

Special Collections & Archives Metadata Guidelines

Special Collections & Archives
George Mason University Libraries
Revised 2013

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Workflow

1. Save image as a high-res TIF files according to naming conventions [see Appendix A] and save in Scanstore shared drive in the appropriate collection level folder [see digitization guidelines [X:\Digitization guidelines\Final_versions_scanning](#) for detailed instructions on scanning and saving files].
2. Add metadata about the object(s) to the spreadsheet template (stored here: [X:\Digitization guidelines\Metadata\blankMETADATA](#)). Perform spell-check. Save with a new name, do not save over the template. Save excel file with image files in the metadata folder on the sca drive, or if you have access to Scanstore, save with the images and name the collection number_metadata (ex. C0235_metadata).
3. Follow the guidelines on metadata creation described in this document.
4. Email Greta (gkuriger@gmu.edu) to request she add the object(s) to Luna. Include the file name in your email. She will contact you (and cc Tricia) when the upload is complete and provide you with the published URL(s).
5. Tricia will periodically review published metadata to perform quality control and ensure guidelines make sense in practice.

Metadata Guidelines for Images
Special Collections & Archives,
George Mason University Libraries
Version 1.4

Introduction

The following metadata guidelines have been developed to facilitate the creation of consistent and coherent metadata records for images, text, and audiovisual materials uploaded to the Content Management System, Luna and the Mason Archival Repository Service (MARS). Images will be described using a local version of the DCMI Metadata Terms metadata standard, Describing Archives: a Content Standard (DACS), and Resource Description and Access (RDA) content standards. These guidelines provide instructions for creating descriptive and technical metadata.

Using the Guidelines

The element guidelines are arranged in the order the elements appear in the metadata spreadsheet. Under each element the guidelines indicate whether the element is core, core if applicable, optional, repeatable or not repeatable. Additionally, for each element, the guidelines provide: a mapping to Archivist Toolkit terms, the element definition, input guidelines, and information on required controlled vocabularies. The input guidelines were created based on DACS. Where DACS points to the superseded Anglo-American Cataloging Rules II (AACR2) these guidelines point to rules found in AACR2's successor, RDA.

There are a number of controlled vocabularies and other authority files that must be used for Dublin Core record creation for the collections. These vocabularies are specified under each element listing. Examples are also provided for element usage. Finally, Appendix A includes file naming guidelines for Luna images.

Structure

1. Luna label
2. Metadata element name
3. Archivists' Toolkit name
4. Required
5. Repeatable
6. Definition
7. Input Guidelines
8. Controlled Vocabularies
9. Examples

ITEM ID

Element name: dc.identifier

Core
Not Repeatable

Archivists' Toolkit: Type = General Note; Title/Note Label = Digital Object ID

Definition: A character string uniquely associated with resource

Input Guidelines: Use the file name for the object after removing the extension. See Appendix A for file naming guidance.

Authorities: None

Examples:

Filename	Translation
C0001B01F001_01	Collection 0001, box 1, folder 1, object 1
R0095B195F05_01	Record 95, box 195, folder 5, object 1
C0013S05_03	Collection 0013, series 5, object 3

TITLE

Element name: dc.title

Core
Not Repeatable

Archivists' Toolkit: Title

Definition: A word, character, or group of words and/or characters that names a resource or a work contained in it; may also be identifying phrase or name of the resource supplied by the holding institution.

Input guidelines: *Formal titles:* For formal titles: transcribe a title as it appears on the source of information. Do not include creation or publication dates, unless the date is part of the formal title of the document.

Supplied titles: A supplied title is one provided by the archivist when there is no formal title for the materials being described, or where the formal title is misleading or inadequate.

Taking the information from any reliable source, compose a brief title that uniquely identifies the material. If using a title that repeats, number the titles so that each title is unique.

Optionally, a topical segment can be added to the supplied title.

Only proper nouns need to be in uppercase letters.

Authorities:

None

Examples:

Senator Hattie W. Caraway (Ark) with 1938 Veterans of Foreign Wars (VFW)

Buddy Poppy girl

Funeral of Rear Admiral Sigsbee, famed Captain of the USS Maine

FTP circus performer with dogs

War damage 1

CREATOR

Element name:

dc.creator

Core

Repeatable

Archivists' Toolkit:
in AT

Name link under "Names & Subjects" tab, if applicable, not core

Definition:

A creator is a person, family, or corporate body responsible for the creation of the original work. Creators also include persons, families, or corporate bodies jointly responsible for the creation of the original work, such as collaboration between two writers, or collaboration between a composer and lyricist. This can also include creators responsible for compiling a work, such as an editor, or a creator responsible for modifying a previously existing work in a substantial way, such as an adaptation of a story into another story, play, movie, or musical piece.

Input Guidelines:	Use the authorized form of the name for person or organization if available in the Library of Congress Name Authorities file. Otherwise establish a temporary form of the person's name according to the following instructions: Personal names – Last name, first name, middle name or initial, birth and death dates; Corporate names – natural order. If the creator of the original work is unknown enter “unknown”.
Authorities:	LC Name Authority File: http://id.loc.gov/
Examples:	Scott, Arthur E., 1917-1976 Federal Theatre Project (U.S.). National Service Bureau unknown

SUMMARY

Element name:	dc.description Core, if applicable (not required if title and summary are the same) Not Repeatable
Archivists' Toolkit:	Abstract
Definition:	An annotation providing additional information relating to the content of a resource, such as an abstract, table of contents, or a summary of the resource. The note or summary allows for the inclusion of keywords as well as narrative explanation of the content of the resource.
Input Guidelines:	Use complete sentences with proper grammar and punctuation. Avoid any commentary on or interpretation of item being described. No abbreviations should be used.
Authorities:	None
Examples:	Native American leader seen leaving the White House after meeting with the President. Buddy Poppy girl giving a small flag to Senator Hattie W. Caraway.

DATE

Element name:	dc.date
	Core Not Repeatable
Archivists' Toolkit:	Date Expression
Definition:	Creation date(s) for the original resource (physical or digital).
Input Guidelines:	<p>Enter date as Year-Month-Day, separating the sections with a single hyphen (e.g. YYYY-MM-DD). If year or only month and year are known enter YYYY or YYYY-MM. For date ranges, follow the same basic format but separate the dates with a slash mark (e.g. YYYY-MM-DD/YYYY-MM-DD or YYYY/YYYY). If dates are unknown, use RDA guidelines for dates, do not use dates with “circa” prefix (e.g. circa YYYY or circa YYYY-MM or circa YYYY/YYYY, but only the date range, simply put as YYYY/YYYY).</p> <p>When inputting into a spreadsheet, make sure the date column is formatted to “text” to avoid losing the data when transferring to other file types.</p> <p>For undated/unknown date enter “undated.”</p>
Authorities:	W3C Date and Time Formats: http://www.w3.org/TR/NOTE-datetime
Examples:	1938 1936/1939 1972-02 1888-04-01 undated

DECADE

Element name:	dc.decade
	Core, if applicable

	Repeatable
Archivists' Toolkit:	Subject link under "Names & Subjects" tab
Definition:	Records the decade of the intellectual content of a resource, not the publication date. For artifacts or art objects, the decade characteristics refer to the decade during which the artifact/object was made.
Input Guidelines:	Enter decade as YYYYs, as appropriate.
Authorities:	None
Examples:	1930s 1960s

TIME PERIOD (SUBJECT)

Element name:	dc.coverage.temporal
	Core, if applicable Repeatable
Archivists' Toolkit:	Subject link under "Names & Subjects" tab
Definition:	Records the temporal or chronological characteristics of the intellectual content of a resource, not the publication date. For artifacts or art objects, the temporal characteristics refer to the date or time period during which the artifact/object was made.
Input Guidelines:	Where appropriate, named places or time periods can be used in preference to numeric identifiers such as date ranges. This will be inputted as a Subject on the spreadsheet.
Authorities:	LC Subject Headings File: http://id.loc.gov
Examples:	World War, 1914-1918. New Deal, 1933-1939. Reconstruction (U.S. history, 1865-1877)

SUBJECT

Element name:	dc.subject
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	Core Repeatable
Archivists' Toolkit:	Subject link under "Names & Subjects" tab
Definition:	The topic of the content of the resource reflecting what the resource is about. Subjects can be expressed by topical, personal, family, or corporate body terms for significant people, places, organizations, events, and topics reflected. For geographic or temporal topics, see the elements Coverage and Time Period. Topic is a term or phrase representing the primary topic(s). Named Entities refers to people or organizations that are significant in some way to the content of the digital object.
Input Guidelines:	Enter the full hierarchy of the topic, separating each term with two dashes (e.g. "--").
Authorities:	LC Subject Headings File: http://id.loc.gov Art & Architecture Thesaurus: http://www.getty.edu/research/tools/vocabulary/aat Thesaurus for Graphic Materials: http://www.loc.gov/pictures/collection/tgm/
Examples:	Children Shenandoah River Valley (Va. and W. Va.) Theater--United States. Armored trains--Slides. Advertising--Telephone companies—Photographs Transportation--Washington Metropolitan Area--Planning.

SCOPE (SUBJECT)

Element name:	dc.coverage.spatial
	Core, if applicable Repeatable
Archivists' Toolkit:	Subject link under "Names & Subjects" tab
Definition:	This is an additional subject term. Records the spatial or geographic coverage of the intellectual content of a resource or the jurisdiction under which the resource is relevant, not the place of publication. For artifacts or art objects, the spatial characteristics usually refer to the place where the artifact/object originated.

Input Guidelines:	Enter the continent name or general region name as listed in the LC Subject Headings File. Enter the full hierarchy of the geographic name, separating each term with two dashes (e.g. "--")
Authorities:	LC Subject Headings File: http://id.loc.gov/
Examples:	Thirty-Fifth Street (Washington, D.C.) Fairfax County (Va.) Reston (Va.) Atchison (Kan.)--Photographs.

GENRE

Element name:	dc.type.genre
	Core Not Repeatable
Archivists' Toolkit:	Not applicable
Definition:	A term or terms drawn from a controlled vocabulary that designate a category characterizing a particular style, form, or content, such as group portraits, or theater posters. Genre describes what something is, not what it is about.
Input Guidelines:	Select a term from the TGM vocabulary or the RBMS controlled vocabulary.
Authorities:	Thesaurus for Graphic Materials: http://loc.gov/pictures/collection/tgm http://www.loc.gov/rr/print/tgm2.txt Rare Books and Manuscripts section of Association of College and Research Libraries, a division of the American Library Association: http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/genre/alphabetical_list.htm
Examples:	Portrait photographs Landscape photographs Maps Group Portraits Lantern slides Cityscapes

TYPE

Element name:	dc.type
	Core Not Repeatable
Archivists' Toolkit:	Object Type
Definition:	A broad term drawn from a controlled vocabulary that describes the nature of the digital resource, such as image, dataset, text, sound, service, software.
Input Guidelines:	Select a term from the DCMI Type vocabulary
Authorities:	DCMI Type: http://dublincore.org/documents/dcmi-typevocabulary/
Examples:	Image MovingImage PhysicalObject Sound Text

ORIGINAL FORMAT & COLOR

Element name:	dc.format
	Core Repeatable
Archivists' Toolkit:	Type = General Physical Description note; Title/Note Label = Original Format
Definition:	Records the physical description of the original resource. Characteristics may include medium and color content.
Input Guidelines:	Record the medium and color content of the resource. Medium may be described as free text or with the TGM vocabulary. No abbreviations should be used.
Authorities:	Thesaurus for Graphic Materials: http://www.loc.gov/pictures/collection/tgm
Examples:	Photographs; color

Negatives; black and white
 Scrapbooks; some color, 10 pages
 Reproductions; color
 Audiotapes
 Videodiscs; black and white

ORIGINAL EXTENT

Element name:	dc.extent
	Core Not repeatable
Archivists' Toolkit:	Type = Dimensions Note; Title/Note Label = Original Extent
Definition:	Describes the page numbers and/or dimensions of the original resource.
Input Guidelines:	Free text. Number of physical pages and/or dimensions of the original resource. H x W x D (as orientation indicates) in inches or feet for sizes. Inches should be measured to the eighth of an inch. Do not abbreviate pages. For film and audio tape, record the diameter of the reel and the width of the tape.
Authorities:	None
Examples:	10 ft. x 13 ft. 12.5 in. x 8 in. x 2 in. 3 3/8 in. x 6 in. 225 pages; 12.75 x 8 x .5 in. 5 pages 5", 1/4" tape

COLLECTION

Element name:	dc.relationIsPartOf
	Core Not Repeatable
Archivists' Toolkit:	Not applicable

Definition:	Collection title for the collection that this item is a part of. Remove date at end of the title.
Input Guidelines:	Free text.
Authorities:	None.
Example:	Arthur E. Scott photograph collection

PHYSICAL LOCATION

Element name:	dc.source.location
	Core
	Not Repeatable
Archivists' Toolkit:	Type = Existence and Location of Originals Note; Title/Note Label = Physical Location
Definition:	Box and folder number, or other location information needed to locate the original material.
Input Guidelines:	Free text.
Authorities:	None.
Examples:	Box 15 Box 34, Folder 2 Research Room, Map Case 2

FINDING AID

Element name:	dc.source
	Core
	Not Repeatable
Archivists' Toolkit:	Not applicable
Definition:	URL to the finding aid for this item.
Input Guidelines:	URL

Authorities: None.

Example: http://sca.gmu.edu/finding_aids/scotta.html

RIGHTS ADVISORY

Element name: dc.rights
Core
Not Repeatable

Archivists' Toolkit: Not applicable

Definition: Records limitations placed on access to a resource or limitations placed on uses. It may contain a rights management or usage statement, a URL that links to a rights management statement, or a URL that links to a service providing information on rights management for the resource. A rights management statement may contain information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images. The statement can be a general copyright statement for the institution, for the whole collection, a specific statement for each resource, or a Creative Commons publishing statement. The statement may be general, providing contact information, or specific, including the name of the copyright holder.

Input Guidelines: Use the language shown in the examples below based on the rights status: public domain; copyright held by George Mason University; copyright held by another party and used with permission; copyright status unknown. If an external party holds the copyright, a custom negotiated rights statement may be necessary.

Authorities: None.

Examples: Public domain. There are no known restrictions.

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DIGITAL PUBLISHER

Element name:	dc.publisher.digital
	Core Not repeatable
Archivists' Toolkit:	Not applicable
Definition:	A person, family, or corporate body responsible for the digital version of the resource available. The digital publisher is the institution that is hosting the digital item.
Input Guidelines:	Express in the authorized form of the publisher's name if possible.
Authorities:	LC Name Authority File: http://id.loc.gov/
Examples:	George Mason University. Libraries. Special Collections & Archives.

DURATION

Element name:	dc.extent.duration
	Core for audio-visual resources Not Repeatable
Archivists' Toolkit:	Not applicable
Definition:	Playing time, running time, etc. of the digital of a resource.

Input Guidelines:	Free text
Authorities:	None
Examples:	7 minutes 16 minutes, 25 seconds

DIGITAL ENCODING FORMAT

Element name:	dc.format.encoding
	Core for audio-visual resources. Repeatable
Archivists' Toolkit:	Not applicable
Definition:	The schema or standard used to encode the digital content of a resource.
Input Guidelines:	Free text
Authorities:	None
Examples:	WAV MP3 MPEG-4

DIGITAL FILE SIZE

Element name:	dc.extent.size
	Core for audio-visual resources. Not Repeatable
Archivists' Toolkit:	Not applicable
Definition:	The number of bytes (size) in a digital file.
Input Guidelines:	Record file size as bytes, kilobytes (KB), megabytes (MB), or gigabytes (GB).

Authorities:	None
Examples:	32000000 bytes 173 KB 32.58 MB

The following fields are included at the end of the blankMETADATA template to be removed or included as needed.

LANGUAGE

Element name:	dc.language
	Core, if applicable Repeatable
Archivists' Toolkit:	Language Code
Definition:	If applicable, describes the language in which a work is expressed. Visual images do not usually have a language unless there is significant text in a caption or in the image itself.
Input Guidelines:	Use the three- letter ISO 639-2 code for the representation of the name of the language(s).
Authorities:	ISO639-2: http://www.loc.gov/standards/iso6392/php/code_list.php
Examples:	eng ger rus

ALTERNATIVE TITLE

Element name:	dc.title.alternative
	Core, if applicable Repeatable
Archivists' Toolkit:	Not applicable

Definition:	Alternate title can be used for other titles useful for identification and access, i.e., caption title, former title, spine title, artist's title, object name, translation of title, and other variations of the title. In the event the original title is written in a non-Western, non-Latin script, an English translation of the title should be provided in the title element. If the original title is in 'foreign' non-Western script, and this needs to be addressed, the original language title would be placed in the alternative title element.
Input Guidelines:	Enter any alternative form of the title if the format contributes to the further identification of the item. Do not include creation or publication dates, unless the date is part of the formal title of the document. Omit initial articles. If a supplied title needs to be created for this element, see the supplied title instructions under dc.title.
Authorities:	None
Examples:	Elizabeth Fairfax Hir Booke 1694 Oliver F. Atkins photograph of the Republican National Convention

CONTRIBUTOR

Element name:	dc.contributor
	Core, if applicable Repeatable
Definition:	A contributor is a person(s), family(ies), or corporate body(ies) who made significant intellectual contributions to the work, but whose contribution is secondary to the person(s), family(ies) or organization(s) specified in the Creator element(s). Examples include editor, co-author(s), transcriber, translator, illustrator, etc.
Input Guidelines:	Use the authorized form of the name for person or organization if available in the Library of Congress Name Authorities file.
according	Otherwise establish a temporary form of the person's name to the following instructions:

Personal names - Last name, first name, middle name or initial, birth and death dates; Corporate names - natural order.

Authorities: LC Name Authority File: <http://id.loc.gov/>

Examples: Barnes, Rhoda

ORIGINAL PUBLISHER

Element name: dc.publisher.original

Core, if applicable
Repeatable

Archivists' Toolkit: Name link under "Names & Subjects" tab, if applicable

Definition: A publisher is a person, family, or corporate body responsible for publishing, releasing, or issuing a digital resource, such as the book publisher or the online publisher of a newspaper article.

Input Guidelines: Expressed in the authorized form of the publisher's name if possible.

Otherwise establish a temporary form of the person's name according to the following instructions:

Personal names - Last name, first name, middle name or initial, birth and death dates; Corporate names - natural order.

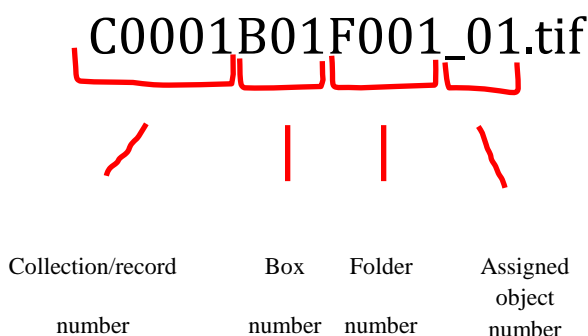
Authorities: LC Name Authority File: <http://id.loc.gov/>

Examples: League of Women Voters of the Fairfax Area
Illustrated London News

FILE NAMING GUIDELINES FOR LUNA MATERIALS

General guidelines

1. When possible, the file names should be patterned after the processing structure of the finding aid, such as collection number, box number, folder number.



2. All images will be stored in a single folder on the server. Use leading zeros for each identifier section to allow for correct sorting by file name.

- 4 digits for collection/record number: C0001
- As many digits as necessary (including leading zeros) for series, box, or folder numbers by collection. Are there 100 boxes? 10 folders?
- As many digits as necessary (including leading zeros) for the assigned object number. How many other items are in the folder? 10? 50?

3. For the assigned object number at the tail of the file name, the important thing is to create a unique file name. The number does not need to reflect its order within the folder. If digitizing multiple items from the same subsection, use consecutive numbering (01, 02, 03).

Examples

For images from typical processed collections:

File name	Translation
C0001B01F001_01.tif	Collection 0001, box 1, folder 1, object 1
R0095B195F05_01.tif	Record 95, box 195, folder 5, object 1
C0013S05_03.tif	Collection 0013, series 5 object 3

For images that are from minimally processed collections:

File name	Translation
C0395_01.tif	Collection 395, object 1
R0095B195_01.tif	Record 95, box 195, object 1

For images that are not representative of a collection:

File name	Translation
FC_0001.tif	Featured collection bucket, object 1.

For multi-page scans of complex objects:

File name	Translation
C0001B01F001_01p001.tif	Collection 0001, box 1, folder 1, object 1, page 1
C0001B01F001_01p002.tif	Collection 0001, box 1, folder 1, object 1, page 2
FC_0001p03.tif	Featured collection bucket, object 1, page 3.