

# Metadata guidelines, California State University Japanese American Digitization Project

## Metadata Fields

### Title/Name

- When possible, take title from the item
- Capitalize first word and proper nouns only; do not put a period at the end of the title
- Omit initial articles; put the title with the articles in the Note field.
- Enclose supplied titles in brackets (except with the letter and memo formats below)
- *For photographs,*
  - Use caption or other information present on the photo (annotations, etc.) if it succinctly and accurately describes its subject matter
  - If not, supply a title that concisely describes its contents, enclosing it in brackets, as in: [Group portrait with J. Ralph McFarling]
- *For letters and memos,* create a title according to the following standards:
  - For letters:
    - Letter from [first name] [last name], [title if you have], [organization if you have] to [first name] [last name], [title if you have], [organization if you have], [month day, year]
    - Examples:
      - Letter from Joe Smith, Head, Department of Sports, to Mary Jones, Dean, University of Wherever, January 1, 1990
      - Letter from Barbara Garcia to Elizabeth Washington, May 1, 1999
    - Use the first name as given in the letter; if no first name is included, supply it in brackets, based common usage in reference and other sources.
    - If a name appears in various forms – as in W. E. Schmidt, Willard E. Schmidt, Willard Schmidt, Mr. Schmidt, etc. – devise a “standard” for the name, based on reference sources/documentation, and put in brackets.
      - For example, title a letter from W. E. Schmidt as Letter from W. [Willard] E. Schmidt.
      - If the name in the salutation contains honorifics (Mrs., Mr., Rev., etc.), include these, but also the person’s name in brackets, as in:
        - Letter from Rev. [Wendell L.] Miller to Mr. [Willard E.] Schmidt
    - If the person’s job title is very long, include the main title and organization, providing the rest of the information in a note
  - For memos, take information from the From:, To: and Subject/Re: fields, as in:
    - Memo from [contents of From: field] to [contents of To: field] re: [contents of Subject/Re: field], [month, day, year]
      - Example: Memo from Joe Smith to Mary Jones re: price increases for sporting equipment, January 23, 1992
- *For periodicals*
  - Provide the title as given (leaving off any initial articles) and include the Volume, Issue, and Year, as in: Rohwer Outpost, Vol. I, No. 2, 1942

### **Creator**

- The person, family, or corporate body primarily responsible for the resource: author of letters, photographer, publisher of newspapers, magazines, periodicals.
- Check Library of Congress Authorities for authorized names of people and corporations/organizations
- If no authorized name, use the format: [Last Name], [First Name] for people and full organization name for organizations/corporations
- Include the role of the person or responsible body, as in:
  - Emi, Frank: author
  - United States. War Relocation Authority: publisher
  - [Authorized Name or Last Name, First Name]: illustrator, editor, etc.
- If a person's name varies throughout the correspondence, choose the full name (not nicknames) as a standard for the creator. Indicate nicknames or variants in the Description
- You may have multiple creators; be sure to separate these with a semicolon.
- If a letter is written by Joe Smith, Executive Secretary, War Relocation Authority, you may choose to include both Smith and the WRA as authors, as in:
  - Smith, Joe: author; United States. War Relocation Authority: author

### **Date**

- Use the format YYYY-MM-DD; if only the month and year are displayed, use YYYY-MM; if only the year, YYYY
- Use the date the material was originally created, not the date of digitization
- If material is has no date, try to provide what information you do have, as long as it's accurate. Use terms such as "before 1947" or "approximately 1942" if that's what you know
- If a part of the date is not provided, but you nevertheless know what it is from a reliable resource, enclose it in brackets, as in: [1961]-07-22
- If you don't know for sure, but can make a reasonable assumption, include a question mark, as in: [1961?]-07-22
- If parts of the date are unknown, use question marks enclosed in brackets, as in 1961-07-[?]

### **Description**

- Provide a brief, general description of the material, enough to establish, along with the rest of the metadata, what the resource is about. Aim for no more than approximately 3 sentences' worth of text.
- You do not need to use complete sentences, but otherwise use correct grammar.
- If the title does not make the type of resource clear, start your description by mentioning the type of resource, as in "Photograph of 32 students and teacher, presumably outside of their school building."
- Use judgment when paraphrasing: Quote directly from the material if paraphrasing might in any way distort the meaning.

- One way to convey the contents of material is to reproduce major section headings, headlines, etc., beginning your description along the lines of “Section headings (or headlines, etc.) include ...”. Other sources for description can include tables of contents and abstracts. Enclose headings in quotation marks.
- If the resource includes handwritten annotations, stamps, or anything printed on it, indicate this in the description; use the Note field to transcribe other information that may identify a document, such as numbers in the footer, etc.

### **Language**

- Use Densho’s preferred Library of Congress Codes ([http://www.loc.gov/marc/languages/language\\_code.html](http://www.loc.gov/marc/languages/language_code.html)). Main ones in use in the site are: eng; jpn; spa

### **Facility**

- Enter a facility’s name if it is the site in which the resource was created or if the facility is associated with the object’s content
- Use Densho controlled vocabulary from pick list; you may enter more than one facility

### **Location**

- Geographic area of the subject (Densho: where photo taken or document created)
- Use Densho format: City, State (spelled out); City, Country (if outside of US)

### **Subjects**

- Use the controlled vocabulary provided by Densho where applicable
- If you need other subject terms, use another controlled vocabulary, preferring LCSH and then AAT

### **Item Type**

- Use Densho controlled vocabulary from pick list where possible
- If other terms needed, use another controlled vocabulary, preferring LCSH and AAT

**Physical Description** – number of pages, size of item, duration of video or audio, and other descriptors; spell out words such as black and white and color.

- For numbers of pages, spell out “pages,” as in: 2 pages
- For textual documents, along with number of pages, indicate whether handwritten or typescript
- For item size, use inches and centimeters, H x W
- For duration, use the format: 00:05:00 (this would be for a 5-minute video)
- Examples:
  - (for a photograph): black and white, 4 x 6 in. (15 x 10 cm.)
  - (for a video): 01:30:25
  - (for a letter): 2 pages, handwritten

## Type-DCMI

- Choose from the DCMI type vocabulary; common terms and examples follow (<http://dublincore.org/documents/2008/01/14/dcmi-type-vocabulary/>):
  - Text - books, letters, dissertations, poems, newspapers, articles, etc. *Note that facsimiles or images of texts are still of the genre Text.*
  - Image - images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. *Note that Image may include both electronic and physical representations.*
    - Prefer Image to the narrower term Still Image
  - Moving Image - animations, movies, television programs, videos, or visual output from a simulation
  - Sound - a music playback file format, an audio compact disc, and recorded speech or sounds
- If other terms needed, use another controlled vocabulary, preferring LCSH and AAT

**Format** – file format of the digitized item, as in:

- application/pdf
- image/jpeg
- image/tiff
- audio/mp3
- video/mp4

## Notes

- Use for any information pertinent to the user that doesn't belong in the other fields.

## Project Name

- California State University Japanese American Digitization Project

## Contributing Institution

- Name of institution including special collections/archives department.

## Collection

- If available, provide name of the collection containing the material.

## Collection Finding Aid

- If available, include a link to any online finding aids or other resources for the collection.

## Collection Description

- Include a brief description of the collection containing the material.

## Rights

- Insert the text, For copyright information please refer to the contributing institution.

<b>Other Fields / Fields Not Visible to Users</b>
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Thumbnail – automatically generated

Item ID – based on file name from contributing institution

ARK Identifier – Archival Resource Key

Physical Location – for contributing institution’s use to locate materials

Archival File

OCLC Number

Date Created (date created in ContentDM)

Date Modified (date modified in ContentDM)

ContentDM number

ContentDM file name

Image rights

Admin Field 1

Admin Field 2

Item Permissions

**Possible other fields to add (not visible to users):**

Digitizer

Digitizing institution

Digitization Date

Technical details – scanner used, resolution of image, etc.