

## METADATA FIELDS FOR *THEIR OWN WORDS* IN CONTENTDM

### Collection

Name:	Collection
Label:	Collection
Definition:	The title of the project to which the digital resources belong.
Comment:	This field is required by CONTENTdm and is entered automatically.
Format:	Text
Example:	Their Own Words

### Identifier

Name:	Identifier
Label:	Identifier
Definition:	An unambiguous reference to the resource within a given context.
Comment:	Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system.
Format:	8 alpha-numeric characters and three character file extension
Example:	0001p001.jpg

### Full-text

Name:	Full-text
Label:	Full-text
Definition:	The full text of the page of the book or letter.
Comment:	Typically, Full-text will contain a complete transcript of the text of the page image, free of formatting. This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Text
Example:	

### Creator

Name:	Creator
Label:	Creator
Definition:	The entity primarily responsible for creating the content of the resource.
Comment:	Examples of Creator include a person, an organization, or a service. Typically, the name of a Creator should be used to indicate the entity.
Format:	Last name, First name (birth year - death year)
Example:	Smith, John (1801-1854)

### Author

Name:	Author
Label:	Author
Definition:	The entity primarily responsible for creating the content of the resource.
Comment:	The Author and Creator are the same entity; the Author field will be only be propagated in the CONTENTdm monograph record to refine the item's searchability. This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Last name, First name (birth year - death year)
Example:	Smith, John (1801-1854)

## Title

Name:	Title
Label:	Title
Definition:	A name given to the resource.
Comment:	Typically, Title will be the name by which the resource is formally known. This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Text. Formatted according to standard bibliographic practice.
Example:	The Battle of Gettysburg

## Item Title

Name:	Item Title
Label:	Item Title
Definition:	A name given to the resource.
Comment:	The Title and Item Title are the same; the Item Title field will only be propagated in the CONTENTdm monograph record to refine the item's searchability.
Format:	Text. Formatted according to standard bibliographic practice.
Example:	The Battle of Gettysburg

## Contributor

Name:	Contributor
Label:	Contributor
Definition:	An entity responsible for making contributions to the content of the resource.
Comment:	Examples of Contributor include a person, an organization, or a service. Typically, the name of a Contributor should be used to indicate the entity.
Format:	Last name, First name (birth year - death year)
Example:	Smith, John (1801-1854)

## Publisher

Name:	Publisher
Label:	Publisher
Definition:	An entity responsible for making the resource available.
Comment:	Examples of Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity.
Format:	Text. Place of publication: Publisher
Example:	Carlisle, PA: Dickinson College

## Date.Original

Name:	Date
Label:	Date.Original
Definition:	A date of an event in the lifecycle of the resource.
Comment:	Practically, the date of publication of a printed original resource, or the date of writing a hand-recorded resource.
Format:	YYYY-MM-DD
Example:	2003-04-01

## Description

Name:	Description
Label:	Description
Definition:	An account of the content of the resource.
Comment:	Description may include but is not limited to: an abstract, table of contents, reference to a graphical representation of content, or a free-text account of the content.
Format:	Text
Example:	This book deals with the history of the temperance movement in the United States up through the mid-nineteenth century.

## Subject

Name:	Subject
Label:	Subject and Keywords
Definition:	A topic of the content of the resource.
Comment:	Typically, Subject will be expressed as keywords, key phrases or classification codes that describe a topic of the resource. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme.
Format:	Formatted according to Library of Congress Subject Headings; multiple entries separated by semi-colon.
Example:	Indians of North America—Cultural assimilation

## Type

Name:	Type
Label:	Type
Definition:	The nature or genre of the content of the resource.
Comment:	Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary (for example, the DCMI Type Vocabulary [DCT1]). To describe the physical or digital manifestation of the resource, use the FORMAT element. This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Text
Example:	text

## Item Type

Name:	Item Type
Label:	Item Type
Definition:	The nature or genre of the content of the resource.
Comment:	Item Type includes terms describing general categories or formats of materials. For the purposes of this project, the brief list of acceptable terms for this element are as follows: Book, Pamphlet, Letter, Diary. To describe the physical or digital manifestation of the resource, use the FORMAT element.
Format:	Text
Example:	Letter

## Coverage

Name:	Coverage
Label:	Coverage
Definition:	The extent or scope of the content of the resource.
Comment:	Typically, Coverage will include spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). Recommended best practice is to select a value from a controlled vocabulary. This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Text
Example:	20th century

## Language

Name:	Language
Label:	Language
Definition:	A language of the intellectual content of the resource.
Comment:	Recommended best practice is to use RFC 3066 [RFC3066] which, in conjunction with ISO639 [ISO639]), defines two- and three-letter primary language tags with optional subtags for national specification. Examples include "en" or "eng" for English, "akk" for Akkadian, and "en-GB" for English used in the United Kingdom. This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Text; Two-letter abbreviation.
Example:	en

## Source

Name:	Source
Label:	Source
Definition:	A Reference to a resource from which the present resource is derived.
Comment:	The present resource may be derived from the Source resource in whole or in part. Recommended best practice is to identify the referenced resource by means of a string or number conforming to a formal identification system.
Format:	Text; Local cataloging scheme, specific to Dickinson College Library.
Example:	SC-DC F C778st

## Rights

Name:	Rights
Label:	Rights Management
Definition:	Information about rights held in and over the resource.
Comment:	Typically, Rights will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. If the Rights element is absent, no assumptions may be made about any rights held in or over the resource.
Format:	Text
Example:	Digital image copyright 2003, Dickinson College. All rights reserved.

## Format

Name:	Format
Label:	Format
Definition:	The physical or digital manifestation of the resource.
Comment:	Typically, Format may include the media-type or dimensions of the resource. Format may be used to identify the software, hardware, or other equipment needed to display or operate the resource. Examples of dimensions include size and duration. Recommended best practice is to select a value from a controlled vocabulary (for example, the list of Internet Media Types [MIME] defining computer media formats). This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	The type of the resource followed by the abbreviation for the file-type.
Example:	image/jpeg

## Scanning Device

Name:	Scanning Device
Label:	Scanning Device
Definition:	The name of the scanning device used to make the digital resource.
Comment:	This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Text
Example:	HP Scanjet 7400c

## Date.Digital

Name:	Date
Label:	Date.Digital
Definition:	A date of an event in the lifecycle of the resource.
Comment:	Practically, the date the digital resource was posted online. This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	YYYY-MM-DD
Example:	2003-10-31

## Bit-depth

Name:	Bit-depth
Label:	Bit-depth
Definition:	The bit-depth at which the digital resource is saved.
Comment:	This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Text
Example:	24-bit

## Resolution

Name:	Resolution
Label:	Resolution
Definition:	The resolution of the presented digital resource.
Comment:	This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Expressed in pixels per inch (ppi)
Example:	100 ppi

## Scanning Technician

Name:	Scanning Technician
Label:	Scanning Technician
Definition:	The name of the person responsible for creation of the digital resource.
Comment:	This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Last name, First name
Example:	Smith, John

## Transcriber

Name:	Transcriber
Label:	Transcriber
Definition:	The person who hand-keyed the transcript from the original resource.
Comment:	This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Last name, First name
Example:	Smith, John

## Metadata Cataloger

Name:	Metadata Cataloger
Label:	Metadata Cataloger
Definition:	The person responsible for entering the metadata for the digital resource.
Comment:	This field will not be visible to outside users on the page description view screen of CONTENTdm.
Format:	Last name, First name
Example:	Smith, John

## Contact

Name:	Contact
Label:	Contact
Definition:	Contact information for the entity responsible for overseeing the project.
Format:	Name of department; Name of organization; Place name; email address
Example:	Archives & Special Collections; Dickinson College; Carlisle, PA; archives@dickinson.edu