

Metadata Elements for Smith Papers

The metadata elements in these guidelines are follow [Dublin Core Metadata Initiative](#) (DCMI) specification elements, are adapted from the [Mississippi Digital Library](#), and have been repurposed to be compatible with [Digital Commons and the Open Archives Initiative Protocol for Metadata Harvesting](#) (OAI-PMH). “Describing Archives: A Content Standard” ([DACS](#)) have informed select elements within these guidelines.

Identifier

A unique identifier is assigned to each document. It contains an institutional identifier, as well as letters and/or numbers identifying the collection and item.

The Identifier contains the following:

1. mcj – MUW’s institutional code based on [OCLC](#) member directory
2. dp018 – identifies the Ellard-Murphree-Pilgreen-Smith donated papers
3. date – date the item YYYYMMDD (no dashes in between)
4. lastname-firstname – Author’s name as it appears in the Authority file, if applicable. If not, include what is given, or use “unknown.”
5. 3-digit page number (001, 002, etc.) for each page of document. If using the Bookeye scanner, this will automatically be entered as _001, _002, etc. when scanning.

They are arranged as: institution code-donated papers-YYYYMMDD-lastname-firstname-page

mcj-dp018-19390802-smith-martha-001

The Identifier is assigned to the digital object, whether it is a single object, such as a photograph, or a compound object, such as a letter with multiple pages.

Title

For Letters, Memos, and Other Correspondence

Letters should be named in the following basic format. Use this format also for Memos and other forms of correspondence.

Letter from _____ to _____; Date

Letter from Zoya Zeman to Erwin D. Zeman; March 5, 1964

Note attributed authors and/or recipients with question marks in brackets.

Letter from A. [Alex?] Rosen to Mr. [Alan H.?] Belmont; July 21, 1964

If there is no date on the document and it is not possible to confer a date, record [Undated]

Letter from Zoya Zeman to Erwin D. Zeman; Undated

If it is known that the document was produced in a certain year but it is not dated, use square brackets around the date in the Title and Coverage fields.

Letter from Zoya Zeman to Erwin D. Zeman; [1964]

If there is no recipient listed on the document, record:

Letter from _____; Date

Letter from [author]; [date]

If there is no author listed on the document, record:

Letter to _____;

Letter to [recipient]; [date]

Compound objects (i.e. enclosures within letters) keep the same title to reinforce their link. Use the description field to indicate the different components within them, and give the creator field both author names (if different).

Photographs

Photographs without a name written on them should be named according to the image. There is no need to include "Photograph of" at the beginning of the title

Tomato Canning Club

President William D. McCain

Newspapers or items in a series

The title of the series, followed by the volume and issue numbers (example from the Zwerling collection):

Student voice, Vol. 5, no. 17

Description

This is a brief summary beginning with a standardized phrase. Individual documents begin with the name of the collection.

From the Ellard-Murphree-Pilgreen-Smith Collection.

Follow the standardized phrase with a short, 1-2 sentence abstract with correct grammar and punctuation. Avoid editorial comments. If the document is a transcribed copy, note this at the beginning of the abstract information.

For compound objects (i.e. a letter within a letter), include separate descriptions for different items (e.g. the letter and enclosures each require descriptions).

Letter from Sam H. Smith to Pauline Smith, discussing travel plans and events for January 1929. Sam recalls senate hearings about prohibition measures.

Enclosed is a letter from Sam H. Smith to Christine Smith about travel to Poplarville, MS.

This field is a good place to record important people whose names appear in a document, but who are not really the subject of the document. Avoid long lists of names in this field.

Creator

The creator is the author of a document, the person who took a photograph, the person being interviewed for an oral history, etc. Information about the creator should be taken from the original document or the Finding Aid or the catalog record. Record the name as:

Last name, First name, YYYY-YYYY.

If the author has a [Library of Congress Name Authority File Record](#), use the name as it appears there. If not, use the name on the document or in the authority file created for the archive.

Adams, Victoria Gray, 1926-

Bilbo, Theodore Gilmore, 1877-1947.

If the author/creator is unknown, or if they have no authority record, leave blank.

If an item has more than one creator, list each name in alphabetical order. For instance, some envelopes contain two letters within them. Separate multiple creators (i.e. both letter writers) with a semi-colon. List added authors in this manner. An item written by Zoya Zeman and Buster Brown would be recorded:

Brown, Buster, 1937-1975.; Zeman, Zoya, 1943-

Creators should be followed with a period, unless the term ends with a dash (ex: Evers, Charles, 1922-). Separate multiple entries with a semicolon.

Date

The Date field indicates the date the item was originally produced. Take the date from the original or finding aid (if a date is present). Record the date as:

yyyy

yyyy-mm

yyyy-mm-dd

The following exceptions to formatting are allowed:

If the date is known, but it is not on the item (e.g., a photo of an event known to have happened during Freedom Summer), record the date or year in square brackets.

[1964]

If the date is probable (from correspondence, etc., related to an event, and probably from 1964, but we can't be 100% sure of it), record the year with a question mark in square brackets.

[1964?]

If the date is unknown but can be narrowed to a decade or part of a decade, use circa to indicate an approximate date.

circa 1960s

If the date is simply unknown, leave blank.

Coverage (time period)

The Coverage field identifies the time period covered within each document (not the date it was created), and can be derived from the document itself. It is usually not one specific date. If the period covered in the document is the same as the date it was created, you can use the same date as the one in the Date field.

If the time period is a particular month in a specific year: [Month Year]

August 1964 (no comma)

If the time period covers several months in one year: [Year]

1964

If the time period is several years in the same decade: [circa Decade]

circa 1960s

If the time period is broad and spans decades: [circa Decade-Decade]

circa 1930-1960s

If examination of a document provides that coverage is firmly fixed within/across specific years, record the years: [Year-Year]

1969-1971

If you are not sure about the year, but think the time period covered is one year: [circa Year]

circa 1964

If it is known that the document was produced in a certain year but it is not dated, use square brackets around the date in the Title and Coverage fields.

Subject

Record up to eight subject headings in alphabetical order.

Subject headings and Name Authority Records in the thesaurus are taken from the [Library of Congress Subject Headings \(LCSH\)](#) and [National Authority File \(NAF\)](#).

Subject headings should be followed with a period, unless the term ends with a dash (ex: Evers, Charles, 1922-). Separate multiple entries with a semicolon.

Travel; Agricultural education--Societies, etc; Cooking

Great Depression

If a large group of people are shown in a photograph, use Description for their names. Concentrate subject headings on what is visible in the photograph or on the purpose of the scene of the photograph.

Subject Headings for institutions should be consistent with the name as it is in the document.

Mississippi State College for Women.

Industrial Institute and College

(Some documents refer to Industrial Institute and College (II&C) or Mississippi State College for Women (MSCW), which is now Mississippi University for Women. Use the heading for Mississippi State College for Women, and note in the Description field that it is now Mississippi University for Women.)

Mississippi county

The Mississippi County field indicates the county in Mississippi that the item is **about**.

Use this field only if the content of the item is about Mississippi. **If the item is not about Mississippi, leave blank.**

The county should be taken from [the Library of Congress Subject Headings and National Authority File \(NAF\)](#).

Lamar County (Miss.)

Hinds County (Miss.)

Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

Geographic location

The Geographic Location field indicates the location that the item is **about**, other than the Mississippi county. It can be used to enter a city, region, state, county, or county for a state other than Mississippi.

If only the Mississippi county is known, use the Mississippi County field. If the geographic location is not known, **leave the field blank**. An item can have both the Mississippi county and a geographic location, if the information is known.

The geographic location should be taken from the [Library of Congress Subject Headings and National Authority File \(NAF\)](#).

Hattiesburg (Miss.)

Atlanta (Ga.)

Mobile County (Ala.)

Georgia

Brazil

Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

Longitude, latitude – for Photographs only

This field describes the location where the item originated, and is easily read by mapping software.

Coordinates are separated by a comma with no space, and can be found using [Google Maps](#). Record Pittsboro, MS as:

33.9400517,-89.3460832

Resource type

The Resource Type field indicates the format of the original item. Use more than one term if needed, listing them in alphabetical order.

Image refers to photographs or illustrations, not the digital image of a text document. Use both Text and Image for items that contain text and photograph(s).

Separate multiple entries with a semicolon.

Image

Text

Format

Format provides information about the physical nature of the document. Include the number of pages of the original item in its physical form, and if the item is not a part of the document, but an envelope or enclosure, indicate this.

Digital reproduction of a 6-page document.

Photographs should be designated as “black-and-white” or “color.”

Digital reproduction of a black and white photograph.

Digital reproduction of a color photograph.

For illustrations and other materials, specify the format of the original.

Digital reproduction of a black and white pencil sketch.

Digital reproduction of a news clipping.

Publisher

The Publisher field indicates the party responsible for publication of the physical item (if applicable) and the party responsible for the electronic publication of each item.

Every item will have a publisher of the electronic version as follows:

*Beulah Culbertson Archives and Special Collections, Mississippi University for Women.
(electronic version)*

Notes

The Notes field is used to remark on something notable about the item and to link to the finding aid for the collection to which the item belongs, when applicable. Separate multiple entries with a semicolon. Examples:

*A finding aid for this collection is available online at:
<http://www.lib.usm.edu/legacy/archives/moo2.htm>*

This document was damaged upon scanning. Original document included 6 pages.

The marginal handwriting on this page was not from the original author, but notes from the donor.

Rights

This field provides copyright information. Statements should come from the rights statement recommendations at rightsstatement.org. Record the rights statement as:

Copyright Not Evaluated: <http://rightsstatements.org/vocab/CNE/1.0>

Collection

This field identifies the collection of which the item is a part. There is a period at the end of this statement. Record as:

Ellard-Murphree-Pilgreen-Smith Family Papers Collection.

Source

The Source field gives the physical location of the item within the collection of which it is a part.

Box C545, Folder 7

For books and other cataloged items, copy the call number from the catalog.

PS3613.C85 O93 2004

Digital repository

This field identifies the digital repository to which the item belongs. There is a period at the end of the statement. The digital repository for all items is:

Athena Commons, Mississippi University for Women.

Date digital

The Date Digital field indicates the date that the item was digitized. This field is formatted as a date type field.

2019-09-22

Capture method

The Capture Method field indicates the method of digitization. If known, the model of scanner or camera used for digitization should be selected from the controlled vocabulary. The Capture Method options for items digitized in the Mims lab are:

Epson Expression 12000XL flatbed scanner

BookEye 4v2 600dpi color overhead book scanner

Master image

The Master Image field indicates the file extension and resolution of the master image. This field should be used only if the information about the master image is known. This field is a controlled vocabulary. This field is not visible in the public web interface.

600 ppi TIFF

Record created by

The Record Created By field indicates which user uploaded the item. Please use the same version of your name in every entry.

Hillary A. H. Richardson

File Name

The file name in the spreadsheet should match the corresponding item **exactly**. When entering file names, be sure to include the extension, even if your operating system hides the extension type (the extension will usually be .jpg or .pdf)

Filenames are the same as the Identifier to help prevent duplication in naming files, plus the file extension.

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