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Compound Object level metadata template

Public Label	Mapped to Dublin Core Element	Controlled Vocabulary/Encoding Schema	Required?	Format/Input Guidelines	Example Entries	Notes
Title	Title		Yes	For named monographs / continuing resources, use the title from the cheif source of information as primary entry then add an explanatory qualify if necessary. If a cheif source of information is not present, provide brief description of whatever is present, i.e. image, with subject names and locations if known	Intergrand 1941 [Everett Community College yearbook]	See RDA guidelines for "devised titles" for things that lack a title (e.g., photos).
Creator	Creator	LoC Name Authority File (LCNAF)	Yes	For personal names, use name form established in LCNAF when present. When no heading available, use the format <i>last name</i> , <i>first name</i> , and add middle name or initial, EvCC/Everett affiliation if known, and active dates or date of birth and/or date of death is known. For coropate names, use direct form and proper noun capitalization, affiliation and active dates if known. If no creator info is present, enter Unknown.	Personal Name Example: Uhl, Heather Jean. Everett Community College Faculty, Library Media Center. 2012-. [note know birth and death dates. This information is more useful for historic figures who have passed as it helps us identify their actives dates at the institution and what time periods they were active in as creators.] Coropate Name Example: Everett Public Library. [Note: no need for affiliation or active dates as this entity is well known enough not to need qualification]	
Resource Type	Type	Dublin Core Metadata Initiative Type Vocabulary (DCMIType)	Yes	http://dublincore.org/documents/2003/02/12/dcmi-type-vocabulary/	PhysicalObject; Text; Image	
Publisher	Publisher		Yes	Entity responsible for publication of resource. If not named, used Everett Community College Library Media Center as the publisher.		
Date Created	Date.Created	YYYY-MM-DD. YYYY-MM. YYYY. Supported delimiters between multiple dates = comma.	Yes	Following ISO date standards is essential. However, if exact dates are not known, give a probable date range in public notes field qualified by "Between..." For a single probable date or decade qualify with "Approximately..." If unknown, and not able to provide probable date(s), enter "No date."	2014-11-02, 2001-06, 2017, 1970/1979.	Source: International Organization for Standardization time and date format (ISO 8601). For date ranges & approximations, use "1970/1979" in a field like this, and then qualify that in another field (like a description or notes field). For example: "Undated work; circa 1970s" or "Undated work; estimated at circa 1995-1997".
Size	Format.Extent	centimeters. Use cm qualifier.	Yes	Size of the original object	125cm x 245cm	

Original Form	Format.Medium	Monographs/Continuing Resources = LoC Genre Format Terms. Visual Objects = Art and Architecture Thesaurus (AAT)	Yes	Form of original object	Yearbook	
File Format	Format	Internet Media Type (MIME)	Yes	The file format of the digital image. A media type consists of a type and a subtype, which is further structured into a tree. A media type can optionally define a suffix and parameters: type "/" [tree "."] subtype ["+" suffix] *[";" parameter] The currently registered types are: application, audio, example, font, image, message, model, multipart, text and video. As an example, an HTML file might be designated text/html. In this example, text is the type and html is the subtype.	Image/JPG; Text/PDF	
Topics	Subject	Monographs/Continuing Resources = LoCSH + LoC Genre Format Terms. Visual Objects = Art and Architecture Thesaurus (AAT)	Yes	Primary topics/subjects depicted in object	Presidential Debate; Parade	
People	Subject	LCNAF	No	Person depicted in image. Follow input guidelines for <i>Creator</i> , above	Uhl, Heather Jean. Everett Community College Faculty, Library Media Center. 2012-.	
Places	Coverage.Spatial	LCNAF	No	Location depicted in image	Everett (Snohomish county, Washington : inhabited place)	
Collection	Relation.IsPartOf	EvCC generated	Yes	Name of original archival collection in which physical materials are located		
Copyright Statement	Rights	EvCC generated	Yes	This work is licensed under the Creative Commons Attribution-NoDerivatives 4.0 International License. To view a copy of this license, visit http://creativecommons.org/licenses/by-nd/4.0/ or send a letter to Creative Commons, PO Box 1866, Mountain View, CA 94042, USA. Contact the EvCC Cheif Copyright Officer to secure transformative use permissions: copyright@everettcc.edu .		
Credit Line	Rights	EvCC generated	Yes	© Everett Community College.		

Item level metadata template

Public Label	Mapped to Dublin Core Element	Controlled Vocabulary/Encoding Schema	Required?	Format/Input Guidelines	Example Entries	Notes
Title	Title		Yes	For named monographs / continuing resources, use the title from the cheif source of information as primary entry then add an explanatory qualify if necessary. If a cheif source of information is not present, provide brief description of whatever is present, i.e. image, with subject names and locations if known	Intergrand 1941 [Everett Community College yearbook]	
Creator	Creator	LoC Name Authority File (LCNAF)	No	For personal names, use name form established in LCNAF when present. When no heading available, use the format <i>last name</i> , <i>first name</i> , and add middle name or initial, EvCC/Everett affiliation if known, and active dates or date of birth and/or date of death is known. For coropate names, use direct form and proper noun capitalization, affiliation and active dates if known. If no creator info is present, enter Unknown.	Personal Name Example: Uhl, Heather Jean. Everett Community College Faculty, Library Media Center. 2012-. [note know birth and death dates. This information is more useful for historic figures who have passed as it helps us identify their actives dates at the institution and what time periods they were active in as creators.] Coropate Name Example: Everett Public Library. [Note: no need for affiliation or active dates as this entity is well known enough not to need qualification]	
Resource Type	Type	Dublin Core Metadata Initiative Type Vocabulary (DCMIType)	No	http://dublincore.org/documents/2003/02/12/dcmi-type-vocabulary/	PhysicalObject; Text; Image	
Publisher	Publisher		No	Entity responsible for publication of resource. If not named, use Everett Community College Library Media Center as the publisher.		
Date Created	Date.Created	YYYY-MM-DD. YYYY-MM. YYYY. Supported delimiters between multiple dates = comma.	No	If exact dates are not known, give a probable date range qualified by "Between..." For a single probable date or decade qualify with "Approximately..." If unknown, and not able to provide probable date(s), enter "No date."	2014-11-02, 2001-06, 2017. Between 1995 and 1997 Approximately 1970s	
Size	Format.Extent	centimeters. Use cm qualifier.	No	Size of the original object	125cm x 245cm	
Original Form	Format.Medium	Monographs/Continuing Resources = LoC Genre Format Terms. Visual Objects = Art and Architecture Thesaurus (AAT)	No	Form of original object	Yearbook	

File Format	Format	Internet Media Type (MIME)	No	The file format of the digital image	Image/JPG; Text/PDF	
Topics	Subject	Monographs/Continuing Resources = LoCSH + LoC Genre Format Terms. Visual Objects = Art and Architecture Thesaurus (AAT)	No	Primary topics/subjects depicted in current page / item of object	Presidential Debate; Parade	
People	Subject	LCNAF	No	Person depicted in image. Follow input guidelines for <i>Photographer</i> , above	Uhl, Heather Jean. Everett Community College Faculty, Library Media Center. 2012-.	
Places	Coverage.Spatial	LCNAF	No	Location depicted in page / item of object	Everett (Snohomish county, Washington : inhabited place)	
Collection	Relation.IsPartOf	EvCC generated	Yes	Name of original archival collection in which physical materials are located		
Copyright Statement	Rights	EvCC generated	Yes	©Everett Community College. This work is licensed under the Creative Commons Attribution-NoDerivatives 4.0 International License. To view a copy of this license, visit http://creativecommons.org/licenses/by-nd/4.0/ or send a letter to Creative Commons, PO Box 1866, Mountain View, CA 94042, USA. Contact the EvCC Cheif Copyright Officer to secure transformative use permissions: copyright@everettcc.edu .		We might consider a "free text" copyright statement like this one, plus a field that maps to dc:rights, but only includes URIs for standardized rights labels like those at RightsStatements.org. Could also include CC license (although we could argue those belong in a different field that maps to dc:rights-license)

O = Optional
R = required, if used

Administrative/Structural Metadata - Not visible in public display

Label	Mapped to Dublin Core Element?	Controlled Vocabulary/Encoding Schema	Required?	Format/Input Guidelines	Example Entries	Notes
Cataloged by	n/a	EvCC generated	yes		EVERETTCC/lweidlich	This can be adjusted in the PDF Template so that whomever is cataloging can have this be autofilled on each record.
To Do	n/a	EvCC generated	yes		"Buildings in photos should be identified if possible"	Information regarding any aspect of the object/metadata that needs to be resolved or repaired before the web site becomes public. For example, any research required, any conflicting
Administrative Notes	n/a	EvCC generated	no		"Blank pages have been removed from the public view."	Add any notes that would be important for a cataloger or the archivist to know. E.g. removing blank pages on the public facing images.
Storage Location	n/a	EvCC generated	no	Physical location in which the resource is filed		
Digital Image publisher	n/a	EvCC generated	Yes	Use "Everett Community College Library Media Center" for this value.		This piece of information is different from the named publisher of an resource as we are the digitizing institution but not necessarily the publisher of the original content. The "duplication" allows more flexibility for better description of items not created by EvCC.
Image File Name	Identifier	EvCC generated	Yes	Identifier assigned to digital file, following format <i>Collection#_series#_item#</i>		
file size	n/a	a data element that designates the size in bytes of the image file	Yes	The file size must record the number of bytes as provided by the system. Do not attempt to record file sizes in terms of KB, MB, or other notation.		
Fixity	n/a	a container of information used to verify whether a file has changed or been altered in an undocumented or unauthorized way (often referred to as a "checksum"); comprised of three data elements (6.7.1 messageDigestAlgorithm, 6.7.2 messageDigest, and 6.7.3 messageDigestOriginator)	Yes	This container of data elements is drawn from the PREMIS data element set. Because fixity may be performed multiple times on a digital object, this container of data elements is repeatable, though individual elements within one container are not repeatable.		This is managed by OCLC/CONTENTdm with any files that have been uploaded to the Administration site.
	message Digest Algorithm	a data element that identifies the specific algorithm used to construct the message digest for the digital object or bitstream	Yes	Subsequent values are recorded in sections 6.7.2 messageDigest and 6.7.3 messageDigestOriginator. Use of enumerated type values is mandatory because they are associated with known algorithms. This data element is drawn from the PREMIS data element set.		

	message Digest	a data element that specifies the output of 6.7.1 messageDigestAlgorithm	Yes	Linked to section 6.7.1 messageDigestAlgorithm and 6.7.3 messageDigestOriginator. This data element is drawn from the PREMIS data element set.		
	message Digest Originator	a data element that identifies the agent that created the original message digest that is compared in the fixity check	O	This data element is drawn from the PREMIS data element set.		A preservation repository may ingest files that have had message digests calculated by the submitter; checking these ensures that the file as received is the same as the file sent. The repository may also ingest files that do not have message digests and so must calculate the initial value upon ingest. It can be useful to know who calculated the initial value of the messageDigest. In the examples above, the originator of the messageDigest could be represented by a string representing the agent (e.g., "DRS") or a pointer to the ingest record (e.g., "A0000978") Linked to section 6.7.1 messageDigestAlgorithm and section 6.7.2 messageDigest.
Source Infomation		a container of information detailing the SourceInformation related to the imaged subject; comprised of one data element (8.1.1 sourceType) and two data containers (8.1.2 SourceID and 8.1.3 SourceSize	O	If sub-containers do not contain any data or are not applicable, they need not be recorded.		
General Capture Information		a container of information detailing the GeneralCaptureInformation of the digital object; comprised of three data elements (8.2.1 dateTimeCreated, 8.2.2 imageProducer, and 8.2.3 captureDevice)	O			This information can easily be catured by CONTENTdm by adjusting the metadata template before uploading the file. The PDF Template has at the bottom "General Capture" and that has a dropdown menu. Select "PDF Date Creation" for General Capture.
	date Time created	a data element that designates the Date or DateTime the image was created	O	Use ISO 8601 numeric representations of date and time. See section 10.1.1 dateTimeProcessed for images created by processing image data (i.e., digital-to-digital conversion).		
	image producer	a data element that identifies the organization-level producer (s) of the image	R	Identifies the name of the service provider or production unit responsible for creation of the file/bitstream i.e., the scanned image, transcribed text, audio file, etc.		
	capture device	a data element that designates the classification of device used to create the image data	O	When image processing software is used to generate the image data from a digital source, see section 10.1 ImageProcessing.		

Scanner Capture	a container of information detailing ScannerCapture specifics; comprised of three data elements (8.3.1 scannerManufacturer, 8.3.3 maximumOpticalResolution, and 8.3.4 scannerSensor) as well as two sub-containers (8.3.2 ScannerModel and 8.3.5 ScanningSystemSoftware)		R	If an image is created with a scanner, sub-elements below should be used to specify the scanner settings used when the image was scanned. If sub-containers do not contain any data or are not applicable, they need not be recorded.		This information can easily be captured by CONTENTdm by adjusting the metadata template before uploading the file. The PDF Template has at the bottom "Scanner Capture" and that has a dropdown menu. Select "PDF Producer" for Scanner Capture.
	scanner Manufacturer	a data element that identifies the manufacturer of the scanner used to create the image	R			
	scanner model	a container of information detailing ScannerModel specifics; comprised of three data elements (8.3.2.1 scannerModelName, 8.3.2.2 scannerModelNumber, and 8.3.2.3 scannerModelSerialNo)	R			
		scanner model name	R	a data element that identifies the model name of the scanner used to create the image		
		scanner model number	R	a data element that identifies the model number of the scanner used to create the image		
		scanner model serial no	O	a data element that identifies the serial number of the scanner used to create the image		
	maximum optical resolution	a data element that designates the actual number of photo elements in the scanning sensor (colloquially known as "the maximum optical resolution" for a system)	O	For all linear-sensor scanners, use: [any positive integer] dpi. For all area-sensor scanners, use: longer dimension [positive integer] x smaller dimension [positive integer].		
	scanner sensor	a data element that designates the type of image sensor used in the scanning device	R	Enumerated values are drawn from TIFF/EP (pp.25-26) for tag # 37399, Sensing Methods.		

	scanning system software	a container of information detailing ScanningSystemSoftware specifics; comprised of two data elements (8.3.5.1 scanningSoftwareName and 8.3.5.2 scanningSoftwareVersion)	R			
		scanning software name	R	a data element that identifies the name of the capture software used to create the image		
		scanning software Version no	R	a data element that identifies the version number of the capture software used to create the image		