

Group 3 (Daveena Williams, Jackson Scharf, Regan Robinson, Claire Matucan)

Prof. Kate Thornhill

LIB 410

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Data Management Plan

Rights and Responsibilities

Claire Matucan has taken the role of Project Manager. As Project Manager, Claire helps coordinate group work and progress for the digital collection by overseeing group communication via Teams, schedules, and initiates group meetings online and in person. Additionally, she ensures the quality of work submitted by the group for the digital collection. As Project Manager, she also submits group work on behalf of the team.

In this project Daveena Williams was our Metadata manager which includes facilitating object cataloging within our digital archive. Ensuring all objects follow the project's metadata application profile. She also was in charge of metadata quality review; making final decisions about how objects are described and standardizing all data entry based on CollectionBuilder's metadata requirements.

Regan Robinson took on the role of Object Preservation Manager for this project. She is responsible for overseeing the organization of the digital files the group is working with and maintaining the readability of the file naming standards. Once

CollectionBuilder is introduced, she will also manage the objects that will enter the collection based on their format and the format requirements set by CollectionBuilder.

As Collection Development Manager, Jackson Scharf, at this point in the project, has been responsible for the evaluation of file formats and copyright and licensing. It should be noted that the Collection Development Manager will also later be responsible for the evaluation, and final selection of objects in the collection, as well as a written description of the collection. For now, however, Jackson has mostly been working to ensure that we are obeying US copyright law, and are appropriately labeling our objects with the proper rights statements.

Expected Data:

Throughout the course of creating our thematic digital collection we accumulated mostly images of artifacts, documents, and photographs all in the form of jpegs and jpgs. In total we collected 27 objects varying in size from 33 KB to 6.95 MB. Our metadata was transformed into CSV files so it could be easily uploaded into Github. We intend to share our data for educational and research purposes under the correct copyright laws.

We managed our data by creating multiple sites for them to be shared between group members. We had copies of our object jpegs/jpgs in addition to our metadata in our group Sharepoint, our individual Dropboxes, Exel, GoogleDrive, and in our own personal folders. We also standardized and organized our data by following the Metadata Application Profile standards, and standardized file naming conventions so we could easily find and access our data. We created archived pages with the wayback machine, of all the

original sites in which we found our objects. The archived pages ensure information is preserved for future use. We then published the archived pages onto our Collection Builder site.

We ran into some issues when collecting our data regarding copyright and access. Many of our objects were sourced from smaller collection sites where copyright was not indicated. In these situations, we reached out to the individuals/institutions responsible for the data and ensured the legal and ethical ability to reproduce the objects for educational use. Other data we felt an ethical responsibility to omit, either because of personal or familial information that we didn't feel was appropriate to publicize.

We created a set of controlled vocabulary with terms relevant to our collection and the individual objects which reflect the descriptions relevant to the communities and cultures in which we are representing. The terms provided are relevant, precise, and appropriate in order to accurately represent the Asian communities that are depicted in our collection. The terms were produced by our team members and defined with the help of Getty Research, to ensure the most accurate and appropriate descriptions possible.

In our CollectionBuilder website, links to each object's respective Copyright and Creative Commons notes are provided ensuring the protection and integrity of the data. Other information crucial to the object including location, format, citation, data, title, and more is provided in our metadata allowing for easy access to the details that make up the respective objects. This is an important aspect to our (and any) collection as it provides any future researcher with the information that may need to investigate further, or use the data for educational purposes.

Period of Data Retention:

All data is currently available through our digital collection and the original repositories it was sourced from. We did not generate, and are not owners of any data that we gathered, so there is no applicable period of data retention.

Data Formats:

The Asian Heritage in Oregon Throughout History Digital Archive contains objects that are either jpg or jpeg. Since our collection contains exclusively images we made sure to use a non-proprietary format for image storage to ensure ease of access and preservation of access. While the use of a non-proprietary file format does not guarantee avoiding obsolescence, it is our best bet for long-term preservation of access. If we were to expand the collection into other data formats, we would ensure that the data met our standards for ease and preservation of access.

Dissemination:

The project team thought it necessary to make as much relevant data as possible publicly available. For this reason, we have both the Collection Builder Website, and its back end on Github available to the public. On both, we have the data itself, metadata and metadata application profile available. As a result of using Collection Builder, an open source collection tool, all of the code responsible for building the Asian Heritage in Oregon Throughout History website is available to the public.

Rights:

It was important for the members of the team to ensure that we were adhering to all US Copyright law. For this reason, many of our objects fall within the public domain as they were created prior to 1929. For objects that were not a part of the public domain, we made sure that their use in our digital collection was permitted. In the case of an undetermined copyright we made sure to do our

due diligence to make sure that we weren't violating US Copyright law. If we were unsure about the copyright status of an object we made sure to reach out to the collections that the objects were housed in to ensure that their use was permitted.

Privacy, Security, Public Access:

Due to the age and content of most of our objects, there weren't many concerns of privacy or security. We did however double check to make sure that we were not including any compromising or unwanted information within our objects. To the best of our knowledge, there are no violations of privacy or security within our collection.

Data Storage and Preservation of Access:

Our objects have four copies, to ensure security in having multiple back ups. Our group stored objects in Cloud based softwares including: Google drive, DropBox, Github and Sharepoint. Regarding Preservation of Access we used a tool called the Wayback time Machine to archive and conserve the links to our objects. Allowing for audiences being able to access how the embedded links looked originally, as we were archiving these objects for thematic digital collection. With data sustainability in mind we also ensured all our objects were converted to jpegs to ensure quality of these images for the long run and avoiding degradation of image quality from use.

Metadata Application Profile (Data Dictionary)

Template Created by Kate Thornhill, University of Oregon Libraries, and Julia Stone, University of Idaho Libraries

Digital Collection Name: Asian Heritage in Oregon Throughout History

Project Contributors: Regan Robinson, Jackson Scharf, Daveena Williams, Claire Matucan

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 be displayed 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.

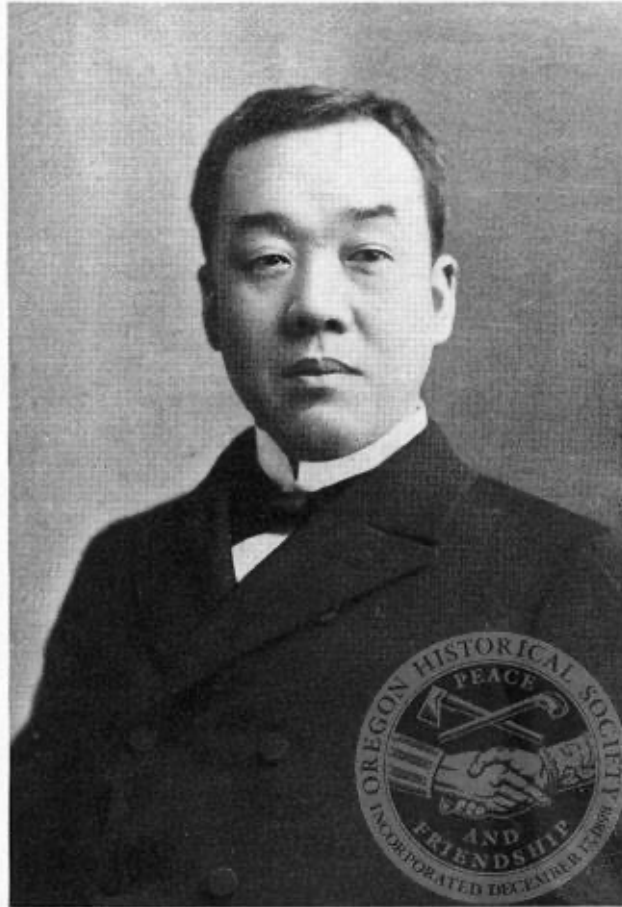
Controlled Vocabulary: This column represents if a cataloger needs to use a controlled vocabulary or not. If yes, then a cataloger should reference the controlled vocabularies table and use whichever one is identified.

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.

Example: This column represents examples for how data should be entered into the metadata documentation to adhere to the standards described in all previous columns.

Object Example: aor13

An example of how an object's metadata will correspond to the object and the elements that will be included on the CollectionBuilder site.



objectid: aor13

title: Portrait of Shinzaburo Ban, ca. 1900

filename: asiaor_1900_shinzaburoban_001.jpg

format: image/jpg

date: 1900

datecreated: 1900

countryoforigin: Japan

description: A portrait of Shinzaburo Ban, one of the leading Japanese businessmen in Portland in the early twentieth century. He was the founder of the Shinzaburo Ban company, an established railroad contractor, merchant, and owner of a shingle company and a lumber mill.

subject: Japanese; single person

location: Portland, OR

latitude: 45.524352

longitude: -122.6740884

source: Oregon Historical Society Ethnic History Collection - Washington State University Libraries Digital Collection

rights: No Copyright - In the United States

creativecommons: Public Domain Mark 1.0

citation: Portrait of Shinzaburo Ban, ca. 1900, Unknown. 1900, Oregon Historical Society. <a

href="https://content.libraries.wsu.edu/digital/collection/wsuvan1/id/1208/rec/7"

target="_blank"https://content.libraries.wsu.edu/digital/collection/wsuvan1/id/1208/rec/7

archivedpage: <a

href="https://web.archive.org/web/20230522224316/https://content.libraries.wsu.edu/digital/collection/wsuvan1/id/1208/rec/7"

target="_blank">Archived Page

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	The preface “aor” will be used, followed by the unique two-digit number the initially corresponded to the order in SharePoint.	aor01
title	Title	Required	No	<p>A name given to the resource. This should be a short, descriptive set of words identifying the item.</p> <p>Each item may only have one title. Each title property should have a single unique value.</p>	One Mil Coin
filename	Not applicable	Required	No	<p>The digital object’s filename including the file extension.</p> <p>The value must match the file's filename in your “objects” directory.</p> <p>File naming conventions: the prefix “asiaor” will be used, followed by an underscore, the date value, another underscore, a short title descriptor, and then the series value (“001”). Then followed by the file format extension.</p>	asiaor_1866_coin_001.jpg

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
format	Format	Required	Yes	<p>Indicates the item's media type.</p> <p>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.</p> <p>Image: image/jpeg</p>	image/jpeg
date	Timeline	Recommended	No	<p>A point in 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 <i>the creation of the original resource</i> when the resource was first created before undergoing any conversion.</p> <p>If the date is unknown, specify an estimated date.</p> <p>If data is in range format take average and use the mean for the year format.</p>	<p>Year: YYYY</p> <p>Example date: 1867</p>
datecreated	Date Created	Recommended	No	A point or period of time associated with an event in the lifecycle of the resource. A resource may have several dates associated	Select one of the following formats for each value:

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				<p>with it. The date covered by this table refers to <i>the creation of the original resource</i> when the resource was first created before undergoing any conversion.</p> <p>If the date is unknown, specify an estimated date or date range.</p>	<p>Year: YYYY (1997) Range: YYYY - YYYY</p> <p>Example date: 1867 or 1900 - 1915</p>
country of origin	Country of Origin	recommended	yes	<p>A documentation of the destination from which a person or thing originated from.</p> <p>If the country of origin is unknown, indicate so with "unknown"</p>	China
description	Description	Recommended	No	<p>An account of the resource. Anything significant about the digital resource not covered elsewhere.</p> <p>Use standard punctuation and grammar to describe the item's history, physical appearance, contents, abstract, etc.</p>	A program detailing the third annual exhibition of the Portland Chinese Mission School, which took place at the First Baptist Church.
subject	Subject	Recommended	Yes	The topic(s) of the resource.	Mining; Immigration; Chinese-American

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				For multiple subjects, separate values with a semicolon.	
location	Location	Recommended	Yes	A geographic location to which the resource applies.	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.	45.3555789490032
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.	-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	Oregon Historical Society

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				<p>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.</p> <p>The value in your metadata field should be written in HTML where Display Text Name of Collection - Name of Source Repository</p> <p>Note: Instead of using a comma between the collection and the repository names, please use a hyphen (-).</p> <p>For example, type this into a cell:</p> <p>Robert N. Dennis Collection of Stereoscopic Views - The New York Public Library Digital Collections</p>	<p>Ethnic History Collection - Washington State University Libraries Digital Collection</p>

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				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	
rights	Rights Statement	Required	Yes	<p>A standardized rights statement, not a creativecommons.org license statement, should be used in this field.</p> <p>The value in your metadata field should be written in HTML where Display Text Name of Copyright Statement</p> <p>For example, type this into a cell:</p> <pre>No Copyright - In the United States</pre> <p>In CollectionBuilder it will render on an item page to look like this: No Copyright - In the United States</p>	<pre>No Copyright - In the United States</pre>

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
creative commons	Creative Commons License	Recommended, but could be Required	Yes	<p>A standardized creative commons license, not a rightsstatement.org rights statement, should be used in this field.</p> <p>The value in your metadata field should be written in HTML where <code>Display Text Name of Creative Commons License</code></p> <p>For example, type this into a cell:</p> <pre>Public Domain Mark 1.0</pre> <p>In CollectionBuilder, it will render on an item page to look like this: Public Domain Mark 1.0</p>	<pre>Public Domain Mark 1.0</pre>
citation	Citation	Required	No	<p>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.</p>	<p>"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, <a</p>

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				<p>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</p> <p>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.</p> <p>For example, type this into a cell:</p> <p>"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</p>	<p>href='https://digitalcollections.nypl.org/items/510d47e2-699a-a3d9-e040-e00a18064a99' target='_blank'>https://digitalcollections.nypl.org/items/510d47e2-699a-a3d9-e040-e00a18064a99</p>

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				<p>In CollectionBuilder, it will render on an item page to look like this:</p> <p>"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</p>	
archive dpage	Archived Page	Required	No	<p>This field must link to the archival record you've made using the Wayback Machine's Save Page Now feature.</p> <p>You should use the Wayback Machine to archive all item pages in your digital collection.</p> <p>The value in your metadata field should be written in HTML where Archived Page</p>	<pre>Archived Page</pre>

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Metadata Element Definition and Data Standard Requirement	Example
				<p>For example, type this into a cell:</p> <pre>Archived Page</pre> <p>In CollectionBuilder it will render on an item page to look like this: Archived Page</p>	

Controlled Vocabularies

<i>Metadata Element Name</i>	<p><i>Controlled Vocabularies</i></p> <p>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.</p>
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subject	<p>People</p> <ul style="list-style-type: none"> -refugees: persons who have fled their native country or usual country of residence to escape danger or persecution. For persons who have withdrawn voluntarily from their native country, especially those who have renounced allegiance to it, use "expatriates." (https://www.getty.edu/vow/AATFullDisplayfind=refugees&logic=AND&note=&english=N&prev_page=1&subjectid=300025935) -Laotian (culture or style): Refers to the style associated with Laos located in the valley of the Upper Mekong. The hybrid style reflects Myanmar, Thai, and Khmer influences. (http://vocab.getty.edu/page/aat/300019195) - Vietnamese: Refers to the cultures that developed in the region situated along the eastern coast of the Indochinese Peninsula known as modern North and South Vietnam. Art & Architecture Thesaurus Full Record Display (Getty Research) -Japanese: Nationality, periods, cultures, and styles found in Japan, either in historical times or in the present. Art & Architecture Thesaurus Full Record Display (Getty Research) -Philippine: Refers to the hybrid style and culture of the Philippines reflecting the region's influx of trade and exchange with Chinese, Islamic, and Hindu cultures. Art & Architecture Thesaurus Full Record Display (Getty Research) -Chinese: The cultures, styles, and periods characteristic of China. https://www.getty.edu/vow/AATFullDisplay?find=chinese&logic=AND&note=&english=N&prev_page=1&subjectid=300018322 -Chinese-American: The culture or style of Americans of Chinese descent. (http://vocab.getty.edu/page/aat/300386008) -Low Wage Workers: Low-wage employees often perform skilled or complex jobs such as eldercare, child-care, carpentry, factory-work, painting, food preparation, and cleaning. Women perform most care-work. Employers underpay and undervalue women's work. (https://cataloginglab.org/problem-lcsh/) -Cultural Groups: Societies or groups of people characterized by common ideas, customs, social behavior, products, or way of life within a particular nation, people, or period. http://vocab.getty.edu/page/aat/300387171 -single person: Profile or object focused on one specific person. <p>Location</p> <ul style="list-style-type: none"> -Cultural Ceremonies: Ceremonial events that are related to culture or background. https://www.getty.edu/vow/AATFullDisplay?find=cultural+ceremony&logic=AND&note=&english=N&prev_page=1&subjectid=300073261
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	<p>- Ernesto Mangaoang: A Filipino American labor organizer and communist and a leader of the Cannery Workers Union, ILWU, in 1954. (https://www.peoplesworld.org/article/b-j-mangaoang-longtime-communist-leader-92/)</p> <p>- Cultural Ceremonies, http://vocab.getty.edu/page/aat/300073261</p> <p>- Heritage sites: a historical site, a building, or an area of the unspoilt natural environment, considered to be important to a country or area's heritage https://www.collinsdictionary.com/us/dictionary/english/heritage-site</p> <p>- Old Town Chinatown: the official Chinatown of the northwest section of Portland, Oregon. https://en.wikipedia.org/wiki/Old_Town_Chinatown</p> <p>- Kam Wah Chung Heritage Site: Founded in the late 1800s, Kam Wah Chung was a town where thousands of mostly Chinese immigrants resided throughout the 1800s and into the 1900s. Location in John Day Oregon, the original town consisted of a Chinese medical clinic, general store, community center and residence. The town is now a heritage site and museum. (https://stateparks.oregon.gov/index.cfm?do=park.profile&parkId=5)</p> <p>Other</p> <p>- Document: a scan or image of a historical document as a file</p> <p>- Photograph: a picture made using a camera, in which an image is focused onto film or other light-sensitive material and then made visible and permanent by chemical treatment, or stored digitally. (Oxford Languages)</p> <p>- Mining: Process or action of digging to extract metal, coal, or other substances, or to create a tunnel, such as under a wall, fort, mountain, or another thing. (http://vocab.getty.edu/page/aat/300054710)</p> <p>- immigration: Arrival into a country, area, or abode for the purpose of permanent residence. (http://vocab.getty.edu/page/aat/300055407)</p>
format	<p>MIME Types: https://developer.mozilla.org/en-US/docs/Web/HTTP/Basics_of_HTTP/MIME_types/Complete_list_of_MIME_types</p>
location	<p>Please use your location vocabulary list.</p> <ul style="list-style-type: none"> • Astoria, OR • Portland, OR • Jacksonville, OR • John Day, OR • Corvallis, OR

	<ul style="list-style-type: none"> • Baker City, OR • Salem, OR
rights	Rights Statements: https://rightsstatements.org/page/1.0/?language=en
creativecommons ons	<p>Creative Commons Licenses: https://creativecommons.org/licenses/</p> <p>For objects in the public domain you should use this marking within the Creative Commons field: https://creativecommons.org/publicdomain/mark/1.0/</p>