

# Iowa State University Library ContentDM data dictionary

## Core fields

Field label	Dublin Core mapping	Comment	Obligation	Repeatable?	Vocabulary/Format	Definition	Guidelines (including sources of information, encoding vocabularies used...)	Example	Who creates values
Call Number	dc:source		Required	No		DC: "A related resource from which the described resource is derived [...] in whole or in part. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system."	Use the call number assigned by Special Collections, University Archives, Cataloging and Metadata Unit, or other similar authority. Follow formatting given in the original resource.	RS 9/7/11 Box 40	Digital Initiatives staff or metadata librarian enter values assigned by Special Collections
Collection	dc:relation		Required	No		DCMItype: "An aggregation of resources."	The physical collection to which the items belong in the library collection. This may or may not be the same for all items in a collection. Use a colon (:) to separate the collection name and URL.	Jay Brownlee Davidson (1880-1957) Papers, 1905-2005, undated: <a href="http://www.add.lib.iastate.edu/spcl/arch/rgrp/9-7-11.pdf">http://www.add.lib.iastate.edu/spcl/arch/rgrp/9-7-11.pdf</a>	Digital Initiatives staff or metadata librarian enter values assigned by Special Collections
Contributing Institution	dcterms:publisher		Required	Yes	Local	DC: "An entity responsible for making the resource available."	The primary value will always be Iowa State University Library Special Collections: <a href="http://www.add.lib.iastate.edu/spcl/index.html">http://www.add.lib.iastate.edu/spcl/index.html</a> [http://www.add.lib.iastate.edu/spcl/index.html] (http://www.add.lib.iastate.edu/spcl/index.html). If an external entity shares responsibility, add their location afterwards, following a semicolon (;).	Iowa State University Library Special Collections: <a href="http://www.add.lib.iastate.edu/spcl/index.html">http://www.add.lib.iastate.edu/spcl/index.html</a>  Iowa State University Library Special Collections: <a href="http://www.add.lib.iastate.edu/spcl/index.html">http://www.add.lib.iastate.edu/spcl/index.html</a> ; International Textile and Apparel, Association: <a href="http://www.itaonline.org/">http://www.itaonline.org/</a>	Digital Initiatives staff or metadata librarian enter values per information from Special Collections
Creator	dcterms:creator		Required if known	Yes	LC Name Authorities if record exists, otherwise use local controlled	DC: "An entity primarily responsible for making the resource."  Used here as	Use values in the local controlled vocabulary or Library of Congress Name Authorities to identify the given creator(s) of the resource. For images of creative works (such as photographs of statues), the creator of the photograph as well as of the creative work pictured may both be included, if known.	Davidson, Jay Brownlee (1880-1957)  II International Congress on Rural Engineering, Madrid, Spain, 1935	Cataloging & Metadata Unit

					vocabulary	the "sender" of the correspondence.	If creator cannot be determined, leave blank.	<i>[blank value]</i>	
Date	dc:date	used in record display	Required if known	Yes	ISO 8601	DC: "A point or period of time associated with an event in the lifecycle of the resource."	<p>Use the ISO 8601 date format (yyyy-mm-dd).</p> <p>Do not use abbreviations such as c. or n.d.</p> <p>Use yyyy - yyyy for range. If date range cannot be determined or narrowed at all leave blank.</p>	<p>Known year-month-day: 2001-10-19</p> <p>Known year-month: 2001-10</p> <p>Known year: 2001</p> <p>One year or another: 1892 or 1893</p> <p>Circa year: 1892</p> <p>Decade certain: 1970s; 1965 - 1975 (spaces around hyphen)</p> <p>Uncertain range: 1965? - 1975?</p> <p>Before a time period: Before 1867</p> <p>After a time period: After 1867</p> <p>Completely unknown: <i>[blank value]</i></p>	Cataloging & Metadata Unit
Date Digital	none		Required	No	ISO 8601	DC: "Date of creation of the resource."	<p>Use the ISO 8601 date format (yyyy-mm-dd).</p> <p>If just a year given, use YYYY.</p> <p>Do not use abbreviations such as c. or n.d.</p> <p>Use data embedded in the file to determine date digitized. ("Properties")</p>	<p>2013-05-13</p> <p>2013-06-11</p>	Digital Initiatives staff or metadata librarian
Description	dcterms:description		Required	No		DC: "An account of the resource [...] may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource."	Construct a brief description of the item using the information found in the finding aid, the MARC record, the item itself, any other documentation accompanying the collection, or context from other sources. Consultation with archival staff may be necessary. For other collections, subject specialists from selected departments may be invited to assist with item description where appropriate.	<p>The Cenotaphy and World War monument, London, 1935.</p> <p>Steamboat passengers play shuffleboard on the ship's deck, 1935.</p>	Cataloging & Metadata Unit
File Name	dcterms:isReferencedBy	hidden to user	Required	No		DC: "A related resource that references, cites, or otherwise points to the described resource."	<p>Use the filename of the object as it appears in the "ready for catalogers" folder on the Y: drive.</p> <p>This should conform to the local identifier construction guidelines.</p> <p>For compound objects (for example, a multi-page document or an interview with an accompanying audio track), each component of the compound object should have file name data added, and no file name should be recorded for the compound object as a whole unless appropriate in a special case.</p>	<p>09-07-11_Davidson_39-01.pdf</p> <p>09-07-11_Davidson_40-01.pdf</p>	Digital Initiatives staff or metadata librarian enter values assigned by Special Collections

File Type	dc:format		Required	No	<a href="#">IMT</a>	DC: "The file format, physical medium, or dimensions of the resource."	Values are listed under the Template column in the <a href="#">IMT</a> vocabulary	application/pdf image/jpeg	Cataloging & Metadata Unit
Format-Extent	dcterms:extent		Recommended	Yes		DC: "The file format, physical medium, or dimensions of the resource."	Use separate values for each aspect of extent recorded. For multi-page documents, include number of pages. For objects, include dimensions only if given and if they are relevant to the use of the collection. When recording dimensions, use the metric system. For sound or video resources, include time duration of recording.	200 pages 4 photographs + handwritten notes	Cataloging & Metadata Unit
Format-Medium	dcterms:medium		Required	Yes	Local, derived from Getty AAT	DC: "The file format, physical medium, or dimensions of the resource."	Describe the physical medium of the original (depicted or scanned) resource. Use the local controlled vocabulary which has been derived from the Art and Architecture Thesaurus (AAT), <a href="http://www.getty.edu/research/tools/vocabularies/aat/">http://www.getty.edu/research/tools/vocabularies/aat/</a> . This value should reflect a cultural heritage vocabulary for artifacts rather than an internet media or file type.	scrapbooks albums (books) photographs portraits clippings (information artifacts) maps (documents) picture postcards notes cards (information artifacts) business cards proceedings charts (graphic documents)	Cataloging & Metadata Unit
Identifier (DOI)	dcterms:identifier		Required	No	Follow local policy	DC: "An unambiguous reference to the resource within a given context."	Identifiers are assigned using the Digital Object Identifier (DOI) Naming Guidelines (see Appendix V). These should be created at the time of digitization.	09-07-11_Davidson_39-01 09-07-11_Davidson_40-01	Digital Initiatives staff or metadata librarian enter values assigned by Special Collections
Index Date	none	used for keyword indexing  hidden to user	Required if known	Yes	ISO 8601	DC: "A point or period of time associated with an event in the lifecycle of the resource."	Use the ISO 8601 date format (yyyy-mm-dd).  Do not use abbreviations such as c. or n.d.  For date ranges of ten years or less, list out each date in the range as follow: yyyy yyyy yyyy yyyy  For date ranges that span more than ten years, follow the guidelines for <a href="#">Date</a>	For 1870 - 1877: 1870 1871 1872 1873 1874 1875 1876 1877  For circa 1892: 1890 1891 1892 1893 1894 (two below and two above)	Cataloging & Metadata Unit
Language	dcterms:language		Required if text	Yes	<a href="#">ISO 693-3</a>	DC: "A language of the resource."	Use the three letter code indicated by <a href="#">ISO 693-3</a> .	<i>Letter written in English:</i> eng  <i>Image of a page of a book written primarily in English but has some French:</i> eng; fra	Cataloging & Metadata Unit

Rights	dc:rights		Required	No		DC: "Information about rights held in and over the resource."	Use statement in accordance with documented institutional and national policies, and in accordance with the stated goals of the project.	U.S. and international copyright laws protect this digital image. Commercial use or distribution of the image is not permitted without prior permission of the copyright holder. For permission to use the digital image, please contact Iowa State University Library Special Collections at archives@iastate.edu. For reproductions see: http://www.add.lib.iastate.edu/spcl/services/photfees.html	Digital Initiatives staff or metadata librarian
Subject	dcterms:subject		Required	Yes	LCSH, local	DC: "The topic of the resource."	<p>Select subject headings after performing subject analysis. Use LCSH or local controlled vocabulary as appropriate. Include any personal name, corporate body, or uniform title subjects here as well.</p> <p>Do not use full strings for places in this field; instead, enter these in the Geographic Subject field, which is mapped to dc:subject for Primo and OAI harvesting.</p> <p>Use information given in tables of contents within the resource as well as any notes on the object itself; however, it is not obligatory to perform more extensive research for subject analysis beyond what has been included. It is acceptable to include subject terms outside of the controlled vocabularies for the purpose of improving the user search experience. These values will be added to the local controlled vocabulary.</p>	<p>Davidson, J. Brownlee (Jay Brownlee), 1880-1957</p> <p>Photographs</p> <p>Agricultural engineering--Iowa</p> <p>International Harvester Company</p> <p>American Society of Agricultural Engineers</p> <p>Agricultural machinery</p> <p>McKensie,Estelle</p>	Cataloging & Metadata Unit
Title	dcterms:title		Required	No		DC: "A name given to the resource."	<p>Create a descriptive title for the item/object following the general guidelines for titles given in Describing Archives: a Content Standard (DACS) 2.3 Title (page 17).</p> <p>Prefer any information given within the resource itself, such as the author's table of contents or a hand-written note on an album page serving the function of a title page. Information from the finding aid (see Appendix I) can,also be used to assist in item identification.</p> <p>For correspondence, follow the format: <b>[authorized name of sender] letter to [authorized name of recipient] regarding [subject], [date]</b></p>	<p>J.B. Davidson pictorial record, trip to Europe (Germany, England, France, Spain), book 1 of 3 <i>[compound object based on hand-written note on title page]</i></p> <p>J.B. Davidson notes, photographs, and proceedings documenting agricultural work in China, 1948-1949</p> <p>Page 6 <i>[page-level description of compound object]</i></p>	Cataloging & Metadata Unit
Type	dcterms:type		Required	Yes	<a href="#">DCMI Type Vocabulary</a>	DC: "The nature or genre of the resource."	<p>Use the DCMI Type Vocabulary: <a href="http://dublincore.org/documents/2012/06/14/dcmi-terms/?v=dcmitype#H7">http://dublincore.org/documents/2012/06/14/dcmi-terms/?v=dcmitype#H7</a>. Use the Label instead of the Term Name.</p> <p>Describe the overall nature of the item as a human user would perceive it. For example, even if you have a scanned image of a page of a letter, the type would be "Text", not "Image." If the item is a textual object with an image (ex. letter with illustration), the type can be both "Text" and "Image" separated by a semicolon (;).</p>	<p><i>Image of a page of a letter:</i> Text</p> <p><i>Image of a page of a letter that has an illustration:</i> Text; Image</p>	Cataloging & Metadata Unit

Additional fields



Field label	Dublin Core mapping	Comment	Obligation	Repeatable?	Vocabulary/Format	Definition	Guidelines (including sources of information, encoding, vocabularies used...)	Example	Who creates values
Archival Series Title	none		Not required	No		The name of the archival series.		2.2 Photographs - Maintenance and Improvement Activities	Digital Initiatives staff or Archivist
Annotation	dcterms:alternative		Not required	No		DCT Alternative Title: "An alternative name for the resource."	Transcribe exactly what is on the resource.	#16. Jack Trice Plaza - 97 - 2606. Photo: K. Lyles. 8/07/97	Digital Initiatives staff or Archivist
Campus Landmarks	none	Used for faceting	Recommended if relevant	Yes	Local	A local place associated with the resource or of which the resource is about.	Use local vocabulary terms when available.	Campanile; Beardshear Hall	Cataloging & Metadata Unit
Events	none		Recommended if relevant	Yes	Local	An event of which the resource is about.	Use local vocabulary terms when available.	Commencement	Cataloging & Metadata Unit
Folder Title	none		Not required	No		The name of the archival folder.		[Central Campus]	
Geographic Subject	dcterms:spatial		Recommended	Yes	Local, derived from Getty TGN, LCSH, or local resources	DC Spatial Coverage: Spatial characteristics of the resource.	Assign one or more geographic location(s) or subject(s) to the item. Consult the Getty Thesaurus of Geographic Names (TGN) ( <a href="http://www.getty.edu/research/tools/vocabularies/tgn/">http://www.getty.edu/research/tools/vocabularies/tgn/</a> ) for preferred names of geographic places. Choose the English-preferred (English-P) value if different from the overall preferred value. Give enough context that the place information can be determined internationally (see examples).  However, for local place names (ex: ISU campus), you may use LCSH if established term exists, or generate local controlled term. Use local controlled vocabulary to ensure consistency in location specific to campus and Ames. Follow local syntax and punctuation practices. List place strings hierarchically in ascending order of granularity (least specific to most specific) if using LCSH.	Yangtze River <i>[use English-preferred values for places known in multiple languages]</i>  Paris, France  Chicago, Illinois  United States--Iowa--Ames--Iowa State University <i>[established LCSH heading, listed in local controlled vocabulary]</i>	Cataloging & Metadata Unit
Hardware/Software	none		Not required	Yes	Local	DC: "The method by which items are added to a collection."	This should be provided by the digitization crew, otherwise leave blank.	Manager's Power Mac G5; Mac OS X; Creo iQsmart3; Kodak oXYgen Scan ver 2.6.6	Digital Initiatives staff
Historical		Search indexing				DC: "The spatial or temporal topic of the resource, the spatial applicability	This should include a brief summary of the historical significance of the collection as a whole. For the Davidson collection, this should include a brief biography and relevant historical information to give	Jay Brownlee Davidson was an agricultural engineer. He was head of Agricultural Engineering Departments [...] Recognized as a pioneer in the development of agricultural	Metadata librarian enters information

Description	dcterms:description	turned off in ContentDM	Recommended	No		of the resource, or the jurisdiction under which the resource is relevant."	context to the digital collection.  This description should be a pared-down version of the information given on the collection finding aid.	engineering as a discipline [...] Find out more about the Davidson papers at <a href="http://www.add.lib.iastate.edu/spcl/arch/rgrp/9-7-11.pdf">http://www.add.lib.iastate.edu/spcl/arch/rgrp/9-7-11.pdf</a> .	given by Special Collections in finding aid, etc.
Image Manipulation	none		Not required	Yes		DC: "The method by which items are added to a collection."	This will be provided by the digitization crew, otherwise leave blank.		Digital Initiatives staff
Interviewee	none		Not required	Yes		A person being interviewed.		Casey, Martha (b. 1942)	Archivist or Cataloging & Metadata Unit
Interviewer	none		Not required	Yes		A person conducting an interview.		Zanish-Belcher, Tanya	Archivist or Cataloging & Metadata Unit
Location of Interview	dcterms:spatial		Not required	Yes		The location where an interview was conducted.		Madison, WI	Archivist or Cataloging & Metadata Unit
Organizations	none	Used for faceting	Recommended if relevant	Yes	Local	An organization that is in some way associated with the resource.	Use local vocabulary terms when available.	Iowa State University	Cataloging & Metadata Unit
People	none	Used for faceting	Recommended if relevant	Yes	Local	A person or type of person that is associated with a resource or that the resource is about.	Use local vocabulary terms when available.	Shreve, Earl; faculty	Cataloging & Metadata Unit
Time Period	dcterms:subject	Used for faceting	Recommended	Yes	Local	DC: "A point or period of time associated with an event in the lifecycle of the resource."	Useful for broader time periods, eras, or text-based historical and social temporal designations. Can be more general than the "date" field, and can encompass more than one date per resource. Use local controlled vocabulary with terms amenable to user vocabularies. Do not spell out the year as in LCSH, instead use numeric representation. Do not add a question mark (?).	1930s  World War II  Interwar period  Green Revolution	Cataloging & Metadata Unit
Transcription	none		Not required	No		A textual transcription of the resource.			Automatically generated using OCR software