UtahState University
UNIVERSITY LIBRARIES

Metadata Application Profile
CONTENTdm Digital Collections

Version 1.0
January 2018

About this profile

The Utah State University Libraries Digital Collections Application Profile outlines the metadata fields, mappings, definitions, and resources used to assign metadata for digital collections in the USU CONTENTdm repository. Utah State University is a collection partner of the Mountain West Digital Library (MWDL). Therefore, this profile pulls substantially from the MWDL application profile 2.0, which is available at this URL: http://mwdl.org/docs/MWDL_DC_Profile_Version_2.0.pdf

This profile was created in January 2018 by the Metadata Application Profile (MAP) Creation Task Force:

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Metadata Mappings and Field Configurations

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

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

Table 1 – Description of field configuration variables for CONTENTdm

Table 2 below lists the primary metadata fields required or recommended for each digital collection, along with the mappings and field configurations for CONTENTdm. The presence and order of the fields listed below is subject to change based on the needs of each digital collection and the plans for aggregation into external entities such as MWDL. The final metadata template and mappings for each digital collection will be determined by the Metadata Librarian.

Order	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab
1	Title	Title	Text	No	Yes	No	Yes	No
2	Alternate title	Title-Alternative	Text	No	Yes	Yes	No	No
3	Description	Description	Text	Yes	Yes	No	No	No
4	Creator	Creator	Text	No	No	No	No	Yes
5	Contributors	Contributors	Text	No	No	No	No	Yes
6	Subject (LCSH)	Subject	Text	Yes	Yes	No	No	Yes
7	Subject Keywords	Subject	Text	No	Yes	No	No	Yes
8	Genre	None	Text	No	Yes	No	No	Yes
9	Publisher	Publisher	Text	No	No	No	No	No
10	Original Date	None	Text	No	Yes	No	No	No
11	Geographic Locations	Coverage-Spatial	Text	Yes	Yes	No	No	Yes-shared
12	Time Periods	Coverage-Temporal	Text	No	Yes	No	No	Yes-shared
13	Language	Language	Text	No	Yes	No	No	Yes
14	Source	Source	Text	No	Yes	No	No	No
15	Physical Collection Information	Relation-Is Format Of	Text	No	Yes	No	No	No
16	Call Number	Relation	Text	No	Yes	No	No	No
17	Collection Inventory	Relation	Text	No	No	No	No	No
18	Holding Institution	None	Text	No	Yes	No	No	Yes
19	Rights	Rights	Text	No	Yes	No	No	No
20	Digital Collection	Relation-Is Part Of	Text	No	Yes	No	No	No
21	Digital Publisher	Publisher	Text	No	Yes	No	No	No
22	Date Digitized	None	Text	No	Yes	No	No	No
23	Type	Type	Text	No	Yes	No	No	Yes
24	Format	Format	Text	No	Yes	No	No	Yes-shared
25	Conversion Specifications	None	Text	No	Yes	No	No	No
26	Pixel Height	None	Text	No	No	No	No	No
27	Pixel Width	None	Text	No	No	No	No	No
28	File Size	Format-Extent	Text	No	No	No	No	No
29	Checksum	None	Text	No	No	No	No	No

30	Scanning Resolution	None	Text	No	No	No	No	No
31	Colorspace	None	Text	No	No	No	No	No
32	Uploaded by	None	Text	No	Yes	No	No	No
33	Metadata by	None	Text	No	Yes	No	No	No
34	Topics	None	Text	No	Yes	No	No	Yes
35	Filename	None	Text	No	Yes	No	No	No
36	ISO Date	Date	Date	No	Yes	No	No	No
37	ARK ID	None	Text	No	Yes	No	No	No
38	ARK URL	None	Text	No	Yes	No	No	No
39	Transcript	Description	Full Text Search	Yes	Yes	No	No	No

***Table 2** – Field configuration for CONTENTdm*

Metadata Fields and Guidelines

The 39 basic metadata fields shown in Table 2 above are listed on the following pages along with the guidelines for their use. Table 3 defines what each guideline means. Each metadata field is presented in separate tables and is listed in the order which it appears in the metadata record, rather than alphabetically.

Explanation of Table Components

Field Name - Assigned name given to the element in CONTENTdm (as defined in the Collection Field Properties)		
	Definition	The meaning of a field name.
Guidelines	Example	*Include an example of field content*
	Canned Statement	Default text that may be used for the contents of any field, if applicable
	How to Use	Information on how to use the field, including best practices and examples.
	Controlled Vocabulary	Options for controlled vocabularies
	Resources/Field Help	Links to content that provides additional information about how to use the field or define the contents of the field
	Additional Info	Any additional information that may be helpful
	DC Mapping	The unique name given to the element within the list of Dublin Core terms or elements namespace – All fields that can be mapped to a corresponding DC element should be mapped accordingly – If field mapping is not possible then specify **None**
	MARC Mapping	Tag in a MARC record to which this element is normally mapped, if applicable

Table 3 – *Definition of guidelines*

Color Key

Field contents are supplied by a Metadata Cataloger	

Field contents are extracted from embedded technical metadata	

Element Tables and Guidelines

TITLE

	Definition	A name given to the resource.
Guidelines	**Example**	*Jack London standing next to his house in Glen Ellen, California, 1910*
	Canned Statement	N/A
	How to Use	Use a descriptive, but succinct statement that includes who, what, where, and when – wherever possible. • Do not begin title with articles (e.g. The, A, An) • Do not use ending punctuation such as a period or semi-colon • Do not use double quotations – if quotations are needed, use single quotations • Try not to start with punctuation (quotes, etc.) or numbers, wherever possible • The most common usage of a person's name should be used, if known – formal names can be reflected in a subject heading field • Spell out abbreviations and acronyms
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	Title
	MARC Mapping	245 subfields a and b

ALTERNATIVE TITLE

	Definition	An alternative name for the resource.
Guidelines	**Example**	*Jack London standing next to his house in Glen Ellen, California, 1910*
	Canned Statement	N/A
	How to Use	Shorten the format of the title expressed above to only include who, what, and where, but not the when.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	This field is primarily used for creating specialized titles for EAD finding aids. It can also be used as a traditional alternate title field as expressed in RDA/AACR2, when there is no EAD finding aid associated with the collection.
	DC Mapping	Title-Alternative
	MARC Mapping	246

DESCRIPTION

	Definition	An account or brief narrative that represents the resource and its key features.
Guidelines	**Example**	*Photograph of Jack London standing outside of his house in Glen Ellen, California in 1910. Pictured next to London is his dog, White Fang, and his horse Pancho. Photograph is presumed to have been taken by his wife Charmian or his friend Anna Strunsky.*
	Canned Statement	N/A
	How to Use	Include any descriptive information needed to give context to the digital object. Information covered in other fields can be duplicated in this field as needed.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	Description
	MARC Mapping	300, 500, 520, 545

CREATOR

	Definition	An entity primarily responsible for making the resource.
Guidelines	**Example**	*London, Charmian Kittredge, 1871-1955; Walling, Anna Strunsky, 1877-1964;*
	Canned Statement	N/A
	How to Use	The creator(s) is/are the person/people primarily responsible for the creation of the item. For example, an author, photographer, artist, interviewee (for oral histories). Construct the names to follow standard Library of Congress format: Last Name, First Name, birth year-death year. Separate multiple entries with a semi-colon.
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	When possible, refer to the Library of Congress Name Authority file online at: http://id.loc.gov/authorities/names.html
	Additional Info	Configure the collection field properties to "Use the existing contents of the field"
	DC Mapping	Creator
	MARC Mapping	100 1# (Main Entry—Personal Name), or 110 2# (Main Entry—Corporate Name), 111 3# (Main Entry—Conference Name) or 700/710/711

CONTRIBUTOR

Definition		An entity responsible for making contributions to the creation or intellectual content or context of the resource.
Guidelines	**Example**	*Miller, Joan London, 1901-1971; Fleming, Becky London, 1902-1992;*
	Canned Statement	N/A
	How to Use	The contributor(s) is/are the person/people secondarily responsible for the creation or intellectual content of the item. For example, an illustrator, collector, editor, etc. Construct the names to follow standard Library of Congress format: Last Name, First Name, birth year-death year. Separate multiple entries with a semi-colon.
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	When possible, refer to the Library of Congress Name Authority file online at: http://id.loc.gov/authorities/names.html
	Additional Info	Configure the collection field properties to "Use the existing contents of the field"
	DC Mapping	Contributor
	MARC Mapping	700, 710, 711, 720 (Added Entry—Personal name, Corporate name, Conference name, Uncontrolled name). Enter the role in subfield e.

SUBJECT (LCSH)

Definition		The topic of the resource.
Guidelines	**Example**	*London, Jack, 1876-1916—Photographs; London, Charmian Kittredge, 1871-1955—Photographs; Horses—Photographs;*
	Canned Statement	N/A
	How to Use	Describe what the **resource content is about** using the Library of Congress Subject Headings (LCSH). This field should only contain LC approved headings. The field must contain **at least one** subject heading. Separate multiple entries with a semi-colon. Please note that the subject of a resource is different from the "nature" of the original object. For instance, a photograph of Jack London would have the subject heading: London, Jack, 1876-1916 -- Photographs; but would not have the subject heading of "Photographs" by itself, as the main subject is Jack London while the nature/format of the object is a photograph. Unless the resource is about "Photographs," this term is better reflective of a Genre. See the field "Genre" for more information.
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	Refer to the Library of Congress Subject Headings online listings at: http://id.loc.gov/authorities/subjects.html

Additional Info	Configure the collection field properties to "Use the existing contents of the field"	
DC Mapping	Subject	
MARC Mapping	600, 610, 650, 651, 653	

SUBJECT (KEYWORD)

Definition	The topic of the resource.	
Guidelines	**Example**	*London, Jack, 1876-1916—Photographs; London, Charmian Kittredge, 1871-1955—Photographs; Horses—Photographs;*
	Canned Statement	N/A
	How to Use	Describe what the **resource content is about** using keywords. There is no mandatory format for the terms included in this category. However, it is best practice to avoid long, multi-word text strings unless it is a name or title. Words in this category are best reflected as simple keywords. Separate multiple entries with a semicolon. Please note that, similar to the Subject LCSH, the terms in this field are different from the "nature" of the original object. For instance, a photograph of farm animals could have the subject terms: *Barns; Horses; Sheep;* but would not have the subject heading of "Photographs" by itself, as the main subject is the farm animals while the nature/format of the object is a photograph. Unless the resource is about "Photographs," this term is better reflective of a Genre. See the field "Genre" for more information.
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	N/A
	Additional Info	Configure the collection field properties to "Use the existing contents of the field"
	DC Mapping	N/A
	MARC Mapping	600, 610, 650, 651, 653

GENRE

	Definition	The nature of the original resource.
Guidelines	**Example**	*Photographs; Aerial photographs;*
	Canned Statement	N/A
	How to Use	Describe the nature of original object (what it is, not what it is about) expressed in genre terms from a controlled vocabulary. An item described with the term "Photographs" is an actual photograph, not a book about photographs. Use a separate genre field for each different vocabulary and indicate the vocabulary in the label name. Unless otherwise indicated, the "genre" field should use the Getty Art and Architecture Thesaurus. Separate multiple entries with a semi-colon.
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	The most prominently used resource for this field is the **Getty Art and Architecture Thesaurus (AAT):** http://www.getty.edu/research/tools/vocabularies/aat/ Additional resources include: Thesaurus for Graphic Materials (TGM) http://www.loc.gov/pictures/collection/tgm/ Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT) http://id.loc.gov/authorities/genreForms.html
	Additional Info	Configure the collection field properties to "Use the existing contents of the field"
	DC Mapping	N/A
	MARC Mapping	655 #7 subfield a (Index Term—Genre/Form) plus subfield 2=local (for DCMI Type); =gmgpc (for Thesaurus for Graphic Materials); =aat (for Art & Architecture Thesaurus); =lcgft (Library of Congress Genre/Form Terms for Library and Archival Materials)

PUBLISHER

	Definition	An entity responsible for making the resource available.
Guidelines	**Example**	*Random House, Inc.*
	Canned Statement	N/A
	How to Use	Record the name of the entity that created or provided the access to the original resource. Please note that this may be different from the Digital Publisher. If a resource is an analog item that has been digitized (such as a book), only the name of the original publisher should be included in this field. Most of the archival material digitized will not have a formal publisher. In this case, leave this field blank. If the item is a born digital item and it has been decided to record the entity making it available, please utilize the separate field called "Digital Publisher" and record the information in that field after a prefix describing the role that entity played. For example: "Digitized by USU Libraries." Other roles include "Hosted by…" and "Published by…".
	Controlled Vocabulary	Possibly. Terms vary per collection, see Additional Info.
	Resources/Field Help	N/A
	Additional Info	If needed, configure the collection field properties to "Use the existing contents of the field"
	DC Mapping	Publisher
	MARC Mapping	260/264 subfield b (if born digital) or 533 subfield c (if reformatted)

ORIGINAL DATE

	Definition	The date the original resource was created, recorded in natural language format.
Guidelines	**Example**	*October 10, 1980*
	Canned Statement	N/A
	How to Use	Record the date that the original resource was created. As this field is used for human readability, use natural language. This can include the "date day, year" format. It can also include guesses or ranges such as "approximately 1981" or simply be a year such as "1980". This original date field is not mapped to Dublin Core because it is not intended to be included in the OAI harvest. Please use the ISO Date field for information on recording machine readable dates that are mapped for OAI harvest.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	260/264 subfield c (Date of Publication, Distribution, etc.)

GEOGRAPHIC LOCATIONS

	Definition	The spatial topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
Guidelines	**Example**	*Arcadia, Los Angeles County, California, United States, http://sws.geonames.org/5324477/ ;*
	Canned Statement	N/A
	How to Use	Be sure to end the geonames.org URL with a backslash. Separate multiple entries with a space and semicolon. For the United States include (if known) the following: • City • County (with "County" included in the wording) • State • Country • [The official geonames.org URL] For countries outside the United States model the structure above (smallest to largest) as it best reflects a localities' administrative division/jurisdiction
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	http://geonames.org
	Additional Info	Configure the collection field properties to "Administer shared controlled vocabulary"
	DC Mapping	Coverage-Spatial
	MARC Mapping	651 #0 (for LCSH place names) or #7 with the specific vocabulary source provided in subfield 2

TIME PERIODS

	Definition	The centuries and decades that correspond with the date the original resource was created.
Guidelines	**Example**	*19th century; 20th century; 1890-1899; 1900-1909;*
	Canned Statement	N/A
	How to Use	• Identify centuries using ordinal numbers followed by "century" • Show decades with a numerical range • Separate each value with a semicolon and a space
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	N/A
	Additional Info	Configure the collection field properties to "Administer shared controlled vocabulary"
	DC Mapping	Coverage-Temporal
	MARC Mapping	N/A

LANGUAGE

	Definition	A language of the resource.
Guidelines	**Example**	*eng; ger;*
	Canned Statement	N/A
	How to Use	Use ISO 639-3 three letter codes. For multiple languages, list all languages in a single field and separate each with a semicolon and a space. More detail about the languages may be included in the Description field.
	Controlled Vocabulary	Yes. Terms vary per collection. See Additional Info.
	Resources/Field Help	https://www.loc.gov/standards/iso639-2/php/code_list.php
	Additional Info	Configure the collection field properties to "Use the existing contents of the field"
	DC Mapping	Language
	MARC Mapping	041 #1 subfield a (language code); 008/35-37

SOURCE

	Definition	A related resource from which the described resource is derived.
Guidelines	**Example**	*Utah State University, Merrill-Cazier Library, Special Collections & Archives, Agricultural College of Utah Cyanotypes, P0014, Box 7, Item 194*
	Canned Statement	For resources owned by Utah State University use the following format: Utah State University, Merrill-Cazier Library, Special Collections & Archives, [Collection Name], [Call Number], [Box Number, if applicable], [Item Number, if applicable] For resources not owned by Utah State University use the same format as above and adjust as needed to reflect equivalent information.
	How to Use	Provide sufficient information to identify and find the original resource. For other types of related resources use **relation** or some refinement of **relation**, such as **isPartOf**.
	Controlled Vocabulary	N/A
	Resources/Field Help	Refer to the collection's finding aid, the **Filename/Identifier**, or the physical item's call number.
	Additional Info	N/A
	DC Mapping	Source
	MARC Mapping	534

PHYSICAL COLLECTION INFORMATION

	Definition	The details of the physical collection associated with a resource.
Guidelines	**Example**	*Brigham Young College records, 1877-1926, USU COLL MSS 001*
	Canned Statement	N/A
	How to Use	If applicable, relate the details of the physical collection associated with the resource For resources owned by Utah State University use the following format: [Collection Name], [Call Number] For resources not owned by Utah State University use the same format as above and adjust as needed to reflect equivalent information.
	Controlled Vocabulary	N/A
	Resources/Field Help	Refer to the collection's finding aid, the **Filename/Identifier**, or the physical item's call number.
	Additional Info	N/A
	DC Mapping	Relation-IsFormatOf
	MARC Mapping	533

CALL NUMBER

	Definition	A number, letter, symbol, or combination of these, indicating the specific location of a work in a library, especially the combination of the classification symbol and the designation for the author.
Guidelines	**Examples**	• *TC 424.W8 W27X 1968* • *627.12 B38g 1938* • *USU COLL MSS 170*
	Canned Statement	N/A
	How to Use	If applicable, relate the details of the call number associated with the resource in the following format: [Call Number], [Box Number, if applicable], [Item Number, if applicable]
	Controlled Vocabulary	N/A
	Resources/Field Help	Refer to the collection's finding aid, the **Filename/Identifier**, or the physical item's call number.
	Additional Info	N/A
	DC Mapping	Relation
	MARC Mapping	050, 086, 090, 092, 099

COLLECTION INVENTORY

	Definition	The URL for the finding aid related to the resource.
Guidelines	**Example**	*http://archiveswest.orbiscascade.org/ark:/80444/xv14440*
	Canned Statement	N/A
	How to Use	If applicable, search for the collection's finding aid/inventory and copy and paste the URL as the contents of the field. The contents of the field can only be the URL and nothing else.
	Controlled Vocabulary	N/A
	Resources/Field Help	For USU Collections use the USU Special Collections and Archives website to search inventories: https://archives.usu.edu/search.php
	Additional Info	USU finding aid collections are available through Archives West. Archives West is an online catalog of descriptive information about the archival collections at various institutions in the western United States (Idaho, Montana, Oregon, Alaska, Utah and Washington).
	DC Mapping	Relation
	MARC Mapping	856

HOLDING INSTITUTION

	Definition	The name of the individual or institution which holds the physical or digital resource.
Guidelines	**Example**	*Utah State University, Merrill-Cazier Library, Special Collections & Archives*
	Canned Statement	If owned by USU use the above example for the text. Otherwise, N/A
	How to Use	If applicable, relate the details of the call number associated with the resource in the following format: Utah State University, Merrill-Cazier Library, Special Collections & Archives
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	N/A
	Additional Info	Configure the collection field properties to "Use the existing contents of the field"
	DC Mapping	N/A
	MARC Mapping	850

RIGHTS

	Definition	Information about rights held in and over the resource.
Guidelines	**Examples**	• *Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of The Herald Journal, phone (435) 752-2121* • *Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of the USU Merrill-Cazier Library, Special Collections & Archives (435) 797-8248*
	Canned Statement	For resources owned by Utah State University use the following: Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of the USU Merrill-Cazier Library, Special Collections & Archives (435) 797-8248
	How to Use	Use rights to describe the copyright status of the access file, its copyright holder and contact information (if applicable), and physical ownership rights (if applicable). For resources not owned by Utah State University use an equivalent format to the above examples that capture all pertinent rights information.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	Rights
	MARC Mapping	540, 542

DIGITAL COLLECTION

	Definition	The name of the digital collection in which the resource appears.
Guidelines	**Example**	*Agricultural College of Utah Cyanotypes Digital Collection*
	Canned Statement	N/A
	How to Use	Enter the title of the digital library collection.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	Relation-IsPartOf
	MARC Mapping	N/A

DIGITAL PUBLISHER

	Definition	The entity (or entities) responsible for making the resource digitally available.
Guidelines	**Example**	*Digitized by: Utah State University, Merrill-Cazier Library*
	Canned Statement	Prefix varies per resource. See How to Use.
	How to Use	Provides information on what institution is responsible for digitizing, hosting, or publishing the digital version of the resource. If the item is an analog item that has been digitized, record the information in this field after the prefix: "Digitized by…". If the item is a born digital item, record the information in this field after a prefix describing the role that the entity played. For example: "Hosted by…" or "Published by…".
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	Publisher
	MARC Mapping	260/264 subfield b (if born digital) or 533 subfield c (if reformatted)

DATE DIGITIZED

	Definition	The date that a resource was digitized.
Guidelines	**Examples**	*2015-02-03*
	Canned Statement	N/A
	How to Use	Use the ISO 8601 format
	Controlled Vocabulary	N/A
	Resources/Field Help	More information on ISO 8601
	Additional Info	Refer to DL or DLP drive to view the original files uploaded and find the date of digitization
	DC Mapping	N/A
	MARC Mapping	260/264 subfield c (Date of Publication, Distribution, etc.)

TYPE

	Definition	The nature or genre of the resource.
Guidelines	**Examples**	*Image; StillImage;* *Text;*
	Canned Statement	N/A
	How to Use	Must have at least one type field containing appropriate type(s) from DCMI Type vocabulary. • For images, refine with a second term, either **StillImage** or **MovingImage** (i.e., use **Image;StillImage;** or • **Image;MovingImage;**). Note that these combined terms contain no space after the semicolon and that both words in the second term are capitalized. • If a resource is an image of text (such as a scan of a printed article), use the term **Text**. • If the resource consists of more than one type (e.g., an interview with sound and text files), use multiple type terms as needed to describe, separating them with a semicolon and a space (e.g., **Sound; Text;**). To describe the nature or genre of the original object, use the optional local element **genre.**
	Controlled Vocabulary	Yes
	Resources/Field Help	To determine format of an item, refer to Filename extension (e.g., .jpg or .pdf)
	Additional Info	DCMI Type Vocabulary
	DC Mapping	Type
	MARC Mapping	655 #7 subfield a (Index Term—Genre/Form) plus subfield 2=local (for DCMI type)

FORMAT

Definition	The file format, physical medium, or dimensions of the resource.
Examples	• *audio/mp4;* • *image/jpeg;* • *application/pdf;*
Canned Statement	N/A
How to Use	Describe the file format of the resource using the Internet Media Type (IMT) scheme. Use of the scheme will imply the software needed to display or operate the resource. Some digital objects may involve more than one format. For example, an oral history interview may consist of both an audio file (audio/mp4;) and text transcription (application/pdf). In these cases, list both formats (audio/mp4; application/pdf;). New media types and applications are always emerging. If the resource format being described is not yet part of the MIME type list, follow the MIME convention by selecting a broad category of object format (audio, video, application, etc.) for the first part of the MIME type. For the second half of the MIME type, use the file extension that is usually attached to files of this format. Optionally, collection managers may describe file size and/or duration using the more refined **extent** field (See **extent**).
Controlled Vocabulary	Yes-shared
Resources/Field Help	To determine format of an item, refer to Filename extension (e.g., .jpg or .pdf)
Additional Info	N/A
DC Mapping	Format
MARC Mapping	340, 856 subfield q

The leftmost column label reads **Guidelines** (rows from Examples through MARC Mapping).

CONVERSION SPECIFICATIONS

	Definition	The entity responsible for converting a resource into its format, what equipment was used for conversion, and file information.
Guidelines	Example	*Scanned by Utah State University, Merrill-Cazier Library using Epson Expression 10000 scanner. Archival file is uncompressed TIFF (400 dpi); display file is JPEG2000.*
	Canned Statement	Yes. Varies per resource/collection. See Additional Info.
	How to Use	Use canned statements as needed.
	Controlled Vocabulary	N/A
	Resources/Field Help	Information in this field is used for preservation purposes. Provides information on how the item was scanned.
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

PIXEL HEIGHT

	Definition	The vertical measurements of an image expressed in number of pixels.
Guidelines	Example	*1568*
	Canned Statement	N/A
	How to Use	Information in this field is used for preservation purposes. Metadata regarding pixel height is embedded within the file itself and can be automatically populated into the metadata field by mapping it using a metadata template (see the **Metadata Templates** section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the **Metadata Templates** section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

PIXEL WIDTH

	Definition	The horizontal measurements of an image expressed in number of pixels.
Guidelines	Example	*2163*
	Canned Statement	N/A
	How to Use	Information in this field is used for preservation purposes. Metadata regarding pixel width is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the **Metadata Templates** section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the Metadata Templates section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

FILE SIZE

	Definition	The size of the resource file.
Guidelines	**Example**	*573963 Bytes*
	Canned Statement	N/A
	How to Use	Information in this field is used for preservation purposes. Metadata regarding file size is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the **Metadata Templates** section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the **Metadata Templates** section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

CHECKSUM

	Definition	A number representing the sum of the correct digits in a piece of stored or transmitted digital data, against which later comparisons can be made to detect errors.
Guidelines	**Example**	*3402264289*
	Canned Statement	N/A
	How to Use	Information in this field is used for preservation purposes. Metadata regarding checksum is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the **Metadata Templates** section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the **Metadata Templates** section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

SCANNING RESOLUTION

	Definition	The degree of detail visible in an image, reflected as the number of pixels per inch (ppi).
Guidelines	**Example**	*300*
	Canned Statement	N/A
	How to Use	Information in this field is used for preservation purposes. Metadata regarding scanning resolution is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the **Metadata Templates** section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the **Metadata Templates** section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

COLORSPACE

	Definition	A system for describing color numerically as tuples (ordered sets) of numbers, typically as 3 or 4 values or color components.
Guidelines	**Example**	*RGB*
	Canned Statement	N/A
	How to Use	Information in this field is used for preservation purposes. Metadata regarding colorspace is embedded within the file itself and can be automatically populated upon upload into the metadata field by mapping it using a metadata template (see the **Metadata Templates** section of this document).
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the **Metadata Templates** section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

UPLOADED BY

	Definition	The individual responsible for uploading the resource.
Guidelines	**Example**	*Andrea Payant*
	Canned Statement	N/A
	How to Use	Enter the name of the person responsible for uploading the resource file into CONTENTdm.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

METADATA BY

	Definition	The individual(s) responsible for creation of the descriptive metadata for the resource.
Guidelines	**Examples**	*Andrea Payant; Sara Skindelien*
	Canned Statement	N/A
	How to Use	Enter the name of the person(s) responsible for creating the descriptive metadata for the resource in CONTENTdm according to Dublin Core and Mountain West Digital Library standards and best practices. Separate multiple entries using a semicolon.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

TOPICS

	Definition	Subject matter or theme associated with the resource.
Guidelines	**Examples**	*Sports; Schools; Education*
	Canned Statement	N/A
	How to Use	Terms will be generated with the assistance of a curator but may not be used in all collections. Use this field to group items with similar subject matter using a tag or keyword. The main purpose of the topics field is to provide suggested searching topics to create links on the collection landing page to enable easier searching. Separate multiple entries using a semicolon.
	Controlled Vocabulary	Yes. Terms vary per collection, see Additional Info.
	Resources/Field Help	Assistance from curators of the collection materials to assign appropriate terms is suggested.
	Additional Info	Configure the collection field properties to "Use the existing contents of the field."
	DC Mapping	N/A
	MARC Mapping	N/A

FILENAME

	Definition	Name of the file (including the extension for file type = .jpeg, .pdf, etc.).
Guidelines	**Example**	*SCAP0014Bx008-153.jpg*
	Canned Statement	N/A
	How to Use	Use the exact filename for the item as a unique identifier, as it has been named on your institution's server.
	Controlled Vocabulary	N/A
	Resources/Field Help	Map this field information to the default type within the Edit Metadata Template function in CONTENTdm (see the **Metadata Templates** section of this document).
	Additional Info	N/A
	DC Mapping	N/A
	MARC Mapping	N/A

ISO DATE

	Definition	The International Organization for Standardization (*ISO*) date format is a standard way to express a numeric calendar date that eliminates ambiguity.
Guidelines	**Example**	*2017-05-17*
	Canned Statement	N/A
	How to Use	Format for ISO dates are YYYY-MM-DD
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	More information on ISO 8601
	DC Mapping	Date
	MARC Mapping	260/264 subfield c (Date of Publication, Distribution, etc.)

ARK ID

	Definition	Archival Resource Key (ID) – the globally unique ID number assigned to a single item of any type.
Guidelines	**Example**	*ark:/85142/t43w25*
	Canned Statement	N/A
	How to Use	N/A
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	ARKs are assigned using the EZID service (http://ezid.cdlib.org/)
	DC Mapping	N/A
	MARC Mapping	N/A

ARK URL

	Definition	Archival Resource Key (URL) – the full ARK Uniform Resource Locator (URL) for an item.
Guidelines	**Example**	*http://n2t.net/ark:/85142/t43w25*
	Canned Statement	N/A
	How to Use	N/A
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	ARKs are assigned using the EZID service (http://ezid.cdlib.org/)
	DC Mapping	N/A
	MARC Mapping	N/A

TRANSCRIPT

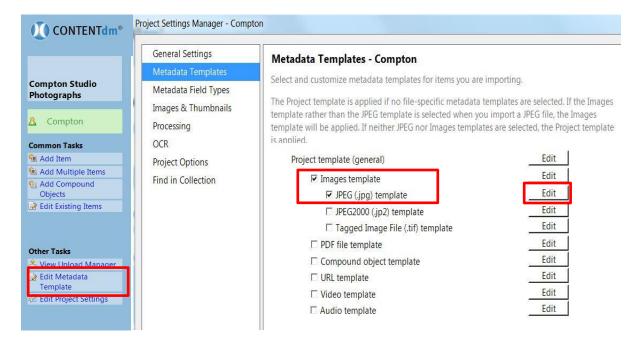|		
	Definition	The printed version of the resource originally presented in another medium.
Guidelines	**Example**	N/A
	Canned Statement	N/A
	How to Use	Most typescript will be processed using Adobe Suite OCR software to transcribe content. Handwritten or illegible text will need to be transcribed by staff manually.
	Controlled Vocabulary	N/A
	Resources/Field Help	N/A
	Additional Info	This field is required for compliance with the Americans with Disabilities Act of 1990 (ADA)
	DC Mapping	Description or None
	MARC Mapping	520 or none

Metadata Templates

Default values can be set for any field information before uploading items into CONTENTdm. You can set default values for fields that are consistently the same for any of the items in a collection or you can set defaults for a particular format. Utilizing these templates can significantly reduce the time it takes to write metadata for collections.

CONTENTdm has template options for your entire project, or for formats: Images (JPEG, JPEG2000, Tagged Image File), PDFs, Compound Objects, URLs, Video, and Audio.

Metadata templates also allow for embedded metadata within files to be populated automatically for information such as pixel height, pixel width, colorspace, etc. The following are examples of how to use templates to automate portions of metadata creation.

*Note: When batch uploading metadata (and accompanying files) using a Tab Delimited file only set metadata template values for content not already reflected in the metadata from your spreadsheet to avoid duplication

Example: Images (JPEG)

Field Name	Default Type		Default Value
What else do you know about ...	Text	▾	Click this link to tell us more about this item : http://library.usu.edu/main/forms/diginfo.php?id=XXXX&collection=Compton
Title	Text	▾	
Alternate Title	Text	▾	
Description	Text	▾	
Original Date	Text	▾	pending
SubjectLCSH	Text	▾	
Subject-Keyword	Text	▾	
Building	Text	▾	
Where was this taken?	Text	▾	
Creator	Text	▾	Compton's Studio
Contributors	Text	▾	
Publisher	Text	▾	Compton's Studio
Original Material Type	Text	▾	
Time Period	Text	▾	
Language	Text	▾	eng;
Source	Text	▾	Utah State University, Merrill-Cazier Library, Special Collections and Archives, Compton's Studio Photograph Collection P0313
Rights	Text	▾	Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of USU Libraries Photograph Curator, phone (435) 797-0890;
Order information	Text	▾	To order a high resolution scan or print, please contact the USU Photograph Curator, phone (435) 797-0890 or visit the USU Special Collections and Archives website: http://library.usu.edu/specol/using/copies.php
Physical Collection Information	Text	▾	Compton's Studio Photograph Collection P0313
Collection Inventory	Text	▾	http://archiveswest.orbiscascade.org/ark:/80444/xv71670
Digital Collection	Text	▾	Compton's Studio Photograph Collection
Date Digital	Date	▾	
Conversion Specifications	Text	▾	Scanned by Utah State University, Merrill-Cazier Library using Epson Expression 10000 scanner, 8-bit RGB, at 400 dpi. Archival file is uncompressed TIFF (400 dpi); display file is JPEG2000;
Type	Text	▾	Image;StillImage
Format	Text	▾	image/jpeg
Transcript	Text	▾	
Topic	Text	▾	
Identifier	File Name	▾	
Search Date	Date	▾	
Image Height	Height	▾	
Image Width	Width	▾	
File Size	File Size	▾	
Color Space	Colorspace	▾	
Scanning Resolution	Resolution	▾	
Checksum	Checksum	▾	
Linked Data	Text	▾	http://digital.lib.usu.edu/sup_pages/easyLOD/extract.php?coll=Compton&id=XXXX
Metadata by	Text	▾	Andrea Payant
Uploaded by	Text	▾	Andrea Payant
ARK ID	Text	▾	
ARK URL	Text	▾	