

Vermont Digital Collections Platform Dublin Core Metadata Guide--DRAFT

General notes:

- Avoid abbreviations and contractions
 - If there is no relevant data for a field for a particular object, leave it blank (eg. some items might not have an identified creator. Leave the creator field blank.)
 - Required fields are starred
-

Title*

Definition: A formal name given to the item.

Instructions: Create a descriptive title for the item. In some cases, this will be obvious—a headline, title of a pamphlet, etc. In other cases, some cataloger’s discretion will be required. This should be as clear and concise as possible, while still capturing the specificity of the object.

When not drawing the title from the item directly (as one would, for example, with a pamphlet), include the format of the object in the title.

Capitalize only the first word and proper nouns.

Examples:

Photograph of a farmyard, Swanton, Vermont
Address of the watchman, of Boston, to their patrons
Oral history interview with Caitlin Adair

Creator

Definition: The person or organization who was responsible for making the content of the resource. This can be an author, artist, photographer, musician, corporation, organization, etc.

Instructions: Creators should be formatted as [Last name], [First name], [Birth-Death Years]. When possible, use the Library of Congress Name Authority: <https://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

If there is more than one creator, include only one here and the others in the “contributor” field.

Examples:

Linsley, William, 1852-1910
Aiken, George D. (George David), 1892-1984
Woodstock Baptist Association
Sanders family

Publisher

Definition: The agency or person responsible for making a resource physically available. This could be a publishing house, a newspaper, a museum, etc.

Note: This will not apply to many materials but may be relevant to printed broadsides. In the case of many broadsides, this may be a newspaper. Many postcards also list their publisher.

Instructions: When applicable, include the location where the publisher is based and the name of the publisher.

Examples: Brattleboro, Vt.: Brattleboro Reformer

Date

Definition: The date on which the item was created or published.

Instructions: If the exact date is known, please use the W3CDTF profile of ISO 8601:

<https://www.w3.org/TR/NOTE-datetime>

Year:

YYYY (eg 1997)

Year and month:

YYYY-MM (eg 1997-07)

Complete date:

YYYY-MM-DD (eg 1997-07-16)

If there is no date, estimate to the best of your abilities using either "circa [date]" or a narrative phrase like "before 1919" or "between 1900 and 1910." Do not use a question mark.

Examples:

1910

1910-02-27

Circa 1952

18th century

Note: The final requirements will likely include both a narrative entry and a simple machine-readable numeric entry.

Description*

Description: A narrative field outlining the content of the resource.

Instructions: This is a free text description of the item. Be comprehensive, but succinct. The description should give the user a sense of the "who, what, where, when, and why" of the object. This should be rich with terms that might flag the item in keyword searches. It should include some redundancy with other fields. Please include a reference to the physical format of the item (eg. a photograph, postcard, tradecard, etc). This field can also be a place to include additional contextual information about an item. The length of a description can range depending on the item.

Examples:

Announcement of a political rally at the Cavendish Town Hall, Saturday evening, August 29th, at eight o'clock, to feature speeches by George W. Goodrich and S.E. Emery.

<https://www.digitalvermont.org/items/show/1953?collection=41>

Ticket listing candidates for Washington County positions running on the Anti-Know Nothing Ticket. The Know Nothing party was a nativist, anti-immigrant national party. Also known as the American party, the group earned its nickname because its members operated under an oath of secrecy. Very few Know-Nothing candidates ascended to statewide office in Vermont, but they did form powerful coalitions with the newly formed Republican party. Running in opposition to the anti-immigrant sentiment and the secrecy of the Know-Nothings, a group of Washington County citizens convened at the Montpelier Court House on August 18, 1855 to nominate their own slate of candidates (Senators, Side Judges, Judge of Probate, State's Attorney, Sherriff, and High Bailiff) for the upcoming state and local election. This ticket also shows the group's endorsement of the Democratic candidates for statewide offices of Governor, Lieutenant Governor, and Treasurer.

<https://www.digitalvermont.org/items/show/2011?collection=41&page=2>

This colorized real photo postcard shows the railroad Arch Bridge, the vehicle Iron Bridge, and the old Paine Mill log dam on the Dog River. The Arch Bridge was destroyed in the 1927 Vermont Flood.

<https://www.digitalvermont.org/items/show/802?collection=15&page=3>

Source

Definition: An indication of where in a repository the item resides. This field would help a researcher identify where to find the physical object if they were to visit. For the most part, this will be the name of the collection and its call number. If applicable, also include the folder number.

Instructions: If this is part of a manuscript collection, include the name of the collection and the call number. If this is a classified (catalogued) item, use the call number.

Examples: Ellen Agnes Riley White House Papers, 1926-1961 (MSA 632:02)
William Linsley Locomotive Drawings, 1880s-1900s (XMSC 163)
Broadside D (071 B737r)

Extent

Definition: This field is used to document the size of the original object. Generally this is the height and width of a two dimensional object, but can also include the duration of an audio or video file.

Instructions: [dimensions in cm, height x width]

Photographs should be measured in inches.

For an audio file, describe the duration, not the size of its carrier (eg. the tape or CD).

Examples: 1 broadside : 14 x 15 cm
 1 photograph : 8 x 10 in
 1 audio cassette : 1 hr., 37 min., 43 sec.

Language

Definition: Language or languages included in the original item.

Instructions: If there is text on the original item, record the language in which it is written.

Examples:

English

French

Identifier*

Definition: A unique identifier for the digital file.

Instructions: Use the file name. File name should be [call number with dashes instead of spaces]_[part of title]

Note: This is VHS's file naming practice, but is other institutions may want to create their own convention. The important thing is to remain consistent and to avoid arbitrary numeric assignments. The name should indicate

Examples: XMSC163-50_RailroadCar.jpg

Type*

Definition: The nature or genre of the item. This is a broad, high-level term. Genre/medium will be identified in greater detail elsewhere in the record.

Instructions: Select a term from the DCMI Type Vocabulary:

Collection
Dataset
Event
Image
InteractiveResource
MovingImage
PhysicalObject
Service
Software
Sound
StillImage
Text

Format

Definition: The format of the digital file.

Instructions: Use the file type. In most cases, this will be jpeg.

Examples:

jpeg
PDF
MP3

Medium

Definition: The physical makeup of the original item you are scanning.

Instructions: Terminology should be drawn from the Getty Art and Architecture Thesaurus (AAT): <https://www.getty.edu/research/tools/vocabularies/aat/> When possible, begin with the terms identified in the Digital Public Library of America (DPLA) Metadata Application Profile version 5.0 Appendix C (attached). If an appropriate term is not present on the list, search AAT. Medium should be determined to the best of your ability. For example, if you are unable to distinguish between a woodcut and an engraving, use the broader term of “print.”

Examples:

Photographs
Posters
Postcards
Correspondence
Trade cards

Subject*

Definition: Key terms that describe the image

Instructions: Please use Library of Congress subject headings: <https://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First> Subjects should ideally capture both the content of the item and what it is about. For example, a poster for an event organized by the American Civil Liberties Union may not directly say something about civil rights or freedom of speech, but the subject headings should reflect these concepts. Subject headings can also include names if an item is about a person.

There is no set number of required subject headings, but at least one subject heading should include the name of the town to which the item relates.

Format note for uploading to Digital Vermont: Subject headings should be separated by a semi-colon with no spaces. Subdivisions should be separated by double dashes. Make sure that Excel/Word is not automatically changing them to em dashes. Remove periods at the ends of subject headings.

Examples:

Montpelier (Vt.)--History--Sources
Montpelier (Vt.)--Social life and customs
Physicians--Vermont--Washington County
Medicine

Contributor:

Definition: Additional authors.

Instructions: Use Library of Congress Name Authority format (same instructions as creator field). Separate entries by a semicolon.

Example: Galusha, Jonas, 1753-1834

Relation

Definition: A pointer to another related item. In this case, VHS is using this as a space to link to the record in the VHS OPAC.

Instructions: Copy and paste the permanent link to the relevant record in the catalog.

Note: this draft does not include a rights statement, which will be a required field. This is a placeholder.

APPENDIX C: LIST OF PREFERRED SUBTYPE VALUES

The following list is intended to be used in the “Subtype” property (edm:hasType) of the dpla:SourceResource class. The intent is to create a smaller controlled vocabulary list useful when browsing and sorting through DPLA records. Other type- and format-related values can still be captured in the uncontrolled “Format” (dc:format) property, while the “Type” property (dcterms:type) will continue to contain only terms from the DCMI Type Vocabulary.³ The terms may be added directly to records that providers contribute or may be added by DPLA as a part of the harvesting and data enrichment process.

The following terms are taken from the Getty Research Institute’s Art and Architecture Thesaurus. Providers of records to DPLA may supply URIs for terms, but must supply an indexable string value as well. The terms on this list were determined based on several factors including an analysis of current records in DPLA, areas of interest for researchers, and areas where DPLA anticipates growth. It is not intended to be a complete summation of all types of materials represented in DPLA. This list may be revised over time as the scope and breadth of DPLA’s collection changes.

Term	URI	Definition
advertisements	http://vocab.getty.edu/aat/300193993	Public notices or paid announcements, especially those in print. For announcements paid for by an advertiser and broadcast on radio or television, use "commercials."
architectural documents	http://vocab.getty.edu/aat/300343615	Papers, drawings, plans, letters, and other documents, either hard copy or digital, having to do with the construction of buildings, usually originating in an architect's office.

³ <http://dublincore.org/documents/dcmi-terms/#section-7>

books	http://vocab.getty.edu/aat/300028051	Items comprising a collection of leaves of paper, parchment, wood, stiffened textile, ivory, metal tablets, or other flat material, that are blank, written on, or printed, and are strung or bound together in a volume.
broad­sides (notices)	http://vocab.getty.edu/aat/300026739	Pamphlets: Independent publications consisting of a few leaves of printed matter folded or fastened together but not bound, often with no cover or a paper cover. For smaller printed works, of one sheet folded and not stitched or bound, use "leaflets."
business records	http://vocab.getty.edu/aat/300141693	Records generated by a commercial or industrial enterprise.
cartographic materials	http://vocab.getty.edu/aat/300028052	Any materials representing, in whole or part, the earth or any celestial body at any scale.
census records	http://vocab.getty.edu/aat/300026832	Official, usually periodic, lists of persons or property with varying degrees of descriptive detail.
ceramic ware (visual works)	http://vocab.getty.edu/aat/300386879	Visual works made of ceramic, especially art works in the form of sculptures, vessels, and other decorative and utilitarian objects made of bone china, porcelain, or stoneware. For the general classification of anything made of ceramic, use "ceramic (object genre)."
comics (documents)	http://vocab.getty.edu/aat/300015635	Use broadly for sequential graphic narratives, often serialized, and typically having dialogue written in balloons
correspondence	http://vocab.getty.edu/aat/300026877	Any forms of addressed and written communication sent and received, including letters, postcards, memorandums, notes, telegrams, or cables.

costume (mode of fashion0	http://vocab.getty.edu/aat/300209275	The mode or fashion of personal attire and dress, including the way of wearing the hair, style of clothing, jewelry, crowns, scepters, and other accessories of personal adornment, belonging to a particular nation, class, period, or special occasion, including all items worn or carried by people for warmth, protection, embellishment, or symbolic purposes. In English, generally expressed in the singular.
cultural artifacts	http://vocab.getty.edu/aat/300265421	Physical objects produced or shaped by human craft, especially tools, weapons, ornaments, or other items that inherently give cultural clues about the person who made it or used it, and are further characterized by being of archaeological or historical interest and of the type collected by museums or private collectors.
decorative arts	http://vocab.getty.edu/aat/300054168	Refers to works that are primarily utilitarian in form or function, but that have aesthetic value provided by the design, decoration, or embellishment. They may include ceramics, furniture, textiles, glass, leather, metalwork, arms and armor, clocks, and jewelry, and other household or utilitarian objects. They are distinct from "fine arts," which were traditionally considered to require more extensive training and were restricted to the media of painting, sculpture, drawing, and architecture.
drawings (visual works)	http://vocab.getty.edu/aat/300033973	Visual works produced by drawing, which is the application of lines on a surface, often paper, by using a pencil, pen, chalk, or some other tracing instrument to focus on the delineation of form rather than the application of color. This term is often defined broadly to refer to computer-generated images as well.

furniture	http://vocab.getty.edu/aat/300037680	Movable or fixed objects or equipment, which may be either functional or ornamental, particularly objects for sitting, reclining, or storage, such as chairs, beds, tables, cabinets, etc., in a dwelling, business, or public space.
genealogies (histories)	http://vocab.getty.edu/aat/300027015	Accounts or histories of the descent of persons, families, or other groups, from an ancestor or ancestors; enumerations of ancestors and their descendants in the natural order of succession.
government records	http://vocab.getty.edu/aat/300027777	Records made or received by an agency of government and maintained in the conduct of government business.
graphic arts	http://vocab.getty.edu/aat/300264849	Processes and techniques for making images using the arts of printmaking, illustration, drawing, and other techniques that depend upon line and not color to render the design. In historical usage, the term referred more broadly to presentation in two-dimensional visual form, including most arts on paper, panel, or canvas, including painting.
interviews	http://vocab.getty.edu/aat/300026392	Statements, transcripts, or recordings of conversations in which one person obtains information from another such as for research purposes, publication, or broadcast.
jewelry	http://vocab.getty.edu/aat/300209286	Ornaments such as bracelets, necklaces, and rings, of precious or semiprecious materials worn or carried on the person for adornment; also includes similar articles worn or carried for devotional or mourning purposes.
motion pictures (visual works)	http://vocab.getty.edu/aat/300136900	Works presented in the form of a series of pictures carried on photographic film or video tape, presented to the eye in such rapid succession as to give the illusion of natural movement. For the study and practice of filmmaking and motion pictures as an art and form of expression, use "film (performing arts)."

natural history specimens	http://vocab.getty.edu/aat/300379591	Zoological, botanical, or mineralogical samples chosen for scientific study or display.
newspapers	http://vocab.getty.edu/aat/300026656	Serials published at stated, frequent intervals, such as daily or weekly, and containing news, editorials, features, advertisements, and other items of current interest.
oral histories (document genre)	http://vocab.getty.edu/aat/300202595	Works that record interviews conducted to preserve the recollections of persons whose experience or memories are representative or are of special historical or social significance.
painting (visual works)	http://vocab.getty.edu/aat/300033618	Unique works in which images are formed primarily by the direct application of pigments suspended in oil, water, egg yolk, molten wax, or other liquid, arranged in masses of color, onto a generally two-dimensional surface.
pamphlets	http://vocab.getty.edu/aat/300220572	Broadsides: Sizeable single-sheet notices or advertisements printed on one or both sides, often chiefly textual rather than pictorial, and printed to be read unfolded. For the format in which the sheet is not folded, use "broadsheet (format)." For folded sheets having printed matter that generally does not cross the folds, use "folders (printed matter)."
performances (creative events)	http://vocab.getty.edu/aat/300069200	Instances of the execution of an action, operation, or process in performing a literary, artistic, musical, theatrical, or other creative work.
periodicals	http://vocab.getty.edu/aat/300026657	Publications issued at regular intervals, but not daily, containing articles on various subjects by different authors for the general reader.

photographs	http://vocab.getty.edu/aat/300046300	Refers to still images produced from radiation-sensitive materials (sensitive to light, electron beams, or nuclear radiation), generally by means of the chemical action of light on a sensitive film, paper, glass, or metal. Photographs may be positive or negative, opaque or transparent. The concept does not include reproductive prints of documents and technical drawings, for which descriptors found under "<reprographic copies>" are more appropriate. For digital photographs, generally prefer "digital images."
postcards	http://vocab.getty.edu/aat/300026816	Cards on which a message may be written or printed for mailing without an envelope, usually at a lower rate than that for letters in envelopes.
posters	http://vocab.getty.edu/aat/300027221	Notices, usually decorative or pictorial, intended to be posted to advertise, promote, or publicize an activity, cause, product, or service; also, decorative, mass-produced prints intended for hanging. For small printed notices or advertisements intended for distribution by hand, use "handbills."
prints (visual works)	http://vocab.getty.edu/aat/300041273	Pictorial works produced by transferring images by means of a matrix such as a plate, block, or screen, using any of various printing processes. When emphasizing the individual printed image, use "impressions." Avoid the controversial expression "original prints," except in reference to discussions of the expression's use. If prints are neither "reproductive prints" nor "popular prints," use the simple term "prints." With regard to photographs, prefer "photographic prints"; for types of reproductions of technical drawings and documents, see terms found under "reprographic copies."

reference sources	http://vocab.getty.edu/aat/300163404	Sources intended primarily for consultation rather than for consecutive reading.
sculpture (visual works)	http://vocab.getty.edu/aat/300047090	Three-dimensional works of art in which images and forms are produced in relief, in intaglio, or in the round. The term refers particularly to art works created by carving or engraving a hard material, by molding or casting a malleable material (which usually then hardens), or by assembling parts to create a three-dimensional object. It is typically used to refer to large or medium-sized objects made of stone, wood, bronze, or another metal. Small objects are typically referred to as "carvings" or another appropriate term. "Sculpture" refers to works that represent tangible beings, objects, or groups of objects, or are abstract works that have defined edges and boundaries and can be measured. As three-dimensional works become more diffused in space or time, or less tangible, use appropriate specific terms, such as "mail art" or "environmental art."
sermons	http://vocab.getty.edu/aat/300026669	Religious discourses delivered as part of a church service, usually delivered from a pulpit, based upon a text of scripture, and with the purpose of giving religious instruction or exhortation.
sheet music	http://vocab.getty.edu/aat/300026430	Music printed on unbound sheets of paper.
sound recording	http://vocab.getty.edu/aat/300028633	
textiles (visual works)	http://vocab.getty.edu/aat/300014063	General term for carpets, fabrics, costume, or other works made of textile materials, which are natural or synthetic fibers created by weaving, felting, knotting, twining, or otherwise processing.

theses	http://vocab.getty.edu/aat/300028028	Discourses advancing an original point of view as a result of research, especially as a requirement for an academic degree.
tools	http://vocab.getty.edu/aat/300024841	Objects, especially those hand-held, for performing or facilitating mechanical operations.
weapons	http://vocab.getty.edu/aat/300036926	Implements or mechanisms used for defense or attack in combat, hunting, or war.
yearbooks	http://vocab.getty.edu/aat/300036926	Books published annually as a compendium, report, or summary of the statistics or facts of a calendar year and intended as reference books, limited to a special subject.