

Title: **Visual Resources Metadata Best Practices,
University of Notre Dame, Hesburgh Libraries**

Creator: Digital Standards Team

Alexander Papson, Metadata and Digital Services
Librarian, (Chair)
Julie Arnott, Manager, Preservation
Tracy Bergstrom, Interim Co-Program Director,
Digital Library Initiatives and Scholarship
Curator, Italian Imprints and Dante Collection
Dan Brubaker-Horst, Digital Library Applications
Lead
Susan Good, Webmaster and Desktop Consultant,
Kresge Library
Adam Heet, Library Assistant II, Architecture Library
Rick Johnson, Interim Co-Program Director, Digital
Library Initiatives and Scholarship – E-Research
And Digital Initiatives
Patricia Lawton, Catholic Research Resources Alliance
Digital Projects Librarian
Denise Massa, Senior Branch Library Services
Specialist, Visual Resources Center
Joe Reimers, Technology Support Specialist, Kresge
Library
Sara Weber, Special Collections Digital Project
Specialist

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Description of Document: This best practices document recommends the implementation of a core set of metadata elements and VRA Core Metadata Element Set mappings (<http://www.loc.gov/standards/vracore/schemas.html>) for use in visual arts projects in the digital repository at the University of Notre Dame Hesburgh Libraries.

Change Log:

VRA Image Metadata Best Practices

Rev 20130130app

These are the recommended metadata elements for visual arts images and related items. Fields that are bold should be included to aid in discovery through Google and Google Scholar.

The text below has been prepared to assist primarily with the description of archival images. Please see *Cataloging Cultural Objects: A guide to describing cultural works and their images* (Chicago, American Library Association, 2006) for additional information on cataloging cultural works. Also review the VRA Core Standards at: <http://www.loc.gov/standards/vracore/> for more detailed definitions and information.

Work, Collection, or Image: Choose one of these three according to the type of item being described.

Title: Title of the item. (if the title is in multiple languages repeat this field and mark the primary title with preferred.)

Agent(s): Primary creator of the item.

Contributor(s): Any person that contributed to the creation of the item.

DOI: The DOI attached to the item. Issued upon ingest.

Description: A detailed description of the item. Explain who/what is in the image, where it is located, the date or time frame, what they are doing without assumptions, and if it is applicable state why they are doing what they are in the image. Give names of the people and if a person is unknown, state that there is an unknown person standing next to the known person. If there is a crowd state that there is a crowd of people. Try to explain what the photograph looks like so that someone with vision impairment can get a general idea of what is going on but keep the description brief.

Subject Keywords: Subject headings and related keywords that will help the user find the item and relate it to other materials that are similar. Think about how the user may be searching in Google to find the materials. Use controlled vocabularies such as LCSH, folksonomies as needed, and synonyms. Create both general terms and specific terms to the topic. Refer to the Getty Research Institute's Art and Architecture Thesaurus for generic terminology.

Inscription: Any marks or written words added to the object at the time of production or in its subsequent history. (If a translation is provided repeat the field and include translation at the start of the text.)

Source: The source of the information recorded about the work or the image. Note multiple sources if used.

StateEdition: Identifier that tells the state or edition of a work that exists in multiple forms and how the item relates to prior or later versions of the work. (ex: Book Edition 1 or Second Edition, Image 1 of 4)

Publisher: Publisher information related to the item if applicable.

Rights: Restrictions related to the materials that the user will need to know about.

Date: The date the item was created.

Worktype: The physical materials that were scanned. Use vocabulary from the Getty Research Institute's Art and Architecture Thesaurus or Thesaurus of Geographic Names when possible. (ex: photograph)

Format: The file format of the materials related to the record. (ex: pdf)

Date Digitized: The date the materials were digitized.

Recommended Citation: The recommended citation for the item. You can include the repository link with this citation. This field may be automatically generated.

Repository Name: The physical location of the materials. (ex: Notre Dame Law Library)

Collection Name: The name of the collection that is being digitized.

Coverage Temporal: The overall time frame related to the materials.

Coverage Spatial: The general region that the materials are related to when applicable.

Digitizing Equipment: The hardware and software used to create the digital item.

Identifier: A unique identifier used by the local collection manager or the repository id. This could be a call number or similar identifier to help locate the physical copy if need be.

Language: The language of the item being displayed.

Permissions: The preferred access rights for the material. (Ex. World for open access)

Extent: The length of the item or the size of the file.

Requires: Any software, hardware, or special instructions to use the materials.

Cultural context: The name of the culture, people, or adjectival form of a country name from which the work, collection, or image originated. Use vocabulary from the Getty Research Institute's Art and Architecture Thesaurus or Thesaurus of Geographic Names when possible.

Location: The geographic location related to the item.

Material: The substance that the work is composed of. Use vocabulary from the Getty Research Institute's Art and Architecture Thesaurus when possible.

Measurements: The physical size, shape, scale, dimensions, or format of the work or image.

Relation: Materials that are related to the work being cataloged and how the items are related.

Style Period: The defined style, historical period, group, school, dynasty, movement, etc. whose characteristics are represented in the item. Use vocabulary from the Getty Research Institute's Art and Architecture Thesaurus when possible.

Technique: The production or manufacturing processes, techniques, and methods used to fabricate or alter the item.

Text Ref: Related textual reference to the work.

Contributor Institution: The institution that is contributing the item to the repository. (ex: University of Notre Dame)