

Using CONTENTdm in a Consortium

Library Technology Conference
March 19, 2009

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What is CLIC?

CLIC = Cooperating Libraries in Consortium

A consortium of 8 private college and university libraries in the Twin Cities established in 1969.

Augsburg College
Bethel University
College of St. Catherine
Concordia University
Hamline University
Macalester College
Northwestern College
University of St. Thomas

Selection of CONTENTdm

January 2005

CLIC Digital Projects Forum

September 2005

Formation of the CLIC Digitization Community of Interest (COI)

Fall 2005 - Spring 2007

Study of various digital collection management software options

Why CONTENTdm was chosen

- Expertise with CONTENTdm
 - within CLIC (College of St. Catherine)
 - local area (MNDigital Library, U of M, Carleton and St. Olaf)
- Pricing reasonable and offered a great deal of flexibility
- Software comes with an out of the box set up, but allows for significant customization
- Training available through Minitex
- Ability to place access restrictions on collections
- Very good tutorials and documentation provided

Drawbacks to CONTENTdm

- There is not an interface developed for Macs
- Lack of presentation tool options

Implementation of CONTENTdm

June 2007 - purchased Level 1 license
(10,000 digital objects with only Augsburg, Bethel,
Northwestern, Macalester and St. Thomas participating)

October 2007 – Upgraded license to Level 2
(40,000 digital objects)

June 2008 – Upgraded to an unlimited license
(with all CLIC institutions able to participate)

Fall 2008 – COI upgraded to a CLIC Standing Committee

Division of responsibilities

Individual institutions:

- Select content
- Scan collections (in-house or outsource)
- Develop metadata
- With programmer, customize look of the individual collection sites

CLIC Office

- Maintain/Backup server
- Manage upgrades to software
- Customize the public face of the site

Digitization Committee

- Mediates issues
- Provides training (formal and informal)
- Serves as a forum for information

CLIC Digital Collections

 [search all](#)

[Home](#)

 **Augsburg College**

[Search the CLIC Collection](#)

Managing CONTENTdm in a Consortial Environment

[Advanced Search](#)

[Preferences](#)

[Help](#)

 **Hamline University**

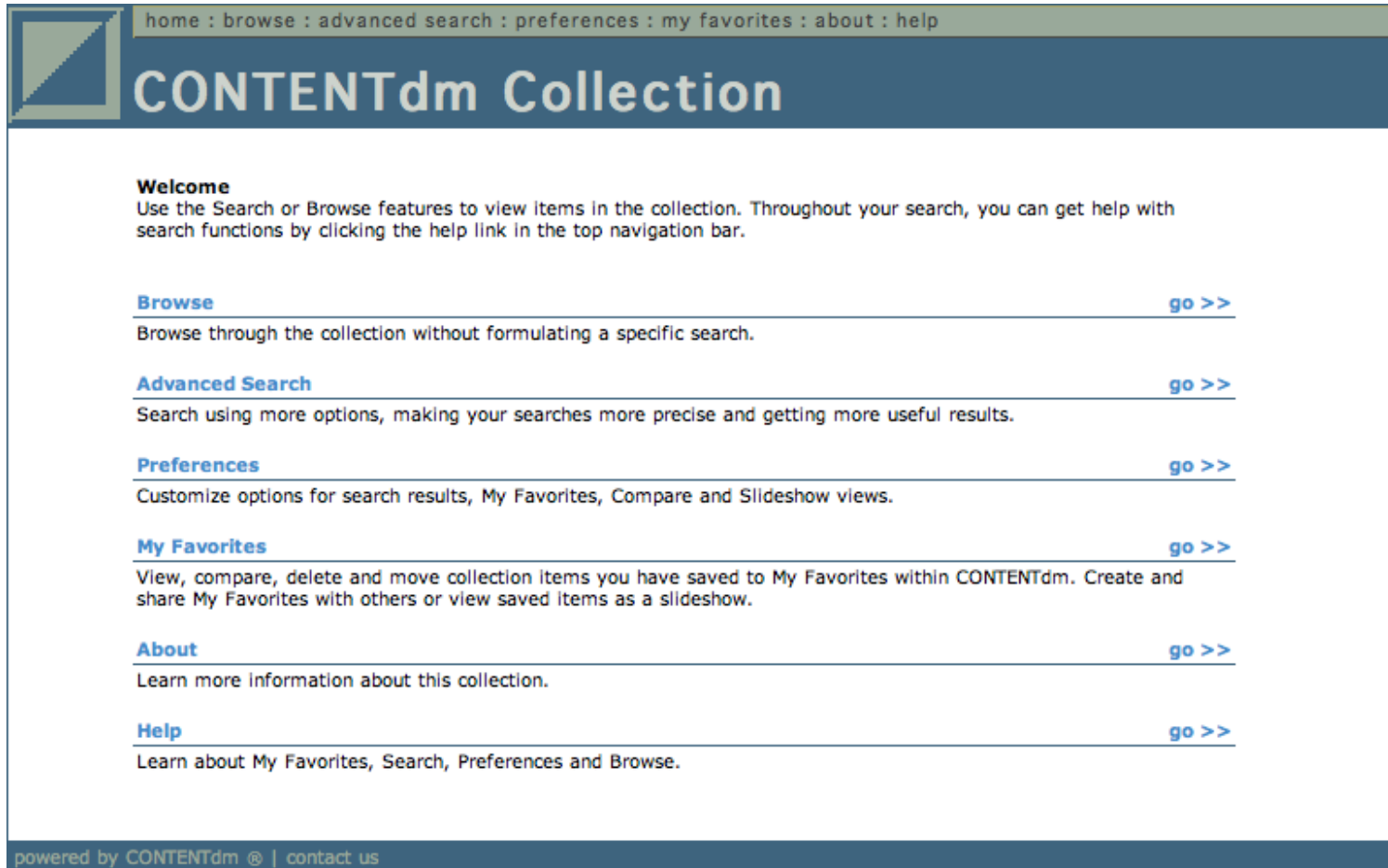
 **Macalester College**

 **Northwestern College**

 **University of St. Thomas**

members of this consortium have chosen to make a variety of unique collections more readily available in digitally searchable and accessible versions. The collections you find here are widely varied and continually growing, and include audio, visual, and textual resources.

Problem: CONTENTdm by default is ugly



The screenshot shows the top navigation bar with links: home : browse : advanced search : preferences : my favorites : about : help. Below this is a dark blue header with the text "CONTENTdm Collection" and a logo on the left. The main content area contains a "Welcome" message and a list of menu items, each with a "go >>" link. The menu items are: Browse, Advanced Search, Preferences, My Favorites, About, and Help. Each item has a short description below it.

home : browse : advanced search : preferences : my favorites : about : help

CONTENTdm Collection

Welcome
Use the Search or Browse features to view items in the collection. Throughout your search, you can get help with search functions by clicking the help link in the top navigation bar.

Browse [go >>](#)
Browse through the collection without formulating a specific search.

Advanced Search [go >>](#)
Search using more options, making your searches more precise and getting more useful results.

Preferences [go >>](#)
Customize options for search results, My Favorites, Compare and Slideshow views.

My Favorites [go >>](#)
View, compare, delete and move collection items you have saved to My Favorites within CONTENTdm. Create and share My Favorites with others or view saved items as a slideshow.

About [go >>](#)
Learn more information about this collection.

Help [go >>](#)
Learn about My Favorites, Search, Preferences and Browse.

powered by CONTENTdm ® | [contact us](#)

Problem: CONTENTdm only has A-Z browsing

home : browse : advanced search : preferences : my favorites : about : help

CONTENTdm Collection





home search

Browsing item(s) in [Augsburg College] Augsburg College History Collection

results 1-20 of 61

select all : clear all

Image:

- 1.  [Northwestern College] Theater Department
- 2.  [Bethel] Administration Collection
- 3.  [Bethel] Publications Collection
- 4.  [Macalester] College Relations

page 1 of 4 : (<< 1 2 3 4 >>) :: previous : next

...ncing the future location of the library and science building at Augsburg College. Old (1948) occupies the site of the proposed new building.


...t for lots in Wood Lake Shores and Augsburg Park in Richfield MN.

...of the Wood Lake Shores housing development.

...aph of Augsburg College including I 94 and Riverside Avenue





1: Maintain a single theme

home : browse : advanced search : preferences : my favorites : about : help

 **CLIC Digital Collections** search

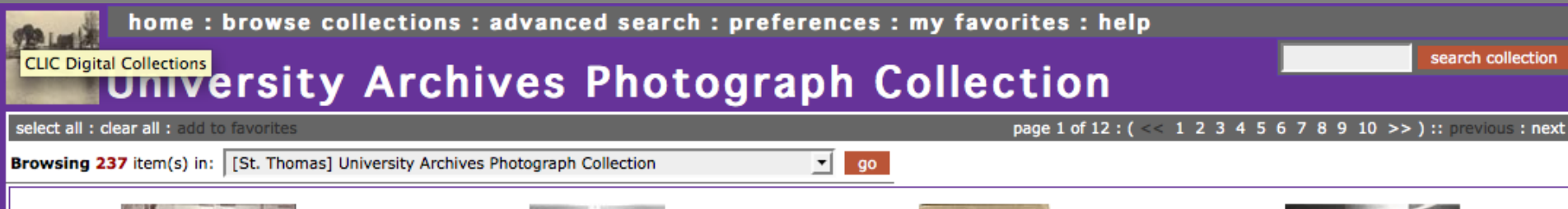
select all : clear all : add to favorites page 1 of 4 : (<< 1 2 3 4 >>) :: previous : next

Browsing **61** item(s) in: [Augsburg College] Augsburg College History Collection



- A unified theme requires only a single modification
- Individual institutions cannot identify themselves.

2: Maintain a unique theme for *every* collection



home : browse collections : advanced search : preferences : my favorites : help

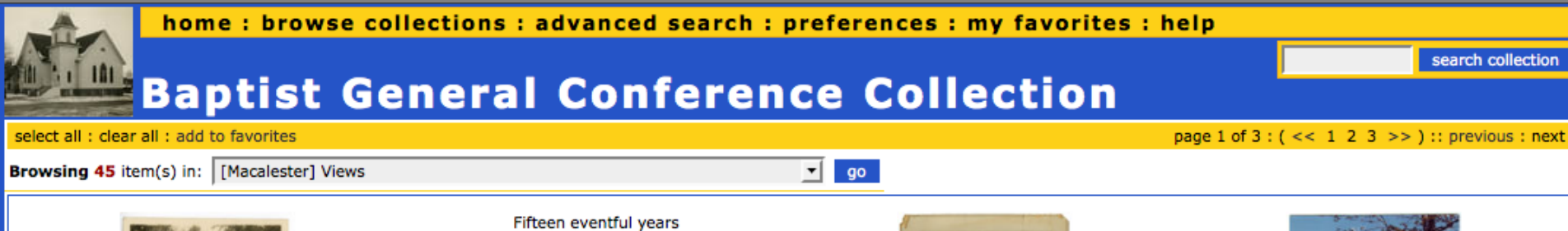
CLIC Digital Collections

University Archives Photograph Collection


select all : clear all : add to favorites

page 1 of 12 : (<< 1 2 3 4 5 6 7 8 9 10 >>) :: previous : next

Browsing 237 item(s) in: [St. Thomas] University Archives Photograph Collection go



home : browse collections : advanced search : preferences : my favorites : help



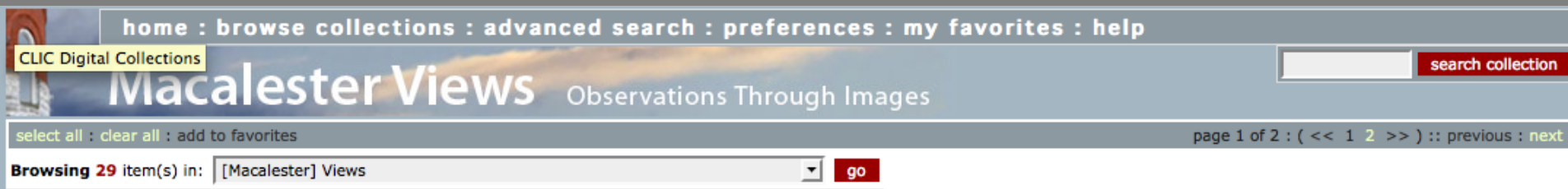
Baptist General Conference Collection

select all : clear all : add to favorites

page 1 of 3 : (<< 1 2 3 >>) :: previous : next

Browsing 45 item(s) in: [Macalester] Views go

Fifteen eventful years



home : browse collections : advanced search : preferences : my favorites : help

CLIC Digital Collections

Macalester Views

Observations Through Images

select all : clear all : add to favorites

page 1 of 2 : (<< 1 2 >>) :: previous : next

Browsing 29 item(s) in: [Macalester] Views go

... even if the collections look identical

- A custom look requires a process to be completed *every time* a new collection is created
- Allows for advanced customization for individual collections
- Differentiation between institutions and collections
- Each collection is more of a “destination”
- System upgrades more difficult

CLIC wanted to balance ease of use with a finished looking product, with individual institutional identity, while still maintaining a consortial identity.

- Develop unique themes
- Develop CLIC portal

home : browse collections : advanced search : preferences : my favorites : help

CLIC Digital Collections

University Archives Photograph Collection

select all : clear all : add to favorites

page 1 of 12 : (<< 1 2 3 4 5 6 7 8 9 10 >>) :: previous : next

Browsing 237 item(s) in: [St. Thomas] University Archives Photograph Collection go

How to easily create custom collections

home : browse collections : advanced search : preferences : my favorites : help

CLIC Digital Collections

Macalester Views

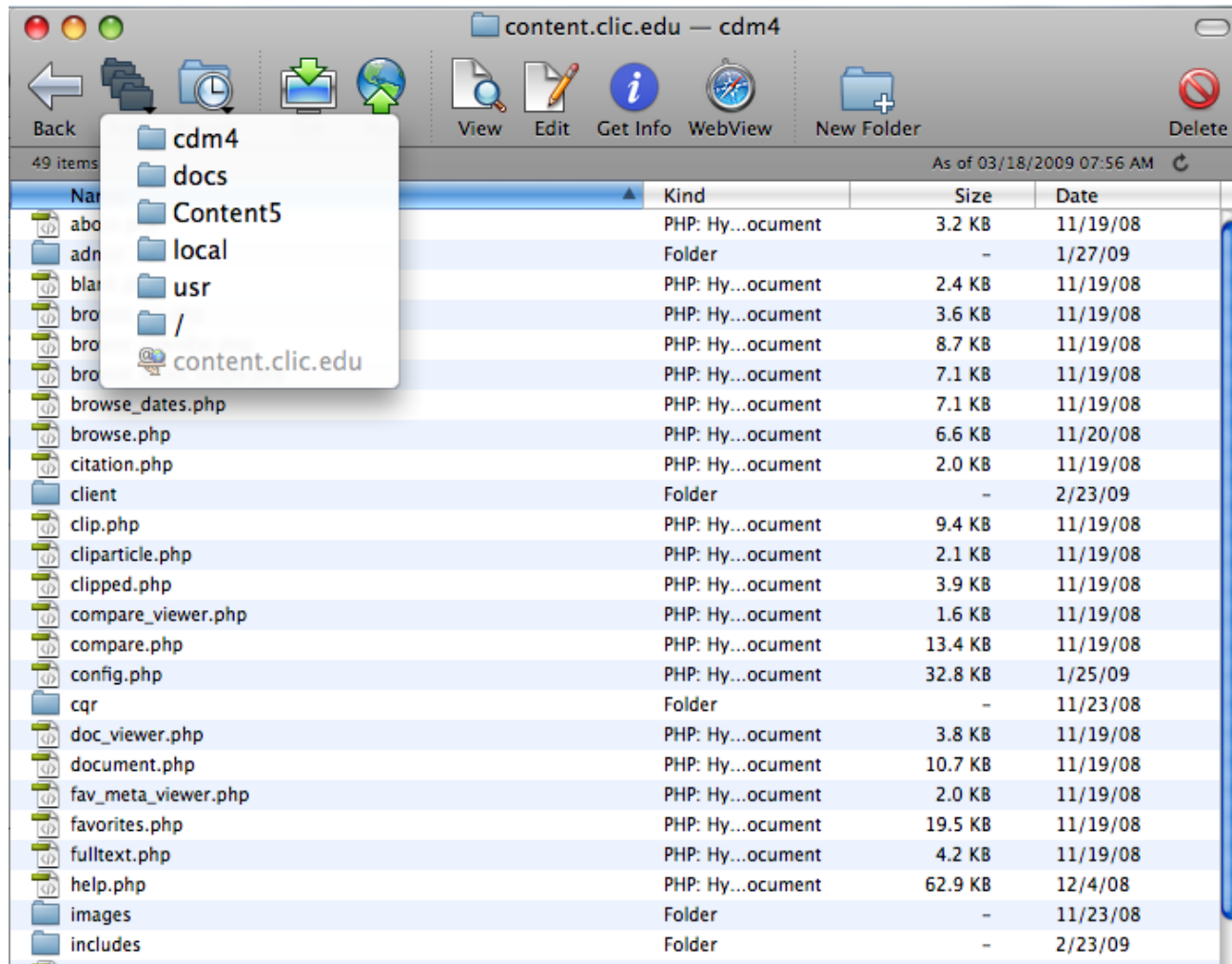
Observations Through Images

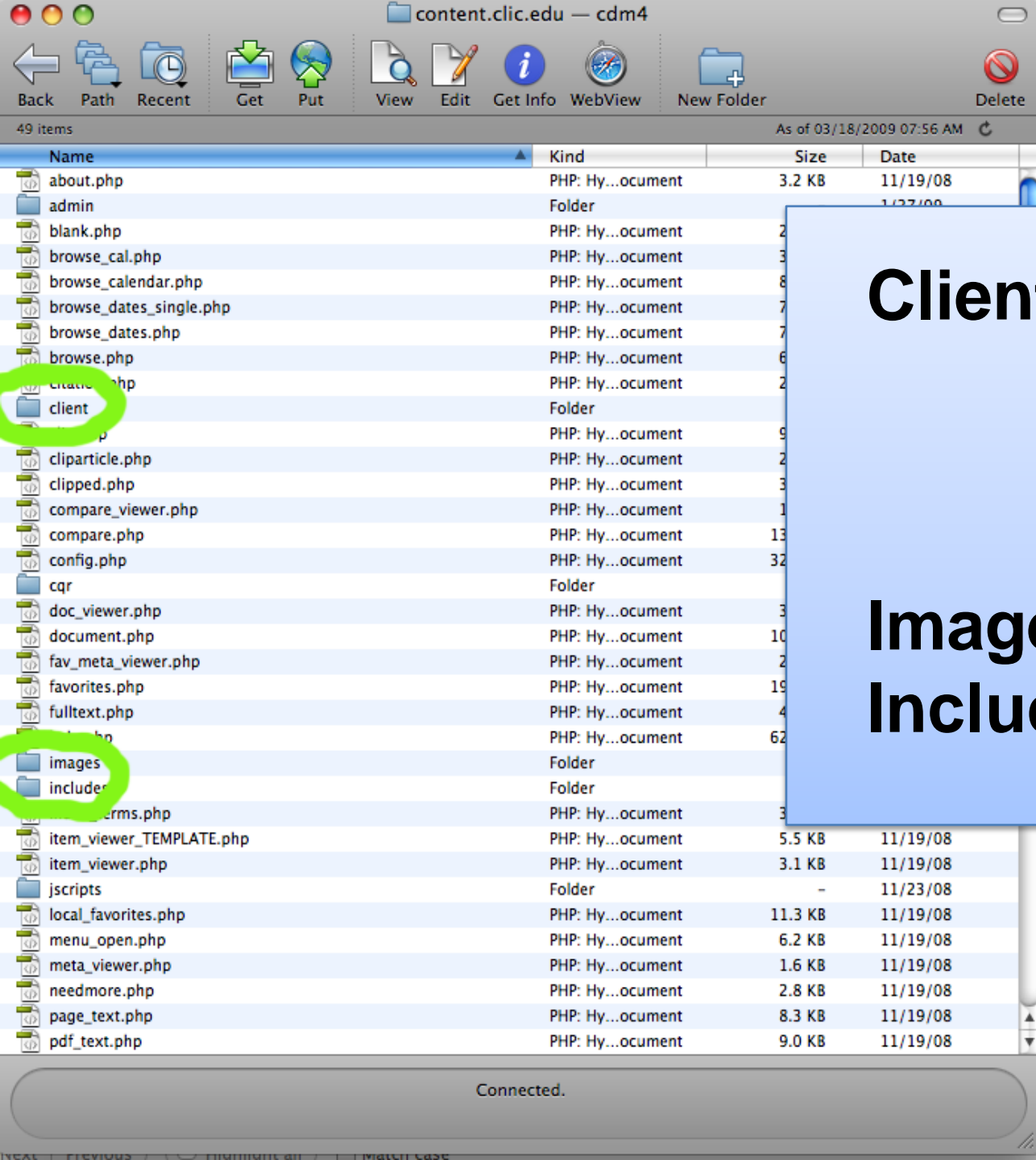
select all : clear all : add to favorites

page 1 of 2 : (<< 1 2 >>) :: previous : next

Browsing 29 item(s) in: [Macalester] Views go

/usr/local/Content4/docs/cdm4





/client

- Controls the look/options/colors of every collection
- PHP style sheets

/client

STY_global_style.php

/client

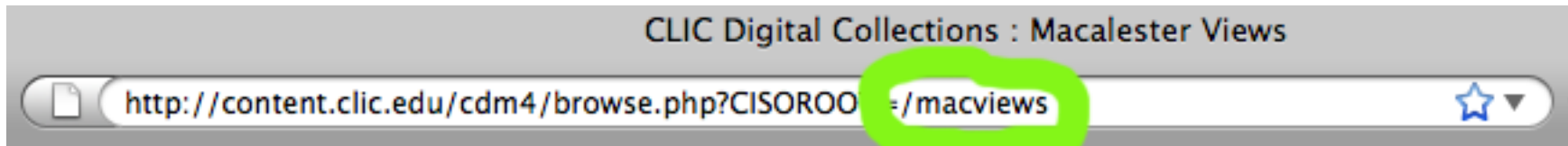
STY_global_style.php

STY_*collection alias*_style.php

/client

STY_global_style.php


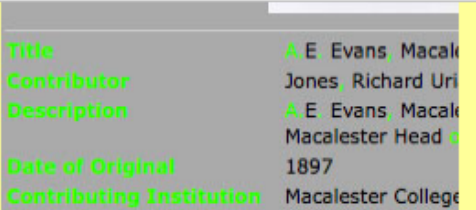
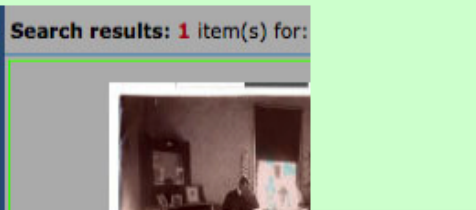
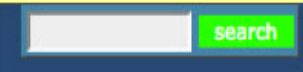
STY_*collection alias*_style.php



STY_macviews_style.php

```
1 <?
2
3 /*
4
5 CONTENTdm Version 4.3000.0
6 (c) DiMeMa, Inc. 2007 - All Rights Reserved
7
8 */
9
10 /* COLOR AND STYLES */
11
12 define("S_DATE_FORMAT", "0"); // 0: 0 - 6 :
13 // yyyy-mm-dd | dd-mm-yyyy | mm-dd-yyyy |
14 // MONTH dd yyyy | dd MONTH yyyy | mm/dd/yyyy | dd/mm/yyy
15
16 define("S_THUMB_SIZE", "120"); // 120: maximum thumbnail size
17
18 define("S_GRID_SIZE", "80"); // 80: maximum grid thumbnail size
19
20 define("S_ALLOW_LOGIN", "0"); // 0: 1 = YES ;0 = NO
21
22 define("S_ALLOW_HYPERLINKING", "1"); // 1: 0 = NO; 1 = YES but only to S_HYPERLINK_LIMIT
23
24 define("S_HYPERLINK_LIMIT", "20000"); // 20000: hyperlinked up to 20000 characters
25 |
26 define("S_FTS_DISPLAY", "1"); // 1: 0 = NO; 1 = YES; 2 = YES but truncated at S_TRUNCATE_FTS_LIMIT; 3 = YES sh
27
28 define("S_TRUNCATE_FTS_LIMIT", "500"); // 500: truncate limit if S_TRUNCATE_FTS = 2
29
30 define("S_PROTOCOL", $protocol); // HTTP protocol: automatic detect or specify
31
32 define("S_SHOW_BOT_MENU", "0"); // 0: show bottom menu - 1 = YES; 0 = NO
33
34
35 define("S_PAGE_BG", "#FFFFFF0"); // #FFFFFF0: page background color
36 //define("S_PAGE_BG", "#ffffff"); // #ffffff: page background color
37
38
39
```


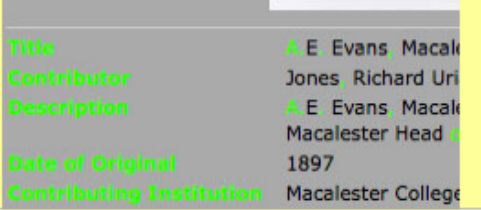
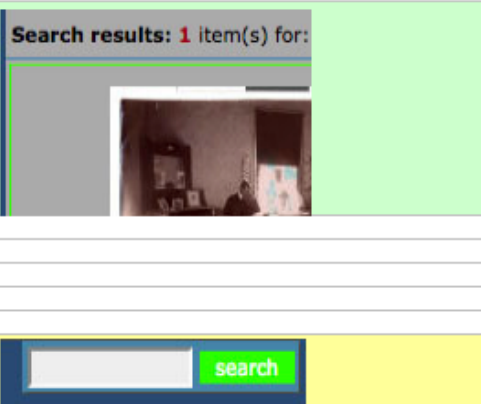
- Difficult/time consuming to modify
- Impossible for average users to modify
- Fields are not defined well

	A	B	C
68	define("S_LEFTMENU_FONT", "verdana");	favorites left menu font type	
69	define("S_LEFTMENU_FONT_WEIGHT", "normal");	favorites left menu font weight	
70	define("S_LEFTMENU_SIZE", "70%");	favorites left menu font size	
71			
72	define("S_LINK_COLOR", "#448ccb");	link color	
73	define("S_LINK_HOVER_COLOR", "#990000");	link hover color	The color of the text when you mouse over an active link
74			
75	define("S_MAINTTEXT_COLOR", "#000000");	main text font color	
76	define("S_MAINTTEXT_FONT", "verdana");	main text font type	
77	define("S_MAINTTEXT_SIZE", "65%");	main text font size	
78	define("S_MAINTTEXT_WHITE", "#ffffff");	main text white font color	It is unclear what this field does
79			
80	define("S_RED_FONT", "#990000");	main text red font color	Very specific! Only this: Browsing 118 item(s) in:
81	define("S_RESULTS_BORDER", "1");	results pages border size in pixels, or 0 for off.	
82	define("S_RESULTS_BORDER_BG", "#cccccc");	results border color	
83	define("S_RESULTS_MENU_LENGTH", "10");	results numeric menu length	
84	define("S_RESULTS_PADDING_1", "2");	results outer table padding	
85	define("S_RESULTS_PADDING_2", "3");	results inner table padding	
86	define("S_RESULTS_PADDING_3", "3");	results inner table 2 padding	
87			
88	define("S_SEARCH_BUTTON_BG", "#990000");	search button background color	
89	define("S_SEARCH_BUTTON_FONT_COLOR", "#ffffff");	search button font color	
90	define("S_SMALLTEXT_SIZE", "65%");	main text smaller font size	It is unclear what this field does
91	define("S_STATUS_OFF_COLOR", "#333333");	off status font color	It is unclear what this field does
92	define("S_STATUS_ON_COLOR", "#ff0000");	on status font color	It is unclear what this field does

PHP

Definition

Explanation

	A	B	C
68	<code>define("S_LEFTMENU_FONT", "verdana");</code>	favorites left menu font type	
69	<code>define("S_LEFTMENU_FONT_WEIGHT", "normal");</code>	favorites left menu font weight	
70	<code>define("S_LEFTMENU_SIZE", "70%");</code>	favorites left menu font size	
71			
72	<code>define("S_LINK_COLOR", "#448ccb");</code>	link color	
73	<code>define("S_LINK_HOVER_COLOR", "#990000");</code>	link hover color	The color of the text when you mouse over an active link
74			
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76	<code>define("S_MAINTTEXT_FONT", "verdana");</code>	main text font type	
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78	<code>define("S_MAINTTEXT_WHITE", "#ffffff");</code>	main text white font color	It is unclear what this field does
79			
80	<code>define("S_RED_FONT", "#990000");</code>		Very specific! Only this: Browsing 118 item(s) in:
81	<code>define("S_RESULTS_BORDER", "1");</code>		
82	<code>define("S_RESULTS_BORDER_BG", "#cccccc");</code>	results border color	
83	<code>define("S_RESULTS_MENU_LENGTH", "10");</code>	results numeric menu length	
84	<code>define("S_RESULTS_PADDING_1", "2");</code>	results outer table padding	
85	<code>define("S_RESULTS_PADDING_2", "3");</code>	results inner table padding	
86	<code>define("S_RESULTS_PADDING_3", "3");</code>	results inner table 2 padding	
87			
88	<code>define("S_SEARCH_BUTTON_BG", "#990000");</code>	search button background color	
89	<code>define("S_SEARCH_BUTTON_FONT_COLOR", "#ffffff");</code>	search button font color	
90	<code>define("S_SMALLTEXT_SIZE", "65%");</code>	main text smaller font size	It is unclear what this field does
91	<code>define("S_STATUS_OFF_COLOR", "#333333");</code>	off status font color	It is unclear what this field does
92	<code>define("S_STATUS_ON_COLOR", "#ff0000");</code>	on status font color	It is unclear what this field does

Modify this

```

1 <?
2
3 define("S_EMAIL_ADDRESS", "waage@macalester.edu");
4
5 define("S_THUMB_SIZE", "120");
6 define("S_GRID_SIZE", "120");
7
8 define("S_ALLOW_LOGIN", "0");
9 define("S_ALLOW_HYPERLINKING", "1");
10 define("S_HYPERLINK_LIMIT", "20000");
11 define("S_FTS_DISPLAY", "1");
12 define("S_TRUNCATE_FTS_LIMIT", "500");
13 define("S_PROTOCOL", $protocol);
14 define("S_SHOW_BOT_MENU", "0");
15
16 define("S_PAGE_BG", "#ffffff");
17
18 define("S_BUTTON_BG", "#990000");
19 define("S_BUTTON_FONT_COLOR", "#ffffff");
20 define("S_BUTTON_FONT_SIZE", "65%");
21 define("S_BUTTON_FONT_WEIGHT", "normal");
22
23 define("S_CHECK_BOX_LIMIT", "20");
24 define("S_COLLECTION_LIMIT", "100");
25
26 define("S_COPYRIGHT_COLOR", "#99a99a");
27 define("S_COPYRIGHT_FONT", "verdana");
28 define("S_COPYRIGHT_SIZE", "65%");
29
30 define("S_DOC_MENU_WIDTH", "216");
31 define("S_FAV_IMAGE_BG", "");
32 define("S_FAV_IMAGE_BORDER", "none");
33 define("S_FAV_IMAGE_BORDER_COLOR", "#ffffff");
34 define("S_FAV_MENU_WIDTH", "212");
35
36 define("S_FORM_FIELDS_BG", "#c3dedc");
37 define("S_FORM_PAGES_BG", "#e3f1f0");
38 define("S_FORMS_BG", "#cccccc");

```

Column A
produces a new
PHP document
every modification

content.clic.edu — cdm4

Back Path Recent Get Put View Edit Get Info WebView New Folder Delete

49 items As of 03/18/2009 07:56 AM

Name	Kind	Size	Date
about.php	PHP: Hy...ocument	3.2 KB	11/19/08
admin	Folder		11/27/08
blank.php	PHP: Hy...ocument	2	
browse_cal.php	PHP: Hy...ocument	3	
browse_calendar.php	PHP: Hy...ocument	8	
browse_dates_single.php	PHP: Hy...ocument	7	
browse_dates.php	PHP: Hy...ocument	7	
browse.php	PHP: Hy...ocument	6	
create.php	PHP: Hy...ocument	2	
client	Folder		
cliparticle.php	PHP: Hy...ocument	2	
clipped.php	PHP: Hy...ocument	3	
compare_viewer.php	PHP: Hy...ocument	1	
compare.php	PHP: Hy...ocument	13	
config.php	PHP: Hy...ocument	32	
cqr	Folder		
doc_viewer.php	PHP: Hy...ocument	3	
document.php	PHP: Hy...ocument	10	
fav_meta_viewer.php	PHP: Hy...ocument	2	
favorites.php	PHP: Hy...ocument	19	
fulltext.php	PHP: Hy...ocument	4	
images	Folder		
includes	Folder		
terms.php	PHP: Hy...ocument	3	
item_viewer_TEMPLATE.php	PHP: Hy...ocument	5.5 KB	11/19/08
item_viewer.php	PHP: Hy...ocument	3.1 KB	11/19/08
jscripts	Folder	-	11/23/08
local_favorites.php	PHP: Hy...ocument	11.3 KB	11/19/08
menu_open.php	PHP: Hy...ocument	6.2 KB	11/19/08
meta_viewer.php	PHP: Hy...ocument	1.6 KB	11/19/08
needmore.php	PHP: Hy...ocument	2.8 KB	11/19/08
page_text.php	PHP: Hy...ocument	8.3 KB	11/19/08
pdf_text.php	PHP: Hy...ocument	9.0 KB	11/19/08

✓ Client
Images
Includes

Connected.

/includes

- Controls formatting
- PHP documents, HTML table formatting
- Modify the layout of your header and footer

/includes

global_header.php

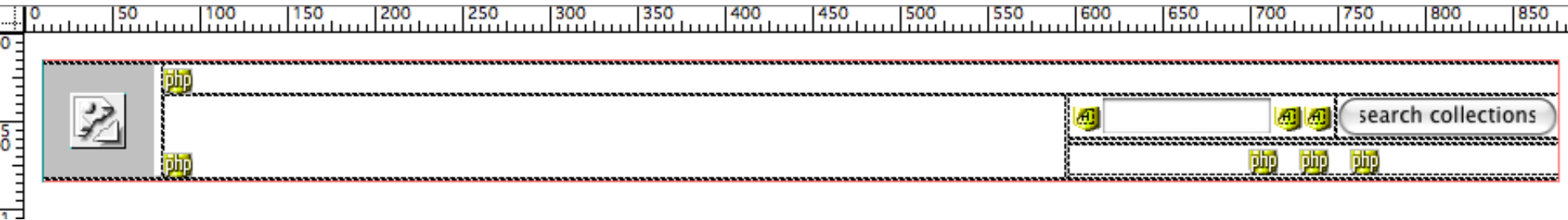
global_footer.php



*collection alias*_header.php

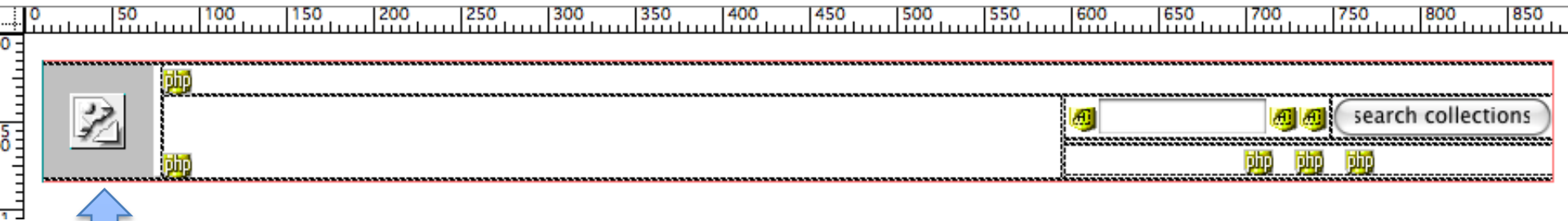
*collection alias*_footer.php

/includes



Edit via WYSIWYG or by hand

/includes



/images

User responsibility

- Design and chose their own color scheme/logo

Administration responsibility

- Produce `_style.php` file from excel document
- Produce `_header.php` and `_footer.php` documents
- Add image

The front end

CLIC Digital Collections

 search all

Home

About

Browse Collections

Advanced Search

Preferences

Help



Augsburg College



Bethel University



College of St. Catherine



Concordia University



Hamline University



Macalester College



Northwestern College

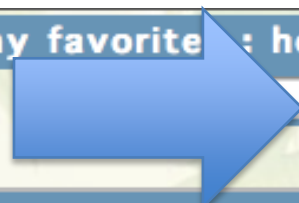


University of St. Thomas

Search the CLIC Collection

 Search All

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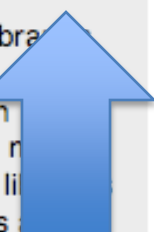


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CLIC Digital Collections

[Home](#)[About](#)[Browse Collections](#)[Advanced Search](#)[Preferences](#)[Help](#)

Macalester College Archive Images

A collection of images that describe and illustrate the history of the institution.

Art and Art History Collection

A collection of art and art history images for use in the classroom. *This collection is only available on the Macalester campus at this time.*

Oral History Collections

The Macalester College Oral History Project offers rich and varied perspectives on the history of Macalester and the people and events who have made the College what it is. Audio and videotaped interviews provide a permanent record of the stories and memories of Macalester community members, and serve as a rich supplement to College records maintained by the Archives.

Macalester Views

Macalester Views is a collection of digital images that reflect the observations of the Macalester community engaged in study or work around the globe; from Minneapolis, to El Paso, to Fiji, to Ghana. Selected images will be published

Search Macalester College



Excel files available for CONTENTdm 5 and 4

@

<http://content.clic.edu/about.html>

CONTENTdm working structure

- CLIC
- Institution
- Collection Development/Maintenance Group
or Individual
- Users

Processes for proposed new collections at Macalester

- Propose to Digital Assets Management Committee
 - Brainstorm any issues with the collection (copyright, access, work needed and who will do it)
 - See how it fits in with Policies/Procedures/Priorities for new collections
 - in the process of revising

Link to Digital Collections Master Plan

- <http://digitalcommons.macalester.edu/faq.html>
- Collection Priorities
 - Priority 1:
 - Original Scholarly material by students (Honors Papers, Externally recognized and celebrated scholarship, Peer-reviewed student publications, i.e. Macalester Journal of Philosophy)
 - Priority 2:
 - Campus produced documents (Audio files of faculty talks, recorded special events, and outside speakers, Strategic college documents, Materials that contribute to preserving the history of the college, College publications, Digital Media materials)
 - Long term priorities:
 - Faculty publications, Co-authored research by faculty and students for those materials approved for post-print, repositories, Faculty and/or student poster projects and poster sessions, Transcripts for lectures including Mitau, International Roundtable, etc., Personal research pages for faculty, staff, Digital images that are available for use in classroom teaching

Processes for approved new collections at Macalester

- Determine the Process for getting the images
 - Scan on own
 - Outsource
 - Purchase or acquire

Processes for approved new collections at Macalester

- Set up Metadata for the collection
 - Introduce people to the concept of metadata
 - Decide which schema to use
 - Define fields
 - Determine controlled vocabularies/standard statements for various fields
 - Create a data dictionary for users

Example Metadata – Archives Collection

Field name	DC map	Data type	Large	Search	Hide	Vocab
Title	Title	Text	No	Yes	No	No
Creator	Creator	Text	No	Yes	No	No
Contributor	Contributors	Text	No	Yes	No	No
Description	Description	Text	Yes	Yes	No	No
Date of Original	Date	Text	No	Yes	No	No
Publisher	Publisher	Text	No	Yes	No	No
Contributing Institution	None	Text	No	Yes	No	No
Rights Management	Rights	Text	No	No	No	No
Photo ID	Identifier	Text	No	Yes	No	No
Dimensions	Format	Text	No	Yes	No	No
Physical Format	Format	Text	No	Yes	No	No
General Subject	Subject	Text	No	Yes	No	No
Local Subject	Subject	Text	No	Yes	No	No
City or Township	Subject	Text	No	Yes	No	No
District or Feature	Subject	Text	No	Yes	No	No
MN County	Subject	Text	No	Yes	No	No
State	Subject	Text	No	Yes	No	No

Example Metadata – Archives Collection

Field name	DC map	Data type	Large	Search	Hide	Vocab
Country	Subject	Text	No	Yes	No	No
Parent Collection	None	Text	No	Yes	No	No
Digitized By	None	Text	No	Yes	Yes	No
Date Digital	None	Text	No	Yes	No	No
Type	Type	Text	No	Yes	No	No
Format (access)	Format	Text	No	Yes	No	No
Format (master)	Format	Text	No	Yes	Yes	No
File Size (master)	Format	Text	No	Yes	Yes	No
File Name (master)	Source	Text	No	Yes	Yes	No
Bit Depth	Format	Text	No	Yes	Yes	No
Resolution	Format	Text	No	Yes	Yes	No
Compression	Format	Text	No	Yes	Yes	No
Scanner	None	Text	No	Yes	Yes	No
Software	None	Text	No	Yes	Yes	No
OS	None	Text	No	Yes	Yes	No
MDL Identifier	None	Text	No	Yes	Yes	No
Upload Date	None	Text	No	Yes	Yes	No
Upload File Name	None	Text	No	No	No	No

Example Metadata – Art Collection

Field name	DC map	Data type	Large	Search	Hide	Vocab
RecordType	Type	Text	No	No	No	Yes
Art Form	Type	Text	No	Yes	No	Yes
Title	Title	Text	No	Yes	No	No
Title.LargerEntity	Title	Text	No	Yes	No	No
Dimensions	Format	Text	No	Yes	No	No
Format	Format	Text	No	Yes	No	No
Resolution	Format	Text	No	Yes	No	No
Medium	Format	Text	No	Yes	No	Yes
Technique	Format	Text	No	Yes	No	Yes
Artist/Creator	Creator	Text	No	Yes	No	Yes
Creation Date	Date	Text	No	Yes	No	No
Beginning Date	Date	Text	No	Yes	No	No
Completion Date	Date	Text	No	Yes	No	No
Location	Contributors	Text	No	Yes	No	No
Previous Location	Contributors	Text	No	Yes	No	No
IDNumber.CurrentRepository	Identifier	Text	No	No	Yes	No

Example Metadata – Art Collection

Field name	DC map	Data type	Large	Search	Hide	Vocab
Style/Period	Coverage	Text	No	Yes	No	Yes
Gender	Coverage	Text	No	Yes	No	Yes
Culture/Nationality	Coverage	Text	No	Yes	No	Yes
Description	Description	Text	No	Yes	No	No
Copyright Statement	Rights	Text	No	No	No	Yes
Original Image Source	Source	Text	No	No	No	No
Scanned By	Creator	Text	No	Yes	Yes	No
Scan Date	Date	Text	No	Yes	Yes	No
Scanner	None	Text	No	Yes	Yes	No
Scanned Format	Format	Text	No	Yes	Yes	No
Scanned Resolution	Format	Text	No	Yes	Yes	No
Scanned Bitdepth	Format	Text	No	Yes	Yes	No
Contributor	Contributors	Text	No	Yes	Yes	Yes
Image File Name	Source	Text	No	Yes	Yes	No
Upload Date	Date	Text	No	Yes	Yes	No
Source	Source	Text	No	No	Yes	No

Example Metadata – Study Abroad Collection

Field name	DC map	Data type	Large	Search	Hide	Vocab
Title	Title	Text	No	Yes	No	No
Country	Subject	Text	No	Yes	No	No
Geographic Location	Subject	Text	Yes	Yes	No	No
Photographer	Creator	Text	No	Yes	No	No
Macalester Affiliation	None	Text	No	Yes	No	No
Macalester Sponsored Program	Subject	Text	No	Yes	No	No
Description/Reflection	Description	Text	Yes	Yes	No	No
Date (photographed/recorded)	Date	Text	No	Yes	No	No
Date Digitized (if scanned)	Date	Text	No	Yes	No	No
Resource Type	Type	Text	No	No	No	No
Format	Format	Text	No	No	No	No
Copyright Statement	Rights	Text	Yes	No	No	No
Topic	Subject	Text	No	Yes	No	No
Time Period	Date	Text	No	Yes	No	No

Example Metadata – Oral History Collection

Field name	DC map	Data type	Large	Search	Hide	Vocab
Title	Title	Text	No	Yes	No	No
Interviewee	Creator	Text	No	Yes	No	No
Interviewer	Contributors	Text	No	Yes	No	No
Description	Description	Text	Yes	Yes	No	No
Date of Interview	Date	Text	No	Yes	No	No
Link to Transcript	Source	Text	No	No	No	No
Audio Run Time (access)	None	Text	No	No	No	No
Physical Format	Format	Text	No	Yes	No	No
General Subject	Subject	Text	No	Yes	No	No
Local Subject	Subject	Text	No	Yes	No	No
Language	Language	Text	No	Yes	No	No
Location Recorded	Subject	Text	No	Yes	No	No
Publisher	Publisher	Text	No	Yes	No	No
Parent Collection	Subject	Text	No	Yes	No	No
Contributing Institution	Subject	Text	No	Yes	No	No

Example Metadata – Oral History Collection

Field name	DC map	Data type	Large	Search	Hide	Vocab
Rights Management	Rights	Text	No	No	No	No
Accession Number	Identifier	Text	No	Yes	No	No
File Name (access)	Identifier	Text	No	Yes	No	No
Media Technician	Publisher	Text	No	Yes	No	No
Type	Type	Text	No	Yes	No	No
Format (access)	Format	Text	No	Yes	No	No
Format (master)	Format	Text	No	Yes	Yes	No
Audio Run Time (master)	Format	Text	No	No	Yes	No
File Name (master)	Identifier	Text	No	Yes	Yes	No
Audio Equipment	None	Text	No	Yes	Yes	No
Software	None	Text	No	Yes	Yes	No
Operating System	None	Text	No	Yes	Yes	No
Checksum	None	Text	No	No	Yes	No
Audio Editing	None	Text	No	Yes	No	No
Video Editing	None	Text	No	Yes	Yes	No
Transcription	None	Text	No	Yes	No	No
Transcript text	Description	Full Text Search	Yes	Yes	No	No
Object File Name	None	Text	No	No	Yes	No

Example Macalester Data Dictionary

- **Art Images Collection**
- The Art Images Collection is a collection of both purchased and locally produced digital images of art related items that are to be used for classroom teaching and learning. Access is restricted to the Macalester College community. The metadata scheme is based upon the VRA Core 3.0 Categories which are specifically designed to meet the needs of the art community. A description of these categories can be found at: <http://www.vraweb.org/resources/datastandards/vracore3/index.html>. They are listed in the order they currently appear in ContentDM and the order in which they should be submitted in an Excel spreadsheet with new images to be added to the collection.

Example Macalester Data Dictionary

- **Art Form**
- **Metadata Element:**Type
- **Dublin Core Map:** Type
- **Definition:** Identifies the specific type of Work or Image being described in the record.
- **Data type:** Text
- **Fixed or Variable:** Variable
- **Controlled Vocabulary:** AAT (Art and Architecture Thesaurus). Found at http://www.getty.edu/research/conducting_research/vocabularies/aat/
- **Required:** No, but preferred
- **Repeatable:** No
- **Examples:** linocuts, photographs, gelatin silver prints, performance art, oil paintings, installations (visual works), mixed media, photomontages, paintings (visual works), sculpture (visual work), collages (visual works)
- **Searchable:** Yes
- **Hidden:** No

Example Macalester Data Dictionary

- **Dimensions**
- **Metadata Element:** Measurements.Dimensions
- **Dublin Core Map:** Format
- **Definition:** The size, shape, scale, dimensions of the Work or Image. Dimensions may include such measurements as volume, weight, area or running time. The unit used in the measurement must be specified.
- **Data type:** Text
- **Fixed or Variable:** Variable
- **Controlled Vocabulary:** No
- **Required:** No
- **Repeatable:** Multiple entries may be entered separated by a semi colon.
- **Standard to follow:** The format should be # space x space # space unit abbreviation period. A third dimension can also be added before the unit abbreviation. Unit abbreviations are in., cm., m., ft. Partial units should be entered as fractions.
- **Examples:** 15 x 10 cm., 75 1/2 x 76 x 14 1/2 in., 30 x 21 1/2 in.; 30 x 39 3/4 in.
- **Searchable:** Yes
- **Hidden:** No

Example Macalester Data Dictionary

- **Creation Date**
- **Metadata Element:** Date.Creation
- **Dublin Core Map:** Date
- **Definition:** Date or range of dates associated with the creation, design, production, presentation, performance, construction, or alteration, etc. of the work or image. Dates may be expressed as free text or numerical.
- **Data type:** Text
- **Fixed or Variable:** Variable
- **Controlled Vocabulary:** No
- **Required:** No
- **Repeatable:** Several dates may be entered, separated by a semi colon.
- **Standard to follow:** The most common entry is the four digit year. Approximate dates should be entered as ca period space four digit year (ca. 1927). Decades, centuries or parts of decades or centuries, etc. should be entered as approximate date ranges (ca. 1930-1939 for 1930s or ca. 1900-1950 for first half of 1900's). Before the common era dates should be followed by space B period C period (400 B.C.). If a month and year are given, it should be in the form month(spelled out) comma four digit year (March, 2007). If a month, day and year are given, it should be in the form four digit year comma space month(spelled out) space numerical day (2007, November 7). If a beginning and ending date are given, they should be entered into the following fields (Beginning Date and Ending Date).
- **Examples:** 1952, ca. 1956, ca. 1930-1939, ca. 1900-1950, before 1874, ca. 300 B.C., not after 79, after 1793, March, 2007, 2007, November 7.
- **Searchable:** Yes
- **Hidden:** No

Example St. Thomas Data Dictionary

- Mapping table - The following table indicates the MDL field that corresponds to each UST field

MDL FIELD	UST FIELD	COMMENTS
Creator	Author	
Title	Title	enter complete title
Title	Other Title	enter parallel title alone, if any
Description	Description	
Date of Creation	Date	
Publishing Agency	Publisher/Place	
Contributor	Other Author	
Local Subject	Subject	enter LC subject headings only
Local Subject	Keyword	enter keywords (non-LC headings)
[no corresponding MDL]	Type	always enter the word Text
[no corresponding MDL]	Language	choose from supplied list
[no corresponding MDL]	Language Code	choose from supplied list
Physical Format	Physical Description	reformat according to guidelines
Dimensions	Physical Description	reformat according to guidelines
Parent Collection	Parent Collection	
Rights	Rights	
[no corresponding MDL]	Format	always enter the term image/jpeg
Date Digital [technical metadata]	Date Digitized	
Local Identifier	Call Number	
MDL Identifier [technical metadata]	Identifier	enter range of identifiers for the compound object
[no corresponding MDL]	Transcript	leave blank; system supplied

Example St. Thomas Data Dictionary

- Field-by-field metadata guidelines
 - 1. Author
 - Input guidelines: Copy author's name and dates, if any, from CLICnet Author field (MARC 100, 110, or 111).
 - Input examples: - Ireland, John, 1838-1918 - Catholic Church. Archdiocese of St. Paul and Minneapolis
 - 2. Title
 - Input guidelines: Copy title from CLICnet Title field, everything up to the slash (/), including subtitles and parallel titles (MARC 245 \$a and \$b). Capitalize first word and proper nouns only; omit initial articles.
 - Input examples: - Message to the Irish race - Twin evils of the age : a series of powerful lectures and addresses on evil reading and intemperance - Dakota tawoonspe, wowapi II = Dakota lessons, book II

Example St. Thomas Data Dictionary

- 9. Keyword
 - Input guidelines: Enter keywords that may provide additional subject access to the resource. If entering more than one keyword or keyword phrase separate them with a semi-colon and a space. Capitalize proper nouns only. Catalogers will edit keywords for consistency.
 - Input example (multiple keyword phrases within a single “Keyword” field): temperance societies; liquor traffic
- 10. Type
 - Input guidelines: Enter the following term: Text

Example St. Thomas Data Dictionary

– 12. Language Code

- Input guidelines: Enter one or more of the following codes. Separate multiple codes with a semi-colon and a space. [Note: If a language appears that is not on this list, contact the Catalogers.]

– eng – fre – lat – dak - oji

– 20. Transcript

- Input guidelines: Leave this field blank. Its content will be generated by the system.

Processes for approved new collections at Macalester

- Create a workflow if more than one person is involved in the project
- Train people to use the system if uploading own images

Steps for Creating a Digital Project at St. Thomas

- The steps are based on a model from the Handbook for Digital Projects: A Management Tool for Preservation and Access, Northeast Document Conservation Center, 2000. (<http://www.nedcc.org/resources/digitalhandbook/dman.pdf>)

Steps for Creating a Digital Project at St. Thomas

- Phase 1
 - A. A subject specialist (librarian/faculty/curator) selects or identifies a set of objects to be digitized.
 - B. The selected objects are evaluated by the conservator/curator to determine the fitness of the materials for digitization. The conservator creates a brief report outlining the extent of conservation treatment needed before the objects can be digitized.

Steps for Creating a Digital Project at St. Thomas

- C. A project plan proposal is submitted to the digital projects selection committee by the subject specialist outlining the following where appropriate:
 - the purpose and audience for this digital collection
 - information on the copyright status of the objects (including confirmation of copyright clearance if needed)
 - the scope of the project (finite group of materials or continuing additions)
 - estimate of staff and student time hours to complete
 - timeframe for the completion of the project (finite or ongoing)
 - the conservator's report
 - any additional information unique to the proposal (extraordinary amount of storage space or bandwidth needed)

Steps for Creating a Digital Project at St. Thomas

- D. The digital projects selection committee approves or denies the proposal.
- Phase 2
 - A. The conservator performs any needed treatment to the objects to stabilize them before digitization proceeds.
 - B. The subject specialist seeks out the appropriate training (if needed) to use the CONTENTdm and DAM system software.

Steps for Creating a Digital Project at St. Thomas

- C. The subject specialist meets with CONTENTdm and DAM system administrators to arrange for the creation of appropriate passwords and set up of collections.
- D. The subject specialist meets with catalogers to determine the descriptive metadata schema to be used as well as the appropriate thesauri to be used.
- E. The objects are digitized in compliance with UST standards found in RECOMMENDED DIGITAL CAPTURE STANDARDS June 2006

Steps for Creating a Digital Project at St. Thomas

- Phase 3
 - A. The subject specialist adds the digital objects to the DAM management system along with the appropriate descriptive metadata.
 - B. The subject specialist adds objects and descriptive metadata to the new collection in CONTENTdm. The subject specialist will ensure that the collection is set up:
 - to allow appropriate access (internal only or public)
 - to allow for appropriate the metadata scheme
 - with appropriate controlled vocabularies
 - with appropriate repeatable fields

Steps for Creating a Digital Project at St. Thomas

- C. The objects are imported from the DAM system into CONTENTdm with accompanying metadata by the subject specialist or his/her designee. (Until the DAM system is active the objects will be imported directly into CONTENTdm)
- D. Additional descriptive metadata is applied to each object as appropriate by the subject specialist.
- E. Objects are submitted to the catalogers/designee for quality control review and additional subject description.
- F. When approved by cataloger/designee, digital objects are indexed and uploaded into the new collection.

Steps for Creating a Digital Project at St. Thomas

- G. If introductory materials are needed, the subject specialist will meet with the Virtual Services staff to determine the best way to present them on the UST website.
- Phase 4
 - 1. The subject specialist completes a final report to the digital projects selection committee evaluating the content of the project and process used to create the finished project.

Using CONTENTdm in a Consortium

Library Technology Conference
March 19, 2009

Ann Kenne (University of St. Thomas)
Chris Schommer (Macalester College)
Denise Tyburski (Macalester College)