TR/NOTE-datetime>

Example:	Comment:
1917-09-15	Exact date known: September 15, 1917
1900-05	Month and year known: May, 1900
1921	Year known
1934?	Approximate or circa date

1915-1917	Date range
1870?-1875?	Approximate date range
unknown	Creation date not known

4. Contributors

Tools of History Label:	Contributors
Maps to Dublin Core:	Contributors
Definition:	An entity responsible for making contributions to the content of the original resource
Comment:	Examples of Contributor include a person, an organization, or a service; editor, illustrator, translator.
Mandatory:	No, but recommended if known
Searchable:	Yes

- A contributor is any person(s) or organization(s) that made a significant contribution to the intellectual content of the original resource, but whose contribution is secondary to that of the creator.
- Include the role of the contributor in parentheses after the name.
- Separate multiple contributors with a semicolon and one space.
 - Consult the Library of Congress Authority File (LCAF) for correct form of personal and corporate names: <http://authorities.loc.gov> Help page available at: <http://authorities.loc.gov/help/name-auth.htm>
- Consult the Union List of Artist Names (ULAN) for correct form of artists' names: <http://www.getty.edu/research/tools/vocabulary/ulan>. • If there is no entry in the LCAF or ULAN, enter personal names in inverted form: *Last Name, First Name, Middle Name or initial* (include birth and death dates if known). Enter corporate names in full direct form. In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods.

Example:	Comment:
Fuller, Douglas R., 1920-1988 (Illustrator)	Illustrator
Palmer, Martha N. (Editor)	Editor
Santiago, Victor (Translator)	Translator

5. Publisher of Original

Tools of History Label:	Publisher. Original
Maps to Dublin Core:	Source
Definition:	An entity responsible for making the original resource available
Comment	Examples of Publisher include a person, an organization, or a service
Mandatory:	Yes, if available

Searchable:	Yes
-------------	-----

- Use **Publisher.Original** if the original item was published and if you know the name of the publisher. If the original item was never published or you do not know the name of the original publisher, leave the field blank.
- If the publisher of the original resource and the creator are the same, repeat the name in the **Creator** field.

Example:	Comment:
American Ambulance Field Service	Publisher of original bulletin
The American News Company	Publisher of original postcard
Hugh C. Leighton Company	Publisher of original postcard

6. Description

Tools of History Label:	Description
Maps to Dublin Core:	Description
Definition:	An account of the content of the resource
Comment:	Examples of Description include, but are not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.
Mandatory:	Yes
Searchable:	Yes

- The Description field will typically be used for a free-text account of the intellectual content of the original item. It can be taken from the original resource or created by the cataloger. Captions or inscriptions that are not used in the **Title** field may be included in the **Description** field. ("Caption on original reads: .")
- You may want to include keywords in your text that users will likely search on that may not be indexed in a **Subject** field or included in other fields. For example a photograph of trolleys would have "street railroads" in the subject field if you are using Thesaurus for Graphical Materials (TGM). The more common word, "trolleys" could be included in the **Description** (and/or the **Title**).

Example:	Comment:
Typewritten letter on AAFS stationary from A. Piatt Andrew to Henry E.M. Suckley, dated 1916-07-20, re new section equipped by the New York Stock Exchange through efforts of H.E.M. Suckley's uncle; Suckley's services are desired as the leader of a section of the American Ambulance Field Service.	Letter
Diary of Christine Ladd-Franklin, Vassar College Class of 1869. Describes her experience as a Vassar student, the challenges of financing her education, and her early years of teaching before beginning her graduate work in mathematics.	Diary

A pamphlet detailing the grounds of the Ward Manor property and the mission of the founders of its elderly community and children's' summer camps.	Informational pamphlet
The American Field Service Bulletin is a weekly publication intended for the different sections of the American Ambulance Field Service to acquaint the men in the AFS with what is transpiring in the Service.	Periodical
A crowd of mostly women are watching men use a hoist to set the cornerstone upon the brick foundation of the Vassar College Chapel. Large trees in leaf are in the background.	Photograph

7. Subject

Tools of History Label:	Subject.SourceOfTerm
Maps to Dublin Core:	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 what the resource is about or what it is.
Mandatory:	Yes
Searchable:	Yes

- Subject terms reflect what the content of the resource is about or what the resource is. Use the *Subject.SourceOfTerm* field(s) for **topical** and **form/genre terms**. It is recommended that form/genre terms be included.
- Personal, corporate, and geographic subject headings should be recorded in their assigned fields (Personal Name, Corporate Name, and Location respectively).
- There is no recommended limit on the number of subject terms assigned. Include as many as are necessary to characterize the item.
- Best practice is to select terms from a controlled vocabulary. Employing terminology from a controlled vocabulary ensures consistency and can improve the quality of search results.
- The source of the vocabulary should be included in the label (e.g. **Subject.LCSH**, **Subject.AAT**, etc.). Enter all Library of Congress Subject Headings (LCSH) into the **Subject.LCSH** field and all Art and Architecture Thesaurus (AAT) terms into the **Subject.AAT** field, and so on. Separate terms within one field with a semicolon and one space. If you are using more than one controlled vocabulary, you will need to create more than one subject field in CONTENTdm.
- Locally created subject terms can be used, but should be used sparingly and consistently.
- If there is a term that will aid users in finding the resource, but is not included in the vocabulary source, you may include it in the **Description** field or in the **Title** field.
- The Thesaurus for Graphic Materials (TGM), from the Library of Congress, comes packaged with the CONTENTdm software. The TGM is very useful for assigning both **topical** and **form/genre** subject terms to visual materials.
- CONTENTdm allows you to import a controlled vocabulary, create a controlled vocabulary, or add terms to an existing vocabulary.

Examples of controlled vocabularies include, but are not limited to:

- **Library of Congress Thesaurus for Graphic Materials I: Subject Terms (TGMI)**
<http://www.loc.gov/rr/print/tgm1/toc.html>
- **Library of Congress Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms (TGMII)** <http://www.loc.gov/rr/print/tgm2/>
- **Library of Congress Subject Headings (LCSH)**
Authority files available at: <http://authorities.loc.gov>
Help page available at: <http://authorities.loc.gov/help/name-auth.htm>
- **Medical Subject Headings (MeSH)**
<http://www.nlm.nih.gov/mesh/meshhome.html>

- **Art and Architecture Thesaurus (AAT)**
http://www.getty.edu/research/conducting_research/vocabularies/aat/
- **Chenhall's Nomenclature** (*The Revised Nomenclature for Museum Cataloging*)
- **Sears** (H.W. Wilson Company)
- **Dewey Decimal Classification (DDC)** <http://www.oclc.org/dewey/>
- **Library of Congress Classification (LCC)** (outline only)
<http://www.loc.gov/catdir/cpso/lcco/lcco.html>
- **Universal Decimal Classification (UDC)**
<http://www.udcc.org/>

Label:	Example:
Subject.LCSH	African Americans
Subject.TGM	Schools
Subject.TGM	Automobiles
Subject.TGM	Textiles
Subject.TGM	Broadsides (a form term)
Subject.LCSH	Fruit industry -- New York (State) -- Ulster County
Subject.LCSH	World War, 1914-1918 -- France -- Pictorial Works
Subject.Local	Black dirt farming

8. Personal Name

Tools of History Label:	Personal Name
Maps to Dublin Core:	Subject
Definition:	Name of person who is the subject of a work.
Comment:	Person depicted in a photograph, work of art, or as the subject of a document, manuscript, or book
Mandatory:	Yes, if available
Searchable:	Yes

- Enter a personal name when the resource is of or about a person (e.g. photograph of a person).

- The person who created the resource should be entered in the **Creator** field, not in the **Personal Name** field.
- Consult the Library of Congress Authority File (LCAF) for correct form of personal names: <http://authorities.loc.gov>
Help page available at: <http://authorities.loc.gov/help/name-auth.htm>
- If there is no entry in the LCAF, enter personal names in inverted form: *Last Name, First Name, Middle name or initial* (include birth and death dates if known).

Example:	Comment:
Suckley, Henry Eglinton Montgomery, 1887-1917	Personal name as subject of a newspaper article
Ladd-Franklin, Christine, 1847-1930	Personal name as subject of a diary
White, Hervey, 1866-1944	Personal name as subject of a photograph

9. Corporate Name

Tools of History Label:	Corporate Name
Maps to Dublin Core:	Subject
Definition:	Name of an organization that is the subject of a work
Comment:	Organization depicted in a photograph, work of art, or as the subject of a document, manuscript, or book
Mandatory:	Yes, if available
Searchable:	Yes

- Enter a corporate name when the item is of or about an organization.
- The organization that created the resource should be entered in the **Creator** field, and not in the **Corporate Name** field.
- Consult the Library of Congress Authority File (LCAF) for correct form of corporate names: <http://authorities.loc.gov>
Help page available at: <http://authorities.loc.gov/help/name-auth.htm>
- If there is no entry in the LCAF, enter corporate names in full direct form. In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods.

Example:	Comment:
American Field Service	Corporate name as subject of a letter
United States. Army	Corporate name (with hierarchy) as subject of a postcard
Bowery Tavern	Corporate name as subject of a photograph

10. Location

Tools of History Label:	Location
Maps to Dublin Core:	Subject
Definition:	Geographic location as a subject of the work

Comment:	Location depicted in a photograph, work of art, or as the subject of a document, manuscript, or book
Mandatory:	Yes, if available
Searchable:	Yes

- Enter a geographic name when an item is of or about a geographic location.
- Enter the village/town/city name, the county name, and then the state name for locations in the United States.
- Enter the village/town/city name followed by the country name for locations outside of the United States.
- Recommended best practice is to verify place names from a controlled vocabulary, for example the Thesaurus of Geographic Names (TGN):
http://www.getty.edu/research/conducting_research/vocabularies/tgn/

Example:	Comment:
New Paltz (Town) - Ulster County - New York	Location as subject of a brochure
Poughkeepsie (City) - Dutchess County - New York	Location as subject of a photograph
Kerhonkson - Ulster County - New York	Location as subject of a postcard
Gloucester - Essex County - Massachusetts	Location as subject of an event announcement
Paris - France	Location as subject of a postcard

11. Tools of History Topic

Tools of History Label:	Tools of History Topic
Maps to Dublin Core:	Subject
Definition:	Broad topic categories
Comment:	Broad topic categories will facilitate browsing in Tools of History and provide users with an overview of the content of the site. These topics are also used at other regional sites in New York State.
Mandatory:	Yes
Searchable	Yes

- Select and assign between one and three terms from this list for each item in your collection.
- Select the most relevant and appropriate topic(s) that is/are depicted, described, or documented.

Tools of History Topics:

- **Architecture** – Images of architectural structures (houses, buildings, bridges, etc.) and items depicting or documenting the design/construction of architectural structures.
- **Agriculture** – Items pertaining to farming and agricultural activities, facilities, tools, equipment, and people.
- **Art & Music** – Actual works of art or music (paintings, sculptures, musical sound recordings, sheet music) and items about the performance or creation of art or music (includes advertisements for performances).

- **Business & Industry** – Materials related to a business or industry (photographs, correspondence, records, documents).
- **Community & Events** – Items of or about community organizations, celebrations, parades, street locations (photographs, documents).
- **Domestic Life** – Items related to the home, family, or household duties or chores. (e.g. cookery, gardening, children playing, life around the house).
- **Education** – Class photographs, images of teachers and students working, school sports teams, physical structures, documents (e.g. commencement announcements).
- **Environment & Conservation** – Materials about regional environmental and conservation issues and activities.
- **Landscape & Nature** – Images depicting nature scenes (including images of animals) and landscape photography and art, landscape postcards.
- **Military** – Items about military activities, facilities and people (wars, parades, soldiers, training, medals, uniforms, documents).
- **People** – Images of groups of people or persons, individual portraits, group portraits.
- **Politics & Government** – Materials of or about government officials, meetings, activities, documents (all levels of government, including local government).
- **Race & Ethnicity** – Items about people of different races/ethnicities, documented or identified as such (remember to assign a subject heading for the specific ethnic group in a *Subject* field).
- **Recreation** – Items about people’s recreational activities including sports, parks, picnics, families, brochures/announcements for recreational activities.
- **Religion** – Items about religious ceremonies and services (photographs of churches, priests, congregations, cemeteries, church records and other documents).
- **Science & Technology** – Items related to "the systematic observation and testing of natural phenomena" and branches of this activity such as chemistry, physics, or biology. Technology relates to "applied science to achieve practical objectives" such as computers, communications, medicine, machines, electricity and other inventions. Include here: astronomy, paleontology, physics, and space, and communications.
- **Transportation** – Items about various modes of transportation (automobiles, railroads, ships, horses, trolleys, horse/buggy).
- **Work & Labor** – People engaged in activities at work, documents, or artifacts.

12. Language

Tools of History Label:	Language
Maps to Dublin Core:	Language
Definition:	A language of the intellectual content of the resource.
Comment:	Identifies the language in which a text is written or the spoken language of an audio or video.
Mandatory:	No
Searchable:	No

- Recommended best practice is to assign a three-letter language code from ISO 639.2: http://www.loc.gov/standards/iso639-2/php/code_list.php
- A resource may include multiple languages. If more than one is entered, separate each language code with a semicolon and one space.

- The full word identifying the language of a resource may also be included in the **Description**

Example:	Comment:
lat	Latin
ita	Italian
spa	Spanish
eng; fre; ger	English, French, and German

13. Coverage

Tools of History Label:	Coverage.Spatial or Coverage.Temporal
Maps to Dublin Core:	Coverage-Spatial or Coverage-Temporal
Definition:	The extent or scope of the content of the resource.
Comment	Typically, Coverage will include spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity).
Mandatory:	No. Recommended only for use in describing maps and cartographic materials or when place and time period are not adequately expressed in other fields.
Searchable:	Yes

- **Coverage.Spatial** refers to the location covered by the content of the resource and may include place names and/or longitude and latitude.

NOTE: The **Location** field is preferred for place names.

- **Coverage.Temporal** refers to the time period covered by the **content** of the resource.

Label:	Example:
Coverage.Spatial	41534N74894W
Coverage.Temporal	18 th century

14. Format of Original

Tools of History Label:	Format.Original
Maps to Dublin Core:	Source
Definition:	Describes the physical manifestation of the original resource.
Comment:	Provides users with a better understanding of the size and characteristics of the physical item.
Mandatory:	Yes
Searchable:	No

- A spreadsheet or database may be used by the scanning technician to record this information at the time of digitization. Tab-delimited text, exported from a spreadsheet or database, may be imported into CONTENTdm.
- It is not required that you use terms from a standard controlled vocabulary for this field. Format means different things to different people (form, genre, medium, process, function). The important thing is to use terms consistently.
- Recommended: include the physical dimensions, size, or length of the original resource (height x width, height x width x depth, number of pages, length of audio/video, etc).
- It is recommended that dimensions be recorded as both inches and centimeters. There are several free conversion tools available on the web. Here is the URL to one: http://www.onlineconversion.com/length_common.htm .
- Terms from controlled vocabularies, such as TGMII, AAT, or Chenhall's Nomenclature may be used to assign form/genre/medium terms in this field, as well as the **Subject** field.
- Terms describing the physical nature of the original item may also be included in the **Title** and/or **Description** field (diary, letter, photograph, medal, chair, hat, etc).

Example:	Comment:
photograph : albumen, b&w ; 4 x 2 1/2 in.(10 x 6 cm.)	Photograph
postcard; col.; 3 x 5 in. (7.7 x 12.7 cm.)	Postcard
unbound serial; 12 p.; 8.25 x 5.25 in. (21 x 13.5 cm.)	Bulletin
ink, pencil, paint and gilt on paper, mounted in circular wooden frame; 7 1/16 in. in diameter	Framed calligraphic souvenir
metal/grosgrain ribbon; 1.5 x 1.5 in. (4 x 4 cm.)	French Croix de Guerre (World War I Medal)
sound cassette; 20 min.	Cassette tape
bound text; 45 p.; parchment; 6 1/4 x 3 3/4 in. (16 x 9 3/4 cm.)	Diary

15. Type

Tools of History Label:	Resource Type
Maps to Dublin Core:	Type
Definition:	The nature or genre of the content of the original source.
Comment:	Type includes terms describing general categories, functions, genres, or aggregation levels for content. To describe the physical or digital manifestation of the resource, use the Format elements.
Mandatory:	Yes
Searchable:	Yes

- Recommended best practice is to select terms from the DCMI Type Vocabulary: <http://dublincore.org/documents/dcmi-type-vocabulary/> . A list of the most commonly used terms is included below.
- More than one term may be assigned to a resource, when appropriate. Separate each term with a semicolon and one space. For example, if you are describing a resource that includes both text and illustrations, enter "Text; Still Image". If you are describing a video that includes audio, you may enter "Moving Image; Sound."

- Reserve the term "Physical Object" when describing 3-D objects/artifacts in your collection. "Physical Object" should not be used for photographs or postcards in your collection.

Example:	Comment:
Image	Drawings, paintings, maps
Still Image	Photographs, postcards
Text	Books, letters, diaries, manuscripts
Moving Image	Videos, movies
Sound	Audio, cassette, phonograph record
Physical Object	Museum artifacts and other 3-D objects

16. Relation

Tools of History Label:	Relation
Maps to Dublin Core:	Relation
Definition:	A reference to a related resource.
Comment:	Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.
Mandatory:	No
Searchable:	No - If you enter a URL beginning with "http://" it will be "clickable."

- **Relation** is used to show a relationship with another resource. Relationships may be expressed reciprocally or in one direction only.
- A URL from the described resource to the related resource may be used if both resources are part of the digital collection (use "reference URL" provided by CONTENTdm).
- Textual information about the related resource may be included.
- **Relation** can be refined (qualified) in a number of ways. CONTENTdm supports the various refinements (qualifiers) of the **Relation** element.
- Each qualified Relation element may have its own label in the record.
- Qualifiers include (but are not limited to):
 - IsPartOf** – described resource is a physical or logical part of another resource. **HasPart** – described resource includes the reference resource either physically or logically.
 - IsReferencedBy** – described resource is referenced by another resource **References** – described resource references another resource.
 - IsVersionOf** – described resource is a version, edition, or adaptation of another resource. Change is to content, not format.
 - HasVersion** – described resource has another version, edition, or adaptation. **Requires** – described resource requires another resource for functionality or delivery.
- For more information about the Relation field and its qualifiers visit: <http://dublincore.org/documents/usageguide/elements.shtml#relation>

Example:	Comment:
American Field Service Bulletin No. 14 (October 6,	Label: Relation-Is Part Of <i>The described resource is one page of a multi-page resource</i>

1917), p. 3	
Adobe Acrobat Reader, version 6.0	Label: Relation-Requires <i>The described resource is a PDF file that requires Adobe Acrobat Reader, version 6.0 or higher to be viewed</i>
http://www.hrvh.org/u?/occc,29	Label: Relation-References <i>The described resource is a letter that references a photograph (digital version of photograph is also part of the collection). This URL provides access to the digitized photograph from the metadata record describing the letter.</i>
http://www.hrvh.org/u?/occc,28	Label: Relation-Is Referenced By. <i>The described resource is a photograph that is discussed in a letter (digital version of letter is also part of the collection). This URL provides access to the letter from the metadata record describing the photograph.</i>

17. Source

Tools of History Label:	Source
Maps to Dublin Core:	Source
Definition:	A reference to a resource from which the present resource is derived
Comment	The present resource may be derived from the Source resource in whole or in part. Recommended best practice is to identify the reference resource by means of a string or number conforming to a formal identification system.
Mandatory:	No
Searchable:	No

- Textual information about the source resource may be included.
- Source may be used to record the name of the collection from which the original resource is derived. It may also be used to record any information that will aid in locating the physical resource at the holding institution (call number, accession number, box and folder numbers, etc.).

Example:	Comment:
Asher Collection	The described resource is one item from this collection.
Bard Family Papers, 85-123, box 3, folder 2.	The described resource is one item from this collection.

18. Resource Identifier

Tools of History Label:	Resource Identifier
Maps to Dublin Core:	Identifier
Definition:	An unambiguous reference to the resource within a given context.
Comment	Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Formal identification systems include but are not limited to the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN).

Mandatory:	Yes
Searchable:	No

- Local naming conventions are acceptable (e.g. accession numbers).
- Include a 2-4 letter repository code at the beginning of the number followed by an underscore or a period. Contact SCRLC for repository code assignment.

Example:	Comment:
wp_lc06620.1917.04	Wilderstein Preservation
bc_arch_024	Bard College
rm.1994.49.1	Rhinebeck Museum

19. Publisher of Digital

Tools of History Label:	Publisher.Digital
Maps to Dublin Core:	Publisher
Definition:	An entity responsible for making the digital resource available
Comment:	Examples of Publisher include a person, an organization, or a service
Mandatory:	Yes
Searchable	No

- Use this field to record the name of the organization responsible for digitizing the resource. In many cases this will be the same as the **Holding Institution**, so the organization's name should be entered into both the **Publisher.Digital** and **Holding Institution** fields.
- If the organization responsible for digitizing the resource is different from the organization that houses the original resource then the organization that digitized the item gets recorded in the **Publisher.Digital** field and the organization that houses the original resource gets recorded in the **Holding Institution** field.
- In the case of **paid** outsourcing, enter the name of the organization that paid for the digital imaging and/or metadata creation.

Example:	Comment:
Publisher.Digital: Marlboro Free Library Holding Institution: Marlboro Free Library	Holding Institution and Publisher.Digital are the same.
Publisher.Digital: Hudson River Valley Institute Holding Institution: Samuel F. B. Morse Historic Site	Hudson River Valley Institute responsible for digital imaging and metadata creation. Item housed at Locust Grove.
Publisher.Digital: Library Association of	Library Association of Rockland County responsible for

Rockland County	digital imaging and metadata creation.
Holding Institution: New City Library	Item housed at New City Library

20. Date of Digital

Tools of History Label:	Date.Digital
Maps to Dublin Core:	Date-Issued
Definition:	The creation date of the digitized resource
Comment:	Typically, Date.Digital will be associated with the creation date of the master/archival image (usually a TIFF).
Mandatory:	Yes
Searchable	No

- Recommended best practice for encoding the date value is defined in a profile of ISO 8601 (W3CDTF*) and includes (among others) dates of the form YYYY-MM-DD

*W3CDTF = World Wide Web Consortium Date Time Format

<http://www.w3.org/TR/NOTE-datetime>

Example:	Comment:
2004-07-01	Exact date known: July 1, 2004
2000-04	Month and year known: April, 2000
2001	Year known

21. Format of Digital

Tools of History Label:	Format.Digital
Maps to Dublin Core:	Format
Definition:	Digital format of the object
Comment:	The media type, followed by the file type.
Mandatory:	Yes
Searchable	No

- Recommended best practice is to select a value from the list of Internet Media Types:
<http://www.iana.org/assignments/media-types/>

Example:	Comment:
image/jpeg	Visual file in JPEG format
image/gif	Visual file if GIF format
video/mpeg	Video file in MPEG format
audio/mp3	Sound file in MP3 format

application/pdf	File in PDF format
-----------------	--------------------

22. Digital Collection

Tools of History Label:	Digital Collection
Maps to Dublin Core:	Relation-Is Part Of
Definition:	Name of the digital collection contributed to Tools of History.
Comment:	May be different than the name of physical collection.
Mandatory:	Yes
Searchable	Yes

- This field allows your Tools of History digital collections to be indexed separately.
- Creating a controlled vocabulary for the names of your digital collections is recommended to ensure consistency in data entry.

Example:	Comment:
Ward Manor Property: Annandale-on-Hudson, N.Y. Bard College Architecture, Past and Present	Names of two digital collections contributed to Tools of History by Bard College.
Maverick Festival Collection Maverick Musician Portraits Collection	Names of two digital collections contributed to Tools of History by Woodstock Public Library District.

23. Holding Institution

Tools of History Label:	Holding Institution
Maps to Dublin Core:	Source
Definition:	Institution where item is physically located
Comment:	Include title of the institution
Mandatory:	Yes
Searchable	Yes

- Institution names should be entered the exact same way in every record. It is recommended that you use the template in CONTENTdm for the name of the institution to ensure consistency in data entry.

Example:	Comment:
Woodstock Public Library District	Organization
Museum of Rhinebeck History	Organization

Bard College Libraries. Archives and Special Collections	Organization and department
--	-----------------------------

24. Contact Information

Tools of History Label:	Contact Information
Maps to Dublin Core:	Description
Definition:	Contact information for the holding institution
Comment:	May include a mailing address, an email address, a phone number, and/or a URL to organizations website
Mandatory:	Yes
Searchable	No

- HTML line-break tags
 may be used so that each unit of data appears on a separate line when displayed on the web. If
 tags are not used, data will appear as a continuous string.

Example:	Comment:
5 Library Lane Woodstock, NY 12498 845-679-2213 http://woodstock.org	Contact information for Woodstock Public Information will display as follows: 5 Library Lane Woodstock, NY 12498 845-679-2213 http://woodstock.org
http://www.marlbtorolibrary.org	URL for Marlboro Free Library.

25. Rights

Tools of History Label:	Rights
Maps to Dublin Core:	Rights
Definition:	Information about rights held in and over the resource.
Comment:	Typically, Rights will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. If the Rights element is absent, no assumptions may be made about any rights held in or over the resource.
Mandatory:	Yes
Searchable	No

- This field may contain a link to a rights statement located on an organization’s website or it may be entered directly into the record in Tools of History.

Example:	Comment:
This digital image may be used for educational uses, as long as it is not altered in any way. Prior written permission is required for any other use of the images from the Woodstock Public Library District collection. http://woodstock.org	Rights statement entered into record.
Wilderstein Preservation holds copyright and reproduction rights. Permission for reproduction required. http://www.wilderstein.org	Rights statement entered into record.
http://www.anyuniversitylibrary.org/copyright.htm	Link to organization’s website for rights statement. <i>Note: this is a sample</i>

26. Technical Data

Tools of History Label:	Technical Data
Maps to Dublin Core:	None
Definition:	Information about the digitization of a resource.
Comment:	Information about the hardware, software, and processes used to digitize a resource is important for the long term maintenance of a digital object.
Mandatory:	No, but highly recommended
Searchable	No

- A spreadsheet or database may be used by the scanning technician to record this information at the time of digitization. Tab-delimited text, exported from a spreadsheet or database, may be imported into CONTENTdm.
- It is recommended that the following information be recorded about the master image: file format, capture hardware, capture software, bit-depth, resolution, color space, file size (in bytes), dimensions, compression, CheckSum value.
- Addition technical information may include the name of a digitization vendor, scanning technician, and/or cataloger. It may also include information about any enhancements (color correction, contrast adjustment, etc.) made to the web/access image.
- The template in CONTENTdm may be used to automatically capture the following information about the access/web image (JPEG, GIF): color space, file size, height, width, and CheckSum value. Separate fields need to be created for each data element in order for CONTENTdm to capture that data.
- Organizations may decide to enter technical data in one field or multiple fields. If tab-delimited text is being imported, it may be imported into one field or multiple fields.

Example:	Comment:
Archival TIFF - MicroTek 9800XL; Adobe Photoshop Elements 2.0; 400 dpi; 24 bit color; RGB; 33,005,540 bytes: 3600 x 2812 pixels; no compression	Technical data stored in one field.

27. Transcript

Tools of History Label:	Transcript
Maps to Dublin Core:	Description
Definition:	Transcript of text, audio, or video resource
Comment:	Transcripts allow for full-text searching of text or voice resources
Mandatory:	No
Searchable	Yes

- Set the "Data Type" to "Full-Text Search" and set the field size to "Large" using the Field Properties section of the CONTENTdm administrative interface.
- Transcript files should be saved as TEXT (*.txt) files. Each image of a page of text must have a corresponding text file. The image file name and the text file name must be identical.
- CONTENTdm will prompt you to browse for your .txt files when you are importing multi-page document if you select "Import transcript files from a directory" during the import process.
- There are several options for including transcripts for single-page documents:
 1. Type the transcript directly into the **Transcript** field.
 2. Copy and paste the transcript from another application (MS Word, Notepad, etc.) into the **Transcript** field.
 3. Edit the Template Creator in the Acquisition Station to identify the "data type" for the Transcript field as "directory import." You will be prompted to browse for the transcript file.



Resources – General

- *Introduction to Metadata: Pathways to Digital Information* (V 2.1)
By Tony Gill, Anne Gilliland-Swetland, and Murtha Baca; Published by the Getty Research Institute
http://www.getty.edu/research/conducting_research/standards/intrometadata/index.html
- Dublin Core Metadata Initiative <http://dublincore.org/>

- Collaborative Digitization Program (formerly "Western States") Dublin Core Metadata Best Practices <http://www.bcr.org/dps/cdp/best/dublin-core-bp.pdf>

Resources - By Element

Creators, Contributors, Personal or Corporate Names as Subjects

- Library of Congress Authority File (LCAF): <http://authorities.loc.gov>
- OCLC's WorldCat Identities: <http://www.oclc.org/research/activities/identities/default.htm>
- Union List of Artist Names (Getty): <http://www.getty.edu/research/tools/vocabulary/ulan>

Subjects (NB: Thesaurus for Graphic Materials included in ContentDM)

- Library of Congress Authority File (LCAF): <http://authorities.loc.gov>
- Medical Subject Headings (MeSH) <http://www.nlm.nih.gov/mesh/meshhome.html>
- Art and Architecture Thesaurus (AAT)
http://www.getty.edu/research/conducting_research/vocabularies/aat/

Location

- Thesaurus of Geographic Names (TGN):
http://www.getty.edu/research/conducting_research/vocabularies/tgn/
- US Board of Geographic Names (for US places): <http://geonames.usgs.gov/pls/gnispublic>
GEONET names server (for places outside the US):
<http://geonames.usgs.gov/foreign/index.html>
- Language: ISO list http://www.loc.gov/standards/iso639-2/php/code_list.php
- Format.Original: Converter for sizes
http://www.onlineconversion.com/length_common.htm
 - Type: <http://dublincore.org/documents/dcmi-type-vocabulary/>
 - Format. Digital: International Standard for MIME Media Types
<http://www.iana.org/assignments/media-types/>

All links current as of July 8, 2010