

# CONTENTdm Core Metadata Application Profile

v2.1

2017-12-15

Forsyth Digital Collections

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## Table of Contents

Title .....	2
Identifier.....	2
Creator .....	3
Contributor .....	4
Date.....	5
Description .....	6
Subject (LCSH) .....	6
Subject (LCTGM) .....	7
Subject (Local).....	7
Related Material .....	8
Geographic Location .....	9
Language .....	10
Medium .....	11
Physical Description .....	12
Source .....	13
Type.....	14
Format.....	15
Collection .....	15
Repository .....	16
Steward .....	17
Publisher .....	18
Rights.....	19
Transcription .....	20
Digitization Specifications .....	21
Date Digital.....	22

## Element Tables – In order of appearance

Field Name	Title
<b>Previous Label</b>	<i>Title; Title-Alternate; Title Descriptive</i>
<b>Definition</b>	The name given to the resource
<b>How to Use</b>	Take title from digitized item when possible. If no title exists enter a short, succinct title for the resource
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	Field Name: Title DC map: Title Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: No

Field Name	Identifier
<b>Previous Label</b>	<i>Identifier; Resource Identifier; Image number;</i>
<b>Definition</b>	An unambiguous reference to the resource within a given context.
<b>How to Use</b>	Enter the file name of the preservation quality digital surrogate stored on library servers here.
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	Field Name: Identifier DC map: Identifier Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: No

Field Name	Creator
Previous Label	<i>Creator; Artist; Creator - *</i>
Definition	An entity primarily responsible for making the resource.
How to Use	<p>Person or entity responsible for creating intellectual content of resource such as a person, organization or service.</p> <p>Prefer form of name as verified in the Library of Congress Authorized Headings. If name is not listed there, give name in the following format:</p> <p>Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen.</p>
Controlled Vocabulary	<i>creator</i>
CONTENTdm Properties	<p>Field Name: Creator</p> <p>DC map: Creator</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: Yes</p> <p>Hide: No</p> <p>Required: No</p> <p>Vocab: Yes-shared</p>

Field Name	Contributor
Previous Label	<i>Contributor</i>
Definition	An entity responsible for making contributions to the resource.
How to Use	<p>Use for other people or entities who contributed to making the intellectual content of the resource, but who are not covered in the creator field. Examples include illustrators, editors, translators, etc.</p> <p>When possible, refine the contributor name by including the role the person or entity played in contributing to the resource. Prefer name as verified by the Library of Congress Authorized Headings. If name is not listed there give name in the following format:</p> <p>Last name, First name, Middle initial with period, year of birth and/or death if known, separated by a hyphen. Add a comma and space, then the role of the person or entity in this work. Separate additional entries by a semicolon and a space.</p> <p>Some examples:          Jones, Bill, 1900-1981, illustrator;          Smith Printing Company, printer;          Doe, Jane, 1800-1845, donor;          Pain, Ima, 1877-1935, editor</p>
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Contributor DC map: Contributors Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: No

Field Name	Date
<b>Previous Label</b>	<i>Date Created; Date - *</i>
<b>Definition</b>	A point or period of time associated with the creation of the resource.
<b>How to Use</b>	<p>The date covered by this table refers to the creation of the original resource, that is, when the resource was first created, before undergoing any digital conversion.</p> <p>For resources created in non-digital format and converted to digital format, use the date the non-digital resource was first created. -- e.g., for print books, use the publication date of the book.</p> <p>Acceptable formats include:</p> <p>YYYY-MM-DD;          YYYY-MM;          YYYY;          YYYY-YYYY;</p>
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	Field Name: Date DC map: Date-Created Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: No

Field Name	Description
Previous Label	<i>Description; Content Description; Description - *</i>
Definition	An account of the resource.
How to Use	Use standard punctuation and grammar to describe the item's history, physical appearance, contents, etc. Follow local style requirements for place names and individuals.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Description DC map: Description Data type: Full Text Search Large: Yes Search: Yes Hide: No Required: Yes Vocab: No

Field Name	Subject (LCSH)
Previous Label	<i>Subject; Keywords; Subject - *</i>
Definition	The topic of the resource.
How to Use	Describe what the content is <i>about</i> expressed in Library of Congress Authorized Subject Headings. Separate additional entries by a semicolon and a space.
Controlled Vocabulary	<i>LCSH</i>
CONTENTdm Properties	Field Name: Subject (LCSH) DC map: Subject Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes-shared

Field Name	Subject (LCTGM)
Previous Label	<i>None</i>
Definition	The topic of the resource.
How to Use	Describe what the content is <i>about</i> expressed using Library of Congress Thesaurus of Graphic Materials terms. Use only for images. Follow TGM application guidelines and choose the most specific term applicable for the item. Separate additional entries by a semicolon and a space.
Controlled Vocabulary	<i>LCTGM</i>
CONTENTdm Properties	Field Name: Subject (LCTGM) DC map: Subject Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: Yes-shared

Field Name	Subject (Local)
Previous Label	<i>Subject</i>
Definition	The topic of the resource.
How to Use	Describe what the content is <i>about</i> expressed using local subject headings. Local headings are used mainly for names of persons or entities not included in the Library of Congress Subject Headings. Use the following format: Last name, First name, Middle initial with period, year of birth and/or death if known, separated by a hyphen. Separate additional entries by a semicolon and a space.
Controlled Vocabulary	<i>Local_Subjects</i>
CONTENTdm Properties	Field Name: Subject (Local) DC map: Subject Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: Yes-shared



Field Name	Related Material
Previous Label	<i>None</i>
Definition	Additional material related to the resource
How to Use	<p>Enter links or citations to other material related to the resource. Examples include other items within the collection, links to external informational sources, or citations of related publications.</p> <p>Some examples:</p> <p>FHSU Buildings and Facilities - Forsyth Library:  <a href="https://www.fhsu.edu/facilities-planning/campusbuildings/Forsyth-Library/">https://www.fhsu.edu/facilities-planning/campusbuildings/Forsyth-Library/</a></p> <p>See Angelo, R.T., M.S. Cringan, E. Hays, C.A. Goodrich, E.J. Miller, M.A. VanScoyoc, and B.R. Simmons. 2009. Historical changes in the occurrence and distribution of freshwater mussels in Kansas. Great Plains Research 19:89-126 for more information.</p>
Controlled Vocabulary	None
CONTENTdm Properties	<p>Field Name: Related Material</p> <p>DC map: None</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: No</p> <p>Vocab: No</p>

Field Name	Geographic Location
Previous Label	<i>Coverage; Location; Place; Geographic Location</i>
Definition	The spatial topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
How to Use	<p>Use to state the place or area that is described or represented by the resource, not the place where the resource was published. Prefer place names from <a href="http://www.geonames.org">www.geonames.org</a>. Format entries as “Place Name, City, County, State, Country, permanent URL.”</p> <p>Some examples:</p> <p>Fort Hays State University, Hays, Ellis County, Kansas, United States, <a href="http://www.geonames.org/4271684/fort-haysstate-university.html">http://www.geonames.org/4271684/fort-haysstate-university.html</a></p> <p>Mount Rushmore, Pennington County, South Dakota, United States, <a href="http://www.geonames.org/5768645/mountrushmore.html">http://www.geonames.org/5768645/mountrushmore.html</a></p> <p>England, United Kingdom, <a href="http://www.geonames.org/6269131/england.html">http://www.geonames.org/6269131/england.html</a></p>
Controlled Vocabulary	<i>geographic_locations</i>
CONTENTdm Properties	<p>Field Name: Geographic Location</p> <p>DC map: Coverage-Spatial</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: Yes</p> <p>Hide: No</p> <p>Required: No</p> <p>Vocab: Yes-shared</p>

Field Name	Language
Previous Label	<i>Language</i>
Definition	A language of the resource
How to Use	<p>Use ISO 639 three letter codes. For multiple languages separating each additional language with a semicolon and a space.</p> <p>See <a href="http://id.loc.gov/vocabulary/iso639-1.html">http://id.loc.gov/vocabulary/iso639-1.html</a> for additional language codes</p>
Controlled Vocabulary	<i>languages</i>
CONTENTdm Properties	<p>Field Name: Language</p> <p>DC map: Language</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: Yes</p> <p>Hide: No</p> <p>Required: No</p> <p>Vocab: Yes-shared</p>

Field Name	Medium
Previous Label	<i>Format Original; Medium</i>
Definition	The type of physical resource.
How to Use	<p>Enter the basic type of physical resource.</p> <p>Some examples:</p> <p>Photograph Correspondence Post card</p>
Controlled Vocabulary	<i>Medium</i>
CONTENTdm Properties	<p>Field Name: Medium DC map: Format-Medium Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes-shared</p>

Field Name	Physical Description
Previous Label	<i>Format Original; Medium</i>
Definition	The material or physical carrier of the resource.
Is Field Required?	Required
How to Use	<p>Enter the physical dimensions and material of the physical resource -- e.g. "8.5 x 14 text photocopy on paper."</p> <p>Some examples:</p> <p>"8.5 x 14 text photocopy on paper"</p> <p>"5 x 7 black and white photograph"</p> <p>"8.5 x 11 handwritten page"</p> <p>"Digital photograph"</p>
Controlled Vocabulary	<i>none</i>
CONTENTdm Properties	<p>Field Name: Physical Description</p> <p>DC map: Format-Medium</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: Yes</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: no</p>

Field Name	Source
Previous Label	None
Definition	A related resource from which the described resource is derived
How to Use	<p>Use only when the resource is the result of digitization nondigital originals. Provide sufficient information to identify and find the original resource.</p> <p>Enter here information on publisher if item is a digitized surrogate of a previously published item -- e.g. newspaper clippings.</p> <p>For items where only the publisher is known enter the name as "Publisher Name, (City, State)" or if the location is not known, enter only the publisher's name.</p> <p>Separate subsequent entries by a semicolon and a space.</p> <p>Some examples:</p> <p>Los Angeles Times (Los Angeles, Calif.); Smith Publishing</p> <p>If full citation is available, enter the information in APA style.</p> <p>For information on how to use APA see <a href="https://owl.english.purdue.edu/owl/resource/560/01/">https://owl.english.purdue.edu/owl/resource/560/01/</a></p>
Controlled Vocabulary	None
CONTENTdm Properties	<p>Field Name: Source</p> <p>DC map: Source</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: No</p> <p>Vocab: No</p>

Field Name	Type
Previous Label	<i>Type</i>
Definition	The nature or genre of the content of the resource
How to Use	<p>Enter the type of the item using the DCMI type vocabulary.</p> <p>If the resource is an image of text, use the term "Text."</p> <p>If the resource consists of more than one type separate multiple type terms with a semicolon and a space.</p>
Controlled Vocabulary	<i>DCMI Type Vocabulary</i>
CONTENTdm Properties	<p>Field Name: Type</p> <p>DC map: Type</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: Yes</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: Yes</p>

Field Name	Format
Previous Label	<i>Format; Format Digital; Digital Format</i>
Definition	The digital manifestation of the resource.
How to Use	<p>Describe the file format of the resource using the Internet Media Type (IMT) scheme.</p> <p>Some examples: image/tiff; application/pdf;</p> <p>Separate multiple file types by a semi-colon – e.g., an oral history consisting of both an audio portion and a transcription (audio/mp4; application/pdf;).</p>
Controlled Vocabulary	<i>Format</i>
CONTENTdm Properties	Field Name: Format DC map: Format Data type: Text Large: No Search: No Hide: No Required: Yes Vocab: Yes-shared

Field Name	Collection
Previous Label	<i>Relation; Collection; Collection Name; Repository</i>
Definition	A related resource in which the described resource is physically or logically included.
How to Use	Used to state the collection to which this resource belongs.
Controlled Vocabulary	<i>Collections</i>
CONTENTdm Properties	Field Name: Collection DC map: Relation–Is Part Of Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes-shared



Field Name	Repository
Previous Label	<i>Source; Repository; Contributing Institution; Home Location</i>
Definition	The institution housing the physical location of the collection.
How to Use	<p>Used to state where the physical collection related to the digital surrogates are housed.</p> <p>Follow local naming conventions.</p> <p>Some examples:</p> <p>University Archives, Forsyth Library, Fort Hays State University</p> <p>For born-digital items:</p> <p>Digital Collections, Forsyth Library, Fort Hays State University</p>
Controlled Vocabulary	<i>Repository</i>
CONTENTdm Properties	<p>Field Name: Repository</p> <p>DC map: Relation—Is Part Of</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: Yes-Shared</p>

Field Name	Steward
Previous Label	<i>None</i>
Definition	The collection supervisor responsible for the physical collection related to the digital resource
How to Use	<p>Used to state which department has stewardship over the physical collection related to the digital resource. Provide the name of the department along with the contact information of the person responsible for the collection.</p> <p>Some examples:</p> <p>Special Collections, Forsyth Library, Fort Hays State University</p> <p>University Archives, Forsyth Library, Fort Hays State University</p>
Controlled Vocabulary	Local
CONTENTdm Properties	<p>Field Name: Steward</p> <p>DC map: None</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: No</p>

Field Name	Publisher
Previous Label	<i>Publisher; Publisher Digital; Digital Publisher; Publisher - *</i>
Definition	An entity responsible for making the resource available.
How to Use	<p>Name of the entity that created or is providing access to the digital resource. If the resource existed in another form prior to being digitized, provide information about that previous publisher in the “source” field and give the creation date for the original in the date field. A publisher may include a person, organization, or a service. Clarify the role of the publisher by preceding the institution name with “<i>Digitized by</i>”</p> <p>Some examples:</p> <p>Digitized by Forsyth Library, Fort Hays State University</p> <p>Access provided by Forsyth Library, Fort Hays State University</p>
Controlled Vocabulary	<i>Publisher</i>
CONTENTdm Properties	<p>Field Name: Publisher</p> <p>DC map: Publisher</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: Yes-shared</p>

Field Name	Rights
Previous Label	<i>Rights; Rights Management; Copyright Statement</i>
Definition	Information about rights held in and over the resource.
How to Use	<p>Enter the current rights statement here.</p> <p>Example:</p> <p>“Copyright Forsyth Library Digital Collections, Fort Hays State University. All rights reserved. May not be reproduced without permission. For more information contact Digital Collections, Forsyth Library, Fort Hays State University, 600 Park Street, Hays, Kansas 67601.”</p>
Controlled Vocabulary	None
CONTENTdm Properties	<p>Field Name: Rights</p> <p>DC map: Rights</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: No</p>

Field Name	Transcription
Previous Label	<i>none</i>
Definition	A transcription of the original text of the resource.
How to Use	<p>Transcription should only be undertaken where it will greatly improve access to the original document or where it will drastically improve discoverability.</p> <p>Examples of transcription for increasing accessibility: Transcribing handwritten documents</p> <p>Examples of transcription for increasing discoverability: Names in a yearbook Photo captions including names and place information</p> <p>As a rule, legible printed materials are not appropriate for transcription.</p>
Controlled Vocabulary	None
CONTENTdm Properties	<p>Field Name: Transcription</p> <p>DC map: None</p> <p>Data type: Text</p> <p>Large: Yes</p> <p>Search: Yes</p> <p>Hide: No</p> <p>Required: No</p> <p>Vocab: No</p>

Field Name	Digitization Specifications
Previous Label	<i>Digitization Specifications</i>
Definition	The production or manufacturing processes, techniques, and methods incorporated in the fabrication or alteration of the work or image.
How to Use	<p>Enter digitization information here including the model and brand of the scanner used, scanning DPI, preservation file type, and indicate any post scanning conversion.</p> <p>Example:</p> <p>Original scanned on an Epson Expression 11000XL flatbed scanner at 600 dpi. Color file. Saved as an uncompressed TIFF, re-sized and converted to JPEG in Adobe Photoshop CS6.</p>
Controlled Vocabulary	None
CONTENTdm Properties	<p>Field Name: Digitization Specifications</p> <p>DC map: None</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: Yes</p> <p>Required: No</p> <p>Vocab: No</p>

Field Name	Date Digital
Previous Label	<i>Date Digital</i>
Definition	The date the item was digitized.
How to Use	Enter the date the item was digitized as YYYY-MM-DD
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Date Digital DC map: None Data type: Text Large: No Search: No Hide: Yes Required: No Vocab: No

## Change Log

v2.1 – Removed controlled vocabulary from “Physical Description” field.