Loyola Marymount University Digital Library Program
Metadata Best Practices

Introduction
Digitization is a value-added way of making library collections and materials available to
the LMU community around the clock. However, these digital collections are only going
to be useful to researchers, staff and students if the digital objects can be found. The
Loyola Marymount University Digital Library Program (DLP) Metadata Best Practices
provides guidelines for creating metadata records for digital objects. By creating
metadata best practices, we expect to achieve the following:

- Ensure consistent implementation of metadata fields.
- Create a basis for quality control.
- Allow for implementation of crosswalks and interoperability between systems.
- Allow for harvesting of records.
- Increase access and searchability across collections.
- Create awareness of object structure and form for users.
- Allow for collaborative projects with other digital library programs and
digitization projects.

There are many different types of materials that will be digitized by the DLP. While these
guidelines should encompass most of the materials, they are just guidelines and should be
adapted to best suit the material at hand. This document should be added to and altered as
needed to stay current with the field.

What is Metadata?
There are many different ways to think about metadata. It is literally “data about data.”
Metadata is structured information about an object, a collection of objects, or a
constituent part of an object such as an individual content file. Metadata is associated
with the digital resource to support the discovery, use, management, and preservation of
the digital resource. Generally speaking, metadata can be divided into the following
common categories:

- **Descriptive metadata**: Used for the discovery and interpretation of the
  original resource represented by the digital object.
- **Copyright metadata (rights management administrative metadata)**:
  Indicates copyright status for the original resource represented by the
digital object.
- **Technical metadata** describes the technical attributes of a digital object's
  content files.

What is Dublin Core and Why use it?
Dublin Core is an internationally recognized metadata standard comprised of fifteen
elements used to describe a resource. The Dublin Core Metadata Element Set is a
vocabulary of fifteen properties for use in resource description. The name “Dublin” is due
to its origin at a 1995 invitational workshop in Dublin, Ohio; “core” because its elements are broad and generic, usable for describing a wide range of resources. The DLP has adopted the Dublin Core Metadata Element Set and Qualifiers as its metadata schema and uses the element set as defined by the Dublin Core Metadata Initiative.

Dublin Core is simple to use, uses commonly understood terminology, and allows for the maximum amount of flexibility. The DLP currently uses CONTENTdm for digital content management. CONTENTdm maps to Dublin Core, but uses a proprietary metadata encoding schema to associate metadata with specific content files. Data may be exported in the form of standard XML, which may then be converted into other standards.

The following table maps the metadata elements. This table also details the exact order that these elements should be organized:

<table>
<thead>
<tr>
<th>CONTENTdm Collection Field</th>
<th>Dublin Core Analog</th>
<th>MARC21 Analog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required = [R], [MA] = Mandatory if applicable, [P] = Preferred</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifier [R]</td>
<td><a href="">dc:identifier</a></td>
<td>001</td>
</tr>
<tr>
<td>Title [R]</td>
<td><a href="">dc:title</a></td>
<td>245</td>
</tr>
<tr>
<td>Creator [R]</td>
<td><a href="">dc:creator</a></td>
<td>1XX, 7XX</td>
</tr>
<tr>
<td>Date Created [R] -and / or- Date Published [R]</td>
<td><a href="">dcterms:created</a></td>
<td>008 date 1, 260 $c, 245 $f</td>
</tr>
<tr>
<td></td>
<td><a href="">dcterms:issued</a></td>
<td></td>
</tr>
<tr>
<td>Subject (Topic) [R]</td>
<td><a href="">dc:subject</a></td>
<td>650</td>
</tr>
<tr>
<td>Subject (Name) [MA]</td>
<td><a href="">dc:subject</a></td>
<td>600, 61X</td>
</tr>
<tr>
<td>Subject (Place) [MA]</td>
<td><a href="">dcterms:spatial</a></td>
<td>651</td>
</tr>
<tr>
<td>Type [R]</td>
<td><a href="">dc:type</a></td>
<td>007, 245 $h</td>
</tr>
<tr>
<td>Form/Genre [R]</td>
<td><a href="">dc:type</a></td>
<td>655</td>
</tr>
<tr>
<td>Physical Description [R]</td>
<td><a href="">dc:format</a></td>
<td>300</td>
</tr>
<tr>
<td>Institution [R]</td>
<td><a href="">dc:publisher</a></td>
<td>852 subfields $a, $b</td>
</tr>
<tr>
<td>Collection Identifier [MA]</td>
<td><a href="">dcterms:isPartOf</a></td>
<td>730, 773</td>
</tr>
<tr>
<td>Country of Creation [R]</td>
<td>Not expressible</td>
<td></td>
</tr>
<tr>
<td>Copyright Status [R]</td>
<td><a href="">dc:rights</a></td>
<td></td>
</tr>
<tr>
<td>Copyright Statement [R]</td>
<td><a href="">dc:rights</a></td>
<td></td>
</tr>
<tr>
<td>Mandatory if applicable (copyrighted resources only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copyright Holder [MA]</td>
<td><a href="">dc:rights</a></td>
<td></td>
</tr>
<tr>
<td>Copyright Holder Info [MA]</td>
<td><a href="">dc:rights</a></td>
<td></td>
</tr>
<tr>
<td>Copyright Date [MA]</td>
<td><a href="">dc:rights</a></td>
<td></td>
</tr>
<tr>
<td>Copyright Notice [MA]</td>
<td><a href="">dc:rights</a></td>
<td></td>
</tr>
<tr>
<td>Mandatory if applicable (all resources)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publisher [MA]</td>
<td><a href="">dc:publisher</a></td>
<td>260 subfield $b</td>
</tr>
</tbody>
</table>
**Identifier**

The unique root identifier for the digital object is usually the same as the filename for simple objects, or the beginning of the filename for complex objects. Please see the filenaming guidelines for more information on how to create useable filenames.

**Status:** Required
**Repeatable?**: No
**Examples:**
- clloy_001
- lmu_ajcu_HannonConstruction_05
- lmu_LawtonPortrait

**Title**

A succinct identifying name for the resource.
- If the resource has a formal title, transcribe it according to the guidelines in AACR2, Chapter 1.1, copying it exactly as it appears with regard to spelling and word order, but not necessarily with regard to capitalization and punctuation.
  - Prefer a title appearing on the front of the postcard to one appearing on the back.
  - If more than one title appears on a given source, choose the one with greater typographical prominence. If neither is more prominent, take the title that appears first (i.e. at the top of the postcard).
- If you need to supply a title:
  - For a simple digital object, all titles should typically contain at least the following two elements: a name (e.g., name of the individual or the organization primarily responsible for the creation of the original resource); and a characterization of the nature of the resource (e.g., a
form/genre term such as "photograph", "diary", etc.). Optionally, include as a third element a characterization of the primary topic represented in or by the resource.

- For compound digital objects where you are describing components at more than one level, for example, a scrapbook and individual photographs within that scrapbook: the supplied title for the compound object as a whole (the scrapbook) should follow the rules for a simple digital object. For example, "Mary Jane Smith high school scrapbook".
  - For individual components (the photographs) within the compound object, supply a succinct label only to facilitate viewing/navigation of the object (for example, "page 1", "page 2", etc.; or "photo 1", "photo 2", etc.).

**Status: Required**
**Repeatable?: No**

**Examples:**

**Formal titles**
- Two dancers on a stage / Frasher Foto [Note: transcribed according to AACR2]
- The Rocky Mountains, emigrants crossing the plains [graphic] / F.F. Palmer, del. [Note: transcribed according to AACR2]

**Supplied titles**
- [Phoenix] / Ben Shahn [Note: supplied according to AACR2]

**Creator**
The name(s) of the person, institution, agent, or group primarily responsible for creating the original resource represented by the digital object. Do not use the name of the owning institution, donor, or the creator of the digital version of an analog item. The publisher goes in a separate field (oddly enough, the “Publisher” field). If the principal responsibility for the work is shared between two or more people, you may include multiple entries, separated by a semicolon and a space. In cases of works of shared responsibility, persons or corporate bodies who are partially, but not principally responsible for the work may be entered under “Contributor.”

- Use the form of the name established in the *Library of Congress Name Authority File* (LCNAF) or LMU’s LINUS catalog, or establish a form of the name, if necessary. The LCNAF can be searched from <http://authorities.loc.gov/>. If you cannot locate the name in the LCNAF, search for the name in LINUS at <http://linus.lmu.edu> and in existing LMU digital collections. Finally, check for the heading in MELVYL <http://melvyl.cdlib.org>.
- If you cannot locate the heading in an authority file, establish one according to the rules in AACR2, Chapter 22. (You may find it helpful to search for similar types of entries in the LCNAF, either through <http://authorities.loc.gov/> or through the authority file in OCLC Connexion.
- If the creator is unknown, use "Unknown".
Status: Required
Repeatable?: Yes
Examples:

Personal name entry
- Yamada, Mitsuye [Note: determined from local cataloging authority or LCNAF, death date not applicable]
- Chase, Alexander W. (Alexander Wells), 1843-1888 [Note: derived according to DACS, with birth and death dates]
- Bonnet, Scotch C., d. 1980 [Note: derived according to DACS, with death date only]
- Robinson family [Note: derived according to DACS, Chapter 12.29]

Corporate name entry
- American Philosophical Society [Note: determined from local cataloging authority or LCNAF]
- Frasher Foto (Firm) [Note: derived according to AACR2]

Date Created / Date Published
A single date or inclusive dates indicating when the original resource represented by the digital object was created or published. Generally, use the Date Created field for unpublished materials (such as some Real Photo postcards). Use the Date Published field for published materials (reproduced for distribution). In some cases, it may be appropriate to use both fields. For example, in the case of reprints, or when the image on a postcard is obviously much older than the postcard itself.

- For published materials, transcribe the publication date from the resource, generally a single year (for single items) or a range of years (for serial or multipart items).
- For unpublished materials, enter a human-readable form of the date, preferably in year-month-day order and without abbreviations, for example, "1901 January".
- If in doubt on how to enter a date, refer to one of the following content standards, if possible, for guidance on data entry:
  - AACR2, Chapter 1.4F
  - DACS, Chapter 2.4
  - CCO, Chapter 4.2.3 <http://www.vraweb.org/CCOweb/E-Chap4-StylisticChronological-28Feb2005.pdf>
- Do not use "Unknown"; always try to supply a date. Use a question mark or “circa” to indicate uncertain dates. Do not include supplied dates in square brackets.
- If using the postmark to identify a date of publication, use “circa” or “before” dates. A postcard may not necessarily be mailed in the same year that it is published! Indicate that your date is based on the postmark in the “Additional notes” field. If the postmark is obviously much later than the date of publication,
do not use it for the date of publication, but make a note of it in the “Additional notes” field.

- If using the publisher’s serial number to date the postcard (i.e. using the Curt Teich Postcard Dating Guide), add a note in the “Additional notes” field (i.e. “Date from publisher’s serial number.”)

**Status:** Either the **Date Created** or **Date Published** field is **Required**.

**Repeatable?** No

**Examples:**

**Single dates**
- 1901
- 1901 January
- 1901 January 3

**Date spans**
- 1900-1950
- 1956 January-July
- 1980s
- 19th century

**Broken date spans**
- 1924, 1956-1975 [Note: separate by a comma]

**Open date spans**
- 1911-
- -1911

**Approximate dates**
- circa 1950

**Uncertain dates**
- 1950? [Note: use a question mark]

**Undated material**
- undated: circa 1920 [Note: if a resource is undated this can be stated but provide an estimate if possible]

**Subject (Topic)**

Significant topics or subjects (including concepts, events, etc.), functions, or occupations represented in or by the resource.

- Assign subject headings according to LCSH. You can search them either at <http://authorities.loc.gov/> (limit your search to "Subject Authority Headings") or through OCLC Connexion.
- Subdivisions are indicated by a double dash (--). If you are applying multiple subdivisions, it is strongly recommended that you open a workform in OCLC Connection, enter your subject string in a 650 with the appropriate subfield delimeters, and attempt to control the heading. This will verify that:
  - You have used the correct form for all headings and subdivisions
  - Your subdivisions are in the correct order.
  - Your heading is in the appropriate field. If your heading is changed to a 600, 610, or 651, your subject heading DOES NOT belong under **Subject**
(Topic). It needs to be moved to either Subject (Name) or Subject (Place).

- Remember that subject headings are what the work is about, not what it is, so be wary of headings such as “postcards.”
- Do not include subdivisions like “pictorial works” or “views.” (We would have to add them to every single subject heading, and it’s covered by the genre.)
- Also remember that these are topical subject headings only, not names or places. (In MARC terms, this field is for 650’s only, not 600’s, 610’s, or 651’s.) This is determined by what the FIRST element in your subject string is.
- If you still cannot locate two appropriate headings in LCSH, see a metadata librarian about consulting another thesaurus such as GM, or establishing a new heading.

**Status:** Required. Use at least 2 headings minimum.

**Repeatable?:** Yes

**Examples:**
- Barbershops--California--Eureka
- Wine industry--California--Healdsburg
- City & town halls--California--Orange
- Agricultural laborers--Italian Americans--California--Salinas
- Streets--California--San Diego

**Subject (Name)**
Significant names (personal, corporate, family, meeting, etc.) represented as topics in or by the resource.

- Include persons and corporate bodies appearing on the card or mentioned in the printed matter, but not ones mentioned only in your own historical background research.
- Use the form of the name established in the Library of Congress Name Authority File (LCNAF) or CDL's MELVYL catalog, or establish a form of the name, if necessary. The LCNAF can be searched from <http://authorities.loc.gov/> If you cannot locate the name in the LCNAF, search for the name in LINUS at <http://linus.lmu.edu>.
- If you cannot locate the heading in an authority file, establish one according to AACR2, Chapter 22. (it is often helpful to search OCLC for similar examples)

**Status:** Mandatory if applicable

**Repeatable?:** Yes

**Examples:**

Personal name entry
- Yamada, Mitsuye [Note: determined from local cataloging authority or LCNAF, death date not applicable]
- Chase, Alexander W. (Alexander Wells), 1843-1888 [Note: derived according to DACS, with birth and death dates]
- Bonnet, Scotch C., d. 1980 [Note: derived according to DACS, with death date only]
• Robinson family [Note: derived according to DACS, Chapter 12.29]

Corporate name entry
• American Philosophical Society [Note: determined from local cataloging authority or LCNAF]
• Frasher Foto (Firm) [Note: derived according to AACR2]

Subject (Place)
The name of a geographic location represented in or by the resource.
• Include names of streets/roads/highways, if you are able to identify them, as well as parks.
• Select headings from the Library of Congress Subject Headings either at <http://authorities.loc.gov/> (limit your search to "Subject Authority Headings") or via OCLC Connexion.
• If you cannot locate the heading in an authority file, establish one according to AACR2, Chapter 23 and Appendix B.14 (for abbreviations).

Status: Mandatory if applicable
Repeateable?: No
Examples:
• Anaheim (Calif.)
• Central Avenue (Los Angeles, Calif.)
• Presidio (San Francisco, Calif.)

Type
A high-level type data value that generally characterizes the original resource held by your institution, and represented by the digital object. For example, use “text” to characterize a digital object comprising images of scanned text, not “image”; use “PhysicalObject” to characterize a digital object comprising images of a sculpture, not “image”. Note that more specific Form/Genre data must also be provided.
• Select a heading from the CONTENTdm-supplied subset of the Dublin Core Type Vocabulary (for the full list, see <http://www.dublincore.org/documents/dcmi-type-vocabulary/>):
  o Image
  o Text
  o PhysicalObject [Note: use for three-dimensional objects]

Status: Required
Repeateable?: No

Form/Genre
Significant forms of material and/or genres represented in or by the resource.
• Select headings from the Art and Architecture Thesaurus (AAT) controlled vocabulary list subset, supplied as part of CONTENTdm:
  o Architectural drawings
  o Atlases
  o Books
- Brochures
- Clippings [Note: use for newspaper or magazine clippings]
- Letters (correspondence) [Note: use for manuscript or typescript letters]
- Manuscripts [Note: use for general handwritten documents or unpublished typescripts; for manuscript letters, maps, architectural drawings, postcards, etc. use those more specific terms]
- Maps [Note: use for manuscript or printed maps]
- Pamphlets [Note: used for booklets]
- Photograph albums
- Photographs [Note: use for photographic prints and specific processes such as tintypes, ambrotypes, etc.; use also for negatives, slides, etc.]
- Postcards [Note: use for photographic and printed postcards]
- Programs [Note: use for dance, theater, or other performance programs]
- Scrapbooks
- Sheet music
- Tools

- If you cannot locate the heading in the CONTENTdm-supplied subset -- or if you would like to add an additional, more specific form/genre term (e.g., "tintypes" in addition to "photographs", "manuscript maps" in addition to "maps", etc.) -- search for it in the full AAT at <http://www.getty.edu/research/conducting_research/vocabularies/aat/>. Add the heading to the CONTENTdm controlled vocabulary list.
- If you still cannot locate the heading in a thesaurus, establish one and add it to the controlled vocabulary list.

**Status: Required.** Use at least 1 heading

**Repeatable?: Yes**

**Examples:**
- Architectural drawings
- Photographs
- Tintypes [Note: additional heading located in AAT]
- Screen prints [Note: additional heading located in AAT]

**Physical Description**

Physical description or statement indicating the extent, size, or duration of the original resource represented by the digital object. Refer to the relevant chapter of AACR2 for guidance on data entry.

- For postcards, refer to AACR2, Chapter 8 on Graphic Materials.

**Status: Required**

**Repeatable?: No**

**Examples:**
- 1 photographic print ; 9 x 14 cm. [Note: derived according to AACR2]
- 14 letters [Note: derived according to DACS]
- 1 leaflet : ill. ; 21.5 x 38.5 cm., folded to 21.5 x 10 cm. [Note: derived according to GM]
**Institution**
Enter the formal name of the institution that owns/maintains the original resource represented by the digital object. Depending on which department the digitized material is coming from, there could be some variations on the wording here.

**Status: Required**  
**Repeatable?: No**  
**Examples:**
- Department of Archives and Special Collections, Loyola Marymount University Library.
- Center for the Study of Los Angeles Research Collection, Loyola Marymount University

**Collection Identifier**
This points to the online collection description that will be associated with your digital objects, or the online finding aid, if available.

**Status: Mandatory if applicable**  
**Repeatable?: No**  
**Example:**
- [http://content.cdlib.org/ark:/13030/kt9489r2nz/](http://content.cdlib.org/ark:/13030/kt9489r2nz/)  
- [http://www.lmu.edu/Page5399.aspx](http://www.lmu.edu/Page5399.aspx)

**Country of Creation**
Code indicating the country of publication or creation of a resource.
- Select codes from the International Organization for Standardization (ISO) 3166-1 *Country Codes* controlled vocabulary list subset, supplied as part of CONTENTdm.
- If the country of publication or creation is unknown, use "xx".

**Status: Required**  
**Repeatable?: Yes**  
**Examples:**
- us [Note: use for United States]  
- de [Note: use for Germany]

**Copyright Status**
Select from the CONTENTdm-supplied list:
- copyrighted
- public domain
• unknown

Copyright Statement
Select from the CONTENTdm-supplied list, based on the information entered in Copyright Status:

• When the copyright status is "copyrighted":
  o Transmission or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of the copyright owners. In addition, the reproduction of some materials may be restricted by terms of gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user.

• When the copyright status is "public domain":
  o Material in the public domain. No restrictions on use.

• When the copyright status is "unknown":
  o Copyright status unknown. Some materials in these collections may be protected by the U.S. Copyright Law (Title 17, U.S.C.). In addition, the reproduction of some materials may be restricted by terms of gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. Transmission or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user.
Add birth and/or death dates, if known. Refer to AACR2, Chapter 22 for guidance on data entry. Add the heading to the CONTENTdm controlled vocabulary list.

- If the copyright holder is unknown, use "Unknown".

**Status:** Mandatory if applicable. Use this field only for materials where the **Copyright Status** field is "copyrighted".

**Repeatable?:** Yes

**Examples:**

- Personal name entry
  - Yamada, Mitsuye [Note: determined from local cataloging authority or LCNAF, death date not applicable]
  - Chase, Alexander W. (Alexander Wells), 1843-1888 [Note: derived according to DACS, with birth and death dates]
  - Bonnet, Scotch C., d. 1980 [Note: derived according to DACS, with death date only]
  - Robinson family [Note: derived according to DACS, Chapter 12.29]

- Corporate name entry
  - American Philosophical Society [Note: determined from local cataloging authority or LCNAF]
  - Frasher Foto (Firm) [Note: derived according to AACR2]

**Copyright Holder Info**

Contact information for the copyright owners that may be displayed to the public; contact information for copyright holders should only be supplied here if their express permission has been obtained. Use this field only for materials where the **Copyright Status** field is "copyrighted".

- Provide as much detailed contact information as applicable, including address, phone, and e-mail.
- If the **Copyright Holder** field is "Unknown", or if you do not have contact information for the copyright owner (or permission to publicize contact information), then the submitting institution will be the contact point. Provide a statement such as "Consult owning institution" or similar.

**Status:** Mandatory if applicable. Use this field only for materials where the **Copyright Status** field is "copyrighted".

**Repeatable?:** No

**Examples:**

- Jane Smith Estate, 1123 New Street, Irvine, CA 92090 (Jane@Smith.com)
- John Doe: john@doe.com, (123) 456-7891; Janet Doe: janet@doe.com, (987) 543-2101
- Consult owning institution

**Copyright Date**

A single date or inclusive dates indicating when the original resource represented by the digital object was copyrighted. Use this field only for materials where the **Copyright Status** field is "copyrighted".
• Record the copyright date from the resource, generally a single year (for single items) or a range of years (for serial or multipart items). Use the most recent or renewal date of copyright, in cases where there are multiple copyright dates.
• If in doubt on how to enter a date, refer to AACR2, Chapter 1.4F for guidance on data entry.
• If the copyright date is unknown, use "Unknown". Use a question mark to indicate uncertain dates.

**Status:** Mandatory if applicable. Use this field only for materials where the Copyright Status field is "copyrighted".

**Repeatable?:** No

**Examples:**
- Single dates
  - 1901
- Date spans
  - 1900-1950
- Broken date spans
  - 1924, 1956-1975 [Note: separate by a comma]

**Copyright Notice**
A copyright notice or statement on the original resource represented by the digital object. Use this field only for materials where the Copyright Status field is "copyrighted".
- Transcribe any copyright notice or statement exactly as it appears on the resource.

**Status:** Mandatory if applicable. Use this field only for materials where the Copyright Status field is "copyrighted".

**Repeatable?:** No

**Examples:**
- Copyright 1998, American Library Association
- Text and exercises copyright 1988 by Anise Spitz; Revised 2002 by Gentz Bentz;
  Music copyright 2002 by Anise Spitz

**Publisher**
The names of the publisher of the resource. Use this field only for materials that have been published (reproduced for distribution), and only if there is a publisher name present.
- Transcribe the publisher name from exactly as it appears on the resource. At some point, we may compile a controlled vocabulary based on publisher's names, at which point you will add the heading to the CONTENTdm controlled vocabulary list.

**Status:** Mandatory if applicable. Use this field only for materials that have been published (reproduced for distribution), and only if there is a publisher name present.

**Repeatable?:** Yes

**Examples:**
- Simon & Schuster
• GreenThumb Press

**Place of Publication**
The city and state of publication (not manufacture), if known.
  • Transcribe the city and state of publication exactly as it appears on the resource. If it is abbreviated so much as to be potentially confusing to users, supply an expanded version of the name, enclosed in square brackets.
**Status:** Mandatory if applicable. Use this field only for materials that have been published (reproduced for distribution).
**Repeatable?:** Yes
**Examples:**
  • L.A. [i.e. Los Angeles]

**Language**
Codes indicating the most significant languages that are an integral part of the resource, such as in a caption that is part of a photograph, or a title that is part of a painting. Provide data only if this is the case.
  • Select codes from the International Organization for Standardization (ISO) 639-2 *Codes for the Representation of Names of Languages*, available online at http://www.loc.gov/standards/iso639-2/php/English_list.php

**Status:** Mandatory if applicable
**Repeatable?** Yes
**Examples:**
  • eng [Note: use for English]
  • spa [Note: use for Spanish]
  • fre [Note: use for French]
  • vie [Note: use for Vietnamese]
  • ger [Note: use for German]

**Item/Call Number**
An item or call number for the resource, e.g., a local call number, Library of Congress call number, etc.
  • If the item you are digitizing has already been assigned a call number, include it here, but do not create one just for the digital object.
  • If the item has an accession number, include that here.

**Status:** Mandatory if applicable
**Repeatable?** No
**Examples:**
  • GT511 .G75 1993
  • 1995.32

**Description**
A brief free-text note, abstract, table of contents listing, or descriptive statement that characterizes more fully the scope or content of the resource.

- Do not include transcriptions of text unless it is an integral part of the image (i.e. a sign that features prominently). Transcribe text in the “Additional Printed Matter” field instead. If text has been stamped or written on the front of the card and appears, in your judgment, to have been intended to be distributed in this way, then include that in the Description field.
  - For example, clloy_012 shows a view of the Miramar Hotel in Santa Monica, on which has been stamped: "When completed, one wing now ready"

- If necessary, refer to one of the following content standards for guidance on data entry. Otherwise, provide a succinct narrative description:
  - AACR2, Chapter 1.7
  - DACS, Chapter 3.1
  - GM, Chapter 5.0 <http://www.itsmarc.com/crs/grph0267.htm>
  - CCO, Chapter 8.2.1 <http://www.vraweb.org/CCOweb/I-Chap8-Description-28Feb05.pdf>

**Status: Preferred**

**Repeatable?: No**

**Examples:**

- Depicts unknown automobile driver stopping at roadside to add water to engine on all-day drive from Chico to Sacramento. Exact location unknown. Verso stamped with 596; manuscript note indicates car owned by "N.E.R."
  - [Note: derived according to AACR2]

- View of the Alaskan King Ice Cream Parlor, with horse-drawn delivery wagon in foreground and City Hall in background, Tustin, California.
  - [Note: derived according to DACS]

**Historical Background**

A brief free-text note giving background information to place the item in context.

- Typically include location, dates of construction, dedication, incorporation, closure, demolition, etc. as well as names of prominent figures.
- The purpose of this note is to provide a starting point, not an end point for our researchers, so keep this note detailed, yet succinct! (Line breaks also cannot be batch imported from an Excel file)
- Avoid interpretation; state facts and place them within a historical context to the best of your ability, but don’t invent something that isn’t there.
- Avoid temporal language such as “now,” “recently,” “currently,” etc. As time passes, these records will become outdated. To get around this, you may use language that refers to a particular date, i.e. “after 1970,” or “At the time of its construction.” In an absolute worst-case scenario, you may consider using “As of 2008…” but this is less than ideal, as it dates the record.
- When at all possible, the historical context should be something that may be repeated for a group of digital objects (postcards from a specific region at a specific time, for example).
• For some grant-based projects, a lengthier note may be required. For most projects, this note should be kept as simple as possible.

**Status: Required**
**Repeatable?:** No  
**Examples:**

- Originally part of the Ocean Park district of Santa Monica, Abbot Kinney's vision of Venice in America was developed starting in 1904, complete with a canal system and singing gondoliers. Canal construction began in 1904, and in 1905 construction of an amusement pier began. Kinney's plan for Venice included 592 residential lots, some of which sold for as much as $2700 (a high price at the time). Kinney also created affordable vacation housing for visitors. At first, there were simple tent structures that could be rented for lower prices, located in an area known as "Tent City" but around 1907 the tents were replaced with small bungalows. However, as the residential housing grew, many Venice visitors decided to become permanent residents. Venice formally disincorporated from Ocean Park in 1911, and in 1925, Venice was annexed to the city of Los Angeles. By 1929, many of the canals had been filled in and paved as roads due to health and engineering problems.

**Additional Printed Matter**
An exact transcription of any text printed on the card that does not fall into one of the other categories (title, publisher, place of publication, publisher’s identifier(s), etc.)

- Preface this note with a short phrase indicating where the text is printed, and enclose the transcribed text in quotation marks.
- Do not include publisher information, as this will be included in the “Publisher” and “Place of Publication” fields. If there is a credit line for someone other than the publisher (such as artist, photographer, etc.), transcribe it as a separate sentence, and add that person or corporate body’s name to the “Contributor” or “Creator” field, whichever is more applicable.

**Status: Mandatory if Applicable**
**Repeatable?:** No  
**Examples:**

- On back: "Santa Monica's fine climate makes the broad sandy beaches most popular with bathers and the beach playgrounds are well equipped for the youngest visitors."

**Publisher’s Identifier(s)**
Any identifier(s), unique or otherwise, assigned by the publisher or creator.

- Preface this note with a short phrase indicating whether the identifier is a serial number, series number, or other type of identifier.

**Status: Mandatory if Applicable**
**Repeatable?:** No  
**Examples:**
- Publisher's serial number: 7A-H3631; Series number: R-25; [Note: Postcard contains two separate identifiers]
- Written in lower right corner of photograph: "X-129 PeV" [Note: Text is not typed, but is hand-written on the negative before printing, and can therefore be assumed to have been on the card at issue. Annotations made after issue should go in “Additional Notes”)

**Title (Alternative)**
A succinct identifying alternative or additional name for the resource. Provide alternate titles only in cases where a resource contains additional formal titles, or is commonly known by other formal titles.
- Transcribe the alternative formal title of the resource or supply a title, if necessary. Refer to AACR2, Chapter 1.1 for guidance on data entry.
- In the unlikely event that you need to supply a title, see the guidelines under “Title”.

**Status:** Preferred
**Repeatable?** No
**Examples:**
- L'art du mime [Note: transcribed according to AACR2]

**Contributor**
The name of the person, institution, agent, or group responsible for contributing to the resource in some significant manner, such as an illustrator, designer, autographer, etc. Do not use the name of the owning institution, donor, or the creator of the digital version of an analog item.
- Use the form of the name established in the Library of Congress Name Authority File (LCNAF) or CDL's MELVYL catalog, or establish a form of the name, if necessary. The LCNAF can be searched from <http://authorities.loc.gov/> (limit your search to "Name Authority Headings"). If you cannot locate the name in the LCNAF, search for the name in MELVYL at <http://melvyl.cdlib.org/> (limit your search to "Author (keywords in name)"). Add the heading to the CONTENTdm controlled vocabulary list.
- If you cannot locate the heading in an authority file, establish one using the fullest form of the name as possible (Last name, First name, Middle name or initial). Add birth and/or death dates, if known. Refer to AACR2, Chapter 22 for guidance on data entry.

**Status:** Preferred
**Repeatable?** Yes
**Examples:**
- Personal name entry
  - Yamada, Mitsuye [Note: determined from local cataloging authority or LCNAF, death date not applicable]
  - Chase, Alexander W. (Alexander Wells), 1843-1888 [Note: derived according to DACS, with birth and death dates]
• Bonnet, Scotch C., d. 1980 [Note: derived according to DACS, with death date only]
• Robinson family [Note: derived according to DACS, Chapter 12.29]

Corporate name entry
• American Philosophical Society [Note: determined from local cataloging authority or LCNAF]
• Frasher Foto (Firm) [Note: derived according to AACR2]

Metacollection Identifier
Enter the URL for a primary digital/online collection or project that the resource is a part of.

Status: Required
Repeatable?: No
Examples:
• http://digitalcollections.lmu.edu

Source Item
A brief note or title describing the immediate parent-level source item of which the resource is a part or component. For example, if you are creating a digital object for a single page scanned from a multi-page scrapbook (and not creating a separate digital object for the scrapbook itself), then use Source Item to provide information about the scrapbook.

Status: Preferred
Repeatable?: No
Examples:
• Selected photograph from page 12 of the Lawrence & Houseworth Photography Album (Item Number #MS R01 042).
• Werner Von Boltenstern Postcard Collection

References and Resources
AACR2: Anglo-American Cataloging Rules, 2nd ed. revised
http://www.aacr2.org/access.html

AAT: Art and Architecture Thesaurus
http://www.getty.edu/research/conducting_research/vocabularies/aat/

CLHDRP: California Local History Digital Resources Project


DC: Dublin Core [http://dublincore.org/documents/dcmi-terms/]


LCNAF: Library of Congress Authority Files [http://authorities.loc.gov/]

TGN: Getty Thesaurus of Geographic Names [http://www.getty.edu/research/conducting_research/vocabularies/tgn/]