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## Utah State University - University Libraries Metadata Application Profile for CONTENTdm Digital Collections

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**UtahStateUniversity**  
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Metadata Application Profile  
CONTENTdm Digital Collections

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Version 1.0  
January 2018

## About this profile

The Utah State University Libraries Digital Collections Application Profile outlines the metadata fields, mappings, definitions, and resources used to assign metadata for digital collections in the USU CONTENTdm repository. Utah State University is a collection partner of the Mountain West Digital Library (MWDL). Therefore, this profile pulls substantially from the MWDL application profile 2.0, which is available at this URL:  
[http://mwdl.org/docs/MWDL\\_DC\\_Profile\\_Version\\_2.0.pdf](http://mwdl.org/docs/MWDL_DC_Profile_Version_2.0.pdf)

This profile was created in January 2018 by the Metadata Application Profile (MAP) Creation Task Force:

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## Metadata Mappings and Field Configurations

Each digital collection in CONTENTdm starts out with a basic set of metadata fields. These fields are defined with the following variables:

<b>Field Name</b>	Assigned name given to the element in CONTENTdm (as defined in the Collection Field Properties)	<b>Search</b>	Should the field be searchable? <b>Yes or No</b>
<b>DC Mapping</b>	The unique name given to the element within the list of Dublin Core terms or elements namespace – All fields that can be mapped to a corresponding DC element should be mapped accordingly – If field mapping is not possible then specify <b>None</b>	<b>Hide</b>	Should the field be hidden? <b>Yes or No</b>
<b>Data Type</b>	The type of data defined as: <b>Text, Date, or Full Text Search</b>	<b>Required</b>	Is the field required? <b>Yes or No</b>
<b>Large</b>	Show large field? <b>Yes or No</b>	<b>Vocab</b>	Is there a controlled vocabulary applied to the contents of the field? <b>Yes, No, Yes-shared</b>

*Table 1 – Description of field configuration variables for CONTENTdm*

**Table 2** below lists the primary metadata fields required or recommended for each digital collection, along with the mappings and field configurations for CONTENTdm. The presence and order of the fields listed below is subject to change based on the needs of each digital collection and the plans for aggregation into external entities such as MWDL. The final metadata template and mappings for each digital collection will be determined by the Metadata Librarian.

Order	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab
1	Title	Title	Text	No	Yes	No	Yes	No
2	Alternate title	Title-Alternative	Text	No	Yes	Yes	No	No
3	Description	Description	Text	Yes	Yes	No	No	No
4	Creator	Creator	Text	No	No	No	No	Yes
5	Contributors	Contributors	Text	No	No	No	No	Yes
6	Subject (LCSH)	Subject	Text	Yes	Yes	No	No	Yes
7	Subject Keywords	Subject	Text	No	Yes	No	No	Yes
8	Genre	None	Text	No	Yes	No	No	Yes
9	Publisher	Publisher	Text	No	No	No	No	No
10	Original Date	None	Text	No	Yes	No	No	No
11	Geographic Locations	Coverage-Spatial	Text	Yes	Yes	No	No	Yes-shared
12	Time Periods	Coverage-Temporal	Text	No	Yes	No	No	Yes-shared
13	Language	Language	Text	No	Yes	No	No	Yes
14	Source	Source	Text	No	Yes	No	No	No
15	Physical Collection Information	Relation-Is Format Of	Text	No	Yes	No	No	No
16	Call Number	Relation	Text	No	Yes	No	No	No
17	Collection Inventory	Relation	Text	No	No	No	No	No
18	Holding Institution	None	Text	No	Yes	No	No	Yes
19	Rights	Rights	Text	No	Yes	No	No	No
20	Digital Collection	Relation-Is Part Of	Text	No	Yes	No	No	No
21	Digital Publisher	Publisher	Text	No	Yes	No	No	No
22	Date Digitized	None	Text	No	Yes	No	No	No
23	Type	Type	Text	No	Yes	No	No	Yes
24	Format	Format	Text	No	Yes	No	No	Yes-shared
25	Conversion Specifications	None	Text	No	Yes	No	No	No
26	Pixel Height	None	Text	No	No	No	No	No
27	Pixel Width	None	Text	No	No	No	No	No
28	File Size	Format-Extent	Text	No	No	No	No	No
29	Checksum	None	Text	No	No	No	No	No

30	Scanning Resolution	None	Text	No	No	No	No	No
31	Colorspace	None	Text	No	No	No	No	No
32	Uploaded by	None	Text	No	Yes	No	No	No
33	Metadata by	None	Text	No	Yes	No	No	No
34	Topics	None	Text	No	Yes	No	No	Yes
35	Filename	None	Text	No	Yes	No	No	No
36	ISO Date	Date	Date	No	Yes	No	No	No
37	ARK ID	None	Text	No	Yes	No	No	No
38	ARK URL	None	Text	No	Yes	No	No	No
39	Transcript	Description	Full Text Search	Yes	Yes	No	No	No

**Table 2** – *Field configuration for CONTENTdm*

## Metadata Fields and Guidelines

The 39 basic metadata fields shown in Table 2 above are listed on the following pages along with the guidelines for their use. Table 3 defines what each guideline means. Each metadata field is presented in separate tables and is listed in the order which it appears in the metadata record, rather than alphabetically.

## Explanation of Table Components

<b>Field Name</b> - Assigned name given to the element in CONTENTdm (as defined in the Collection Field Properties)	
	<b>Definition</b> The meaning of a field name.
<b>Guidelines</b>	<b>Example</b> <i>Include an example of field content</i>
	<b>Canned Statement</b> Default text that may be used for the contents of any field, if applicable
	<b>How to Use</b> Information on how to use the field, including best practices and examples.
	<b>Controlled Vocabulary</b> Options for controlled vocabularies
	<b>Resources/Field Help</b> Links to content that provides additional information about how to use the field or define the contents of the field
	<b>Additional Info</b> Any additional information that may be helpful
	<b>DC Mapping</b> The unique name given to the element within the list of Dublin Core terms or elements namespace – All fields that can be mapped to a corresponding DC element should be mapped accordingly – If field mapping is not possible then specify <b>None</b>
	<b>MARC Mapping</b> Tag in a MARC record to which this element is normally mapped, if applicable

Table 3 – Definition of guidelines

## Color Key

<b>Field contents are supplied by a Metadata Cataloger</b>	

<b>Field contents are extracted from embedded technical metadata</b>	



## Element Tables and Guidelines

<b>TITLE</b>		
	<b>Definition</b>	A name given to the resource.
<b>Guidelines</b>	<b>Example</b>	<i>Jack London standing next to his house in Glen Ellen, California, 1910</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	<p>Use a descriptive, but succinct statement that includes who, what, where, and when – wherever possible.</p> <ul style="list-style-type: none"> <li>• Do not begin title with articles (e.g. The, A, An)</li> <li>• Do not use ending punctuation such as a period or semi-colon</li> <li>• Do not use double quotations – if quotations are needed, use single quotations</li> <li>• Try not to start with punctuation (quotes, etc.) or numbers, wherever possible</li> <li>• The most common usage of a person's name should be used, if known – formal names can be reflected in a subject heading field</li> <li>• Spell out abbreviations and acronyms</li> </ul>
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	Title
	<b>MARC Mapping</b>	245 subfields a and b

<b>ALTERNATIVE TITLE</b>		
	<b>Definition</b>	An alternative name for the resource.
<b>Guidelines</b>	<b>Example</b>	<i>Jack London standing next to his house in Glen Ellen, California, 1910</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Shorten the format of the title expressed above to only include who, what, and where, but not the when.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	This field is primarily used for creating specialized titles for EAD finding aids. It can also be used as a traditional alternate title field as expressed in RDA/AACR2, when there is no EAD finding aid associated with the collection.
	<b>DC Mapping</b>	Title-Alternative
	<b>MARC Mapping</b>	246

## DESCRIPTION

	<b>Definition</b>	An account or brief narrative that represents the resource and its key features.
<b>Guidelines</b>	<b>Example</b>	<i>Photograph of Jack London standing outside of his house in Glen Ellen, California in 1910. Pictured next to London is his dog, White Fang, and his horse Pancho. Photograph is presumed to have been taken by his wife Charmian or his friend Anna Strunsky.</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Include any descriptive information needed to give context to the digital object. Information covered in other fields can be duplicated in this field as needed.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	Description
	<b>MARC Mapping</b>	300, 500, 520, 545

## CREATOR

	<b>Definition</b>	An entity primarily responsible for making the resource.
<b>Guidelines</b>	<b>Example</b>	<i>London, Charmian Kittredge, 1871-1955; Walling, Anna Strunsky, 1877-1964;</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	The creator(s) is/are the person/people primarily responsible for the creation of the item. For example, an author, photographer, artist, interviewee (for oral histories). Construct the names to follow standard Library of Congress format: Last Name, First Name, birth year-death year. Separate multiple entries with a semi-colon.
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	When possible, refer to the Library of Congress Name Authority file online at: <a href="http://id.loc.gov/authorities/names.html">http://id.loc.gov/authorities/names.html</a>
	<b>Additional Info</b>	Configure the collection field properties to “Use the existing contents of the field”
	<b>DC Mapping</b>	Creator
	<b>MARC Mapping</b>	100 1# (Main Entry—Personal Name), or 110 2# (Main Entry—Corporate Name), 111 3# (Main Entry—Conference Name) or 700/710/711

# CONTRIBUTOR

	<b>Definition</b>	An entity responsible for making contributions to the creation or intellectual content or context of the resource.
<b>Guidelines</b>	<b>Example</b>	<i>Miller, Joan London, 1901-1971; Fleming, Becky London, 1902-1992;</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	The contributor(s) is/are the person/people secondarily responsible for the creation or intellectual content of the item. For example, an illustrator, collector, editor, etc. Construct the names to follow standard Library of Congress format: Last Name, First Name, birth year-death year. Separate multiple entries with a semi-colon.
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	When possible, refer to the Library of Congress Name Authority file online at: <a href="http://id.loc.gov/authorities/names.html">http://id.loc.gov/authorities/names.html</a>
	<b>Additional Info</b>	Configure the collection field properties to “Use the existing contents of the field”
	<b>DC Mapping</b>	Contributor
	<b>MARC Mapping</b>	700, 710, 711, 720 (Added Entry—Personal name, Corporate name, Conference name, Uncontrolled name). Enter the role in subfield e.

# SUBJECT (LCSH)

	<b>Definition</b>	The topic of the resource.
<b>Guidelines</b>	<b>Example</b>	<i>London, Jack, 1876-1916—Photographs; London, Charmian Kittredge, 1871-1955—Photographs; Horses—Photographs;</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Describe what the <b>resource content is about</b> using the Library of Congress Subject Headings (LCSH). This field should only contain LC approved headings. The field must contain <b>at least one</b> subject heading. Separate multiple entries with a semi-colon.  Please note that the subject of a resource is different from the “nature” of the original object. For instance, a photograph of Jack London would have the subject heading:  London, Jack, 1876-1916 -- Photographs;  but would not have the subject heading of “Photographs” by itself, as the main subject is Jack London while the nature/format of the object is a photograph. Unless the resource is about “Photographs,” this term is better reflective of a Genre. See the field “Genre” for more information.
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	Refer to the Library of Congress Subject Headings online listings at: <a href="http://id.loc.gov/authorities/subjects.html">http://id.loc.gov/authorities/subjects.html</a>

	<b>Additional Info</b>	Configure the collection field properties to “Use the existing contents of the field”
	<b>DC Mapping</b>	Subject
	<b>MARC Mapping</b>	600, 610, 650, 651, 653

## SUBJECT (KEYWORD)

	<b>Definition</b>	The topic of the resource.
<b>Guidelines</b>	<b>Example</b>	<i>London, Jack, 1876-1916—Photographs; London, Charmian Kittredge, 1871-1955—Photographs; Horses—Photographs;</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	<p>Describe what the <b>resource content is about</b> using keywords. There is no mandatory format for the terms included in this category. However, it is best practice to avoid long, multi-word text strings unless it is a name or title. Words in this category are best reflected as simple keywords. Separate multiple entries with a semicolon.</p> <p>Please note that, similar to the Subject LCSH, the terms in this field are different from the “nature” of the original object. For instance, a photograph of farm animals could have the subject terms:</p> <p><i>Barns; Horses; Sheep;</i></p> <p>but would not have the subject heading of “Photographs” by itself, as the main subject is the farm animals while the nature/format of the object is a photograph. Unless the resource is about “Photographs,” this term is better reflective of a Genre. See the field “Genre” for more information.</p>
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	Configure the collection field properties to “Use the existing contents of the field”
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	600, 610, 650, 651, 653

# GENRE

	<b>Definition</b>	The nature of the original resource.
	<b>Example</b>	<i>Photographs; Aerial photographs;</i>
	<b>Canned Statement</b>	N/A
<b>Guidelines</b>	<b>How to Use</b>	Describe the nature of original object (what it is, not what it is about) expressed in genre terms from a controlled vocabulary. An item described with the term “Photographs” is an actual photograph, not a book about photographs. Use a separate genre field for each different vocabulary and indicate the vocabulary in the label name. Unless otherwise indicated, the “genre” field should use the Getty Art and Architecture Thesaurus. Separate multiple entries with a semi-colon.
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	The most prominently used resource for this field is the <b>Getty Art and Architecture Thesaurus (AAT)</b> : <a href="http://www.getty.edu/research/tools/vocabularies/aat/">http://www.getty.edu/research/tools/vocabularies/aat/</a>  Additional resources include:  Thesaurus for Graphic Materials (TGM) <a href="http://www.loc.gov/pictures/collection/tgm/">http://www.loc.gov/pictures/collection/tgm/</a>  Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT) <a href="http://id.loc.gov/authorities/genreForms.html">http://id.loc.gov/authorities/genreForms.html</a>
	<b>Additional Info</b>	Configure the collection field properties to “Use the existing contents of the field”
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	655 #7 subfield a (Index Term—Genre/Form) plus subfield 2=local (for DCMI Type); =gmgpc (for Thesaurus for Graphic Materials); =aat (for Art & Architecture Thesaurus); =lcgft (Library of Congress Genre/Form Terms for Library and Archival Materials)

# PUBLISHER

	<b>Definition</b>	An entity responsible for making the resource available.
<b>Guidelines</b>	<b>Example</b>	<i>Random House, Inc.</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Record the name of the entity that created or provided the access to the original resource. Please note that this may be different from the Digital Publisher. If a resource is an analog item that has been digitized (such as a book), only the name of the original publisher should be included in this field. Most of the archival material digitized will not have a formal publisher. In this case, leave this field blank. If the item is a born digital item and it has been decided to record the entity making it available, please utilize the separate field called “Digital Publisher” and record the information in that field after a prefix describing the role that entity played. For example: “Digitized by USU Libraries.” Other roles include “Hosted by...” and “Published by...”.
	<b>Controlled Vocabulary</b>	Possibly. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	If needed, configure the collection field properties to “Use the existing contents of the field”
	<b>DC Mapping</b>	Publisher
	<b>MARC Mapping</b>	260/264 subfield b (if born digital) or 533 subfield c (if reformatted)

# ORIGINAL DATE

	<b>Definition</b>	The date the original resource was created, recorded in natural language format.
<b>Guidelines</b>	<b>Example</b>	<i>October 10, 1980</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Record the date that the original resource was created. As this field is used for human readability, use natural language. This can include the “date day, year” format. It can also include guesses or ranges such as “approximately 1981” or simply be a year such as “1980”. This original date field is not mapped to Dublin Core because it is not intended to be included in the OAI harvest. Please use the ISO Date field for information on recording machine readable dates that are mapped for OAI harvest.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	260/264 subfield c (Date of Publication, Distribution, etc.)

# GEOGRAPHIC LOCATIONS

	<b>Definition</b>	The spatial topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
<b>Guidelines</b>	<b>Example</b>	<i>Arcadia, Los Angeles County, California, United States</i> , <a href="http://sws.geonames.org/5324477/">http://sws.geonames.org/5324477/</a> ;
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Be sure to end the geonames.org URL with a backslash. Separate multiple entries with a space and semicolon.  For the United States include (if known) the following: <ul style="list-style-type: none"> <li>• City</li> <li>• County (with “County” included in the wording)</li> <li>• State</li> <li>• Country</li> <li>• [The official geonames.org URL]</li> </ul> For countries outside the United States model the structure above (smallest to largest) as it best reflects a localities’ administrative division/jurisdiction
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	<a href="http://geonames.org">http://geonames.org</a>
	<b>Additional Info</b>	Configure the collection field properties to “Administer shared controlled vocabulary”
	<b>DC Mapping</b>	Coverage-Spatial
	<b>MARC Mapping</b>	651 #0 (for LCSH place names) or #7 with the specific vocabulary source provided in subfield 2

# TIME PERIODS

	<b>Definition</b>	The centuries and decades that correspond with the date the original resource was created.
<b>Guidelines</b>	<b>Example</b>	<i>19th century; 20th century; 1890-1899; 1900-1909;</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	<ul style="list-style-type: none"> <li>• Identify centuries using ordinal numbers followed by “century”</li> <li>• Show decades with a numerical range</li> <li>• Separate each value with a semicolon and a space</li> </ul>
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	Configure the collection field properties to “Administer shared controlled vocabulary”
	<b>DC Mapping</b>	Coverage-Temporal
	<b>MARC Mapping</b>	N/A

# LANGUAGE

	<b>Definition</b>	A language of the resource.
<b>Guidelines</b>	<b>Example</b>	<i>eng; ger;</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Use ISO 639-3 three letter codes. For multiple languages, list all languages in a single field and separate each with a semicolon and a space. More detail about the languages may be included in the Description field.
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection. See Additional Info.
	<b>Resources/Field Help</b>	<a href="https://www.loc.gov/standards/iso639-2/php/code_list.php">https://www.loc.gov/standards/iso639-2/php/code_list.php</a>
	<b>Additional Info</b>	Configure the collection field properties to “Use the existing contents of the field”
	<b>DC Mapping</b>	Language
	<b>MARC Mapping</b>	041 #1 subfield a (language code); 008/35-37

# SOURCE

	<b>Definition</b>	A related resource from which the described resource is derived.
<b>Guidelines</b>	<b>Example</b>	<i>Utah State University, Merrill-Cazier Library, Special Collections &amp; Archives, Agricultural College of Utah Cyanotypes, P0014, Box 7, Item 194</i>
	<b>Canned Statement</b>	For resources owned by Utah State University use the following format:  Utah State University, Merrill-Cazier Library, Special Collections & Archives, [Collection Name], [Call Number], [Box Number, if applicable], [Item Number, if applicable]  For resources not owned by Utah State University use the same format as above and adjust as needed to reflect equivalent information.
	<b>How to Use</b>	Provide sufficient information to identify and find the original resource.  For other types of related resources use <b>relation</b> or some refinement of <b>relation</b> , such as <b>isPartOf</b> .
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Refer to the collection’s finding aid, the <b>Filename/Identifier</b> , or the physical item’s call number.
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	Source
	<b>MARC Mapping</b>	534



# PHYSICAL COLLECTION INFORMATION

	<b>Definition</b>	The details of the physical collection associated with a resource.
<b>Guidelines</b>	<b>Example</b>	<i>Brigham Young College records, 1877-1926, USU COLL MSS 001</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	<p>If applicable, relate the details of the physical collection associated with the resource</p> <p>For resources owned by Utah State University use the following format:</p> <p>[Collection Name], [Call Number]</p> <p>For resources not owned by Utah State University use the same format as above and adjust as needed to reflect equivalent information.</p>
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Refer to the collection's finding aid, the <b>Filename/Identifier</b> , or the physical item's call number.
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	Relation-IsFormatOf
	<b>MARC Mapping</b>	533

# CALL NUMBER

	<b>Definition</b>	A number, letter, symbol, or combination of these, indicating the specific location of a work in a library, especially the combination of the classification symbol and the designation for the author.
<b>Guidelines</b>	<b>Examples</b>	<ul style="list-style-type: none"> <li>• <i>TC 424.W8 W27X 1968</i></li> <li>• <i>627.12 B38g 1938</i></li> <li>• <i>USU COLL MSS 170</i></li> </ul>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	<p>If applicable, relate the details of the call number associated with the resource in the following format:</p> <p>[Call Number], [Box Number, if applicable], [Item Number, if applicable]</p>
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Refer to the collection's finding aid, the <b>Filename/Identifier</b> , or the physical item's call number.
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	Relation
	<b>MARC Mapping</b>	050, 086, 090, 092, 099

# COLLECTION INVENTORY

	<b>Definition</b>	The URL for the finding aid related to the resource.
<b>Guidelines</b>	<b>Example</b>	<i>http://archiveswest.orbiscascade.org/ark:/80444/xv14440</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	If applicable, search for the collection's finding aid/inventory and copy and paste the URL as the contents of the field. The contents of the field can only be the URL and nothing else.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	For USU Collections use the USU Special Collections and Archives website to search inventories: <a href="https://archives.usu.edu/search.php">https://archives.usu.edu/search.php</a>
	<b>Additional Info</b>	USU finding aid collections are available through Archives West. Archives West is an online catalog of descriptive information about the archival collections at various institutions in the western United States (Idaho, Montana, Oregon, Alaska, Utah and Washington).
	<b>DC Mapping</b>	Relation
	<b>MARC Mapping</b>	856

# HOLDING INSTITUTION

	<b>Definition</b>	The name of the individual or institution which holds the physical or digital resource.
<b>Guidelines</b>	<b>Example</b>	<i>Utah State University, Merrill-Cazier Library, Special Collections &amp; Archives</i>
	<b>Canned Statement</b>	If owned by USU use the above example for the text. Otherwise, N/A
	<b>How to Use</b>	If applicable, relate the details of the call number associated with the resource in the following format:  Utah State University, Merrill-Cazier Library, Special Collections & Archives
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	Configure the collection field properties to "Use the existing contents of the field"
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	850

# RIGHTS

Definition		Information about rights held in and over the resource.
<b>Guidelines</b>	<b>Examples</b>	<ul style="list-style-type: none"> <li>• <i>Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of The Herald Journal, phone (435) 752-2121</i></li> <li>• <i>Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of the USU Merrill-Cazier Library, Special Collections &amp; Archives (435) 797-8248</i></li> </ul>
	<b>Canned Statement</b>	<p>For resources owned by Utah State University use the following:</p> <p>Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of the USU Merrill-Cazier Library, Special Collections &amp; Archives (435) 797-8248</p>
	<b>How to Use</b>	<p>Use rights to describe the copyright status of the access file, its copyright holder and contact information (if applicable), and physical ownership rights (if applicable).</p> <p>For resources not owned by Utah State University use an equivalent format to the above examples that capture all pertinent rights information.</p>
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	Rights
	<b>MARC Mapping</b>	540, 542

# DIGITAL COLLECTION

Definition		The name of the digital collection in which the resource appears.
<b>Guidelines</b>	<b>Example</b>	<i>Agricultural College of Utah Cyanotypes Digital Collection</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Enter the title of the digital library collection.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	Relation-IsPartOf
	<b>MARC Mapping</b>	N/A

# DIGITAL PUBLISHER

Definition		The entity (or entities) responsible for making the resource digitally available.
Guidelines	Example	<i>Digitized by: Utah State University, Merrill-Cazier Library</i>
	Canned Statement	Prefix varies per resource. See How to Use.
	How to Use	<p>Provides information on what institution is responsible for digitizing, hosting, or publishing the digital version of the resource.</p> <p>If the item is an analog item that has been digitized, record the information in this field after the prefix: "Digitized by...".</p> <p>If the item is a born digital item, record the information in this field after a prefix describing the role that the entity played. For example: "Hosted by..." or "Published by...".</p>
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	Publisher
	MARC Mapping	260/264 subfield b (if born digital) or 533 subfield c (if reformatted)

# DATE DIGITIZED

Definition		The date that a resource was digitized.
Guidelines	Examples	<i>2015-02-03</i>
	Canned Statement	N/A
	How to Use	Use the ISO 8601 format
	Controlled Vocabulary	N/A
	Resources/Field Help	More information on <a href="#">ISO 8601</a>
	Additional Info	Refer to DL or DLP drive to view the original files uploaded and find the date of digitization
	DC Mapping	N/A
	MARC Mapping	260/264 subfield c (Date of Publication, Distribution, etc.)

# TYPE

	<b>Definition</b>	The nature or genre of the resource.
<b>Guidelines</b>	<b>Examples</b>	<i>Image; StillImage;</i> <i>Text;</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	<p>Must have at least one type field containing appropriate type(s) from DCMI Type vocabulary.</p> <ul style="list-style-type: none"> <li>• For images, refine with a second term, either <b>StillImage</b> or <b>MovingImage</b> (i.e., use <b>Image;StillImage;</b> or <b>Image;MovingImage;</b>). Note that these combined terms contain no space after the semicolon and that both words in the second term are capitalized.</li> <li>• If a resource is an image of text (such as a scan of a printed article), use the term <b>Text</b>.</li> <li>• If the resource consists of more than one type (e.g., an interview with sound and text files), use multiple type terms as needed to describe, separating them with a semicolon and a space (e.g., <b>Sound; Text;</b>).</li> </ul> <p>To describe the nature or genre of the original object, use the optional local element <b>genre</b>.</p>
	<b>Controlled Vocabulary</b>	Yes
	<b>Resources/Field Help</b>	To determine format of an item, refer to Filename extension (e.g., .jpg or .pdf)
	<b>Additional Info</b>	<a href="#">DCMI Type Vocabulary</a>
	<b>DC Mapping</b>	Type
	<b>MARC Mapping</b>	655 #7 subfield a (Index Term—Genre/Form) plus subfield 2=local (for DCMI type)

# FORMAT

	<b>Definition</b>	The file format, physical medium, or dimensions of the resource.
<b>Guidelines</b>	<b>Examples</b>	<ul style="list-style-type: none"> <li>• <i>audio/mp4</i>;</li> <li>• <i>image/jpeg</i>;</li> <li>• <i>application/pdf</i>;</li> </ul>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	<p>Describe the file format of the resource using the Internet Media Type (IMT) scheme. Use of the scheme will imply the software needed to display or operate the resource.</p> <p>Some digital objects may involve more than one format. For example, an oral history interview may consist of both an audio file (audio/mp4;) and text transcription (application/pdf). In these cases, list both formats (audio/mp4; application/pdf;).</p> <p>New media types and applications are always emerging. If the resource format being described is not yet part of the MIME type list, follow the MIME convention by selecting a broad category of object format (audio, video, application, etc.) for the first part of the MIME type. For the second half of the MIME type, use the file extension that is usually attached to files of this format.</p> <p>Optionally, collection managers may describe file size and/or duration using the more refined <b>extent</b> field (See <b>extent</b>).</p>
	<b>Controlled Vocabulary</b>	Yes-shared
	<b>Resources/Field Help</b>	To determine format of an item, refer to Filename extension (e.g., .jpg or .pdf)
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	Format
<b>MARC Mapping</b>	340, 856 subfield q	

# CONVERSION SPECIFICATIONS

	<b>Definition</b>	The entity responsible for converting a resource into its format, what equipment was used for conversion, and file information.
<b>Guidelines</b>	<b>Example</b>	<i>Scanned by Utah State University, Merrill-Cazier Library using Epson Expression 10000 scanner. Archival file is uncompressed TIFF (400 dpi); display file is JPEG2000.</i>
	<b>Canned Statement</b>	Yes. Varies per resource/collection. See Additional Info.
	<b>How to Use</b>	Use canned statements as needed.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Information in this field is used for preservation purposes. Provides information on how the item was scanned.
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

# PIXEL HEIGHT

	<b>Definition</b>	The vertical measurements of an image expressed in number of pixels.
<b>Guidelines</b>	<b>Example</b>	<i>1568</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Information in this field is used for preservation purposes. Metadata regarding pixel height is embedded within the file itself and can be automatically populated into the metadata field by mapping it using a metadata template (see the <b>Metadata Templates</b> section of this document).
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the <b>Metadata Templates</b> section of this document).
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

# PIXEL WIDTH

	<b>Definition</b>	The horizontal measurements of an image expressed in number of pixels.
<b>Guidelines</b>	<b>Example</b>	<i>2163</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Information in this field is used for preservation purposes. Metadata regarding pixel width is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the <b>Metadata Templates</b> section of this document).
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the <b>Metadata Templates</b> section of this document).
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

# FILE SIZE

	<b>Definition</b>	The size of the resource file.
<b>Guidelines</b>	<b>Example</b>	<i>573963 Bytes</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Information in this field is used for preservation purposes. Metadata regarding file size is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the <b>Metadata Templates</b> section of this document).
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the <b>Metadata Templates</b> section of this document).
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

# CHECKSUM

	<b>Definition</b>	A number representing the sum of the correct digits in a piece of stored or transmitted digital data, against which later comparisons can be made to detect errors.
<b>Guidelines</b>	<b>Example</b>	<i>3402264289</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Information in this field is used for preservation purposes. Metadata regarding checksum is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the <b>Metadata Templates</b> section of this document).
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the <b>Metadata Templates</b> section of this document).
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A



# SCANNING RESOLUTION

	<b>Definition</b>	The degree of detail visible in an image, reflected as the number of pixels per inch (ppi).
<b>Guidelines</b>	<b>Example</b>	<i>300</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Information in this field is used for preservation purposes. Metadata regarding scanning resolution is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the <b>Metadata Templates</b> section of this document).
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the <b>Metadata Templates</b> section of this document).
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

# COLORSPACE

	<b>Definition</b>	A system for describing color numerically as tuples (ordered sets) of numbers, typically as 3 or 4 values or color components.
<b>Guidelines</b>	<b>Example</b>	<i>RGB</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Information in this field is used for preservation purposes. Metadata regarding colorspace is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the <b>Metadata Templates</b> section of this document).
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the <b>Metadata Templates</b> section of this document).
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

## UPLOADED BY

	<b>Definition</b>	The individual responsible for uploading the resource.
<b>Guidelines</b>	<b>Example</b>	<i>Andrea Payant</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Enter the name of the person responsible for uploading the resource file into CONTENTdm.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

## METADATA BY

	<b>Definition</b>	The individual(s) responsible for creation of the descriptive metadata for the resource.
<b>Guidelines</b>	<b>Examples</b>	<i>Andrea Payant; Sara Skindelien</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Enter the name of the person(s) responsible for creating the descriptive metadata for the resource in CONTENTdm according to Dublin Core and Mountain West Digital Library standards and best practices. Separate multiple entries using a semicolon.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

## TOPICS

	<b>Definition</b>	Subject matter or theme associated with the resource.
<b>Guidelines</b>	<b>Examples</b>	<i>Sports; Schools; Education</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Terms will be generated with the assistance of a curator but may not be used in all collections. Use this field to group items with similar subject matter using a tag or keyword. The main purpose of the topics field is to provide suggested searching topics to create links on the collection landing page to enable easier searching. Separate multiple entries using a semicolon.
	<b>Controlled Vocabulary</b>	Yes. Terms vary per collection, see Additional Info.
	<b>Resources/Field Help</b>	Assistance from curators of the collection materials to assign appropriate terms is suggested.
	<b>Additional Info</b>	Configure the collection field properties to "Use the existing contents of the field."
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

# FILENAME

	<b>Definition</b>	Name of the file (including the extension for file type = .jpeg, .pdf, etc.).
<b>Guidelines</b>	<b>Example</b>	<i>SCAP0014Bx008-153.jpg</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Use the exact filename for the item as a unique identifier, as it has been named on your institution's server.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the <b>Metadata Templates</b> section of this document).
	<b>Additional Info</b>	N/A
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

# ISO DATE

	<b>Definition</b>	The International Organization for Standardization ( <i>ISO</i> ) date format is a standard way to express a numeric calendar date that eliminates ambiguity.
<b>Guidelines</b>	<b>Example</b>	<i>2017-05-17</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Format for ISO dates are YYYY-MM-DD
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	More information on <a href="#">ISO 8601</a>
	<b>DC Mapping</b>	Date
	<b>MARC Mapping</b>	260/264 subfield c (Date of Publication, Distribution, etc.)

# ARK ID

	<b>Definition</b>	Archival Resource Key (ID) – the globally unique ID number assigned to a single item of any type.
<b>Guidelines</b>	<b>Example</b>	<i>ark:/85142/t43w25</i>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	N/A
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	ARKs are assigned using the EZID service ( <a href="http://ezid.cdlib.org/">http://ezid.cdlib.org/</a> )
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

# ARK URL

	<b>Definition</b>	Archival Resource Key (URL) – the full ARK Uniform Resource Locator (URL) for an item.
<b>Guidelines</b>	<b>Example</b>	<a href="http://n2t.net/ark:/85142/t43w25">http://n2t.net/ark:/85142/t43w25</a>
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	N/A
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	ARKs are assigned using the EZID service ( <a href="http://ezid.cdlib.org/">http://ezid.cdlib.org/</a> )
	<b>DC Mapping</b>	N/A
	<b>MARC Mapping</b>	N/A

# TRANSCRIPT

	<b>Definition</b>	The printed version of the resource originally presented in another medium.
<b>Guidelines</b>	<b>Example</b>	N/A
	<b>Canned Statement</b>	N/A
	<b>How to Use</b>	Most typescript will be processed using Adobe Suite OCR software to transcribe content. Handwritten or illegible text will need to be transcribed by staff manually.
	<b>Controlled Vocabulary</b>	N/A
	<b>Resources/Field Help</b>	N/A
	<b>Additional Info</b>	This field is required for compliance with the Americans with Disabilities Act of 1990 (ADA)
	<b>DC Mapping</b>	Description or None
	<b>MARC Mapping</b>	520 or none

# Metadata Templates

Default values can be set for any field information before uploading items into CONTENTdm. You can set default values for fields that are consistently the same for any of the items in a collection or you can set defaults for a particular format. Utilizing these templates can significantly reduce the time it takes to write metadata for collections.

CONTENTdm has template options for your entire project, or for formats: Images (JPEG, JPEG2000, Tagged Image File), PDFs, Compound Objects, URLs, Video, and Audio.

Metadata templates also allow for embedded metadata within files to be populated automatically for information such as pixel height, pixel width, colorspace, etc. The following are examples of how to use templates to automate portions of metadata creation.

\*Note: When batch uploading metadata (and accompanying files) using a Tab Delimited file only set metadata template values for content not already reflected in the metadata from your spreadsheet to avoid duplication

## Example: Images (JPEG)

The screenshot shows the 'Project Settings Manager - Compton' interface. On the left is a navigation sidebar with sections: 'Compton Studio Photographs' (containing 'Compton'), 'Common Tasks' (with buttons for 'Add Item', 'Add Multiple Items', 'Add Compound Objects', and 'Edit Existing Items'), and 'Other Tasks' (with buttons for 'View Upload Manager', 'Edit Metadata Template', and 'Edit Project Settings'). The 'Edit Metadata Template' button is highlighted with a red box. The main content area is titled 'Metadata Templates - Compton' and includes a description: 'Select and customize metadata templates for items you are importing. The Project template is applied if no file-specific metadata templates are selected. If the Images template rather than the JPEG template is selected when you import a JPEG file, the Images template will be applied. If neither JPEG nor Images templates are selected, the Project template is applied.' Below this is a list of templates under the heading 'Project template (general)'. The 'Images template' and 'JPEG (.jpg) template' are checked and highlighted with red boxes. To the right of each template is an 'Edit' button, with the 'Edit' button for the 'JPEG (.jpg) template' also highlighted with a red box. Other templates listed include 'JPEG2000 (.jp2) template', 'Tagged Image File (.tif) template', 'PDF file template', 'Compound object template', 'URL template', 'Video template', and 'Audio template'.

Field Name	Default Type	Default Value
What else do you know about ...	Text	Click this link to tell us more about this item : <a href="http://library.usu.edu/main/forms/diginfo.php?id=XXXX&amp;collection=Compton">http://library.usu.edu/main/forms/diginfo.php?id=XXXX&amp;collection=Compton</a>
Title	Text	
Alternate Title	Text	
Description	Text	
Original Date	Text	pending
Subject:CSH	Text	
Subject-Keyword	Text	
Building	Text	
Where was this taken?	Text	
Creator	Text	Compton's Studio
Contributors	Text	
Publisher	Text	Compton's Studio
Original Material Type	Text	
Time Period	Text	
Language	Text	eng;
Source	Text	Utah State University, Merrill-Cazier Library, Special Collections and Archives, Compton's Studio Photograph Collection P0313
Rights	Text	Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of USU Libraries Photograph Curator, phone (435) 797-0890;
Order information	Text	To order a high resolution scan or print, please contact the USU Photograph Curator, phone (435) 797-0890 or visit the USU Special Collections and Archives website: <a href="http://library.usu.edu/specol/using/copies.php">http://library.usu.edu/specol/using/copies.php</a>
Physical Collection Information	Text	Compton's Studio Photograph Collection P0313
Collection Inventory	Text	<a href="http://archiveswest.orbiscascade.org/ark:/80444/xv71670">http://archiveswest.orbiscascade.org/ark:/80444/xv71670</a>
Digital Collection	Text	Compton's Studio Photograph Collection
Date Digital	Date	
Conversion Specifications	Text	Scanned by Utah State University, Merrill-Cazier Library using Epson Expression 10000 scanner, 8-bit RGB, at 400 dpi. Archival file is uncompressed TIFF (400 dpi); display file is JPEG2000;
Type	Text	Image:StillImage
Format	Text	image/jpeg
Transcript	Text	
Topic	Text	
Identifier	File Name	
Search Date	Date	
Image Height	Height	
Image Width	Width	
File Size	File Size	
Color Space	Colorspace	
Scanning Resolution	Resolution	
Checksum	Checksum	
Linked Data	Text	<a href="http://digital.lib.usu.edu/sup_pages/easyLOD/extract.php?coll=Compton&amp;id=XXXX">http://digital.lib.usu.edu/sup_pages/easyLOD/extract.php?coll=Compton&amp;id=XXXX</a>
Metadata by	Text	Andrea Payant
Uploaded by	Text	Andrea Payant
ARK ID	Text	
ARK URL	Text	