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http://UWDCC.library.wisc.edu/documents/metadata/DC_companionv1.3.pdf

Bibliographic/Multimedia Database Model Documentation

(UW Core Metadata Companion)
UW Madison Libraries' Local Usage Guide and Interpretations ¹

Version 1.3

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¹ This document begins with the definitions and specifications detailed in the UW Libraries' *Digital Library Data Dictionary for Multimedia and Bibliographic Databases* (<http://www.library.wisc.edu:4000/dept/lrg/DigiLib/db/DBDataDictionary.html>) and attempts to broaden the narrative in language that is more accessible. It is intended for use in conjunction with the data dictionary, not to replace it. This document outlines what should be placed in each metadata field and how the data should be formatted.

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Log of Revisions

- 10/25/2005** Detailed description of the use of Media Objects in the Media field or Media table. Understand the difference between sets and series in relation to the Media and Resource table. (See page 28).
- 10/7/2005** The Library of Congress' Thesaurus of Graphic Materials I: Subject Terms (TGM I) is now a supported scheme for **DC_Subject**. (See page 15.)
- Faceted Application Subject Terminology (FAST) terms are now listed under the LSCH scheme for **DC_Subject**. (See also page 15.)
- BibliographicCitation is now a possible type for **DC_Identifier**. (See page 21.)
- DC_Coverage** has two added types; Spatial and Temporal. (See page 25.)
- ProductionReady is an added field to the Sitesearch software for internal use only. (See page 29.)
- Sitesearch now supports text formatting for the fields, **DC_Title** and **DC_Description**. However, it only supports three tags: bold (), italics (<i> </i>), and line breaks (
). (See page 11 and 16.)
- Misspelled words in **DC_Title** can be followed by bracketed corrected spelling. (See page 11.)
- In the case of vernacular or native titles: if the original title is in English, it should be entered into the **DC_Title** field. Native and romanized versions of the title should be entered into the **DC_Title_Other** field. If the original title is in a non-English language/script, it should be entered into **DC_Title** while the translated and romanized versions go into **DC_Title_Other**. (See page 11.)

Introduction

What is a “bibliographic/ multimedia database” digital project? The bibliographic/multimedia model uses the Dublin Core to capture bibliographic and descriptive information (metadata) about objects. These objects can be anything from text, images, audio, or video. An example of a purely bibliographic project would be a database of information such as title, producer, date, and length about videos all relating to women’s studies. An example of a multimedia project would be a database of information such as title, photographer, date, coverage, and subject about images and sound files all relating to Africa.

At this time UWDCCC multimedia/bibliographic databases are initially created in software such as MSAccess or Filemaker Pro. The data is then exported in tab-delimited text form, converted to SGML, and loaded into SiteSearch database software. SiteSearch allows for delivery and searching of records and media objects in an online environment.

This document aims to describe the UWDCCC’s standards for creating metadata and some of the details about how this data is interpreted and displayed by SiteSearch. Separate documents exist for how to export metadata from Access and how to search in SiteSearch.

Definitions

Throughout this document “**Resource**” refers to the original “thing” being described. An example of a Resource is an oral history on a cassette tape. (See also: Consideration #1 below.)

“**Media Object**” is the digital surrogate or representation of the Resource.

“**Elements**,” the individual pieces of information collected about a single object (Resource), are often referred to as **fields** in this document because when entering the information into the computer, you will usually be working with a database or spreadsheet where each element will be entered into a field. An example of an element in the recorded oral history above is the “Title.” The elements that describe one Resource or media object are collectively referred to as a “**record**.” In a multimedia database each Resource will usually have at least one record and at least one media object, and in a bibliographic/citation databases Resources will just have records and no media objects.

“**Required**” means that the element *must* be used at least once with a single value, and “**repeatable**” means that the element can be used more than once, for multiple values (“**non-repeatable**” means that there can only be one value in the field). In the description of the oral history, “Title” is a required element. For a complete overview of which elements are required and/or repeatable, please see Appendix A. In this document elements are repeatable unless otherwise noted.

What is Metadata?

Metadata can be defined as “data about data,” or information associated with or about a particular Resource. Examples of metadata include the author of a book, the title of a painting, or the format of a recording. In this document, metadata refers to *descriptive information about Resources that make*

up our digitized collections. These Resources may be ‘analog’ items (paintings, books, etc.) that have been turned into a digital collection, or may be items that were ‘born digital’ (email, MSWord documents, digital camera images, etc.) and only exist electronically.

Metadata is created for and associated with the Resource (media object) to support its discovery, use, storage, and migration. Or, in the case of a purely bibliographic (citation) database, metadata is created to describe the Resource and there is no media object. Metadata is most often divided into three conceptual types (there is some overlap between the three).

Descriptive metadata: used for the indexing, discovery, and identification of a Resource. Examples of descriptive metadata include title, author, publisher, and physical format. This is the type of metadata described in this document.

Structural Metadata: information used to display and navigate through Resources (records/media objects); also includes information about the internal organization of the Resource. Structural metadata indicates structural divisions of a Resource (i.e., chapters in a book) or sub-relationships (such as distinct parts of a letter; e.g., salutation, body, closing).

Administrative metadata: represents the management information for the object, and includes information the user needs to access and display the Resource, as well as rights management and long-term preservation and archiving information. Administrative metadata includes the resolution at which an image was scanned, the hardware and software used in producing an image, compression information, pixel dimensions, etc.

In most cases, project owners or subject specialists working with the project owner supply the *descriptive metadata* for Resources in their collection(s). A "descriptive" metadata record consists of a set of elements (fields), such as title, creator, format, date of creation, and subject coverage, that are necessary for describing a particular Resource. Some of these elements are required and most are repeatable. If a database or spreadsheet is being created to store metadata about your Resources, the UWDCCC staff will work with you to ensure all necessary information is placed in the correct fields.

The UWDCC’s metadata creation is based on the **Dublin Core (DC) standard**; (see <http://dublincore.org/documents/dces/>). UWDCC uses Dublin Core because it is a globally accepted standard (ANSI/NISO Z39.85—<http://www.niso.org/standards/resources/Z39-85.pdf>) for metadata capture and creation.

The basic metadata elements can be enhanced by the use of **qualifiers**, which are divided into two types: **modifiers** and **schemes**.

Modifiers: refine or specify the meaning of the content of an element. For example, the element ‘title’ can be modified as ‘title: main’ or ‘title: other.’ Modifiers are indicated as “Element: Modifier.” If an element says it has modifiers of [none] and [something], this means that the element can be used either unmodified or with the modifier. For an example see DC.Creator and DC.Creator[Role].

Schemes: define rules for formatting or utilizing a controlled vocabulary, which is the source of the content of an element. For example, terms used in the “subject” field may be taken from a controlled vocabulary list such as the Library of Congress Subject Headings (LCSH). In this case, the *scheme* “LCSH” indicates that terms were taken from the LCSH list.

For elements that have modifiers or multiple schemes, both a modifier and a scheme can be applied to that element of a Resource, or you may use more than one modifier; e.g., you can use “Title: main” and “Title: other” for the same Resource. Some schemes are not optional (e.g., DC.Type values must follow the DCT1 scheme).

Considerations

When creating descriptive metadata for projects, there are several guiding principles that project owners should keep in mind.

1. It is extremely important as you and your staff are entering data that you are describing the **Resource itself**, not necessarily the digital version (media object) that will be stored on a server. When working with a photographic collection consider carefully whether:
 - to describe the photos themselves or the objects pictured in them (e.g., will format be 3”x 5” for the picture or 100 feet for the skyscraper pictured in it?);
 - will the creator value be “Adams, Ansel, 1902-” for the photographer or “Sullivan, Louis, 1856-1924” for the architect?).

This decision will vary from project to project, *but must be consistent within a project*. When describing a photograph of an object there will still be references to the object itself in the metadata because the object comprises the intellectual property of the photograph, however, that information will be restricted to fields that describe the intellectual content of the Resource. Example: Format (of picture); Date (picture was take); Coverage, Subject, and Description (of picture contents).

2. **Collection-level description vs. item-level description.** Again, remember that you are describing each individual Resource, not the entire collection of Resources. This most often becomes confusing when describing the Rights of the object. While a collection of paintings may be housed at a particular museum, artists often retain reproduction rights to their individual paintings. Additionally, a single record about the *digital* collection will be created for each collection, which may contain some information that the project owner may feel compelled to include about the digital version of the collection as a whole.
3. Some thought must go into the depth to which you want to describe each Resource.
 - Who do you think is the intended audience and what is their general academic level (K-12, university, etc.)
 - What kind of information do you need to provide about each Resource so users can gain access to it through their online searches?

- What do your users need to know about what the Resource is, where it came from, who created it, what its significance is?
 - How much detail do you need to go into?
4. When thinking of end-user retrieval:
- How will users find Resources in your collection?
 - What will they be looking for?
 - What aspects will they be interested in?
 - At what level do you need to distinguish one Resource from another, and at what level do you want to bring like Resources together?

The answers to these questions will also influence how much time and labor you will need for the project.

Data Entry Considerations

1. **Careful data entry:** Consistent data entry may mean the difference between locating related Resources and “losing” those Resources in the online database because they cannot be effectively retrieved by users. Examples—typos, extraneous punctuation, and inconsistency in what data goes in which fields, or whether fields are filled in, can all affect retrieval.
2. We suggest that project owners follow the general **grammatical rules** of the main language in which the Resource exists when entering descriptive information. In addition, it may be useful to consult the *Anglo-American Cataloging Rules (AACR2)* for more information and details on general rules and guidelines for data entry. Following are a few brief comments:

Punctuation: Avoid extraneous punctuation or ending punctuation unless it is part of the content of the Resource. However, some punctuation is necessary to make data display more cleanly.

Abbreviations: We suggest that abbreviations not be used if they make the record entry unclear or if it will make retrieval of the Resource difficult. For example, if “Madison, WI” is used, you will not be able to search for “Wisconsin” unless you know that it has been entered as “WI.” When in doubt, do not use the abbreviation. In general, use common or accepted abbreviations (such as “St.” for “Saint”); terms used with dates (b. or fl.); compound words; or distinguishing terms added to names of persons, if they are abbreviated on the source (such as “Mrs.”). Also, spell out “&” as “and.”

Capitalization: In general, capitalize the first word (of a title, for example) and proper names (place, personal and corporate names) and subject terms only. Capitalize content in the description field according to normal rules of writing. Do not enter content in all caps except in the case of acronyms. See specific instructions at DC.Title.

Spelling: When a misspelling is encountered, you may choose to put [sic] after the effected word (preferred), or insert the proper letters with brackets, e.g., Shak[e]speare. This will, however, effect searching and indexing, so keep that in mind.

3. **Characters to avoid:** Do not use ampersands (&),
Do not use ellipses (...),
Do not use line breaks or hard returns (esp. in the Description field),
Do not use the less than / greater than symbols (<>).
4. Many **diacritics** and foreign characters are supported. Enter them as you would normally in a word processor (Basic Latin character set). For a chart of diacritics, please see <http://www.ramsch.org/martin/uni/fmi-hp/iso8859-1.html>.²
5. **Delimiters:** when a field is repeatable (for example, subject terms), separate entries in your data with a vertical pipe and space ("| "). (The vertical pipe is above the back slash on the keyboard.)
e.g., subject term1 | subject term2 | subject term3
6. When using a **labeled URL** as part of a field value, enter as "Label: URL."
e.g., Bibliography: <http://www.bibliography.com>
7. When using labeled URI: in DC. Relation, enter **LabeledURI: Label: URI**
e.g., LabeledURI: University of Wisconsin: <http://www.wisc.edu>

MSAccess Template

When you begin a new project with the UWDCCC in most instances UWDCCC will provide you with a template database created in MSAccess of Filemaker Pro. The template will usually have two or more tables, depending on the project. There will always be a **Resource** table and sometimes a **Media** table. Other tables may include values to appear in drop-down lists to aid in data entry, such as Language codes or Types.

In order to aid in data entry a form may be created to show just those fields that are being utilized in your project and may include drop-down lists as mentioned above to improve accuracy and consistency. UWDCCC will work with you to make this form useful for you based on your project's requirements.

This is the order of the elements/fields in the Resource table. There are 29 Access fields to accommodate the 62 DC data elements. In addition, most of the elements are repeatable. In order to signify which scheme or format is being used for which value; append the name of the scheme to the beginning of the data value (see examples below). Your project may not use all of these fields/elements. Do not change the names or order of the fields.

² Also see <http://www.bbsinc.com/iso8859.html>.

DC.Subject example data:

Education| Lectures| LCSH: Literature| LCSH: Horses| MeSH: Teachers | AAT: Books

DC.Identifier example data:

BT-16/1976| URL: <http://www.wisc.edu/>| ISBN: 0571059228| ISSN: 0021-9584| Handle: 1711.dl/BelgAmrCol| CallNo: E166 .B84

DC.Relation_OtherFormat example data:

Interview| LocalID: CollID.Hist001a | LabeledURI::<http://www.wisc.edu/>| LabeledURI: Archives: <http://libtext.library.wisc.edu/HistPriSrc/>

Access field number	Data element number	Data element name	
1	1	Resource-DC.Title	
2	2	Resource-DC.Title_Other	
3	3	Resource-DC.Creator	
4	4	Resource-DC.Contributor	
5	5	Resource-DC.Subject	
	6	Resource-DC.Subject_LCSH	
	7	Resource-DC.Subject_MeSH	
	8	Resource-DC.Subject_TGM	
	9	Resource-DC.Subject_AAT	
6	10	Resource-DC.Description	
7	11	Resource-DC.Publisher	
8	12	Resource-DC.Date	
9	13	Resource-DC.Type	
10	14	Resource-DC.Format	
	15	Resource-DC.Format_MIME	
11	16	Resource-DC.Identifier	
	17	Resource-DC.Identifier_URL	
	18	Resource-DC.Identifier_ISBN	
	19	Resource-DC.Identifier_ISSN	
	20	Resource-DC.Identifier_Handle	
	21	Resource-DC.Identifier_CallNo	
	22	Resource-DC.Identifier_bibliographicCitation	
	23	Resource-DC.Identifier_GBA (customized field)	
24	Resource-DC.Identifier_BBA (customized field)		
12	25	Resource-DC.Identifier_LocalID	
13	26	Resource-DC.Source	
14	27	Resource-DC.Language	
15	28	Resource-DC.Relation-text	
16		29	Resource-DC.Relation-URI
		30	Resource-DC.Relation_LocalID
17		31	Resource-DC.Relation_OtherFormat-text
	32	Resource-DC.Relation_OtherFormat-URI	

	32	Resource-DC.Relation_OtherFormat_LocalID
	33	Resource-DC.Relation_IsPartOf-text
18	34	Resource-DC.Relation_IsPartOf-URI
	35	Resource-DC.Relation_IsPartOf_LocalID
	36	Resource-DC.Relation_HasPart-text
19	37	Resource-DC.Relation_HasPart-URI
	38	Resource-DC.Relation_HasPart_LocalID
	39	Resource-DC.Coverage
20	40	Resource-DC.Coverage_TGN
	41	Resource-DC.Coverage_AAT
	42	Resource-DC.Coverage_LCSH
	43	Resource-DC.Coverage_W3C-DTF
	44	Resource-DC.Coverage_Declong
	45	Resource-DC.Coverage_Declong
	46	Resource-DC.Coverage_PLSS
	47	Resource-DC.Coverage_Spatial
	48	Resource-DC.Coverage_Temporal
	49	Resource-DC.Rights-text
21	50	Resource-DC.Rights-URI
	51	Resource-Rights-Ownership-text
22	52	Resource-Rights-Ownership-URI
	53	Resource-Rights-Terms-text
23	54	Resource-Rights-Terms-URI
	55	Resource-Rights-Terms-Handle
	56	Resource-Note
24	57	Resource-Submitter
25	58	Resource-Mediastring
26	59	MediaRights_Terms-text
27	60	MediaRights_Terms-handle
28	61	Update
29	62	Production Ready

The next section of this document will discuss each of the fields and follows the order listed above.

Dublin Core Metadata Elements

DC.Title

Definition:

DC.Title_Main: (REQUIRED; NOT REPEATABLE) The name given to the Resource by the Creator or Publisher. If unknown, a descriptive title may be assigned by staff. This element would also contain the subtitle, if applicable.

DC.Title_Other: A title other than the main title, such as a translated title or a variant of the title.

Description and Input Guidelines:

The title could be an existing name of a Resource (e.g., the title of a journal article, or the caption on an illustration), or a brief descriptive phrase supplied by the person entering the metadata. If there is a subtitle, it will also go in DC.Title_Main, punctuated exactly as it appears on the Resource. DC.Title_Other should be reserved for variants of the main title or a translation of the main title.

Sitesearch now supports three html formatting tags in the DC.Title field.

The three text formatting tags for DC_Title are as follows:

- `
` Use the break tag for line breaks. By typing `
`, data will appear on a new line in the user interface
- `<i> </i>` Use the italics tags to force the data to appear in italic typeface online in the user interface
- `` Use the bold tags to force the data to appear in bold typeface online in the user interface.

Misspelled words in DC_Title can be followed by a bracketed corrected spelling.

1. DC.Title_Main: Title: Subtitle (MARC 245a: 245b)³ [Vernacular or Native Titles: If the original title is in English it should be entered into DC_Title_Main. If the original title is in a non-English language or script, it should be entered into DC_Title.]
2. DC.Title_Other: Title variant or foreign title (MARC 246) [Native and Romanized versions of the title should be entered into DC_Title_Other. Translated and/or Romanized titles should be entered into DC_Title_Other.]

Modifiers:

- DC.Title_Main
- DC.Title_Other

Examples:

- DC.Title_Main: Tryangulations
DC.Title_Other: Try angulations
- DC.Title_Main: The faerie queene: disposed unto twelve books,
fashioning XII. morall virtues
DC.Title_Other: Second part of the Faerie queen
- DC.Title_Main: Venetian blown-glass vase
- DC.Title_Main: Mr. and Mrs. Steenbock sitting under a tree on campus

NB: If a title has been created (often done for photographic projects) by someone who is not a subject specialist, enter the title in square brackets. E.g. [Mr. and Mrs. Steenbock sitting under a tree on campus]

³ MARC references are of interest to librarians, but can be ignored by others.

DC.Creator

Definition

The person(s) or organization(s) *primarily* responsible for the intellectual content of the Resource.

Description and Input Guidelines

There can be more than one Creator. Roles are used to indicate different areas of responsibility. For example, you could have Creator: [composer] and Creator: [lyricist] when they are equally responsible for the intellectual content of a musical piece. You could also have two authors of a book or article. The value (composer, lyricist) specified for the role is included in the data and not just as a field label to allow for keyword searching on the role value in Site Search. If a person has more than one Creator role value for one Resource, make individual entries for each role. E.g. Smith, Joe: Composer| Smith, Joe: Lyricist

1. No role: Last name, first name middle initial., dob-dod⁴ (MARC 100a, 100d)
2. With role: Last name, first name middle initial., dob-dod: Role
3. Recommended best practice:
 - [verified] Use name as it appears in LC Name Authority File. (*or*)
 - [verified] Use name as it appears in WorldCat. (*or*)
 - [unverified] If name is not verified against an authority file like LC, use format expressed in 1. or 2. above.
4. AACR2/LCNAF support the use of “b.” for ‘born’ (if that is the only date known), “d.” for ‘died’ (if that is the only date known), “c.” for ‘circa’ if the date is unverified, and “?” if a date is unverified.
5. According to AACR2, to refer to a married woman only known by her husband’s name, use this format: LN, FN Mrs. E.g., Smith, Harry Mrs.
6. When entering multiple authors – follow this rule:
 - 1 Author: Smith, Fred
 - 2 Authors: Smith, Fred| Jones, Mary
 - 3 Authors: Smith, Fred| Jones, Mary| Jackson, Jean
 - 4+ Authors: Smith, Fred (unless the project owner wants the et al. in the data in which case it will be: Smith, Fred| et al.)

Role values are used as field display labels in the Site Search interface. For example, if data looks like this:

A	
1	DC_Creator
2	Fisher, Freddie: Composer DeCimber, J. V.: Composer Spearbraker, O.: Lyricist

It will display in Site Search like this:

⁴ dob= date of birth; dod=date of death

Title: Between you and me and the lamp post
Composer: Fisher, Freddie | DeCimber, J. V.
Lyricist: Spearbraker, O.

Modifiers

- [none]
- [role]

Scheme

- AACR2 (not optional)

Examples

- | <u>Field Name:</u> | <u>Field Data:</u> | <u>Role</u> |
|--------------------|---|--|
| ▪ DC.Creator: | Brahms, Johannes, 1833-1897 | |
| ▪ DC.Creator: | Borges, Jorge Luis, 1899-: | Author |
| ▪ DC.Creator: | Smiles, Samuel: Author Gaskell, Charles A.: | Author* |
| ▪ DC.Creator: | Moody, Lewis Winfield, b.1865? | |
| ▪ DC.Creator: | Jónas Hallgrímson, 1807-1845: | Poet [NB: Language-specific rules dictate this order for this name.] |

*Note that when two or more Creators appear in a field, their values are separated by a vertical pipe and a space (“|”).

DC.Contributor

Definition

Person(s) or organization(s) in addition to the Creator who have made significant *intellectual* contributions to the Resource but whose contribution is *secondary* to that of the Creator.

Description and Input Guidelines

This field can contain the donor of a collection. *Note: Project owner must decide which roles go into which fields (e.g., author=creator, illustrator=contributor).* The value (translator, editor) specified for the role is included in the data and not just as a field label to allow for keyword searching on the role value in Site Search. If a person has more than one Contributor role value for one Resource, make individual entries for each role. E.g. Smith, Joe: Translator | Smith, Joe: Editor

1. No role: Last name, first name middle initial., dob-dod⁵ (MARC 100a, 100d)

⁵ dob= date of birth; dod=date of death

2. With role: Last name, first name middle initial., dob-dod: Role
3. Recommended best practice:
 - [verified] Use name as it appears in LC Name Authority File. (*or*)
 - [verified] Use name as it appears in WorldCat. (*or*)
 - [unverified] If name is not verified against an authority file like LC, use format expressed in 1. or 2. above.
4. AACR2/LCNAF support the use of “b.” for ‘born’ (if that is the only date known), “d.” for ‘died’ (if that is the only date known), “c.” for ‘circa’ if the date is unverified, and “?” if a date is unverified.
5. According to AACR2, to refer to a married woman only know by her husband’s name, use this format: LN, FN Mrs. E.g., Smith, Harry Mrs.
6. When entering multiple authors – follow this rule:
 - 1 Author: Smith, Fred
 - 2 Authors: Smith, Fred| Jones, Mary
 - 3 Authors: Smith, Fred| Jones, Mary| Jackson, Jean
 - a. 4+ Authors: Smith, Fred (unless the project owner wants the et al. in the data in which case it will be: Smith, Fred| et al.)

Role values are used as field display labels in the Site Search interface. See examples at DC.Creator.

Modifiers

- [none]
- [role]

Scheme

- AACR2 (not optional)

Examples

- | <u>Field Name:</u> | <u>Field Data:</u> | <u>Role</u> |
|--------------------|--------------------|--------------|
| ▪ DC.Contributor: | Kodama, María: | Collaborator |
| ▪ DC.Contributor: | Kerrigan, Anthony: | Translator |

DC.Subject

Definition

The terms, phrases, or classifications used to provide topical access to the Resource.

Description and Input Guidelines

The topic of the intellectual content of the Resource. You can use subject terms taken from a controlled vocabulary such as *Library of Congress Subject Headings* (LCSH), the *Art and Architecture Thesaurus* ([AAT](http://www.getty.edu/research/tools/vocabulary/aat/); <http://www.getty.edu/research/tools/vocabulary/aat/>), *Medical Subject Headings* ([MeSH](http://www.nlm.nih.gov/mesh/2002/MBrowser.html); <http://www.nlm.nih.gov/mesh/2002/MBrowser.html>), *Thesaurus for*

Graphic Materials (TGM; <http://www.loc.gov/rr/print/tgm1/>), or one of your own devising. If you devise your own vocabulary, the list must be controlled (an identified set of subject terms from which all subject values are taken) and should contain terms specific to your field of study. Generally, this field will contain terms that describe what is depicted in an image, discussed in your text, or presented on an object, or terms that otherwise describe your Resource. If you use or create a controlled vocabulary, you should supply it or link to it on the “About” page that will be associated with your project online.

Subject terms are useful not only in searching for individual Resources, but for searching along topics. Subject terms may include, for example, creators’ names, locations and dates represented in the intellectual content, the medium of a painting, or style of an architecture artifact. Using a controlled list for subject terms makes searching easier because terms for searching are standardized. If “clay pot,” “pots,” or “clay objects” are always described as “pottery,” searchers will always find all of the relevant Resources when they search using only the one subject term “pottery.”

Providing subject terms for images can be difficult. Be careful about providing terms for things or topics that are not actually visible in the picture. For more advice on indexing images, see the [Library of Congress TGM-1 Introduction](http://lcweb.loc.gov/rr/print/tgm1/ii.html) (<http://lcweb.loc.gov/rr/print/tgm1/ii.html>)

Some projects make use of an “atlas search” function. These projects have a map with click-able regions that will lead to relevant records. When entering subject terms for Wisconsin counties that are to be used in an atlas search they **must** be entered in this format: Dodge County (Wisconsin).

- Recommendations for inputting subject terms:
 - If LCSH is not accessible:
 - Use a controlled list—create a consistent set of terms and choose terms from that list; use terminology familiar to your field of study
 - If LCSH is accessible:
 - Use LCSH or other recognized controlled list
 - Take terms from a MARC record (which contains subject terms taken from LCSH)
 - FAST terms are now listed under the LSCH scheme:
 - FAST = Faceted Application of Subject Terminology is a new schema that is derived from LCSH, but applied with a simpler syntax. The objective of FAST is to develop a subject-heading based schema based on LCSH suitable for metadata that is easy-to-use, understand, and maintain. The primary data source used for the research effort was OCLC’s WorldCat database.

Schemes

- [none]
- LCSH - - FAST terms are to be listed under LSCH scheme
- MeSH
- AAT
- TGM

Examples

- LCSH: Choruses, Secular (Women's voices)[one term]
- TGM: Country clubs–Wisconsin–Madison [one term]
- Animals, Mythical| Fantasy [two terms]
- AAT: Textiles| AAT: Table linens [two terms]
- Leclerc, Charles, 1843-1889 [one term]
- Dodge County (Wisconsin) [Atlas search term]

Capitalize the first word of a subject term or phrase, or more if they are proper nouns. For example: World history| France| Leclerc, Charles, 1843-1889 (Note that the “h” in history is not capitalized.)

DC.Description

Definition

A textual description of the content of the Resource.

Description and Input Guidelines

An account of the content of the Resource. This could be an abstract, a table of contents, notes about the Resource, or information about the physical description or condition of the Resource. This field is meant to be a place to put any kind of free-text description of the Resource.

If you are digitizing objects that are described in an existing data set, you may find that some of your data set fields do not fit well into the Dublin Core fields used by the UWDCCC; some fields in your existing data set may need to be combined into a single field in the online database. Often, these combined fields will be converted into Description fields.

Edition information (for editions other than the first) belongs in Description. E.g., 2nd ed.

Delimit information in this field as sentences or with semicolons. If you want information to appear on separate lines in the Site Search display, use a vertical pipe. Otherwise data will display all as one paragraph.

For example, if data looks like this:

DC_Description

Top row: left to right: Charles, Louise, Louis, Mary and Henry. Bottom row: left to right: father William, Michael, John and mother Mary.| Top row: left to right. Fourth person is Mary Van Pay, Louis Brice's wife and Mayme Brice's mother. Mayme Brice married Albert Kolodzik.

Then the Site Search display will look like this:

Notes: Top row: left to right: Charles, Louise, Louis, Mary and Henry. Bottom row: left to right: father William, Michael, John and mother Mary.
Top row: left to right. Fourth person is Mary Van Pay, Louis Brice's wife and Mayme Brice's mother. Mayme Brice married Albert Kolodzik.

Sitesearch now supports three html formatting tags in the DC.Description field.

The three text formatting tags for DC_Description are as follows:

- `
` Use the break tag for line breaks. By typing `
`, data will appear on a new line in the user interface
- `<i> </i>` Use the italics tags to force the data to appear in italic typeface online in the user interface
- `` Use the bold tags to force the data to appear in bold typeface online in the user interface.

Examples

- Structure and language of The Canterbury Tales; Important themes in The Canterbury Tales; Specific characters and stories in The Canterbury Tales; The Knight's tale; The Nun's Priest's tale; The Pardoner's tale
- Made for Bayezid, son of Mehmid, who established Istanbul mosque in 1505. Has compartments to hold a 30-volume Koran of oblong format. Decoration style similar to that seen in Egypt and Italy at the time.

DC.Publisher

Definition

The entity responsible for making the Resource available in its present form*, such as a corporate publisher, a university department, or a cultural institution.

** The "present form" of the Resource will have been determined at the outset of the project. In many cases this refers to the original object and not its digital surrogate. See also Consideration #1 above.*

Description and Input Guidelines

The Publisher field could contain the name of the original publisher of a text, recording, or photo; or if describing an image derived from a published item like a book or journal, the publisher of that item. It may also describe a non-traditional concept of publisher—the entity responsible for making the Resource available.

- Location*: Publisher Name (MARC 260a: 260b)
- In some (rare) cases the full address of the publisher may be used. e.g., 123 East St., Madison, Wisconsin, 53706: Publisher Name
 - Street abbreviations are based on the *Chicago Manual of Style 14th Edition*

* *When providing a state name, spell it out completely to aid in searching.*

NB: The publisher name is the only required information for this field. If only the place of publication is known (and not the name of the publisher) the location must go in the description field.

Examples

- New York: Dutton
- Madison, Wisconsin: Wisconsin Historical Society
- Paris, France: The Louvre

DC.Date and Date Certainty

Definition

The date the Resource was made available in its present form.*

* *The “present form” of the Resource will have been determined at the outset of the project. In many cases this means the original object and not the digital representation of it.*

Description and Input Guidelines

Most often this will be the date that the Resource was created, such as the publication date of a book or the date a picture was taken. However, if describing a photograph, the project owner must carefully consider which date to use in instances where, for example, a 1936 copy has been made from a 1930 photograph.

If records are taken from MadCat, be aware that in the publication date field (MARC 260c), c1985 means “copyright 1985,” not “circa 1985.” The DC.Date field does not support abbreviations or characters other than those in ISO 8601 date format, so the date would either have to be entered as 1985 or as a range such as 1980/1990.

Date must correspond to the format specified in the W3C-DTF standard (ISO 8601)

- YYYY-MM-DD (may use just YYYY or YYYY-MM)
- To express a date range: YYYY/YYYY or YYYY-MM-DD/YYYY-MM-DD, etc.

To represent date certainty, append a “y” or a “n” before the date as follows:

ca. 1960 = n: 1960
1970; 1980? = 1970 | n: 1980

To convert uncertain dates (those that use “ca.” or “?” in them) into ISO compatible dates:

Example	DateCertainty	DC.Date	Display
1969?	n	1969	ca. 1969
ca. 1960	n	1960	ca. 1960
197-	y*	1970/1979	1970/1979
197-?	n	1970/1979	ca. 1970/1979
18--	y	1800/1899	1800/1899
18--?	n	1800/1899	ca. 1800/1899
1960s	y	1960/1969	1960/1969
ca. 1960s	n	1960/1969	ca. 1960/1969

* “y” can be omitted if desired. “y”=null=date is certain, and no “ca.” will display.

Scheme

- W3C-DTF (not optional)

Examples

- 1985
- 1997-12/1998-03
- 2002-03-06
- n: 1960
- n: 1960/1969

DC.Type

Definition

The nature or genre of the content of the Resource, such as text, image, physical object, or collection.

Description and Input Guidelines

This field describes the nature, genre, or form of the content of the Resource. Some basic types would be “text,” “image,” or “sound.” Type must be selected from the [Dublin Core Metadata Initiative](#) DCT1 list (<http://dublincore.org/usage/terms/dcmitype/>), which also lists definitions:

- Collection
- Dataset
- Event
- Image
- Interactive resource
- Service
- Software

Sound
Text [Images of text (scans) are still considered text.]
Physical object

This field should not be confused with Format, which refers to the physical characteristics or digital manifestation of the Resource (e.g., number of pages, file format), see below.

Scheme

- DCT1 (not optional)

Examples

- A scan of a photograph: Image
- Photograph: Image
- A scan of text: Text
- Text: Text
- A musical score: Image
- An entry about a book with text and pictures: Text | Image
- Video: Image
- Sound file: Sound

DC.Format

Definition

The physical or digital manifestation of the Resource.

Description and Input Guidelines

The physical characteristics or digital manifestation of the Resource. Information about size, number of pages, and duration could also be included (what librarians or archivists would typically call the “extent” of the Resource). Do not use this field for medium or genre, such as musical or artistic work (this would go into Description or Subject elements), because they really speak more to the *intellectual content* of the Resource. In some cases physical manifestation and medium are the same, such as with audiovisual or digital materials. A good way to think about how format is used here is to consider what you would need to know in order to view/use the Resource.

If importing MARC records into your database, you may choose to maintain the abbreviations and semi-colon delimiters between each piece of information.

Schemes

- [none] (MARC 300)
- MIME type (this would only apply to “digitally born” objects)

Examples

- A book or score: 369 p.; ill.; 23 cm.
- A sound recording: 1 sound disc; analog, 33 1/3 rpm, stereo.; 12 in.
- A video recording: 1 videocassette (ca. 120 min.); sd., col.; 1/2 in.
- 35 mm slide
- A digitally born image (e.g., from a digital camera): MIME: image/tiff

DC.Identifier

Definitions

[Unqualified]: An unambiguous reference to the Resource within a given context.

DC.Identifier_LocalID: (REQUIRED; NOT REPEATABLE) Identifier for Resource; must be unique at least within scope of Collection

Description and Input Guidelines

A unique and unambiguous reference to the Resource, most often some kind of identification number. This could be an existing number from the original collection (say, a slide number or a book call number), or it could be an ID or accession number made up especially for the digital collection. In addition, every Resource is required to have a LocalID—a unique ID local to the digital collection, usually created in the new data set and assigned by UWDCCC. This ID may become the digital surrogate’s local file name when the object is scanned, as well.

DC.Identifier_LocalID:

Item Level Recommendation: alphanumeric string that can be made sequential; number of digits should take into account the number of Resources that will eventually be in the collection. e.g., wma0001 for a collection that will eventually have no more than 9,999 Resources. UWDCCC staff will help you devise a filenames scheme.

Modifiers

- [none] (use schemes below)
- DC.Identifier_LocalID

Schemes

- [none]
- URL
- ISBN

- ISSN
- URN
- CallNo
- bibliographicCitation

Examples

- LocalID: ab0001
- LocalID: wfs0001
- ISBN: 01234567 | CallNo: Z23 A5 1999
- bibliographicCitation: Strum, Shirley. "Life with the pumphouse gang." National Geographic 147, no. 5 (1980): 830-891

DC.Source

Definition

A reference to a Resource from which the present Resource is *derived*.

Description and Input Guidelines

What Source *does* mean is the source or original item of which the Resource is a parody or derivation.

Source in this context does *not* mean source in the bibliographic sense in which librarians are used to it, e.g., not that “journal X” is the source for a particular article. It also does not mean that if a picture was taken from a book that the book would be the source for the photo. Neither does it mean that if a book were donated by UWSP that UWSP would be the source for the book.

Examples

- Source: Mona Lisa → Resource: Mona Lisa with mustache
- Source: Battle of Gettysburg → Resource: Re-enactment of Battle of Gettysburg
- Source: Sculpture → Resource: Casting from original sculpture
- Source: Shakespeare's *Henry IV* → Resource: the movie *My Own Private Idaho*

DC.Language

Definition

The language of the intellectual content of the Resource.

Description and Input Guidelines

Follows ISO standard 639-2(B) (<http://www.loc.gov/standards/iso639-2/langcodes.html>)⁶ which is a three-letter character representation of language. In the resulting interface the codes will display as the textual equivalent of the code. E.g., you enter `eng` it will display as `English`.

This will be true of all newly-created databases. If your project involves an existing dataset and it already contains the entire language value (e.g., English, French) you do not have to turn those into three-letter codes, as long as they map to ISO codes.

If your existing dataset uses the three-letter codes from SIL International that are used in the *Ethnologue* list (see footnote #5), LTG can map those to the ISO code.

If there is no ISO code equivalent for a language, UWDCCC will create a local code and/or the information can go in the DC.Description field as necessary.

Scheme

- ISO639-2(B) (not optional)

Examples

<u>You Enter</u>	<u>Displays As</u>
▪ eng	English
▪ fre	French
▪ ger	German
▪ spa	Spanish
▪ lav	Latvian
▪ wln	Walloon

DC.Relation

Definition

[Relationship unqualified]: A reference to a related Resource.

DC.Relation_OtherFormat: A reference to a related Resource. The described Resource contains the same intellectual content as the referenced Resource, but is presented in another format.

DC.Relation_IsPartOf: A reference to a related Resource. The described Resource is a physical or logical part of the referenced Resource. Subcollection information here.

DC.Relation_HasPart: A reference to a related Resource. The described Resource contains the referenced Resource as a physical or logical part of a greater whole.

Description and Input Guidelines

⁶ See also: <http://www.ethnologue.com/web.asp>

These are flexible. They can be relationships to Resources in the Collection, another SiteSearch Collection, or an external resource. Each can be used to mean more than one thing in a collection (e.g., “IsPartOf” can refer to both a movement in a work and a work within a series). There needn’t be anything in the data to indicate specifically what the relation is (e.g., ‘larger work = X’; instead, only the name of the larger work would be input).

By default, each Resource record will contain an indication that it is a part of a larger collection. The data owner and/or UWDCCC are responsible for supplying any sub-collection information here. LTG will add super-collection names when the data is processed. That indication will appear in a “Relation.IsPartOf” element. The “Relation.IsPartOf” element may also be used for other references.

Modifiers

- [none]
- DC.Relation_OtherFormat
- DC.Relation_IsPartOf
- DC.Relation_HasPart

Schemes

- [none]
- [LocalID] (Points to another record in this collection)

Examples

<u>[Resource being described]:</u>	<u>Type:</u>	<u>Relation value:</u>
[http://www.louvre.fr/anglais/collec/ager/ma2369/ager_f.htm]	[none]	<i>Victory of Samothrace</i>
[Merchant of Venice audio book recording]	OtherFormat	<i>Merchant of Venice (book)</i>
["The Knight's Tale"]	IsPartOf	<i>Canterbury Tales</i>
[The Complete Oxford Shakespeare]	HasPart	<i>Othello</i>

DC.Coverage

Definition

The spatial location or temporal duration characteristic of the Resource.

Description and Input Guidelines

The Coverage field typically contains spatial (a place name or geographic coordinates) or temporal (a named historical period, a date, or a date range) information about the *content* of the Resource.

The project owner may find that it is logical to include spatial information more often for objects or photos and not as often for textual objects (although if describing a book that is set in a particular place you could indicate that here). However, these decisions are entirely at the project owner's discretion.

Not every geographic name or date related to a Resource should go in the DC.Coverage field. For example, the location of a publisher should go into the DC.Publisher field. If the date refers to the date a Resource was created it should go into a DC.Date field. Coverage refers only to the *subject content* of the Resource. For example: *A poster published by Smythe Bros. in London (DC.Publisher) in 1934 (DC.Date) depicts a medieval (DC.Coverage) church (DC.Subject) in York, England (DC.Coverage).*

The name of an institution is not considered a place; however, the city in which it is located is. If the name of the institution must be included in the Resource record it should be placed in the description or subject fields.

When entering spatial locations (place names) you can be as specific as you want (down to street address) and may choose to use one of several thesauri e.g., LCSH or Getty Thesaurus of Geographic Names (TGN) <http://www.getty.edu/research/tools/vocabulary/tgn/> to describe locations. Otherwise, use the standard list of locations (see "Standard Global Regions List," a separate document). Always spell out state names completely.

Include as much geographical hierarchy as is necessary to disambiguate the lowest-level geographic term e.g., Dublin, Ireland or Dublin, Ohio.

If entering a specific date, follow the W3C format YYYY-MM-DD. If entering a date range enter it as YYYY-MM-DD/YYYY-MM-DD. Otherwise, enter a temporal period, such as 'Late iron age' from one of the thesauri suggested above.

If multiple instances of date and/or place are given for a Resource, they should be separated by a "|" and will display in the order entered.

Some projects make use of an "atlas search" function. These projects have a map with click-able regions that will lead to relevant records. When entering terms into the DC.Coverage field for Wisconsin counties that are to be used in an atlas search they **must** be entered in this format: Dodge County (Wisconsin).

When entering *Type* and *Scheme* in the DC_Coverage field, *Type* is always entered first (followed by colon) and *Scheme* is entered second (followed by a colon). **Note** For *Type* and *Scheme* entries in the DC_Coverage field, there will be two colons. Always go from general to specific. If there is only *Type* or *Scheme* in DC_Coverage, just include that *Type* or *Scheme* (followed by a colon). See examples below.

```
Type: value: Scheme: value
Type: value
Scheme: value
```

Types

- Spatial
- Temporal

Schemes

- [none]
- TGN
- AAT
- LCSH
- W3C-DTF
- PLSS
- DecLat
- DecLong

Examples

- Spatial: Wausau, Wisconsin: LSCH: 19th Century
- Spatial: Wausau, Wisconsin
- Temporal: Middle Bronze Age
- Middle Bronze Age
- LCSH: 19th Century
- Wausau, Wisconsin
- W3C-DTF: 1900/1910
- DecLat: 42.1934 | DecLong: -65.9285
- Dodge County (Wisconsin) [Atlas search term]

DC.Rights

Definition

- **[Unqualified]:** (REQUIRED when applicable) Information about rights held in and over the Resource.
- **DC.Rights_Ownership:** Information about owner of rights held in and over the Resource or Media Object.
- **DC.Rights_Terms:** Information about the terms and conditions for use of the Resource or Media Object

Description and Input Guidelines

A statement about copyright or other rights and restrictions associated with the Resource (or a hyperlink to such a statement).

Generally, a book/painting/photo/recording—anything reproducible—belongs to the creator/publisher/artist as appropriate. Rights to archival materials and other objects usually belong to the owning institution.

The rights of the digital collection—described in a single, collection-level record and rights statement—will most likely belong to the UWDCCC. See Consideration #2 above.

Modifiers

- [none]
- Ownership
- Terms

Schemes

For DC.Rights_Terms only:

- [none]
- Handle

Local Metadata Elements

The following elements are local to the UWDCCC and not part of Dublin Core.

Note

Definition

Information about the Resource (or its surrogates) not intended for Resource discovery. Use only for internal notes not appropriate for other elements.

Example

- TEI source text is partially damaged and illegible.
- 2 c.

Item Submitter and Affiliation

Definition

- *Submitter Name* (REQUIRED): The personal or corporate name of the submitting agency.
- *Submitter Affiliation* (REQUIRED when applicable): The affiliation of the Submitter Name.

Description and Input Guidelines

Personal and corporate names should follow the AACR2 format. Dates of birth and death are optional. It is best practice to leave out personal names where possible and only include institutional or corporate names.

E.g., Last name, first name, middle initial., dob-dod

Examples

One submitter:

- Konrad, Lee: University of Wisconsin--Madison. Libraries. Digital Content Group
- Smith, John: University of Wisconsin--Eau Claire. Dept. of English
- University of Wisconsin--Madison. School of Human Ecology
- State of Wisconsin. Dept. of Public Instruction

Multiple Submitters for same Resource:

- Konrad, Lee: University of Wisconsin--Madison. Libraries. Digital Content Group | Smith, John: University of Wisconsin--Eau Claire. Dept. of English

Media

Definition

Digital surrogate for Resource. This information is what links the Resource metadata record and the digital surrogate.

Description and Input Guidelines

This field (or table - - depending on the number of Media Objects per record) contains structural and administrative information pertaining to a digital representation of the Resource. This information is often provided by UWDCCC.

A Resource may be represented by a single or a sequence of Media Objects (or by none). A Media Object is either a single or a Series of files. Each file of a Media Object may have counterparts at different Sizes.

Helpful Definitions:

Media Object: the digital representation of a Resource, specifically one which is stored on library servers for access by users of the database.

Set: A set defines multiple, independent, Media Objects which are all described by the same record.

Series: A series defines a number of Media Objects that should logically be arranged or coming one after the other in succession and are all described by the same record (i.e. front and back views of the same object).

Media Table Elements and Descriptions

Media Element	Media Element Definition
DC_Identifier_LocalID	Each Resource in the database must be assigned a unique identifier. This goes in the main Resource table. Avoid spaces and other non-alphanumeric character.
MediaSequenceNo	Each Media Object in a Sequence must be assigned a number reflecting its order in Sequence. Begin with 01 and continue up through 99. Don't skip any numbers. This will determine in what order the Media Object icons appear in the left column, and which one represents the resource in the search results lists and gallery views.
MediaLocalPath	Directory path (file location) that will be the same for every like formatted Media Object in the database.
MediaObjectID	Each Media Object must be assigned a unique identifier. It may, but need not, be related to the MediaObjectID of other objects in the same Sequence. It may, but need not, be related to the DC_Identifier_LocalID of the associated resource. It may be the DC_Identifier_LocalID of the associated resource (unique in this case means unique among other MediaObjectID's). It may not be the same as another Media Object with a different MediaLocalPath. Do not make MediaObjectIDs longer than 24 characters.
MediaNumComponents	If this Media Object is a Series, indicate the total number of files in the Series here. Do not count each Size separately. If this media Object is a single file (with or without multiple sizes) use a value of 1 or leave blank.
MediaRelativeSize	Choose the predefined Relative Size indicators that are appropriate for this Media Object (this may require some planning/consultation with technical staff in the UWDC). The MediaRelativeSize is a list of these values, separated by a vertical bar (pipe) [i.e. t r]
MediaDCFormat	This is the MIME media type of the digital files making up the Media Object. Data entry for this field may require some consultation with UWDC.
MediaLabel	In the interface, this is the text that will display under the icon and under the image in the main content area for this Media Object. MediaLabel is optional. Space is limited to a small text string of two to three words. Choose a label that will distinguish among various Media Objects in a Sequence, or which defines a Media Object's relation to the Resource (i.e Album cover, CD Tracks, Detailed View)
MediaRights	Rights statement information goes here. In most cases, this statement will be the same as the Resource DC_Rights. This field may be left blank.
MediaRightsOwnership	If the Rights Ownership for the Media Object differs from the original Resource Rights Ownership, enter the Media Rights Ownership statement here.
MediaRightsTerms	If Rights Terms for the Media Object differs from the original Resource Rights Terms, enter the Media Rights terms statement here.

For a more detailed description of this field, please see

<http://www.library.wisc.edu:4000/dept/lgt/DigiLib/db/DBDataDictionary1.1.html#media> and

<http://www.library.wisc.edu:4000/dept/lgt/DigiLib/db/MediaRef.html>

NB: If you are constructing your own media references, please bear in mind that image directories should be limited to 500 images.

Update

Definition

The date that the record was last updated or modified.

Description and Input Guidelines

The date should be entered in this specific order and format: year (4 spaces) - month (2 spaces) - day (2 spaces). If the full date is not known partial information can be added; i.e. the date may be added as just YYYY or YYYY-MM. This field is not repeatable – only a single date should be entered. This field does not display in the online database; it is purely administrative metadata.

Schemes

- YYYY-MM-DD

Examples

- 2003-10-14

ProductionReady

Definition

A flag indicating if a particular record is ready to move into production (via the digicoll-stage site) or not. If the record is not ready to move into production (i.e. the record still needs to be edited), it can be flagged to stay in the test site (digicoll-dev).

Description and Input Guidelines

- If the record is ready to be moved into production, enter the value “Y” in the ProductionReady field.
- If the record is still be edited and not ready to move into production, enter the value “N” in the ProductionReady field.

Quality Control

Things to look for when doing a quality control check on a Collection.

- 1.) Overall typos, ampersands, ellipses, correct use of pipes
- 2.) **DC.Title** (main and other): capitalization
- 3.) **DC.Creator** and **DC.Contributor**
 - a. Last name, first name middle initial, Date-Date (unless the rules of the language dictate otherwise, e.g., Jónas Hallgrímson, 1807-1845)
 - b. Question marks are allowed, as are “b. date,” “d. date”, and “c. date” Examples:
Smith, Joe, M. 1931-2002
Smith, Joe M., b. 1931?
Smith, Joe M., d. 2002
Smtih, Joe M., c. 1900-1990
 - c. If a Role is used, the first word of the role should be capitalized
Examples: Smith, Joe, M. 1931-2002: Composer
Smith, Joe: English horn
- 4.) **DC.Date**
 - a. Proper ISO format, YYYY-MM-DD
 - b. Proper application of date certainty (if used), n:date or y:date
- 5.) **DC.Coverage**
 - a. Specific dates should follow ISO format
 - b. State names spelled out
 - c. Proper formatting for all countries in the WI collection
 - d. Make sure correct Types and Schemes are being used in the correct manner. (See examples under DC.Coverage, p. 26)
- 6.) **DC.Publisher**
 - a. Location: Publisher name, if using this field, have to use publisher name, but location is optional; *cannot have location only*
 - b. State names spelled out
- 7.) **DC.Format**
 - a. No real guidelines, elements do not have to be separated by pipe
 - b. If using MIME type, have to use type/format e.g., image/jpeg
- 8.) **DC.Description** If output desired in separate lines, must use pipes.
- 9.) **DC.Subject**
 - a. For multi-word subject terms, capitalize just the first word, unless other words are proper nouns
 - b. Use pipes to separate terms
 - c. If LCSH terms are being used, follow their formatting (e.g., Main term -- Subterm)
- 10.) **DC.Type**
 - a. Must come from designated list
 - b. Capitalization
- 11.) **DC.Language** Must use appropriate 3-letter code
- 12.) **DC.Source** Free text
- 13.) **DC.Relation** Free text

- 14.) **DC.Rights** Must have a value when applicable (when there is a media object involved)
- 15.) **DC.Identifier:LocalID** Must have a unique value
- 16.) **Media**
- 17.) **Note** free text
- 18.) **Submitter**
 - a. LN, FN: Institution. Department (personal name can be omitted and then it would be Institution: Department (NB: no punctuation at end)
 - b. Should be from LCNAF if possible
- 19.) **Update** Use proper ISO format: YYYY-MM-DD
- 20.) **ProductionReady** This field will not display in the data. Mainly for internal use only. However, if there is a record you are not ready to move into production, designate this field with an “N.” All records that are ready to go live, populate those fields with a “Y.”

Appendix A: Elements and whether they are required and/or repeatable

DC Element	Qualifier	Scheme	Required	Repeatable
DC.Title	Main		Y	N
	Other		N	Y
DC.Creator		AACR2	N	Y
	[Role]		N	Y
DC.Contributor		AACR2	N	Y
	[Role]		N	Y
DC.Subject		[none]	N	Y
		LCSH		
		MeSH		
		AAT		
		TGM		
		TGN		
DC.Description			N	Y
DC.Publisher			N	Y
DC.Date		W3C-DTF	N	Y
DC.Type		DCT1	N	Y
DC.Format		[none]	N	Y

		MIME type		
DC.Identifier		[none]	N	Y
		URL		
		ISBN		
		ISSN		
		URN		
		CallNo		
		bibliographicCitation		
		BBA (customized field)		
	GBA (customized field)			
	LocalID	[none]	Y	N
DC.Source			N	Y
DC.Language		ISO639-2	N	Y
DC.Relation		[none]	N	Y
		LocalID		
	OtherFormat	[none]		
		LocalID		
	IsPartOf	[none]		
		Labeled URI		
		LocalID		
	HasPart	[none]		
LocalID				
DC.Coverage		[none]	N	Y
		TGN		
		AAT		
		LCSH		
		W3C-DTF		
		Declat		
		Declong		
		PLSS		
		Spatial		
		Temporal		
DC.Rights		[none]	Y*	Y
		Ownership		
	Terms	[none]		
		Handle		
Note			N	Y

Item Submitter			Y*	Y
Media			N	Y
MediaRights	Terms	[none] Handle	Y*	Y
Update			Y	N
ProductionReady	Terms		Y	Y

** Required when applicable.*

Appendix B: Display and Indexing Issues

Record Displays

There are four different record displays in SiteSearch databases: Gallery View, Brief View, Full View, and Single Record View.

- **Gallery View** will show a thumbnail image (if an image database) and the Resource Title underneath. If the Resource is an audio file, video clip or an external website, an icon will appear with the Resource Title underneath.
- **Full View** will show all data fields, and media object if applicable.
- **Brief View** will show the following data fields:
 - 1.) Title (main title only)
 - 2.) Creator
 - 3.) Date
 - 4.) Subjects
 - 5.) Coverage
 - 6.) Rights
 - 7.) DC.Identifier:URL—will display only if the Resource is an external media object such as a website or video clip.
- **Single Record View** will show all data fields and will allow user to choose image size and to navigate between related media objects attached to the record.













Gallery View

Databases • Search • Guided Search • Saved Records • History • Help • Exit

Belgian-American Research Collection

Query: sh= "Architecture Survey (belgian grant)" Records: 1 - 12 of 410

Select view: **Gallery** • Brief • Full Jump to: ◀ 1 13 25 37 49 61 ... 409 ▶

 Adam Jadin Farmhouse	 Agnes LeDocq house	 Albert Conard Farmhouse	 Alex Parins
 Alex Parins Farm	 Alex Parins Farm	 Alex Parins Farm	 Alex Parins Farm
 Alex Parins Farm	 Alex Parins Farm	 Alex Parins Farm	 Alex Parins Farm

Clicking on image will take you to the "Single Record View."

Query: sh= "Architecture Survey (belgian grant)" Records: 1 - 12 of 410

Select view: **Gallery** • Brief • Full Jump to: ◀ 1 13 25 37 49 61 ... 409 ▶

Single Record View


Databases • Search • Guided Search • Saved Records • History • Help • Exit

Belgian-American Research Collection


Query: sh="Architecture Survey (belgian grant)" Record: ◀ 4 of 410 ▶

Results

Save this record



From here you can choose different image sizes and navigate other media objects that may be associated with this Resource (there are none in this example).



Title: Alex Parins
Date: 1976
Place/Time: Hwy N, Namur, Wisconsin
Publisher: University of Wisconsin System
Notes: Alex Parins holding axe
Subjects: Architecture Survey (Belgian Grant) | Parins, Alex
Type: image
Format: image/jpeg
Is Part Of: Belgian-American Research Collection
Rights: Material owned by University of Wisconsin - Green Bay. Cofrin Library
Submitter: University of Wisconsin--Green Bay. Cofrin Library. Special Collections Department.
Local Identifier: BelgAmrCol.0415b.bib

NB: Recently the new display delimiter has been changed from “|” to “/”. You will still use “|” when entering data. New screen shots are forthcoming.

Brief View

Databases • Search • Guided Search • Saved Records • History • Help • Exit





Belgian-American Research Collection

Query: sh="Architecture Survey (belgian grant)" Records: 1 - 12 of 410

Select view: Gallery • **Brief** • Full ◀ 1 13 25 37 49 61 ... 409 ▶


Save All

Clicking on image or title will take you to the “Single Record View.”

<input type="checkbox"/>		<p>Title: Adam Jadin Farmhouse Subjects: Architecture Survey (Belgian Grant) Houses Jadin, Adam (Farm) Brick Buildings Place/Time: Trailway Rd. North off Hwy 57, Union, Door County, Wisconsin Rights: Material owned by University of Wisconsin - Green Bay. Cofrin Library</p>
<input type="checkbox"/>		<p>Title: Agnes LeDocq house Subjects: Architecture Survey (Belgian Grant) Brick Buildings Houses LeDocq, Agnes (House) Place/Time: Co. X, Brussels, Door County, Wisconsin Rights: Material owned by University of Wisconsin - Green Bay. Cofrin Library</p>
<input type="checkbox"/>		<p>Title: Albert Conard Farmhouse Subjects: Architecture Survey (Belgian Grant) Brick Buildings Houses Conard, Albert (Farm) Place/Time: School Rd., Brussels, Wisconsin Rights: Material owned by University of Wisconsin - Green Bay. Cofrin Library</p>
<input type="checkbox"/>		<p>Title: Alex Parins Subjects: Architecture Survey (Belgian Grant) Parins, Alex Place/Time: Hwy N, Namur, Wisconsin Rights: Material owned by University of Wisconsin - Green Bay. Cofrin Library</p>

Full View

Databases • Search • Guided Search • Saved Records • History • Help • Exit

Belgian-American Research Collection 

Query: sh= "Architecture Survey (belgian grant)" Records: 1 - 12 of 410

Select view: **Gallery** • Brief • Full Jump to: ◀ 1 13 25 37 49 61 ... 409 ▶

Save All



Clicking on image or title will take you to the "Single Record View."

Title: Adam Jadin Farmhouse
Date: 1976
Place/Time: [Trailway Rd. North off Hwy 57, Union, Door County, Wisconsin](#)
Publisher: University of Wisconsin System
Subjects: [Architecture Survey \(Belgian Grant\)](#) | [Houses](#) | [Jadin, Adam \(Farm\)](#) | [Brick Buildings](#)
Type: image
Format: image/jpeg
Is Part Of: [Belgian-American Research Collection](#)
Rights: Material owned by University of Wisconsin - Green Bay. Cofrin Library
Submitter: [University of Wisconsin--Green Bay. Cofrin Library. Special Collections Department.](#)
Local Identifier: BelgAmrCol.0453b.bib

Site Search Behaviors

Name	Type	Scheme	Format	SiteSearch clickable/ searchable	Display field label
Title	main	none	text	To get to single record	Title
	other	none	text	N	Other Title
Creator		aacr2	text	Y	Creator
	role	aacr2	text	Y	[Role value]
Contributor		Aacr2	text	Y	Contributor
	role	Aacr2	text	Y	[Role value]
Subject	TGM	none	text	Y	Subjects
		LCSH	text	Y	
		TGM	Text	Y	
		MESH	text	Y	
		AAT	text	Y	
Description			text	N	Description
Publisher			text	N	Publisher

Date		w3c	text	N	Date
Type		DCT1	text	N	Type
Format		none	text	N	Format
		MIME	text	N	
Identifier		none	text	N	Identifier
		URL	text	Y	URL
		ISBN	text	N	ISBN
		ISSN	text	N	ISSN
		Handle	text	Y	
		CallNo	text	N	Call Number
	bibliographicCitation	Text	N	Citation	
	LocalID	none	text	N	Local Identifier
Source		none	text	N	Source
Language		ISO	text	N	Language
Relation		none	text or URI	Y	Relation
		LocalID	ID of another record in collection	Y	
	OtherFormat	none	text or URI	Y	Other Format
		LocalID	ID of another record in collection	Y	
	IsPartOf	none	text or URI	Y	Is Part Of
		LocalID	ID of another record in collection	Y	
	HasPart	none	text or URI	Y	Has Part
		LocalID	ID of another record in collection	Y	
Coverage		none	text	Y	Place/Time
		TGN	text	Y	
		AAT	text	Y	
		w3c	text	N	
		declat	text	N	
		declong	text	N	
		PLSS	Text	N	
		Spatial	Text	Y	
Temporal	Text	Y			
Rights		none	text or URI	Y	Rights
	ownership	none	text or URI	Y	
	terms	none	text or URI	Y	
		handle	handle	Y	

Note		none	text	N	Notes
Submitter		none	text	Y	Submitter

Indexes

In order to be searchable, the data from the various fields will be used to create indexes behind the scenes. The following indexes will be built, consisting of the fields indicated.

Index Name	Index Code	Fields in Index
Any Field (Keyword)	an:	All
Title	ti:	Title, all Relation fields
Title (phrase)	ti=	Title, all Relation fields
Name	na:	Creator, Contributor, Submitter, Rights, Subject
Name (phrase)	na=	Creator, Contributor, Submitter, Rights, Subject [Role information is not used in this index]
Format	fo:	Format
Identifier	id:	All Identifier fields
Type	ty:	Type
Date	dt:	Date
Subject	sh:	Subject, Coverage
Subject (phrase)	sh=	Subject, Coverage
CallNo	ca:	Identifier:CallNo
Publisher	pu:	Publisher
Submitter	sb:	Submitter name
Submitter (phrase)	sb=	Submitter name and attribution
Name-Role	ro:	Role information for Creator and Contributor
UpdateDate	up:	Supplied by dbase
Rights	rt:	Rights
Language	ln:	Language

Limits

In the Guided Search feature, certain indexes will be used as limits. These include Type, Language, and Relation:IsPartOf (Subcollections). Other indexes will be used as drop-down choices from the “field to search in” menu.

Appendix C: Full Record Examples

This is what records might look like in your MSAccess file.

Example 1: Picture of the ship “Edmund Fitzgerald”

DC.Title	Edmund Fitzgerald
DC.Creator	Campbell, Bob: Photographer
DC.Subject	LCSH:Shipwrecks--Great Lakes Superior, Lake St. Mary's River
DC.Description	The Edmund Fitzgerald on the Saint Mary's River
DC.Date	1975-05
DC.Type	image
DC.Format	color photograph 20.1 x 28.5 cm
DC.Identifier_LocalID	ef4g004
DC.Coverage	Spatial: St. Mary's River Temporal: 1950s
DC.Rights	Campbell, Bob
Submitter	University of Wisconsin--Superior. Jim Dan Hill Library

Example 2: Blueprint of the ship “Edmund Fitzgerald”

DC.Title	Hull no. 301 outboard profile
DC.Creator	Shanteal, L. W.
DC.Subject	LCSH: Shipwrecks--Great Lakes Superior, Lake
DC.Description	Small-scale blueprint of the Edmund Fitzgerald scale: 6 inches=1 foot
DC.Date	1958-05-05
DC.Type	image
DC.Format	blueprint 14 x 60.1 cm
DC.Identifier_LocalID	ef4c001
DC.Language	eng
DC.Rights	Corps of Army Engineers
Submitter	University of Wisconsin--Superior. Jim Dan Hill Library
Note	Lake Superior Maritime Collection

Example 3: Sheet music

DC.Title_Main	Absence makes the heart grow fonder
DC.Title_Other	For somebody else
DC.Relation_IsPartOf	Primrose and Dockstadter's Minstrels
DC.Creator	Dillea, Herbert: Composer Gillespie, Arthur: Lyricist
DC.Publisher	New York: M. Witmark and Sons

DC.Description First Line: Sweetheart I have grown so lonely, living thus
away from you| First Line Chorus: Absence makes the heart grow
fonder, that is why I long for you

DC.Rights

Example 4: Art Object

DC.Title_Main Altar coffer
DC.Title_Other xiao mengui
DC.Identifier pw00005
DC.Rights
DC.Coverage 19th-20th cen.| China; Hebei| North East Asia
DC_Subject Han Chinese| Wood| Metal| Lacquered elm| Artifact| Ritual
object| Furniture
DC.Description Miniature black lacquered altar coffer; small version
complete in all details of a full size coffer; drawers
and doors for storage; doors secured by lock that passes
through metal rings above the pulls; openwork design of
abstract scrolling motifs below apron and along the outer
edge of legs. Exaggerated everted flanges emphasize the
religious function; would have been placed on a larger
table or coffer.
DC.Format 9.75 x 22 x 7.2 in.

Example 5: Bibliographic record for a video (not streamed video)

DC.Creator Hoffman, Lauran: Director| Giovanni, Marita: Producer| Wolfe,
Nancy Allison| D'Agostino, Liza| Griggs, Camila| Orion
Pictures: Co-producer| Orion Home Video: Co-producer
DC.Title_Main Bar girls
DC.Title_Other Parpariyot
DC.Format 1 videocassette (95 min.)
DC.Publisher Orion Home Video
DC.Rights Orion Home Video
DC.Date 1995
DC.Relation <http://www.orionpic.com/documentaries/hoffman/bargirls.htm>
DC.Description Performer Note: Nancy Allison Wolfe, Liza D'Agostino, Camila
Griggs| Romantic comedy featuring a group of women whose lives
and loves intertwine against the backdrop of a Los Angeles
lesbian bar
Note Sale: \$250
DC.Identifier_LocalID WAV370
DC.Subject Lesbianism in motion pictures| Feature films

Appendix D: Screen Shots of Sample Records in Site Search

Record with media object attached



Title: Alex Parins
Date: 1976
Place/Time: [Hwy N, Namur, Wisconsin](#)
Publisher: University of Wisconsin System
Notes: Alex Parins holding axe
Subjects: [Architecture Survey \(Belgian Grant\) | Parins, Alex](#)
Type: image
Format: image/jpeg
Is Part Of: [Belgian-American Research Collection](#)
Rights: Material owned by University of Wisconsin - Green Bay. Cofrin Library
Submitter: [University of Wisconsin--Green Bay. Cofrin Library. Special Collections Department.](#)
Local Identifier: BelgAmrCol.0415b.bib

Record that is a citation only

Title: After all these years
Composer: [Colburn, Frank S.](#)
Lyricist: [Colburn, Frank S.](#)
Arranger: [Sontag, H. O.](#)
Date: 1927
Publisher: Milwaukee: Frank S. Colburn (125 Third Street)
Description: Note on cover: "With best wishes of Frank S. Colburn the real author of After the Ball."
Subjects: [Voice and piano | Love](#)
Call Number: 2637
Is Part Of: [Wisconsin Sheet Music Database](#)
[Mills Music Library Special Collections, UW-Madison](#)
Submitter: [University of Wisconsin--Madison. Libraries. Mills Music Library](#)
Local Identifier: MillsSpColl.WiscSheetMus.2631.bib

Appendix E: Canned Search Considerations

One option in Site Search is to have “Canned” searches; they would look like this:

Choose a predefined subject grouping:



Architecture Survey



Oral History Recordings



Immigration Histories

Enter Search Term:

Search

When planning canned searches, consider the following:

1. The search term (e.g., Architecture Survey) must appear somewhere in the record data, preferably in the DC.Subject element, but could also be in the DC.Title, DC.Description elements (or any field).
2. Think of recurring subject terms, coverage terms, types, or names when deciding what groups to create.