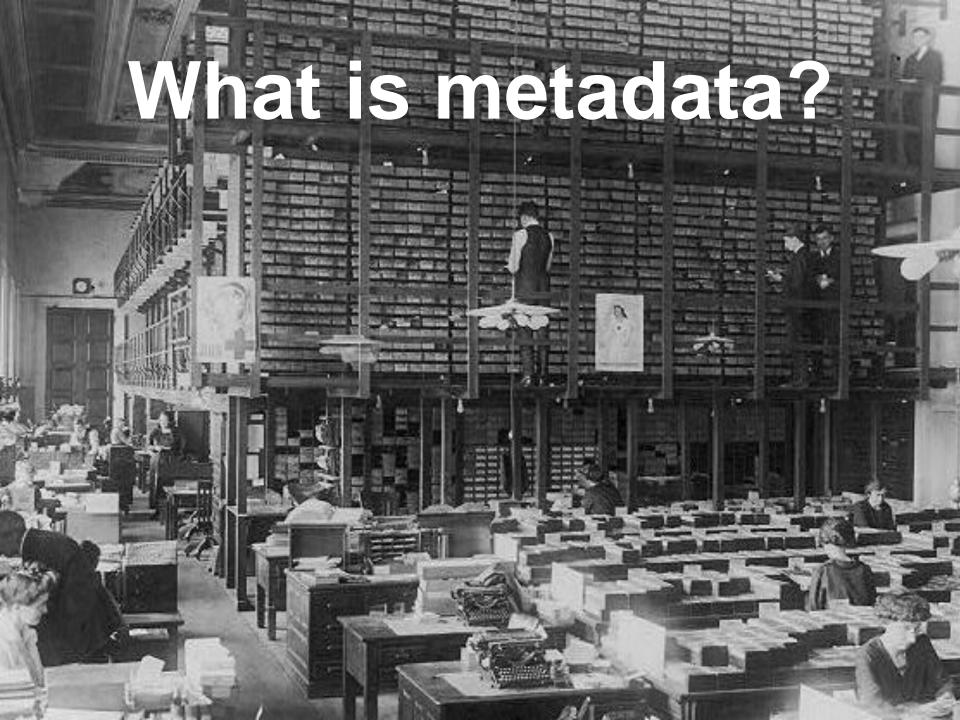


Chrissy Rissmeyer
Digital Projects Metadata Coordinator
Boston Public Library

Massachusetts Library Association Annual Conference May 9, 2012

Background images courtesy of the Boston Public Library's online collections and the Library of Congress Prints and Photographs Catalog.





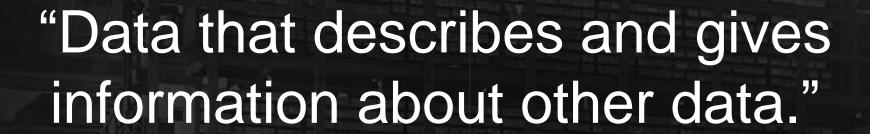


George Orwell 1984 New York "Data that describes and gives information about other data."

Name: George Orwell

Year of birth: 1984

Place of birth: New York



Author: George Orwell

Title: 1984

Published: New York

AUTHOR

KL4r

DATE OF BIRTH

sfall, Donald John, 1908-

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Remanian furrow, by D. J. Hall; with twenty-one illustre-

Hall, Donald John, 1908-Bomanian forrow, by D. tions. London, Methuen & c. s. 204 p. front, plates, ports.

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FULL TITLE -

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SUBJECT HEADINGS

Call number	Title	Author	Publication information
PN2287.F4255 A3 2011	Bossypants	Fey, Tina, 1970-	New York: Little, Brown and Co., 2011.
D805.J3 Z364 2010	Unbroken: a World War II story of survival, resilience, and redemption	Hillenbrand, Laura	New York: Random House, c2010
E748.D6 L37 2011	In the garden of beasts: love, terror, and an American family in Hitler's Berlin	Larson, Erik	New York: Crown, c2011
E184.B89 K53 2009	Strength in what remains	Kidder, Tracy	New York: Random House, c2009
KF8748.T66 2007	The nine: inside the secret world of the Supreme Court	Toobin, Jeffrey	New York: Doubleday, c2007

```
100
     l Foulonneau, Muriel.
245 10 Metadata for digital resources : bimplementation, systems
     lesign and interoperability /|cMuriel Foulonneau and Jenn
     Riley.
      Oxford: |bChandos, |c2008.
260
      xvi, 203 p. :|bill. ;|c25 cm.
300
440 0 Chandos information professional series
504
      Includes bibliographical references and index.
505 1. What is metadata? -- 2. Choosing metadata standards for
      dital library project. -- Creating metadata usage
     uidelines. -- 4. Creating metadata. -- 5. Practical
     mplementation of a metadata strategy. -- 6. Functions
     berformed by a digital library system. -- 7. Metadata that
     rives discovery functionality. -- 8. Defining
     nteroperability. -- 9. Interoperability and resource
     liscovery. -- 10. Technical interoperability. -- 11.
     Content interoperability: shareable metadata. -- 12.
     uture of metadata.
650 0 Metadata
650 0 Electronic information resources xManagement.
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700

Riley, Jenn.

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<?xml version="1.0" encoding="UTF-8"?>
 2 ▽<sub>I</sub><mods, xmlns:xlink="http://www.w3.org/1999/xlink" version="3.4"</p>
    xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
   xmlns="http://www.loc.gov/mods/v3"
   xsi:schemaLocation="http://www.loc.gov/mods/v3
    http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
     <titleInfo>
        <title>Sound and fury</title>
        <subTitle>the making of the punditocracy</subTitle>
      </titleInfo>
      <name type="personal" authority="naf">
 7 🗸
        <namePart>Alterman, Eric</namePart>
 8
        <role>
9 🗢
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10
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11
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12
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17
        </place>
18
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19
        <dateIssued encoding="marc">1999</dateIssued>
20
      </originInfo>
21
22
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"Many use the term "metadata" to refer solely to digital objects, making it seem a different undertaking from "cataloging." The creation of metadata is not a conceptually new activity; the cataloging of physical holdings is the creation of metadata. There are additional needs in terms of metadata that document the technology associated with the objects that are used to manage large, disparate, and possibly distributed collections of digital files, but much of what is needed is much the same as for physical objects..."

⁻ Leslie Johnston, University of Virginia Library



- XML = eXtensible Markup Language
- Markup language
- Created to structure, store, and transport data
 - Not to display it
- XML language defines syntax, not data elements
- Designed to be self descriptive
 - Uses natural language tags
- Open standard software and hardware independent

```
<?xml version="1.0" encoding="UTF-8"?>
 2 ▽<sub>I</sub><mods, xmlns:xlink="http://www.w3.org/1999/xlink" version="3.4"</p>
    xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
   xmlns="http://www.loc.gov/mods/v3"
   xsi:schemaLocation="http://www.loc.gov/mods/v3
    http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
      <titleInfo>
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7 🗸
        <namePart>Alterman, Eric</namePart>
        <role>
9 🗢
          <roleTerm type="text">creator</roleTerm>
10
        </role>
11
      </name>
12
      <typeOfResource>text</typeOfResource>
13
      <genre authority="marcgt">bibliography</genre>
14
      <originInfo>
15 🗢
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16 ▽
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17
        </place>
18
        <publisher>Cornell University Press</publisher>
19
        <dateIssued encoding="marc">1999</dateIssued>
20
      </originInfo>
21
    </mods>
22
```

Add an Item

blin Core	Dublin Core		
n Type Metadata	The Dublin Core metadata element set. These elements are common to all Omeka resources, including items, files, collections, exhibits, and entities. See http://dublincore.org/documents/dces /.		
ection	Title		
	Add Input		
	O read impact	fi.	
		Use HTML A name given to the resource. Typically, a Title will be a name by which the resource is formally known.	
	Subject		
	Add Input	h.	
		Use HTML The topic of the resource. Typically, the subject will be represented using	
		keywords, key phrases, or classification codes. Recommended best practice is t use a controlled vocabulary. To describe the spatial or temporal topic of the resource, use the Coverage element.	
		use a controlled vocabulary. To describe the spatial or temporal topic of the	
	Description	use a controlled vocabulary. To describe the spatial or temporal topic of the	
	Description (3) Add Input		
	14 35000 F 300000	use a controlled vocabulary. To describe the spatial or temporal topic of the	

Public: Featured:



- Descriptive
- Administrative
 - Rights management
 - Preservation
- Structural

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- Administrative
 - Rights management
 - Preservation
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- Administrative
 - Rights management
 - Preservation
- Structural



- Group of metadata elements developed for a specific purpose
- Includes list of metadata elements
 - Names of elements
 - -Element definitions
 - Sometimes guidance of how elements should be populated
- May include one or more different types of metadata

- MARC
- MARCXML (MARC in XML)
- DC (Dublin Core)
- MODS (Metadata Object Description Schema)
- METS (Metadata Encoding and Transmission Standard)
- VRA Core VRA Core (Visual Resources Association Core Categories)
- EAD (Encoded Archival Description)

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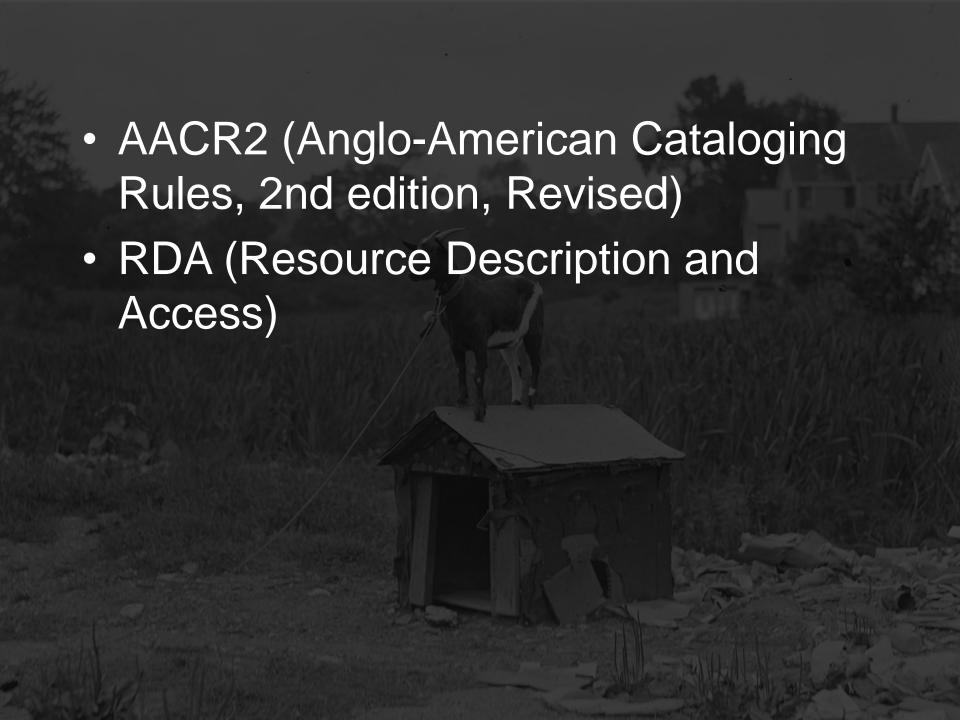
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Some others:

- TEI (Text Encoding Initiative)
- PB Core (Public Broadcasting Core Metadata Dictionary)
- CDWA & CDWA Lite (Categories for the Descriptions of Works of Art)
- MIX (Metadata for Images in XML Schema)
- textMD (Schema for Technical Metadata for Text)
- PREMIS (Preservation Metadata Implementation Stragies)
- METS Rights (METS Rights Declaration Schema)



- Provide specific guidance on the creation of data for metadata elements
- May define the source of the data
- Usually designed to be used with a particular type of material
- Sometimes designed to be used with a specific metadata schema



- GIHC (Graphic Materials: Rules for Describing and Historical Collections)
 - In development: DCRM(G),"Descriptive Cataloging of Rare Materials (Graphics)"
- CCO (Cataloging Cultural Objects)
- DACS (Describing Archives: A Content Standard)
- In development: DCRM (MSS),
 "Descriptive Cataloging of Rare Materials (Manuscripts)

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- Includes controlled vocabularies, thesauri & name authorities
 Use for fields where authority
- Use for fields where authority control & consistent data quality are important
- Improves search results
- Faciliates browsability

Examples:

- AAT (Getty Art & Architecture Thesaurus)
- TGN (Getty Thesaurus of Geographic Names)
- ULAN (Getty Union List of Artist Names)
- Library of Congress Name Authority File
- LCSH (Library of Congress Subject Headings)
- TGM (Thesaurus of Graphic Materials)



- Used to convert or migrate data
- Map an element from one scheme to its closest equivalent in another
- Typically lossy, not lossless
- Best practice: complex → simple

Original MARC Record	Dublin Core Record	New MARC Record
LDR 01159nem 22003017a 0910	<type>cartographic</type>	655 7 \$acartographic \$2local
001 2932200	Data lost	Data lost
005 20071205164500.0	Data lost	Data lost
007 aj aafz	Data lost	Data lost
007 cr a	Data lost	Data lost
008 071203r19031630xx d a 0 eng d	Data lost	Data lost
034 0 \$aa	Data lost	Data lost
035 \$a2932200	Data lost	Data lost
041 \$aeng\$	<language>eng</language>	546 \$aeng
052 \$a3764\$bB6	Data lost	Data lost
090 \$aG3764.B6 1630\$b.L3 1903	Data lost	Data lost
099 \$aMap 81.3.1645	Data lost	Data lost

100 1 \$aLamb, George	<creator>Lamb, George</creator>	100 1 \$aLamb, George. \$eauthor
245 10 \$aPlan of Boston showing existing ways and owners on December 25, 1630\$h[cartographic material] /\$ccompiled by George Lamb.	<title>Plan of Boston showing
existing ways and owners on
December 25, 1630
[cartographic material]</title>	245 10 \$aPlan of Boston showing existing ways and owners on December 25, 1630\$h[cartographic material] / [Data lost]
255 \$aScale [ca. 1:7,200]	Data lost	Data lost
260	<publisher>[S.l. : s.n.,</publisher> <date>1903?]</date>	260 \$a[S.l. :\$bs.n.,\$c1903?]
300 \$a1 map ;\$c30 x 40 cm.	Data lost	Data lost
500 \$aFacsimilie.	<description>Facsimilie.</description>	520 \$aFacsimilie.
500 \$aOriented with north to the right.	<description>Oriented with north to the right.</description>	520 \$aOriented with north to the right.

500 \$aRelief shown by hachures.	<pre><description>Relief shown by hachures.</description></pre>	520 \$aRelief shown by hachures.
530 \$aAvailable also through the Norman B. Leventhal Map Center website as a raster image.	<pre><relation>Available also through the Norman B. Leventhal Map Center website as a raster image.</relation></pre> /relation>	787 0 \$nAvailable also through the Norman B. Leventhal Map Center website as a raster image.
650 \$aReal property\$zMassachusetts\$ zBoston\$vMaps\$vEarly works to 1800\$vFacsimiles.	<subject>Real property</subject>	690 \$aReal property [Data lost]
651 \$aBoston (Mass.)\$xHistory\$yColonia I period, ca. 1600- 1775\$vMaps.\$vEarly works to 1800\$vFacsimiles.	Data lost	(feorge Yaffa Turniture
655 \$aMaps.\$	<type>Maps.</type>	655 7 \$Maps. \$2local
856 41 \$uhttp://maps.bpl.org/id/10 924\$zClick here to see Leventhal Map Center	<identifer>http://maps.bpl. org/id/10924</identifer>	856 41 \$uhttp://maps.bpl.org/id/109 24\$zConnect to this object online.



Develop institutional standards and best practices

- Consistent data helps digital objects remain accessible & sustainable over time
- Ask yourself:
 - Cataloging analog or digital?
 - How to implement schema locally?
 - Required fields?
 - Browsable fields?

- Ask yourself (cont.):
 - What content & data standards?
 - How will I migrate any existing data?
 - Contributing to a shared repository?
 - What does my data look like upon export?
 - Keep up to date



1. Do your research

- Environmental scan
- Research type of material
- Ask what is important to users?
- Collection documentation
- Any rights issues?

2. Determine needs upfront

- What access points do I need?
- How do those translate to metadata elements?
- What content standards to use?
- What data value standards to use?

3. Plan for the future

- Think outside of your institution
- Use widely adopted guidelines & standards

4. Be practical

- Costs vs. benefits
- Staff time
- Staff expertise
- Technological limitations

5. Develop documentation

- Guidelines, workflow, training
- Test to allow for feedback
- Revise as needed
- Helps to prevent loss of institutional memory



Contact:

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Digital Projects Metadata Coordinator

Boston Public Library

crissmeyer@bpl.org



Introduction to Metadata

Baca, Murtha (editor). *Introduction to Metadata. Second Edition.* Los Angeles: Getty Research Institute, 2008. Online Edition, Version 3.0.

http://www.getty.edu/research/conducting_research/standards/intrometadata/

Foulonneau, Muriel, and Riley, Jenn. *Metadata for Digital Resources: Implementation, Systems Design and Interoperability*. Oxford: Chandos, 2008.

Haynes, David. Metadata for Information Management and Retrieval. Facet, 2004.

Hillmann, Diane I., and Elaine L. Westbrooks. *Metadata in Practice*. American Library Association, 2004.

Miller, Steven J. Metadata for Digital Collections: A How-To-Do-It Manual. New York: Neal-Schuman, 2011. ISBN: 9781555707460

NISO. *Understanding Metadata*. National Information Standards Organization, 2004. http://www.niso.org/publications/press/UnderstandingMetadata.pdf

Riley, Jenn. Seeing Standards: A Visualization of the Metadata Universe. 2009-2010. http://www.dlib.indiana.edu/~jenlrile/metadatamap/

Smiraglia, Richard P., editor. *Metadata: A Cataloger's Primer*. New York: Haworth, 2005. Copublished simultaneously as Cataloging & Classification Quarterly 40:3/4 (2005).

Zeng, Marcia Lei & Jian Qin. Metadata. New York: Neal-Schuman, 2008.

Best Practice Guidelines & Data Dictionaries

DC-Library Application Profile (DC-Lib)

http://dublincore.org/documents/libraryapplication-profile/

DLF/Aquifer Implementation Guidelines for Sharable MODS Records

https://wiki.dlib.indiana.edu/download/attachments/24288/DLFMODS ImplementationGuidelines.pdf

CDP Dublin Core Metadata Best Practices

http://www.lyrasis.org/Products-and

Services/Digital-and-Preservation

Services/Digital-

Toolbox/~/media/Files/Lyrasis/Products%20and %20Services/Digital%20Services/dublin%20core%20bp.ashx

IMLS: A Framework of Guidance for Building Good Digital Collections

http://framework.niso.org/

Indiana Memory Project Dublin Core MetadataGuide

http://www.in.gov/library/files/dig_metast.pdf

Mountain West Digital Library Dublin Core Application Profile

http://mwdl.org/public/mwdl/MWDL_DC_Profile_Version_1.1.pdf

OhioLINK Digital Media Center Metadata Application Profile

https://sites.google.com/a/ohiolink.edu/drmc/Home/Subcommittees/Metadata/drmc/metadataprofile--10-5-10.pdf

University of Washington Libraries Data Dictionaries / Application Profiles

http://www.lib.washington.edu/Msd/mig/datadicts/default.html

Metadata Schemas

CDWA & CDWA Lite (Categories for the Description of Works of Art)

http://www.getty.edu/research/publications/electronic publications/cdwa/index.html

DC (Dublin Core)

http://dublincore.org/

EAD (Encoded Archival Description)

http://www.loc.gov/ead/

MADS (Metadata Authority Description Schema)

http://www.loc.gov/standards/mads/

MARC (Machine Readable Cataloging)

http://www.loc.gov/marc/

MARCXML (MARC in XML)

http://www.loc.gov/standards/marcxml/

METS (Metadata Encoding and Transmission Standard)

http://www.loc.gov/standards/mets/

METS Rights (METS Rights Declaration Schema)

http://www.loc.gov/standards/mets/news080503.htm

MIX (NISO Metadata for Images in XML Schema)

http://www.loc.gov/standards/mix/

MODS (Metadata Object Description Schema)

http://www.loc.gov/standards/mods/

OAI: Open Archives Initiative

http://www.openarchives.org/

PB Core (Public Broadcasting Core Metadata)

http://pbcore.org/

PREMIS (Preservation Metadata Implementation Strategies)

http://www.loc.gov/standards/premis/

TEI (Text Encoding Initiative)

http://pbcore.org/

textMD (Schema for Technical Metadata for Text)

http://www.loc.gov/standards/textMD/

VRA Core (Visual Resources Association Core

Categories)

<u> http://www.vraweb.org/projects/vracore4/</u>

Content Standards

AACR2 (Anglo-American Cataloging Rules, 2nd edition, Revised) http://www.aacr2.org/

CCO (Cataloging Cultural Objects)

http://cco.yrafoundation.org/

DACS (Describing Archives: A Content Standard)
http://www.archivists.org/governance/standards/dacs.asp

DCRM(G), "Descriptive Cataloging of Rare Materials (Graphics)" http://www.rbms.info/committees/bibliographic_standards/dcrm/dcrmg/dcrmg.html

DCRM (MSS), "Descriptive Cataloging of Rare Materials (Manuscripts)" http://www.rbms.info/committees/bibliographic_standards/dcrm/dcrmmss/dcrmmss.htm

GIHC (Graphic Materials: Rules for Describing and Historical Collections) http://www.loc.gov/rr/print/gm/graphmat.html

RDA (Resource Description and Access) http://www.rdatoolkit.org/

Data Value Standards

DCMI Type Vocabulary

http://dublincore.org/documents/dcmi-type-vocabulary/

IMT: Internet Media Types (MIME)

http://www.iana.org/assignments/media-types/

ISO 3166 Country Codes

http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html

ISO 639-2 Language Codes

http://lcweb.loc.gov/standards/iso639-2/langhome.html

FAST: Faceted Application of Subject Terminology

<u> http://fast.oclc.org/</u>

Getty Vocabularies

http://www.getty.edu/research/tools/vocabularies/

Library of Congress Authorities & Vocabularies

http://id.loc.gov/

W3CDTF: W3C Date & Time Formats

http://www.w3.org/TR/NOTE-datetime

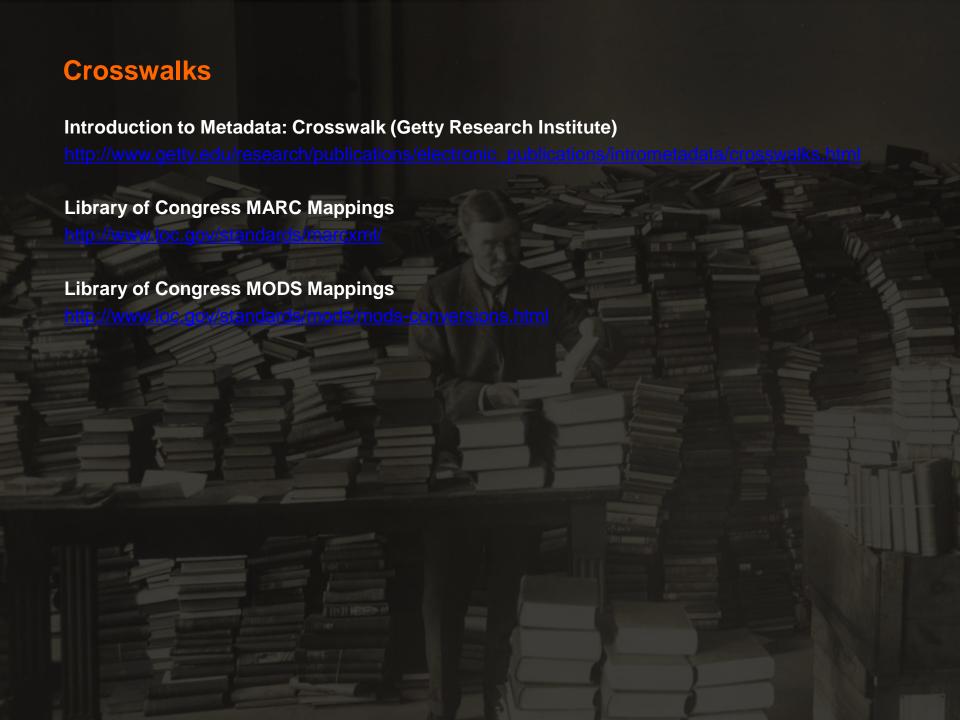


Image credits

Library of Congress. Card Division. General view, [1919 or later].

Courtesy of the Library of Congress Prints and Photographs Division.

http://www.loc.gov/pictures/item/2005681082/

Peabody Visual Aids. What the catalog card tells us, ca. 1930s – 1940s. Courtesy of Flickr/bibliovox.

http://www.flickr.com/photos/68103485@N05/6197933357/

Boston Public Library. Bates Hall catalogue. Agnes C. Doyle, undated. Courtesy of the Boston Public Library, Boston Pictorial Archive.

http://www.flickr.com/photos/boston_public_library/5327513305/in/set-72157625654268900/

Jones, Leslie. *Demonstration with Mme. Alberti's flying contraption*, April 1931. Courtesy of the Boston Public Library, Leslie Jones Collection.

http://www.flickr.com/photos/boston_public_library/5860917235

Jones, Leslie. *Lady skater tries out sail*, ca. 1930. Courtesy of the Boston Public Library, Leslie Jones Collection.

http://www.flickr.com/photos/boston_public_library/6732076265/in/set-72157628956483401/

Oakland Garden branch of Stony Brook looking out of tunnel, railroad embankment, ca. 1890s. Courtesy of the Boston Public Library, Edgar Sutton Dorr Photograph Collection.

http://www.flickr.com/photos/boston_public_library/4882927326/in/set-72157624703666440/

Jones, Leslie. *Goat on Roof - Waverly, Mass.*, ca. 1917 – 1934. Courtesy of the Boston Public Library, Leslie Jones Collection. http://www.flickr.com/photos/boston_public_library/5634451189/

Tunnel lining looking west from ring 162, October 30, 1931. Courtesy of the Boston Public Library, Boston Pictorial Archive. http://www.flickr.com/photos/boston_public_library/5327622527/i

Jones, Leslie. *Corner of Washington Street & Elm Street*, ca. 1930. Courtesy of the Boston Public Library, Leslie Jones Collection.

http://www.flickr.com/photos/boston_public_library/6308865283/

[Suffragists in parade], [between ca. 1910 and ca. 1915]. Courtesy of the Library of Congress Prints and Photographs Division.

http://www.loc.gov/pictures/item/ggb2005012960/

Jones, Leslie. *Beach scenes*, ca. 1934 – 1956. Courtesy of the Boston Public Library. Leslie Jones Collection.

http://www.flickr.com/photos/boston_public_library/6941920954/in/set-72157627402481416

Jones, Leslie. *Goat on a tractor*, ca. 1934 – 1956. Courtesy of the Boston Public Library, Leslie Jones Collection.

http://www.flickr.com/photos/boston_public_library/7042168851/

Central book stock. Branch issue section, undated. Courtesy of the Boston Public Library, Boston Pictorial Archive.

http://www.flickr.com/photos/boston_public_library/5304557372/ir/set-72157625466621559/