

Repository Metadata Guidelines

Compiled by Rhonda J. Marker

Repository Steering Committee Metadata Work Group

Mary Beth Weber, Chair
Kalaivani Ananthan
Sharon Favaro
Rhonda J. Marker
Gracemary Smulewitz
Li Sun

TABLE OF CONTENTS

Metadata	6
Metadata Standards	6
Structural Standards	6
Content Standards	7
Value Standards	7
Mandatory and Recommended Metadata	8
Collection Record Metadata Requirements	8
Descriptive Metadata Requirements	9
Administrative Metadata Requirements	9
Creating Metadata for RU core and NJDH	10
Manual Metadata Creation	10
Importing MARC Records from an ILS	11
Importing Metadata in Other Formats	11
Example of Guidelines for Element	11
Collection MD	12
A.1 Collection ID*	12
A.2 Title (Collection)*	12
A.3 Collection Manager*	14
A.4 Collection Owner	15
A.5 Collection Theme	16
A.6 Other Information	16
Descriptive Metadata	17
B.1 Type of Item*	17
B.2 Title or Name*	19
B.3 Identifier*	22
B.4 Language	24
B.5 Genre	20
B.6 Subject or Theme	27
B.7 Abstract	29
B.8 Physical Description: Form	29

B.9 Physical Description: Internet Media Type(s)	29
B.10 Physical Description: Extent	30
B.11 Physical Description: Note	30
B.12 Table of Contents	32
B.13 Target Audience	32
B.14 Note	33
B.15 Personal Name	34
B.16 Business or Organization Name	35
B.17 Origin Information: Year of Item Creation	37
B.18 Origin Information: Edition	39
B.19 Origin Information: Place	39
B.20 Origin Information: Publisher	40
B.21 Origin Information: Copyright Date	40
B.22 Classification	40
B.23 Related Item	41
B.24 Location	43
Source Metadata	43
C.1 Source Type	43
C.2 Local Bib ID	44
C.3 Finding Aid	45
C.4 Deed of Gift	45
C.5 Shelving	46
C.6 Provenance Event	47
C.7 Provenance Event: Associated Entity	48
C.8 Provenance Note	49
C.9 Preservation Event	49
C.10 Preservation Event: Associated Entity	50
C.11 Preservation Note	52
C.12 Extent	52
C.13 Format	52
C.14 Medium	53

C.15 Color	55
C.16 Frame	56
C.17 Container	56
C.18 Image	57
C.19 Condition	57
C.20 Element	58
C.21 Gauge	59
C.22 Sound	59
C.23 Deviation	61
C.24 Inscription	62
C.25 Material	62
C.26 Playback Speed	63
C.27 Page Acidity	64
C.28 Leaf Attachment	64
C.29 System	65
C.30 Captioning	65
C.31 Dimensions	66
C.32 Units	66
Technical Metadata	66
D.1 Checksum	67
D.2 File Size	67
D.3 Object Architecture	67
D.4 Preservation Level	68
D.5 Storage	68
D.6 Creating Application	69
D.7 Digitization Date/Time	69
D.8 Operating System	70
D.9 Compression Scheme	70
D.10 Color Space	71
D.11 Orientation	71
D.12 Time Code	72

D.13 Duration	72
D.14 System	72
D.15 Sampling	73
D.16 Frame	74
D.17 Audio:Channels	75
D.18 Audio: Presentation	75
Rights Metadata	76
E.1 Rights Declaration	76
E.2 Rights Holder	77
E.3 Permission	78
E.4 Constraints	79
Coming Soon:	
<i>Appendices</i>	
<i>Lists of Terms for New Jersey Digital Highway Metadata</i>	80

The Metadata Work Group of the Rutgers University Repository Technical Development Steering Committee is pleased to offer these guidelines on metadata creation to our collection partners. They give an overview of the required metadata (and some recommended metadata) for images, text, sound files and other items that will enhance the Rutgers University Community Repository (RU**core**) and the New Jersey Digital Highway (NJDH).

METADATA

Metadata comprises any or all the data needed, in a specific instance, to interact in any way with a particular digital object—to document, describe, search, discover, display, protect, store, manipulate, reformat, even destroy it.

Every community has its own metadata needs and practices. Libraries provide their users with detailed descriptions of the intellectual content of their holdings. Archival description makes much of the acquisition and provenance of its collections. The museum community has developed a classification system based on the intended use of artifacts. For libraries, archives and museums, the digitization of items means additional attention to metadata for preservation of digital items stored in repositories.

Metadata allows people to discover, view, locate, and use cultural items. It provides the framework and the vocabulary for collection owners to document valuable collections. It instructs computers in how to display images or texts. And it tracks the migration and refreshing of digital files over time. Some metadata is created behind the scenes by automated processes. Other metadata is created by thoughtful practitioners, who examine and document objects, texts, recordings, and images. The latter provides context and enriches the experience of the user.

In order to ensure the users of the RU**core** and NJDH a rich and rewarding trip, the Metadata Work Group provides these guidelines, with confidence that they will make metadata creation a little less cumbersome for collection owners and result in more consistency—and therefore a more satisfying experience—for our users.

METADATA STANDARDS

To prepare the metadata framework for the repository that will house the digital scholarly output of Rutgers University and the historical and cultural materials of New Jersey, we relied on a number of standards that are already being used in various communities. It is useful to recognize that metadata standards fall roughly into three categories. Structural standards govern the broad outlines of the metadata, determining what elements are included, whether the metadata is hierarchical or flat, and how it is encoded for storage and transmission. Two such standards we rely on for metadata structure for the RU**core** and NJDH are MODS and METS.

Structural Standards

MODS (Metadata Object Description Schema), based on the library cataloging format MARC21, underlies the descriptive metadata section. It allows for very rich description of most items, even those not typically associated with libraries. The descriptive

metadata elements described in these guidelines—title, subject, genre, etc.--are only a few of the descriptive elements available to us with MODS. More information about MODS is at <http://www.loc.gov/standards/mods/>

METS (Metadata Transmission and Encoding Standard) was developed as a framework for all the metadata required for digital objects. METS recognizes three categories of metadata: descriptive, administrative and structural. Administrative metadata includes technical, source, rights and agent metadata. METS packages all the metadata, along with the digital object itself, and keeps it together within the storage system. The open source repository software used by RU**core** and NJDH was originally built on a METS schema. More information about METS is at <http://www.loc.gov/standards/mets/>.

Content Standards

Content standards govern what type of data goes into each of the metadata elements and, sometimes, how it should be entered. Content standards might, for example, dictate that a person's name should be recorded in the fullest form possible and inverted with surname preceding given names. Content standards are frequently compiled into documents called best practices. For the most part these guidelines comprise a content standard for RU**core** and NJDH and were inspired by the library community's Anglo-American Cataloging Rules, and also by various standards for encoding dates and languages. In many cases the content standards are at work behind the scenes.

Value Standards

Metadata value standards comprise an array of term lists, thesauri, and vocabularies. They prescribe the choices available to fill in various metadata elements. When a metadata creator is presented with a drop down list of terms from which to choose, there is a value standard imposed. Value standards ensure semantic consistency and make it easier for users to search for items. In the guidelines that follow, you will find value standards—for example, Art & Architecture Thesaurus, or the list of Internet MIME Types—named under many of the metadata elements.

HOW THE GUIDELINES ARE ARRANGED

There are two types of metadata records in the RU**core** and NJDH. One type of record is for individual items—e-prints, theses, pamphlets, individual images, museum objects, and so on. The other type is a collection record, which briefly describes a collection as a whole—its name, owner, and themes. Each collection represented in the RU**core** or NJDH will have a corresponding collection record. In the guidelines, instructions for creating collection records precede the instructions for individual items.

The guidelines for individual items consist of the required and recommended metadata elements for the RU**core** and NJDH. The elements appear in the order in which they are presented in the Workflow Management System (WMS). For more information about using and navigating in the WMS, see the companion guide, "Instructions for Using the Workflow Management System" < <http://www.njdigitalhighway.org/documents/wms-guidelines.pdf>>.

Each element description includes the element label, information about whether the element is mandatory or not, information about whether there is a list of values provided for the metadata creator to choose from, the name of the list, information about whether the element may be repeated, a definition of the element, and instructions about how best to fill in the metadata elements.

Following the instructions are screen shots from the workflow management system showing you how the entry form looks. Yellow boxes contain tips and reminders.

MANDATORY AND RECOMMENDED METADATA

Mandatory information about an item is information that must be provided in order for the metadata record and its associated object to be properly validated and added to the collection in **RUcore** or **NJDH**. Mandatory data elements must not be left blank, but must have a value, even if the value is “unknown”. For example, every item must have a title, even if the title is “Unidentified drawing.” These “must fill,” or required, elements are designated in the WMS with an asterisk. Within the WMS, each Project specifies a set of additional required elements, whether the default set or a customized set.

Recommended metadata is just that—we recommend you provide data in these cases, because this will help users understand and appreciate your items. However, recommended metadata is not mandatory and may be provided at the discretion of the collection owner. If the Project has specified a set of additional required elements, these elements must have a value in order for the metadata record and object to be properly processed.

All the elements in the WMS are described in detail in the following guidelines.

Metadata for Collection Records

The following elements are *mandatory* for all **RUcore** or **NJDH** collections:

- Collection ID *
- Collection Title *
- Name of Collection Manager *
- Name of Collection Owner *

The following elements, are recommended for all **RUcore** or **NJDH** collections:

- Email address of Collection Manager
- Collection Theme (s)
- Description
- Access Conditions
- Link to Online Finding Aid

Metadata for Digital Objects

Descriptive Metadata

The following descriptive elements are required for all **RUcore** or **NJDH** items. They describe the original item, which may be a physical object or, in the case of items that are born digital, an electronic object:

- Type of Item*
- Title or Name*
- Identifier*
- Physical Description (Form)*
- Physical Description (Internet Media Type)*
- Year of Item Creation (Original)*

The following descriptive metadata elements, while not required, are highly recommended, as they ensure that people can find items and give context to the images people see in **RUcore** or **NJDH**.

- Other Title(s)
- Genre
- Language
- Subject or Theme
- Description
- Personal Name
- Business or Organization Name

Administrative metadata requirements

The following administrative metadata elements are mandatory for some or all **RUcore** or **NJDH** items. A number of administrative metadata elements are provided as default values by the **WMS** software. In addition, values that are common across a collection—**MIME** Type, for example—can be entered into a metadata template and applied to each item. The following rights metadata elements are required for all **RUcore** or **NJDH** items:

- Rights Declaration*
- Rights Holder*

The following source metadata elements are required for items that have been digitized from an analog source object. If the item is “born digital,” source metadata should not be supplied.

- Source Type (from Descriptive Metadata, Type of Item)*
- Format (for Film, Text or graphic (paper), Three-dimensional object only)*
- Captioning (for Video recording only)

The following technical metadata elements are required for all digital objects in **RUcore** or **NJDH**, whether “born digital” or digitized from an analog source object. These elements do not apply only in the case of a “metadata records-only” collection in which the analog objects have not been digitized.

- Checksum (system-supplied in the WMS)*
- File Size (system-supplied in the WMS)*
- Audio: Presentation (Moving image and Sound only)*

The following administrative metadata elements, while not required, are highly recommended, as they ensure that the digital objects will be properly stored and maintained in **RUcore** and **NJDH**. Supply values only if they are applicable.

Source Metadata:

- Shelving
- Preservation Evaluation Event
- Provenance Evaluation Event
- Condition Evaluation Event

Technical Metadata:

- MIME Type
- Compression Scheme
- Operating System Name
- Operating System Version
- Sampling Size
- Sampling Unit

Rights Metadata:

- Rights Holder Phone and Type
- Rights Holder Email

CREATING METADATA FOR **RUcore and **NJDH****

We foresee three ways for collection owners to get metadata records into **RUcore** and **NJDH**: by manual input using the Web accessible WMS, by importing existing MARC records from an integrated library system, and by importing existing metadata in other formats, e.g. commercial database software. Currently, only the first method is operational.

Manual Metadata Creation

The WMS is software designed to create metadata records that can be ingested (added) to **RUcore** and **NJDH**. The WMS is available on the World Wide Web. It leads the user through a series of data entry screens. These guidelines show graphics of the WMS screens and give instructions for how to enter metadata using the WMS.

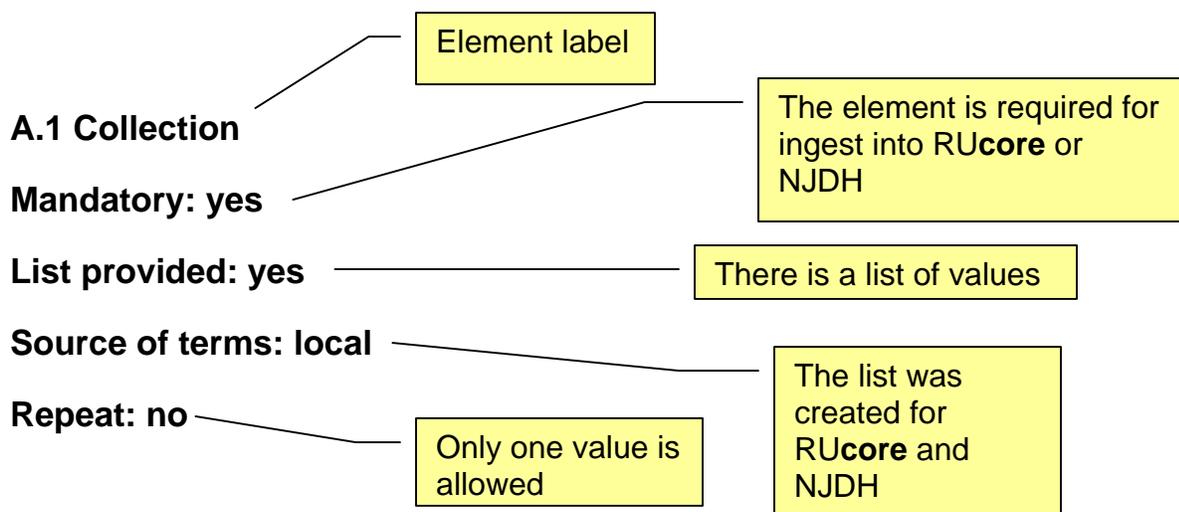
Importing MARC Records from an ILS

Collection owners that have described their items in MARC format using integrated library system software—Sirsi Unicorn, Innopac, Dynix, etc.—may prefer to send their already created records to RUcore or NJDH, where they can be mapped to the WMS metadata structure. Institutions that wish to do this should discuss their project with a RUcore or NJDH administrator. You must be able to specify the location and format of your record ID number in the MARC records. This will be a future development of WMS.

Importing Metadata in Other Formats

We anticipate in the future that we will be able to map and import existing metadata that has been created using commercial database software. Please discuss your metadata with a RUcore or NJDH administrator, who can advise you on the tasks and timing.

Example of Guidelines for Element



Definition: Collection is the official name of the group of items, designated by the collection owner, to which the item belongs.

COLLECTION RECORDS

A. COLLECTION METADATA

A.1 Collection ID

Mandatory: yes

List provided: no

Source of terms:

Repeat: no

Definition: Collection ID is a unique code that identifies the collection.

A.2 Title (Collection)*

Mandatory: yes

List provided: no

Source of terms: local

Repeat: no

Definition: Collection title is the official title, designated by the collection owner, of a group of objects that have been brought together by an individual or organization

Examples of Collection ID and Title:

Mopix	Motion Picture Catalogs
Baghdad	Classics Department, Baghdad Museum Collection
JOHP	Jazz Oral History Project

Establishing a collection name and ID

- The collection owner determines the title of a collection and gives the name to a **RUcore** or **NJDH** administrator before beginning metadata entry.
- The collection title and a short collection ID will be added to the official list of collection names.

Collection names for items

- The metadata creator chooses the project on which he or she will work. Projects are associated with a collection, so that the collection title, along with its collection ID, will appear in a box within the metadata entry form.

Collections within collections

- If the collection is a subcollection, the metadata record will also include the name of the parent collection.

A Single collection vs. multiple collections

- An item can belong to only one collection.
- Some items might belong to multiple collections because they are members of collections that are subcollections of other collections. The name of the smallest subcollection will appear in the box within the metadata entry form.

Screen Display A.1—Collection

The screenshot shows a web browser window titled "Workflow Management System - Mozilla Firefox" with the URL "http://www2.scc.rutgers.edu/workflow_dev/WMS/WMS_Main.php?WMSTask=admin&category=collection&subtask=create". The page header is "Workflow Management System for Digital Objects" with links for "help", "contact us", and "report error".

The main content area is titled "COLLECTION" and contains the following form fields:

- Collection ID:** Text input field, marked as (Required).
- Title:** Text input field, marked as (Required).
- Other Title:** Text input field.
- Collection Manager (Required):** A section containing:
 - Role:** Dropdown menu.
 - Family Name:** Text input field.
 - Given Name:** Text input field, with the note "(first, middle, maiden name)".
 - Title:** Dropdown menu.
 - Year of Birth:** Text input field.
 - Year of Death:** Text input field.
 - Other name information:** Text input field.
 - Email:** Text input field.

A yellow callout box with a black border points to the "Title" field and contains the text: "Remember to register your collection title with a RUcore or NJDH administrator before you begin your project".

The browser's taskbar at the bottom shows several open applications: "Inbox for...", "Workflo...", "Repositor...", and "Art & Arc...". The system clock shows "1:25 PM".

A.3 Collection Manager

Mandatory: yes (Name)

List provided: yes (for Role)

Source of terms: MARC relators and local

Repeat: yes

Definition: The Collection Manager element records the names and roles of individuals who are responsible for managing the collection and the objects in it.

Role

- From the drop down list select the term that best describes the role of a person associated with your item.
- Choose **collection manager** for the person who is responsible for adding the objects and their metadata to RU**core** or NJDH.
- Choose **owner** for the person who owns the objects, or holds the intellectual property rights to the objects, or is the custodian of the objects in the collection.
- Choose **collection object creator** for the person who created, or originated, the objects in the collection
- In the case of a person who has multiple areas of responsibility, give preference to the roles in this order: collection manager, owner, collection object creator.

Family Name (required)

- Enter here the family name, last name or surname of a person.

Given Name

- Enter here the given name, first name or forename of a person.
- Include middle names or initials, if the person regularly uses them.

Title

- Leave the space empty.

Year of Birth/Death

- Leave the space empty.

Other name information

- Leave the space empty.

Email

- Enter the current email of the person.

A.4 Collection Owner

Mandatory: yes (Name)

List provided: yes (for Role)

Source of terms: MARC relators and local

Repeat: yes

Definition: The Collection Owner element records the name(s) and roles of the institution or person who owns the objects, or holds the intellectual property rights to the objects, or is the custodian of the objects in the collection.

Role

- Choose **owner** for the institution or person who owns the objects, or holds the intellectual property rights to the objects, or is the custodian of the objects in the collection.

Name

- If the collection owner is an organization or business, enter the name directly in the fullest form known. Example: United Church of Christ, Plainfield, N.J.
- When possible, use the form of name found in a standard list. One such list is the Library of Congress name authority file (<http://authorities.loc.gov>).
- Always use the same form of name for an organization, regardless of how it appears on the item or whether you have special knowledge of the organization. Example: Rutgers University.
- If the collection owner is an individual, enter the name in the format <LastName>, <FirstName> <MiddleNameOrInitial>.

A.5 Collection Theme

Mandatory: no

List provided: yes

Source of terms: local

Repeat: yes

Definition: The Collection Theme element describes what the collection is about.

- Choose one or more terms that most closely describe what the collection is about.

A.6 Other Information

Mandatory: no

List provided: no

Repeat: yes (Member Collection(s))

Definition: Other Information records a narrative description of the collection, a brief characterization of the collection's access conditions, an ID or link to the finding aid, and a list of the other collections of which this collection is a part.

Description

- Provide a brief description of the collection. This description will appear on the main collection page in RUCore or NJDH. It might include the history and scope of the collection; names of those involved in building, editing, or curating the collection; provenance information; etc.

Access Conditions

- Briefly characterize the access conditions for the collection as a whole. E.g., Unrestricted.

Link to Online Finding Aid

- Give the ID or URL for the online finding aid to the collection.
- If there is no online finding aid, leave the space empty.

Member Collection(s)

- Choose those collections of which this collection is a part.
- If this collection is not a part of another collection, leave the space empty.

DIGITAL OBJECTS
B. DESCRIPTIVE METADATA

B.1 Type of Item

Mandatory: yes

List provided: yes

Source of terms: Dublin Core type vocabulary

Repeat: no

Definition: Type of item is a broad descriptive term that denotes the general nature of an item

DCMI type definitions

- **dataset** information encoded in a defined structure (for example, lists, tables and databases) intended to be useful for direct machine processing
- **event** a non-persistent, time-based occurrence. Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, responsible agents, and links to related events and resources. Examples - exhibition, web-cast, conference, workshop, open-day, performance, battle, trial, wedding, tea-party, conflagration
- **interactiveResource** a resource which requires interaction from the user to be understood, executed, or experienced. For example - forms on web pages, applets, multimedia learning objects, chat services, virtual reality
- **movingImage** a series of visual representations that, when shown in succession, impart an impression of motion. Examples of moving images are: animations, movies, television programs, videos, zoetropes, or visual output from a simulation
- **physicalObject** an inanimate, three-dimensional object or substance. For example -- a computer, the great pyramid, a sculpture. Note that digital representations of, or surrogates for, these things should use Image, Text or one of the other types
- **service** a system that provides one or more functions of value to the end-user. Examples include: a photocopying service, a banking service, an authentication service, interlibrary loans, a Z39.50 or Web server

- **software** a computer program in source or compiled form which might be available for installation non-transiently on another machine. For software which exists only to create an interactive environment, use interactive instead
- **sound** a resource whose content is primarily intended to be rendered as audio. For example - a music playback file format, an audio compact disc, and recorded speech or sounds.
- **stillImage** a static visual representation. Examples of still images are: paintings, drawings, graphic designs, plans and maps.
- **text** a resource whose content is primarily words for reading. For example - books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are of the type text.

Examples of items and their types

birth certificate	text
book	text
broadside	text
family reunion CD	movingImage
drawing	stillImage
electronic journal	text
journal	text
letter	text
map	stillImage
musical instrument	physicalObject
newsletter	text
newspaper article of event	text
oral history recording	sound
oral history transcript	text
pamphlet	text
photograph	stillImage
photograph of inscription	stillImage
postcard	stillImage
postcard of monument	stillImage
poster	stillImage
online survey	dataset
painting	stillImage
toy	physicalObject
video clip	movingImage

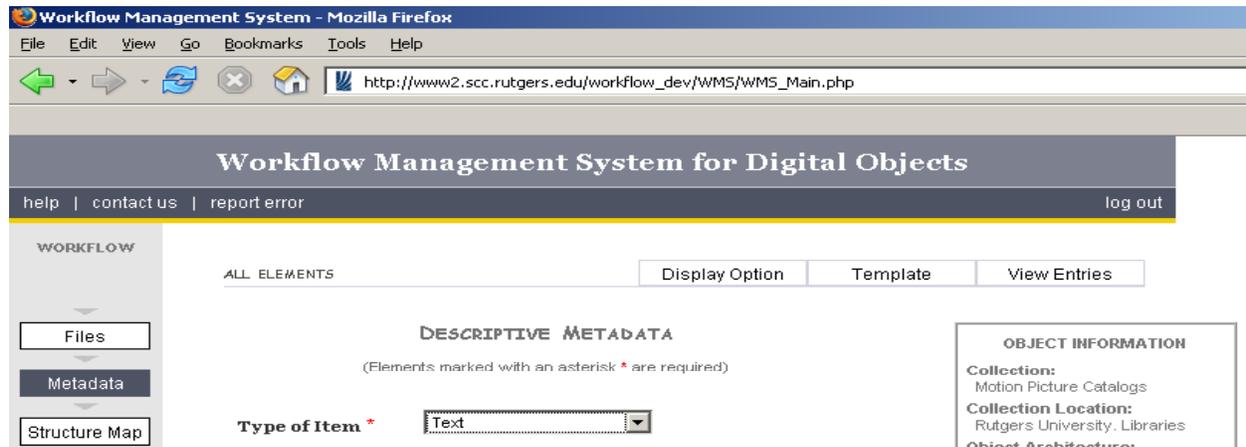
Use of type “collection”

- The type “collection” is reserved for descriptions of collections. Do not use type “collection” for individual items.

Items that combine types

If an item consists of multiple types, for example, an album of photographs (stillimage) and newspaper clippings (text), choose the predominant type. You will be able to use other metadata elements—Format or Genre, Description, etc.—to fully describe the item.

Screen Display B.1 Type of Item



The screenshot shows a web browser window titled "Workflow Management System - Mozilla Firefox" with the URL "http://www2.scc.rutgers.edu/workflow_dev/WMS/WMS_Main.php". The page header reads "Workflow Management System for Digital Objects" with navigation links for "help", "contact us", "report error", and "log out". A sidebar on the left contains a "WORKFLOW" menu with options for "Files", "Metadata", and "Structure Map". The main content area is titled "ALL ELEMENTS" and includes buttons for "Display Option", "Template", and "View Entries". Under the heading "DESCRIPTIVE METADATA", a note states "(Elements marked with an asterisk * are required)". The "Type of Item *" field is a dropdown menu currently set to "Text". To the right, an "OBJECT INFORMATION" box displays "Collection: Motion Picture Catalogs" and "Collection Location: Rutgers University Libraries".

B.2 Title or Name

Mandatory: yes (Title or Name); if applicable (Other Title(s))

List provided/Source: no

Repeat: no (Title or Name); yes (Other Title(s))

Definition: Title is a name or names given to an item, often by the author or publisher. Other Title is an alternative title by which the item is or might be known.

Items with titles

- Transcribe or copy a title that is on your item exactly as it appears, even if the spelling is incorrect or the grammar poor.

Where to find titles

- Identifying the title of an item can be a challenge. On a photograph or image the title might be on the back, on a slide casing, a container or in a handwritten note. The title might be stamped or embossed on the item. A text item, like a book or pamphlet, might have a title page. The title might be on the cover, the spine, in a table of contents, or in accompanying matter. The title for a sound recording

(cassette, reel-to-reel tape) might appear on a label affixed to the item, on a container housing the item, or in accompanying printed matter.

- The following table is provided as a help to identifying titles. It lists categories of items and one or two places—in preferred order—to look for titles:

Category	First choice	Second choice
Book	title page	cover
chart	inscription on chart, label	printed documentation
computer program	title screen	documentation
drawing	inscription on art work, label	printed documentation
electronic data	title screen	documentation
filmstrip	title screen, label	printed documentation
manuscript	title page	caption title
Map	bottom right	top center
microform	title screen	label
model	label	documentation
moving picture	title screen	container, label
museum artifact	label	documentation
natural object	label	documentation
newsletter	title on earliest issue available	
painting	inscription on art work, label	printed documentation
photograph	inscription on photograph, label	printed documentation
score (music)	title page	cover
pamphlet	title page	cover
sheet	front of sheet	back of sheet
slide	inscription on slide, label	printed documentation
sound recording	title printed on recording or label	printed documentation
technical drawing	inscription on drawing, label	printed documentation

3-D art work	label	documentation
videorecording	title screen	container, label
Web site	welcome screen	other page

Multiple titles

- Items could have multiple titles. For example, a work of art might have a name given by the creator and a popular name or name by which many people know it. Musical works have titles assigned by the composer as well as a popular or translated name. Choose the main title using the chart above. Include one or more alternative names as Other title, as appropriate.

No title

- Some items lack a title, and one must be supplied, or made up, by the metadata creator. Supply a title that is brief and adequately describes the item. For example,
 - Count Basie greets Pete Cavello, 1985
 - Bust of Homer
 - Butterflies of New Jersey
 - 1780 letter from Mrs. Henry Smith
 - Diary of James Lewis
- Good supplied titles are concise, descriptive and specific. For example, *Farmhouse in Highlands, New Jersey*, rather than *Seacoast building*.
- There is no need to put every detail into a title you supply. A short, snappy title will do the job. You can use other metadata elements to capture information about important places, dates, and descriptive details.
- Some items really do have titles such as *Untitled work*. In that case, use *Untitled work* as your title. In such cases, an Other title may be used for a supplied title.

Style

- Capitalize only the first letter of the first word in any title; capitalize any proper names that appear in the title
- Exclude initial articles *a*, *an*, and *the* when entering English language titles.

Other helpful hints

- Users will see the Title as part of a brief record display. The Title, along with date and your institution's name often will be what users see in a list of records. Remember this if you have to create a title for your item. A brief, descriptive title will encourage users to look more closely at your item.

Screen Display B.2—Title or Name

Title or Name * Chicago Projecting Company, Catalogue No. 120

Other Title(s)

Catalogue of Stereopticons, Motion Picture Machines, Lantern
Catalogue No. 120

Change Remove Add More

B.3. Identifier

Mandatory: yes

List provided: yes (for identifier type)

Source of terms: MODS list

Repeat: yes

Definition: Identifier is a unique standard number or code that identifies an item.

Handles in the digital repository

- Every item in the RU**core** and NJDH will have a persistent identifier that is assigned automatically. Enter other identifiers in this entry screen.

Where to find identifiers

- An identifier could be on the item itself or in accompanying material.

Identifiers to include

- If your item is commercially produced, it might have a number or code, such as an ISBN, a catalog number, a product code or a uniform item identifier. Record this code or number here.
- From the drop down list choose a Type for your Identifier. If your identifier is of a type not listed, leave the Type field blank.

Local MARC record identifiers

- Participants who load previously created MARC records into RUcore and NJDH should map their local record ID to this Identifier element. A RUcore or NJDH administrator can explain the process.

Abbreviations used in the entry screen

- The names of the types of identifiers on the list you see in the workflow management system are abbreviated. Refer to the following list for the full names:

Abbreviation	Identifier
Doi	Digital Objects Identifier (doi)
Hdl	Handle (hdl)
Isbn	International Standard Book Number (isbn)
Ismn	International Standard Music Number (ismn)
Isrc	International Standard Recording Code (isrc)
Issn	International Standard Serials Number (issn)
issue number	Issue number
Istc	International Standard Text Code (istc)
Lccn	Library of Congress Control Number (lccn)
Local	Local number
matrix number	Matrix number
music plate	Music plate
music publisher	Music Publisher
Sici	Serial Item and Contribution Identifier (sici)
stock number	Stock number
Upc	Universal Product Code (upc)
Uri	Uniform Resource Identifier (uri)
videorecording identifier	Videorecording identifier

Identifiers not to include

- Do not use Identifier to record local classification numbers, shelving codes, or accession numbers. This copy location information will be recorded elsewhere.

Style

- Enter the Identifier number or code just as it appears on the item.

B.4 Language

Mandatory: no

List provided: yes

Source of terms: MARC language terms

Repeat: yes

Definition: Language contains the name of the language or languages of the content of the item. The content may be written, spoken, or sung.

Items with text in English

- We assume that most textual items—books, documents, posters, etc.—will be in English. You may wish to create a template with English as the default value for the Language element.

Items with text in languages other than English

- If some or all of your textual item is in a language other than English, choose the appropriate language from the drop down list.

Items with text in multiple languages

- If your item is in multiple languages, choose the appropriate languages from the drop down list.

Items with content spoken or sung

- Enter the language or languages for spoken word recordings—oral histories, etc.—or recordings of songs as above.

When Language is not applicable

- If your item is neither text nor recorded speech or song, leave the Language space blank

B.5 Genre

Mandatory: no

List provided: yes

Source of terms: Art & Architecture Thesaurus; Thesaurus for Graphical Materials II; Revised Nomenclature for Museum Cataloging; Faceted

Application of Subject Terminology (FAST); American Society for Information Science and Technology (ASIS) Thesaurus

Repeat: yes

Definition: The Genre element describes what an item is. Terms chosen for the Genre element are more specific than the general Type of Item.

Background

- This entry form attempts to pull together item description that goes by different names in different communities. Library catalogers refer to “genre” or “form.” Specialists in fine arts might refer to “work type.” Museums might be more familiar with the phrases “object type” or “object term.” Other phrases that help to clarify the Genre element are “physical characteristics,” and “format.”
- Genre terms and phrases describe many aspects of items. They refer to:
 - physical characteristics (photographs, cards, miniature works)
 - intellectual content (interviews, memoirs, calendars, correspondence, surveys)
 - object types (clothing, game)
 - literary format (broadsides, poetry)
 - document types (abstracts, periodicals, certificates)
 - data formats (tables, numeric data).

Importance of Genre

- The importance of Genre terms as descriptors varies from community to community and from user to user. In traditional library cataloging, the subject of a written work is likely to be more critical than its form. Someone describing a photographic work of art might be equally interested in describing aspects of the format—color photographs; group portraits—as well as the subjects depicted in the photo. The description of a museum item, for example a ladder-back chair, relies almost exclusively on Genre terms--furnishings, furniture, and chair, dining--because museum objects do not have subjects or themes.

Format or Genre vs. Subject or Theme

- We have provided, for the metadata creators, separate entry forms for Genre, and for Subject. This is because we believe there is an important difference between what an item is (Genre) and what it is about (Subject).
- One way to understand the difference between a genre descriptor and a Subject descriptor is to ask the following questions:

Genre, Form or Object Type	Subject or Theme
What is it?	What is it about?
What form does it take?	What is the theme?
What kind of an object is it?	What is depicted?
What is it an example of?	What person, place, thing or concept does it tell me about?

Choosing a controlled vocabulary

- On the entry form for Genre, you will find a list of sources. These are lists that are commonly used to describe the genre. There are many such lists; we have provided a few that we think are most useful for you. Each one works best for a specific kind of item:

Choose Source	For items	Sample terms
Art & Architecture Thesaurus (AAT)	art works; architecture; cultural objects; museum and archival artifacts	black-and-white photographs; church records; oral histories; sheet music
Gateway to Educational Materials (GEM) Resource Type Controlled Vocabulary	educational resources; learning objects	curriculum; educator's guide; lesson plan; study guide; test; tool
FAST	print or textual materials; reference works	almanacs; dictionaries; guidebooks; specimens
Rutgers University Libraries Genre Terms (RULIB)	datasets; preprints; portraiture	experimental data; individual portraits; pre-print publications

- Take some time to look through each of the lists to decide which one is best for your entire collection.
- Once you have selected a list, try to use only terms from that list for your entire collection.
- If you are unsure which list to use, we recommend Art & Architecture Thesaurus.

Multiple formats or genres

- There are many ways to describe an item depending on the context in which you view it. An item has a physical format, like a book. It might also have a literary format or genre—a novel for instance. If it is hand written it is also a manuscript. A sound recording can have the physical form of a CD; it can have the intellectual format of an oral history and, at the same time, be an interview.

- Choose as many genre terms or phrases as appropriate for your item.

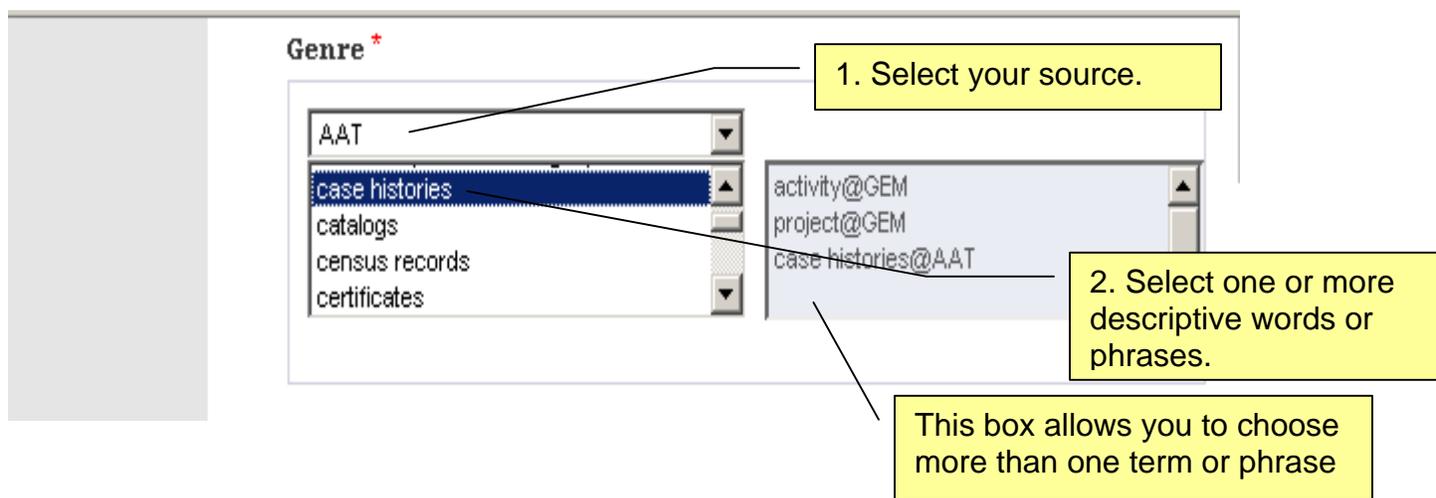
No Genre?

- It is hard to imagine that an item cannot be described using some kind of format, genre or type term. If you do not find the best term in one list, choose another list.

Genre not found?

- If your object is of a specific or distinctive type of genre that does not appear on any of the lists, choose Other and enter the genre term or phrase.

Screen Display B.5—Genre



B. 6 Subject or Theme

Mandatory: no

List provided/authority: yes

Source of terms: LCSH (Topical), LCNAF (Geographic), NJCCS (Date), Local (i.e., RULIB, Name)

Repeat: yes

Definition: The Subject or Theme describes what an item is about

Does my item have a subject or theme?

- Not all items will have a subject or theme. While an item will certainly be an example of some type or instance of object—a book, a chair, a birth

certificate, a survey—it will not necessarily impart any information explicitly.

Genre, Form or Object Type vs. Subject or Theme

- We have provided, for the metadata creators, separate entry forms for Subject or Theme and for Genre. This is because we believe there is an important difference between what an item is (Genre) and what it is about (Subject or Theme).
- One way to understand the difference between a Subject or Theme descriptor and a Genre descriptor is to ask the following questions:

Genre	Subject or Theme
What is it?	What is it about?
What form does it take?	What is the theme?
What kind of an object is it?	What is depicted?
What is it an example of?	What person, place, thing or concept does it tell me about?

Items without subjects or themes

- If you decide your item does not have a subject or theme, leave the entry forms blank.

Using the lists of terms

- Obviously, there are thousands of potential themes and subjects for items. To give you ideas and to make metadata creation a bit easier, we have provided lists of selected terms for you to choose from.
- We have grouped terms into a few categories we think are important—ethnic group names, types of people and occupational groups, general subjects, and geographic places.
- You may choose terms in all, some or none of the categories.
- You may choose multiple terms in all, some or none of the categories.
- Finally, we have given you a form in which to add any subjects or themes that you believe are important but did not find in any of the lists. To add new subjects or themes, choose Type: local.
- You may add as many other terms as you like.

B. 7 Abstract

Mandatory: no

List provided: no

Repeat: no

Definition: Abstract contains a summary of a resource.

Abstract is roughly equivalent to MARC 21 field 520. A link may be supplied in lieu of or in addition to the content.

B.8 Physical Description: Form

Mandatory: yes

List provided: yes

Source of terms: Controlled vocabulary

Repeat: no

Definition: Physical Description: Form includes information that specifies the physical form or medium of material for a resource.

The **Physical Description: Form** is a broad type characterization of the item. For a more specific designation, use the Internet Media Type.

B.9 Physical Description: Internet Media Type(s)

Mandatory: yes

List provided: yes

Source of terms: Internet Media types (MIME types)
<www.iana.org/assignments/media-types/index.html>

Repeat: yes

Definition: Physical Description: Internet Media Type specifies the identification of the electronic format type, or the data representation of the resource.

- Examples of **Internet Media Types** are text/html, ASCII, Postscript file, executable application or JPEG image. It is roughly equivalent to MARC 21 field 856 subfield q. Choose the most specific Internet Media Type for your item.
- This element provides the Internet Media type for the display objects only. The digital preservation master format is documented in Administrative Metadata.

B.10 Physical Description: Extent

Mandatory: no

List provided: no

Repeat: no

Definition: Physical Description: Extent includes information about the extent of a resource.

Physical Description: Extent may be used with electronic resources, e.g. digitized collection of slides, to show how many slides constitute the resource. It is roughly equivalent to MARC 21 fields 300 subfields a, b, c, and e and 306 subfield a.

Recommendation: Enter the number of units in Arabic numerals, as appropriate for the type of material that is being described.

B.11 Physical Description: Note

Mandatory: no

List provided: no

Repeat: no

Definition: Physical Description: Note contains notes relating to the physical description of a resource.

Physical Description: Note is roughly equivalent to the types of notes that may be contained in MARC 21 fields 340, 351 or general notes concerning physical condition, characteristics, etc. Do not duplicate information provided in Source Metadata or Technical Metadata. A list of note types used by MODS implementers <<http://www.loc.gov/standards/mods/mods-notes.html>> has been compiled and currently consists of:

condition
marks
medium
organization
physical description
physical details
presentation
script
support
technique

- Include in Physical Description: Note a detailed, textual description of the size, shape, composition, or interesting physical details of your item. If you prefer, you may include physical details in the general Note.
- Examples:

Newark Museum, description of Anti-slavery medallion pendant

*Cameo plaque designed by William Hackwood for Josiah Wedgwood & Sons, England, Mount made by F. Frywald, Stockholm, Sweden, 1790-94
Ceramic, gold, enamel*

New Jersey State Archives, description of "Morris Canal Views: supplementing report

This photographic supplement to the commissioners' report consists of 91 captioned 7 ½" x 9 ½" B&W prints showing the canal from Jersey City to Phillipsburg. The "views" were originally bound into an album, which has been dismantled for purposes of preservation. The images are arranged geographically, east to west from Jersey City to Phillipsburg. The captioning shown includes the original identifications as they appear on the album sheets, along with additional annotation in brackets provided in 1997 by James Lee and William Moss, directors of the Canal Society of New Jersey.

Screen Display B.8-11 Physical Description

Physical Description *

Form:	photograph
Internet Media Type(s):	image/tiff image/x-djvu image/x-djvu text/html
Extent:	8 X 10 in.
Note:	Photograph printed on thin paper

B.12 Table of Contents

Mandatory: no

List provided: no

Repeat: no

Definition: Table of Contents contains contents notes for a resource.

- Table of Contents is roughly equivalent to MARC 21 field 505. A link may be supplied in lieu of or in addition to the content. Include in Table of Contents a formal list of chapters (of a book), tracks (of a sound recording), etc.

- Example

Institute for Jazz Studies, Rutgers, table of contents for “Music of Mary Lou Williams”

Track 1: Bringing Lazarus Back from the Dead (2:05) Track 2: Tell Them Not to Talk too Loud (2:30). Track 3: I have a Dream (2:00).

B.13 Target Audience

Mandatory: no

List provided/authority: yes

Source of terms: GEM, NJDOE, Local (RUL)

Repeat: no

Definition: Target Audience describes the intellectual level of the audience for which the resource is intended.

For now, do not choose a Term Source. Choose the **Target Audience** that most closely matches the intended audience for this resource.

B.14 Note

Mandatory: no

List provided: no

Repeat: no

Definition: Note contains any note relating to a resource.

Note is roughly equivalent to MARC 21 fields 5XX. A link may be supplied in lieu of or in addition to the content. Notes relating to physical description aspects of a resource should be recorded in the <Note> subelement of **Physical Description**.

- Include in **Note** a paragraph or more about your item. Include interesting details, background, context, important dates, names, etc.
- Examples:

New Jersey Historical Society, description of postcard "New Jersey Turnpike Authority Administration Building at Exit No. 7"

Turnpike headquarters in East Brunswick, depicted on the postcard, opened in 1952. Positioned right beside the highway, it was almost futuristic with its smooth, rectilinear profile.

Camden County Historical Society, description of photos, Camden Remembered Exhibit

From the turn of the 20th Century to the 1960s there was a thriving Jewish community at the center of this city on the Delaware River. The 1937 photo above, left, shows the downtown. The youngsters above, right, are Ruth Soskenko Goodman and her brother, Jay Jerome, outside their family's kosher restaurant.

Franklin Township Public Library, description of photo, Franklin Photo Archive

This farm was continuously in the possession of the Garretson family and their Hageman descendants from 1756 until 1972. The barns in the back were built in 1876-1877. The state acquired the land in 1972 and it was derelict until 1978 when the Township authorized for the Meadows Foundation to take over the buildings for restoration and preservation.

B.15 Personal Name

Mandatory: no

List provided: yes (for role and title)

Source of terms: MARC relators and local

Repeat: yes

Definition: The Personal Name element records the names and roles of individuals who were responsible for some aspect of an item. Examples are authors of documents, artists, photographers, and creators of artifacts.

The Personal Name element also records the names of persons depicted in photographs and other graphic items.

Role

- From the drop down list select the term that best describes the role of a person associated with your item.
- Choose **unknown** if you are unsure of the person's role.
- Choose **other** if there is no term that will adequately describe a person's role.
- In the case of a person who had multiple areas of responsibility, e.g. the author and illustrator of a text:
 - choose a more general role, for example, **creator**, or
 - enter the person's name twice, using different roles
- For the name of a person who appears in a photograph or other graphical item choose the role **depicted**.

Family Name

- Enter here the family name, last name or surname of a person.
- Include compound or hyphenated family names.

- Remember that the family name is not always the last element of a written name. In some cultures the family name or surname is the first element of a name.

Given Name

- Enter here the given name, first name or forename of a person.
- Include middle names or initials, if the person regularly uses them . Include a woman's maiden name here if she regularly uses it.

Title

- Include a title only if one is commonly associated with a person's name.
- Choose from the drop down list
- If no title is associated with the person's name, leave the space empty.

Year of Birth/Death

- Enter birth and death year if known, or if the year is included in one of the standard lists.

Other name information

- This space is available for a text description of other information that is known about a person or his name. For example:
 - nicknames (when a person is generally known by a formal name)
 - full names (when a person generally is known by a short form)
 - brief biographical information

General guidelines

- When possible, use the form of name found in a standard list. One such list is the Library of Congress name authority file (<http://authorities.loc.gov/>). For artists names that are not in the LC authority file, use the Union List of Artist Names (http://www.getty.edu/research/conducting_research/vocabularies/ulan/). Example: Onassis, Jacqueline Kennedy, 1929-
- Always use the same form of name for a person, regardless of how it appears on the item or whether you have special knowledge of the person or organization. Example: Madonna, 1958-

B.16 Business or Organization Name

Mandatory: no

List provided: yes (for role and title)

Source of terms: MARC relators and local

Repeat: yes

Definition: The Business or Organization Name element records the names and roles of corporate bodies or groups who were responsible for some aspect of an item. Examples are publishers, sponsors, and performing groups.

Role

- From the drop down list select the term that best describes the role of a business or organization associated with your item.
- Choose **unknown** if you are unsure of the organization's role.
- Choose **other** if there is no term that will adequately describe an organization's role.
- In the case of an organization who had multiple areas of responsibility, e.g. the manufacturer and publisher of a text:
 - choose a more general role, for example, **creator**, or
 - enter the organization's name twice, using different roles

Name

- Enter the name directly in the fullest form known. Example: United Church of Christ, Plainfield, N.J.
- When possible, use the form of name found in a standard list. One such list is the Library of Congress name authority file (<http://authorities.loc.gov>).

Always use the same form of name for an organization, regardless of how it appears on the item or whether you have special knowledge of the organization. Example: Unesco

B.17 Origin Information: Year of Item Creation

Mandatory: yes (at least one date)

List provided: yes (for qualifier)

Source of terms: MODS list

Repeat: no

Definition: Origin Information: Year of Item Creation is the year when the item was created

One year or a range of years

- On the screen you will see several boxes. One is for a single year. Use this box if you know or believe that your item was created in a specific year.
- There are two boxes for a range of years. Use these boxes for the beginning and ending years of a range when you know or believe that your item was created within a range of years.

Date qualifiers

- The Year of Item Creation data entry form includes boxes with drop down menus. Choose one of these qualifiers—approximate, inferred, or questionable—to indicate:
 - approximate: the real date falls somewhere within the range of years you entered.
 - inferred: you do not have an exact date of creation but, judging by clues in the item, or what you know about it, you think this is the date
 - questionable: you are giving a date based on something you have found—a date penciled on a photograph, for example—but you suspect the date is not accurate

When you are unsure

- Even if you do not know when your item was created, always estimate a year or range of years.
- If you think your photograph was probably taken in the 1960s, enter:
 - From: 1960
 - To: 1969
 - Date is: approximate
- If you know your document was written in the first half of the 17th century, enter:
 - From: 1600
 - To: 1649
 - Date is: approximate

- If you are not sure when your poster was created, but the poster shows the 1952 New York Yankees, enter
 - Year (single): 1952
 - Date is: inferred
- If your photograph has a handwritten note on the back “Mom and Sis at the lake, 1925,” but you suspect a typo, enter
 - Year (single): 1925
 - Date is: questionable
- If your cylindrical jar was made in the mid 1400s, enter:
 - From: 1430
 - To: 1470
 - Date is: approximate

When you know the exact day

- When your item has a Year of Item Creation that is an exact day or month, for example, an oral history recorded December 12, 1979, enter the year in the Year of Item Creation form and the exact date as part of the note.
 - Year (single): 1979
 - Date is: [leave this blank for an exact date]
 - Note: ... recorded December 12, 1979, at a studio ...

Fuzzy dates

- When your Year of Item Creation is expressed in words rather than numbers, estimate a year or range of years, as explained above. You might want to include the fuzzy date as part of your description. For example-- *Guillaume Cortois, Adoration of the Magi, Ca. 1665*
 - Year (single): 1665
 - Date is: approximate
 - Description: ... created ca. 1665 ...

Dates B.C. or B.C.E. (before the common era)

- Designate a range of years B.C or B.C.E, by entering the larger number (earlier year) in the *From* space and the smaller number (later year) in the *To* space. For example—Phanathenaic prize amphora with lid, 363-362 B.C.E
 - From: 363
 - To: 362
 - Date is: approximate
- Painted wooden sokar-hawk, circa 3rd-1st century B.C.
 - From: 2999
 - To: 0001
 - Date is: approximate

Multiple dates

- Items could have multiple dates. For example, personal papers could be written over a span of years, gathered together and annotated 20 years later, and donated years after that. Choose, as Year of Item Creation, the date you think is most significant. Record other dates in the description

- From: 1789
- To: 1805
- Date is: [leave this blank for an exact date range]
- Description: Westerson's papers were written during his visit to New Jersey between 1789 and 1805. In 1826, his son Edgar discovered the papers and annotated them with remembrances of his father. The diary was bound and given to the museum in 1895.

Style

- Limit dates on this entry form to 4 digits
- Use number values only, as YYYY

B.18 Origin Information: Edition

Mandatory: no

List provided: no

Repeat: no

Definition: Origin Information: Edition contains information relating to the edition or version of the resource. It is equivalent to MARC 21 field .

Record this information in a text phrase, using abbreviations when appropriate. If the edition statement is in a non-English language, record it in that language using standard abbreviations if you know them. If you do not, transcribe the edition statement as it appears on the item. For now, do not attempt to add diacritical marks.

Examples:

3rd ed.

Primera edicion

B.19 Origin Information: Place

Mandatory: no

List provided: no

Repeat: no

Definition: Origin Information: Place indicates the place of publication/origin.

Places as subjects are included under **Subject or Theme: Geographic**. This element, **Origin Information: Place**, is used in connection with the origin of a resource, i.e., publication, issuance, etc.

Origin Information: Place can be used to express place in a textual or coded form. For now, if both a code and a term are given that represent the place, choose the Type: text and enter the place name in Term.

B.20 Origin Information: Publisher

Mandatory: no

List provided: no

Repeat: no

Definition: Origin Information: Publisher includes the name of a publisher/originator or statement about publication/origin. It is equivalent to MARC 21 field 260 subfield \$b.

Record the first named publisher on the item. Additional publisher names can be recorded in the **Note**. Use standard abbreviations as appropriate.

B.21 Origin Information: Copyright Date

Mandatory: no

List provided: no

Repeat: no

Definition: Origin Information: Copyright Date contains a date in which a resource is copyrighted.

Style

- Limit dates on this entry form to 4 digits
- Use number values only, as YYYY

B.22 Classification

Mandatory: no

List provided: yes (Authority)

Repeat: yes

Definition: a designation applied to a resource that indicates the subject by applying a formal system of coding and organizing resources according to subject areas

"Classification" contains the classification number of a resource. It may also include the full call number if desired. This is equivalent to MARC fields 050-08X, subfields \$a and \$b.

Authority

The name of the authoritative list for a controlled value is recorded here. Authority contains designation of the source of the authority for classification schemes. Values for this attribute may be found at:

www.loc.gov/marc/sourcecode/classification/classificationsource.html. The most frequently used classification schemes are "ddc," Dewey Decimal classification and relative index; "lcc," Library of Congress classification; "naics," North American industry classification system; "sudocs," Superintendent of Documents classification system; and "z," Other [*Used when a specific classification source code has not yet been assigned to a classification scheme*].

Edition

This attribute contains a designation of the edition of the particular classification scheme indicated in authority for those schemes that are issued in editions (e.g. DDC).

B.23 Related Item

Mandatory: no

List provided: no

Repeat: yes

Definition: Information that identifies other resources related to the one being described

Related Item includes a designation of the specific type of relationship as a value of the type attribute and is a controlled list of types enumerated in the schema. <relatedItem> is a container element under which any MODS element may be used as a subelement. It is thus fully recursive.

Since Related Item may include any MODS element as a subelement, it may describe a constituent item if that is desired. This may be suitable, for instance, for complex objects that require specific descriptive information for constituent parts, but that are considered intellectually one object (e.g. a CD with several tracks, digitized or analog). Many of the MODS elements used here as subelements have mappings in the MARC 21 fields, while others do not.

Any MODS element/subelement may be used as a subelement of Related Item, as defined. RU**core** and NJDH will use repeatable Source Metadata and Technical Metadata for <otherFormats>. Related Item should only to link resources with separate descriptive cataloging or when the format differs substantially from the source object (e.g., transcript as a version of an oral history).

Related Item is used to link together the metadata for separately cataloged objects. When a transcript is provided for a sound recording, it is simply another manifestation, or format, providing an alternative display of the information (much as a text document could be displayed in .pdf or DjVu).

Type

- In the current version, use “Host” for linking objects to their collections and “Other Version” for resource versions that are substantially different in physical form from the source, e.g., the transcript of a sound recording. A later version of the underlying structure (Fedora 2.0) will use RDF to hierarchically associate related items. The collection name should automatically populate this element, but the metadata creator can override the default value.
- Choose from
 - Preceding
 - Succeeding
 - Original
 - Host
 - Constituent
 - Other Version
 - Is Referenced By

Supply information about the related item in the following areas. See the guidelines under the appropriate element for more detailed instructions.

Title or Name (of related item)

Personal Name, or Business or Organization Name (associated with related item)

Type of Item (of related item)

Identifier (generally, use for the Identifier of a collection record)

Location (of related item)

B.24 Location

Mandatory: no

List provided: yes (for Physical Location)

Source of terms: MARC OrgID

<<http://www.loc.gov/marc/organizations/orgshome.html> >

Repeat: yes

Definition: Identifies the institution or repository holding the resource, or a remote location in the form of a URL from which it is available

Physical Location

Physical Location is the institution or repository holding the resource or from which it is available.

In the Name area, supply the full name of the organization. In the MARC OrgID area, supply the MARC Organization ID code. At least one MARC OrgID is required if Physical Location data is given.

This is a repeatable data element, so a more specific physical sublocation identifier or brief designation may be provided.

URL

Supply the url for the home page of the institution/repository.

DIGITAL OBJECTS C. SOURCE METADATA

C.1 Source Type

Mandatory: yes

List provided: yes (for Locator Type)

Source of terms:

Repeat: yes

Definition: Source Type is a broad descriptive term that denotes the general nature of the analog source object.

Source Metadata is used to describe the analog (not digital) source object. Choose the Type that most closely describes the analog object. Choose from:

- Film
- Photographic
- Sound recording
- Text or graphic (paper)
- Three-dimensional object
- Video recording

The Source Metadata elements that appear on the WMS screen are, to some extent, dependent on the Source Type that you choose. For example, Gauge (e.g., 16 mm, Super 8 mm) appears only if you choose Source Type: Film. Inscription appears if you choose Source Types: Photographic, or Text or graphic (paper).

C. 2 Local Bib ID

Mandatory: no

List provided: yes (for Type)

Source of terms: local list

Repeat: yes

Definition: the local bibliographic or catalog identifier for the analog source object

The Local Bib ID may be a global ID (e.g., OCLC number) or local to a system. It represents a catalog record in a computer-based system. Local Bib ID is a reference number for a catalog or metadata record. It should not be confused with Shelving Locator, which represents a number used to shelve or file the analog resource.

Type

(To be implemented in Version 2.0)

C.3 Finding Aid

Mandatory: no

List provided: yes (for Type)

Source of terms: local list

Repeat: yes

Definition: Indicates whether or not the object is referenced within a finding aid for the relevant collection

Availability

This indicates whether the Finding Aid is available for examination or use. Choose from No, Yes, and Unknown

Locator

Enter here the location identifier for the Finding Aid. This could be a digital object locator (e.g., URL) or an analog locator such as a call number.

Type

(To be implemented in Version 2.0)

C. 4 Deed of Gift

Mandatory: no

List provided: yes (for Type)

Source of terms: local list

Repeat: no

Definition: a formal, legal, agreement that transfers ownership of, and legal rights in, the materials to be donated

Availability

This indicates whether the Deed of Gift is available for examination or use. Choose from No, Yes, and Unknown

Locator

Enter here the location identifier for the finding aid. This could be a digital object locator (e.g., URL) or an analog locator such as a call number.

Type

(To be implemented in Version 2.0)

C.5 Shelving

Mandatory: no

List provided: yes (for Locator Type)

Source of terms: CIDOC list and local list

Repeat: yes

Definition: The Shelving: Locator Type and Locator are the locators for the physical item, if it exists.

What is a Locator?

- The Locator is a number or other designation that the owner of the physical item (the source object) uses to designate the item's location.
 - call numbers
 - accession numbers
 - shelf designations
 - drawer or box numbers
- There is no prescribed format for Locators. They should be recorded in the style of the collection owner.
- Items that are born digital will, most likely, not have Locators.
- There is a brief list of Locator Types available for metadata creators. You can use these, or you might prefer to include the designator as part of the Locator.

Shelving: Note in the digital repository:

- Use this note for a free-text description of shelving location or physical access

C.6 Provenance Event

Mandatory: no

List provided: yes (for Provenance Event Type)

Source of terms: local list

Repeat: yes

Definition: Depicts an event in the lifecycle of the resource

Type

- Type of event in the lifecycle of the resource
- Mandatory within the element
- If your event type is not listed, choose "Other" and enter your information in the appropriate boxes
- Choose from:
 - Acquisition
 - Audit
 - Award
 - Cataloging
 - Deaccession
 - Deposit
 - Donation
 - Exchange
 - Exhibition
 - Festival
 - Inventory
 - Loan
 - Missing
 - Origination
 - Processing
 - Purchase
 - Recording/Production in-house
 - Reproduction
 - Transfer
 - Other

Label

- Specific name for an event in the lifecycle of the resource, such as the name of an exhibition or award
- Optional within the element

Place

- Place where the event occurred
- Record in the form of:
City, State **or**
City (state), Country

Date & Time

- Date and or time where event occurred
- Date & Time is mandatory within the element
- Record in the format: YYYY-MM-DD or YYYY-MM-DDThh:mm:ssTZD

Detail

- Here record a free-text description of the event

C.7 Provenance Event: Associated Entity

Mandatory: no

List provided: yes (for Role)

Source of terms: local list, marcRelator codes list

Repeat: yes

Definition: An entity (personal, corporate or conference) associated with the event

Name

- Formerly required in the WMS (version 1.0)
- Use an authoritative version of name, e.g. Agnew, Grace or Hunter Museum

Role

- If your event type is not listed, choose "Other" and enter your information in the appropriate boxes
- Listed options are from the marcRelator Codes list
- Choose from:
Cataloger
Collector
Contributor
Copyright claimant

Copyright holder
Creator
Curator of an exhibition
Dedicator
Depositor
Donor
Distributor
Former owner
Funder
Honoree
Lender
Licensee, Licensor
Manufacturer
Organizer of meeting
Originator
Owner
Publisher
Sponsor
Standards body
Other

Affiliation

- Affiliation of the related entity
- Affiliation refers to a corporate body with whom an entity is professionally or formally affiliated at the time of the event
- The affiliation should either be relevant to the event or used to provide identification or authority to the related entity

C.8 Provenance Note

Mandatory: no

List provided: no

Repeat: yes

Definition: A free-text description of the provenance of the source material

C.9 Preservation Event

Mandatory: yes

List provided: yes (for Preservation Event Type)

Source of terms: local list

Repeat: yes

Definition: A preservation activity performed upon the resource

Type

- A preservation activity performed upon the resource
- Formerly mandatory in the WMS (Version 1.0)
- If your event type is not listed, choose “Other” and enter your information in the appropriate boxes

Label

- Specific name for an event in the preservation of the resource
- Can represent local terminology

Place

- Place where the event occurred
- Record in the form of:
City, State **or**
City (state), Country

Date & Time

- Date and or time where event occurred
- Mandatory within the element
- Record in the format: YYYY-MM-DD or YYYY-MM-DDThh:mm:ssTZD

Detail

- Here record a free-text description of the event

C.10 Preservation Event: Associated Entity

Mandatory: no

List provided: yes (for Role)

Source of terms: local list

Repeat: yes

Definition: Entity (personal, corporate or conference) associated with the event

Name

- Formerly required in the WMS (Version 1.0)
- Use an authoritative version of name, e.g. Agnew, Grace or Hunter Museum

Role

- If your event type is not listed, choose “Other” and enter your information in the appropriate boxes
- Listed options are from the marcRelator Codes list
- Choose from:
 - Archivist
 - Conservator
 - Contractor
 - Consultant
 - Digitizer
 - Digitizing Agency
 - Inspector
 - Preservation firm
 - Restorer
 - Other

Affiliation

- Affiliation of the related entity
- Affiliation refers to a corporate body with whom an entity is professionally or formally affiliated at the time of the event
- The affiliation should either be relevant to the event or used to provide identification or authority to the related entity

Outcome

- Mandatory within Preservation Event
- Choose from:
 - Successful
 - Partially successful

No change
Unsuccessful (conditions worsened as result of activity)

C.11 Preservation Note

Mandatory: no

List provided: no

Repeat: yes

Definition: A free-text description of the preservation of the source material

C.12 Extent

Mandatory: no

List provided: yes (for some Source: Types)

Source of terms: local list

Repeat: no

Definition: Includes information about the extent of the source object

- Valid for these Source: Types: film, sound recordings, text or graphic (paper), video recording
- Extent type lists vary depending on the Source: Type

C.13 Format

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: Characterizes a particular form of the source object

- Valid for these Source: Types: film, photographic, sound recording, text or graphic (paper), three-dimensional object

- Format gives more specificity than the broad terms used in Source: Type
- Format lists vary depending on the Source: Type.

C.14 Medium

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: The physical medium on which the source object is stored (e.g., magnetic tape, hard disk, CD-ROM, DVD)

- Valid for these Source: Types: photographs (in Version 2.0), film, sound recording, text or graphic (paper), three-dimensional object, video recording
- For Film, choose from:
 - Glass
 - Magnetic (acetate)
 - Magnetic (polyester)
 - Magnetic (unknown)
 - Mixed (safety and nitrate)
 - Nitrate
 - Paper
 - Safety (diacetate)
 - Safety (mixed safety base, no nitrate)
 - Safety (polyester)
 - Safety (triacetate)
 - Safety (undetermined)
 - Safety (unknown)
 - Safety acetate (undetermined)
- For Sound recording, choose from:
 - Full coat magnetic recording film
 - Striped magnetic recording film
 - Optical
 - Wire recording
 - Other
- For Text or graphic (paper), choose from:
 - Coated
 - Leather
 - Linen
 - Newsprint
 - Onionskin

- Pulp
- Other
- For three-dimensional object, choose from:
 - Stone
 - Wood
 - Clay
 - Cloth
 - Leather
 - Glass
 - Bone
 - Paper
 - Metal
 - Fur
 - Plastic
 - Mixed media
 - Other
- For video recording, choose from:
 - 1 inch Other type (Type A, Sony 2-head EV2xx, EV3xx, IVC800/900, HDD-100)
 - 1 inch SMPTE type B open reel
 - 1 inch SMPTE type C open reel
 - 1 inch unknown
 - ½ inch open reel (EIAJ)
 - ½ inch Other
 - ½ inch reel, EIAJ-2, LDL
 - ½ inch Unknown
 - 2 inch Other type Octaplex
 - 2 inch Quadruplex open reel
 - 2 inch Unknown
 - Ampex DCT (Digital Component Tape)
 - Ampex VTR8000, VR1500, IVC9000, JVC KV1, etc.
 - Betacam (SMPTE type L)
 - Betacam SP
 - Betacam SX
 - Betamax (SMPTE type G)
 - Digital Betacam
 - Hi 8 mm
 - M format (Recam)
 - M II (Panasonic component analog)
 - Other
 - Other ½" cassette (V2000, NV1500)
 - S-VHS
 - U-Matic, High Band
 - U-Matic, Low Band
 - U-Matic, SP
 - U-Matic, Unknown

VHS (SMPTE type H)
Video 8 mm

C.15 Color

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: Designates the color palate of the source image

- Valid for these Source: Types: film, photographic
- For Photographic, choose from:
 - Air brushed
 - Black and white
 - Black and white (tinted)
 - Blue
 - Color
 - Hand colored
 - Sepia tone
 - Other
- For Film, choose from:
 - Black and white
 - Black and white and color
 - Black and white (tinted)
 - Black and white (toned)
 - Black and white (tinted and toned)
 - Color (unspecified)
 - Hand colored
 - Stencil colored
 - Three layer color
 - Three layer color, low fade
 - Two color, unspecified
 - Two color IB
 - Three color, unspecified
 - Three color IB
 - IB color, unspecified
 - Lenticular color
 - Red strip, Blue strip
 - Green strip
 - Yellow strip

Cyan strip
Magenta strip
Sepia tone
Other

C.16 Frame

Mandatory: no

List provided: no

Repeat: no

Definition: Records the dimensions of the frame around the source object (photograph)

- Valid only for Source: Type photographic
- Give in terms of the frame H(eight) X W(idth), to the nearest centimeter (cm.) if possible

C.17 Container

Mandatory: no

List provided: yes (for Type)

Source of terms: local list

Repeat: no

Definition: The receptacle or covering in which the source object is held or stored

- Valid for these Source: Types: film, sound recording, text or graphic (paper), three-dimensional object, video recording
- Container type lists vary depending on the Source: Type
- Dimensions, if they are given, are in free text, such as H(eight) X W(idth) followed by a unit of measure, e.g., ¾ in.
- Units are given as a physical count of items comprising a single intellectual work, not as a unit of measure of the dimensions given in Container: Dimensions

C.18 Image

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: Designates the shape and orientation of the source object (photographic)

- Valid only for Source: Type photographic

Shape

- Choose from: Oval, Rectangle, Square, or Other

Orientation

- Choose from: Landscape, Portrait, or Other

C.19 Condition

Mandatory: no

List provided: yes (for Rating and Characteristics)

Source of terms: local list

Repeat: no

Definition: The physical state or characteristics of the source object

An object's condition is not necessarily static; it can change over time. Various events can bring about an evaluation of an object's condition. They include: Acquisition, Digitization, Inventory, Relocation, Sale, Transfer, and so forth. For now, record the type of event, the date, the place, and other known details of the occasion under which a condition evaluation was done in the Condition Note area.

Formerly required in the WMS (Version 1.0).

Rating

- Mandatory for all Source:Types
- Choose from:

Excellent (mint or near mint condition)
Good (stable, very usable)
Fair (minimal to moderate deterioration, usable)
Poor (damaged, unusable except for preservation transfer)
Unrecoverable (cannot be preserved; should be removed from collection)

Characteristics

- Condition: Characteristics lists vary depending on the Source: Type

Note

- Note here any additional descriptions of the condition of the source object

C.20 Element

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: A constituent part of a finished film work, used in combination with other pieces during production, pre-production, or post-production, to create the completed film.

- Valid only for Source: Type film
- This is roughly equivalent to MARC field 007(Motion picture)/byte 09, Production elements: A type of film material that is either part of a complete production, is a preliminary production element, or is a post-production element. Materials described in this character position do not represent a complete work (i.e., a finished film).
- Give an <element> if the source analog object itself is one of these constituent elements of a film. Do not use the <element> area to indicate that the film being described merely contains one of these elements.
- Choose from
 - A roll
 - B roll
 - Background
 - End titles
 - Intertitles
 - Main and end titles
 - Main titles

Music and effects track
Subtitles

C.21 Gauge

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: Gauge or width of source tape, including indication of unit of measure

- Valid only for Source: Type film
- Usually expressed in terms of the width or diameter of the film tape

C.22 Sound

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: Indicates aural space arrangement of the sound recording

- Valid only for Source: Type film
- For example: monaural, stereo, joint stereo, surround sound DTS 5.1

Presentation format

- Choose from:
 - 1-track (full track)
 - 2-track (half track)
 - 3-track
 - 4-track (quarter track)
 - 5-track
 - 6-track
 - 8-track
 - 12-track

16-track
Dolby
Dolby Digital
Dolby SR
Dolby-A
DTS
Magnetic optical sound
Magnetic sound
Mixed (more than one configuration on a single motion picture)
Monaural (mono)
MOS
Optical sound
Other
Quadraphonic
SDDS
Silent
Silent with music track
Sound (unspecified type)
Stereophonic

Medium

- Indicates the specific medium used to carry the sound (whether that sound is carried on the item itself or is in the form of accompanying material).
- Choose from:
 - Full coat magnetic recording film
 - Optical
 - Striped magnetic recording film
 - Wire recording
 - Other

Material

- Indicates the kind of material used in the manufacture of the sound recording
- Choose from:
 - Acetate tape with ferrous oxide
 - Aluminum with lacquer
 - Cellulose nitrate
 - Glass with lacquer
 - Lacquer coating
 - Metal
 - Plastic
 - Plastic with lacquer or ferrous oxide
 - Plastic with metal
 - Shellac
 - Wax

Integration

- Choose from:
 - Integrated with film element(s)
 - Separate sound track element(s)

C.23 Deviation

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: Deviations of sound, color, titles, or incidental content from the source analog film or video recording

- Valid for the Source: Types film and video recording
- Choose from:
 - Black and white copy of color subject
 - Commercials removed or missing
 - Dubbed sound track added
 - Dubbed sound track removed
 - Incomplete
 - Intertitles removed or missing
 - Modern color processing of hand colored, tinted, or toned original
 - Other
 - Scanned copy of widescreen subject
 - Sound speed copy of silent film speed subject
 - Subtitles or captioning added
 - Subtitles or captioning removed
 - Titles removed or missing

C.24 Inscription

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: Words or letters written, engraved, painted, or otherwise traced on the source analog object

- Valid for these Source: Types: photographic, text or graphic (paper)

Type

- Choose from: Autograph; Other

Location

- For Source: Type photographic, choose from: Front; Verso
- For Source: Type text or graphic (paper), choose from:
 - Cover
 - T.p.[title page]
 - Verso
 - Lining papers

C.25 Material

Mandatory: no

List provided: no

Repeat: no

Definition: Indicates the kind of material used in the manufacture of sound recordings (both instantaneous and mass-produced).

- Valid for the Source Type: Sound recording, this element is also found in the Source Metadata for Source Type: Film as <Sound> <Material>. It is equivalent to MARC21 field 007 (Sound recording)/byte 10: Kind of material.
- Choose from:
 - Acetate tape with ferrous oxide
 - Aluminum with lacquer
 - Cellulose nitrate
 - Glass with lacquer

Lacquer coating
Metal
Plastic
Plastic with lacquer or ferrous oxide
Plastic with metal
Shellac
Wax

C.26 Playback Speed

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: Indicates the playback speed of the source recording, including indication of the unit of measure

- Valid for the Source: Type sound recording. It is equivalent to MARC21 field 007 (sound recording)/byte 03: Speed.
- Choose from:
 - 16 rpm
 - 33 1/3 rpm
 - 45 rpm
 - 78 rpm
 - 8 rpm
 - 1.4 m. per sec.
 - 120 rpm
 - 160 rpm
 - 15/16 ips
 - 1 7/8 ips
 - 3 3/4 ips
 - 7 1/2 ips
 - 15 ips
 - 30 ips

C.27 Page Acidity

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: This indicates the acidity of the analog source paper object. Acid-free products have a pH factor of 7 or above (pH neutral is 7). Paper with a pH below 5 is considered highly acidic. Paper with a pH between 5 and 7 is considered to have low to medium acid content.

- Valid for the Source: Type text or graphic (paper)
- Choose from:
 - Acid-free
 - High acid content
 - Low to medium acid content

C.28 Leaf Attachment

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: The means by which leaves of the analog source textblock are attached one to another along the binding edge

- Valid for Source: Type text or graphic (paper)
- Choose from:
 - Glued
 - Loose (flat)
 - Loose (rolled)
 - Oversewn
 - Signature

C.29 System

Mandatory: no

List provided: yes

Source of terms: local list, MPEG7SystemsCS

Repeat: no

Definition: Identifies the “broad media format” of the analog source video recording, using a controlled vocabulary.

- Valid for the Source Type: Video recording
- It is the analog equivalent of the MPEG7SystemsCS element.
- Choose from:
 - NTSC video (interlaced)
 - NTSC video (progressive)
 - ATSC video (interlaced)
 - ATSC video (progressive)
 - PAL video
 - SECAM video

C.30 Captioning

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: Text displayed on the video recording source object that transcribes, although not always verbatim, what is said and by whom and indicates other relevant sounds.

- Valid for the Source Types: Film and Video recording
- Choose from: closed; open; subtitles; none
- The term "closed" in closed captioning means that not all viewers see the captions—only those who decode or activate them. This is distinguished from "open captions," where the captions are visible to all viewers (Wikipedia, viewed Jan. 28, 2006).

C.31 Dimensions

Mandatory: no

List provided: no

Repeat: no

Definition: The dimensions (size) of the analog source object(s)

- Valid for the Source: Type three-dimensional object
- Give the dimensions in free text, such as H(eight) X W(idth) X D(epth) followed by a unit of measure, e.g., 4 in. H X 12 ½ in. W X 18 ½ in. D
- If there are multiple items comprising the analog source object, give the total dimensions of the objects as depicted.
- If only approximate dimensions are known, indicate that they are approximations, e.g., approx. 30 cm. H X 15 cm. W X 15 cm. D

C.32 Units

Mandatory: no

List provided: no

Repeat: no

Definition: The number of distinct units comprising the analog source object(s)

- Valid for the Source: Type three-dimensional object
- Give the number of units in free text, e.g., 1 shadow box with 3 mounted objects

DIGITAL OBJECTS

D. TECHNICAL METADATA

Technical metadata is applied to the digital object, whether digitized from an analog source or “born digital.” In Technical Metadata, describe the master digital object, usually the uncompressed (e.g., TIFF) master object. If there is no digital object (for example “metadata-only” records that describe analog objects), do not supply any Technical Metadata.

D.1 Checksum

Mandatory: yes

List provided: no

Repeat: no

Definition: Checksum is a measure for protecting the integrity of data by detecting errors in data. This element will be system-supplied.

D.2 File Size

Mandatory: yes

List provided: no

Repeat: no

Definition: The extent of the object expressed in number of bytes. This element will be system-supplied.

D.3 Object Architecture

Mandatory: yes

List provided: yes

Source of terms: local list

Repeat: no

Definition: A categorization of the digital object that governs its behavior

- Object Architecture is chosen at the beginning of the workflow, when choosing a New Object. One of the following types of New Object must be chosen before proceeding:
 - Article
 - Audio
 - Book
 - Map
 - Newsletter
 - Oral History

Pamphlet
Periodical
Photograph
Poll
Video

- The object architecture governs the behavior of the object. For example, if the object architecture is “book,” the software generates a table of contents and provides full text searching, among other things. For a “periodical,” the software also provides a table of context capability that is suitable for a journal publication. For simple objects such as a photograph, there are not any special behaviors (or actions) other than display.

D.4 Preservation Level

Mandatory: no

List provided: yes

Source of terms: unknown

Repeat: no

Definition: Preservation Level indicates the level of service or length of time an object will be preserved.

- Two levels are currently defined: Full and Bit level. The default for New Jersey Digital Highway and RUCORE is “Full.”

D.5 Storage

Mandatory: no

List provided: yes

Source of terms: unknown

Repeat: yes

Definition: Records information about the secondary storage of preservation masters, such as audio masters on gold CD, etc.

Medium

- Medium and Content Location are repeatable together.

- Use when a storage medium in addition to the repository mass storage system is used.
- Choose from: CD-ROM, DVD, Hard Disk, Magnetic Tape

Content Location Type

- Indicates whether the Content Location is a handle (hdl) or a location of another type (local).

Content Location

- Content Location and Medium are repeatable together.
- Use primarily for local designation of digital master files on secondary storage media such as Gold CD or Gold DVD.

D.6 Creating Application

Mandatory: no

List provided: no

Repeat: no

Definition: Records the name and version of the software program that created the object.

Creating Application

- Enter here the name of the software program that created the object.
- Generally, the Creating Application and Version will be the same for all items in a project. Using a template will allow you to set a default value.

Version

- Enter here the version of the software program (in Creating Application) that created the object. Format as 1.0, 1.1, etc. Version is required whenever Creating Application is supplied.
- Generally, the Creating Application and Version will be the same for all items in a project. Using a template will allow you to set a default value.

D.7 Digitization Date/Time

Mandatory: no

List provided: no

Repeat: no

Definition: The date or the date and time the digital object was created.

- Enter here the date that the digital object was created. Enter in the form YYYY-MM-DD.

D.8 Operating System

Mandatory: no

List provided: no

Repeat: no

Definition: Records the name and version of the operating system of the server on which the digital object was created.

Operating System Name and Operating System Version in RUcore and NJDH

- Generally, the operating system and version will be the same for all items in a project. Using a template will allow you to set a default value.

D.9 Compression Scheme

Mandatory: no

List provided: yes

Source of terms: NISO

Repeat: no

Definition: Compression Scheme records the rate of compression of the digital item.

Compression Scheme in RUcore and NJDH

- Generally, the compression scheme will be the same for all digital items in a project. Using a template will allow you to set a default value.

D.10 Color Space

Mandatory: no

List provided: yes

Source of terms: NISO

Repeat: no

Definition: A system for describing color numerically, to designate the color space of the decompressed image data

- Valid for these Type of items: Text, Still Image, Physical Object, and Moving Image
- WhitesZero (for bilevel and grayscale images); BlacksZero (for bilevel and grayscale images); RGB; CMYK

D.11 Orientation

Mandatory: no

List provided: yes

Source of terms: NISO

Repeat: no

Definition: Designates the orientation of the image, with respect to the placement of its rows (Image Width) and columns (Image Length); and to the orientation in which the image should be presented to a conventional monitor with a 3:2 aspect ratio (Display).

- Valid for these Type of Items: Text, Still Image, and Physical Object.

Image Orientation

- Choose from
 - Normal
 - Normal rotated 180°
 - Normal rotated clockwise 90°
 - Normal rotated counterclockwise 90°
 - Unknown

Display Orientation

- Choose from: Portrait or Landscape

D.12 Time Code

Mandatory: no

List provided: yes

Source of terms: local list

Repeat: no

Definition: A digital representation of time information, used to synchronize audio and moving image sound tracks

- Valid for Type of Item: Moving Image and Sound
- Choose from these Time Code types:
 - Simple time code
 - SMPTE nondrop frame
 - SMPTE drop frame

D.13 Duration

Mandatory: no

List provided: no

Repeat: no

Definition: Elapsed time of the entire file

- Valid for Type of Item: Moving Image and Sound
- Record in format HH:MM:SS.S/1000

D.14 System

Mandatory: no

List provided: yes

Source of terms: MPEG7SystemsCS

Repeat: no

Definition: Identifies the “broad media format” of the moving image or sound object, using a controlled vocabulary.

- Valid for Type of Item: Moving Image and Sound
- Choose from
 - LiquidAudio
 - NTSC
 - PAL
 - QuickTime
 - RealMedia
 - SECAM
 - WindowsMedia
 - Other
 - Unknown

D.15 Sampling

Mandatory: no

List provided: yes (Bits Per Sample)

Source of terms: local list

Repeat: no

Definition: Sampling Size and Sampling Unit record the rate of digitization. Sampling size refers to the number of dots, or pixels, that are sampled when the scanner or camera digitizes an image. “dpi” or dots per inch represents the number of dots in an inch that are sampled. Bits Per Sample is a way of expressing the bit depth (also called pixel depth or color depth), which measures how much color information is available to display or print each pixel in an image.

- Valid for these Type of Items: Text, Still Image, Physical Object, Moving Image, and Sound.
- For Type of Item: Sound and Moving Image (audio component), Sampling is expressed in terms of rate (the audio sampling rate in Hz.) and Bits Per [Sample] (the audio sample accuracy in bits per sample). Choose a rate from: 8,000 Hz; 21,500 Hz; 32,000 Hz; 44,200 Hz, or 48,000 Hz.

Sampling Size and Sampling Unit in RUcore and NJDH

- Typically, a text, still image, moving image (frame component), or physical object is digitized at the rate of 600 dpi. Using a template will allow you to set a default value.

- Size = 600
- Unit = inch

Bits per Sample in RUcore and NJDH

- For a digital text, still image, physical object, or moving image (frame component), greater bit depth (more bits of information per pixel or “sample”) means more available colors and more accurate color representation in the digital image. 8-bit means that 8 bits of data carry all the information for a pixel. For example, a pixel with a bit depth of 8 has 2^8 , or 256 possible values, which is considered minimally capable of realistic color. A pixel with a bit depth of 24 has 2^{24} , or roughly 16 million, possible values. In most cases, Lab, RGB, grayscale, and CMYK images contain 8 bits of data per color channel. This translates to a 24-bit RGB bit depth (8 bits x 3 channels); an 8-bit grayscale bit depth (8 bits x 1 channel); and a 32-bit CMYK bit depth (8 bits x 4 channels).
- The Bits Per Sample value is usually obtained from the settings in the imaging software that was used in the digitization process. The value also can be found in the EXIF metadata contained in the image file.
- Choose from 8-bit, 16-bit, 24-bit, 32-bit, or 48-bit.

D.16 Frame

Mandatory: no

List provided: yes (Aspect Ratio and Structure)

Source of terms: local list

Repeat: no

Definition: Describes the frame of images and video

- Valid for Type of Item: Moving Image

Frame Height, Frame Width

- Record here the number of pixels in the frame height and the frame width
- The height in inches multiplied by the resolution provides the height or width in pixels

Aspect Ratio

- Choose from
 - 4:3
 - 4:3 (16:9 letterbox)

4:3 (16:9 anamorphic)
16:9
5.5:3
7:3 (panavision or Conemascope)
2.35:1
1.85:1

Frame Rate

- Record here the number of frames per second (fps), rather than the frame rate in Hz.

Frame Structure

- Temporal sampling structure for coding of the video
- Choose from: progressive or interlaced.

D.17 Audio: Channels

Mandatory: no

List provided: no

Repeat: no

Definition: Describes the number of audio channels in the sound object or moving image

- Valid for Type of Item: Moving Image and Sound
- Record here the number of independent audio tracks on the sound object or on the audio portion of a moving image, for a multilingual or multitrack audio stream. Otherwise, the channel configuration is described in the Audio: Presentation element.

D.18 Audio: Presentation

Mandatory: no

List provided: yes

Source of terms: MPEG7AudioPresentationCS

Repeat: no

Definition: Describes the audio presentation format, using a controlled vocabulary.

- Valid for Type of Item: Moving Image and Sound
- Choose from
 - No sound
 - Mono
 - Stereo
 - Surround
 - Home theater 5.1
 - Movie theater

DIGITAL OBJECTS

E. RIGHTS METADATA

E.1 Rights Declaration

Mandatory: yes

List provided: no

Repeat: no

Definition: Rights Declaration captures a brief statement setting out the rights and restrictions on access to or use of the digital item.

Rights Declaration in RUcore and NJDH

- The Rights Declaration in the Rights Metadata section refers to the digitized object to which people will have access via the World Wide Web. The same rights may or may not apply to a physical item that the digital item represents.
- Rights information about a physical item can be recorded in Source Metadata if desired.
- A default rights statement for New Jersey Digital Highway is provided by the software. It reads:

This object has been provided to the NJDH after a copyright, permissions, and usage rights evaluation. The object may be copyright protected. You may make use of the NJDH-held copyright information under a Creative Commons Attribution-NonCommercial 2.5 license (see creativecommons.org/licenses/by-nc/2.5/). If undeclared, you may need to contact the rights holder for permission for further use. If you can provide further information on the rights or history of this work, please visit

<http://www.njdigitalhighway.org/contact.php>. For guidance on attribution or citing this object, please visit _____ [here, insert the appropriate web location or email for the collection to which the object belongs, for example:

http://www.co.cumberland.nj.us/tourism/seabrook_museum].

- The rights statement for **RUcore** reads:

This object may be copyright protected. You may make use of this resource under a Creative Commons Attribution-Non-Commercial 2.5 license (see creativecommons.org/licenses/by-nc/2.5/). For any use not specifically declared under this license, please contact the rights holder for permission for further use. For guidance on attribution or citing this resource, please click here_____ [here, insert the appropriate web location or email for the collection to which the object belongs].

- The metadata creator may change the rights declaration if necessary.

E.2 Rights Holder

Mandatory: yes

List provided: no

Repeat: no

Definition: Rights Holder records the name of the person or organization that controls the rights to the digital item.

Rights Holder Name

- Enter the name, and, if possible, other information, of the person or organization that should be contacted about access to or use of the digital object.
- If the rights holder information will be the same for all or most of the items in a project, you can use a template to set default values.

Designation

- Name and/or title of contact person or organization. If the designation is a name (e.g., the person in the organization named in Rights Holder Name), enter it in direct order (“John Smith”). This element may include both a name and the person’s title. In that case, separate the two parts with a comma (“John Smith, Sales Agent”).

Address

- Enter the mailing address of the person or organization that should be contacted about access to or use of the digital object. If the person or organization does not wish to be contacted via surface mail, do not enter an address. If the address will likely not remain stable, do not enter one.

Phone Number

- Enter the voice telephone or fax number of the person or organization that should be contacted about access to or use of the digital object. If the person or organization does not wish to be contacted via voice telephone or fax, do not enter a phone number. Do not enter a temporary phone number or one that is likely to change.

Phone Type

- Choose from the list (business, fax, mobile) the type of number entered in Phone Number.

Email

- Enter the email address of the person or organization that should be contacted about access to or use of the digital object. If the person or organization does not wish to be contacted via email, do not enter one. If the email address will likely not remain stable, do not enter one.

E.3 Permission

Mandatory: no

List provided: yes (Permission)

Source of terms: METSRights <<http://cosimo.stanford.edu/sdr/metsrights.xsd>>

Repeat: yes

Definition: The element “Permission” describes a set of uses to which a digital object or part can be put as defined by the Rights Holder in a given context.

User Name (to be implemented in Version 2.0)

User Type (to be implemented in Version 2.0)

Permission

- These eight attributes describe the type of permissions permitted. “Other” allows the addition of a local type of permission not included in the general list.
- Discover, Display, Copy, Duplicate, Modify, Delete, Print, and Other

Other permit type (single word)

- Here enter the type of permission not covered by one of the seven types in the Permission list. Characterize the permission type with a single word. This element should be used when the type “Other” is chosen in the pull-down list.

E.4 Constraints

Mandatory: no

List provided: yes (Type)

Source of terms: METSRights <<http://cosimo.stanford.edu/sdr/metsrights.xsd>>

Repeat: no

Definition: The Constraints element is used to describe any restrictions that need to be placed upon a set of permissions.

Type

- Type characterizes the type of restrictions imposed upon the users within a given context. In the current version, Watermark and Attribution are defined.

Description

- Enter a narrative explanation about a constraint

Extent Type (to be implemented in Version 2.0)

Begin (to be implemented in Version 2.0)

End (to be implemented in Version 2.0)