METADATA ESSENTIALS:
WHAT YOU NEED TO KNOW . . .

Northern Ohio Technical Service Librarians
Fall Program ~ November 26, 2007 ~
Cleveland, Ohio

Jody Perkins, Metadata Librarian
Miami University Libraries
Introductions

please . . .
Metadata Essentials:

what you need to know . . .
... in three parts:

- PART I : Building Your Toolkit
- PART II : Understanding Your Environment
- PART III : Making Choices
QUICK REVIEW OF CONCEPTS AND TERMS
What is Metadata?

“Metadata consists of statements we make about resources to help us find, identify, use, manage, evaluate, and preserve them.”

“Answers come from three traditions:
– Database Management Systems (“Schemas of relational databases”)
– Library Cataloging Traditions (MARC & AACR2)
– The World Wide Web (since the mid-1990’s)”

Functions/Types of Metadata

- Administrative
- Descriptive
- Structural

Definitions

- Schema
- Element
- Vocabulary Encoding Schemes
- Granularity
- Application Profile
- Data Dictionary
- Crosswalks
- Interoperability

Woodley, Mary. “DCMI Glossary”
http://dublincore.org/documents/usageguide/glossary.shtml#S
Definitions continued . . .

- Element
- Schema
- Vocabulary Encoding Schemes
- Granularity
Definitions continued . . .

- Application Profile
- Data Dictionary
- Crosswalk
Data Dictionaries, Application Profiles and Crosswalks

- University of Washington DD Index
- Snyder Collection
- OhioLINK DMC Application Profile
- Colorado Digitization Project
- Metadata Standards Crosswalk ( Getty)
- Library of Congress MARC to Dublin Core
Interoperability
– the ability of different types of computers, networks, operating systems, and applications to work together effectively, without prior communication, in order to exchange information in a useful and meaningful manner.

Three Types:
Semantic, Structural, Syntactical
PART I:
Building Your Toolkit
Tools & Metrics

Images Copyright Miami University Libraries
Basic Components

- Schemas
- Content Standards
- Controlled Values
- Standards for Encoding, Transmission and Harvesting
- Data Models
Metrics

- Best Practices
- Measures of Quality
- Shareable Metadata
Schemas

- General Purpose
  - Dublin Core
  - MARC, MODS

- Specialized
  - VRA Core
  - EAD
  - Many others...
Dublin Core

- Library community led its development
- Originally designed for document-like internet resources
- Flat Element Set
- Facilitates Interoperability
- Syntax (encoding) Independent
- No “official” content standard
- 2 versions
- A registered international standard
- Can be used as a switching mechanism
Fundamental Principles of Dublin Core

- Flexible
- Extensible
- All elements are optional
- All elements are repeatable
- 1:1 principle
- Dumb down principle
Dublin Core (Simple) Elements

- Title
- Subject
- Description
- Type
- Source
- Relation
- Coverage
- Creator
- Publisher
- Contributor
- Rights
- Date
- Format
- Identifier
- Language
VRA Core

- Developed and maintained by the Visual Resources Association
- Highly specialized – designed for a specific community of practice
- Has a related content standard (VRA-CCO)
- Hierarchical
- Follows the 1:1 rule
VRA Core Elements (3.0)

- Record Type
- Type
- Measurements
- Material
- Technique
- Creator
- Date
- Location
- ID Number
- Style/Period
- Culture
- Subject
- Relation
- Description
- Source
- Rights
VRA Core Elements (3.0)

- Record Type
- Type
- Measurements
- Material
- Technique
- Creator
- Date
- Location
- ID Number
- Style/Period
- Culture
- Subject
- Relation
- Description
- Source
- Rights
More specialized schemas

- EAD – Encoded Archival Description
- TEI – Text Encoding Initiative
Content Standards

- General Purpose
  - AACR2, RDA
  - DCMI Dublin Core Usage Guide

- Specialized
  - Cataloging Cultural Objects (CCO)
  - Describing Archives (DACS)
Controlled Values

- **General Purpose**
  - LCSH, FAST, TGM
  - DCMI Type Vocabulary

- **Special**
  - AAT
  - TGM (both general and special)
  - ULAN
  - TGN
  - Code lists and local vocabularies
General purpose controlled vocabularies/values

- LCSH – Library of Congress Subject Headings
- FAST – Faceted Application of Subject Terminology
- TGM – Thesaurus for Graphic Materials
- DCMI Type Vocabulary
Special controlled vocabularies/values

- AAT – Art and Architecture Thesaurus
- ULAN – Union List of Artists Names
- TGN – Thesaurus of Geographic Names
- TGM – Thesaurus for Graphic Materials
- Code lists
- Locally developed controlled vocabularies
Standards for Encoding, Transmission and Harvesting

- XML
- OAI-PMH
- METS
Best Practices

- Application Profiles
- Standards Documentation
- Consortia Documents
- Professional Associations
- National and International Library Agencies
Measures of Quality

- Completeness
- Provenance
- Accuracy
- Conformance to Expectations
- Logical Consistency and Coherence
- Timeliness
- Accessibility

Shareable Metadata

- Human Understandable
- Machine Processable
- Useful and Useable
- Supports Search Interoperability
- Meets Quality Criteria (Hillman)

Characteristics of Shareable Metadata

- Content
- Consistency
- Coherence
- Context
- Communication
- Conformance to Standards

Exercise 1

- Matching
## Matching

<table>
<thead>
<tr>
<th>Standards &amp; Tools</th>
<th>Traditional Cataloging</th>
<th>Metadata Cataloging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schemas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Value Spaces / Controlled Vocabularies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encoding Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transmission Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Model / Framework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best Practices &amp; Guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AACR2</td>
<td>LCSH</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>AAT</td>
<td>MARC</td>
<td></td>
</tr>
<tr>
<td>CCO</td>
<td>METS</td>
<td></td>
</tr>
<tr>
<td>CDWA</td>
<td>MODS</td>
<td></td>
</tr>
<tr>
<td>DACS</td>
<td>OAI-PMH</td>
<td></td>
</tr>
<tr>
<td>DC</td>
<td>RDF</td>
<td></td>
</tr>
<tr>
<td>DDC</td>
<td>TGM</td>
<td></td>
</tr>
<tr>
<td>EAD</td>
<td>TGN</td>
<td></td>
</tr>
<tr>
<td>FRBR</td>
<td>VRA Core</td>
<td></td>
</tr>
<tr>
<td>ISBD</td>
<td>XML</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Z39.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Others?</td>
<td></td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>AACR2</td>
<td>Anglo-American Cataloguing Rules (AACR2)</td>
<td></td>
</tr>
<tr>
<td>AAT</td>
<td>Art &amp; Architecture Thesaurus</td>
<td></td>
</tr>
<tr>
<td>CCO</td>
<td>Cataloging Cultural Objects</td>
<td></td>
</tr>
<tr>
<td>CDWA</td>
<td>Categories for the Description of Works of Art</td>
<td></td>
</tr>
<tr>
<td>DACS</td>
<td>Describing Archives: a content standard</td>
<td></td>
</tr>
<tr>
<td>DC</td>
<td>Dublin Core</td>
<td></td>
</tr>
<tr>
<td>DDC</td>
<td>Dewey Decimal System</td>
<td></td>
</tr>
<tr>
<td>EAD</td>
<td>Encoded Archival Description</td>
<td></td>
</tr>
<tr>
<td>FRBR</td>
<td>Functional Requirements for Bibliographic Records</td>
<td></td>
</tr>
<tr>
<td>ISBD</td>
<td>International Standard Bibliographic Description</td>
<td></td>
</tr>
<tr>
<td>LCSH</td>
<td>Library of Congress Subject Headings</td>
<td></td>
</tr>
<tr>
<td>MARC</td>
<td>MAchine-Readable Cataloging</td>
<td></td>
</tr>
<tr>
<td>METS</td>
<td>Metadata Encoding and Transmission Standard</td>
<td></td>
</tr>
<tr>
<td>MODS</td>
<td>Metadata Object Description Schema</td>
<td></td>
</tr>
<tr>
<td>OAI-PMH</td>
<td>Open Archives Initiative Protocol for Metadata Harvesting</td>
<td></td>
</tr>
<tr>
<td>RDF</td>
<td>Resource Description Framework</td>
<td></td>
</tr>
<tr>
<td>TGM</td>
<td>Thesaurus for Graphic Materials</td>
<td></td>
</tr>
<tr>
<td>TGN</td>
<td>Thesaurus of Geographic Names</td>
<td></td>
</tr>
<tr>
<td>VRA Core</td>
<td>Visual Resources Association Core Categories</td>
<td></td>
</tr>
<tr>
<td>XML</td>
<td>Extensible Markup Language</td>
<td></td>
</tr>
<tr>
<td>Z39.50</td>
<td>NISO standard for an application layer protocol for information retrieval</td>
<td></td>
</tr>
<tr>
<td>Standards &amp; Tools</td>
<td>Traditional Cataloging</td>
<td>Metadata Cataloging</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Schemas</td>
<td>MARC</td>
<td>EAD, CDWA, MODS, VRA, DC</td>
</tr>
<tr>
<td>Content Standards</td>
<td>AACR2</td>
<td>CCO, DACS, RDA</td>
</tr>
<tr>
<td>Value Spaces / Controlled Vocabularies</td>
<td>LCSH, Sears, DDC</td>
<td>AAT, TGM, TGN</td>
</tr>
<tr>
<td>Encoding Standards</td>
<td>MARC</td>
<td>XML, METS, EAD (XML)</td>
</tr>
<tr>
<td>Transmission Standards</td>
<td>Z39.50</td>
<td>METS, OAI-PMH</td>
</tr>
<tr>
<td>Data Model / Framework</td>
<td>ISBD</td>
<td>FRBR, RDF</td>
</tr>
<tr>
<td>Best Practices &amp; Guidelines</td>
<td>LCRI, Local Guidelines</td>
<td>Application Profiles, Best Practice Documents produced by various communities</td>
</tr>
</tbody>
</table>
Understanding Interoperability

- Interoperability is critical for . . .
- Barriers
- Approaches
Interoperability is critical for...

- Federated Searching
- Harvesting
- Inter and Intra Institutional Collaboration
- Future Proofing
Barriers to Interoperability:

- Semantic differences
- Different practices
- Differences in representation
- Different vocabularies
- Multiple versions

Barriers ... continued

- Different data models
- Differences in granularity
Some ways to facilitate interoperability:

- Compliance with standards and best practices
- Application Profiles
- Framework
- Conversion
- Integration
- Registries

Exercise 2

- Mapping
# Mapping

<table>
<thead>
<tr>
<th>DC Element</th>
<th>MARC Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Creator</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Contributor</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Identifier</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>Relation</td>
<td></td>
</tr>
<tr>
<td>Coverage</td>
<td></td>
</tr>
<tr>
<td>Rights</td>
<td></td>
</tr>
<tr>
<td>DC Element</td>
<td>MARC Fields</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Title</td>
<td>245</td>
</tr>
<tr>
<td>Creator</td>
<td>100, 110, 111, 700, 710, 711 720</td>
</tr>
<tr>
<td>Subject</td>
<td>600, 610, 611, 630, 650, 653</td>
</tr>
<tr>
<td>Description</td>
<td>500-599, except 506, 530, 540, 546</td>
</tr>
<tr>
<td>Contributor</td>
<td>Not used</td>
</tr>
<tr>
<td>Publisher</td>
<td>260$a$b</td>
</tr>
<tr>
<td>Date</td>
<td>260$c</td>
</tr>
<tr>
<td>Type</td>
<td>Leader06, Leader07 655</td>
</tr>
<tr>
<td>Format</td>
<td>856$q</td>
</tr>
<tr>
<td>Identifier</td>
<td>856$u</td>
</tr>
<tr>
<td>Source</td>
<td>786$o$t</td>
</tr>
<tr>
<td>Language</td>
<td>008/35-37 546</td>
</tr>
<tr>
<td>Relation</td>
<td>530, 760-787$o$t</td>
</tr>
<tr>
<td>Coverage</td>
<td>651         752</td>
</tr>
<tr>
<td>Rights</td>
<td>506, 540</td>
</tr>
</tbody>
</table>

PART II : Understanding Your Environment
PART II: Your Environment

- Communities of Practice
- Other communities
- The Library
- The Department
- Project Teams
- Collections
Community of Practice

- Library (MARC, MODS, AACR2)
- Archival (EAD, DACS)
- Museum (CDWA, VRA Core, CCO)
- Education (IEEELOM, CanCore)
- Others
Other Communities

- Consortia
- Repositories of any kind
- Dark Archives
- Harvesting Agencies
Inside the Library

- Work place culture, politics, organization
- Support
- Collaboration
- Standards & Systems
Inside the Department

- Current policies, procedures and legacy practices
- Adaptability
- Available expertise
- Workflow
Project Teams

Diverse perspectives of:
- Team members
- Stakeholders

Impact on:
- Approach to planning
- Decision making
- Implementation
MARC and Non-MARC Metadata Creation: Similarities

- Production oriented
- Tangible results
- Requires coordination of multiple processes
- Based on same theoretical principles
- Standards driven
- May have the same reporting lines
### MARC and Non-MARC Metadata Creation: Differences

<table>
<thead>
<tr>
<th></th>
<th>MARC</th>
<th>Non-MARC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workflow</strong></td>
<td>Routine</td>
<td>Project based</td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td>Ongoing</td>
<td>Project based</td>
</tr>
<tr>
<td><strong>Stakeholders</strong></td>
<td>Fixed</td>
<td>Project based</td>
</tr>
<tr>
<td><strong>Formats</strong></td>
<td>Homogenous</td>
<td>Heterogeneous</td>
</tr>
<tr>
<td><strong>Standards</strong></td>
<td>Stable</td>
<td>Evolving</td>
</tr>
<tr>
<td></td>
<td>Plug &amp; Play</td>
<td>Mix &amp; Match</td>
</tr>
<tr>
<td><strong>Local Documentation</strong></td>
<td>Fewer choices</td>
<td>More choices</td>
</tr>
<tr>
<td></td>
<td>Less important</td>
<td>More important</td>
</tr>
<tr>
<td><strong>Environment</strong></td>
<td>Stable</td>
<td>Shifting landscape</td>
</tr>
</tbody>
</table>
Related Collections

- Legacy Collections
- Orphaned Project Collections
- Consortia Collections
PART III : Making Choices
Things to consider when . . .

- Selecting a Schema
- Selecting Elements
- Selecting Vocabulary/Value Schemes
- Selecting a Content Standard

Images Copyright Miami University Libraries
Beall’s Points of Comparison for Schemas

- Granularity
- Ability to handle Multiple Formats
- Connection to Content Standards
- Software that supports it
- Community Specificity
- Interoperability
- Proven Success
- Training Required
- Viability of Sponsoring Organization
- Ability to handle Specific Functions
- Adaptability to Local Needs
- Scalability
- Surrogacy

Metadata Schemes Points of Comparison © 2006 Jeffrey Beall
http://eprints.rclis.org/archive/00005544/01/comparingschemes.pdf
Selecting a Schema

- Authoritative Source
- Related Content Standard
- XML DTD or XML Schema
- OAI-PMH compliant
- Endorsed by the relevant COP
- Suitability for the local environment
- Supports needs of the collection / project
- Supports desired system functionality
- Appropriate for the designated user community
- Appropriate to the materials being described
Selecting Elements

- Represent universal attributes across all or almost all items in the collection
- Provide any required context needed to “interpret” the resource
- Represent key access points . . .
- Represent all necessary information for location, management and use of the resource
- Support the needs of the user
Selecting Controlled Values/Vocabularies

- Developed and maintained by an authoritative body
- Regularly up-dated
- Follows recommended best practice for your community
- Appropriate for the designated element
- Appropriate to the project/collection
- Supports interoperability
Footnote on topical access issues

- LCSH
- Specialized Controlled Vocabularies
- Local Controlled Vocabularies
- Keywords
- Folksonomies
Selecting a Content Standard

- Developed and maintained by a recognized authority
- Regularly up-dated
- Recommended by relevant Community of Practice
- Appropriate for the Schema(s) you’ve chosen
Selected discrepancies between major content standards:

- Methods of deriving titles
- Treatment of derived titles
- Unknown creators
- Uncertain dates
- Use of abbreviations
- Use of qualifiers
Footnote on adding local elements

- Hard to avoid
- Look for guidance in related Best Practices
- Not necessary to make all elements available for harvesting or sharing
- Consider interoperability across local collections
Exercise

- Decisions
- Documentation
# Metadata Documentation

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Mapping</th>
<th>Data Type</th>
<th>Searchable</th>
<th>Hidden from User Display</th>
<th>Controlled Vocabulary</th>
<th>Repeatable</th>
<th>Obligation</th>
<th>Responsibility or Data Source</th>
<th>Input Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Label</td>
<td>DC Mapping</td>
<td>Data Type</td>
<td>Searchable</td>
<td>Hidden from User Display</td>
<td>Controlled Vocabulary</td>
<td>Repeatable</td>
<td>Obligation</td>
<td>Responsibility or Data Source</td>
<td>Input Guidelines</td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
<td>-----------</td>
<td>------------</td>
<td>--------------------------</td>
<td>-----------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
<td>Text</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Mandatory</td>
<td>Derived</td>
<td>Enter [who/what, where, when].</td>
</tr>
<tr>
<td>Caption</td>
<td>Title.alternative</td>
<td>Text</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Required if available</td>
<td>Hand lettered caption on original</td>
<td>Enter as it appears on item</td>
</tr>
<tr>
<td>Creator</td>
<td>Creator</td>
<td>Text</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rights</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Name</td>
<td>Dublin Core Mapping</td>
<td>data Type</td>
<td>Large Field</td>
<td>Searchable Field</td>
<td>Hidden</td>
<td>CV</td>
<td>Obligation</td>
<td>Repeatable Values?</td>
<td>Suggested Definition and Usage Guidelines</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
<td>-----------</td>
<td>-------------</td>
<td>------------------</td>
<td>--------</td>
<td>----</td>
<td>------------</td>
<td>-------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Miami University Libraries - Collection</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Constant Data: Frank Snyder Collection</td>
</tr>
<tr>
<td>Collection Description</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Constant Data: Detailed description - from Solr</td>
</tr>
<tr>
<td>Title</td>
<td>Text</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Required</td>
<td>No</td>
<td>A brief but unique descriptive name for the photo (what, where, when). Enter personal names in direct order. Capitalize only proper nouns. If dates are ambiguous use [e.g., &quot;Miami Hall ca. 1900&quot;]]</td>
</tr>
<tr>
<td>Photographer</td>
<td>Creator</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>required</td>
<td>No</td>
<td>Miami University Libraries: Photographs</td>
</tr>
<tr>
<td>Abstract</td>
<td>Description - Abstract</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>optional</td>
<td>No</td>
<td>Narrative details of the content in the photo. Enter any descriptive information not included elsewhere.</td>
</tr>
<tr>
<td>Subject</td>
<td>Subject</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>optional</td>
<td>Yes, after a semicolon, after each value</td>
<td>Terms chosen from the external thesaurus (TGM) that relate to the content represented in the image.</td>
</tr>
<tr>
<td>Physical Description of Original</td>
<td>Format</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>required</td>
<td>Where available</td>
<td>Dimensions of the original photograph are in inches (centered as w x h in., rectangular). Separate dimensions from materials with a space separation space. Where possible use standard terms for materials.</td>
</tr>
<tr>
<td>Original Creation Date</td>
<td>Date- Created</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>required</td>
<td>Where available</td>
<td>Approximate date original photo was taken.</td>
</tr>
<tr>
<td>Resource Type</td>
<td>Type</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Snyder Identification No.</td>
<td>Source</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>Identifying number on photo and digital image.</td>
</tr>
<tr>
<td>Repository</td>
<td>None</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Digital Publisher</td>
<td>Publisher</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>Mapped from Archives &quot;Digital Library Program&quot;</td>
</tr>
<tr>
<td>Digital Creation Date</td>
<td>Date</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>-</td>
<td>-</td>
<td>Mapped from Archives &quot;Digital Library Program&quot;</td>
</tr>
<tr>
<td>Digital Rights</td>
<td>Rights</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>required</td>
<td>No</td>
<td>Mapped from Archives &quot;Digital Rights&quot;</td>
</tr>
<tr>
<td>Archives Internal Note</td>
<td>None</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>optional</td>
<td>-</td>
<td>Use for internal notes not intended for public view.</td>
</tr>
<tr>
<td>Digital Services Internal Note</td>
<td>None</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>optional</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>LC Collection Level Subject</td>
<td>Subject</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>required</td>
<td>-</td>
<td>Enter one to three subject headings that represent the content for the entire collection.</td>
</tr>
</tbody>
</table>

Draft 9/28/2006
Data Dictionaries & Application Profiles

- University of Washington DD Index
- Snyder Collection
- OhioLINK DMC Application Profile
- Colorado Digitization Project
Questions?