Metadata Application Profile (Data Dictionary) Template

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Digital Collection Name: Haunted Locations in Oregon

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About this template

This data dictionary is intended to support the metadata standardization and object cataloging for the Humanities Research Data Management course. Objects may include images, videos, audio, documents, and other resource types. Each project group should have its method for resource description documented so catalogers can use this MAP for reference while performing resource descriptions. The data standards included in this MAP aligns with CollectionBuilder's machine-readable requirements for object representation rendering and system functionality. This MAP must align with the CollectionBuilder's Data Dictionary.

View example objects cataloged using a spreadsheet by going to this Google Sheet.

MAP Table Explanation

Metadata Element Name: This column represents the metadata field names required or recommended when using CollectionBuilder.

Metadata Element Display Label: This column represents the text that will display on a CollectionBuilder item page. View an Item Page example to see how elements are displayed.

Data Entry Obligation: This column represents a cataloger's obligation to add a value to a specific metadata element.
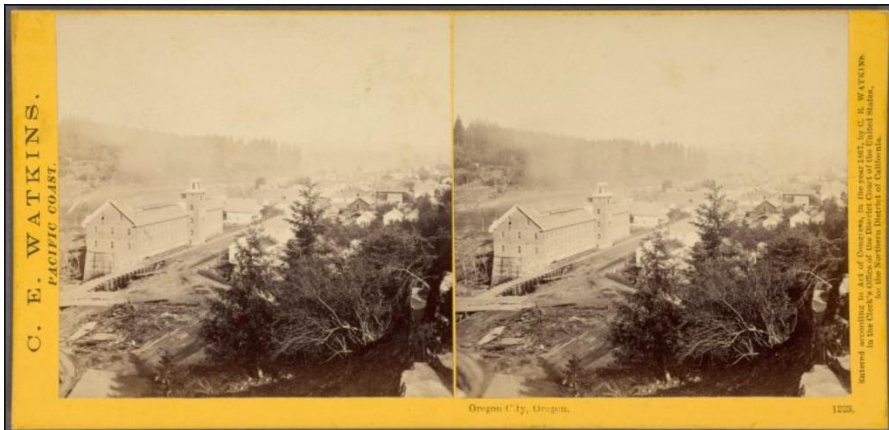
Metadata Element Definition and Data Entry Standard Requirement: This column represents the definition for metadata elements and how a cataloger needs to enter descriptions in a specific way for CollectionBuilder to be able to properly render and display metadata.

Controlled Vocabulary Requirement: This column represents if a cataloger needs to use a controlled vocabulary or not. If yes, then a cataloger should reference the controlled vocabularies table and use whichever one is identified.

Example: This column represents examples for how data should

Object Example

This is an example of how you should enter data so it can accurately display on a CollectionBuilder item page.

objectid: demo001
title: Oregon City, Oregon
filename: oregoncity.jpg
format: image/jpeg
creator: Carleton E. Watkins
date: 1867
description: A stenograph depicts a view of Oregon City featuring a mill and buildings
subject: Pacific Coast; Oregon; Mills
location: Oregon City, OR
latitude: 45.3555789490032
longitude: -122.60635761082
source: Robert N. Dennis Collection of Stereoscopic Views - The New York Public Library Digital Collections
identifier: d1bde300-c52e-012f-bd93-58d385a7bc34
type: Image; StillImage
language: eng
creativecommons: Public Domain Mark 1.0
rights: No Copyright - In the United States
rightsnotes: The copyright and related rights status of this item has been reviewed by The New York Public Library, but we were unable to make a conclusive determination as to the copyright status of the item. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use.
archivedpage: https://web.archive.org/web/20230428201917/https://digitalcollections.nypl.org/items/d1bde300-c52e-012f-bd93-58d385a7bc34
citation: "Oregon City, Oregon," Carleton E. Watkins. 1837, The New York Public Library Digital Collections, New York. NYPL Digital Collections, Robert N. Dennis Collection of Stereoscopic Views, https://digitalcollections.nypl.org/items/510d47e2-699a-a3d9-e040-e00a18064a99

Metadata Cataloging Guidelines

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
objectid	Not applicable	Required	No	A unique string with no spaces or special characters that will be used as an ID in the website. Each objectid property should have a single unique value. This should be a unique, **lowercase string** with no spaces or special characters as it will be used to form the item's URL. Underscores (_) and dashes (-) are okay; **slashes (/) should NOT be used in this field**.	portland_kellsrestaurant_1889
title	Title	Required	No	A name given to the resource. This should be a short, descriptive set of words identifying the item. Each item may only have one title. Each title property should have a single unique value.	Oregon City, Oregon
filename	Not applicable	Required	No	The digital object's filename including the file extension *or* a full URL to a file hosted external to your project. The value **must match the file's filename** in your "objects" directory (filenames are case-sensitive). **Important note on external items:** URLs to external media should always be secure HTTPS links. **Filenaming conventions:** Each filename should be an all lowercase unique string with no spaces or special characters. Underscores (_) are okay.	Example value for an item in your project's "objects" folder: portland_kellsrestaurant_1889.jpg Example value for external item: https://images.nypl.org/index.php?id=1529658&t=w
format	Format	Required	Yes	Indicates the item's media type. Since CollectionBuilder uses logic based on format to display objects, this is the most important field to ensure the interactive visualizations function correctly. If there are errors or anomalies, some pages will not work.	image/jpeg

Commented [OW1]: added this as a better example and updated the filename example as well!

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				The input for this field should be structured according to MIME type standards, consisting of a type and a subtype concatenated with a slash (/) between them. Image: image/jpeg Document: application/pdf Audio: audio/mp3 Video: video/mp4	
creator	Creator	Recommended	No	An entity primarily responsible for making the resource. For multiple creators, separate values with a semicolon.	Carleton E. Watkins
date	Timeline	Required	No	A point or period of time associated with an event in the lifecycle of the resource. A resource may have several dates associated with it. The date covered by this table refers to *the creation of the original resource* when the resource was first created before undergoing any conversion. If the date is unknown, specify an estimated date or date range.	Select one of the following formats for each value: Year: YYYY (1997) Year and month: YYYY-MM (1997-07) Complete date: YYYY-MM-DD (1997-07-16) Example date: 1867
datecreated	Date Created	Required	No	A point or period of time associated with an event in the lifecycle of the resource. A resource may have several dates associated with it. The date covered by this table refers to *the creation of the original resource* when the resource was first created before undergoing any conversion. If the date is unknown, specify an estimated date or date range.	Select one of the following formats for each value: Date range: YYYY-YYYY Date estimate: c. YYYY

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
description	Description	Recommended	No	An account of the resource. Anything significant about the digital resource not covered elsewhere. Use standard punctuation and grammar to describe the item's history, physical appearance, contents, abstract, etc.	A stenograph depicts a view of Oregon City featuring a mill and buildings
subject	Subject	Recommended	Yes	The topic(s) of the resource. For multiple subjects, separate values with a semicolon.	Pacific Coast; Oregon; Mills
location	Location	Recommended	Yes	A geographic location to which the resource applies. For multiple locations, separate values with a semicolon.	Oregon City, OR
latitude	Latitude	Recommended	No	A geographic coordinate that specifies the north-south position of an item's location. Expressed as decimal degrees instead of degrees-minutes-seconds format. **Note:** Latitude and longitude for your items can be found using Google Maps ● On Google Maps, search for a location and right click on the location name. Select the latitude/longitude coordinates displayed at the top of the menu. This will copy the values to your clipboard, allowing you to paste them into your metadata spreadsheet. Latitude will display as the first value and longitude will display as the second value.	45.3555789490032

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
longitude	Longitude	Recommended	No	A geographic coordinate that specifies the east-west position of an item's location. Expressed as decimal degrees instead of degrees-minutes-seconds format. **See note above in the latitude section about using** Google Maps	-122.60635761082
source	Source	Recommended	No	Designates a related source collection or resource from which the object is derived. In such a situation, the name of the collection name and repository would be the input for this field. The input should be expressed as the collection name followed by a comma, then followed by the repository. This element aligns with the "Repository" element identified in your group's content inventory. The value in your metadata field should be written in HTML where Display Text Name of Collection - Name of Source Repository **Note:** Instead of using a comma between the collection and the repository names, please use a hyphen (-). For example, type this into a cell: Robert N. Dennis Collection of Stereoscopic Views - The New York Public Library Digital Collections In CollectionBuilder it will render on an item page to look like this: Robert N. Dennis Collection of Stereoscopic Views - The New York Public Library Digital Collections	Robert N. Dennis Collection of Stereoscopic Views - The New York Public Library Digital Collections
type	Work Type	Recommended	Yes	Distinguish between types using a one- or two-value input. If using a second value, the second value does not	Image; Still Image

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				need to relate to a controlled vocabulary but should give the further specification of the object type. The two values in a pair should be separated by a semi-colon (`;`).	
rights	Rights Statement	Required	Yes	A standardized rights statement, not a creativecommons.org license statement, should be used in this field. The value in your metadata field should be written in HTML where Display Text Name of Copyright Statement For example, type this into a cell: No Copyright - In the United States In CollectionBuilder it will render on an item page to look like this: No Copyright - In the United States	No Copyright - In the United States
creativecommons	Creative Commons License	Recommended, but could be Required	Yes	A standardized creative commons license, not a rightsstatement.org rights statement, should be used in this field. The value in your metadata field should be written in HTML where Display Text Name of Creative Commons License For example, type this into a cell: Public Domain Mark 1.0 In CollectionBuilder, it will render on an item page to look	Public Domain Mark 1.0

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				like this: Public Domain Mark 1.0	
citation	Citation	Required	No	A citation representing where you got your object from. Use "Citing Artifacts in a Digital Archive" for citation styling. Make sure to add the URL or DOI for the original source's online location. The value in your metadata field should be written in HTML where "Title," Creator. Date, Repository, Repository Location. Website Name, Collection Name, URL to Source Repository **Note:** For the citation field, you must use single quotes for the URL and target='_blank' because the whole value is enclosed in double quotes to account for the commas. For example, type this into a cell: "Oregon City, Oregon," Carleton E. Watkins. 1837, The New York Public Library Digital Collections, New York. NYPL Digital Collections, Robert N. Dennis Collection of Stereoscopic Views, https://digitalcollections.nypl.org/items/510d47e2-699a-a3d9-e040-e00a18064a99 In CollectionBuilder, it will render on an item page to look like this: "Oregon City, Oregon," Carleton E. Watkins. 1837, The New York Public Library Digital Collections, New York. NYPL Digital Collections, Robert N. Dennis Collection of Stereoscopic Views, https://digitalcollections.nypl.org/items/510d47e2-699a-a3d9-e040-e00a18064a99	"Oregon City, Oregon," Carleton E. Watkins. 1837, The New York Public Library Digital Collections, New York. NYPL Digital Collections, Robert N. Dennis Collection of Stereoscopic Views, https://digitalcollections.nypl.org/items/510d47e2-699a-a3d9-e040-e00a18064a99

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
archivedpage	Archived Page	Required	No	This field must link to the archival record you've made using the Wayback Machine's Save Page Now feature. You should use the Wayback Machine to archive all item pages in your digital collection. The value in your metadata field should be written in HTML where `<a href="URL to the Wayback Machine Page" target="_blank">Archived Page</a>` For example, type this into a cell: `<a href="https://web.archive.org/web/20230428201917/https://digitalcollections.nypl.org/items/d1bde300-c52e-012f-bd93-58d385a7bc34" target="_blank">Archived Page</a>` In CollectionBuilder it will render on an item page to look like this: Archived Page	`<a href="https://web.archive.org/web/20230428201917/https://digitalcollections.nypl.org/items/d1bde300-c52e-012f-bd93-58d385a7bc34" target="_blank">Archived Page</a>`

Controlled Vocabularies

Metadata Element Name	Controlled Vocabularies The fields listed below require the use of controlled vocabularies. Use the lists to guide you in the selection of terms that should be applied to each field.

subject	Please use your subject vocabulary list with definitions.
	∉ Art house cinemas - Buildings that house organizations or businesses that present independent films with artistic rather than commercial appeal including foreign or experimental films, or revivals of older releases.
	○ http://vocab.getty.edu/page/aat/300412179
	∉ Lighthouses – Towers or other structures equipped with a powerful light or lights (originally a signal fire) at the top, erected at important or dangerous points on or near the coast for the guidance of mariners.
	○ http://vocab.getty.edu/page/aat/300007741
	∉ <mark>Cemeteries – I</mark>n general, areas used for burial or entombment. Specifically, typically refers to relatively large public parks or grounds laid out expressly for the interment of the dead, and not being the yard of any church. Originally the term was derived from the Latin "cœmeterium," referring to Roman underground cemeteries or catacombs.
	○ http://vocab.getty.edu/page/aat/300266755
	∉ Hotels – Buildings where travellers or tourists are provided with overnight accommodation, meals, and other services; often distinguished from inns and other forms of temporary lodging for travellers by their larger size and range of facilities, in modern times often equipped with a restaurant, bar, conference rooms, and leisure facilities.
	○ http://vocab.getty.edu/page/aat/300007166
	∉ Forts – Permanent fortifications for troops, often surrounded by such elements as ditches, parapets, and ramparts and often used as advance posts in or near hostile territory. Smaller and less heavily fortified than "fortresses."
	○ http://vocab.getty.edu/page/aat/300006909
	∉ Caves – Natural openings in the earth large enough for human exploration, the largest and most common being those formed by a chemical reaction between circulating groundwater and limestone or dolomite bedrock.
	○ http://vocab.getty.edu/page/aat/300008746
	∉ Mansions – Large imposing, and usually elegant and costly, dwellings.
	○ http://vocab.getty.edu/page/aat/300071272
	∉ Taverns - Primarily 17th- to early 19th-century English and American places of eating, drinking, and public accommodations, which often became local centers of social gatherings; distinguished from "inns" which emphasize their overnight accommodations and also provide food and drinking facilities; for establishments that emphasize drinking, especially liquors, use "pubs" or "saloons."
	○ http://vocab.getty.edu/page/aat/300005207
	∉ Churches - Buildings for public Christian worship that are distinguished historically from chapels and oratories, which are buildings that are in some respect private, or not public in the widest sense. Church architecture generally somewhat follows standard models, which vary depending upon the date, location, and characteristics of the congregation.
	○ http://vocab.getty.edu/page/aat/300007466
	∉ Waterfalls - Perpendicular or very steep descents of the water of a stream. May be used for artificial waterfalls only if highly naturalistic in form and context; otherwise prefer "cascades" or "fountains."
	○ http://vocab.getty.edu/page/aat/300008736
	∉ Restaurants - Buildings housing businesses where meals or refreshments are sold and eaten.
	○ http://vocab.getty.edu/page/aat/300005182
	∉ Bridges - Structures spanning and providing passage over waterways, topographic depressions, transportation routes, or similar circulation barriers.

	○ http://vocab.getty.edu/page/aat/300007836
	⊄ Highways - Refers to major, high-speed, high-capacity roads between urban areas. The original meaning of "highways" referred to Roman roads that were raised above the ground level; for this meaning, use "elevated roads."
	    ○ http://vocab.getty.edu/page/aat/300008220
	⊄ Mills - Facilities that spin and weave wool into fabric.
	    ○ http://vocab.getty.edu/page/aat/300006327
	⊄ Theater - Buildings having a stage or projection screen for the presentation of dramatic performances and providing seating areas for spectators.
	    ○ http://vocab.getty.edu/page/aat/300007117
	⊄ <mark>Historic Houses -</mark> Houses with architectural, social, or cultural significance; may or may not be officially designated.
	    ○ http://vocab.getty.edu/page/aat/300008064
	⊄ Public (relating to property) - The status or condition of a thing, being, or information being open to general observation, view, or knowledge, or of activties existing, performed, or carried out without concealment.
	    ○ http://vocab.getty.edu/page/aat/300444972
	⊄ Private (relating to property) - The status or condition of a thing, being, or information being available to only a chosen audience, but concealed or safeguarded from general view or knowledge.
	    ○ http://vocab.getty.edu/page/aat/300444973

type	DCMI Type Vocabulary: https://www.dublincore.org/specifications/dublin-core/dcmi-type-vocabulary/2003-02-12/
Verdana format	MIME Types: https://developer.mozilla.org/en-US/docs/Web/HTTP/Basics_of_HTTP/MIME_types/Complete_list_of_MIME_types
language	ISO 639-2 Codes for the Representation of Names and Languages: https://www.loc.gov/standards/iso639-2/php/code_list.php

location	• Oregon – Inhabited by Chinook, Tillamook, Yamel, Northern Paiute, Modoc & many others when Spanish & English arrived in 16th cen.; settled by fur merchants in 18th cen.; great influx of settlers from E arrived in mid-19th cen.
	    ○ http://vocab.getty.edu/page/tgn/7007708
	• Baker City – city, seat (1868) of Baker county, northeastern Oregon, U.S. It is situated along the Powder River, in Baker Valley, between the Blue Mountains (west) and the Wallowa Mountains (east).
	    ○ https://www.britannica.com/place/Baker-City
	• Eugene – Located in W Oregon on Willamette River; settled by Eugene Skinner; arrival of railroad stimulated development as lumber & agricultural center.
	    ○ http://vocab.getty.edu/page/tgn/7014122
	• Florence – Florence is a small city at the mouth of the Siuslaw River, on the Oregon coast.
	    ○ https://en.wikipedia.org/w/index.php?title=Florence,_Oregon&oldid=1153782909
	• Newport – city, seat (1954) of Lincoln county, western Oregon, U.S. It lies on the north shore of Yaquina Bay at the Pacific Ocean.
	    ○ https://www.britannica.com/place/Newport-Oregon
	• Portland - city, seat (1854) of Multnomah county, northwestern Oregon, U.S. The state's largest city, it lies just south of Vancouver, Washington, on the Willamette River near its confluence with the Columbia River, about 100 miles (160 km) by

river from the Pacific Ocean.
- o https://www.britannica.com/place/Portland-Oregon
- Salem - Located in NW Oregon on Willamette river; missionaries sold homesites to finance the Oregon Institute (1842), a religious school for Amerindians which later became Willamette University; town prospered from traffic on the Oregon Trail.
  - o http://vocab.getty.edu/page/tgn/2085479
- Seaside – Located in NW Oregon on Pacific Ocean; city named after *Seaside House*, a historic summer resort built in the 1870s.
  - o https://en.wikipedia.org/w/index.php?title=Seaside,_Oregon&oldid=1154997824
- Troutdale – Located in NW Oregon at the confluene of the Sandy and Columbia Rivers; city named after pioneer John Harlow's trout pond in a dale near his residence.
  - o https://en.wikipedia.org/w/index.php?title=Troutdale,_Oregon&oldid=1152615116
- Warrenton – Warrenton is a small, coastal city in Clatsop County, Oregon, United States. Named for D.K. (Daniel Knight) Warren, an early settler, the town is primarily a fishing and logging community.
  - o https://en.wikipedia.org/w/index.p/p?title=Warrenton,_Oregon&oldid=1115706934
- Wolf Creek – Located in SW Oregon on Wolf Creek; town named for the once abundants wolves in the state.
  - o https://en.wikipedia.org/w/index.php?title=Wolf_Creek,_Oregon&oldid=1123215108
- Crooked River Gorge – Location in Central Oregon; located around Warm Springs and Smith Rock State Park and eroded by the Crooker River.
  - o https://en.wikipedia.org/w/index.php?title=Crooked_River_Gorge&oldid=1146535745
- Oregon Caves National Monument – Located in SW Oregon; a monument established in 1909 to protect a solutional cave within marble rock.
  - o https://en.wikipedia.org/w/index.php?title=Oregon_Caves_National_Monument_and_Preserve&oldid=1139887486
- Oregon Coast – Located in W Oregon along the Pacific Ocean.
  - o https://en.wikipedia.org/w/index.php?title=Oregon_Coast&oldid=1153496466
- U.S. Route 101 – Located on Oregon coast; highway runs from California border to Washington state line at Columbia River.
  - o https://en.wikipedia.org/w/index.php?title=U.S._Route_101_in_Oregon&oldid=1151418139
- Baker County – County of Oregon, USA named for Edward Dickinson Baker, a senator from Oregon who was killed at Ball's Bluff, a battle of the Civil War in Virginia in 1861.
  - o https://en.wikipedia.org/w/index.php?title=Baker_County,_Oregon&oldid=1143614301
- Clatsop County – County of Oregon, USA named for the Clatsop tribe of Native Americans who lived along the coast of the Pacific Ocean prior to European settlement.
  - o https://en.wikipedia.org/w/index.php?title=Clatsop_County,_Oregon&oldid=1155356697
- Jefferson County – County of Oregon, USA named for Mount Jefferson after United States president Thomas Jefferson.
  - o https://en.wikipedia.org/w/index.php?title=Jefferson_County,_Oregon&oldid=1150976816
- Josephine County – County of Oregon, USA named for Josephine Rollins Ort, daughter of Floyd Rollins a gold prospector.
  - o https://en.wikipedia.org/w/index.php?title=Josephine_County,_Oregon&oldid=1154964059
- Lane County – County of Oregon, USA named for Joseph Lane, the first governor of the territory.
  - o https://en.wikipedia.org/w/index.php?title=Lane_County,_Oregon&oldid=1154958128
- Lincoln County – County of Oregon USA named for Abraham Lincoln, 16th president of the United States.

	○ https://en.wikipedia.org/w/index.php?title=Lincoln_County,_Oregon&oldid=1155355292
	• Marion County – County of Oregon USA named to honor Francis Marion, a Continental Army general from South Carolina who served in the American Revolutionary War.
	  ○ https://en.wikipedia.org/w/index.php?title=Marion_County,_Oregon&oldid=1154959419
	• Multnomah County – County of Oregon USA named for the Chinookan word for "lower river" an interperative English spelling of 'Matlnomaq'.
	  ○ https://en.wikipedia.org/w/index.php?title=Multnomah_County,_Oregon&oldid=1154709406

rights	Rights Statements: https://rightsstatements.org/page/1.0/?language=en
creativecommons	Creative Commons Licenses: https://creativecommons.org/licenses/ For objects in the public domain you should use this marking within the Creative Commons field: https://creativecommons.org/publicdomain/mark/1.0/