



CSU Japanese American Digitization Project

Metadata Guidelines

Prepared by Yoko Okunishi
Edited by Maureen Burns
Mailto: yokunishi@csudh.edu
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Introduction

The following metadata guidelines are intended to provide quality control and workflow consistency for the descriptive metadata associated with the digital objects produced across participating CSU campus libraries and associated institutional partners as part of the CSU Japanese American Digitization Project (CSUJAD).

The guidelines were developed adhering to “*Describing archives: a content standard*” (DACS), “*Resource description & access*” (RDA), and “*MARC 21 Format for Bibliographic Data.*” “*Metadata for digital collections: a how-to-do-it manual*” by Steve J. Miller and “*Best practices for CONTENTdm and other OAI-PMH compliant repositories: creating sharable metadata*” were also consulted.

Local ID (required)

Use Project ID as Local ID.

or

File name of a digital surrogate (digitized item) conforming to the local practice. Do not include its file extension.

Project ID (required)

Format: institution code_collection code_0001
–Continue to advance numerically, 0002, 0003, etc.

Examples:

```
csudh_ish_0001  
sac_jaac_0021  
sjs_fla_0105
```

Title/Name (required)

Transcription

- Capitalization: Capitalize first word and proper nouns only.
- Punctuation: Do not put a period at the end of a title. Use commas between phrases, colons between title and parts, and semicolons between multiple titles.
- Initial articles: Omit initial articles, such as “a”, “an”, and “the.”
- Inaccuracies: Do not use “[sic]” or “i.e.” See additional instructions below.

Formal Title

Transcribe a title from a resource, if the resource is a type that would normally have identifying information or a title, e.g. published items (books, booklets, pamphlets, and magazines), any forms bearing a form name (address report card, alien registration receipt card, certificate of identification, Imperial Japanese Government passport, notice of assignment, etc.), and

unpublished items bearing a meaningful name given by the creator of the item (caption on a photograph, label, etc.).

- Transcribe a title as it appears on the source of information. Apply RDA 2.3.1.: Basic instructions on recording titles.
- If a resource is a government form including a form number, enter the name of the form and the form number along with the name of the person to which the form is issued.

Examples:

Monographs:

What about our Japanese-Americans?

Japanese Canadians

-Actual title is "The Japanese Canadians."

Periodicals:

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

-Title as given and include numbers and date.

Government Forms:

Notice of assignment, Form WRA-21, George Nobuo Naohara

-Title of a government form, Form number, Person that the form was issued to.

Devised Title (or Supplied Title)

Devise a brief descriptive title:

- a) if a resource is not a type that would normally have identifying information or a title (e.g. correspondence, photograph, artifact, etc.).
or
- b) if multiple works are cataloged as one unit: devise a title to describe the contents as a whole or transcribe each title separating by a semicolon, that is “;.”

Devise a brief title applying RDA 2.3.2.11:

- a) an indication of the nature of the resource (e.g., map, literary manuscript, diary, advertisement);
- b) an indication of its subject (e.g., names of persons, corporate bodies, objects, activities, events, geographical area and dates) in Title and describes the nature of the resource in Description;
- c) the opening words of a text, etc.;
- d) a phrase that characterizes the resource;
- e) a title based on a related resource

Examples:

Handwritten notes on the Korean War

-Title indicates the nature and subject of the resource.

or

Korean War

-Title indicates the subject of the resource and

Description includes the nature of the resource,

"Handwritten notes on the Korean War by George N. Naohara."

Map of produce growing sections in the Yamato Colony

or

Produce growing sections in the Yamato Colony

-Title indicates the subject of the resource and

Description includes the nature of the resource, "A map of

produce growing sections in the Yamato Colony."

Additional Instructions

When Inaccurate:

Supply a correct title in Title and transcribe the original title with errors in Description.

Examples:

Termination notice, Form WRA-114, Ishida, Takeshi

-Note that "Takeshi" is spelled as "Takishi" in

Description.

Letter from Minnie Umeda to Mrs. Waegell, June 8, 1942

-Note that "Mrs. Waegell" is spelled as "Wegella" in

Description.

For Photographs:

Use the caption or other information present on a photo (annotations, etc.) if it succinctly and accurately describes its subject matter. Record the source of information in Description--where the title is taken, e.g. *Title from caption*;

or

Devise a brief title, indicating its subject. Include "photograph" either in Title or Description.

For Correspondence (Letter, Postcard, Notice, and Memo):

Format: Letter [or Postcard, Notice, Memo] from First Name Last Name, Title, Organization to First Name Last Name, Title, Organization, Month Day, Year

- When notices and memos include subjects, record the subjects in Description.
- Use a name as given in a letter, or use a standard form of a name. When you supply a

standard form of a name, do not use brackets []. Using a standard form is preferred.

Examples:

Letter from Joe Smith, Head, Department of Sports to Mary Jones, Dean, University of Wherever, January 1, 1990

Letter from Willard E. Schmidt to Rev. Wendell L. Miller, January 1, 1990
-*"Rev. Miller" and "W. E. Schmidt" present on the resource.*

Memo from Howard L. Adams, Acting Chief, Administrative Services Division to Robert F. Martin, Medical Officer in Charge, Crystal City, Texas, November 16, 1944
-*Description includes a subject, if applicable.*

Notice from Guy Robertson, Project Director, to the residents of Heart Mountain, October 1943

Analytical Description

When describing a part of a larger resource—an entire scrapbook is digitized and each item or page from the scrapbook is also digitized and cataloged individually:

Format: Title of an individual item, Title of the scrapbook
-*Refer to the record for the scrapbook in Description*
or
Title of an individual item
-*Note the title and record of the scrapbook in Description*

Examples:

Song sheet with 22 songs, Masako Adachi scrapbook
-*Description refers to the scrapbook, "An item from the Masako Adachi scrapbook, page 17. See also sac_jaac_1953."*

Photograph of Miyo Sasaki
-*Description refers to the album, "A photo from: Mitzi Masukawa Naohara photo album (csudh_nao_0200), page 5."*

Compound Objects

If a resource consists of multiple items, such as the front side and back side of a photograph, three parts of a book, etc., enter the title in the parent and child records consistently and describe any characteristics specific to the component part being described in the child records.

Examples:

Beet workers-*Title in parent record*
Beet workers, front side-*Title in child record*
Beet workers, back side-*Title in child record*

Examples:

Mitzi Naohara scrapbook-*Title in parent record*

Mitzi Naohara scrapbook, page 1-*Title in child record*

Mitzi Naohara scrapbook, page 2-*Title in child record*

Creator (if applicable)

Person, family, or corporate body primarily responsible for a resource: author, photographer, editor, illustrator, publisher, etc.

Format: Name: role

Last name, First name, birth year-death year: role-*Person*

Name

- Use authorized names (Library of Congress Name Authority File (<http://id.loc.gov/authorities/names.html>) or a standard form of the name in the collection.
- If no authorized forms or standard forms of the names are available, enter the name, "Last name, First name." If the forms vary throughout the item, choose the fuller name (not nicknames). Indicate nicknames or variants in Description.

Role

- Add a role, such as: architect; artist; author; compiler; interviewee; interviewer; photographer; editor; illustrator; translator; publisher, etc.

Examples:

Myer, Dillon S. (Dillon Seymour), 1891-1982: author

United States. War Relocation Authority: publisher

Multiple Creators

You may have multiple creators: Separate these with a semicolon, that is ";".

Example:

Smith, Joe: author; United States. War Relocation

Authority: author

-*Letter is written by Joe Smith, Executive Secretary, War Relocation Authority*

Date Created (if applicable)

Formats: YYYY-MM-DD; YYYY-MM; YYYY

- Use the date when a resource was originally created, not the date of digitization.
- If there is no date provided, but you nevertheless know when it is from a reliable resource or the context, supply the date. Do not enclose it in brackets.

- If an item has no date;
 - Make an educated guess and supply the approximate date. Do not enclose it in brackets.
 - or*
 - Leave it blank.
- If multiple dates are involved, use semicolons, that is “;.”
- If there is a range, use a hyphen, that is “-.”
- Do not use question marks.
- Do not use “unknown” or “undated.”
- Do not use “ca.” but use “circa.”

Examples:

1942-03-26

1944-03

Approximate Date

Example: circa 1942

Multiple Dates

Example: 2008; 2009

Date Range

Example: 2008-2009

Description (required)

- Provide a brief and general description of a resource, enough to establish, along with the rest of the metadata, what the resource is about. Includes the information to identify the item or differentiate it from others. Since Description is a keyword search field, include terms that facilitate access.
- If a title does not include the type of resource, including it in Description is preferred.

Example:

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

-Title is: Poston Arizona pre-school children

- Use judgment when paraphrasing: quote directly from a resource if paraphrasing might in any way distort the meaning.
- Reproduce major section headings, headlines, etc., beginning your description along the lines of “Section headings (or headlines, etc.) include:”, “Tables of contents includes:”, and “Abstracts includes:”.

- If a resource includes handwritten annotations, stamps, or has anything printed on it, indicate this in Description. If there is any information to be suppressed, use Notes to transcribe it.
- If you take a title from caption on a photograph, label, accompanying material, etc., indicate the source of information in Description.

Example:

A photograph of Jerome incarceration camp barracks. The caption reads: Barracks-Denson, Ark. 1943. Title from caption.

-Title is: Barracks-Denson, Ark. 1943

- When you describe a part of a larger item, such as an item from a scrapbook or an album, note the larger item (scrapbook, album, etc.) in Description. See “Analytical Description” above.
- Provide the information that you know/guess. The use of “unknown,” “unidentified,” or “illegible” is not necessary.

Location (if applicable)

- Geographic area where a resource was created.
- Facility Locations: use the Densho Encyclopedia (<http://encyclopedia.densho.org>)

Format: City, State (spelled out); City, Country (if outside of U.S.)

Examples:

Newell, California

New York, New York

Hiroshima-shi, Japan

Facility (if applicable) (controlled vocabulary)

- Enter a facility’s name if a resource was created in a facility or if a facility is associated with its content.
- Select a name from the CSUJAD controlled vocabulary list; you may enter more than one facility by using semicolons, “;”

Example:

Incarceration Camps–Mananar; Incarceration Camps–Jerome

Subjects (required) (controlled vocabulary)

- Use the CSUJAD controlled vocabulary list.
- If you need other subject terms, use other controlled vocabularies, preferring LCSH and

AAT, and let us know the terms you wish to add and we will vet them for the CSUJAD controlled vocabulary.

Type (required) (controlled)

Used for harvesting by the California Digital Library. Choose from the following controlled terms:

- **Text:** books, letters, dissertations, poems, newspapers, articles, etc. Facsimiles or images of texts are still of the type, Text.
- **Image:** images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, and maps.
- **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 sound.

Genre (required) (controlled vocabulary)

Use the CSUJAD controlled vocabulary list.

Language (if applicable)

- If a resource is textual, use the Library of Congress Codes (http://www.loc.gov/marc/languages/language_code.html).
- If multiple languages are included, separate with semicolons.

Examples: eng; jpn; spa

Source Description (required)

Physical description. Number of pages, size of a resource, duration of a video or audio, and other descriptors.

- Numbers of pages: spell out “pages,” e.g., 2 pages
- If the resource being described can’t be quantified by volume, e.g. a business card, indicate the nature of the item, e.g., 1 card, 2 x 3.5 inches
- Handwritten or typescript: if a resource is unpublished material, including letters, diaries, ledgers, minutes, speeches, marked or corrected galley or page proofs, manuscript books, and legal papers, indicate whether handwritten or typescript
- Size: use inches or cm, **Height x Width**
- Duration: 00:00:00

Examples:

black and white, 4 x 6 inches

–*Photographs*

1 volume (25 pages), 11 x 8.5 inches

or

25 pages, 11 x 8.5 inches

–*Booklets, yearbooks, books, etc.*

1 volume, 11 x 8.5 inches

–*Pages are unnumbered*

or

1 volume (approximately 150 pages), 11 x 8.5 inches

–*Optional: add approximate number of pages*

2 pages, 7 x 5 inches, handwritten

–*Letters*

2 pages, 7 x 5 inches, handwritten; 1 envelope

–*Letter with an envelope*

01:30:25

–*Videos*

Collection (required) (controlled)

- Name of a collection containing digitized items.
- Enter a collection name consistently.
- If you create a compound object, enter a collection name in Collection of the parent and all child records.

Collection Finding Aid (if applicable)

A link to any online finding aids for a collection, if applicable.

Collection Description (required)

A brief description of a whole collection. A description based on the **digitized items** included in this project is preferred. That is, a finding aid describes the whole collection, including digitized/un-digitized items while Collection Description describes the group of **digitized items**.

Digital Format (required) (controlled)

File format for the public. This is the format users see when viewing a resource online. The

CSUJAD's current digital asset management system, CONTENTdm, generates JPEG2000 formats from TIFF files automatically. Please choose "image/jpeg" for TIFF files.

Choose from the following controlled terms and be consistent:

- **application/pdf** for PDF files;
- **image/jpeg** for TIFF files;
- **audio/mp3** for Audio files;
- **video/mp4** for Moving image files.

Project Name (required) (controlled)

Enter the project name, California State University Japanese American Digitization Project

Contributing Repository (required) (controlled)

Name of institution. Please enter your institution name consistently.

View Item (if applicable)

Reference URL linking to an item available on other websites.

Rights (required)

Copyright statement text.

or

A link referring to copyright information for your institution.

The use of Creative Commons licenses is strongly recommended.

Notes (if applicable)

Internal notes for staff use. Not visible to the public, but a searchable field.

Search Terms (controlled)

Leave it blank. Search terms are selected and added by staff to enhance discovery of records. Not visible to the public but a searchable field.

Full Text (if applicable)

Leave it blank. This field populates text from PDFs automatically in CONTENTdm and is not visible to the public.

Object File Name (required)

- Object file name is equal to Local ID **PLUS** its file extension.

- File extensions: .pdf, .jpg, .jp2, .tiff, .mp3, .mp4

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