

UIC Metadata Best Practices Guideline

Note: Please consult with the Metadata Working Group before creating metadata for any new digital collections.

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1.1 Element Descriptions

The UIC Metadata Element descriptions include the following attributes that provide information about elements.

Description Attribute	Comment
Map	The metadata term that our local element maps to, preceded by the namespace; could include one or multiple schemas as needed.
Local Element	Local field with human-readable name used for public display of data, which maps to a specific term in a metadata schema
Definition	A statement that represents the concept and essential nature of the element.
Searchable	Specifies if the element is searchable by the <i>UIC Metadata Guidelines</i> .
Viewable	Specifies whether the element may be viewed by the public.
Repeatable	Specifies whether the element may be used more than once.
Usage	Specifies whether the element is required, recommended or optional.
Controlled vocabulary	Lists controlled vocabularies that you should use for this element.
Input Guidelines	Provides additional guidance about entering and encoding values for the elements.
Note	Any specific information about this element.
Examples	Instances of how the element is used.

1.2 General Input Guidelines

Metadata creators should follow the general grammatical rules of the language involved when entering descriptive information about resources. In addition, it may be useful to consult the latest version of the [RDA \(Resource Description and Access\)](#), [Describing Archives: A Content Standard \(DACS\)](#), or [Cataloging Cultural Objects \(CCO\)](#) for more information and details on general rules and guidelines for data entry. The following are a few brief comments:

1.2.1. Punctuation

Do not use ending punctuation unless it is part of the content of the resource. Periods are allowed at the end of the Description field only. See also [Transcribed Content](#).

1.2.2. Abbreviations

In general, do not abbreviate transcribed description unless it is also abbreviated on the resource. Time and dimensions measurement symbols (for example, **cm** for centimeters, **in.** for inch, **hr.** for hour, **ft** for feet) are *not* considered abbreviations. In case of doubt, spell out the abbreviation.

1.2.3. Capitalization

In general, capitalize the first word (of a title, for example) and proper names (place, personal, and organization names). Capitalize content in the description element according to normal rules of writing. Acronyms should be entered in capital letters.


1.2.4. Initial Articles

Omit initial articles at the beginning of the title such as: the, a, an, le, la, los, el, der, die, das, etc. when creating a **new** title. Leave as is if the article is already in the existing title. (e.g. a painting title given by the artist)

1.2.5. Character Encoding

When metadata with special characters is converted from one format to another format - for example from an Excel spreadsheet to a CSV file, some context could be lost. This can cause what were previously special characters in one system to appear in strange ways in another system. For example, when exporting from a database you may find an empty box or garbled text where special characters used to be.

In this happens, you should consider the following:

- If you have the original metadata and it can be converted to a format that maintains the special characters, do that first.
- If you do not have the original metadata easily accessible or it can not be converted without the errors, look at the type of error you have.
 - An  character indicates that an unknown special character was used. You will likely have to refer back to the original metadata or collection to find what specific characters were used.
 - If you have a seemingly random text string, you may have an HTML or XML entity reference instead of the special character you need. You can check the W3 Schools reference for UTF-8 encoding (http://www.w3schools.com/charsets/ref_html_utf8.asp) to find the character that you need to replace. Most special characters will fall under the Latin Supplemental character set.

1.2.6. Qualifiers

The elements described in this guideline are intended to cover most of the information needed to give an adequate description of the digital resource. However, there is often a need to further refine information about a resource than can be expressed using the basic elements. To help remedy this, this guideline has adopted “Qualified” Dublin Core that consists of an element and additional qualifiers known as **refinements** and **schemes**. Recommendations for using qualifiers appear along with each element description.

1.2.7 Transcribed Content

For metadata that is being transcribed from a digitized image, document or other resource, enter it in exactly as it appears. This may involve including any misspellings, punctuation, incorrect capitalization or abbreviations. Specify any typos with a [sic].

1.2.8 Entering multiple entries in CONTENTdm

When entering multiple entries in a CONTENTdm field, separate using a semicolon.

2.0 Metadata Elements

2.0.1 Required Elements

These fields **must** be used for every digital object.

- *Identifier*
- *Title*

2.0.2 Recommended Elements

If you have values for these fields, it is strongly recommended that they be used.

- *Creator*
- *Date*
- *Type*
- *Rights*
- *Subject*
 - *Subject - Topic*
 - *Subject - Name*

2.1 Metadata Element Descriptions

2.1.1 Title

Typically, a **Title** will be a name by which the resource is formally known.

2.1.1.1 Title

Local Element	Usage	Map	Definition
Title	Required	dcterms:title; ead:unittitle	The name given to the resource

Searchable	Viewable	Repeatable
Y	Y	N

Input Guidelines:

1. In selecting a title, choose the title in the following order:
 - a. Transcribe the title from the resource itself.
 - b. Use a title already assigned or found in reference sources.
 - c. Construct a new title. (See DACS for a discussion of formal and supplied titles, the appropriate chapter for your material type in RDA, or Cataloging Cultural Objects, for constructing titles). Because the title is the first descriptive information the user sees, be specific, but do not be concerned with creating a unique title for each resource.
2. If creating metadata for a book chapter, journal article, paper, or newspaper article, use the title of the article.
3. When feasible, exclude initial articles in Title.
4. Capitalize according to sentence capitalization (first letter of the first word and any proper nouns)
5. Use punctuation as supplied in the title, or else follow [ISBD punctuation](#).
6. Since the title appears next to the thumbnail and is therefore the first descriptive information the user sees, do not use non-specific titles (e.g., "untitled") which will not be helpful to users.
7. Title should be descriptive of the resource, and so should NOT be a filename or other non-descriptive text. This is also specified by CARLI.
8. Use the Notes field to specify if a title comes from some place other than the resource itself.
9. If in doubt about what constitutes the title, consult the original item and use RDA guidelines to construct a title.
10. Include title variants in [Alternative Title](#) iterations.

Examples:

- Abby Smith questions Father Headley

2.1.1.2 Alternative Title

Local Element	Usage	Map	Definition
Alternative Title	Optional	dcterms:alternative	Any form of the title used as a substitute or alternative to the formal title of the resource

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. If in doubt about what constitutes the title, repeat the Title element and include the variants in subsequent Alternative Title iterations. If the item is in HTML, view the source document and make sure that the title identified in the title header (if any) is also included as a Title.
2. Alternative title will be input under preferred title in another “Title” field.
3. Other labels such as “Folder Title”, “Project Title” can be used according to the collection.

Examples:

- For an item where the title is Cook County Hospital Administration Building, an alternate title could be Stroger Hospital Administration Building, as Stroger Hospital is the current name of Cook County Hospital.

2.1.2 Creator**2.1.2.1 Creator**

Local Element	Usage	Map	Definition
Creator	Optional	dcterms:creator	An individual, family, or organization primarily responsible for creating the intellectual content of the source object (for resources that are digitized) or the resource itself (for born digital objects).

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

- Enter names in authoritative form, following rules from [RDA](#).
 - Check [Library of Congress Name Authority File](#) for already established names. If no authorized form exists, create one based on rules from [RDA](#).
 - Personal names should be entered, Last, First, with qualifications and/or dates following as appropriate.
 - For organizations, if names are in a hierarchy, list the parts from largest to smallest, separated by periods, following [RDA](#) for which portions of the hierarchy need to be included.
- If a more specific label is appropriate, select a label that is appropriate for role of the creator (e.g., Photographer, Author, Architecture Firm) for Creator. More than one field may be used if there are multiple creators who fill different roles in creating the intellectual content of the object. Multiple names can be input in separate fields with different labels if applicable, or in the same field, separated by semicolons.
- Can be "Anonymous" if that information is indicated on the object. If a creator is truly unknown, leave the field blank.

Examples:

- Lew, Michael S., 1965-

Schemes:

Scheme Name	Scheme Local Element	Definition
Library of Congress Name Authority File	LCNAF	Library of Congress Name Authority File http://id.loc.gov/authorities/names.html

2.1.3 Contributor

2.1.2.1 Contributor

Local Element	Usage	Map	Definition
Contributor	Optional	dcterms:contributor	A person, family, or organization responsible for making contributions to the content of a resource, who is not listed in the Creator field.

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. Follow the same guidelines for creating contributor names as for creating names in the [Creator field](#).
2. Individuals listed here can include editors, transcribers, donors, and any person or group associated with a resource who is not primarily responsible for the content.
3. If a more specific label is appropriate, select a label that is appropriate for role of the contributor, e.g. editors, transcribers, donors, contractor, chief engineer). More than one field may be used if there are multiple contributors who fill different roles in creating the intellectual content of the object. Multiple names can be input in separate fields with different labels if applicable, or in the same field, separated by semicolons.
4. Include only named individuals or organizations who would enhance retrieval by being indexed for searching.

Examples:

- Graw, Renata

Schemes:

Scheme Name	Scheme Local Element	Definition
Library of Congress Authority File	LCNAF	Library of Congress Name Authority File http://id.loc.gov/authorities/names.html

2.1.3 Date

2.1.3.1 Date of Original

Local Element	Usage	Map	Definition
Date of Original	Optional	dcterms:created	The date of the creation of the original work. This date appears in the public display and does not have to follow any set standard.

Searchable	Viewable	Repeatable
N	Y	N

Input guidelines:

1. This should be the date of the creation of the original work, not the digital reproduction or the reprographic work (e.g., the date of a painting, not the date of the photograph of the painting or the date of the scan, unless the context of when the photograph of the object was taken is what is relevant to the collection). For certain collections (eg. Carberry), we are using Date of Publication (referring to the date of the publication of the book) as the Local Element.
2. If uncertain about what date is appropriate, choose the date that most accurately reflects the creation date of the intellectual content of the resource. Use judgment about how to identify the date based on what is being described in the collection. Here are two examples of the use of judgement to determine a date:
 - a. If an image shows a building under construction and you know the building was completed in 1978, you can enter "circa 1978" in Date of Original.
 - b. If a collection is about a Chicago exhibition and the artwork(s) exhibited, the date the photograph was taken may be more important than the date(s) of the individual artworks depicted.
3. Input the date in a format that is easily human readable. To avoid confusion between American and European month/day conventions, write out or use the alphabetic abbreviation of the name of the month, rather than using a number.
4. Use the "text" data type in CONTENTdm to allow for maximum flexibility in data entry.
5. If at all possible, try to determine an approximate date. Use a date range if necessary. If this proves to be impossible, leave the field blank.
6. Years must be expressed using four digits, including year ranges.

Examples:

- 1900
- August 14, 1900
- August 1900
- circa 1900
- 1900-1902
- 1920
- circa 1880s-1920s

2.1.3.2 Date.ISO

Note: This field is only in use when date of original has a single value or the date range is within 10 years.

Local Element	Usage	Map	Definition
Date.ISO	Optional	dcterms:date	The date of the creation of the original work, formatted according to W3CDTF guidelines.

Searchable	Viewable	Repeatable
Y	N	N

Input guidelines:

1. The two date fields must be used in conjunction with each other: Date.ISO provides a standardized form for searching, while [Date of Original](#) provides a human-friendly version of the same information.
2. Express in yyyy-mm-dd format. If the full date is unknown, use month and year (yyyy-mm) or just year (yyyy).
3. If using a span of dates rather than a single date, consider using the Collection Date field instead. This will allow you to express a span of dates that is viewable to the user but does not cause issues with systems that rely on the Date field for faceting.
4. If a span of dates is less than a year, just enter that year. If an item has two distinct dates, still enter as a date span. CONTENTdm cannot handle spans smaller than a year or display two distinct dates.
 - a. Use the CONTENTdm date type for data entry.

Schemes:

Scheme Name	Scheme Local Element	Definition
W3CDTF	W3C-DTF	World Wide Web Consortium encoding rules for dates and times http://www.w3.org/TR/NOTE-datetime.html

Examples:

- 1900
- 1900-09-14
- 1900-09
- 1920
- [blank]

2.1.4 Description

2.1.4.1 Description

Local Element	Usage	Map	Definition
Description	Optional	dcterms:description	A textual description of the content of the resource.

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. Use Description as a way to provide additional information about the resource that is not available in other fields. Be specific and use consistent language to promote searching.
2. Keyword terms that may not be available elsewhere in the metadata can be incorporated into description.
3. Information in Description can be taken from the resource itself, accompanying material, reference sources, or created at the time of cataloging.
4. For information written on or in the object, if it needs to be copied exactly as written, use either the [Caption](#) or [Transcription](#) fields instead. For information written on or in the object summarized in your own words, use Description field.

Examples:

- Three campers in costume signing Declaration of Independence.
- View of early stages of construction of the Standard Oil Building (now Aon Center), with a number of downtown skyscrapers visible behind
- Mayor Richard J. Daley converses with Illinois governor Dan Walker at an event announcing the launch of the Rapid Transit Authority (RTA)
- Sheridan Road and Foster Avenue. Looking northwest

Note: The last example is summarized from the information written on the object.

2.1.4.2 Caption

Local Element	Usage	Map	Definition
Caption	Optional	dcterms:description	Headlines/captions assigned by photographers or others that are too long to appear in a title field

Searchable	Viewable	Repeatable
Y	Y	N

Input Guidelines:

1. A caption is a short description of a resource comprised of a few sentences that is either written directly on or is in close proximity to the original resource. For example, information written on the back of a photograph or information written below a photograph in a scrapbook can be considered to be a caption.
2. When using this field for resources where the transcribed material is either the majority of the resource (e.g. a letter) or is more than a few sentences in length, use the [Transcription](#) field instead.
3. Transcribe the text exactly as it appears. Include any misspellings, abbreviations, and incorrect capitalization.

Examples:

- Museum of Science & Industry 2nd Annual Mayor Daley's Kids & Kites Fest. Kids and families participate in basic outdoor kite-flying instruction, kite making and decorating clinics, from 10 a.m. to 4 p.m.
- Off to church, regularly each Sunday, go the mayor and his family. Left to right, they are Michael, Richard (rear), John, Mrs. Daley, the mayor, Eleanor (rear), Billy, and Mary Carol.
- Sheridan + Foster. Lkng nw.

2.1.4.3 Exhibit

Local Element	Usage	Map	Definition
Exhibit	Optional	dcterms:description	Exhibit name the described item belongs to

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. Use the Exhibit field for the name of the exhibit, either physical or digital, the described item belongs to.
2. Include the date or date range following the name of the exhibit if available.

Examples:

- The Image of Research 2016
- Ingenious Fabrications: Works from the Fabric Workshop. October 30 - November 27, 1985

2.1.4.4 Notes

Local Element	Usage	Map	Definition
Notes (or other)	Optional	dcterms:description	Natural language catch-all field for anything left unaccounted for that does not fit into other fields.

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. Use the Notes fields for any descriptive information that does not fit under [Description](#). Use more specific labels for notes that fall into a specific type. Notes can include:
 - a. Historical and/or contextual information relating to the resource
 - b. A description of the roles of contributors
 - c. A description of the origin of the title
 - d. Explanation of complex relationships with other works
 - e. Any additional information that is written on a container or the item itself that is not a caption
 - f. Other information about values in a different field that might warrant additional information
2. Notes should only contain information that can be public facing. For internal notes, use the [Comments](#) field instead.

Examples:

- Available as negative.
- Included with a file of broadsides, terms of agreement, ship charter, certificates of land grant and proposed plans for towns, 1791
- Interior view of the Italian Pavilion at the Century of Progress International Exposition. The Pavilion was designed to resemble a giant airplane to celebrate Italo Balbo's transatlantic flight that ended at the Century of Progress in 1933. Balbo was an Italian fascist, a leader of the Blackshirts, and a minister in Benito Mussolini's government. The front of the building sported a design that resembled the bundled fasces, an ancient symbol of the Roman Republic that was adopted by Italian and German fascists in the 20th century. Seen here are the transparent photographs of the Roman Coliseum on display in the Pavilion's auditorium room.

2.1.5 Subject

2.1.5.1 Subject--Genre

Local Element	Usage	Map	Definition
Subject--Genre	Optional	dcterms:subject; mods:genre	Terms or phrases that describe the content instead of physical characteristics of the resource

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. Record the genre of the original resource (not the digitized version). This element should help bring together classes of materials both within and across collections at a greater level of specificity than the DCMI Type controlled vocabulary. These terms will likely correspond to FAST Form Terms.
2. If you are following a vocabulary scheme that uses subdivisions following names, separate the string if possible so that names appear under [Subject--Name](#), topical terms appear under [Subject--Topic](#), and genre terms appear under Subject--Genre.

Examples:

LCGF

- Maps
- Architectural drawings

TGM

- Book jackets
- Design drawings

Schemes:

Scheme Name	Scheme Local Element	Definition
Library of Congress Genre/Form Terms	LCGF	Library of Congress Genre/Form Linked Data Search
Thesaurus of Graphic Materials	TGM	Thesaurus of Graphic Materials Linked Data Search

2.1.5.2 Subject--Name

Local Element	Usage	Map	Definition
Subject--Name	Optional	dcterms:subject	Names of any people or corporate bodies that are the topic of the intellectual content of the resource

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. Select terms from the existing CONTENTdm controlled vocabulary to describe the resource. If the terms included are not adequate to describe the resource, check for additional terms from the Library of Congress Name Authority File vocabulary and add them to the CONTENTdm controlled vocabulary.
2. Use the same form of the name as you would if the person or organization were a Creator or Contributor. Building names also qualify as corporate names and should be placed here.
3. If you are following a vocabulary scheme that uses subdivisions following names, separate the string if possible so that names appear under Subject--Name, topical terms appear under [Subject--Topic](#), and genre/form terms appear under [Subject--Genre](#).
4. For geographic subjects, use the [Geographic Location](#) element.

Examples:

- Sears Tower (Chicago, Ill.)
- Solomon Cordwell Buenz (Firm)
- Black Panther Party
- Daley, Eleanor, 1907-2003
- Jordan, Vernon E. (Vernon Eulion), 1935-

Schemes:

Scheme Name	Scheme Local Element	Definition
Library of Congress Name Authority File	LCNAF	Library of Congress Name Authority File http://id.loc.gov/authorities/names.html

2.1.5.3 Subject--Topic

Local Element	Usage	Map	Definition
Subject--Topic	Optional	dcterms:subject	Topical terms or phrases that describe the intellectual content of the resource

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. Select terms from the existing CONTENTdm controlled vocabulary to describe the resource. If the terms included are not adequate to describe the resource, check for additional terms from the FAST vocabulary and add them to the CONTENTdm controlled vocabulary.
2. If you are following a vocabulary scheme that uses subdivisions following names, separate the string if possible so that names appear under [Subject--Name](#), topical terms appear under Subject--Topic, and genre/form terms appear under [Subject--Genre](#).
3. For geographic subjects, use the [Geographic Location](#) element.
4. Use the title, description, and the resource itself to determine appropriate Subject--Topic terms. When assigning these terms, keep in mind that they will likely be used to search across collections and narrow down search results. While Subject--Topic terms should be fairly specific, keep in mind that they should reflect common themes throughout the current collection and across collections. Very specific terms that may only be relevant to a single resource can be incorporated into Description or a similar field.

Examples:

- Celebrations

Schemes:

Scheme Name	Scheme Local Element	Definition
FAST	FAST	Faceted Application of Subject Terminology http://fast.oclc.org/

2.1.5.4 Collection Subject

Local Element	Usage	Map	Definition
Collection Subject	Optional	dcterms:subject	A subject term that applies to the whole collection rather than a single item

Searchable	Viewable	Repeatable
Y	N	Y

Input Guidelines:

1. This element should be used when a subject does **not** make sense or would be repetitive to have in a local context but is needed when collections are shared in a non-UIC context (like DPLA or EXPLORE Chicago Collections).
2. The value of this element will likely be general and apply to every single item in the collection.
3. Please use FAST for this element or the same subject vocabulary scheme you used for [Subject--Topic](#) and [Subject--Name](#).

Examples:

- For items in the Bowen Country Club collection:
 - Social settlements
- For items in the Chicago Urban League collection:
 - Chicago (Ill.)

Schemes:

Scheme Name	Scheme Local Element	Definition
FAST	FAST	Faceted Application of Subject Terminology http://fast.oclc.org/

2.1.6 Coverage

2.1.6.1 Geographic Location

Local Element	Usage	Map	Definition
Geographic Location	Optional	dcterms:spatial	A geographic location associated with the intellectual content of the resource.

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. Values for Geographic Location may be cities, neighborhoods, natural geographic features, or other geographic places. Select names from [Library of Congress Name Authority File](#); if a geographic place is not established in the authority file, establish it according to subject cataloging rules. Be as specific as possible when choosing the location.
2. For Chicago neighborhoods in Geographic Location, enter community names according to the current official neighborhood, as designated in the [Official City of Chicago Community areas](#). Enter the colloquial neighborhood name as well if it is more specific or differs from the community area name (click [here](#) for a list of neighborhoods and their corresponding community names). The Wikipedia entries are based on the official information maintained by the [City of Chicago](#), but may be slightly easier to use. Most of these names can be found in [Library of Congress Name Authority File](#).

Schemes:

Scheme Name	Scheme Local Element	Definition
Library of Congress Name Authority File	LCNAF	Library of Congress Name Authority File http://id.loc.gov/authorities/names.html

Examples:

- Chicago (Ill.)
- Uptown (Chicago, Ill.)

2.1.6.2 Address

Local Element	Usage	Map	Definition
Address	Optional	n/a	The street address or intersection of streets shown in a digital object

Searchable	Viewable	Repeatable
N	Y	Y

Input Guidelines:

1. If an address is supplied with the object, we recommend including it in the metadata. You may edit the format of an address as follows:
 - a. Follow the [Postal Service Standard Abbreviations](#).
 - i. See Appendix C1 for Street Abbreviations

- b. Use intersection of street names, fully spelled out.

Examples:

- 801 South Morgan Street, Chicago IL 60607
- Clinton Road & Jackson Street, Clinton, MI 49236

2.1.6.3 Collection Geographic Location

Local Element	Usage	Map	Definition
Collection Geographic Location	Optional	dcterms:spatial	A geographic location associated with the intellectual content of the resource.

Searchable	Viewable	Repeatable
Y	N	N

Input Guidelines:

1. Values for Geographic Location may be cities, neighborhoods, natural geographic features, or other geographic places. Select names from the Library of Congress Name Authority File (LCNAF); if a geographic place is not established in the authority file, establish it according to subject cataloging rules. Be as specific as possible when choosing the location.
2. For Chicago neighborhoods in Geographic Location, enter community names according to the current official neighborhood, as designated in the [Official City of Chicago Community areas](#). Enter the colloquial neighborhood name as well if it is more specific or differs from the community area name (click [here](#) for a list of neighborhoods and their corresponding community names). The Wikipedia entries are based on the official information maintained by the [City of Chicago](#), but may be slightly easier to use. Most of these names can be found in LCNAF.

Schemes:

Scheme Name	Scheme Local Element	Definition
Library of Congress Name Authority File	LCNAF	Library of Congress Name Authority File http://id.loc.gov/authorities/names.html

Examples:

- Chicago (Ill.)
- South Shore (Chicago, Ill.)

2.1.6.4 Collection Date

Local Element	Usage	Map	Definition
Collection Date	Optional	dcterms:temporal	The date span of the collection the object is originally a part of.

Searchable	Viewable	Repeatable
N	Y	N

Input Guidelines:

1. The preferred date fields are [Date of Original](#) and [Date.ISO](#) but this field can be used when it adds significant extra value or when determining the date of the object itself is impossible or impractical.
2. Use date range to express a span of years.

Examples:

- 1891-1970
- c. 1920-1950
- 1854-1871; 1885-1904

2.1.7 Language

2.1.7.1 Language Code

Local Element	Usage	Map	Definition
Language Code	Optional	dcterms:language	The language of the intellectual content of the resource, formatted according to ISO guidelines.

Searchable	Viewable	Repeatable
Y	N	Y

Input Guidelines:

1. If more than one language is used in the resource, enter multiple languages. Use the Notes field to describe any complex relationship between the languages (e.g., In Spanish and English on alternating pages).
2. If the resource is a visual image, use only if there is a caption or language within the image itself. Don't note incidental use of language in an image.
3. For Language Code, use the ISO 639-5 codes in the link below.

Schemes:

Scheme Name	Scheme Local Element	Definition
ISO639-5	ISO 639-5	Codes for the representation of names of languages—Part 5 http://www.loc.gov/standards/iso639-5/

Examples:

- eng
- ger
- spa

2.1.8 Type**2.1.8.1 Type**

Local Element	Usage	Map	Definition
Type	Optional	dcterms:type	A broad term using the DCMI Type Vocabulary that describes the characteristics or the nature of the digital resource.

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. This field describes the digital object not the physical object. For fields that describe the characteristics of the original, physical object see the [Form](#) and [Medium](#) fields.

2. Enter terms using the [DCMI type vocabulary](http://dublincore.org/documents/dcmi-type-vocabulary/). Current terms and definitions are available at the DCMI Type Vocabulary website below. This controlled vocabulary is preloaded into CONTENTdm and can be selected and used that way.

Schemes:

Scheme Name	Scheme Local Element	Definition
DCMIType	DCMI Type Vocabulary	DCMI Type Vocabulary http://dublincore.org/documents/dcmi-type-vocabulary/

Examples:

- Image
- MovingImage
- Sound
- Text

2.1.9 Format

2.1.9.1 Form

Local Element	Usage	Map	Definition
Form	Optional	dcterms:format	The characteristics of the resource being described, which provides more detailed information besides the value of element "Type"

Searchable	Viewable	Repeatable
Y	Y	N

Input Guidelines:

1. Use this element to describe the significant characteristics of the original physical object.
 - a. If the physical item you are describing is a copy, use Form to describe for the original item, not the copy. For example, for a photographed painting, you should use Art for the Form and not Photographs. You can note any information about the item being a copy in the [Notes](#) or [Description](#) field.
 - b. If the original object in a collection is a photograph, eg. a photograph of a map, and we do not own the original paper map, use "Photographs" for Form, rather than "Maps".

Examples:

- Photographs
- Maps

Schemes:

Scheme Name	Scheme Local Element	Definition
FAST	FAST	Faceted Application of Subject Terminology http://fast.oclc.org/

Note: Please see [Appendix C “Forms”](#)

2.1.9.2 Duration

Local Element	Usage	Map	Definition
Duration	Optional	dcterms:extent	Used for audio/video materials for which extent is more appropriately measured in duration rather than physical dimensions/units.

Searchable	Viewable	Repeatable
N	Y	N

Input Guidelines:

1. Duration of a resource in hours, minutes, seconds, etc.

Examples:

- 1 hour, 55 minutes, 30 seconds

2.1.9.3 Extent

Local Element	Usage	Map	Definition
Extent	Optional	dcterms:extent	Extent or dimensions of the source resource

Searchable	Viewable	Repeatable
N	Y	N

Input Guidelines:

1. Extent can be recorded in terms of linear feet and inches, boxes, folders, scale (ratio), number of pages, etc. Express object dimensions in inches, in the order: Height x Width x Depth. If metric measurements are known, they may follow parenthetically.
2. Do not use quotation marks to indicate extent (3' for example). Use abbreviations (3 ft) instead.

Examples:

- 3 x 5 cm
- 35 mm
- 5 in.
- 2 ft

Schemes:

Scheme Name	Scheme Local Element	Definition
RDA	RDA	

2.1.9.4 Medium

Local Element	Usage	Map	Definition
Medium	Optional	dcterms:medium	Specific information about the manifestation of the source version of the resource

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. For Medium, use terms or phrases to describe the physical manifestation of the resource. Select these terms from FAST or Getty AAT (especially for Arts collections).

Schemes:

Scheme Name	Scheme Local Element	Definition
AAT	AAT	Art and Architecture Thesaurus

Examples:

- color film (film)
- gelatin silver prints

2.1.10 Publisher**2.1.10.1 Publisher**

Local Element	Usage	Map	Definition
Publisher	Optional	dcterms:publisher	The entity responsible for publishing the original analog resource.

Searchable	Viewable	Repeatable
Y	Y	N

Input Guidelines:

1. For works in print, transcribe Publisher as written on the resource according to [RDA](#).
2. If Publisher is used as an access point, consider using a controlled vocabulary and the authoritative (FAST) form of the name.

Schemes:

Scheme Name	Scheme Local Element	Definition
FAST	FAST	Faceted Application of Subject Terminology http://fast.oclc.org/
local scheme		A local scheme administered in CONTENTdm may be useful for consistent expression of university departments or publishers not in FAST

Examples:

- Cornell University Press
- Chicago Tribune (Firm)

2.1.11 Source

2.1.11.1 Source

Local Element	Usage	Map	Definition
Source	Optional	dcterms:source	The collection name of which the original resource is a part (generally a Library collection).

Searchable	Viewable	Repeatable
N	Y	N

Input Guidelines:

1. Use the formal library collection name for the original resource (not the digitized version or CONTENTdm collection name), and include a URL to a description or finding aid as appropriate and available.
2. Use a locally-administered controlled vocabulary to allow the collection name to be selected at once.
3. Add the URL to link to finding aids page if available.
4. If a collection includes series or subseries that you want to link to, include first the finding aid for the whole collection, then the link to the specific series or subseries if available. Separate the two links using a semicolon.

Scheme

Scheme Name	Scheme Local Element	Definition
local scheme		A local scheme administered in CONTENTdm

Examples:

- Chicago Annenberg Challenge records. Finding aid: [persistent link for finding aid]
- Bethlehem Howell Neighborhood Center. Finding aid: [persistent link for finding aid]
- James Parker Collection. Finding aid: [persistent link for finding aid]; Series XVII: [anchor tag to specific series in finding aid]
- Richard J. Daley Collection. Finding aid: [persistent link for finding aid]; Series IV, subseries 2: [persistent link for Series IV, subseries 2]

2.1.11.2 Attribution

Local Element	Usage	Map	Definition
Attribution	Optional	dcterms:source	Information to include in a credit line or attribution to a digital source

Searchable	Viewable	Repeatable
N	Y	Y

Input Guidelines:

1. Consider what the minimum amount of information an end user would need to include to create a pathway back to the the original digital object.

Examples:

- When using this image for a publication or display please follow appropriate citation style guidelines, and include at a minimum the Identifier, Source, and Repository. Contact lib-permissions@uic.edu for more information.

2.1.12 Relation

2.1.12.1 Collection

Local Element	Usage	Map	Definition
Collection	Optional	dcterms:isPartOf	Name of the digital collection to which the resource is a part.

Searchable	Viewable	Repeatable
Y	Y	N

Input Guidelines:

1. Enter Collection according to CARLI guidelines of: Collection Name (University). There is a shared controlled vocabulary list available in CONTENTdm called UIC Collection Names. Use of this shared controlled vocabulary will allow users to easily select the collection and find other images or objects in the collection. With each new collection, add the new collection name to the shared controlled vocabulary.

Schemes:

Scheme Name	Scheme Local Element	Definition
UIC Collection Names	UIC Collection Names	Shared controlled vocabulary list for Collection, available in CONTENTdm
local scheme		A local scheme administered in CONTENTdm may be useful for consistent expression of related resources

Examples:

- Chicago Urban League Photos (University of Illinois at Chicago)

2.1.12.2 Has Part

Local Element	Usage	Map	Definition
Has Part (used for compound objects)	Optional	dcterms:hasPart	A reference to a related resource in a child relationship with the resource being described.

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

- Used to identify the child object(s) that relate(s) to this particular parent object.
- Used for identifiers only, no narrative text needed.
- Guidelines can be found in Appendix A.

Schemes:

Scheme Name	Scheme Local Element	Definition
local scheme		A local scheme administered in CONTENTdm may be useful for consistent expression of related resources

Examples:

- SMC_0008_0018_001 (referring to a child object of a compound object)

2.1.12.3 Is Part Of

Local Element	Usage	Map	Definition
Is Part of	Optional	dcterms:isPartOf	A reference to a related resource for which the resource being described forms a physical or logical part. (e.g. compound objects)

Searchable	Viewable	Repeatable
Y	N	N

Input Guidelines:

1. Used to identify the parent object of a compound object this particular child object relates to.
2. Used for identifier only, no narrative text needed.
3. Guidelines can be found in Appendix A.

Schemes:

Scheme Name	Scheme Local Element	Definition
UIC Collection Names	UIC Collection Names	Shared controlled vocabulary list for Collection, available in CONTENTdm
local scheme		A local scheme administered in CONTENTdm may be useful for consistent expression of related resources

Examples:

- SMC_0008_0018 (Parent object Identifier of a compound object)

2.1.13 Identifier

2.1.13.1 Identifier

Local Element	Usage	Map	Definition
Identifier	Required	dcterms:identifier	A unique number that identifies the resource and its original location.

Searchable	Viewable	Repeatable
Y	N	N

Input Guidelines:

1. Construct an Identifier so that it provides information about the location of the image, book, or object. There is a 26 character limit in CONTENTdm. See the [Collection Acronyms and Collections-Specific Numbering](#) and [Digital Image Numbering System](#) wiki pages for more information. The value in Identifier will be used in citing the resource.
 - a. For child objects that are part of a compound object in CONTENTdm, Identifiers should reflect this parent-child relationship and the order of child objects.

Examples:

- RG011_21_01_f0001_007
- SMC_0008_0018 (for a compound object)
- SMC_0008_0018_001 (for page 1 of the compound object)
- SMC_0008_0018_002 (for page 2 of the compound object) etc.

2.1.14 Rights

2.1.14.1 Rights

Local Element	Usage	Map	Definition
Rights	Optional	dcterms:rights	Information about rights held in and over the resource.

Searchable	Viewable	Repeatable
N	Y	N

Input Guidelines:

Enter information about rights management and/or usage, which may relate to accessibility, reproduction, permissions, fees, copyright, etc. If the rights information is complicated, a URL may be used in this field to link to the rights information. Unless the project has a special rights statement, see the following guidelines depending on the rights of the resource. This field should be used in conjunction with the [Attribution](#) field.

1. For sources in the public domain where use is unrestricted in any way, use:
 - a. No copyright - United States. This Rights Statement should be used for Items for which the provider has determined are free of copyright under the laws of the United States. This Rights Statement should not be used for Orphan Works (which are assumed to be in-copyright) or for Works where the data provider has not undertaken an effort to ascertain the copyright status of the Work. <http://rightsstatements.org/vocab/NoC-US/1.0/>

2. For sources with undetermined or un-researched copyright status, use:
 - a. Copyright not evaluated. This Rights Statement should be used for Items for which the copyright status is unknown and for which the data provider has not undertaken an effort to determine the copyright status of the work. <http://rightsstatements.org/vocab/CNE/1.0/>
3. For sources known to be in copyright by an entity other than UIC, use:
 - a. In copyright. This Rights Statement can be used for an Item that is in copyright. Using this statement implies that the organization making this Item available has determined that the Item is in copyright and either is the rights-holder, has obtained permission from the rights-holder(s) to make the Work available, or makes the Work available under an exception or limitation to copyright (including Fair Use) that entitles it to make the Work available. <http://rightsstatements.org/vocab/InC/1.0/>
4. For sources in copyright, but copyright held by or administered by the UIC Library and for which use does not require special permissions, use:
 - a. In copyright - non-commercial use permitted. This Rights Statement can be used only for copyrighted Items for which the organization making the Item available is the rights-holder or has been explicitly authorized by the rights-holder(s) to allow third parties to use the Work for educational purposes without first obtaining permission. <http://rightsstatements.org/vocab/InC-EDU/1.0/>
 - i. Example: C. William Brubaker collection

2.1.15 Unmapped

2.1.15.1 Access

Local Element	Usage	Map	Definition
Access	Optional	N/a	Information about any restrictions on accessing this material

Searchable	Viewable	Repeatable
N	Y	N

Input Guideline:

1. Use this field to indicate any access restrictions for the items.

Examples:

- Public access
- Staff access only
- Onsite access only

Note: System required (LibSafe)

2.1.15.2 Acknowledgements

Local Element	Usage	Map	Definition
Acknowledgements	Optional	N/a	Information about any sponsors of the collection

Searchable	Viewable	Repeatable
N	Y	Y

Input Guidelines:

1. Use this field to thank any collaborators who helped sponsor this collection, such as the foundation who awarded a grant to digitize and describe the collection.

Examples:

- This project was funded through a generous grant from the National Endowment for the Humanities.

2.1.15.3 Color

Local Element	Usage	Map	Definition
Color	Optional	N/a	Describe whether the item is in color or black and white

Searchable	Viewable	Repeatable
Y	Y	N

Input Guideline:

1. This information is to help users narrow down search results of images.
2. Choose between “Color” and “Black and white” ONLY. Please don’t use abbreviations such as b&w.

Examples:

- Color
- Black and white

2.1.15.4 Comments

Local Element	Usage	Map	Definition
Comments	Optional	n/a	Administrative metadata we want to keep with the metadata

Searchable	Viewable	Repeatable
N	N	Y

Input Guidelines:

1. Input here information that is important only to the internal staff and is needed for the administration of the item.
2. The information in this field will not be publicly visible.

Examples:

- C.f. accession 76-46

2.1.15.5 Contact Information

Local Element	Usage	Map	Definition
Contact Information	Optional	N/a	Required by CARLI Digital collections

Searchable	Viewable	Repeatable
N	Y	N

Input Guideline

1. Input the statement exactly as given in the example below.

Examples:

- For more information, please email the UIC library at lib-permissions@uic.edu

Note: System required (CARLI/CONTENTdm)

2.1.15.6 Creator Alternative Name

Local Element	Usage	Map	Definition
Creator Alternative Name	Optional	N/a	An exact transcription of creator name as it appears on the resource. This is the equivalent of the statement of responsibility in a bibliographic resource.

Searchable	Viewable	Repeatable
Y	Y	N

Input Guidelines:

1. Include a Creator Alternative Name field if you need to have the name appear exactly as it does on the resource, as opposed to the authoritative form, or if the creator has another well known name.

Examples:

- James Tiptree, Jr.
 - Sheldon, Alice Bradley, 1915-1987 is the authoritative name but the resource uses her pseudonym James Tiptree, Jr.
- Cassius Clay/Muhammad Ali
 - Ali, Muhammad, 1942-2016 is the authoritative name but the resource uses his name at the time, Cassius Clay

2.1.15.7 Embargo Date

Local Element	Usage	Map	Definition
Embargo Date	Optional	n/a	The end date of the period for which full public access to the material is not allowed

Searchable	Viewable	Repeatable
N	Y	N

Input Guideline:

1. Input the end date of the embargo ONLY.

2. Input other information such as restrictions on access, multiple embargo dates in the [Notes](#) field.
3. If multiple embargo dates exist, choose the latest date.

Examples:

- 2018-07-01

Schemes:

Scheme Name	Scheme Local Element	Definition
W3CDTF	W3C-DTF	World Wide Web Consortium encoding rules for dates and times http://www.w3.org/TR/NOTE-datetime.html

2.1.15.8 Location in Collection

Local Element	Usage	Map	Definition
Location in Collection	Optional	N/a	Describe the physical location of the original tangible materials in this collection. This is particularly useful for unprocessed collections and items where the identifier gives no information as to the location of item.

Searchable	Viewable	Repeatable
Y	Y	N

Input Guidelines

1. Include the information about the physical location of the particular item using concise natural language.
2. Include information about the folder number and box number.

Examples:

- Documents from Folder 910, Box 94; Subseries 9: UIC Campus Controversy records; Series I: Administration records; Forest Preserve District of Cook County Records

2.1.15.9 Host

Local Element	Usage	Map	Definition
Host	Optional	n/a	Constant data to ensure that the library's name will appear on every record = "University of Illinois at Chicago. Library"

Searchable	Viewable	Repeatable
N	Y	N

Schemes:

Scheme Name	Scheme Local Element	Definition
FAST	FAST	Faceted Application of Subject Terminology http://fast.oclc.org/
local scheme		A local scheme administered in CONTENTdm may be useful for consistent expression of university departments or publishers not in FAST

Examples:

- University of Illinois at Chicago. Library

2.1.15.10 Language

Local Element	Usage	Map	Definition
Language	Optional	Unmapped	The language of the intellectual content of the resource in human readable form.

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. If more than one language is used in the resource, enter multiple languages. Use the [Notes](#) field to describe any complex relationship between the languages (e.g., In Spanish and English on alternating pages).
2. This field is not needed for image collections where there is only incidental appearance of language (text) within an image.

Examples:

- English
- German
- Spanish

2.1.15.11 Object File Name

Local Element	Usage	Map	Definition
Object File Name	Optional	N/a	Internal use only. For CONTENTdm upload purposes. The information in this field will disappear after the loading.

Searchable	Viewable	Repeatable
N	N	N

Input Guideline

1. This field should duplicate the Identifier field.

Note: System required (CONTENTdm)

2.1.15.12 Other Identifier

Local Element	Usage	Map	Definition
Other Identifier	Optional	n/a	Another identifier that may be useful for discovery or inventory.

Searchable	Viewable	Repeatable
Y	Y	Y

Input Guidelines:

1. If the resource you are describing has more than one identifier, use the [Identifier](#) element for the primary identifier and Other Identifier element for any additional identifiers.
2. Other labels could be used for this field if multiple, distinctive “other identifier” fields exist.

Examples:

- A collection has received new permanent ark identifiers. j961f4p as the new ark would use the Identifier element but the old identifier, RJD_04_01_0024_0002_002, would use the Other Identifier element.

2.1.15.13 Repository

Local Element	Usage	Map	Definition
Repository	Optional	N/A	The entity responsible for making the resource available on the web, typically the department within the Library.

Searchable	Viewable	Repeatable
N	Y	N

Input Guidelines:

1. The Library department responsible for digitizing the resource/developing the collection should be placed in Repository. If the Library department name does not have a record, consider setting one up.
2. If the library is hosting a collection from another department within the university or from an outside organization, place that department/organization's name in Repository.
3. If no specific department is responsible for the collection, Repository will be a duplicate of the Host field (University of Illinois at Chicago. Library).

Schemes:

Scheme Name	Scheme Local Element	Definition
local scheme		A local scheme administered in CONTENTdm may be useful for consistent expression of university departments or publishers not in FAST

Examples:

- University of Illinois at Chicago. Library. Special Collections and University Archives Department (Richard J. Daley Library)
- University of Illinois at Chicago. Library. Special Collections and University Archives Department (Library of the Health Sciences)

2.1.15.13 Transcription

Local Element	Usage	Map	Definition
Transcription	Optional	N/A	The exact text on a digital object.

Searchable	Viewable	Repeatable
N	Y	N

Input Guidelines:

1. This field is used in place of the [Caption](#) field when the text comprises the majority of the digital object and goes beyond a sentence or two.
 - a. For example, you would use the [Caption](#) field for text written on a photograph but the Transcription field for a letter.
2. This should follow the conventions laid out in [1.2.7 Transcribed Content](#) and include any misspellings and incorrect punctuation.

Examples:

- My dear Sir, Will you and your son eat Mutton with me on Friday next at the Gothic hour of 4 o'clock tho' I think you will not dislike an early hour as allows an evening walk. Mrs. M has been meaning to pay her respects to Mrs. Burney (be so obliging as to tell Mrs B. so), but sometimes her being poorly...

The first version of this profile was completed in December 2018 by the members of the Metadata Working Group:

- Mingyan Li, Metadata Librarian, chair
- Jane Darcovich, Digital Services Librarian
- Valerie Harris, Special Collections Librarian (former member)
- Kate Flynn, Digital Programs & Metadata Projects Librarian
- Megan Keller-Young, Special Collections Librarian

Appendix A: Metadata for Compound Objects

Appendix A.1: Image Sets and Multi-page print items

The metadata described in this appendix is designed to show the relationship between related sets of images and/or print documents and to aid discovery while balancing the time to create and input the metadata. The relationships between these images may be a parent/child relationship, where there is one digital object that the other digital objects were derived from or are a part of. The parent object may be an actual object itself (a contact sheet of negatives) or conceptual (as with a book). An example of a parent/child relationship could be a contact sheet (parent) that has been scanned along with individual scans of each negative (children) or a disk image of a CD (parent) along with the files that were extracted from it (children).

A sibling relationship is one where the items relate to each other through the content or subject matter but there is no one object that they all derive from. An example of a sibling relationship might be a set of prints that show a series of shots of the same person from the same photo shoot. With sibling relationships, their identifiers may or may not show that there is a relationship between these objects.

When creating a compound object, the metadata you create will depend on the relationship between the items you are describing. You first need to ask how the set of items you are describing relate to each other.

Some general guidelines for creating compound objects include:

1. Each record should have required elements (Title, Identifier)
2. If the relationship is a parent/child one:
 - a. Each record should have either HasPart (for parent records) or IsPartOf (for child records) to indicate their relationship to other items in the set.
3. If the relationship is a sibling one:
 - a. Each record should have a new pseudo parent record created.
 - b. The new pseudo parent record will have an identifier that indicates the range of the set of objects. It may have minimal metadata or a more fleshed out record.
 - c. Each record should have either HasPart (for pseudo parent records) or IsPartOf (for child records) to indicate their relationship to other items in the set.
4. Only the child or sibling records should have a Type element.
5. The metadata for the parent record should describe the compound object as a whole. Any details on an individual item should go in the metadata for that item.

There are three main scenarios you might encounter when creating compound objects:

Scenario One

If the set of items you are describing have related content/subject matter and the relationship is a parent/child one, you will create a fully fleshed out stand alone metadata record as a parent and then individual metadata records for each item that are bare bones. This set of items may or may not be related structurally as well.

Example 1 (Scenario One):

The collection consists of photographs of houses taken from different angles. The contact sheet was scanned along with individual scans of all negatives.

Title: 1234 Sesame Street

Identifier: SS_001_003_0004

Date of Original: 11-10-1969

Subject--Topic: Building

Form: Photographs

Description: This set of images shows a home under construction, seen from various directions.

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Has Part: SS_001_003_0004_0001 - SS_001_003_0004_0010

Title: 1234 Sesame Street. Looking northwest

Identifier: SS_001_003_0004_0007

Is Part Of: SS_001_003_0004

Type: Image

Example 2 (Scenario One):

The collection consists of postcards, whose front and backs have been scanned.

Title: Maxwell Street

Identifier: LWSP_0003_004_0009

Date of Original: 1947

Subject--Topic: Commerce; Markets

Form: Postcards

Description: This postcard shows the Maxwell Street market.

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Has Part: LWSP_0003_004_0009_0001 - LWSP_0003_004_0009_0002

Title: Maxwell Street. Front.
Identifier: LWSP_0003_004_0009_0001
Is Part Of: LWSP_0003_004_0009
Type: Image

Example 3 (Scenario One):

The collection is made up of a series of meeting minutes and are grouped by year.

Title: Meeting minutes, 1993
Identifier: SAI_0005_004_007
Date of Original: 1993
Subject--Topic: Motivation in education
Form: Records (Documents)
Description: The meeting minutes for the Society for Academic Improvement in 1993. Topics discussed include ...
Rights: In copyright - non-commercial use permitted. This Rights Statement can be used only for copyrighted Items for which the organization making the Item available is the rights-holder or has been explicitly authorized by the rights-holder(s) to allow third parties to use the Work for educational purposes without first obtaining permission. <http://rightsstatements.org/vocab/InC-EDU/1.0/>
HasPart: SAI_0005_004_007_0001 - SAI_0005_004_007_0101

Title: Meetings Minutes. September 3, 1993. Page 77.
Identifier: SAI_0005_004_007_0077
Is Part Of: SAI_0005_004_007
Type: Text

Example 4 (Scenario One):

This is a collection of school yearbooks.

Title: 1916 Yearbook
Identifier: HHYB_1916
Date of Original: 1916
Subject--Topic: Social settlements
Form: School yearbooks
Description: The 1916 yearbook for Hull-House.
Rights: In copyright - non-commercial use permitted. This Rights Statement can be used only for copyrighted Items for which the organization making the Item available is the rights-holder or has been explicitly authorized by the rights-holder(s) to allow third parties to use the Work for educational purposes without first obtaining permission. <http://rightsstatements.org/vocab/InC-EDU/1.0/>
Has Part: HHYB_1916_0001 - HHYB_1916_0158

Title: 1916 Yearbook, Page 27
Identifier: HHYB_1916_0027
Is Part Of: HHYB_1916
Type: Text

Scenario Two

If the set of items you are describing have a parent/child relationship, but their content/subject matter varies, you will create a skeleton parent metadata record and each individual record will be more fleshed out.

Example 1 (Scenario Two):

The collection consists of scans from sheets of negatives. These images may contain related content but are primarily related to other by the fact that they appear on the same contact sheet.

Title: Contact Sheet.
Identifier: BFR_0006_005_0004
Has Part: BFR_0006_005_0004_0001 - BFR_0006_005_0004_0036

Title: South Side Irish Parade
Identifier: BFR_0006_005_0004_0007
Date of Original: 1981-03-15
Subject--Topic: Parades
Geographic Location: Beverly (Chicago, Ill.)
Type: Image

Description: View along Western Avenue during the South Side Irish Parade in Beverly. This parade takes place every year around St. Patrick's Day.

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Is Part Of: BFR_0006_005_0004

Title: St. Patrick's Day Parade
Identifier: BFR_0006_005_0004_0025
Date of Original: 1981-03-15
Subject--Topic: Parades
Geographic Location: Loop (Chicago, Ill.)
Type: Image

Description: View of the annual St. Patrick's Day Parade that takes place in the Loop. This image shows the intersection of Columbus and Jackson.

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Is Part Of: BFR_0006_005_0004

Scenario Three

If the set of items you are describing relate to each other through content/subject matter and the relationship is a sibling one, the objects will be linked through a pseudo parent record. You will need to construct an identifier for the pseudo parent record. It should show the range of identifiers for the child records, even if the identifiers are non-consecutive. See examples below.

Example 1 (Scenario Three):

The collection consists of photographs from a press conference. There are very many photos that are quite similar to one another.

Title: Press Conference Photographs

Identifier (pseudo parent): MWJ_01_001_001_0001-0025

Date of Original: 02-09-1951

Subject--Topic: Politics

Form: Photographs

Description: At a press conference, Mayor Jones and members of the city council discuss the vote on the proposed budget.

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Has Part: MWJ_01_001_001_0001 - 0025

Title: Mayor Jones

Identifier: MWJ_01_001_001_0021

Type: Image

Is Part Of: MWJ_01_001_001_0001-0025

Title: Alderman Smith with Mayor Jones

Identifier: MWJ_01_001_001_0007

Type: Image

Is Part Of: MWJ_01_001_001_0001-0025

Example 2 (Scenario 3)

This collection consists of covers from a series of comic books. It is not a complete collection as the library is missing several issues.

Title: The Amazing Battle Castle

Identifier (pseudo parent): ABC_01_005_0001 - 0006; ABC_01_005_008; ABC_01_005_0010 - 0012

Date of Original: 1967

Subject--Topic:

Creator: Rodriguez, Violet

Form: Comic books, strips, etc.

Description: These covers are from the 1967 run of “The Amazing Battle Castle” and were drawn by Violet Rodriguez. Issues 7 and 9 are missing.

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Has Part: ABC_01_005_0001 - 0006; ABC_01_005_008; ABC_01_005_0010 - 0012

Title: The Amazing Battle Castle, Issue 5. Front Cover.

Identifier: ABC_01_005_0005

Type: Image

Is Part of: ABC_01_005_0001 - 0006; ABC_01_005_008; ABC_01_005_0010 - 0012

Title: The Amazing Battle Castle, Issue 12. Front Cover.

Identifier: ABC_01_005_0012

Type: Image

Is Part of: ABC_01_005_0001 - 0006; ABC_01_005_008; ABC_01_005_0010 - 0012

Note: If none of the scenarios above applies, please contact the metadata working group for consultation.

Appendix A.2: Oral Histories

Since oral histories have multiple parts, such as videos, clips and transcriptions, they require metadata that is structured in a way to show that these parts are related. When creating metadata for oral histories, you'll want to follow these guidelines:

1. Each oral history should have a single metadata record that describes the object as a whole.
 - a. This metadata record should contain all of the descriptive metadata about the oral history including description, subjects and dates.
 - b. The title for this record should be structured in the following way: (Interviewee). Interview. (Interview Date).
 - c. There should be a HasPart field. This field should contain the identifiers or identifier range (see example below) for any individual parts of the oral history (such as an associated video or transcript).
 - d. There should be a Form field with the value "Oral histories".
 - e. There should be no value for the Type field.

Parent Record Example:

Title: Smith, Gertie. Interview. December 12, 2017.

Identifier: JTS_01_03_0004

Date of Original: December 12, 2017

Interviewee: Smith, Gertrude

Interviewer: Kendall, John

Subject--Topic: Environmental policy

Form: Oral histories.

Description: The first paragraph should provide information on when and where the interview took place.

The second paragraph should talk about the major topics covered over the course of the interview.

The third paragraph is optional and should be a short biography of the interviewee.

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HasPart: JTS_01_03_0004_001 - JTS_01_03_0004_003

Publisher: University of Illinois at Chicago

2. Each oral history should have metadata records for each file associated with the oral history including video, audio files, transcripts and associated clips.
 - a. These records should have no descriptive metadata
 - b. The title for this record should be structured in the following way: (Interviewee). Interview. (Interview Date). (Description of file - Video, Audio, Transcript, etc.)
 - c. There should be a Type field with information on the specific file being described.

- d. There should be an Is Part Of field. This field should contain the identifier of the parent metadata record.
- e. If you are differentiating between master and derivative files, include the file extension in the identifier.

Child Record Examples:

Title: Smith, Gertie. Interview. December 12, 2017. Video.

Identifier: JTS_01_03_0004_001.mp4

Type: MovingImage

IsPartOf: JTS_01_03_0004

Title: Smith, Gertie. Interview. December 12, 2017. Video. Master

Identifier: JTS_01_03_0004_001.mov

Type: MovingImage

IsPartOf: JTS_01_03_0004

Title: Smith, Gertie. Interview. December 12, 2017. Transcript.

Identifier: JTS_01_03_0004_002

Type: Text

IsPartOf: JTS_01_03_0004

Appendix B. Born digital content

In general, born digital metadata should follow the metadata guidelines outlined in this document. However, due to the fact that born digital content may come from unprocessed collections, required and recommended fields differ slightly.

In most cases, the born digital content will come from a specific piece of media, such as a CD, floppy disk or hard drive. In this case, you should treat the born digital content as a compound object with the following structure:

- The parent object will be a disk image of the media. This metadata file will be required to have the HasPart field and Type fields. The Type field should have a value of Collection. Metadata for this object can be minimal or more fleshed out.
- Any files extracted from the disk image should have an IsPartOf field referring to the parent disk image.

Other required fields for the parent record are:

- Identifier
- Repository
- Source

Other recommended fields for the parent record are:

- Title
- Notes
- Medium

If the born digital content comes from an already processed collection, the identifier should follow the same conventions as any other digitized content from that collection. If the born digital content comes from an unprocessed collection, please consult with the Metadata Working Group about the creation of identifiers.

Rarely, you may also be working with a born digital file that is a lone file (or set of files). In this case, the metadata for the object should be the same as if it were a digitized object.

Example I (Born digital from a specific piece of media):

Title: Natalie Smith Project Proposal

Identifier: NSS_001_0004_004

Collection: Natalie Smith Collection

Repository: University of Illinois at Chicago. Library. Special Collections and University Archives Department (Library of the Health Sciences)

Type: Collection

Form: ISO

Medium: Zip disk

Notes: Written on the disk is “Exhibit proposal materials” in red pen.

HasPart: NSS_001_0004_004_001 - NSS_001_0004_004_003

Title: Exhibit Proposal Design

Identifier: NSS_001_0004_004_001

Other Identifier: projectproposal.pst

Form: .pst (Photoshop file)

Description: This is a photoshop file that show Natalie Smith’s project proposal for an exhibit at the University Art Museum.

IsPartOf: NSS_001_0004_004

Example II (Single Born digital file):

Title: 2018 Gala

Identifier: UA

Collection: University Archives Photographs

Repository: University of Illinois at Chicago. Library. Special Collections and University Archives Department (Library of the Health Sciences)

Type: Image

Description: A group picture at the 2018 Annual University Gala.

Appendix C. Forms

The forms in this list were all taken from FAST. If you are unsure of which term to use or feel that the item you are describing is not covered by this list, please contact the metadata group for consultation.

New "Form" term	Use instead of	Notes
Advertising fliers	Fliers (Printed matter); Flyer	
Aerial photographs	Aerial Photograph	
Albums (Books)	Scrapbooks	FAST Form Term
Architectural drawing	Blueprint	new term is a FAST Topical term, not a Form term
Art		
Business correspondence	Letter; Letters	
Catalogs	catalogs	
Clippings (Books, newspapers, etc.)	clippings	new term is a Topical term, not a Form term in FAST
Conference papers and proceedings	Conference proceedings	
Drawings	Drawing	
Exhibition catalogs		
Greeting cards	Birthday cards; Christmas cards	FAST Form Term
Illustrated works	illustration; Illustrations	
Invitation cards	Invitations	new term is a Topical term, not a Form term in FAST
Legislative materials		
Literature	Fiction; Texts	
Maps		

Music--Texts	Sheet music	
Newsletters	Newsletter	
Newspapers	Newspaper	
Pamphlets	Pamphlet; Leaflet; Leaflets	
Personal correspondence	Letter; Letters	
Photographs	Black and white print; Color print; Negatives; Photograph; Photograph. Horizontal; Photograph. Vertical; Photographic prints; photographs; 35 mm. slide; Black and white Slide; Color Slide; Lantern Slides; Lantern slides	Use Medium to provide information about the specific type of photograph
Postcards	Black and white postcard; Postcard	
Posters	Poster	
Programs (Publications)	Event calendars;	This is a FAST Form term
Records (Documents)	Documents	Records (Documents) is a FAST Form term
Registers (Lists)	Registers	
School yearbooks	Student yearbook; school yearbooks	
Video recordings		Video recordings is a FAST Form term