# Best practices for description & names in digital archives

Robin Fay

# Best Practices for Description & Names in Digital Archives

- ❖ Why description matters
- ❖ Software options
- ❖ Common fields for description
- ❖ Names & Identity Management
- ❖ Rights
- ❖ Wrapup

# You can get from here to there...

- Digitizing – some projects will already have digital content.
- You need a place to put your digital content AND describe those resources. We'll use Omeka.net for these examples.

Best Practices for Description & Names in Digital Archives | Robin Fay

# Content Plans can help guide description policies & best practices

❖Textual materials: Faculty papers, writings, unpublished manuscripts, drafts of works, presentations, memoirs/journals, examples of student work, yearbooks, committee reports, etc.

❖Images: Photographs or Maps of university/community life

❖Video in VHS or MP4 formats; Film which relates to the university/community life in some way.

❖Audio recordings: Audio Cassettes or MP3s. Audio recordings which relate to the university/community life in some way.

❖Other digital formats as applicable such as databases, websites, interactive content, etc.

❖**How will you describe these items? How will you collect this information?**

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# Developing Your Metadata Standards

**What system are you using will be a factor in which standards you can use.**

- What description/cataloging rules will you use to record information?

- What elements/fields are or will be recommended or required? (If any)

- What do you do if you have more than one of an element?

- Where will you get information from the resource, additional sources, etc.?

- What will you do if you are lacking information for a field, especially one that is required? Leave it blank?

# General best practices for description

- Be Descriptive & Consistent. If using a style manual (or your own style manual), document best practices.
- Start with file names (if possible).

Consider:

- Which elements are important to the project.
- Be Consistent & short but descriptive (<25 characters)
- Avoid special characters or spaces in a file name
- Use capitals and underscores instead of periods or spaces or slashes
- Use date format ISO 8601: YYYYMMDD
- E.g., 20130420_Margaret_white_original.tiff

# Description / Metadata Tips

Develop a Google form or spreadsheet that uses Dublin Core elements. For spreadsheets, use those elements as column headers. A Spreadsheet can be used with CSV Import.

Dublin Core elements are descriptive labels like title, date, rights, etc. Column headers can (and should!) map to DC.

Remember to consider information on the back of a resource or in container of a resource.

Provide examples of good description.

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| ELEMENT | TERMS | USE | SCOPE NOTE | INSTRUCTIONS | EXAMPLES | DCMI | MARC |
|---------|-------|-----|------------|-------------|----------|------|------|
| creator | | REQ | Use for an entity (person, organization, or service) responsible for the content of the resource. Use creator for primary authors or other content creators. | 1. Surname name first. 2. Use form of name established by local practice (e.g. fullest form possible or most frequent form) 3. Multiple authors/creators list in Order as in publication 4. Organizations with hierarchy - list the parts of hierachy from largest to smallest separted by full stop and space. 5. If ambigious, list as it appears on item.<br> For ATCx3 materials, cite the author or submitting members as primary creators; cite other names and contributors under creator.<br><br> If no author is included, list author as institution.<br> Athens Technical College (Athens, Ga.)<br> Albany Technical College (Albany, Ga.)<br> Atlanta Technical College (Atlanta, Ga.)<br> ATCx3 Consortia | Brown, Elizabeth | creator | 100 F<br>110 C<br>111<br>Meeti<br>ents |
| creator | marcrelator | Opt | Use for an entity (person, organization, or service) who makes significant contributions to the resource. | Choose from list. Describes the role of the persons above. | Actor<br>Animator<br>Annotator<br>Compiler<br>Composer<br>Conductor<br>Director<br>Editor<br>Illustrator<br>Interviewer<br>Interviewee<br>Musician<br>Narrator<br>Performer<br>Producer<br>Reviewer<br>Speaker<br>Scientific advisor<br>Standards body<br>Surveyor<br>Transcriber<br>Translater | contributor<br>http://www.loc.gov/l | 100 $<br>(not<br>future |
| contributor | contributor | Opt | Use for a person or organization whose work has been contributed to a collective work (anthology, serial publication, or other compilation of individual works) OR who is not the primary author/creator, but has made some contribution to the work. Do not use if the sole function in relation to a work is as author, editor, compiler or | 1. Personal names: Surname name first if a personal name.<br> 2. Use fullest form possible, VIAF entry, or name established in GEAR (search GEAR).<br> 3. Order as appears on publication<br> 4. Organizations with hierarchy - list the parts of hierachy from largest to smallest separted by full stop and space. | Fay, Robin<br>Maimonides<br>Park Sung Hee<br>United States. Internal Revenue Service<br>Elvis Presley Fan Club<br>Federal Aviation Administration. Aviation Safety Program<br> Athens Technical College (Athens, Ga.) | contributor | 700 |

# Omeka is item oriented

- Items have files (media) attached to them or linked to them.
- Items are often put into collections (think a shelf in the library)
- Collections have their own description that pertains to all resources in a collection.
- Collections are optional, but are useful for organizing materials and for grouping resources for use in exhibits.

# Omeka is :

- **Mobile friendly**
- **Accessible (Yes!)**
- **Supports a variety of formats**
- **Easy to use**
- **Supports Dublin Core**
- **Omeka.net is cloud hosted; Omeka Classic is hosted on your own website**
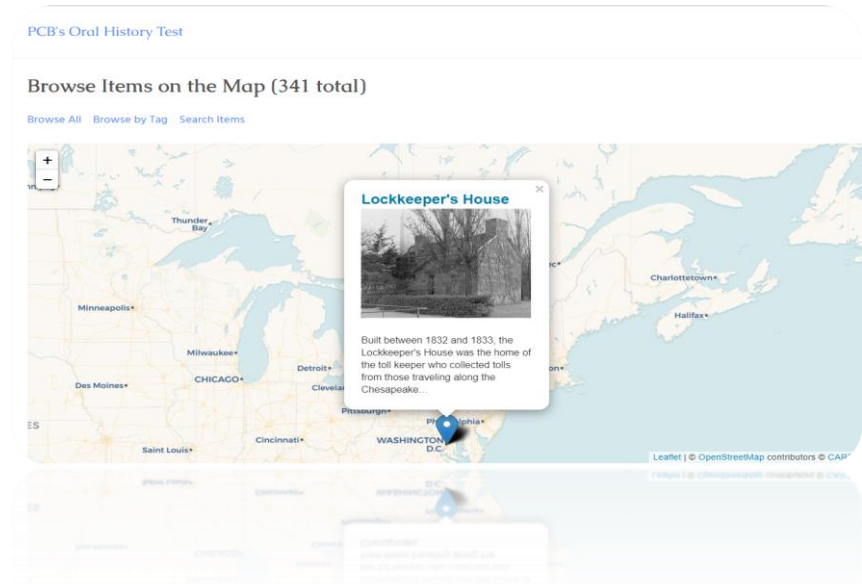
A suite of 3 software solutions for managing, publishing & promoting cultural heritage resources on the web for universities, galleries, libraries, archives, museums & individuals.

# Collections are a way to resources which can then be used to create exhibits. Collection names are visible to the public.

## Browse Collections (5 total)

Add a Collection

456 items aren't in a collection.

| Title ⇅ | Contributors | Date Added ⇅ | Total Number of Items |
|---|---|---|---|
| **Ebooks** ⭐<br>Edit | No contributors | Aug 14, 2021 | 1001 |
| **CRSI** ⭐<br>Edit | No contributors | Aug 14, 2021 | 13 |
| **Eighteenth Century** ⭐<br>Edit | No contributors | Jun 18, 2021 | 33 |
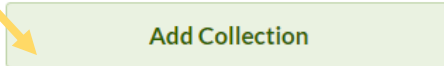
# Add a Collection

Dublin Core

## Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, http://dublincore.org/documents/dces/.

**Title**

Add Input

*A name given to the resource*

Use HTML ☐

**Subject**

Add Input

*The topic of the resource*

Use HTML ☐

Add Collection

Public ☐  Featured ☐

**Include description that describes ALL resources in a collection. Again, you will want to come up with standards.**

# Browse Collections (5 total)

Add a Collection

| Title | Contributors | Date Added | Total Number of Items |
|---|---|---|---|
| Ebooks ⭐ <br> Edit | No contributors | Aug 14, 2021 | 1001 |
| CRSI ⭐ <br> Edit | No contributors | Aug 14, 2021 | 13 |
| Eighteenth Century ⭐ <br> Edit | No contributors | Jun 18, 2021 | 33 |
| Photographs ⭐ <br> Edit | No contributors | Apr 22, 2021 | 1 |
| Oral histories ⭐ <br> Edit | No contributors | Apr 22, 2021 | 2 |

Add a Collection

**It's easier to create collections and then add items but you can also move items into collections.**

# Items vs. Files

- Each item has a "record" with information that you create.

- Items may have an uploaded File(s) attached to them. Files are the media, whereas items are a record with a description. This description is searchable for users.

- In other words, the Item describes the File. You can also have multiple Files attached to one item.

- If you host your content elsewhere like Youtube, then you would have an item but no file attached.

- To get files into your Omeka site, you'll need to upload them through a batch process (see plugins) or add them individually as Items.

## Items

Items: Each item contains Dublin Core and Item Type metadata; an item can belong to one collection at a time.

Items can only belong to one collection at a time, but they can belong to multiple exhibits, maps, etc.

# Collections, Items, Files & Exhibits oh, my!

Item 1 - URL

Item 2 - File Attached
(not in a collection)

File (PDF Uploaded)

Item 3 - URL

Collection 1 (category,
organizing unit)

Exhibit 1

Exhibit 2
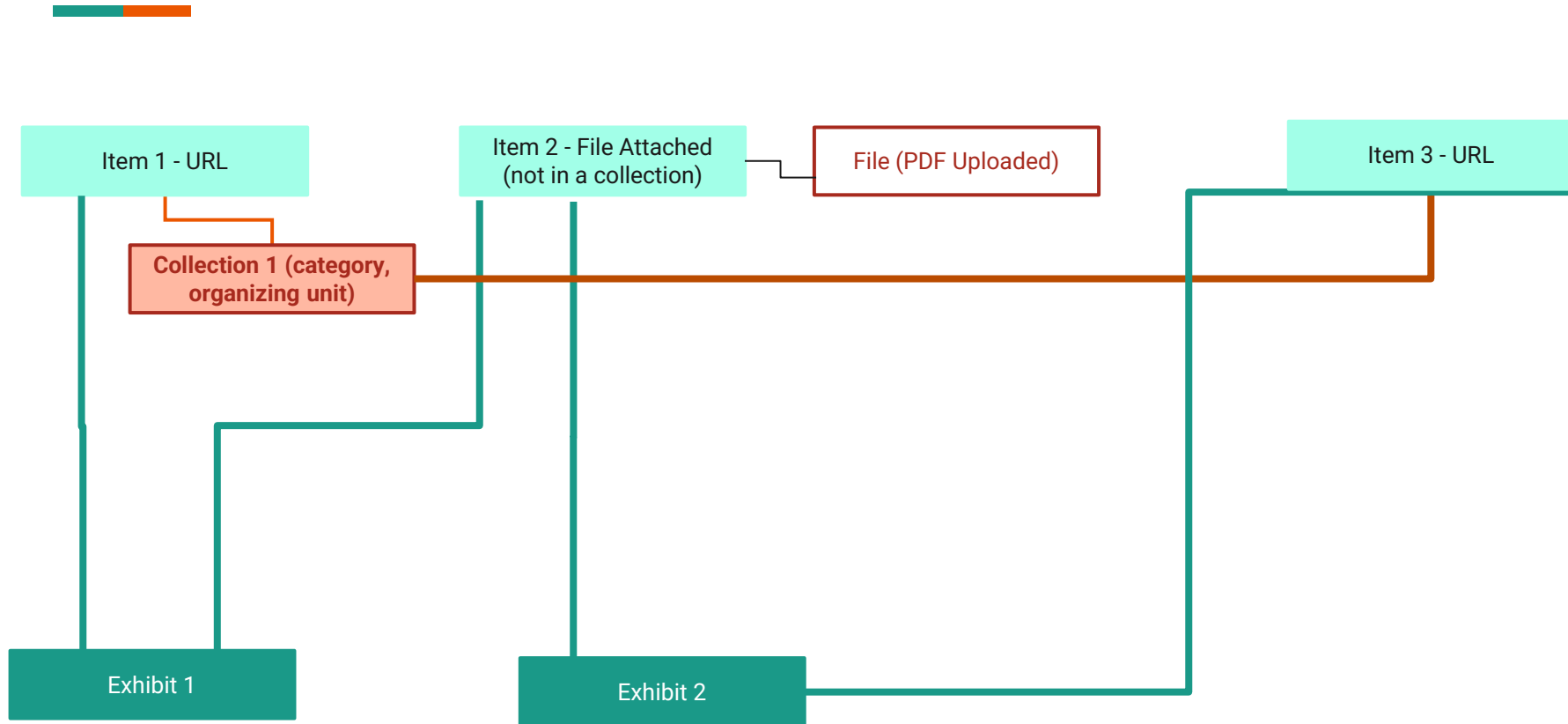
# Resource management - Individually adding items

## Add an Item

**Dublin Core** | Item Type Metadata | Files | Tags | Map

### Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, http://dublincore.org/documents/dces/.

**Title**

Add Input

*A name given to the resource*

Use HTML ☐

**Subject**

Add Input

*The topic of the resource*

Use HTML ☐

**Description**

Add Input

*An account of the resource*

Use HTML ☐

---

Add Item

Public: ☐  Featured: ☐

**Collection**

Select Below ▼

Select Below
CRSI
Ebooks
**Eighteenth Century**
Oral histories
Photographs

| Dublin Core | Item Type Metadata | Files | Tags | Map |
|---|---|---|---|---|

# Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, http://dublincore.org/documents/dces/.

**Save Changes**

**View Public Page**

**Delete**

Public: ☑   Featured: ☐

**Collection**

Eighteenth Century ▼

**Title**

**Add Input**

*A name given to the resource*

Tiber Creek

Use HTML ☐

**Subject**

**Add Input**

*The topic of the resource*

Creeks

Use HTML ☐

**Description**

**Add Input**

*An account of the resource*

B  *I*  U  ≡ ≡ ≡  ☷ ☰  🔗  Paragraph ▼  <>

Tiber Creek had been known as Goose Creek before 17[ ] the city of Washington, DC was laid out and designated nation's capital. The creek extended from the base of C[ ] to its mouth near the present day Washington Monument. In 1815, it was incorporated into the Washington City Canal. Essentially an open sewer, the creek was enclosed in a tunnel and diverted underground in 1871.

**Fill in Dublin Core - this is the description about your item Go through each tab – we'll talk more about this in a few minutes.**

Use HTML ☐

Dashboard

Items

Collections

Item Types

Tags

Simple Pages

Subject          The topic of the resource

Add Input

Use HTML ☐

Save Changes

View Public Page

Delete

Public: ☑   Featured: ☑

Description      An account of the resource

**For Youtube videos: Get the
embed code from Youtube
(under Share) and then create
your item in Omeka. Rather
than adding a file, you can
embed it in a field. To embed
the widget (an iframe) into an
Omeka item, select Use HTML
and then click on the <> to
paste the widget code in.**

U ≡ ≡ ≡ ⊞ ⊟ ⧉ Paragraph

Source code                                    ×

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/FncO08PeK9o"
title="YouTube video player" frameborder="0" allowfullscreen="allowfullscreen"></iframe>
```

Ok   Cancel

Use HTML ☑

Creator          An entity primarily responsible for making the resource

| Dublin Core | Item Type Metadata | Files | Tags | Map |
|---|---|---|---|---|

# Item Type Metadata

Item Type

Place ▼

| Save Changes |
|---|

| View Public Page |
|---|

| Delete |
|---|

Public: ☑  Featured: ☐

Collection

Eighteenth Century ▼

Select Below
Binding
Binding177690
Dataset
Document
Email
Event
Hyperlink
Interactive Resource
Lesson Plan
**Moving Image**
Object
Oral History
People
Person
Physical Object
Place
Postage Stamp
Service
Software

**Physical Description**

Add Input

**Location**

Add Input

Use HTML ☐

URL

Add Input

Use HTML ☐

# Item-type specific metadata

You can create data elements (aka metadata fields) for a specific item. You can create your own item types.

When you create an item type, it automatically has the Dublin Core metadata property fields attached to it.

But if your item type, say is a room, you can create properties such as "size", "height", "cul-de-sac-ness".

# Edit Item #40: "Tiber Creek"

Dublin Core    Item Type Metadata    **Files**    Tags    Map

## Files

*Click and drag the files into the preferred display order.*

http://dev.omeka.org/mebrett/newlook/files/original/8...

### Add New Files

The maximum file size is 128 MB.

**Find a File**    Choose File   No file chosen

Add Another File

**Save Changes**

**View Public Page**

Powered by Omeka.net    Help    Terms of Service    Privacy Policy    Back to top

---

Open

This PC > Desktop

Organize ▾    New folder

Quick access
- Desktop
- Documents
- Workshops
- Pictures
- 100GOPRO
- Downloads
- reports
- stuff

Today (3)

stuff    ab6e0b24ff13688 247684f95c5c630 c6--vintage-famil y-photos-awkw...

Earlier this week (1)

---

**This is where you upload files.**

- Dashboard
- Items
- Collections
- Item Types
- Tags

# Plugins (32 total)

The SimplePages plugin was successfully uninstalled!

## COinS
**Version 2.0.3 by Roy Rosenzweig Center for History and New Media**
Adds COinS metadata to item pages, making them Zotero readable.

`Install`

## Commenting
**Version 2.3 by Roy Rosenzweig Center for History and New Media**
Allows commenting on Items, Collections, Exhibits, and more

`Install`

## Contribution
**Version 3.2.1 by Roy Rosenzweig Center for History and New Media**
Allows collecting items from visitors

`Install`

## CSS Editor
**Version 1.1 by Roy Rosenzweig Center for History and New Media**
Add public CSS styles through the admin interface.

`Install`

## CSV Import
**Version 2.0.4 by Roy Rosenzweig Center for History and New Media**
Imports items, tags, and files from CSV files.

`Install`

## Dublin Core Extended
**Version 2.0.2 by Roy Rosenzweig Center for History and New Media**
Adds the full set of Dublin Core properties to the existing Dublin Core element set, including element refinements and supplemental elements. See DCMI Metadata Terms:

`Install`

**Plugins extend functionality. CSV Import is a great way to batch upload. If you host Omeka Classic on your own server - Dropbox (not THE Dropbox) & Batch Edit are great tools. See my list of helpful plugins (all free!)**

# Let's look at CSV Import Plugin

Under Plugins - Install it.

Then start the process.
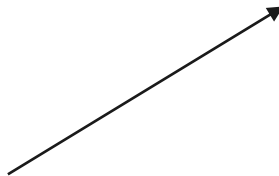
Plugins  Appearance  Users  Settings

**Import Items**    Status

## Step 1: Select File and Item Settings

| Upload CSV File* | Maximum file size is 128 MB. |
| | Choose File  No file chosen |
| Use an export from Omeka CSV Report | Selecting this will override the options below. ☐ |
| Automap Column Names to Elements | Automatically maps columns to elements based on their column names. The column name must be in the form: {ElementSetName}:{ElementName} ☑ |
| Select Item Type | Website ⌄ |
| Select Collection | CRSI ⌄ |
| Make All Items Public? | ☑ |
| Feature All Items? | ☑ |
| Choose Column Delimiter* | A single character that will be used to separate columns in the file (comma by default). Note that spaces, tabs, and other whitespace are not accepted. |
| | , |
| Choose Tag Delimiter* | A single character that will be used to separate tags within a cell (comma by default). Note that spaces, tabs, and other whitespace are not accepted. |
| | , |
| Choose File Delimiter | A single character that will be used to separate file paths or URLs within a cell (comma by default). If the delimiter is empty, then the whole text will be used as the file path or URL. Note that spaces, tabs, and other whitespace are not |

**Dashboard**
**Items**
**Collections**
**Item Types**
**Tags**
**CSV Import**

May need to split up large files or split them up by collection.

Item Type Website adds URL field

May need to work on your spreadsheet.

## CSV Import

| Q | ... |

**Import Items**    Status

Your file is incorrectly formatted. Incorrect number of columns in first row. Please ensure that the CSV file is formatted correctly and contains the expected number of columns for each row.

## CSV Import

| Q | ... |

**Import Items**    Status

Your file is incorrectly formatted. Header row contains 15 unique column name(s) for 16 columns. Please ensure that all column names are unique.

A1 | fx | Identifier

| | A | B |
|---|---|---|
| 1 | Identifier | Title |
| 2 | | |
| | | TJC 2 6 References 02 Archival 01i Notarial Acts Index MNA NO |
| 3 | | |
| | | TJC 2 6 References 02 Archival 02i Notarial Acts Index MNA NO |
| 4 | | |
| | | TJC 2 6 References 02 Archival 03i Notarial Acts Index MNA NU 1825-1848 BR PW Sav PL |
| 5 | | |

| | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|
| 6 | Publisher | Date | Resource Type | Resource Type | Format | Provenan | Languag |
| | exes TJC | 1798 | 1892-1899 | List of cases | pdf | | French |
| 7 | exes TJC | 1821-1824 | | List of cases | pdf | | French |
| | exes TJC | 1821-1824 | | List of cases | pdf | | French |
| 8 | exes TJC | 1828-1832 | | List of cases | pdf | | French |
| | exes TJC | 1857 | | List of cases | pdf | | French |
| | exes TJC | 1873 | | List of cases | pdf | | French |
| 9 | exes TJC | 1869 | | List of cases | pdf | | French |
| | exes TJC | 1888-1891 | | List of cases | pdf | | French |
| | exes TJC | 1891-1894 | | List of cases | pdf | | French |
| 10 | exes TJC | 1869 | | List of cases | pdf | | French |
| | exes TJC | 1892-1899 | | List of cases | pdf | | French |
| | exes TJC | 1899 | | List of cases | pdf | | French |
| 11 | site | Unpublished | 2021 | | Description of notaries | pdf | | English |
| 12 | | | | | | | |
| 13 | | | | | | | |
| | TJC 2 6 References 02 Archival 12i Notarial Acts Index MNA Art | | | | | | |

OpenRefine can help identify data issues.

Also, if you have columns that are blank with no data, consider deleting them.

Headers must be unique.

Links can't be hidden by text but must be formatted as code, e.g., http://www.omeka.net not

Omeka.net

# Mapping metadata



CSV Import

Dashboard
Items
Collections
Item Types
Tags
CSV Import

Import Items     Status

## Step 2: Map Columns To Elements, Tags, or Files

| | Example from CSV File | Map To Element | Use HTML? | Tags? | Files? |
|---|---|---|---|---|---|
| Identifier | | Select Below | ☐ | ☐ | ☐ |
| Title | TJC 2 6 References 02 Archival 01i Notarial Act… | Select Below | ☐ | ☐ | ☐ |
| Hyperlink | TJC 2 6 References 02 Archival 01i Notarial Act… | Select Below | ☐ | ☐ | ☐ |
| Creator | MNA | Select Below | ☐ | ☐ | ☐ |
| Subject | Land sales, Inventories, loans, prenuptial cont… | Select Below | ☐ | ☐ | ☐ |
| Description | Consist of indexes of acts of some notaries of … | Select Below | ☐ | ☐ | ☐ |
| Publisher | TJC | Select Below | ☐ | ☐ | ☐ |
| Date | 1798 | Select Below | ☐ | ☐ | ☐ |
| ResourceTypeDate | 1892-1899 | Select Below | ☐ | ☐ | ☐ |
| ResourceType | List of cases | Select Below | ☐ | ☐ | ☐ |
| Format | pdf | Select Below | ☐ | ☐ | ☐ |
| Provenance | | Select Below | ☐ | ☐ | ☐ |
| Language | French | Select Below | ☐ | ☐ | ☐ |
| Relation | See TJC Volume 2 Report on Land | Select Below | ☐ | ☐ | ☐ |
| Rights | No reproduction permitted without acknowledgeme… | Select Below | ☐ | ☐ | ☐ |
| Country | MAuritius | Select Below | ☐ | ☐ | ☐ |

# Mapping metadata into Dublin Core

**You will likely need to manually create the actual link. Go to the item and add input, add link.**

# Let's talk more about metadata first...

- Different projects may require different approaches.
- Different formats may (will likely) require different standards.
- Different software will require (or allow use of) different metadata schemas. Omeka uses Dublin Core.





Collection level metadata applies to all resources within that collection

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# 15 element Dublin Core

**Content**

Title

Description

Type

Subject

Source

Relation

Coverage

**Intellectual Property**

Creator

Publisher

Rights

Contributor

**Instantiation**

Date

Format

Identifier

Language

15 elements
all optional
All repeatable

# What is your "Threshold" description?

- **Title – a title for each resource**
- **Date(s) – associated with the item, not date scanned**
- **Creators, Authors & Contributors – associated with the item, not the person / organization scanning**
- **Subjects**
- **Description – of the item**
- **File formats & Type (Appears under Item Type Tab)**
- **Rights & Access**
- **Source & Related resources***
- **Coverage***

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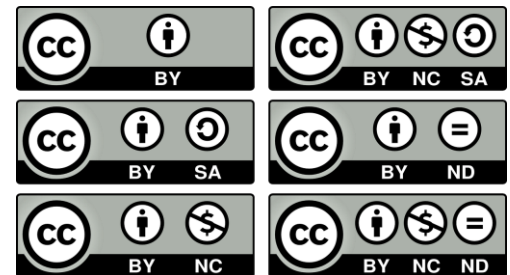
# Title: A name given to a resource

- Typically, a Title will be a name by which the resource is formally known.

- Refinement or additional titles: Alternate title

- Capitalize as in a sentence. First word capitalized and proper names

- RDA > Transcribe as appears on the resource or construct a title (required element)

- MARC Compatibility: While title is a repeatable field, you may consider using a single title with alternate title.

# Title – Known Title

Type in the title as it appears on the title page, cover, or other source in general, in order of preference:

- Title page/title screen
- Title from other source: Headers/Footer of document, metadata or other digital source (headers, embedded or harvested metadata, etc.) ; include information about the source (if outside the resource) in a Description field.

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# Title – Unknown Title

- Is it a document that is primarily text? Examples include working papers, reports, etc.
- Create and enter a title following this pattern: Report of _____ , Workflow on _____
- Photographs, Movies, 3D Objects
- Alternate title first with type at end: Young girl painting [photograph]
- Create and enter a title following this pattern: Photograph of _____ ; Movie of _____ ; 3D object of _____
- Following the above format for learning objects, drafting plans, design files, multimedia, or other formats.

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# Title – Examples

- Muscular body
- Cast bronze portrait of Shakespeare
- Oconee Forest
- Photograph of Oconee Forest

# Creator / Contributors - Creators & Participants in the resource

- Creators are individuals, groups of people, and organizations who created, edited, or wrote the resource. Creators are those who are PRIMARILY responsible for a work. Contributors are individuals, groups of people, and organizations who had a role in the resource, contributing to its creation. Their role is typically secondary.

- If there are no names or organizations listed on your resource or you have no information about who created it, skip the Creator field. Unknown may also be used but consider carefully. Unknown would be searchable.

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# Creator / Contributors - Creators & Participants in the resource

- Person, Organization, etc. responsible for the work – in MARC/RDA cataloging, one PRIMARY creator is chosen; all additional co-creators go into Contributor (DC allows for multiple creators)

- Order of list is important as first person in a list of creators is considered "primary" (even if they are all co-creators!)

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# Creator / Contributors - Creators & Participants in the resource

- Format of name
  - Follow what is in the VIAF if you can confirm identity

# Creator / Contributors - Creators & Participants in the resource

- Format of name
  - Personal names/people: Record personal names from the resource, but invert the name with last name first. e.g., Fay, Robin M.
  - Institutions / organizations: Record institutions/organizations as they name they are known by or as they appear on the resource in direct order. Use the following for ATCx3.
  - ATCx3 Consortia
  - Athens Technical College (Athens, Ga.)
  - Add place when name of organization might exist in another city or state.

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# Date: A point or period of time associated with an event in the lifecycle of the resource; typically, associated with the creation or availability of the resource.

Refinements

- created
- valid
- issued
- modified
- dateCopyrighted
- dateSubmitted
- available
- dateAccepted

Best practice: Use a standard date format. DCMI recommends using ISO 8601 for single date [W3CDTF] / the **YYYY-MM-DD** format, for ranges start and end dates are separated by a '/' (slash) character. Either the start or end date may be missing.

- 20200922
- 2020-09-22
- 2020/2019

# Subject: The topic of the content of the resource.

- Topic of the work. First subject should describe the work as a whole; the primary subject.

- Repeatable.

- Can use multiple thesauri.

- Best practice: Use authorized forms or link to URLs for authorized sources of subjects: thesauri/controlled vocabularies, like LC's FAST, etc.

# Description :An account of the content of the resource. May include abstracts, table of contents, graphical representation of content or a free-text account of the content. Use full sentences.

- In MARC, this would typically correspond to the 500-599 fields, the notes fields.

Refinements:

tableOfContents

abstract

- Best practice: Use as many description fields as needed and use qualifiers if needed.

<dc:description.tableOfContents>the table of contents written out </dc:description.tableOfContents>

# Format: The file format, physical medium, or dimensions of the resource.

## 2 Refinements

- **Medium:** The material or physical carrier of the resource – Only for physical items

- **Extent:** The size or duration of the resource.

**Best practice:** Use a controlled vocabulary where available. For example, for file formats one could use the list of Internet Media Types [MIME]. Examples of dimensions include size and duration.

Extent: Recommended practice is to specify the file size in megabytes and duration in ISO 8601 format. A **Numeric value and a caption** - 52 pages

Repeat as needed and be granular

# Type

- The nature or genre of the content of the resource. Appears under Item Type Tab in Omeka.

- Think > Format = File Format; type is the nature of the resource. Still image (a type) and JPG is the file format.
- Type includes terms describing
  - general categories
  - functions
  - genres,
  - aggregation levels for content

# Rights / Access

**Always include a rights statement. Consult rightsstatements.org or creativecommons.org**

"Information about rights held in and over the resource. Typically a Rights element 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 can be made about the status of these and other rights with respect to the resource."

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# Examples

Standardized:

http://rightsstatements.org/vocab/InC/1.0/
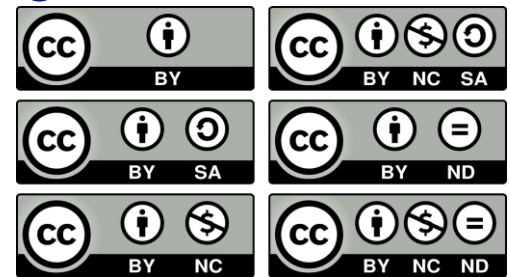
Free-text:
Copyright held by the estate of Estelle Baruch. This image may not be reproduced for any reason until the year 2021. Please contact (name of institution/department, email, phone) for more information.

Standardized:

http://rightsstatements.org/vocab/CNE/1.0/

Free-text:
The investigation of the copyright status of this object has not or cannot be concluded as of [date]. Please contact [Institution/Library] for more information.

Standardized:

http://creativecommons.org/publicdomain/zero/1.0/

Free-text:
The copyright holder has placed this object in the Public Domain. Refer to the Creative Commons page <https://creativecommons.org/publicdomain/zero/1.0/> for more information, or contact [the Institution/Library].

When Applicable

# Publisher :An entity responsible for making the resource available

Examples of a Publisher include a person, an organization, or a service.

- Unknowns: RDA>Publisher unknown; some systems would leave blank.
- RDA > transcribe as it appears on the resource
- However, you may need to construct it

# Source

"A Reference to a resource from which the present resource is derived. The present resource may be derived from the Source resource in whole or part. Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system"... "include in this area information about a resource that is related intellectually to the described resource but does not fit easily into a Relation element."

Robin Fay

# Relation: A related resource.

- Conforms To

- HasFormat

- HasPart

- hasVersion

- isFormatOf

- isPartOf

- IsReplacedBy

- IsRequiredBy

- isVersionOf

- Replaces

- Best practice:
Recommended practice is to identify the related resource by means of a URI (link). If this is not possible or feasible, a text string conforming to a formal identification system may be provided.

# Coverage

Use for geographical or time related coverage. If a date field covers the time related to your resource, no need to add coverage (temporal). Additionally, geographic subject headings or subdivisions (especially when used in LC Subject Headings) may be used instead of coverage.spatial.

"The extent or scope of the content of the resource. Coverage will typically include spatial location (a place name or geographic co-ordinates), 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.

Robin Fay

# Identifier- An unambiguous reference to the resource within a given context.

Refinements:

- BibliographicCitation: A bibliographic reference for the resource.

Best practice: practice is to identify the resource by means of a string conforming to an identification system. Examples include International Standard Book Number (ISBN), Digital Object Identifier (DOI), and Uniform Resource Name (URN). Persistent identifiers should be provided as HTTP URIs. Include sufficient bibliographic detail to identify the resource as

# Language

If multiple languages are represented in your collections, do use the language element.

"A language of the intellectual content of the resource. Recommended best practice for the values of the Language element is defined by RFC 3066 [RFC 3066, http://www.ietf.org/rfc/ rfc3066.txt] which, in conjunction with ISO 639 [ISO 639, http://www.oasis-open.org/cover/iso639a.html]), defines two- and three-letter primary language tags with optional subtags."

Robin Fay

Items

Collections

Item Types

Tags

Simple Pages

LC Suggest

Corrections

CSV Import

Simple Vocab

Catalog Search

Dropbox

Bulk Editor

Collection Tree

OAI-PMH
Harvester

Omeka Api
Import

Embedded Items

YouTube Import

Zotero Import

Reports

User Profiles

The item "Photograph of students studying" was successfully changed!

Prev Item    Next Item

Edit

View Public Page

Delete

**Public: Yes  Featured: Yes**

| Title | Photograph of students studying |
|---|---|
| Description | 1 man writing at a table. Sony headphone box on the table. 2 men at study carrels with headphones. At computers. |
| Creator | Athens Technical College (Athens, Ga.) |
| Subject | College students |
|  | Study and teaching |
|  | Athens Technical College (Athens, Ga.) |
|  | Athens Technical College (Athens, Ga.) |
|  | Photographs |
| Publisher | Athens Technical College |
| Source | Athens Technical College Photograph Archives, Athens |

**Collection**

ATC History through Photographs (1956-2012)

**Tags**

- Athens Technical College
- early years
- historic
- photographs
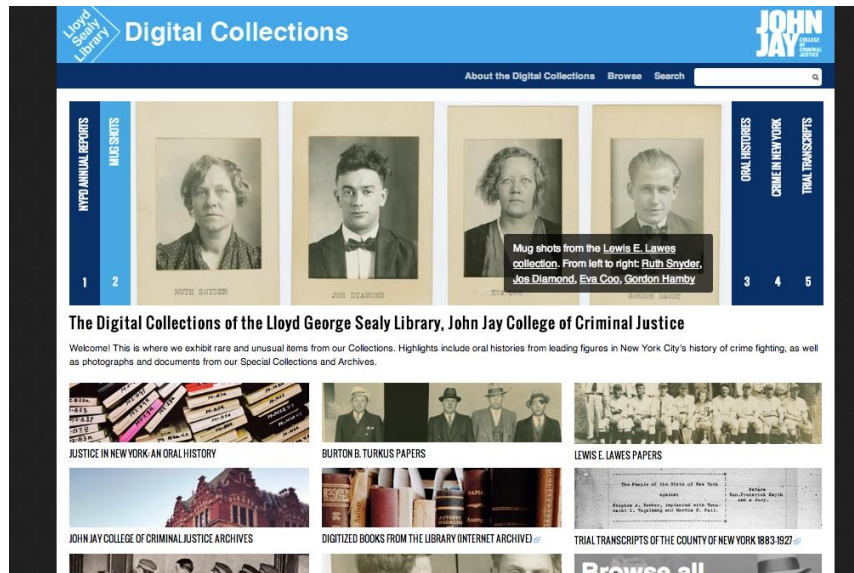- vintage photos

**File Metadata**

- ATCAP BX1014.jpg

# Dublin Core the Saga

- The older terms had to be mapped into their place into the vocabulary (remember DC as 1.1 is still valid to use as is and is still widely used)

http://dublincore.org/documents/dces/#DCTERMS

# Follow the Omeka web form.

- Be consistent! Write down your practices. ☺



Collection level metadata
applies to all resources
within that collection

Robin Fay

[Robin.m.fay@gmail.com](mailto:Robin.m.fay@gmail.com) @georgiawebgurl twitter

Robin Fay