

Metadata Guidelines
for
Wabash Valley Visions and Voices

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Wabash Valley Visions and Voices follows the *Indiana Digital Library Metadata Best Practices for Use of Qualified Dublin Core* 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 (link following text).

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

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

Please consult the Library of Congress Authorities for authorized headings.

WV3 descriptive metadata fields

(fields map to the Dublin Core field of the same name, unless otherwise noted):

Title (Required)

Definition: *A name given to the resource.*

Note: *Typically, a 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 does not have a title, assign one that is brief but descriptive.*

WV3 Note: This field is indexed on the first word; leave out initial articles from the title (i.e. a, an, the, le, la).

Alternative title (Optional) Maps to Dublin Core Title-alternative field

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

WV3 Note: Leave out initial articles.

Description (Required)

Definition: A brief, free text account of the intellectual contents of the resource.

WV3 Note: Make sure this field includes keywords that may be important for discovery of this object. Use this field to record personal names and other singular characteristics of the object that may not be established subject headings, unless full-text OCR transcription is in the transcription field.

Transcription (Optional) Maps to Dublin Core Description field

Definition: Transcription of the contents of the resource.

WV3 Note: Use this field for any direct transcription of the text, including OCR created transcription.

Author (optional) Maps to Dublin Core Creator field

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

WV3 Note: Use authorized form of the name. If author of a textual resource is not known, use “unknown.”

Photographer (optional) Maps to Dublin Core Creator field

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

WV3 Note: Use authorized form of the name. If photographer of a photograph is not known, use “unknown.”

Artist (optional) Maps to Dublin Core Creator field

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

WV3 Note: Use authorized form of the name.

Contributors (optional)

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

Note: *Persons(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: Use authorized form of the name.

Publisher (optional)

Definition: *An entity responsible for making the resource available.*

WV3 Note: Use a consistent form of the name, preferably the authorized name from LOC or other authority files.

Repository (required) Maps to Dublin Core Publisher field

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

WV3 Note: The name and address of your institution. Special departments within the institutions may be specified.

Example: Indiana Writers Program/Project Collection. Indiana State University Library. Terre Haute, Indiana, 47809.

Date digital (required) Maps to Dublin Core Date-Created

Definition: *A date associated with an event in the life cycle of the resource.*

WV3 Note: *The date of creation or availability of the digital resource (Date.Digital).* The year is the only requirement for WV3. Additional information should be entered in the format YYYY-MM-DD.

Date original (required) Maps to Dublin Core Date-Issued

Definition: *A date associated with an event in the life cycle of the resource.*

WV3 Note: *Creation or modification date for the original resource from which the digital object was derived or created (Date.Original). Use the format YYYY-MM-DD. If original date is not known, use a range of dates. Record dates according to the rules of AARC2.*

Examples:

[ca. 1940], 18--?, c1920, 1907?, 1900-1915, 1800s, 19th century

Coverage (required)

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

Note: *Coverage will typically include spatial locations (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity).*

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

United States–Indiana–(County)–(City)–(Date)

The date should indicate the time period covered in the resource. Record dates according to the rules of AARC2.

Examples:

[ca. 1940], 18--?, c1920, 1907?, 1900-1915, 1800s, 19th century

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

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

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

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

Vigo County: Riley, Seelyville, Terre Haute, West Terre Haute

Subject (one term required, more optional)

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

WV3 Note: WV3 uses the Thesaurus for Graphic Materials I: Subject Terms (<http://www.loc.gov/rr/print/tgm1/>) and Library of Congress Subject Headings for the controlled vocabulary. Subject headings must come from the controlled vocabulary. Use as many subjects as appropriate to describe the resource. Personal and corporate name headings should be taken from the LOC authority file and created in an authorized form. If an addition to the controlled vocabulary is needed, find the subject in appropriate vocabulary list, submit the object, and the subject will be added by a collection administrator. Twelve thousand terms from the Thesaurus for Graphic Materials are loaded into ContentDM. Additional terms appropriate for WV3 subjects may be found at <http://visions.indstate.edu/documentation/wv3terms.txt>.

WV3 Subject (one term required, more optional) Maps to Dublin core Subject 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. WV3 supports a subject browse of the following categories. These topics include and supplement the list of subjects recommended by the Indiana Digital Library Summit. Agriculture, Architecture, Business & Industry, Communication, Domestic Life, Disasters, Education, Famous Hoosiers, Labor, Landscapes, Native Americans, Natural Resources, People, Politics, Religion, Social Life, Sports, Transportation, The Underground Railroad, Wars & Conflicts.

Provenance (optional) Maps to Dublin Core Contributors field

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

WV3 Note: Donor information should be entered in this field. Use authorized forms of names.

Type (required) (Controlled Vocabulary field)

Definition: *The nature or 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/>. Most objects will be “Image,” “Text,” or “Sound.” Note that images of textual pages are “Text.”

Types: Image, Text, Sound, Collection, Dataset, Event, Interactive Resource, Moving Image, Still Image, Physical Object, Service, Software.

See Dublin Core Type Vocabulary for definitions.

Format (required)

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

Note: Dublin Core intended the Format field to be used to determine the kind of software, hardware or other equipment needed to view the resource. Information about size and duration can also be included.

WV3 Note: The media type followed by file type. If a file is particularly large, include information about size or playback time. Enter information about the file being uploaded into ContentDM, not the display image. (Enter uploaded tiffs as tiffs, not jpgs).

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 the format field an image of a page of text is an image.

A PDF is considered an application.

EXAMPLES

image/jpeg (visual file in JPEG format)

text/html (text file in HTML format)

video/mpeg (video file in MPEG format)

audio/mp3 (sound file in MP3 format)

image/gif 4kB

audio/mp3 10 min.

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

application/pdf (PDF document)

Format of Original (optional) (maps to Dublin Core Format Field)

Definition: Information about the dimensions of the original object.

WV3 Note: Size of original page or photograph in centimeters; length of book or sides (if applicable); dpi of scan. Include dimensions of artifacts.

28 x 22 cm. ; 15 p. ; 300 dpi
9 x 15 cm. ; 600 dpi
9 x 15 cm. ; 2 sides ; 600 dpi
22 cm. ; 300 dpi

Copyright (required) Maps to Dublin Core Rights field

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

Note: *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.*

Examples:

U.S. and international copyright laws protect this digital image.

Commercial use or distribution of the image is not permitted without prior permission of the copyright holder. Please contact XXX for permission to use the digital image.

Copyright to this resource is held by XXX and is provided here for educational purposes only. It may not be downloaded, reproduced, or distributed in any format without written permission of XXX. Any attempt to circumvent the access controls placed on this file is a violation of the United State and international copyright laws, and is subject to criminal prosecution.

Digital Image Copyright © 2005 Indiana State University Library. Terre Haute, Indiana, 47809.

WV3 note: Please see the copyright statement for copyright 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 their copyright policy in this field.

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

Identifier (optional)

Definition: *An unambiguous reference to the resource within a given context.*

WV3 Note: The stable URL of the object, and/or a location within a collection (i.e. call number or file name).

Source (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 – Originally published as:, Excerpted from:, Original book:, Original format:, Reproduction of:, etc. 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 the Indiana State Library.

Language (optional)

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

Note: *Recommended best practice for the values of the language element is to adhere to the ISO 639 standard for languages (a two-letter code). 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 generally not noted.

Example codes:

fr (French)
en (English)
de (German)
es (Spanish)

Relation (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 (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

Control (leave blank)

WV3 Note: This field is being used by project staff at ISU Library as a quality control field.

Additional fields

If your collection needs additional fields, contact the ISU Library, and we will discuss the new field. New fields may be added to individual collections or the entire project.

Links for additional information:

Indiana Digital Library Metadata Best Practices for Use of Qualified Dublin Core

<http://www.statelib.lib.in.us/www/isl/diglibin/idlbest.pdf>

Library of Congress Authorities

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

Metadata Guidelines for the Indiana Digital Library

<http://www.dlib.indiana.edu/workshops/indl04/handout7.pdf>

Dublin Core Metadata Initiative

<http://dublincore.org/>

Getty Thesaurus of Geographic Names Online

<http://www.getty.edu/research/tools/vocabulary/tgn>

Thesaurus for Graphic Materials I: Subject Terms

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

DCMI Type Vocabulary

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

Language codes

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