Digital Collections Center Metadata Guidelines
Updated 4/22/2016

Metadata is descriptive information about items like books, photographs, slides, etc. Metadata can include the item’s title, file name, author, creation date, and more. If you’ve ever searched Furman’s Library Catalog or even Amazon.com, you’ve seen and used metadata!

The Furman Digital Collections Center uses the internationally acknowledged metadata standard Qualified Dublin Core as the backbone of their collection. Metadata may vary between digital collections depending on the specialized nature of the content. Please contact the Digital Collections Center with questions related to the creation of metadata.

**Title**

Name or label given to the resource by the creator or publisher; may also be a phrase or name of the object supplied by the content contributor.

**Input Guidelines**
- Capitalize only the first letter of the title and proper nouns contained within the title.
- In general, use the punctuation provided with the title. However, you are allowed to change punctuation when necessary to make the title easier to read.
- Do not include initial articles such as a, an, the, etc. For non-English titles, check specific guidelines for that language.

**Example**

Tragedy of the Korosko

**Alternative Title**

Use this field for subtitles, titles translated into English, alternate spellings, etc.

**Input Guidelines**
- Capitalize only the first letter of the title and proper nouns contained within the title.
- In general, use the punctuation provided with the title. However, you are allowed to change punctuation when necessary to make the title easier to read.
- Do not include initial articles such as a, an, the, etc. For non-English titles, check specific guidelines for that language.

**Example**

Desert drama being the tragedy of the "Korosko"
**Creator Name**
The individual, family, or corporate body primarily responsible for the creation of the resource.

**Input Guidelines**
- Use the Library of Congress Name Authority File (LCNAF) form of the name
- Separate multiple Creator Name fields with semicolon-space.
- If the name does not appear in the LCNAF, enter the personal names in the form “Last Name, First Name.” For corporate names or state agency names, not listed in the LCNAF, please refer to the Discovery Services Division.

**Example**

**Contributor Name**
Persons or organizations who made significant intellectual contributions to the resource, but whose contribution is secondary to the person or organization specified in the Creator field. Examples include co-author, editor, transcriber, translator, illustrator, etc. Recipients of letters or postcards may also be recorded in this field.

**Input Guidelines**
- Use the Library of Congress Name Authority File (LCNAF) form of the name
- Separate multiple Contributor Name fields with semicolon-space
- If the name does not appear in the LCNAF, enter the personal names in the form “Last Name, First Name.” For corporate names or state agency names, not listed in the LCNAF, please refer to the Discovery Services Division.

**Example**
Mulkey Engineers and Consultants

**Date - Original**
The date an item was originally created, issued, or published.

**Input Guidelines**
- Use the ISO 8601 W3C Date Time Format as the input standard for this field. See the table below for guidelines
- There is no way to express date ranges to include months and/or days, so just enter the range of years. In the Description field list the date range as it appears in the document.
- There is no way to express days or months if the year is unknown. If this is the case, leave the Date – Original field blank and enter this month/day information in the Description field.

- For serials, if there is no ending date on the range, just enter the beginning date. Then, in the Description field indicate that the publication is current.

### Examples

<table>
<thead>
<tr>
<th>Date Type</th>
<th>Date on Publication</th>
<th>Use This in Date - Original</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 4, 2003</td>
<td>2003-07-04</td>
<td></td>
</tr>
<tr>
<td>July, 2003</td>
<td>2003-07</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>2003</td>
<td></td>
</tr>
<tr>
<td>July 4</td>
<td>[leave blank. Enter in Description field]</td>
<td></td>
</tr>
<tr>
<td>Range dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 2000 – current</td>
<td>2000</td>
<td></td>
</tr>
</tbody>
</table>

### Geographic Location

The geographic location significantly discussed or represented in the content of the document.

**Input Guidelines**
- Use [Library of Congress Subject Headings (LCSH)](https://www.loc.gov) for the correct format of Geographic Location. Do not include city names or county names without including state information as well.

- Geographic Location may include cities, towns, counties, states, and countries.

- Separate multiple Geographic Location fields with a semicolon-space.

- If the Geographic Location is a city or town in South Carolina, fill out the “S.C. County” field below.

**Example**

- Travelers Rest (S.C.)
- Philadelphia (Pa.)
- Tarrant County (Tex.)

### S.C. County

If the Geographic Location includes a city, town, or county in South Carolina, duplicate the South Carolina County information here.

**Input Guidelines**
- Insert the South Carolina County here.

Example
Greenville County (S.C.)

Publisher
The company responsible for originally publishing or printing the item, typically a book, newspaper, magazine, or article

Input Guidelines
- Enter the Publisher’s name as it appears on the physical material or in the Library Catalog record.

Example
Ballantine Books

Description
A textual description of the content of the resource.

Input Guidelines
- Enter any specialized information not included in other fields. Examples of information that can be entered into the Description field include: information about the item, serials holdings information, keyword terms not found in the “Subject” field, captions (on photographs or postcards), incomplete date information, etc.

- Use complete sentences.

- Separate multiple values with semicolon-space.

Example
The towers of the "Kölner Dom" (Cologne Cathedral), Germany's most visited landmark. It is a Gothic style cathedral and a monument of German Catholicism. Built between 1248 and 1880, the cathedral has 515 ft. tall towers. It did not collapse during World War II even after taking 70 hits by aerial bombs.

Subject
What the content of the resource is about or what it is, expressed by topical, personal, corporate, or geographic terms for significant people, places, organizations, events, and topics reflected.

Input Guidelines
- Use Library of Congress Subject Headings (LCSH) as the controlled vocabulary.

- Enter keywords in non-LCSH format into the “Description” field.
- Separate multiple values in this field with semicolon. DO NOT USE A SPACE!

- To facilitate searching in CONTENTdm, be sure to enter subject headings that are sufficiently general to bring together materials on the same topic.

**Example**

Furman University
Coins, Roman

**Media Type**

The format of the original item. If the item is born digital, this may be the same as the “Format – Digital” field.

**Input Guidelines**

- Use the *Art and Architecture Thesaurus* (AAT) when describing the original format. See the list below for common format terms.

- Separate multiple values in this field with semicolon-space.

- Use multiple values whenever you deem it necessary.

**Examples**

- Annual reports
- Coins (money)
- Costume Designs
- Directories
- Ephemera
- Exhibition catalogs
- Legal documents
- Maps
- Maquettes (sculptures)
- Minutes (administrative records)
- Models (representations)
- Negatives (photographic)
- Newsletters
- Newspapers
- Newspaper columns
- Paint Elevations
- Periodicals
- Photographs
- Postcards
- Posters
- Programs
- Reports
- Sculptures
- Set Designs
- Sketches
- Slides (photographs)
- Statistics
- Technical reports

**Extent**

The characteristics of the original item (before digitization).

**Input Guidelines**

- Enter the page numbers, dimensions, and other information related to the physical item.

- Separate multiple values in this field with a semicolon-space.
Example
15” H x 12” W

Time Period
Record the time period covered by the intellectual content of the original item (not the publication date). Use only for date and time-based events when the time element is critical for identification (e.g. a photograph), but there is no appropriate LCSH or AAT terms.

Input Guidelines
- Use controlled vocabulary listed below

Examples
- Classic Antiquity (700 BC - 600 AD)
- Industry & the Gilded Age (1878 - 1889)
- Medieval Europe (600 - 1300 AD)
- Turn of the Century (1890 - 1913)
- Renaissance Europe (1300 - 1600)
- World War I (1914 - 1918)
- Colonial Period (1600 - 1764)
- Jazz Age (1919 - 1929)
- Colonial Unrest, American Revolution, &
- Great Depression (1930 - 1938)
- New Republic (1765 - 1789)
- World War II (1939 - 1945)
- Early Republic & War of 1812 (1790 - 1815)
- Post-War America (1946 - 1954)
- The Antebellum South (1816 - 1860)
- Civil Rights Era (1955 - 1969)
- U.S. Civil War (1861 - 1865)
- The Modern State (1970 - present)
- Reconstruction (1866 - 1877)

Physical Collection
The physical collection from which the item was derived, either in whole or in part.

Input Guidelines
- If applicable, enter the name of the physical collection of which the item is a part.

Example
Kilburg Coin Collection. Special Collections and Archives. Furman University

Source
The call number, box number, manuscript number, or other relevant information used to locate the physical item.

Input Guidelines
- Separate multiple values with semicolon-space.

Example
Call Number: AR4304106
MSS 103, Box 1, Folder 2, Item 4
**Digital Collection**
The digital collection(s) in which the digital item resides.

**Input Guidelines**
- A digitized item may be part of multiple collections. Separate multiple Digital Collection values with semicolon-space.

**Example**
Peter Wexler Digital Museum at Furman University

**Language**
The language of the content of the item. If the item is an image without words, this field may be omitted.

**Input Guidelines**
- Separate multiple Language values with semicolon-space.
- Indicate language using the terms from the controlled vocabulary list below. For additional languages, contact Discovery Services.

**Examples**
English
Spanish
French
Chinese

**Type**
A broad term drawn from a controlled vocabulary that describes the genre or nature of the resource.

**Input Guidelines**
- Use the DCMI Type Vocabulary to establish the type value for a resource. The most common DCMI types appear below.
- Separate multiple Type values with semicolon-space.

**Examples**

<table>
<thead>
<tr>
<th>DCMI Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dataset</td>
<td>Information encoded in a defined structure (for example, lists, tables, and databases), intended to be useful for direct machine processing.</td>
</tr>
<tr>
<td>Event</td>
<td>Non-persistent, time-based occurrence.</td>
</tr>
<tr>
<td>Image</td>
<td>Visual representation other than text.</td>
</tr>
<tr>
<td>Interactive Resource</td>
<td>Resource which requires interaction from the user to be understood, executed, or experienced.</td>
</tr>
</tbody>
</table>
### Format - Digital

The electronic format of the item being described.

**Input Guidelines**
- Locate the file extension in the *File Extensions* column in the table below. The term listed in the *Format - Digital* column will be what you use in the metadata field.

- If you cannot find the appropriate file extension on the list below, refer to the list of [Internet Media (MIME) Types](#).

<table>
<thead>
<tr>
<th>File Extensions</th>
<th>Format - Digital</th>
</tr>
</thead>
<tbody>
<tr>
<td>avi</td>
<td>video/x-msvideo</td>
</tr>
<tr>
<td>gif</td>
<td>image/gif</td>
</tr>
<tr>
<td>htm, html</td>
<td>text/html</td>
</tr>
<tr>
<td>jpeg, jpg, jpe, jp2000</td>
<td>image/jpeg</td>
</tr>
<tr>
<td>mov</td>
<td>video/quicktime</td>
</tr>
<tr>
<td>mp2</td>
<td>video/mpeg</td>
</tr>
<tr>
<td>mp3</td>
<td>audio/mpeg</td>
</tr>
<tr>
<td>mpeg, mpa, mpe, mpf, mpv2</td>
<td>video/mpeg</td>
</tr>
<tr>
<td>pdf</td>
<td>application/pdf</td>
</tr>
<tr>
<td>rtf</td>
<td>application/rtf</td>
</tr>
<tr>
<td>swf</td>
<td>application/x-shockwave-flash</td>
</tr>
<tr>
<td>tif, tiff</td>
<td>image/tiff</td>
</tr>
<tr>
<td>txt</td>
<td>text/plain</td>
</tr>
<tr>
<td>wav</td>
<td>audio/x-wav</td>
</tr>
</tbody>
</table>

### Digital Characteristics

The characteristics of the item after digitization.

**Input Guidelines**
- Include file size in kilobytes (KB) or megabytes (MB), etc. Round to the nearest kilobyte or tenth of a megabyte.

- For digital audio and video, you may include playtime of the resource.

- If the digital object is in a format with easily ascertained page numbers, include the number of pages. Separate this information from the file size with semicolon-space. If
the software program and the page numbers in the content of the document are different, use the page numbers listed on the software program.

Example
50 KB; 35 p.

**Digital Specifications**
Record the specifics about the software and hardware used to digitize the item.

**Input Guidelines**
- Include digitization settings (dpi and bit depth)
- List the scanner or camera used to digitally capture the physical item.
- Provide any additional relevant information related to the digitization process.

Example
600 dpi, 24-bit depth, color, Epson Expression 10000XL.

**Date – Digital**
The date that the physical item was digitized or made accessible online.

**Input Guidelines**
- Use the ISO 8601 W3C Date Time Format as the input standard for this field.
- Entering the month and year or simply the year is sufficient for this field.

Examples
2014-04

**Contributing Institution**
Entity or entities that make the resource available as part of their digital repositories.

**Input Guidelines**
- This field will always contain the entry “Furman University”

Example
Furman University

**Rights**
A statement relating to the copyright status and usage guidelines for the item.

**Input Guidelines**
Enter rights/usage information based on one of the statements below or create a new statement in consultation with the University Copyright Officer and the Digital Collections Center.

**Examples**

Copyright Peter Wexler. Digital Image Rights held by Furman University. This item is licensed under the Creative Commons Attribution Non-Commercial Share Alike License 4.0. This license allows users to download, print, and create derivatives of this item for personal, educational, research, and non-commercial use as defined by U.S. Copyright Law. Please credit "Peter Wexler Digital Museum at Furman University. Copyright Peter Wexler." Commercial use is prohibited without written permission.

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**Identifier**

A unique identifier that sets the digital object apart from other digital objects.

**Input Guidelines**

- For consistency’s sake, the “Identifier” should be the same as the File Name.

**Example**

bonhomie-1933.pdf

**File Name**

The name of the digital file.

**Input Guidelines**

- CONTENTdm will automatically input the file name into the metadata when items are uploaded into the system

**Example**

Les-Troyens-Model_001.jpg