

**Central Florida Memory Project**  
***Handbook for Developing Metadata Records***  
**Revised 1/27/2006**

## INTRODUCTION

The CFM project participants selected Dublin Core (<http://www.dublincore.org/>) and Library of Congress Subject Headings, via Classification Web as the vehicles for conveying description and controlled vocabulary. In addition, supplemental terms for the creation of subject headings can be derived from the Library of Congress Thesaurus of Graphic Materials II and the Getty Art and Architecture Thesaurus. Within CFM, Dublin Core exists in a slightly modified form, and additional elements have been added for local needs. As a supplement to Dublin Core, a subset of elements were added to support the inclusion of data from funeral records. These standards will be applied accordingly to each title entered into the CFM digital library via CONTENTdm.

As a last resort, any contributing institution can request the Metadata Cataloger to aid in the completion of the work-form.

The cataloger will also edit any information on current records that require updating in CONTENTdm.

## WORKFLOW

- After the contributing institution selects the items to be digitized, it follows the prescribed steps in the submission workflow. The contributing institution fills out an online work-form giving the basic descriptive metadata. If needed the Project Archivist will aid the contributing institution in the organization and description of materials.
- Cataloger reviews the submitted data along with the materials to be digitized.
- Cataloger works with Digital Projects to determine how the materials will be organized within contentDM.
- Cataloger edits the work form according to *The Handbook for Developing Metadata Records*. *The Handbook* contains the list of CFM Dublin Core Elements and additional elements. It further defines the characteristics of each element-- label, definition, mandatory status, input standards, refinements, addition options, and schemes.
- Cataloger provides the controlled vocabulary and other elements according to the prescribed standards. Cataloger consults the contributing institution if necessary to complete the workflow.
- Cataloger approves and adds metadata within contentDM once the materials have been digitized by Digital Projects.

## STANDARDS

- The cataloger basis records on the work-form as created for the CFM project.

- Subject headings are controlled vocabulary verified in LC Subject Headings (latest edition).
- Subject headings can be supplemented using either AAT or TGM.
- Dublin Core Metadata Element Set, Version 1.1: Reference Description is located at <http://dublincore.org/documents/dces/>
- Dublin Core Metadata Element Set (NISO) is located at <http://www.niso.org/standards/resources/Z39-85.pdf>
- DCMI Metadata Element Terms, Section 2 is located at <http://dublincore.org/documents/dcmi-terms/>
- DCMI codes, Qualifiers and Refinements are located at <http://dublincore.org/documents/usageguide/qualifiers.shtml>
- DC Qualifiers, Refinement(s) and Scheme Table; Properties of DC Qualifiers; Refinement(s) for Element: Description; Refinement(s) for Element: Relation. These are located at <http://dublincore.org/documents/usageguide/qualifiers.shtml>
- MARC link for language codes are located at [http://www.loc.gov/marc/languages/lang\\_a2b.html](http://www.loc.gov/marc/languages/lang_a2b.html)
- DC Elements, Other Elements, Encoding Schemes, DCMI Terms for Type are located at <http://dublincore.org/documents/dcmi-terms/index.shtml>
- Library of Congress Standards are located at <http://www.loc.gov/standards/>
- Codes for the Representation of Names of Languages: Alpha-3 codes arranged alphabetically by English name of language are located at <http://www.loc.gov/standards/iso639-2/englangn.html>
- ISO639-2 for language codes are located at <http://www.loc.gov/standards/iso639-2/englangn.html>
- ISO Summary of International Date and Time Notation <http://www.cl.cam.ac.uk/~mgk25/iso-time.html#date>
- Art & Architecture Thesaurus Online is located at [http://www.getty.edu/research/conducting\\_research/vocabularies/aat/](http://www.getty.edu/research/conducting_research/vocabularies/aat/)
- Thesaurus for Graphic Materials is located at <http://www.loc.gov/rr/print/tgm1/>  
<http://www.loc.gov/rr/print/tgm2/>

#### **LOCAL PRACTICES – INPUT STANDARDS**

- Subject subdivisions should have 2 dashes between terms.
- Use the ordinal number designations –1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc.

#### **CFM DUBLIN CORE ELEMENTS**

Mandatory Elements		Optional (Desirable) Elements	
Dublin Core Elements	CONTENTdm label	Dublin Core Elements	CONTENTdm Label
Title	Title (see Handbook for refinements)	Publisher	Publisher
Subject	Subject	Contributors	Contributors
Description	Description (see Handbook for refinements)	Type	Type
Creator	Author	Source	Source
Date: Original	Date: Original (see Handbook for refinements)	Language	Language
Format	Format (see Handbook for refinements)	Relation	Relation (see Handbook for refinements)
Identifier	Repository Repository Collection Call no./ID no. Identifier	Coverage	Coverage (see Handbook for refinements)
Digital Reproduction Information	Digital Reproduction Information	Rights	Rights
Audience	Audience (see Handbook for refinements)		

## TITLE

Label:	<b>Title</b>
Definition:	Resource name given by creator or publisher
Mandatory:	Yes; Transcribe the exact title from the physical copy; if there is not a title, transcribe the title given by the agency.
Repeatable:	Yes; Use for such as spine, caption, former, collection, series, etc.
Input standards:	Omit initial articles. Transcribe punctuation given on the source. If the source is part of a set or collection, create description for the other parts of the collection; create a collection level and item level records for the set. If title needs punctuation, appropriate punctuation can be inserted.

## Refinements:

Label:	<b>Alternative</b>
Definition:	Form of title used as alternate to the official title of the source; can include abbreviations, translations, etc. If a title is not unique, a more descriptive alternative title can be generated to differentiate items with like titles. Alternative titles may be generated at a page level to be used for retrieval purposes within the content management system.

Mandatory: No  
Repeatable: Yes; Use for such as spine, caption, former, collection, series, etc.  
Addition options:  
Schemes: AACR2r; Free-text can be used if necessary.

## **SUBJECT**

Label: **Subject**  
Definition: Topic of the work's content; can be personal name, geographic name, event, or topic.  
Mandatory: Yes  
Repeatable: Yes  
Input Standards: Apply the most specific subject heading(s). Use this element to cover genre using LCSH.  
Addition options:  
Schemes: Use controlled vocabulary based on LCSH, AAT, TGM.

### **Refinements:**

Label: **Personal Name**  
Definition: Local practice of applying actual individual or individuals that help make up the content of the work.  
Schemes: LC Authority file (if nonexistent use available sources).

Label: **Topic**  
Definition: Local practice of assigning appropriate storylines to the works.

Label: **Keyword**  
Definition: Any additional terms, outside of subject headings, that describe or reflect the content of the work, can be natural language or from a scheme.

## **DESCRIPTION**

Label: **Description/Notes**  
Definition: Text or content of the work; can be in the form of an abstract.  
Mandatory: Yes  
Repeatable: Yes  
Input standards: Freetext; Use terms with text such as abstract, table of contents, etc.

### **Refinements:**

Label: **Table of Contents**  
Definition: Sub-parts of the overall content of the resource.

Label: **Transcript**  
Definition: Machine readable or generated, or a transcribed version of the text of the work.

**Label:** **Number of Pages**  
**Definition:** Numeration of the work and the digital work.  
**Addition options:** Pagination.  
**Schemes:** AACR2r; freetext.

### **AUTHOR**

**Label:** **Author**  
**Definition:** Person or entity responsible for the intellectual creation of the work.  
May include authors, artists, editors, etc.  
**Mandatory:** Yes; If information is available.  
**Repeatable:** Yes  
**Addition options:**  
**Schemes:** AACR2r; LCSH authority

### **DATE: ORIGINAL**

**Label:** **Date: Original**  
**Definition:** Use copyright, publication, or creation date  
**Mandatory:** Yes; if available  
**Repeatable:** Yes  
**Input standards:** DC date structure. AACR2r for assistance with special cases. Enter date ranges with a hyphen between the dates, no spaces.

### **FORMAT**

**Label:** **Format**  
**Definition:** Form in which the work has been manifested.  
**Mandatory:** No  
**Repeatable:** Yes  
**Input standards:**

### **Refinements:**

**Label:** **Extent**  
**Definition:** Size or duration of publication or resource.  
**Input:** Separate numeric size from caption with a space.

**Label:** **Medium**  
**Definition:** Material or physical carrier of the resource; generally used for physical resource (i.e. paintings, models, etc.)  
**Addition options:**  
**Schemes:** Freetext; AAT; TGM; LCSH

### **IDENTIFIER**

**Label:** **Identifier**

Definition: Conveys institutional ownership, collection name, and/or number or string of data used to uniquely identify the work; samples are repository, repository collection, local accession number or identifier, call number, ISBN, ISSN, series, etc.

Mandatory: Yes

Repeatable: Yes

Input standards: Specific to each refinement.

### **Refinements:**

**Label:** **Repository**

**Definition:** Institution that holds the original item upon which the digitization is based.

**Input standards:** Enter the name of the institution (repository) and the repository collection name according to controlled vocabulary; use LCSH authorities and standards as applicable.

**Label:** **Repository Collection**

**Definition:** Name of collection within the repository.

**Input standards:** The name of the repository collection, if known, should be entered into subfield 2. Place remaining in subfields 3-20.

**Schemes:** Use LCSH authorities and standards if applicable.

**Label:** **Call #/ID #**

**Definition:** Unique standard or local numbers identifying the item; can be standard call # such as DDC or LC, local accession #, local ID #.

**Input standards:** Use unique standard or local numbers. Follow standard for the number scheme being used; use standard punctuation either national or local practices of the repository.

**Label:** **Identifier**

**Definition:** Any other pertinent information such as series, ISBN, ISSN, etc. that would identify the item to the user or researcher.

**Input Standards:** Input standard number strings, such as ISBN, ISSN, accession numbers without hyphens. Format call number with spaces except for the DDC author cutter. Follow national or local practices as selected by the repository.

**Additional options:**

**Schemes:** LC, DDC, ISBN, ISSN format for standard or call numbers; see input standards above for specifics.

### **PUBLISHER**

**Label:** **Publisher**

**Definition:** If possible, give the statement of original (commercial, corporate, government agency, or individual).

Mandatory: No  
Repeatable: Yes  
Input standards: Enter multiple publishers in separate repeated field.  
Addition options:  
Schemes: AACR2r

## **CONTRIBUTORS**

Label: **Contributors**  
Definition: Others (persons or organizations) who contribute secondarily to the value of the work; these are in addition to the ones listed in **CREATOR**.  
Mandatory: No  
Repeatable: Yes  
Input standards: Surname, first, middle, suffix, prefix.  
Additional options:  
Schemes: AACR2r, LC authority file.

## **TYPE**

Label: **Type**  
Definition: Category, etc. of the work.  
Mandatory: No  
Repeatable: Yes  
Input standards: Input more than one type into same field, but separated by a semicolon. Types: Collection, Dataset, Event, Image, Interactive Resource, Service, Software, Sound, Text, Physical Object, Still Image, Moving Image.  
Schemes: If clarification is needed, see <http://dublincore.org/documents/dcmi-type-vocabulary>

## **SOURCE**

Label: **Source**  
Definition: Information not entered in the Relation field; can include information from the Relation field refinement "Is Based On."  
Mandatory: No  
Repeatable: Yes  
Input Standards:  
Addition options:  
Schemes: Freetext; ISBN, ISSN or other standard number index.

## **LANGUAGE**

Label: **Language**  
Definition: Language of the original work.  
Mandatory: No  
Repeatable: Yes  
Input standards: Three letter language code.  
Schemes: Use MARC list <http://loc.gov/marc/language/>

ISO639-2 <http://www.loc.gov/standards/iso639-2/englangn.html>

## RELATION

Label: Relation of the work to other digital works in the Project, is used to describe the relation between works.

Mandatory: No

Repeatable: Yes

Input standards:

### Refinements:

Label: **Identifier**

Definition: Identifies the work which is related to using either the title or other identifier.

Addition options:

Schemes: URI scheme listed in Refinements, freetext; standard number format for any included; controlled vocabulary using LCSH.

## COVERAGE

Label: **Coverage**

Definition: Describe spatial, temporal characteristics of the work's intellectual content; does not include publication.

Mandatory: No

Repeatable: Yes

### Refinements:

Label: **Temporal**

Definition: Describes temporal characteristics of the work's intellectual content.

Input standards: Enter any date ranges with a hyphen between dates. For general time periods not represented adequately by dates, use a phrase—use LCSH term(s) if possible. Use DCMI box encoding scheme and DCMI point encoding scheme.

Label: **Spatial**

Definition: Spatial characteristics of the work's intellectual content.

Input standards: For geographical places use LCSH.

Addition options:

Schemes: ISO8601 for 8 digit number <http://www.loc.gov/standards/iso639-2/englangn.html>

DCMI Box Encoding Scheme

DCMI Point Encoding Scheme

## RIGHTS

Label: **Rights**

Definition: Contains the rights management statement, a URL, or URL linking to the rights statement; may include such elements as accessibility, reproduction of images, copyright, restrictions, and/or permission needed for use of images of the work.

Mandatory: No

Repeatable: Yes

Input standards: If a copyright statement is given, quote if possible from the letter or other information giving permission. If a URL, format correctly. Links for copyright statement should apply only to the digital work not the original format.

Addition options:

Schemes: Freetext.

### **AUDIENCE**

Label: **Audience**

Definition: Describes for whom the work is intended or will be useful.

Mandatory: No

Repeatable: Yes

### **DIGITAL REPRODUCTION INFORMATION**

Label: **Digital reproduction information**

Definition: Describes in detail process for digitizing.

Mandatory: No

Repeatable: Yes

Input standards: Freetext.

Addition options:

Schemes: Freetext.

### **Refinements:**

Label: **Digital Publisher**

Definition: Institution and/or department responsible for publishing the work in a digital form.

Label: **Digital File Size**

Definition: File size of the digital work.

Input: Generated through imaging software.

Label: **Digital Height**

Definition: Height of the digital work in pixels.

Input: Generated through imaging software.

Label: **Digital Width**

Definition: Width of the digital work in pixels.

Input: Generated through imaging software.

Label: **Metadata Cataloger**  
 Definition: Individual or individuals responsible for the cataloging and/or organization of digital works.

Label: **Metadata Administrative**  
 Definition: Any additional metadata used to describe by who or how the digital works were created.

Label: **Metadata Technical**  
 Definition: Any additional technically related metadata used to define digital works and how they were created.

Label: **Digital Color Space**  
 Definition: The type of digital color representation utilized for the work.  
 Input: Generated through imaging software.

Label: **Digital Reproduction Specifications**  
 Definition: Defines the type and size of digital masters, in which the digital work derived from.

Label: **Digital Media Type**  
 Definition: The digital image type of the digital works (JP2, JPEG, TIFF).  
 Input: Generated through imaging software.

**BIOGRAPHICAL**

Definition: Provides information outside the scope of the description outlining biographical information on either the author, contributor, owner, or other pertinent individuals associated with the work.

**Refinements:** **To be used with Carey Hand Funeral Home records.**

Label: **Mother**  
 Definition: Mother of the deceased.

Label: **Father**  
 Definition: Father of the deceased.

Label: **Death Date**  
 Definition: Date at which the individual or individuals died.  
 Input standards: DC date structure. AACR2r for assistance with special cases. Enter date ranges with a hyphen between the dates, no spaces.

Label: **Death Cause**  
 Definition: Means by which the individual or individuals died.

Label: **Death Age**  
Definition: Age at which the individual or individuals died.

Label: **Burial Place**  
Definition: Place at which the individual or individuals is/are buried.  
Input Standards: The order of entry is: City, State, Cemetery.

Label: **Residence**  
Definition: Place in which the individual or individuals were living at time of death.  
Input Standards: For geographical places use LC authorities.

Label: **Gender**  
Definition: The sex of the deceased.

Label: **Race**  
Definition: The race of the deceased.