

BIG SKY COUNTRY DIGITAL NETWORK: METADATA GUIDELINES

A DPLA Service Hub.

Metadata
Guidelines

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Element Name	Title
Dublin Core Definition	A name given to the resource.
Is Field Required?	Required
Is Field Repeatable?	No
How to Use?	Title may also be an identifying phrase or name of the object supplied by the contributing institution. Take the title from digitized item when possible. Metadata creator may supply a title if none exists and does not need to put this supplied title in brackets.
Examples	Progressive Men of Montana The Sun Also Rises Main Street, Three Forks, Montana Looking West Unknown man on horseback with dog
Refines/Refinement	Refinement: alternative
Schemes	None
Dublin Core Mapping	dcterms: title
MARC Mapping	245 subfields a and b
Past Perfect Photos	Title
Past Perfect Archives	Title
Past Perfect Objects	Object Name

Element Name	Alternative Title
Dublin Core Definition	An alternative name for the resource.
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use?	Possible sources for alternative titles include spine, inverted title, cover, etc.
Examples	Title=R. L. Polk & Co.'s Kalispell city directory Alternative Title=Polk's Kalispell city directory Alternative Title=Kalispell Polk city directory
Refines/Refinement	Refines: Title
Schemes	None
Dublin Core Mapping	dcterms: title-alternative
MARC Mapping	246, subfield a and b; also, may use 210, 222, 240, 242, 243, and 247
Past Perfect Photos	N/A
Past Perfect Archives	N/A
Past Perfect Objects	Other Name

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Element Name	Description
Dublin Core Definition	An account of the resource.
Is Field Required?	Required
Is Field Repeatable?	Yes
How to Use?	Anything significant about the digital resource not covered elsewhere. Use standard punctuation and grammar to describe the item's history, physical appearance, contents, abstract, etc. <i>Repeat title if nothing else fits.</i> For text or handwritten objects that have full-text searchable transcriptions associated with them, provide the full-text in a local field called Transcription . (See transcription).
Examples	Illustrated guide to airport markings and lighting signals, with particular reference to SMGCS (Surface Movement Guidance and Control System) for airports with low visibility conditions. Portrait of infant girl, wearing dress, hands in lap, seated in chair. Probably Mary Bell, half-sister of William S. Bell.
Refines/Refinement	None
Schemes	None
Dublin Core Mapping	dcterms: description
MARC Mapping	520, 545, 500
Past Perfect Photos	Description
Past Perfect Archives	Scope and Content/Abstract
Past Perfect Objects	Description

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Element Name	Creator
Dublin Core Definition	An entity primarily responsible for making the resource.
Is Field Required?	Required , if applicable
Is Field Repeatable?	Yes
How to Use?	<p>Person or entity responsible for creating the intellectual content of the resource. Prefer form of name as verified in the Library of Congress Name Authority File (LCNAF) http://authorities.loc.gov/. If name is not listed there, give name in the following format: Last name, First name, Middle name or Middle initial (if available), year of birth and/or death if known, separated by a hyphen. Nicknames or popular culture names are not inverted, if you have questions check LCNAF.</p> <p>Separate multiple entries within this field by inserting a semicolon and a space.</p> <p>For further help in formatting names not found in LCNAF, consult a cataloging resource such as the <i>Anglo-American Cataloguing Rules (AACR2)</i>, <i>Resource Description and Access (RDA)</i>, or <i>Describing Archives: A Content Standard (DACS)</i>.</p>
Examples	<p>Examples of creators include authors of written documents, artists, photographers, collectors of natural specimens or artifacts, organizations that generate archival collections, etc.</p> <p>Shakespeare, William, 1564-1616 Bridger Canyon Planning and Zoning Commission Russell, Charles M. (Charles Marion), 1864-1926 Hileman, T.J. (Tomar Jacob) Sundance Kid Cast, P. C. (Phyllis Christine), 1960-; Cast, Kristin, 1986-</p>
Refines/Refinement	None
Schemes	Library of Congress Name Authority File (LCNAF)
Dublin Core Mapping	dcterms: creator
MARC Mapping	100 1# (Main Entry--Personal Name), or 110 2# (Main Entry--Corporate Name), 111 1# (Main Entry--Conference Name) or 700/710/711
Past Perfect Photos	Photographer
Past Perfect Archives	Creator, Primary Artist – if applicable
Past Perfect Objects	Artist if applicable

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*One of two genre fields is required.

- Select at least one term from the Genre (Short List) list of terms.
- Use the Genre (AAT) field if you want to include more, specific terms for the items in your collection.

Element Name	Genre (Short List)
Dublin Core Definition	Describes the type of item
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use?	Describe the nature of the original object (what it <i>is</i> , not what it is <i>about</i>) expressed in genre terms from a controlled vocabulary. An item described with the genre term " <i>photographs</i> " is an actual photograph, not a book <i>about</i> photographs.
Examples	art books brochures diaries documents letters maps newspapers pamphlets photographs postcards sound recordings yearbooks
Refines/Refinement	None
Schemes	MMP Short List
Dublin Core Mapping	None
MARC Mapping	655 #7 subfield a (Index Term--Genre/Form) plus subfield 2=aat (for Art & Architecture Thesaurus)
Past Perfect Photos	Object Name
Past Perfect Archives	Object Name
Past Perfect Objects	Object Name

Element Name	Genre (AAT)
Dublin Core Definition	Describes the type of item
Is Field Required?	Optional*
Is Field Repeatable?	Yes
How to Use?	Describe the nature of the original object (what it <i>is</i> , not what it is <i>about</i>) expressed in genre terms from a controlled vocabulary. An item described with the genre term " <i>photographs</i> " is an actual photograph, not a book <i>about</i> photographs. Use this field if you wish to be more specific about what the item is, than the Genre (Short List) allows.
Examples	art photography art pottery art schools
Refines/Refinement	None
Schemes	Art and Architecture Thesaurus (AAT) http://www.getty.edu/research/conducting_research/vocabularies/aat/
Dublin Core Mapping	None
MARC Mapping	655 #7 subfield a (Index Term--Genre/Form) plus subfield 2=aat (for Art & Architecture Thesaurus)
Past Perfect Photos	Object Name
Past Perfect Archives	Object Name
Past Perfect Objects	Object Name

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Element Name	Type
Dublin Core Definition	The nature or genre of the resource.
Is Field Required?	Required
Is Field Repeatable?	Yes
How to Use?	<p>Must have at least one type field containing appropriate type(s) from DCMI Type vocabulary.</p> <ul style="list-style-type: none"> • For images use the DCMI type Image. • If a resource is an image of text (such as a scan of a printed article), use the term Text. • If the resource consists of more than one type (e.g., an interview with sound and text files), use the term that best defines the collection as a whole. <p>For more information about DCMI Type vocabulary see: http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/</p> <p>To describe the nature or genre of the original object, use the required local element <i>genre</i>.</p>
Examples	Image Sound Text
Refines/Refinement	None
Schemes	DCMI Type Vocabulary
Dublin Core Mapping	dcterms: type
MARC Mapping	655 #7 subfield a (Index Term--Genre/Form) plus subfield 2=local (for DCMI Type)
Past Perfect Photos	Custom Field
Past Perfect Archives	Custom Field
Past Perfect Objects	Custom Field

Element Name	Language
Dublin Core Definition	A language of the resource
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use?	<p>Use ISO 639-3 three letter codes. For multiple languages, use separate language fields or list all in a single field, separating each with a semicolon and a space. More detail about the languages may be included in the Description element. Example: In German and English in parallel columns.</p>
Examples	English=eng Hutterite German=geh Crow=cro English and Crow=eng; cro
Refines/Refinement	None
Schemes	ISO 639-3
Dublin Core Mapping	Dcterms:language
MARC Mapping	041 0# subfield a (language code); 008/35-37
Past Perfect Photos	N/A
Past Perfect Archives	Language, if applicable
Past Perfect Objects	N/A

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*One of two date fields is required, or both may be used.

- If the date is *known* and can be entered without text to describe the date use the Date Original field. This field is mapped to the Data type - date and makes the item searchable by the date.
- If the date is *unknown* or the date needs further explanation use the Date (unknown or estimated) field. This field is mapped to the Data type - text and the item will not be searchable by the date.

Element Name	Date Original
Dublin Core Definition	Date of creation of the original object.
Is Field Required?	Required*
Is Field Repeatable?	No
How to Use?	<p>A resource may have several dates associated with it. The <i>date</i> covered by this table refers to creation of the <i>original</i> resource, that is, when the resource was first created, before undergoing any conversion.</p> <ul style="list-style-type: none"> • The date must be entered in this format for the item to be searchable by date YYYY or YYYY-MM or YYYY-MM-DD or YYYY-YYYY • Do not include any letters or characters other than the hyphen in this field. • For resources created in a non-digital format and converted to digital format, use the date the non-digital resource was first created -- e.g., for print books, use the publication date of the print book. • For resources that have always been in digital format and never converted, use the date the digital resource was created -- e.g., PDF document uploaded as a PDF document. • For resources that were first created in one digital format, then converted to another digital format -- e.g., audio file recorded in WAV format, then converted to MP3 format -- use creation date of the first digital format -- e.g., WAV.
Examples	1918 1908-02 1896-07-04 1901-2000 See more at: http://www.mwdl.org/members/guidelines.php
Refines/Refinement	None
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTP)
Dublin Core Mapping	dcterms: date
MARC Mapping	260 subfield c (Date of publication, distribution, etc.), 264 subfield c
Past Perfect Photos	Date
Past Perfect Archives	Date
Past Perfect Objects	Date

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Element Name	Date (unknown or estimated)
Dublin Core Definition	Date of creation of the original object.
Is Field Required?	Required*
Is Field Repeatable?	No
How to Use?	If the date is unknown, specify an estimated date.
Examples	Circa 1900 1900's 1920's 19 th Century 1896 ca
Refines/Refinement	None
Schemes	None
Dublin Core Mapping	dcterms: date
MARC Mapping	260 subfield c (Date of publication, distribution, etc.), 264 subfield c
Past Perfect Photos	Year Range – Custom Field
Past Perfect Archives	Year Range – Custom Field
Past Perfect Objects	Year Range – Custom Field

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*One of four Subject fields is required.

- One of the three Subject Thesaurus formats is preferred.
- More than one Subject field may be used.
- Use the Subject (Keyword) field only if a specific keyword is not listed in a thesaurus and is important to searching for the item. Keywords or phrases with local significance may apply.
- Separate multiple entries within this field by inserting a semicolon and a space.

Element Name	Subject (TGM)
Dublin Core Definition	The topic of the resource.
Is Field Required?	Required*
Is Field Repeatable?	Yes
How to Use?	Describe what the resource content is <i>about</i> , expressed in Thesaurus for Graphic Materials (TGM). Use the list built into Contentdm or look up keywords or phrases on this website: http://id.loc.gov/vocabulary/graphicMaterials.html
Examples	Nineteen seventies Newspapers Miners
Refines/Refinement	None
Schemes	Thesaurus for Graphic Materials: TGM
Dublin Core Mapping	dcterms: subject
MARC Mapping	650, 600, 651, 610, 653
Past Perfect Photos	People, Subjects , Classification, Search Terms
Past Perfect Archives	People, Subjects , Classification, Search Terms
Past Perfect Objects	People, Subjects , Classification, Search Terms

Element Name	Subject (AAT)
Dublin Core Definition	The topic of the resource.
Is Field Required?	Required*
Is Field Repeatable?	Yes
How to Use?	Describe what the resource content is <i>about</i> , expressed in the Art & Architecture Thesaurus (AAT) Subject terms. Use the list built into Contentdm or look up keywords or phrases on this website: http://www.getty.edu/research/tools/vocabularies/aat/index.html
Examples	mines newspapers newspaper indexes
Refines/Refinement	None
Schemes	Art & Architecture Thesaurus (AAT)
Dublin Core Mapping	dcterms: subject
MARC Mapping	650, 600, 651, 610, 653
Past Perfect Photos	People, Subjects , Classification, Search Terms
Past Perfect Archives	People, Subjects , Classification, Search Terms
Past Perfect Objects	People, Subjects , Classification, Search Terms

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Element Name	Subject (LCSH)
Dublin Core Definition	The topic of the resource.
Is Field Required?	Required*
Is Field Repeatable?	Yes
How to Use?	Describe what the resource content is <i>about</i> , expressed in the Library of Congress Subject Headings (LCSH) terms. Look up keywords or phrases at this website: http://id.loc.gov/
Examples	Montana, Eastern Conrad (Mont.) Star Mine (Cascade County, Mont.) Mines (Military explosives)–Detection Energy crops Crops and soils
Refines/Refinement	None
Schemes	Library of Congress Subject Headings (LCSH)
Dublin Core Mapping	dcterms: subject
MARC Mapping	650, 600, 651, 610, 653
Past Perfect Photos	People, Subjects , Classification, Search Terms
Past Perfect Archives	People, Subjects , Classification, Search Terms
Past Perfect Objects	People, Subjects , Classification, Search Terms

Element Name	Subject (Keyword)
Dublin Core Definition	The topic of the resource.
Is Field Required?	Required*
Is Field Repeatable?	Yes
How to Use?	Describe what the resource content is <i>about</i> , expressed in keywords phrases.
Examples	Mine detection Fuel crops Judge DeKalb
Refines/Refinement	None
Schemes	None
Dublin Core Mapping	dcterms: subject
MARC Mapping	650, 600, 651, 610, 653
Past Perfect Photos	People, Subjects, Classification, Search Terms
Past Perfect Archives	People, Subjects, Classification, Search Terms
Past Perfect Objects	People, Subjects , Classification, Search Terms

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Element Name	Rights Management
Dublin Core Definition	Information about rights held in and over the resource.
Is Field Required?	Required
Is Field Repeatable?	Yes
How to Use?	<p>The MMP requires the use of rights statements provided at RightsStatements.org. Type the name of the statement and copy the appropriate URI and paste it in the Rights Management Field.</p> <p>When applicable, a content creator may apply a creative commons license from creativecommons.org. Use the choose a copyright template to apply the correct license. https://creativecommons.org/choose/</p>
Examples	<p>RightsStatements.org provides a set of standardized rights statements that can be used to communicate the copyright and re-use status of digital objects to the public. Our rights statements are supported by major aggregation platforms such as the Digital Public Library of America and Europeana. The rights statements have been designed with both human users and machine users (such as search engines) in mind and make use of semantic web technology. Learn more about how you can use our rights statements here.</p> <p>Use the URI in the Rights Management field.</p> <p style="text-align: center;">Rights statements for in copyright objects</p> <p>The following five rights statements are intended for use with digital objects that are in copyright.</p> <p>IN COPYRIGHT</p> <p>This Rights Statement can be used for an Item that is in copyright. Using this statement implies that the organization making this Item available has determined that the Item is in copyright and either is the rights-holder, has obtained permission from the rights-holder(s) to make the Work available, or makes the Work available under an exception or limitation to copyright (including Fair Use) that entitles it to make the Work available.</p> <p>URI: http://rightsstatements.org/vocab/InC/1.0/</p> <p>IN COPYRIGHT - EDUCATIONAL USE PERMITTED</p> <p>This Rights Statement can be used only for copyrighted Items for which the organization making the Item available is the rights-holder or has been explicitly authorized by the rights-holder(s) to allow third parties to use the Work for educational purposes without first obtaining permission.</p> <p>URI: http://rightsstatements.org/vocab/InC-EDU/1.0/</p> <p>IN COPYRIGHT - NON-COMMERCIAL USE PERMITTED</p> <p>This Rights Statement can be used only for copyrighted Items for which the organization making the Item available is the rights-holder or has been explicitly authorized by the rights-holder(s) to allow third parties to use the Work for non-commercial purposes without obtaining permission first.</p> <p>URI: http://rightsstatements.org/vocab/InC-NC/1.0/</p> <p style="text-align: center;">Rights statements for objects that are not in copyright</p> <p>The following 4 rights statements are intended for works that are not in copyright but where there are restrictions other than copyright that prevent free re-use or where the out of copyright status has only been ascertained for a specific</p>

jurisdiction. These rights statements should only be used when it is not possible to use the [Public Domain Mark](#) or the [CC0 Public Domain Dedication](#).

NO COPYRIGHT - CONTRACTUAL RESTRICTIONS

This Rights Statement can only be used for Items that are in the Public Domain but for which the data provider has entered into contractual agreement that requires it to take steps to restrict third party uses of the Item. In order for this Rights Statement to be conclusive, the data provider must provide a link to a page detailing the contractual restrictions that apply to the use of the Item.

URI: <http://rightsstatements.org/vocab/NoC-CR/1.0/>

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This Rights Statement can only be used for Works that are in the Public Domain and have been digitized in a public-private partnership as part of which, the partners have agreed to limit commercial uses of this digital representation of the Work by third parties. It has been developed specifically to allow the inclusion of Works that have been digitized as part of the partnerships between European Libraries and Google, but can in theory be applied to Works that have been digitized in similar public-private partnerships.

URI: <http://rightsstatements.org/vocab/NoC-NC/1.0/>

NO COPYRIGHT - OTHER KNOWN LEGAL RESTRICTIONS

This Rights Statement should be used for Items that are in the public domain but that cannot be freely re-used as the consequence of known legal restrictions that prevent the data provider from allowing free re-use of the Work, such as cultural heritage or traditional cultural expression protections. In order for this Rights Statement to be conclusive, the data provider must provide a link to a page detailing the legal restrictions that limit re-use of the Item.

URI: <http://rightsstatements.org/vocab/NoC-OKLR/1.0/>

NO COPYRIGHT - UNITED STATES

This Rights Statement should be used for Items for which the provider has determined are free of copyright under the laws of the United States. This Rights Statement should not be used for Orphan Works (which are assumed to be in-copyright) or for Works where the data provider has not undertaken an effort to ascertain the copyright status of the Work.

URI: <http://rightsstatements.org/vocab/NoC-US/1.0/>

Other rights statements

The following two rights statements are intended for use with digital objects where the copyright status has not been determined with certainty. These should only be used if it is not possible to use a clearer rights statement or license.

COPYRIGHT NOT EVALUATED

This Rights Statement should be used for Items for which the copyright status is unknown and for which the data provider has not undertaken an effort to determine the copyright status of the work.

URI: <http://rightsstatements.org/vocab/CNE/1.0/>

NO KNOWN COPYRIGHT

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URI: <http://rightsstatements.org/vocab/NKC/1.0/>

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Refines/Refinement	None
Schemes	None
Dublin Core Mapping	dcterms: rights
MARC Mapping	none
Past Perfect Photos	Copyrights
Past Perfect Archives	Conditions of Access and Use
Past Perfect Objects	N/A

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Element Name	Contributors
Dublin Core Definition	An entity responsible for making contributions to the resource.
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use?	<p>Use for other people or entities who contributed to making the intellectual content of the resource, but who are not covered in the <i>creator</i> field. Examples include illustrators, editors, translators, etc. When possible, refine the contributor name by including the role the person or entity played in contributing to the resource. Prefer form of name as verified in the Library of Congress Name Authority File (LCNAF). If name is not listed there, give name in the following format: Last name, First name, Middle name or Middle initial (if available) year of birth and/or death if known, separated by a hyphen. Add a comma and space, then the role of the person or entity in this work.</p> <p>Separate multiple entries within this field by inserting a semicolon and a space.</p> <p>For further help in formatting names not found in LCNAF, consult a cataloging resource such as the <i>Anglo-American Cataloguing Rules (AACR2)</i>, <i>Resource Description and Access (RDA)</i>, or <i>Describing Archives: A Content Standard (DACS)</i>.</p> <p>When adding a role, use a role term from MARC Relator Codes list and use the spelled-out role rather than the code. Example: <i>author of screenplay</i> not the code <i>aus</i>.</p>
Examples	Dickens, Charles, 1812-1870, author; Davies, Andrew W., 1936-, author of screenplay; Cameron, Julia Margaret, 1815-1879, photographer;
Refines/Refinement	None
Schemes	Library of Congress Name Authority File (LCNAF)
Dublin Core Mapping	dcterms: contributor
MARC Mapping	700, 710, 711, 720 (Added Entry – Personal name, Corporate name, Conference name, Uncontrolled Name).The role is from subfield e.
Past Perfect Photos	N/A
Past Perfect Archives	Other Creators
Past Perfect Objects	N/A

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Element Name	Contributing Institution
Dublin Core Definition	An entity responsible for making the resource available.
Is Field Required?	Required
Is Field Repeatable?	Yes
How to Use?	<p>Name of the entity that created or is providing access to the resource. If the resource existed in another form prior to being digitized, provide information about that previous publisher in the <i>publisher field</i> and give the creation date for the original in the <i>date</i> field. A publisher may include a person, organization, or a service.</p> <p>Separate multiple entries within this field by inserting a semicolon and a space between each two entries.</p> <p>Prefer LCNAF if applicable. If not available use the same form of your institution's name consistently.</p>
Examples	University of Montana Museum of the Rockies Parmly Billings Library
Refines/Refinement	None
Schemes	LCNAF if applicable
Dublin Core Mapping	Dcterms: publisher
MARC Mapping	260 subfield b (if born digital) or 264 subfield b (if born digital) or 533 subfield c (if reformatted)
Past Perfect Photos	Name of Museum or Archive
Past Perfect Archives	Name of Museum or Archive
Past Perfect Objects	Name of Museum or Archive

Element Name	Publisher (original)
Dublin Core Definition	An entity responsible for making the original resource available.
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use?	<p>Name of the entity that published the resource.</p> <p>Prefer LCNAF</p>
Examples	Henington Industries Daniels County Commission The Shelby promoter (Shelby, Mont.) Standard Manufacturing & Print. Co. (Butte, Mont.)
Refines/Refinement	None
Schemes	Prefer LCNAF
Dublin Core Mapping	Dcterms:Source
MARC Mapping	260 subfield b (if born digital) or 533 subfield c (if reformatted)
Past Perfect Photos	N/A
Past Perfect Archives	Publisher, if applicable
Past Perfect Objects	N/A

Big sky country digital Network: Metadata Guidelines

Element Name	Geographic Coverage
Dublin Core Definition	The place or geographic region this resource covers or is about.
Is Field Required?	Required if known
Is Field Repeatable?	Yes
How to Use?	Use to state the place or area that is described or represented by the resource, not the place where the resource was published. May name a place or specify geographic coordinates. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies.
Examples	United States Montana Yellowstone County, Montana Billings, Montana
Refines/Refinement	Refines <i>Coverage</i>
Schemes	Use of a scheme is strongly recommended. Some possibilities: <ul style="list-style-type: none"> Library of Congress Subject Headings (LCSH) http://id.loc.gov/authorities/subjects.html Thesaurus of Geographic Names (TGN) http://www.getty.edu/research/conducting_research/vocabularies/tgn/ U.S. Geological Survey [USGS] http://geonames.usgs.gov/ Prefer LCSH for place names when available.
Dublin Core Mapping	Dcterms: coverage-spatial
MARC Mapping	651 #0 (for LCSH place names) or #7 with the specific vocabulary source provided in subfield 2 (TGN, for example)
Past Perfect Photos	Place
Past Perfect Archives	GPS?
Past Perfect Objects	Site/Site # if applicable

Big sky country digital Network: Metadata Guidelines

Element Name	Time Period Represented
Dublin Core Definition	The time period this resource covers.
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use?	<p>Use to describe the time period covered or represented by the resource, not the date when the resource was published.</p> <p>Temporal topic may be a named period, date, or date range. If using a named period, use a controlled vocabulary if possible such as Library of Congress Subjects (LCSH).</p> <p>Where appropriate, time periods can be used in preference to numeric identifiers such as date ranges.</p>
Examples	<p>Twentieth Century 1920-1925 Prohibition Dustbowl Era, 1931-1939 New Deal, 1933-1939</p>
Refines/Refinement	Refines <i>Coverage</i>
Schemes	<p>Library of Congress Subject Headings (LCSH) http://id.loc.gov/authorities/subjects.html</p>
Dublin Core Mapping	Dcterms: coverage-temporal
MARC Mapping	none
Past Perfect Photos	Year Range
Past Perfect Archives	Year Range
Past Perfect Objects	Year Range

Element Name	Digital Collection
Dublin Core Definition	The name of the digital collection.
Is Field Required?	Required
Is Field Repeatable?	Yes
How to Use?	State the name of the digital collection to which this resource belongs
Examples	<ul style="list-style-type: none"> • Jack L. Demmons' Bonner School Photographs • Natives of Montana Archives Project (NOMAP) • Photographs from the Montana Historical Society
Refines/Refinement	Refines <i>relation</i>
Schemes	none
Dublin Core Mapping	Dcterms: relation-isPartOf
MARC Mapping	none
Past Perfect Photos	Custom Field
Past Perfect Archives	Custom Field
Past Perfect Objects	Custom Field

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Element Name	Physical Collection
Dublin Core Definition	A related resource in which the described resource is physically included.
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use?	Used to state the physical collection to which this resource belongs. This may include the call number or local identifier, so the physical items can be located if requested.
Examples	<p>Digital Collection=Military Enlistments (Montana), 1890-1918 Physical Collection=Montana Adjutant General's Office Records, 1889-1959 (RS 223).</p> <p>Digital Collection=[President Taft visits Montana] - one photo Physical Collection=N.A. Forsyth Stereograph Collection (ST 001).</p> <p>Digital Collection=Letter inquiring if Jas D. Moore is alive Physical Collection=North Butte Mining Company Records, 1905-1934 (MC 290 Box 6 Folder 28)</p>
Refines/Refinement	Refines <i>relation</i>
Schemes	none
Dublin Core Mapping	Dcterms: relation-isPartOf
MARC Mapping	none
Past Perfect Photos	Home Location -Room, shelf, container, drawer
Past Perfect Archives	Home Location -Room, shelf, container, drawer
Past Perfect Objects	Home Location -Room, shelf, container, drawer

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Element Name	Digital Format
Dublin Core Definition	The file format of the resource.
Is Field Required?	Required
Is Field Repeatable?	Yes
How to Use?	<p>Describe the file format of the resource using the Internet Media Type (IMT) scheme. Use of the scheme will imply the software needed to display or operate the resource.</p> <p>New media types and applications are always emerging. If the resource format being described is not yet part of the MIME type list, follow the MIME convention by selecting a broad category of object format (audio, video, application, etc.) for the first part of the MIME type. For the second half of the MIME type, use the file extension that is usually attached to files of this format.</p> <p>See the defined list at: http://www.iana.org/assignments/media-types</p>
Examples	<p>audio/mp4 image/tiff application/pdf</p> <p>Some digital objects may involve more than one format. For example, an oral history interview may consist of both an audio file (audio/mp4) and text transcription (application/pdf). In these cases, list both formats:</p> <p>audio/mp4; application/pdf</p>
Refines/Refinement	Refinement: Extent and medium (physical dimensions)
Schemes	Internet Media Type (IMT)
Dublin Core Mapping	dcterms: Format
MARC Mapping	340; 856 subfield q
Past Perfect Photos	Image Metadata – find by clicking on Image Management, then click on Metadata, Format
Past Perfect Archives	Image Metadata – find by clicking on Image Management, then click on Metadata, Format
Past Perfect Objects	Image Metadata – find by clicking on Image Management, then click on Metadata, Format

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Element Name	Format - Extent
Dublin Core Definition	The size or duration of the digital resource.
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use?	Describe the file size and, if applicable, duration of the digital object. To describe extent (e.g., number of pages) of <i>original</i> object before it was digitized, use the Physical Dimension field. For help in converting file sizes, see http://en.wikipedia.org/wiki/File_size
Examples	109,568 bytes; 00:16 minutes;
Refines/Refinement	Refines Format
Schemes	None
Dublin Core Mapping	dcterms: format-extent
MARC Mapping	300
Past Perfect Photos	Image Metadata – find by clicking on Image Management, then click on Metadata, Actual Image File Size
Past Perfect Archives	Image Metadata – find by clicking on Image Management, then click on Metadata, Actual Image File Size
Past Perfect Objects	Image Metadata – find by clicking on Image Management, then click on Metadata, Actual Image File Size

Element Name	Physical Dimensions
Dublin Core Definition	Description of the physical item.
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use?	Describe the size and dimensions of the original resource. When the resource is a text document include the number of pages in the original document.
Examples	16 p. : ill., maps ; 23 cm 1 card, 27.5 x 17 cm. 28 items 1 book; 598 pp.
Refines/Refinement	Refines Format
Schemes	none
Dublin Core Mapping	dcterms: format-medium
MARC Mapping	300
Past Perfect Photos	Print Size
Past Perfect Archives	Extent and Medium of the Unit Description
Past Perfect Objects	Dimensions

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Element Name	Digitization Specifications
Dublin Core Definition	Describes the process, equipment and specifications used to convert the resource into its present format
Is Field Required?	Required , if applicable
Is Field Repeatable?	Yes
How to Use?	<p>This field is needed if resource originally existed in a different format and has been converted.</p> <p>Use the <i>Digitization Specifications</i> element to record technical information about the digitization of the resource: the hardware, software, and processes used to create the digitized resource. Include such information as scanner model, scan resolution, color profiles, compression schemes, size of <i>master</i> file (sometimes referred to as archival file), etc. This element is primarily intended for use at the local level.</p>
Examples	<p>Digitization Specifications=A photographic print was scanned on an Epson Perfection 4990 Flatbed Scanner as a 3000 pixel TIFF image in 8-bit grayscale, resized to 640 pixels in the longest dimension and compressed into JPEG format using Photoshop 6.0.</p> <p>Digitization Specifications=24 bits bit depth of master file format</p> <p>Digitization Specifications=Epson 1640XL Scanner hardware</p> <p>Digitization Specifications=PhotoshopCS Creation software</p> <p>Scanned on a Bookeye 3 A1 at 400 PPI, 24-bit color. Tiff master images cropped and straightened in Photoshop CS4. JPEG display images generated by CONTENTdm 5.4. Optical Character Recognition performed using Abbyy FineReader 8 Corporate Edition.</p>
Refines/Refinement	None
Schemes	None
Dublin Core Mapping	None
MARC Mapping	538
Past Perfect Photos	Image Metadata – find by clicking on Image Management, then click on Metadata, Equipment used to Acquire, Software used to Acquire, Settings and Resolution, Grayscale or RGB (color)
Past Perfect Archives	Image Metadata – find by clicking on Image Management, then click on Metadata, Equipment used to Acquire, Software used to Acquire, Settings and Resolution, Grayscale or RGB (color)
Past Perfect Objects	Image Metadata – find by clicking on Image Management, then click on Metadata, Equipment used to Acquire, Software used to Acquire, Settings and Resolution, Grayscale or RGB (color)

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Element Name	Date Digitized
Dublin Core Definition	Date the resource was scanned or turned into a digital object.
Is Field Required?	Optional
Is Field Repeatable?	No
How to Use?	List the date the item was converted to a digital file. The date must be entered in this format for the item to be searchable by date YYYY or YYYY-MM or YYYY-MM-DD or YYYY-YYYY
Examples	2010 2009-04 2013-08-25
Refines/Refinement	none
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTP)
Dublin Core Mapping	none
MARC Mapping	none
Past Perfect Photos	Catalog Date or Image Metadata
Past Perfect Archives	Catalog Date or Image Metadata
Past Perfect Objects	Catalog Date or Image Metadata

Element Name	Transcription
Dublin Core Definition	Full Text of the resource.
Is Field Required?	Optional
Is Field Repeatable?	No
How to Use?	Do not enter anything into this field. Contentdm will automatically populate this field when OCR'd documents or .txt Transcript files are uploaded.
Examples	
Refines/Refinement	none
Schemes	none
Dublin Core Mapping	none
MARC Mapping	520 or none
Past Perfect Photos	N/A
Past Perfect Archives	N/A
Past Perfect Objects	N/A

Metadata Example

Title	Our Historic Homes 1895-1989
Creator	Richland County Extension Homemakers Council
Contributor	Tarnavsky, Carol, Extension Home Economist; Daniels, Laura; Wick, Viola; Sundheim, Audry; Sawyer, Marie; Gartner, Kathryn; Aisenbrey, Luanna;
Subject (TGM)	Historic buildings; Houses
Description	The Richland County Extension Homemakers Council is proud to present this book of Historical Homes as our Montana and North Dakota Centennial Project. We are grateful to all who participated with such enthusiasm: the researchers, artist, photographers, typists, and technicians also the office staffs of the Richland County Extension Service, Elk River Printing and the staff and directors at the MonDak Heritage Center. It has been an absorbing, interesting and fun endeavor for the committee as well as a good area geography and history lesson. We have accepted information graciously offered without questioning authenticity and hope that everyone will enjoy reading the book as much as we have enjoyed putting it together.
Date Original	1989
Type	Text
Contributing Institution	Sidney-Richland Public Library
Digital Format	image/jpeg
Format-Extent	227,540,992 bytes;
Physical Dimensions	1 book; 108 pp.
Rights Management	The Contributing Institution is unaware of any copyright in the images in the collection. We encourage use of these materials under the fair use clause of the 1976 copyright act. All images in this collection may be used for educational, scholarly purposes and private study. We do request that a credit line be included with each item used.
Digitization Specifications	Overhead color scanning 400 dpi to jpeg
Genre (Short List)	books
Publisher (Original)	Elk River Printing
Language	eng
Coverage-Spatial	Richland County, Montana; Sidney, Montana; Fairview, Montana, Western McKenzie County, Montana
Coverage-Temporal	1895-1989
Date Digitized	2013-10

Required	Title
	Alternative Title
Required	Description
Required	Creator, if applicable
USE ONE OF THESE TWO FIELDS	
	Genre (Short List)
	Genre (AAT)
Required	Type
	Language
Date Original is required Use only digits in YYYY-mm-dd format, use Date (unknown or estimated) to describe any uncertainties.	
	Date Original
USE AT LEAST ONE OF THESE FOUR FIELDS	
	Date (unknown or estimated)
	Subject (TGM)
	Subject (AAT)
	Subject (LCSH)
	Subject (Keyword)
Required	Rights Management
	Contributors
Required	Contributing Institution
	Publisher (Original)
Required	Geographic Coverage - if known
	Time Period Represented
Required	Digital Collection
	Physical Collection
Required	Digital Format
	Format-Extent
	Physical Dimensions
Required	Digitization Specifications
	Date Digitized
	Transcription
Required	File Name