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Utah State University - University Libraries Metadata Application Profile for CONTENTdm Digital Collections, version 2.0

Andrea Payant
Utah State University

Melanie Shaw
Utah State University

Anna-Maria Arnljots
Utah State University

Liz Woolcott
Utah State University

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Metadata Application Profile
CONTENTdm Digital Collections

Version 2.0
September 2020

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 3.0, which is available at this URL: <https://github.com/mountainwestdl/mwdl-map/wiki/MWDL-Metadata-Application-Profile>

This profile was created June-September of 2020 by the Metadata Application Profile (MAP) Creation Task Force:

Andrea Payant, Metadata Librarian (Chair)

Melanie Shaw, Cataloger

Anna-Maria Arnljots, Cataloging Assistant

Liz Woolcott, Head of Cataloging and Metadata Services

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Version History

Version	Date	Created/Revised By	Revisions made
1.0	January 2018	Andrea Payant, Liz Woolcott, Sara Skindeliën	Initial release
2.0	September 2020	Andrea Payant, Melanie Shaw, Anna-Maria Arnljots, Liz Woolcott	<p>Error Corrections: Examples listed for the <i>Subject (Keyword)</i> table</p> <p>General Additions: Version History, Glossary, Best Practices, Local Guidelines</p> <p>Changes to Table Components: Added: <i>Describes, Required, Repeatable, MODS Mapping</i></p> <p>Element Removal: <i>Conversion Specifications</i></p> <p>Element Addition: <i>Extent</i></p> <p>Element Changes: Elements placed in alphabetical order, <i>Rights</i> changed to <i>Rights Statement</i> with accompanying shared vocabulary (rightsstatements.org), <i>Genre</i> changed to <i>Medium</i></p>

Glossary

CONTENTdm – a digital asset management system that stores, shares, and organizes digital assets in a central location

Controlled Vocabulary – an organized arrangement of words and/or phrases with a defined scope or specific domain used to facilitate indexing and retrieval of content through browsing or searching

DPLA – Acronym for the Digital Public Library of America – a project aimed at providing public access to digital holdings with a goal to create a large-scale public digital library

Field/Element – Name or label assigned to an individual unit of data entry in a record

Mapping – The parallel relation between one data field source and another, different data field source

MARC – Acronym for Machine-Readable Catalogue – refers to bibliographic records that can be interpreted and read by computers – including (but not limited to) item description, main and added entries, subject headings, and classifications/call numbers

Metadata Application Profile – a compilation of detailed metadata elements, best practices, guidelines, and policies that are applied to a specific application

MODS – Acronym for Metadata Object Description Schema – a metadata schema, maintained by the Library of Congress, for a bibliographic element set

MWDL – Acronym for Mountain West Digital Library - a portal to digital resources from universities, colleges, public libraries, museums, archives, and historical societies in Hawaii, Idaho, Nevada, Oregon, Utah, and Wyoming

WNAF – Western Name Authority File – a pilot regional vocabulary, or central name authority, used by the MWDL network of partners. The project was created to explore discovery issues for personal name and corporate body information in digital collections. The research project site is available at: <https://sites.google.com/site/westernnameauthorityfile/>

Best Practices

Metadata creation standards for USU Libraries Digital History Collections follow the standards set by the [Dublin Core Metadata Initiative](#). The standards include, but are not limited to, the following:

- [DCMI Metadata Terms](#)

MWDL is a service hub for DPLA and USU Libraries are partners with MWDL. As a result, USU Libraries patterns their metadata practices for digital collections after the guidelines published in the metadata application profiles of each of these organizations.

- [DPLA Metadata Application Profile – version 5.0](#)
- [MWDL Metadata Application Profile – version 3.0](#)

Local Guidelines

Special Collections & Archives Curator Direction

- USU Libraries Special Collections & Archives (SCA) employs curators that manage collection materials. USU Digital History Collections are comprised of digitized and born-digital SCA collection materials. Curators prioritize and make decisions regarding the creation and content of each digital collection.

Digital Project Charters and Planning Meetings

- USU Libraries' SCA, Digital Initiatives, and Cataloging and Metadata Services units utilize project charter forms when planning any digital collection. USU Faculty sponsors, along with library units, use this form to outline:
 - General project information
 - Project objectives
 - Project prioritization
 - Stakeholders
 - File information
 - Scanning information
 - Metadata
 - Rights information (applicable standardized [international rights statements](#))
 - Potential copyright concerns
 - Keywords (used to group similar items together within a collection from the landing page)
 - Project team members
 - Project milestones (including timeline goals)
 - Communication strategies
 - Publicity/marketing
- Initial planning meetings are held with stakeholders and project team members to complete the project charters and additional follow-up meetings are scheduled as needed

Metadata Education and Crowdsourcing Practices

- Cataloging and Metadata Services (CMS) continually seeks to improve descriptions within our metadata by helping educate stakeholders about proper metadata creation – metadata specialists visit relevant undergraduate/graduate classes to teach metadata best practices to the students and faculty who create, or contribute to the creation of digital collection content (e.g. folklore field work, oral histories)

- CMS also implements crowdsourcing practices whenever possible to help ensure diversity, equity, and inclusion for individuals/groups that are represented in Digital History Collections. Crowdsourcing efforts include:
 - Links to online feedback forms that accompany digital collection items which provide a platform for user communities to send additional information and descriptive content to help identify people, places, events etc.
 - Working with collection creators/owners to facilitate direct involvement in metadata creation (e.g. students conducting field work for folklore collections, producing oral history collections)
 - Hosting “collecting events” during which the library assists in gathering of new materials and helps to describe materials (metadata) with direct feedback from material donors, resulting in the creation of a new collections in SCA, and possibly new Digital History Collections (e.g. USU Libraries’ [Great Salt Lake Wetlands History Project](#))

Digital Content Linking

- CMS worked with other library units to develop a way to improve use and discoverability of digital collection items. The method semi-automates the batch linking of item and folder level entries in EAD finding aids to the equivalent digitized material in CONTENTdm. This cross-departmental process allows for the implementation of persistent identifiers and the enhancement of finding aids using the more robust metadata that accompanies digitized material. The process is part of the unit’s ongoing workflow for digital collections. For more detailed information on the process read: [Partnering for Discoverability: Knitting Archival Finding Aids to Digitized Material Using a Low Tech Digital Content Linking Process](#)

Metadata Mappings and Element Configurations

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

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

Table 1 – Description of field/element configuration variables for CONTENTdm

The following table shows the primary metadata fields/elements that are required or recommended for each digital collection, along with the mappings and configurations for CONTENTdm. Newly created digital collections contain this standard set of fields/elements. Additional fields/elements are added upon request. Unless directed otherwise, collections are aggregated and distributed by MWDL and DPLA. The official metadata template and mappings are finalized and approved 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	None	Text	No	Yes	No	No	Yes
8	Medium	Format-Medium	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 Statement	Rights	Text	No	Yes	No	No	Yes-shared
20	Digital History 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-shared
24	Format	Format	Text	No	Yes	No	No	Yes-shared
25	Pixel Height	None	Text	No	No	No	No	No
26	Pixel Width	None	Text	No	No	No	No	No
27	File Size	Format-Extent	Text	No	No	No	No	No
28	Extent	None	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	File Name	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 – Element configuration for CONTENTdm (listed in order they appear to users, if present)

Metadata Elements and Guidelines

The 39 basic metadata elements 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 element is presented in separate tables and listed in the alphabetical order.

Explanation of Table Components

Element Name – Designation, or label, assigned to the element in CONTENTdm (as defined in the Collection Field Properties)	
	Definition
	The meaning/nature of the element
Guidelines	Describes
	Indicates whether the element describes the original resource or the digital object
	Required
	Indicates the extent to which this field is required in a record:
	<ul style="list-style-type: none"> • Required: Field must be included in record. • Recommended: Strongly recommend inclusion of this field. • Optional: Inclusion of field is up to the discretion of the collection manager.
	Repeatable
	“No” indicates a field may occur just once in a single record. “Yes” indicates a field may appear multiple times in a single record.
	Example
	<i>Instance(s) of element content</i>
	Canned Statement
	Default text that is collectively applied to the contents of an element (if applicable)
	How to Use
	Information on how to use the element, including best practices. May include additional content examples.
Refines/Refinement	
<i>Refines</i> references the hierarchically larger element in the schema structure	
Controlled Vocabulary	
Options for controlled vocabularies	
Resources/Field Help	
Links to content that provides additional information about how to use the element or define the contents of the element	
Additional Info	
Any additional guidance applicable to the element	
DC Mapping	
The equivalent Dublin Core term which corresponds to this element. All elements that can be mapped to a DC element should be mapped accordingly – If field mapping is not possible then specify None . Each mapping is linked to the DCMI Namespace for the corresponding element.	
MARC Mapping	
The equivalent tag(s) in a MARC record which correspond to this element	
MODS Mapping	
The equivalent MODS term(s) which correspond to this element. The term is linked to the URI namespace for that element. Website URL: http://www.loc.gov/standards/mods/	

Table 3 – Definition of guidelines

Color Key

Field contents supplied by a Metadata Specialist	

Field contents extracted from technical metadata embedded in files	

Element Tables and Guidelines (listed in alphabetical order)

ALTERNATIVE TITLE		
	Definition	An alternative name for the resource.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	<i>Jack London standing next to his house in Glen Ellen, California</i>
	Canned Statement	N/A
	How to Use	Shorten the format of the title expressed above to only include who, what, and where, <u>but not when</u> .
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	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.
	DC Mapping	dcterms:alternative
	MARC Mapping	246
	MODS Mapping	<titleInfo><title>

ARK ID		
	Definition	Archival Resource Key (ID) – the globally unique ID number assigned to a single item of any type.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	<i>ark:/85142/t43w25</i>
	Canned Statement	N/A
	How to Use	N/A
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	ARKs are assigned using the EZID service (http://ezid.cdlib.org/)
	DC Mapping	N/A
	MARC Mapping	N/A
	MODS Mapping	N/A

ARK URL

	Definition	Archival Resource Key (URL) – the full ARK Uniform Resource Locator (URL) for an item.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	http://n2t.net/ark:/85142/t43w25
	Canned Statement	N/A
	How to Use	N/A
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	ARKs are assigned using the EZID service (http://ezid.cdlib.org/)
	DC Mapping	dcterms:identifier (official local identifier for USU Libraries but MWDL must recognize CONTENTdm supplied identifiers for its content aggregation)
	MARC Mapping	758
MODS Mapping	N/A	

CALL NUMBER

	Definition	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.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	Yes
	Examples	<ul style="list-style-type: none"> • <i>TC 424.W8 W27X 1968</i> • <i>627.12 B38g 1938</i> • <i>USU COLL MSS 170</i>
	Canned Statement	N/A
	How to Use	<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>
	Controlled Vocabulary	N/A
	Resources/Field Help	Refer to the collection's finding aid, the Filename/Identifier , or the physical item's call number.
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	050, 086, 090, 092, 099
MODS Mapping	<classification authority="[lcc, ddc]">	

CHECKSUM

	Definition	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.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	3402264289
	Canned Statement	N/A
	How to Use	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 Metadata Templates section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the Metadata Templates section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A
MODS Mapping	N/A	

COLLECTION INVENTORY

	Definition	The URL for the finding aid related to the resource.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	Yes
	Example	http://archiveswest.orbiscascade.org/ark:/80444/xv14440
	Canned Statement	N/A
	How to Use	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.
	Controlled Vocabulary	N/A
	Resources/Field Help	For USU Collections use the USU Special Collections and Archives website to search inventories: https://archives.usu.edu/search.php
	Additional Info	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).
	DC Mapping	dcterms:relation
	MARC Mapping	856
MODS Mapping	<relatedItem>	

COLORSPACE

	Definition	A system for describing color numerically as tuples (ordered sets) of numbers, typically as 3 or 4 values or color components.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	<i>RGB</i>
	Canned Statement	N/A
	How to Use	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 Metadata Templates section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the Metadata Templates section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A
MODS Mapping	N/A	

CONTRIBUTOR

	Definition	An entity responsible for making contributions to the creation or intellectual content or context of the resource.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	Yes
	Example	<i>Miller, Joan London, 1901-1971; Fleming, Becky London, 1902-1992;</i>
	Canned Statement	N/A
	How to Use	<p>People or entities who contributed to making the intellectual content of the resource. For example, an illustrator, collector, editor, translator, etc.</p> <p>Whenever possible, names should be verified in a published name authority such as the Library of Congress Name Authority File (LCNAF), Western Name Authority File (WNAF), Social Networks and Archival Context (SNAC), or Virtual International Authority File (VIAF).</p> <p>For names not listed in an official authority, 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.</p> <p>MARC Relator Terms, which allow the relationship between a name and a resource (i.e. roles) to be designated in bibliographic descriptions, may be used.</p> <p>Example: <i>Corben, Richard, illustrator;</i></p>
	Controlled Vocabulary	Yes. Terms vary per collection, see Resources/Field Help and Additional Info .
	Resources/Field Help	<ul style="list-style-type: none"> • LCNAF • WNAF • SNAC • VIAF • MARC Relator Terms
	Additional Info	Configure the collection field properties to “Use the existing contents of the field”
	DC Mapping	dcterms:contributor
MARC Mapping	700, 710, 711, 720 (Added Entry—Personal name, Corporate name, Conference name, Uncontrolled name). MARC relator terms are added in subfield e.	
MODS Mapping	<name><namePart>	

CREATOR

	Definition	An entity primarily responsible for making the resource.
Guidelines	Describes	Original resource
	Required	Recommended
	Repeatable	Yes
	Example	<i>London, Charmian Kittredge, 1871-1955; Walling, Anna Strunsky, 1877-1964;</i>
	Canned Statement	N/A
	How to Use	<p>Person or entity responsible for creating the intellectual content of the resource. For example, an author, photographer, artist, interviewee (for oral histories), etc.</p> <p>Whenever possible, names should be verified in a published name authority such as the Library of Congress Name Authority File (LCNAF), Western Name Authority File (WNAF), Social Networks and Archival Context (SNAC), or Virtual International Authority File (VIAF).</p> <p>For names not listed in an official authority, 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.</p> <p>MARC Relator Terms, which allow the relationship between a name and a resource (i.e. roles) to be designated in bibliographic descriptions, may be used.</p> <p>Example: <i>Walling, Anna Strunsky, 1877-1964, author;</i></p>
	Controlled Vocabulary	Yes. Terms vary per collection, see Resources/Field Help and Additional Info .
	Resources/Field Help	<ul style="list-style-type: none"> • LCNAF • WNAF • SNAC • VIAF • MARC Relator Terms
	Additional Info	Configure the collection field properties to “Use the existing contents of the field”
	DC Mapping	dcterms:creator
MARC Mapping	100 1# (Main Entry—Personal Name), or 110 2# (Main Entry—Corporate Name), 111 3# (Main Entry—Conference Name) or 700/710/711. MARC relator terms are added in subfield e.	
MODS Mapping	<name><namePart>	

DATE DIGITIZED

	Definition	The date that a resource was digitized.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Examples	2015-02-03
	Canned Statement	N/A
	How to Use	Use the ISO 8601 format
	Controlled Vocabulary	N/A
	Resources/Field Help	More information on ISO 8601
	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.)
	MODS Mapping	<dateIssued><dateCaptured>

DESCRIPTION

	Definition	An account or brief narrative that represents the resource and its key features.
Guidelines	Describes	Original resource
	Required	Recommended
	Repeatable	Yes
	Example	<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>
	Canned Statement	N/A
	How to Use	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.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	dcterms:description
	MARC Mapping	300, 500, 520, 545
	MODS Mapping	<abstract> <note> <tableOfContents>

DIGITAL HISTORY COLLECTION

	Definition	The name of the digital collection in which the resource appears.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	<i>Agricultural College of Utah Cyanotypes Digital Collection</i>
	Canned Statement	N/A
	How to Use	Enter the title of the digital library collection.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	dcterms:IsPartOf
	MARC Mapping	N/A
MODS Mapping	<part>	

DIGITAL PUBLISHER

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

EXTENT

	Definition	The size or duration of the resource
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	Yes
	Example	<i>109,568 bytes</i> <i>00:16 minutes</i>
	Canned Statement	N/A
	How to Use	Describe the file size and, if applicable, duration of the digital object. Note: File size is automatically generated from the file upon upload into the CONTENTdm Project Client and mapped to the “ File Size ” element using a Metadata Template. This information can be used to populate this field as well.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	dcterms:extent
	MARC Mapping	347 subfield c or 856 subfield s
MODS Mapping	<physicalDescription:extent>	

FILE NAME

	Definition	Name of the file (including the extension for file type = .jpeg, .pdf, etc.).
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	<i>SCAP0014Bx008-153.jpg</i>
	Canned Statement	N/A
	How to Use	Information in this field is used for preservation purposes. Metadata regarding file name 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 Metadata Templates section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the Metadata Templates section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A
MODS Mapping	<Identifier>	

FILE SIZE

Definition		The size of the resource file.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	Yes
	Example	<i>573963 Bytes</i>
	Canned Statement	N/A
	How to Use	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 Metadata Templates section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the Metadata Templates section of this document).
	Additional Info	N/A
	DC Mapping	dcterms:extent
	MARC Mapping	N/A
MODS Mapping	physicalDescription:extent	

FORMAT

	Definition	The file format, physical medium, or dimensions of the resource.
Guidelines	Describes	Digital object
	Required	Required
	Repeatable	Yes
	Examples	<ul style="list-style-type: none"> • <i>audio/mp4</i>; • <i>image/jpeg</i>; • <i>application/pdf</i>;
	Canned Statement	N/A
	How to Use	<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 extent field (See extent).</p>
	Controlled Vocabulary	Yes-shared
	Resources/Field Help	To determine format of an item, refer to Filename extension (e.g., .jpg or .pdf)
	Additional Info	Internet Media Type (MIME)
	DC Mapping	dcterms:format
MARC Mapping	856 subfield q	
MODS Mapping	<physicalDescription:internetMediaType>	

GEOGRAPHIC LOCATIONS

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

HOLDING INSTITUTION

	Definition	The name of the individual or institution which holds the physical or digital resource.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	Yes
	Example	<i>Utah State University, Merrill-Cazier Library, Special Collections & Archives</i>
	Canned Statement	If owned by USU use the above example for the text. Otherwise, N/A
	How to Use	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
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	N/A
	Additional Info	Configure the collection field properties to “Use the existing contents of the field”
	DC Mapping	N/A
	MARC Mapping	850
MODS Mapping	N/A	

ISO DATE

	Definition	The International Organization for Standardization (<i>ISO</i>) date format is a standard way to express a numeric calendar date that eliminates ambiguity.
Guidelines	Describes	Original resource
	Required	Required
	Repeatable	No
	Example	<i>2017-05-17</i>
	Canned Statement	N/A
	How to Use	Format for ISO dates are YYYY-MM-DD
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	More information on ISO 8601
	DC Mapping	dcterms:date
	MARC Mapping	260/264 subfield c (Date of Publication, Distribution, etc.)
MODS Mapping	<originInfo> <dateIssued> <originInfo> <dateCreated> <originInfo> <dateCaptured> <originInfo> <dateOther>	

LANGUAGE

	Definition	A language of the resource.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	Yes
	Example	<i>eng; ger;</i>
	Canned Statement	N/A
	How to Use	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.
	Controlled Vocabulary	Yes. Terms vary per collection. See Additional Info.
	Resources/Field Help	https://www.loc.gov/standards/iso639-2/php/code_list.php
	Additional Info	Configure the collection field properties to “Use the existing contents of the field”
	DC Mapping	dcterms:language
	MARC Mapping	041 #1 subfield a (language code); 008/35-37
	MODS Mapping	<language>

MEDIUM

	Definition	The material or physical carrier of the original resource.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	Yes
	Example	<i>Photographs; Aerial photographs;</i>
	Canned Statement	N/A
	How to Use	Describe the nature of original object (what it is, not what it is about) expressed in terms from a controlled vocabulary. An item described with the term “Photographs” is an actual photograph, not a book about photographs. Separate medium fields should be used for each different vocabulary applied to the resource, indicating the vocabulary in the label name. Unless otherwise indicated, this field should use the Getty Art and Architecture Thesaurus. Separate multiple entries with a semi-colon.
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	<p>The use of established controlled vocabularies are strongly recommended.</p> <p>The most prominently used resource for this field is the Getty Art and Architecture Thesaurus (AAT): http://www.getty.edu/research/tools/vocabularies/aat/</p> <p>Additional resources include:</p> <p>Thesaurus for Graphic Materials (TGM) http://www.loc.gov/pictures/collection/tgm/</p> <p>Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT) http://id.loc.gov/authorities/genreForms.html</p>
	Additional Info	Configure the collection field properties to “Use the existing contents of the field”
	DC Mapping	dcterms:medium
MARC Mapping	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)	
MODS Mapping	physicalDescription:form , attribute:type	

METADATA BY

	Definition	The individual(s) responsible for creation of the descriptive metadata for the resource.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Examples	<i>Andrea Payant; Sara Skindelien</i>
	Canned Statement	N/A
	How to Use	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.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A
MODS Mapping	N/A	

ORIGINAL DATE

	Definition	The date the original resource was created, recorded in natural language format.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	No
	Example	<i>October 10, 1980</i>
	Canned Statement	N/A
	How to Use	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.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	260/264 subfield c (Date of Publication, Distribution, etc.)
MODS Mapping	N/A	

PHYSICAL COLLECTION INFORMATION

	Definition	The details of the physical collection associated with a resource.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	Yes
	Example	<i>Brigham Young College records, 1877-1926, USU COLL MSS 001</i>
	Canned Statement	N/A
	How to Use	<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: [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>
	Controlled Vocabulary	N/A
	Resources/Field Help	Refer to the collection's finding aid, the Filename/Identifier , or the physical item's call number.
	Additional Info	N/A
	DC Mapping	dcterms:IsFormatOf
	MARC Mapping	533
MODS Mapping	<relatedItem>	

PIXEL HEIGHT

	Definition	The vertical measurements of an image expressed in number of pixels.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	<i>1568</i>
	Canned Statement	N/A
	How to Use	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 Metadata Templates section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the Metadata Templates section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A
MODS Mapping	N/A	

PIXEL WIDTH

	Definition	The horizontal measurements of an image expressed in number of pixels.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	2163
	Canned Statement	N/A
	How to Use	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 Metadata Templates section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the Metadata Templates section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A
MODS Mapping	N/A	

PUBLISHER

	Definition	An entity responsible for making the resource available.
Guidelines	Describes	Original resource, Digital object
	Required	Optional
	Repeatable	Yes
	Example	<i>Random House, Inc.</i>
	Canned Statement	N/A
	How to Use	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..."
	Controlled Vocabulary	Possibly. Terms vary per collection, see Additional Info.
	Resources/Field Help	N/A
	Additional Info	If needed, configure the collection field properties to "Use the existing contents of the field"
	DC Mapping	dcterms:publisher
	MARC Mapping	260/264 subfield b (if born digital) or 533 subfield c (if reformatted)
MODS Mapping	<originInfo><publisher>	

RIGHTS STATEMENT

	Definition	Information about rights held in and over the resource. May include statements about intellectual property.
Guidelines	Describes	Original resource
	Required	Required
	Repeatable	Yes
	Examples	<ul style="list-style-type: none"> • http://rightsstatements.org/vocab/InC/1.0/ (In copyright) • http://rightsstatements.org/vocab/InC-EDU/1.0/ (In copyright – educational use permitted) • http://rightsstatements.org/vocab/NoC-NC/1.0/ (No copyright – non-commercial use only) • http://rightsstatements.org/vocab/NoC-US/1.0/ (No copyright – United States)
	Canned Statement	N/A
	How to Use	<p>Use standardized international rights statements to describe the copyright status of the access file and 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>
	Controlled Vocabulary	RightsStatements.org
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	dcterms:rights
	MARC Mapping	540, 542
MODS Mapping	<accessCondition>	

SCANNING RESOLUTION

	Definition	Pixels for every inch of area scanned
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	300; 600; 800;
	Canned Statement	N/A
	How to Use	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 Metadata Templates section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the Metadata Templates section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A
MODS Mapping	N/A	

SOURCE

	Definition	A related resource from which the described resource is derived.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	Yes
	Example	<i>Utah State University, Merrill-Cazier Library, Special Collections & Archives, Agricultural College of Utah Cyanotypes, P0014, Box 7, Item 194</i>
	Canned Statement	<p>For resources owned by Utah State University use the following format:</p> <p>Utah State University, Merrill-Cazier Library, Special Collections & Archives, [Collection Name], [Call Number], [Box Number, if applicable], [Item Number, if applicable]</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>
	How to Use	<p>Provide sufficient information to identify and find the original resource.</p> <p>For other types of related resources use relation or some refinement of relation, such as isPartOf.</p>
	Controlled Vocabulary	N/A
	Resources/Field Help	Refer to the collection's finding aid, the Filename/Identifier , or the physical item's call number.
	Additional Info	N/A
	DC Mapping	dcterms:source
	MARC Mapping	534
MODS Mapping	<relatedItem type="original">	

SUBJECT (KEYWORD)

	Definition	The topic of the resource.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	Yes
	Example	<i>Jack London; Horses; World War II; Great River Basin; Utah History;</i>
	Canned Statement	N/A
	How to Use	<p>Describe what the resource content is about using keywords. There is no mandatory format for the terms included in this category. However, it is <u>best practice to avoid long, multi-word text strings</u> 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, like 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 medium. See the “Medium” field for more information.</p>
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	N/A
	Additional Info	Configure the collection field properties to “Use the existing contents of the field”
	DC Mapping	N/A
MARC Mapping	600, 610, 650, 651, 653	
MODS Mapping	<subject> <classification>	

SUBJECT (LCSH)

	Definition	The topic of the resource.
Guidelines	Describes	Original resource
	Required	Recommended
	Repeatable	Yes
	Example	<i>London, Jack, 1876-1916 -- Photographs; London, Charmian Kittredge, 1871-1955 -- Photographs; Horses -- Photographs;</i>
	Canned Statement	N/A
	How to Use	<p>Describe what the resource content is about using the Library of Congress Subject Headings (LCSH). This field should only contain LC approved headings, with the exception of Medical Subject Headings (MeSH), and name headings from the Library of Congress Name Authority File (LCNAF), Western Name Authority File (WNAF), or Social Networks and Archival Context (SNAC). The field must contain at least one subject heading. Separate multiple entries with a semi-colon.</p> <p>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:</p> <p><i>London, Jack, 1876-1916 -- Photographs;</i></p> <p>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 medium. See the “Medium” field for more information.</p>
	Controlled Vocabulary	Yes. Terms vary per collection, see Resources/Field Help and Additional Info .
	Resources/Field Help	<ul style="list-style-type: none"> • LCSH • MeSH • LCNAF (for resources about an individual or entity) • WNAF (for resources about an individual or entity) • SNAC (for resources about an individual or entity)
	Additional Info	Configure the collection field properties to “Use the existing contents of the field”
	DC Mapping	dcterms:subject
MARC Mapping	600, 610, 650, 651, 653	
MODS Mapping	<subject> <classification>	

TIME PERIODS

	Definition	The centuries and decades that correspond with the date the original resource was created.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	No
	Example	<i>19th century; 20th century; 1890-1899; 1900-1909;</i>
	Canned Statement	N/A
	How to Use	<ul style="list-style-type: none"> Identify centuries using ordinal numbers followed by “century” Show decades with a numerical range Separate each value with a semicolon and a space
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	N/A
	Additional Info	Configure the collection field properties to “Administer shared controlled vocabulary”
	DC Mapping	dcterms:temporal
	MARC Mapping	N/A
	MODS Mapping	<subject><temporal>

TITLE

	Definition	A name given to the resource.
Guidelines	Describes	Digital object
	Required	Required
	Repeatable	No
	Example	<i>Jack London standing next to his house in Glen Ellen, California, 1910</i>
	Canned Statement	N/A
	How to Use	<p>Use a descriptive, but succinct statement that includes who, what, where, and when – wherever possible.</p> <ul style="list-style-type: none"> Do not begin title with articles (e.g. The, A, An) Do not use ending punctuation such as a period or semi-colon Do not use double quotations – if quotations are needed, use single quotations Try not to start with punctuation (quotes, etc.) or numbers, wherever possible The most common usage of a person's name should be used, if known – formal names can be reflected in a subject heading field Spell out abbreviations and acronyms
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	dcterms:title
	MARC Mapping	245 subfields a and b
	MODS Mapping	<titleInfo><title>

TOPICS

Definition		Subject matter or theme associated with the resource.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	No
	Examples	<i>Sports; Schools; Education</i>
	Canned Statement	N/A
	How to Use	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.
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	Assistance from curators of the collection materials to assign appropriate terms is suggested.
	Additional Info	Configure the collection field properties to "Use the existing contents of the field."
	DC Mapping	N/A
	MARC Mapping	N/A
	MODS Mapping	N/A

TRANSCRIPT

Definition		The printed version of the resource originally presented in another medium.
Guidelines	Describes	Original resource
	Required	Optional
	Repeatable	No
	Example	N/A
	Canned Statement	N/A
	How to Use	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.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	This field is required for compliance with the Americans with Disabilities Act of 1990 (ADA)
	DC Mapping	N/A
	MARC Mapping	520 or none
	MODS Mapping	N/A

TYPE

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

UPLOADED BY

Definition		The individual responsible for uploading the resource.
Guidelines	Describes	Digital object
	Required	Optional
	Repeatable	No
	Example	<i>Andrea Payant</i>
	Canned Statement	N/A
	How to Use	Enter the name of the person responsible for uploading the resource file into CONTENTdm.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A
MODS Mapping	N/A	

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' (containing 'Add Item', 'Add Multiple Items', 'Add Compound Objects', 'Edit Existing Items'), and 'Other Tasks' (containing 'View Upload Manager', 'Edit Metadata Template', 'Edit Project Settings'). The 'Edit Metadata Template' link 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. Each template has an 'Edit' button to its right, 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 : http://library.usu.edu/main/forms/diginfo.php?id=XXXX&collection=Compton
Title	Text	
Alternate Title	Text	
Description	Text	
Original Date	Text	pending
SubjectLCSH	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: http://library.usu.edu/specol/using/copies.php
Physical Collection Information	Text	Compton's Studio Photograph Collection P0313
Collection Inventory	Text	http://archiveswest.orbiscascade.org/ark:/80444/xv71670
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	http://digital.lib.usu.edu/sup_pages/easyLOD/extract.php?coll=Compton&id=XXXX
Metadata by	Text	Andrea Payant
Uploaded by	Text	Andrea Payant
ARK ID	Text	
ARK URL	Text	