

## Earlham Digital Archives Metadata Guide

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As we worked on the project, we manipulated the metadata fields to fit the purpose and goals of our project. After much deliberation, the fields we decided to use, and the standard for using them, are as follows. The fields map to the Dublin Core fields given in brackets. Fields with an asterisk (\*) are required. Fields with a degree symbol (°) have a controlled vocabulary.

**\*Title [Title]** Titles provide an overall description of the image. They should be as short as possible and should be consistent within a particular collection. The title does not need to contain the date of the original item, unless it is pertinent. Titles should be capitalized as one would capitalize the title of a book and should not contain ending punctuation. If an image shows the reverse side of another image, it should have the same title, followed by the lowercase word “reverse” in parenthesis.

*e.g.* “Graduation 1966” and “Graduation 1966 (reverse)”

**\*°Topic [Subject]** This field provides searchable keywords that describe the image. The terms in the controlled vocabulary were selected to match what browsers might search for rather than to exactly describe the images. Terms should be capitalized and separated by semi-colons.

*e.g.* “Men” not “Man”

**\*Description [Description]** This field should provide the most information about an image. When much is known, descriptions should be written in full sentences with appropriate punctuation. When little is known, fragments are allowable to avoid redundancy, and should be punctuated.

*e.g.* “A group of female students eating.” not “This is a picture of a group of female students eating.”

**Transcript [Description]** This field gives a transcript of any text appearing on the front or back of the original item. If the text is not viewable to browsers, the word “Reverse:” should precede the transcript of the text.

*e.g.* Reverse: 1870s?

**\*Date Original [Date]** This field gives the date of the original item and follows the format Year-Month-Day. Though the exact date may not be known, the field should give as much information as possible. If an image is known to be from a certain decade or within a range of dates, all dates in the range should be listed, separated by semi-colons.

*e.g.* 1867-06-22

**\*°Original Item Type [Type]** This field gives the format of the original item.

**\*Original Document Size [Format-Extent]** This field gives the height and width of the original item, including any frame or surrounding material. Measurements should be to

the closest quarter inch with two places after the decimal and height given before width. Use the abbreviation “in” for inches.

*e.g.* 4.25x6.50 in

**Creator (Photographer) [Creator]** This field is for giving credit to the original photographer or other author of the item, if known. Last names should precede first names, separated by a comma.

**Publisher [Publisher]** This field is for citing the publisher of published items, where applicable.

\***Geographic Location [Coverage-Spatial]** This field gives the location of the subject of the image and should follow the standards of the Getty Thesaurus of Geographic Names < [http://www.getty.edu/research/conducting\\_research/vocabularies/tgn/](http://www.getty.edu/research/conducting_research/vocabularies/tgn/)>, using semicolons to separate terms.

*e.g.* United States; Indiana; Wayne County; Richmond

°**Campus Location [Coverage-Spatial]** This field gives the location on campus of the subject of an image and identifies any visible buildings or rooms, if this information is known.

**Language [Language]** This field identifies the language of any writing visible in a scanned image and/or text on the back of the item, regardless of whether it is viewable to browsers.

\***Document Location [Source]** This field gives the physical location of the original item in Earlham’s archives. Should follow the format, “Friends Collection and Earlham College Archives; Box: [Name], number”

*e.g.* Friends Collection and Earlham College Archives; Box: FUM Kenya, 2

\***Usage Statement [Rights]** This field alerts users to their rights regarding usage of the images in the collection. Depending on whether the original items are part of the FUM collection and/or are protected by copyright, the statement will read as follows (*italics* denote variable sentences):

Earlham College *and Friends United Meeting* is/are providing access to these materials for private educational, scholarly, and research purposes. Users must contact Earlham College to request permission to use materials in any other manner, including but not limited to commercial or scholarly reproductions, redistribution, publication or transmission. *These images may be protected by United States Copyright Law (Title 17, U.S. Code).* For any questions about the use or display of an image please contact: Earlham College Archives <http://www.earlham.edu/~libr/content/friends/>

\***File Name [Identifier]** This field contains the file name of the master files of the scanned images. The file names tell users that the images are from the Earlham College 2008 Ford/Knight project and give the initials of the contributor, the order in which the images were scanned, and whether there is a scanned image of the back of the original

item. If the back was not scanned, it is not necessary to include “-front” in the file name of the image.

*e.g.:*

EC-FK08-CJ-01.tif

EC-FK08-CJ-01-front.tif

EC-FK08-CJ-01-back.tif

**\*Date Digital [Date-Created]** This field gives the creation date of the master files and follows the format Year-Month.

*e.g.* 2008-09

**\*Format Information [Format]** This field contains our technical metadata and format information and for most images reads:

Originals scanned with Microtek ScanMaker 1000XL and saved as 800 ppi tiffs. Display images are jpegs generated by CONTENTdm Acquisition Station.

**\*Institution [Contributors]** For our purposes, this field will always be “Earlham College” in accordance with Private Academic Library Network of Indiana (PALNI) standards.

**\*Collection [Subject]** This field identifies the collection to which the image belongs.

*e.g.* May Day

**\*Contributor [Contributors]** This field identifies the person who scanned, uploaded, and compiled the metadata for an image. Last names should precede first names, separated by a comma.

*e.g.* McShane, Ann

**Notes [None]** This field will contain any unverified suppositions and how contributors reached their conclusions. This field also serves to alert browsers to related images.

*e.g.* See Related: Heart (reverse)