

CSU Japanese American Digitization Project Data Dictionary



This Data Dictionary briefly defines the scope and characteristics of the data elements used in the California State University Japanese American Digitization Project as well as rules for usage and application. Project partners can use this reference to ensure consistency as we share metadata from multiple institutions. For detailed guidance on developing extended metadata for these data elements, see the California State University Japanese American Digitization Project Metadata Guidelines.

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CSUJAD Metadata Elements

Organized by the metadata element field name with additional guidance below.

Collection Field Properties

Field name	DC Mapping	Data Type	Controlled Vocabulary	Required	Searchable	Public Display	Definition/Notes/Examples
Local ID	Identifier	Text	N/A	Required	Yes	Yes	<p>Digital object file name without extension. Follow institution's file naming convention. Required by the digital management system (CONTENTdm).</p> <p>Example ats_01_03_005</p>
Project ID	Identifier	Text	N/A	Required	Yes	Yes	<p>Unique ID assigned to each record. <i>Institution code_collection code_xxxx</i></p> <p>Example csudh_ats_0050</p>
Title/Name	Title	Text	N/A	Required	Yes	Yes	<p>Title of a resource. Formal title or derived (supplied) title.</p> <p>Example Rohwer outpost, vol. I, no. 1 (October 24, 1942) Letter from Willard E. Schmidt to Rev. Wendell L. Miller, January 1, 1990</p>
Creator	Creator	Text	LCAF	If applicable	Yes	Yes	<p>Person, family, or corporate body responsible for a resource. <i>Last name, First name: role.</i> Use LCAF if available.</p> <p>Example Ishida, Atsushi Art: photographer United States. War Relocation Authority: publisher</p>

Field name	DC Mapping	Data Type	Controlled Vocabulary	Required	Searchable	Public Display	Definition/Notes/Examples
Date Created	Date-Created	Text	ISO 8601	If applicable	Yes	Yes	Date when a resource was created (not digitized date). <i>yyyy-mm-dd</i> Example 1945-01-01
Description	Description	Text	N/A	Required	Yes	Yes	Description of a resource. Example A photograph of pre-school children incarcerated at the Poston camp, Arizona. The caption reads: Poston Arizona pre-school children. Title from caption.
Location	Coverage-Spatial	Text	N/A	If applicable	Yes	Yes	Geographic area where a resource was created. Facility's location: Consult <i>the Densho Encyclopedia</i> https://encyclopedia.densho.org/ Example Newell, California
Facility	Coverage-Spatial	Text	CSUJAD List	If applicable	Yes	Yes	Facility's name if a resource was created in a facility or if a facility is associated with its content Use <i>the CSUJAD Controlled Vocabulary List</i> . Example Incarceration Camps--Heart Mountain

Field name	DC Mapping	Data Type	Controlled Vocabulary	Required	Searchable	Public Display	Definition/Notes/Examples
Subjects	Subject	Text	CSUJAD List	Required	Yes	Yes	Subjects of a resource Use <i>the CSUJAD Controlled Vocabulary List</i> . Contact us if relevant terms are not available. Example World War II--Administration--Registration and 'Loyalty Questionnaire'
Type	Type	Text	DCMI Type Vocabulary	Required	Yes	Yes	Type of a resource. DCMI Type Vocabulary. Multiple entries can be added but only the first entry is harvested by CDL. Choose from: <i>Image; Text; Moving Image; Sound</i> Example Text
Genre	Format	Text	CSUJAD List	Required	Yes	Yes	Form of a resource. Use <i>the CSUJAD Controlled Vocabulary List</i> . Example Photographs; Correspondence
Language	Language	Text	MARC code	If applicable	No	Yes	Language of a text of a resource. Choose from <i>Library of Congress Codes</i> http://www.loc.gov/marc/languages/language_code.html Example jpn; eng

Field name	DC Mapping	Data Type	Controlled Vocabulary	Required	Searchable	Public Display	Definition/Notes/Examples
Source Description	Format	Text	N/A	Required	Yes	Yes	Physical description of a resource. <i>Height x Width</i> cm or inches <u>Example</u> 1 volume, 11 x 8.5 inches black and white, 4 x 6 inches
Collection	Relation	Text	Controlled	Required	Yes	Yes	Name of a collection. Use the name consistently. <u>Example</u> Atsushi Art Ishida Collection
Collection Finding Aid	Relation-Is Version Of	Text	N/A	If applicable	No	Yes	A link to any online finding aids for a collection. <u>Example</u> https://oac.cdlib.org/findaid/ark:/13030/c80c52x4/
Collection Description	Description	Text	N/A	Required	No	Yes	A brief description of a whole collection. <u>Example</u> The George and Mitzi Naohara Papers consists of photo albums and scrapbooks compiled by George and Mitzi Naohara, and other documents pertaining to the Naohara and Masukawa family. Contained are photographs, correspondence, documents, and memorabilia depicting their experiences during World War II ...
Digital Format	Format	Text	Controlled	Required	Yes	Yes	File format for the public. Choose from: <i>application/pdf; image/jpeg; audio/mp3; video/mp4</i> <u>Example</u> application/pdf

Field name	DC Mapping	Data Type	Controlled Vocabulary	Required	Searchable	Public Display	Definition/Notes/Examples
Project Name	Relation-Is Part Of	Text	Controlled	Required	No	Yes	<p>Name of the project. <i>California State University Japanese American Digitization Project</i></p> <p><u>Example</u> California State University Japanese American Digitization Project</p>
Contributing Repository	Source	Text	Controlled	Required	Yes	Yes	<p>Name of institution. Use the name consistently.</p> <p><u>Example</u> CSU Dominguez Hills Department of Archives and Special Collections</p>
View Item	None	Text	N/A	If applicable	Yes	Yes	<p>Reference URL linking to an item available on other websites.</p> <p><u>Example</u> http://cdm17223.contentdm.oclc.org/cdm/ref/collection/p17223coll5/id/31</p>
Rights	Rights	Text	N/A	Required	No	Yes	<p>Copyright statement text. The use of <i>Creative Commons licenses</i> is recommended.</p> <p><u>Example</u> Creative Commons Attribution-NoDerivatives 4.0 International License.</p> <p>Materials in the Eastern California Museum may be subject to copyrights. All requests for permission to publish must be submitted to the Eastern California Museum as the owner of the physical item and is not intended to include or imply permission of the copyright holder, which must also be obtained. For further information, please contact: ecmuseum@inyocounty.us</p>

Field name	DC Mapping	Data Type	Controlled Vocabulary	Required	Searchable	Public Display	Definition/Notes/Examples
Notes	None	Text	N/A		Yes	No	Internal notes for staff use.
Search Terms	None	Text	Controlled		Yes	No	Internal notes for staff use. Terms are selected by staff to enhance discovery of records.
Full Text	None	Full Text Search	N/A		Yes	No	Text is populated from PDFs. Applicable to only one field. Leave it blank.
Object File Name	Identifier	Text	N/A	Required	Yes	No	Object file name. Local ID plus its file extension. <u>Example</u> ats_01_02_005.pdf

Administrative Fields (System-defined fields)

Field name	DC Mapping	Data Type	Controlled Vocabulary	Required	Searchable	Public Display	Definition/Notes/Examples
Archival file	None						Information about the archival file assigned by the management system (CONTENTdm). It has not been integrated.
OCLC number	None						OCLC number for an item if the item is harvested by WorldCat.
Date created	None						Date when an item was uploaded and became available online.
Date modified	None						Last date when an item was edited and indexed.
CONTENTdm number	None						Identifier assigned by the management system (CONTENTdm).
CONTENTdm file name	None						Name of a digital file assigned by the management system (CONTENTdm).

Collection Field Properties

Local ID

Definition/Notes/Examples:

Digital object file name without extension.

Follow institution's file naming convention.

Required by the digital management system (CONTENTdm).

Example

ats_01_03_005

DC Mapping: Identifier

Data Type: Text

Controlled Vocabulary: Not applicable

Required: Yes

Searchable: Yes

Public Display: Yes

Project ID

Definition/Notes/Examples:

Unique ID assigned to each record.

Institution code_collection code_xxxx.

Example

csudh_ats_0050

DC Mapping: Identifier

Data Type: Text

Controlled Vocabulary: Not applicable

Required: Yes

Searchable: Yes

Public Display: Yes

Title/Name

Definition/Notes/Examples:

Title of a resource.

Formal title or derived (supplied) title.

Example

Rohwer outpost, vol. I, no. 1 (October 24, 1942)

Letter from Willard E. Schmidt to Rev. Wendell L. Miller, January 1, 1990

DC Mapping: Title

Data Type: Text

Controlled Vocabulary: Not applicable

Required: Yes

Searchable: Yes

Public Display: Yes

Creator

Definition/Notes/Examples:

Person, family, or corporate body responsible for a resource.

Last name, First name: role.

Use LCAF if applicable.

Example

Ishida, Atsushi Art: photographer

United States. War Relocation Authority

DC Mapping: Creator

Data Type: Text

Controlled Vocabulary: LCAF

Required: If applicable

Searchable: Yes

Public Display: Yes

Date Created

Definition/Notes/Examples:

Date when a resource was created (not digitized date).

yyyy-mm-dd

Example

1945-01-01

DC Mapping: Date-Created

Data Type: Text

Controlled Vocabulary: ISO 8601

Required: If applicable

Searchable: Yes

Public Display: Yes

Description

Definition/Notes/Examples:

Description of a resource.

Example

A photograph of pre-school children incarcerated at the Poston camp, Arizona. The caption reads: Poston Arizona pre-school children. Title from caption.

DC Mapping: Description

Data Type: Text

Controlled Vocabulary: Not applicable

Required: Yes

Searchable: Yes

Public Display: Yes

Location

Definition/Notes/Examples:

Geographic area where a resource was created.

Facility's location: Consult the Densho Encyclopedia <https://encyclopedia.densho.org/>

Example

Newell, California

DC Mapping: Coverage-Spatial

Data Type: Text

Controlled Vocabulary: Not applicable

Required: If applicable

Searchable: Yes

Public Display: Yes

Facility

Definition/Notes/Examples:

Facility's name if a resource was created in a facility or if a facility is associated with its content.

Use the CSUJAD Controlled Vocabulary List.

Example

Incarceration Camps -- Heart Mountain

DC Mapping: Coverage-Spatial

Data Type: Text

Controlled Vocabulary: CSUJAD List

Required: If applicable

Searchable: Yes

Public Display: Yes

Subjects

Definition/Notes/Examples:

Subjects of a resource. Use the CSUJAD Controlled Vocabulary List. Contact CSUDH if relevant terms are not available.

Example

World War II--Administration--Registration and 'Loyalty Questionnaire'

DC Mapping: Subject

Data Type: Text

Controlled Vocabulary: CSUJAD List

Required: Yes

Searchable: Yes

Public Display: Yes

Type

Definition/Notes/Examples:

Type of a resource. DCMI Type Vocabulary. Multiple entries can be added but only the first entry is harvested by CDL.

Choose from: Image; Text; Moving Image; Sound.

Example

Text

DC Mapping: Type

Data Type: Text

Controlled Vocabulary: DCMI Type Vocabulary

Required: Yes

Searchable: Yes

Public Display: Yes

Genre

Definition/Notes/Examples:

Form of a resource.

Use the CSUJAD Controlled Vocabulary List.

Example

Photographs; Correspondence

DC Mapping: Format

Data Type: Text

Controlled Vocabulary: CSUJAD List

Required: Yes

Searchable: Yes

Public Display: Yes

Language

Definition/Notes/Examples:

Language of the text of a resource. Choose from Library of Congress Codes

http://www.loc.gov/marc/languages/language_code.html

Example

jpn; eng

DC Mapping: Language

Data Type: Text

Controlled Vocabulary: MARC code

Required: If applicable

Searchable: No

Public Display: Yes

Source Description

Definition/Notes/Examples:

Physical description of a resource. Height x Width cm or inches.

Example

1 volume, 11 x 8.5 inches

black and white, 4 x 6 inches

DC Mapping: Format

Data Type: Text

Controlled Vocabulary: Not applicable

Required: Yes

Searchable: Yes

Public Display: Yes

Collection

Definition/Notes/Examples:

Name of a collection. Use the name consistently.

Example

Atsushi Art Ishida Collection

DC Mapping: Relation

Data Type: Text

Controlled Vocabulary: Controlled

Required: Yes

Searchable: Yes

Public Display: Yes

Collection Finding Aid

Definition/Notes/Examples:

A link to any online finding aids for a collection.

Example

<https://oac.cdlib.org/findaid/ark:/13030/c80c52x4/>

DC Mapping: Relation-Is Version Of

Data Type: Text

Controlled Vocabulary: Not applicable

Required: If applicable

Searchable: No

Public Display: Yes

Collection Description

Definition/Notes/Examples:

A brief description of a whole collection.

Example

The George and Mitzi Naohara Papers consists of photo albums and scrapbooks compiled by George and Mitzi Naohara, and other documents pertaining to the Naohara and Masukawa family. Contained are photographs, correspondence, documents, and memorabilia depicting their experiences during World War II ...

DC Mapping: Description

Data Type: Text

Controlled Vocabulary: Not applicable

Required: Yes

Searchable: No

Public Display: Yes

Digital Format

Definition/Notes/Examples:

File format for the public. Choose from: application/pdf; image/jpeg; audio/mp3; video/mp4.

Example

application/pdf

DC Mapping: Format

Data Type: Text

Controlled Vocabulary: Controlled

Required: Yes

Searchable: Yes

Public Display: Yes

Project Name

Definition/Notes/Examples:

Name of the project. California State University Japanese American Digitization Project.

Example

California State University Japanese American Digitization Project

DC Mapping: Relation-Is Part Of

Data Type: Text

Controlled Vocabulary: Controlled

Required: Yes

Searchable: No

Public Display: Yes

Contributing Repository

Definition/Notes/Examples:

Name of institution. Use the name consistently.

Example

CSU Dominguez Hills Department of Archives and Special Collections

DC Mapping: Source

Data Type: Text

Controlled Vocabulary: Controlled

Required: Yes

Searchable: Yes

Public Display: Yes

View Item

Definition/Notes/Examples:

Reference URL linking to an item available on other websites.

Example

<http://cdm17223.contentdm.oclc.org/cdm/ref/collection/p17223coll5/id/31>

DC Mapping: None

Data Type: Text

Controlled Vocabulary: Not applicable

Required: If applicable

Searchable: Yes

Public Display: Yes

Rights

Definition/Notes/Examples:

Copyright statement text. The use of Creative Commons licenses is recommended.

Example

Creative Commons Attribution-NoDerivatives 4.0 International License.

Materials in the Eastern California Museum may be subject to copyrights. All requests for permission to publish must be submitted to the Eastern California Museum as the owner of the physical item and is not intended to include or imply permission of the copyright holder, which must also be obtained. For further information, please contact: ecmuseum@inyocounty.us.

DC Mapping: Rights

Data Type: Text

Controlled Vocabulary: Not applicable

Required: Yes

Searchable: No

Public Display: Yes

Notes

Definition/Notes/Examples:

Internal notes for staff use.

DC Mapping: None

Data Type: Text

Controlled Vocabulary: Not applicable

Required: staff use

Searchable: Yes

Public Display: No

Search Terms

Definition/Notes/Examples:

Internal notes for staff use.

Terms are selected by staff to enhance discovery of records.

DC Mapping: None

Data Type: Text

Controlled Vocabulary: Controlled

Required: staff use

Searchable: Yes

Public Display: No

Full Text

Definition/Notes/Examples:

Text is populated from PDFs. Leave it blank. Applicable only to one field.

DC Mapping: None

Data Type: Full Text Search

Controlled Vocabulary: Not applicable

Required: If applicable

Searchable: Yes

Public Display: No

Object File Name

Definition/Notes/Examples:

Object file name. Local ID plus its file extension.

Example

ats_01_02_005.pdf

DC Mapping: Identifier

Data Type: Text

Controlled Vocabulary: Not applicable

Required: Yes

Searchable: Yes

Public Display: No

Administrative Fields (System-defined fields)

Archival File

Definition/Notes/Examples:

Information about the archival file assigned by the management system (CONTENTdm).
It has not been integrated.

DC Mapping: None

OCLC Number

Definition/Notes/Examples:

OCLC number for an item, if the item is harvested by WorldCat.

DC Mapping: None

Date Created in CONTENTdm

Definition/Notes/Examples:

Date when an item was uploaded and became available online.

DC Mapping: None

Date Modified in CONTENTdm

Definition/Notes/Examples:

Last date when an item was edited and indexed.

DC Mapping: None

CONTENTdm number

Definition/Notes/Examples:

Identifier assigned by the management system (CONTENTdm).

DC Mapping: None

CONTENTdm File Name

Definition/Notes/Examples:

Name of a digital file assigned by the management system (CONTENTdm).

DC Mapping: None