

Digital Collections Workflow and Metadata Guidelines

VERSION 5

Norwick Center for Digital Solutions (nCDS)

SMU LIBRARIES | DALLAS, TEXAS | AUGUST 2022

Introduction

The Digital Collections Workflow and Metadata Guidelines: Version 5 document was created by the Norwick Center for Digital Solutions (nCDS), a unit of SMU Libraries. This document contains nCDS's guidelines for creating and cataloging Digital Collections, hosted in CONTENTdm, using both Dublin Core and customized fields mapped to the Dublin Core Metadata Element Set. The guide explains nCDS's file-naming architecture, which allows SMU Libraries Digital Collections to replicate online the structure of the physical collection. The metadata guidelines include the name, description, and cataloging style of each metadata field, as well as its mapping to a Dublin Core element and examples.

The goal of the guidelines is to enhance standardization within and between collections. At the same time, the framework is extensible: Field names may be changed and custom fields added as needed, based on the requirements for each collection and the desired level of cataloging. When deviations from the guidelines are extensive, they are documented in a specialized metadata profile that is included in the project files for that collection. nCDS works with special collections librarians, curators, and archivists to create the best model for presenting the resources and metadata online.

Table of Contents

Chapter 1:	Metadata Quick Reference Guide	6
Chapter 2:	Creating Digital Images.....	15
2.1	Digital File Formats.....	15
2.2	Digital File Optimization	15
2.3	Naming Digital Files.....	16
2.4	Image Digitization Workflow	19
2.5	Accessibility.....	19
2.6	Compound Objects and .pdf Files	19
2.7	Creating Metadata	20
2.8	Naming Metadata Files.....	21
2.8.1	Metadata Templates	21
2.8.2	Project Spreadsheets	21
2.9	Metadata Creation Workflow	22
2.10	Final Steps	23
Chapter 3:	SMU Libraries Digital Collections Cataloging.....	23

Digital Collections Workflow and Metadata Guidelines, Version 5

- 3.1 General Guidelines for Cataloging.....23
- 3.2 Style Guidelines for Cataloging.....24
 - 3.2.1 General Style Guidelines24
 - 3.2.2 Style Guidelines for Source Citations.....26
 - 3.2.3 Format and Content of Source Citations27
- Chapter 4: Descriptive Metadata29
 - 4.1 Title.....29
 - 4.1.1 Creating a Title30
 - 4.1.2 DeGolyer Library Railroad Collection Titles.....33
 - 4.2 Alternative Title34
 - 4.3 Creator36
 - 4.4 Contributor(s).....38
 - 4.5 Date39
 - 4.5.1 Notes on Documenting Dates.....40
 - 4.5.2 Copyright Research Based on Dates.....41
 - 4.6 Date (EDTF)42
 - 4.7 Decade44
 - 4.8 Part Of.....45

Digital Collections Workflow and Metadata Guidelines, Version 5

4.9	Series	47
4.10	Place	48
4.11	Description	51
4.12	Notes.....	52
4.13	Language	55
4.14	Related Resources	56
4.15	Authorized Subject Terms	57
4.15.1	ASTs with Related Keywords.....	59
4.15.2	Critical Cataloging	60
4.16	Keywords	60
4.17	Physical Description	62
4.17.1	Extent.....	62
4.18	Form/Genre.....	67
4.19	Railway Identifier	69
4.20	Locomotive/Car Number.....	70
4.21	Railway Line	71
Chapter 5:	Technical Metadata	73
5.1	Digital Resource Type	73

Digital Collections Workflow and Metadata Guidelines, Version 5

5.2	Digitization Date	74
5.3	Digital Format.....	75
5.4	Archival File Resolution	76
5.5	Digitization Process	77
Chapter 6:	Administrative Metadata.....	79
6.1	Physical Location	79
6.2	Call Number	80
6.3	Identifier	81
6.4	Upload File Name	82
6.5	Archival File Name(s).....	83
6.6	Digital Collection	84
6.7	Library	85
6.8	Publisher	86
6.9	Rights.....	87
6.10	Tags	89

Chapter 1: Metadata Quick Reference Guide

M = Mandatory

P = Public

S = Searchable

Field Name	DC Mapping	M	P	S	Description & Examples
Descriptive Metadata					
Title	Title	Y	Y	Y	<p>Name given to the resource by the creator, publisher, or cataloger. Titles are created by the cataloger when necessary using APA Title Case and enclosed in brackets. Railroad collection items have a specified style, when created by the cataloger.</p> <ul style="list-style-type: none"> ▪ Freehold (252 feet) Level, looking North. 21st May, 1902. ▪ El Presidente de la Republica a su llegada al campo de la revista. ▪ American Indians: First Families of the Southwest, [Pages 20 and 21] ▪ [Black Walnut and Terra-cotta Sculpture, Crucifix, St. Henry's Church, Freeport, Texas, No. 05]
Alternative Title	Title-Alternative	N	Y	Y	<p>Alternative name given to the resource by the creator, publisher, or cataloging agency, including translated titles. Alternative titles created by the cataloger and direct translations are in brackets.</p> <ul style="list-style-type: none"> ▪ [Harrison's Landing, Virginia, (Left to Right) Colonel Albert V. Colburn, Colonel Delos B. Sacket, and General John Sedgwick] ▪ [Umbrella Rock at Point Lookout, Tennessee] ▪ [Interior of the Veracruz Railroad Station]
Creator	Creator	Y	Y	Y	<p>Controlled vocabulary. Person or entity primarily responsible for creating the intellectual content of the resource. When Library of Congress authorized names are not available, a local name authority should be created in the same format.</p> <ul style="list-style-type: none"> ▪ Hillyer, H. B. (Hamilton Biscoe), 1835-1903

Field Name	DC Mapping	M	P	S	Description & Examples
					<ul style="list-style-type: none"> ▪ Roche, Thomas C., 1826-1895 ▪ Unknown
Contributor(s)	Contributor	N	Y	Y	<p>Controlled vocabulary. Follow guidelines for Creator field. Person or entity whose contribution to the creation of the resource is significant but secondary to that of any person or entity specified in the Creator field.</p> <ul style="list-style-type: none"> ▪ E. & H.T. Anthony (Firm) ▪ Underwood & Underwood
Date	Date-Created	Y	Y	Y	<p>Creation date for the original resource from which the digital object was derived or created.</p> <ul style="list-style-type: none"> ▪ June 29, 1919 ▪ October 1885 ▪ no date
Date (EDTF)	Date-Created	Y	Y	Y	<p>Replicate information in the date field into LOC Extended Date/Time Format.</p> <ul style="list-style-type: none"> • 1876-09-19 • 2011-06 • 2012~
Decade	Date-Created	N	Y	Y	<p>Controlled vocabulary. The decade during which the original resource was created. Include no more than two decades.</p> <ul style="list-style-type: none"> ▪ 1910-1919 ▪ 1890-1899; 1900-1909
Part Of	Relation-IsPartOf	Y	Y	Y	<p>Controlled vocabulary. The title of the accession to which the original resource belongs, obtained directly from the MARC record.</p> <ul style="list-style-type: none"> ▪ Collection of Carleton E. Watkins western stereoscopic views ▪ Destruction of New Laredo Mexico April 24, 1914 ▪ Mary McCord/Edyth Renshaw collection on the performing arts

Field Name	DC Mapping	M	P	S	Description & Examples
Series	Relation-IsPartOf	N	Y	Y	<p>Controlled vocabulary. The series within a collection to which the resource belongs; a more granular description than the Part Of field. A series may be obtained from the item, from the finding aid, or created by the cataloger.</p> <ul style="list-style-type: none"> ▪ History of the Indian tribes of North America, Volume 1 ▪ Series 8: Photograph Albums, 1907-1969 ▪ Album 4, Hardinge Bridge Construction, India ▪ Black History at SMU; Voices of SMU; 2010s graduates
Place	Coverage	N	Y	Y	<p>Geographic location depicted in the item. Use terms from the Getty Thesaurus of Geographic Names. When known, use city, county, state/territory; use country when not in the United States. Use state or province for Mexico and Canada, and other countries, when possible. Create specialized terms, as necessary.</p> <ul style="list-style-type: none"> ▪ Dallas, Dallas County, Texas ▪ New Orleans, Orleans Parish, Louisiana ▪ Veracruz, Veracruz state, Mexico ▪ Mount Morgan, Queensland, Australia ▪ Mexican-American Border Region
Description	Description	Y	Y	Y	<p>A short annotation that provides information about the content of a resource and/or explains its part in a large unit or group of items, written using free text. Transcribe from the MARC record 520 field, whenever possible.</p> <ul style="list-style-type: none"> ▪ This portfolio contains 48 sheets with mounted photographs, sometimes with several images per page with captions documenting the advance of German Flight Squadron 27 in the southern Ukraine going from Odessa to Yalta in the spring of 1918. Includes aerial views, cities, railroads, depots, German war equipment and soldiers. ▪ In this typewritten speech, Dr. Hyer discusses the role education plays in a democracy to help citizens realize their full potential.

Field Name	DC Mapping	M	P	S	Description & Examples
					<ul style="list-style-type: none"> The four members of the Beatles interviewed in Dallas, Texas, where they performed at the Dallas Memorial Auditorium. (At desk, left to right) George Harrison, Paul McCartney, John Lennon, Ringo Starr.
Notes	Description	N	Y	Y	<p>Annotations that provide short citations and additional information about the attributes of the resource; a less formal description of the item, written using free text and/or sentence fragments.</p> <ul style="list-style-type: none"> Verso: [stamped] Blessing & Brother, Gallery, Main Street, Houston-Texas. Negative sleeve: [typed] 1491. M. W. Kellogg, at Magnolia Petroleum (for Franklin Industrial Service), 1936. Date refers to date original photograph was taken; copy negative made later. Date obtained from stamp box. Recto: [imprinted on negative] Planted by Us, Texas Nursery Co 24. Mounted on page 01 with eight other photographs.
Language	Language	N	Y	N	<p>Controlled vocabulary. Refer to the language of text or audio using LOC Language Codes.</p> <ul style="list-style-type: none"> eng fra spa
Related Resources	Relation-References	N	Y	Y	<p>Links to related resources.</p> <ul style="list-style-type: none"> Finding Aid: https://txarchives.org/smu/finding_aids/00046.xml Full portfolio: http://digitalcollections.smu.edu/cdm/ref/collection/aaa/id/668
Authorized Subject Terms	Subject	Y	Y	Y	<p>Controlled vocabulary (OCLC searchFast). Use terms that describe the main subject(s) in the item. Use semi-colons between terms. Create terms as needed, especially for critical cataloging.</p> <ul style="list-style-type: none"> Neiman-Marcus; British Fortnight (1973)

Field Name	DC Mapping	M	P	S	Description & Examples
					<ul style="list-style-type: none"> Southern Methodist University; College student newspapers and periodicals; College students Revolution (Mexico : 1910-1920); Men; Women; Crowds
Keywords	Subject	N	Y	Y	<p>Words and phrases that describe the resource that are not in the controlled vocabulary.</p> <ul style="list-style-type: none"> Border War; U.S. Army; U.S. Mexico Border Memos
Physical Description	Format	Y	Y	Y	<p>Description of the physical characteristics of the original resource: includes carrier type, extent, subunits, other physical details, and dimensions in cm (height x width). With some exceptions, follow RDA rules.</p> <ul style="list-style-type: none"> 1 photograph: sixth plate daguerreotype; 7 x 8 cm 1 photographic print (postcard): gelatin silver; 9 x 14 cm 1 volume (104 albumen prints); 27 x 40 cm 10 sheets; 36 x 22 cm
Form/Genre	Format-Medium	Y	Y	Y	<p>Controlled vocabulary (TGM II). Categorization of the original resource based on characteristics such as its function, intended purpose, method of representation, or type of content.</p> <ul style="list-style-type: none"> Photographs; Photographic prints; Photograph albums; Albumen prints Promotional materials Badges; Memorabilia
Railway Identifier	Description	N	Y	Y	<p>Free-text field used to describe the railroad's short line nickname or the nickname of the car.</p> <ul style="list-style-type: none"> Sunset Limited Guthrie & Company Villa del Mar

Field Name	DC Mapping	M	P	S	Description & Examples
Locomotive/Car Number	Description	N	Y	Y	The locomotive or car number. <ul style="list-style-type: none"> ▪ Locomotive 122 ▪ Car 3627
Railway Line	Description	N	Y	Y	Controlled vocabulary. Name of the railway line. <ul style="list-style-type: none"> ▪ International & Great Northern Railroad ▪ Chicago & North Western Railway Company ▪ Ferrocarriles Nacionales de Mexico
Technical Metadata					
Digital Resource Type	Type	Y	Y	Y	Categorization of the digitized resource based on the type of object it is. <ul style="list-style-type: none"> ▪ Image ▪ Text ▪ Video ▪ Audio
Digitization Date	Date-Issued	Y	Y	N	Year in which the digital resource was created. Precede the year with "Digitized:" <ul style="list-style-type: none"> ▪ Digitized: 2015 ▪ Digitized: 2017
Digital Format	Format-HasFormat Of	Y	Y	N	Basic characteristics such as file size, dimensions, duration, etc., of the derivative file uploaded to CONTENTdm. When referring to file types, use period followed by file extension. <ul style="list-style-type: none"> ▪ Displayed as .jp2; uploaded as .jpg ▪ Displayed as .pdf; 3 pages, 1.5 MB

Field Name	DC Mapping	M	P	S	Description & Examples
Archival File Resolution	Format-HasFormatOf	N	Y	N	<p>The pixel array, bit depth information, and color space of the archival file (width x height).</p> <ul style="list-style-type: none"> Archival scan: 3018 w x 4903 h pixels, 48-bit RGB (recto); 3020 w x 4900 h pixels, 48-bit RGB (verso) Archival scan: 25268 w x 9372 h pixels, 24-bit RGB
Digitization Process	Format-HasFormatOf	Y	Y	N	<p>The technical information about the hardware, software, and processes used to create the archival and upload files.</p> <ul style="list-style-type: none"> Digitization process: Scanned using an Epson V850 as 1200 ppi, 48-bit, RGB, .tif; service master changed to black and white, shadows and highlights and exposure adjusted, sharpened, and cropped; derivative resampled to 3000 pixels on the long edge, 24-bit .jpg Digitization process: Scanned using a Cruse scanner as 24-bit, RGB, .tif file; derivative cropped and resampled to 3000 pixels on the long edge, 24-bit .jpg
Administrative Metadata					
Physical Location	Relation-IsPartOf	N	Y	Y	<p>Information concerning box, series, and other details about where the physical item is located.</p> <ul style="list-style-type: none"> Box 3, Folder 21 Cabinet 1, Drawer 1 Box 02, Folder 07, Callier Center Dedication
Call Number	Identifier	Y	Y	Y	<p>Controlled vocabulary. Call number or accession number for the original resource.</p> <ul style="list-style-type: none"> Ag1982.0231 Folio-2 F804.T2 A93 Mss 0060

Field Name	DC Mapping	M	P	S	Description & Examples
Identifier	Identifier	N	Y	Y	Reserved for special identifying information (e.g., ISBN, file name string, or derived sequence for sorting). <ul style="list-style-type: none"> • bowling_mason_dma • smu_2017_0452_hist1326_2021_01_mitchell
Upload File Name	Identifier	Y	Y	Y	Name of the file uploaded to CONTENTdm, including the three-letter file extension. For web pages, use the hyperlink that was uploaded. <ul style="list-style-type: none"> ▪ ag2005_0001_01_brackettville_001c_opt.jpg ▪ ephemera_c920_opt.pdf ▪ https://youtu.be/jNb8NTxIfnQ
Archival File Name(s)	Relation-IsVersionOf	Y	Y	Y	Name of master file(s) from which the upload derivative was derived, including three-letter file extension. <ul style="list-style-type: none"> ▪ ag1983_0282_01.tif ▪ ag1983_0282_01.tif; ag1983_0282_01_sm.tif ▪ folio_hc131_a15_1855_1857_v1_000a.CR2 - folio_hc131_a15_1855_1857_v1_346.CR2; folio_hc131_a15_1855_1857_v1.pdf
Digital Collection	Relation-IsPartOf	Y	Y	Y	Controlled vocabulary. The name of the digital collection to which the item belongs. <ul style="list-style-type: none"> ▪ George W. Cook Dallas/Texas Image Collection ▪ Mexico: Photographs, Manuscripts, and Imprints ▪ Potter Art Iron Studios Collection
Library	Publisher	Y	Y	Y	Controlled vocabulary. The library or libraries to which the original resource belongs. <ul style="list-style-type: none"> ▪ DeGolyer Library ▪ SMU Archives; DeGolyer Library ▪ Bywaters Special Collections; Hamon Arts Library

Field Name	DC Mapping	M	P	S	Description & Examples
Publisher	Publisher	Y	Y	Y	An entity or entities responsible for the digital publication of the item. <ul style="list-style-type: none"> ▪ SMU Libraries
Rights	Rights	Y	Y	N	A rights management statement that contains information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images, etc. <ul style="list-style-type: none"> ▪ Please cite DeGolyer Library, Southern Methodist University as the source of this file. A high-resolution version of this file may be obtained for a fee. For details, see the https://www.smu.edu/libraries/degolyer/using/images web page. For more information, contact degolyer@smu.edu.
Tags	None	Y	N	Y	Controlled vocabulary. This is a hidden searchable field. Always use the tags for month (cul_month_YYYY) and fiscal year (FY_YYYY). Add tags as needed for canned searches. <ul style="list-style-type: none"> ▪ cul_march_2013; compound_object; john_m ▪ cul_july_2022; texttreasures_2022; paul_v; margaret_c; FY_2023

Chapter 2: Creating Digital Images

2.1 Digital File Formats

Three main types of files are used in nCDS digitization projects:

An *archival* file is a high-quality, unaltered digital file.

Almost all archival image files are saved in either .tif (Tagged Image File Format) or .CR2 (Canon Raw Image) format. A-V master file formats differ.

A *service master* is an optimized (e.g., altered) copy of the archival image or media file that retains the quality and resolution of the archival file. The service master is saved separately from the master file.

All service master image files are saved in the .tif format.

A *derivative* is created from the archival or service master file, and is optimized to meet the requirements of its intended end use.

All files that are uploaded to CONTENTdm are derivatives. *Upload image derivatives* are always saved in the .jpg format. For documents, archival .tif, service master .tif or derivative .jpg files may be merged into a .pdf file that is optimized for upload, ideally less than 20 MB. Audio-visual files are compressed and uploaded into YouTube, Vimeo or Sound Cloud. For Sound Cloud, the embed code is placed in a simple .html file, which is uploaded into CONTENTdm for display.

2.2 Digital File Optimization

Optimizations should be made in consultation with the collection curator or nCDS director.

Any optimizations must be noted in the Digitization Process metadata field for the image.

If the archival file does not require optimization, the creation of a service master is unnecessary.

If an image requires *only* minor cropping and/or resizing, a derivative can be made from the archival file without requiring the creation of a service master.

A service master is created when an image requires more advanced alterations such as color and/or exposure correction, straightening, rotating, cropping, and sharpening. In these cases, the derivative is made from the service master.

All upload image derivatives are resized to 3000 pixels on the long edge and saved as .jpg files. Exception: For items that may be under copyright or have restricted access, image derivatives are 750 pixels on the long edge. If the image is not usable at that size, use the lowest possible pixel length on the long edge.

2.3 Naming Digital Files

nCDS staff members will work with the collection curator to develop file-naming schema for collections that have not already been digitized.

The overall goal of file-naming is to allow the items to sort in a pre-determined sequential order. Typically, the upload file name is used as the sort mechanism in the digital collection. With this system, the files sort (and are viewed) in the same order as the items in the physical collection.

It is crucial to examine each accession before digitization to determine the desired overall sort order. Even if only a few items from the collection are being digitized, as in the case of a reproduction order, the file-naming scheme should be designed to produce the desired sort order for the collection as a whole.

When the sort order is complex, create a .txt file for the accession that documents the information to be included in the file names, so others can understand and follow that order. Add the file-naming .txt file to the project files for the digital collection.

In general, file-naming is based on the following order: (1) call number; (2) item number; (3) optional descriptor; and (4) file type (extension).

Digital Collections Workflow and Metadata Guidelines, Version 5

- For the *call number* segment, use lowercase letters and replace periods and spaces with an underscore. Always use precisely what is in the MARC record for the accession or call number.
- For the *item number*, use the pagination or series number, if it exists. Alternatively, the negative number or other information can be used as the item number. If there is no order built into the accession, the scan order can be used for numbering purposes.
- For sorting purposes, pad item numbers with leading zeros, using only the number of zeros required to accommodate the total number of items. For example, use 00-99 for collections with fewer than 100 items and 000-999 for collections with fewer than 1000 items.
- Use zeros to number covers. For example, the cover of a 25-page album would be numbered 00, with the first page numbered 01, the second page 02, etc.
- Depending on how the item is paginated, the fronts and backs of pages can be designated with recto and verso (e.g., 01_r and 01_v).
- When the letter *r* is used to specify recto, *v* to indicate verso, or *c* to indicate composite, precede the letter with an underscore. The underscore may have been omitted from earlier file names, e.g., ag2005_0003_0021v.tif. Leave existing file names as is.

Examples

- ag2003_0136_01_r.tif
- ag2003_0136_01_v.tif

Sometimes it is necessary to build in a series, box, or folder number and/or other sorting information such as city or railway line. Typically, the item numbers go from large to smaller units, e.g. series, box, folder, preceded by an underscore before the item number. Descriptive information, e.g. negative numbers, railway designators, keywords, should be placed at the end, preceded by an underscore. However, each accession needs to be analyzed to determine the best sort mechanisms.

Example: The file name ag2000_1341_01_002_ranger.tif denotes call number Ag2000.1341, Box 1, and the second item, which is from Ranger, Texas.

Digital Collections Workflow and Metadata Guidelines, Version 5

Highly preferred: Add a *descriptor* such as a keyword to the file name. The keyword should come directly from the item's title itself (i.e. a photograph entitled *Fire on Main Street* would get the keyword *fire* and *Grain Threshers at Work* would get the keyword *grain*.) If no formal title exists, choose the most obvious descriptive term.

Examples

- The file name `ag1985_0342x_01_loco426.tif` reflects the locomotive and its number.
- The file name `ag1982_0232_nwp_0001.tif` includes the abbreviation for Northwestern Pacific Railroad, i.e., NWP. In this case, the railroad line forms a key part of the sort order.

Specialized file names are often requested by individual libraries.

For service masters: Append the suffix `_sm` to the file name, directly before the file extension or before the `_r` or `_v` designation.

CONTENTdm upload derivatives, are always considered as "optimized," even if they are only compressed to `.jpg` or `.pdf` format: Append the suffix `_opt` to the file name, directly before the file extension.

Examples

An accession with the call number `Ag2001.0136` that includes fewer than 100 items.

- The archival image file name is: `ag2001_0136_01.tif`
- The service master file name is: `ag2001_0136_01_sm.tif`
- Derivatives can then look like:
 - `ag2001_0136_01_opt.jpg` (CONTENTdm upload derivative; made from archival file)
 - `ag2001_0136_01_sm_opt.jpg` (CONTENTdm upload derivative; made from service master)
 - `ag2001_0136_opt.pdf` (CONTENTdm upload derivative `.pdf` comprised of derivative files that are merged into a single file)

For large and complicated accessions, please check the project files for a `.txt` file with specialized file-naming or cataloging instructions. For any accession that already has items digitized, it is mandatory to review the file-names and metadata records for existing items to maintain consistency. Specialized cataloging instructions include, but are not limited to:

Digital Collections Workflow and Metadata Guidelines, Version 5

- Metadata Guidelines for Baldwin Drawings
- DeGolyer Cataloging Guidelines for Railroad Digitization Projects

2.4 Image Digitization Workflow

Follow the instructions provided in [nCDS Digitization Guidelines and Procedures: Best Practices for Digitization](#).

Open the archival file.

- (1) Make a full-resolution service master if optimizations such as color or exposure correction are required.
- (2) Create an optimized (_opt) .jpg file from the service master or archival .tif file.
- (3) Save all archival scan, service master and derivative files in Rosetta for digital preservation.

2.5 Accessibility

In order to make files accessible to all patrons, nCDS takes the steps outlined in [Accessibility Procedures for SMU Digital Collections](#). The document describes the measures we take to ensure the Digital Collections website, as well as audio, documents, photographs/images, and video materials, are accessible.

In order to make .pdf files accessible to all patrons, nCDS uses the accessibility tools made available in Adobe Acrobat and takes additional steps to make sure documents meet as many of the standards in the Accessibility Check as possible, as outlined in the [nCDS .pdf Accessibility Workflow](#).

2.6 Compound Objects and .pdf Files

Decisions are made on a case-by-case basis as to how multi-part resources, like books, documents, albums, portfolios, etc., will be displayed in CONTENTdm.

In some cases, the discrete parts of a resource, e.g., the prints that comprise a portfolio, may be displayed as individual items.

Digital Collections Workflow and Metadata Guidelines, Version 5

Books and multi-part items may be presented as compound objects. Because of their complicated navigation and need for item level metadata, compound objects should be used rarely. It is preferable to present the items as .pdfs, or as individual items within CONTENTdm linked through controlled terms in metadata fields, including Part of, Series, Related Resources, etc. File-naming and sort order also allow users to browse through the separate items in the correct order.

When displaying a book or multi-part items as a single unit, the upload derivative is typically saved as a .pdf file.

When creating a .pdf file, follow the instructions provided in the document *General Instructions for Creating a PDF*. The document is located in \DigitalCollections\Documentation\Instructions_for_creating_a_PDF.docx on the project server.

When a multi-part resource such as a book, album, portfolio, document, or report is digitized, always create a high-resolution archival .pdf file from the archival .tif, service master .tif, or upload derivative .jpg files. Discuss the best option with the digitization coordinator.

Follow nCDS's [nCDS .pdf Accessibility Workflow](#) to ensure the file meets basic accessibility standards.

Create a low-resolution derivative of the archival .pdf file for upload to CONTENTdm. Try to make the upload derivative 20 MB or less, but always double check that the file is still readable.

2.7 Creating Metadata

Once the physical object(s) have been digitized, metadata for each item is created. Metadata initially is entered into a Google Sheet (spreadsheet).

Each digital collection has a basic metadata template that is used to create a spreadsheet for each digitization project that will be uploaded into the collection.

Metadata templates and project spreadsheets are stored on the nCDS Google Drive.

2.8 Naming Metadata Files

2.8.1 Metadata Templates

The file-naming scheme for metadata templates is xxx_template, where xxx is the applicable three-letter Digital Collection designator.

Example: The three-character designator for the Robert Yarnall Richie Photograph Collection is *ryr*. The name of the metadata template for the collection is *ryr_template*.

2.8.2 Project Spreadsheets

Begin a project spreadsheet file name with the applicable three-letter Digital Collection designator.

When all items digitized for a project belong to a single accession, the preferred spreadsheet naming scheme is xxx_call_number. For the call number segment, use lowercase letters and replace periods and spaces with an underscore.

Example

The call number for [*Lorenzo Becerril photographs of Mexico*] is Ag2000.1367. The accession includes 15 items.

Digitized images of this accession will be uploaded into the *Mexico: Photographs, Manuscripts, and Imprints* digital collection (designator = mex).

The spreadsheet file name is mex_ag2000_1367.

Optional: Add identifying information, e.g., the range of item numbers included in the spreadsheet, to the file name.

Example

The call number for the *Robert Yarnall Richie Photograph Collection* is Ag1982.0234. The accession includes approximately 10,000 photographic negatives, as well as 45 boxes and 9 file cabinets of other resources.

Digital Collections Workflow and Metadata Guidelines, Version 5

For the sake of convenience, each Richie spreadsheet typically contains metadata for approximately 20 items. As this practice results in the creation of numerous Richie spreadsheets, it is necessary to build information that identifies the range of item numbers into these file names.

A group of digitized images from negative series numbered 0160 to 0166 will be uploaded into the *Robert Yarnall Richie Photograph Collection* (designator = ryr).

The file name ryr_ag1982_0234_0160-0166 indicates that the spreadsheet contains metadata for images from negative series 0160 to 0166.

If the items digitized for a project belong to multiple accessions and therefore have different call numbers, an alternative naming scheme can be devised to identify the spreadsheet content.

2.9 Metadata Creation Workflow

nCDS's Digital Collections metadata passes through three stages: (1) creation; (2) quality control; and (3) upload to CONTENTdm. The following procedure is used to help track the assignment and progress of spreadsheets as they move through the various stages:

While creating metadata, catalogers append their initials to the spreadsheet file name, directly before the file extension. Initials are lower case and enclosed in parentheses.

Example: eaa_vault_folio_2_ta71_a4_1883_2 (mh)

When metadata creation is finished, catalogers add the term *done* after their initials, preceded by one space and followed by the closing parenthesis. The cataloger then notifies the digital production librarian by e-mail that this stage has been completed and a proofreader is assigned.

Example: eaa_vault_folio_2_ta71_a4_1883_2_(mh done)

When assigned to provide quality control, proofreaders add their initials after the term *done*, preceded by one space and followed by the closing parenthesis.

Example: eaa_vault_folio_2_ta71_a4_1883_2_(mh done kh)

When proofreading is finished, proofreaders add the term *done* after their initials, preceded by one space and followed by the closing parenthesis. The proofreader then notifies the digital production librarian by e-mail that this stage has been completed.

Example: eaa_vault_folio_2_ta71_a4_1883_2_(mh done kh done)

2.10 Final Steps

After the digital objects and associated metadata are uploaded to CONTENTdm, the uploader is responsible for finishing each of the following steps.

- Export metadata for the full collection and delete oldest copy of the metadata export in the projects folder.
- Move the spreadsheet to the FINISHED folder in Google Drive.
- Delete files from workstation(s).
- Send email to the digital collections librarian, digital production librarian, and digitization coordinator that the digitization project has been uploaded.
- Provide a link to the items by using the call number and month tags.
- Include a short description for the monthly report.

Chapter 3: SMU Libraries Digital Collections Cataloging

3.1 General Guidelines for Cataloging

Many SMU Libraries Digital Collections are based on the cataloging guidelines listed below. Not all collections contain all metadata fields, and some customizations exist. Some legacy and earlier collections contain separate metadata profiles in their project files, located on the project server.

- Mandatory CONTENTdm metadata fields must be used.
- Field names may be changed in consultation with curators and nCDS librarians.

Digital Collections Workflow and Metadata Guidelines, Version 5

- New fields may be added in consultation with curators and nCDS librarians.
- The order of the fields may be changed.
- nCDS staff will work with collection holders to develop a unique file-naming scheme and digital archive for each accession.

It is recommended that the metadata be viewed as exported standard Dublin Core XML early in a project. Due to the vagaries of OAI-PMH metadata harvesting, multiple custom fields often are mapped to a single Dublin Core element. Sometimes when CONTENTdm metadata is exported, the content of all fields mapped to a specific Dublin Core element is placed in a single field, potentially making the metadata unintelligible. Punctuation or labels such as *Digitization process*: may need to be added for clarity.

It is extremely important to maintain consistency throughout the collection. Consistency is essential to achieving the best possible search results and metadata display. Please contact nCDS for help in developing consistent style and content conventions.

3.2 Style Guidelines for Cataloging

3.2.1 General Style Guidelines

Do not use special characters, including diacritics, as CONTENTdm often does not display them correctly (unless they are added directly into the Project Client) and/or they get transformed during metadata export. Characters on the top row of the QWERTY keyboard (e.g., @, #, &), however, may be used.

Do not use quotation marks, as CONTENTdm turns them into a double set of quotation marks. Use two apostrophes in place of a quotation mark. Avoid using double apostrophes as quotation marks in general whenever possible.

Do not begin a metadata field with an apostrophe or a "quotation mark" (two apostrophes), unless it is a crucial part of the title, due to formatting issues in CONTENTdm, which sometimes omit one or more of the leading apostrophes. Check the item once it is online to see how it displays. The incorrect display, e.g., one opening apostrophe when two have been used, may be fixed within CONTENTdm.

Digital Collections Workflow and Metadata Guidelines, Version 5

Do not place any mark of punctuation directly after a URL, as doing so causes CONTENTdm to break the hyperlink. Separate a URL from any text that follows with two blank spaces ().

Do not use paragraph breaks or tabs.

Use a single hyphen in place of a dash with single spaces around the hyphens, since the CONTENTdm search will not be able to find the terms otherwise.

If the accuracy of all or part of the information entered in a field that is not based on a controlled vocabulary is uncertain, follow the last word with one space and a square bracket-enclosed question mark ([?]). An exception to this guideline is made for titles that are enclosed in square brackets, i.e., cataloger-created titles. In the case of a bracketed title, place a space, followed by a question mark between the last word of the title and the closing bracket (?]).

Examples

- Dallas, Dallas County, Texas [?]
- [P. L. Montague Standing in Front of House ?]

Use one space, not two, between sentences and after a colon.

Use one space between the initials in a name unless the initials are used alone. In the Creator, Contributor(s), Notes, and Keywords fields, exceptions to this guideline are made for LOC Name Authority headings (e.g., corporate name headings such as E. & H.T. Anthony) and for text that is transcribed directly from a resource.

Examples

- T. C. RocheWaite
- C. B. (Charles Burlingame)
- R. M. & J. B. Linn
- LBJ

Digital Collections Workflow and Metadata Guidelines, Version 5

Use the Oxford (serial or series) comma, i.e., "When a conjunction joins the last two elements in a series of three or more [items], a comma . . . should appear before the conjunction." An exception to this guideline is made for titles and text that are transcribed directly from a resource (4.1 and 4.12).

Example: Europe, Asia, and Australia.

Place periods and commas inside closing quotation marks. Place semicolons and colons outside closing quotation marks. Place question marks and exclamation points outside closing quotation marks *unless* they are part of the quoted material.

Use a mark of omission (i.e., three consecutive periods) in place of ellipsis points (i.e., three spaced periods) to indicate that a word, phrase, paragraph, etc., has been omitted from text. Add one space before and after the periods (...). Use only three periods (the three-dot method), regardless of where the omission occurs (e.g., in the middle of a sentence or between sentences).

Example: The choice ... typically is made by the publisher.

Format titles in APA title case using this web tool: <http://titlecase.com/> for cataloger-generated titles. Leave punctuation as is in titles that are transcribed directly from a resource (4.1).

3.2.2 Style Guidelines for Source Citations

We use a short, easy-to-read citation style, mainly in the Notes field, to allow users and catalogers to know where information was obtained, e.g., Title, Creator, Date, Place, etc.

When used in the Description field, place source citations after the body of text in the Description field (i.e., not immediately after the information to which it applies). Do not place citations in the Related Resources field.

Precede one citation with the term Source: and two or more citations with the term Sources:

Separate the elements of a citation with a comma, space (,).

End source citations with a period.

Digital Collections Workflow and Metadata Guidelines, Version 5

When citing two or more sources, separate citations with a period, space (.)

Arrange two or more citations in order of importance, i.e., most important first.

Do not enclose the titles of articles, chapters, and other short works in quotation marks because of the quotation mark limitation in CONTENTdm.

Use the form of an author's name that appears in the source. Give names in normal order (i.e., First Name Last Name).

Use Arabic numerals for the volume number of a journal. Precede the number with the term Volume.

Example: Volume 38

Precede the issue number of a journal with the term Number.

Example: Number 3

Precede page numbers with the term page or pages. When giving a range of page numbers, separate the numbers with a hyphen.

Example: pages 5-12

Format the date of a newspaper or magazine article as: Month dd, yyyy. Spell out the name of the month.

Example: March 2, 2013

3.2.3 Format and Content of Source Citations

Short Citations for Notes

Citations allow users and catalogers to know where information was obtained, or to clarify information (like dates).

Put citations as the first note in the Notes field. Briefly describe where the information was obtained or what is being clarified. Do not include URLs, since they can break over time. Older existing records may contain URLs.

Examples

- Date derived from stampbox.
- Date refers to postmark.
- Date refers to original photograph.
- Source: A Rare Stearman Returned Home, Antique Airplane Association and the Airpower Museum, April 26, 2013.
- Source: Charlie Poekel, Babe & the Kid: The Legendary Story of Babe Ruth and Johnny Sylvester, Arcadia Publishing, 2007.

Chapter 4: Descriptive Metadata

4.1 Title

Dublin Core Element: Title

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 245

Description

Name given to the resource by the creator, publisher, contributor, or cataloger. Titles are created by the cataloger when no formal title is available.

Style

Always use the title given in a MARC record if it is available. Make sure the title matches the MARC record precisely, even if something different is written on the item that may be transcribed as a title.

The preferred source of information for published resources is either the title page or the cover. The preferred source of information for graphic materials is the resource itself, including captions, permanently-affixed labels, handwritten notes, and containers such as negative sleeves. Give preference to a source in which information is formally presented.

If formally-presented information is not available, give preference to a note written in period script as the source of an original title. If the content of such a note is known to be incorrect, use the information as is and enter an explanatory note in the Notes field and formulate an alternative title based on accurate information.

Digital Collections Workflow and Metadata Guidelines, Version 5

Transcribe the title of the original resource exactly as to wording, order, spelling, and capitalization, except when words are in all caps. If the entire title is written in all caps, transcribe using APA title case using this web tool: <http://titlecase.com/>. In the case of an isolated word(s) in all caps, transcribe using APA title style. Acronyms and initials remain in all caps. End the title with a period if a period is used in the source.

On a case-by-case basis, add punctuation that is necessary for common-sense understanding. Examples include commas or periods, e.g. city, state, or to separate dates. Often, such punctuation is implied on the item by placing the information on separate lines or in disparate sections. Examples: El Mundo Ilustrado Mexico, 7 de Abril de 1907 becomes El Mundo Ilustrado, Mexico, 7 de Abril de 1907 (comma added before the word Mexico), or Weighing Cotton Leonard Tex. Becomes Weighing Cotton, Leonard, Tex. For dates, South Congress from Bridge 6-15-35 would become South Congress from Bridge, 6-15-35.

When transcribing a misspelled word from a resource, add the term *[sic]* directly after the word to indicate that the misspelling is not a cataloging error. Do not use *[sic]* for British spellings or geographical terms that were considered accurate at the time the piece was created.

If the title is extremely long, extract a shortened version. Transcribe the full title in the Notes field, preceded by the phrase *The full title for the item is ...*

Items created by specific photographers may have the negative number added in brackets at the end of the title upon request from the curator.

Include dates and places if they are intended to be part of the title; otherwise, enter such information in its assigned field.

If an item does not have an original title, formulate a title that describes the resource and enclose it in square brackets.

4.1.1 Creating a Title

Use APA title case. AACR2 style may have been followed in earlier records. Leave titles in existing records as is.

Digital Collections Workflow and Metadata Guidelines, Version 5

Keep titles short and concise.

Use commas instead of prepositions.

Example: [Concession Tent and Employees, State Fair of Texas] NOT [Concession Tent at the State Fair of Texas]

Avoid beginning a title with an article (i.e., a, an, the) whenever possible.

Do not end a title with a period when the title is cataloger-generated.

Strive to use titles that are not identical. Add the date or a short descriptive phrase to differentiate titles that would otherwise be identical. Use a number sequence only when the items are collocated as a sequential group of photographs, negatives, or documents.

- [Woman with Pencil and Booklet, Facing Front]
- [Woman with Pencil and Booklet, Seated]
- [Beatles Press Conference, Dallas, 1964, No. 01]
- [Beatles Press Conference, Dallas, 1964, No. 02]

Spell out the word *and* rather than using an ampersand when creating a title. An exception is allowed for railroad titles created by a cataloger where the ampersand may be preferred, i.e., in the name of a railway line.

When a formulated title includes a corporate name that contains a word such as *Company*, *Corporation*, or *Incorporated*, use the standard abbreviation of the term, e.g., Co., Corp., Inc., in the title. Enter the LOC authorized name authority, if available, in the Authorized Subject Terms field. If the two names are different, defer to the LOC version.

Examples

- Court House, La Salle Co., Cotulla, Texas
- Arapahoe County Map
- El Presidente de la Republica a su Ilegada al campo de la revisita.
- [Male Students, Metropolitan Business College, Dallas, Texas]

Digital Collections Workflow and Metadata Guidelines, Version 5

- [Cowboys in Front of Small House with Thatch Roof on Ranch]

See *DeGolyer Library Railroad Collection Titles* (4.1.2) for additional guidelines specific to creating titles for DeGolyer Library railroad collection resources.

Optional: For untitled pages of multi-part resources, e.g., books, albums, portfolios, create a title using the following format: Title of Resource, [Page xx] (substitute a term such as *Cover*, *Inside Cover*, *flyleaf*, etc., for page information when appropriate). Do not enclose the title in square brackets, unless it is cataloger-generated. If a page has an original title (e.g., a titled book illustration), enter the original title in the Title field and enter the formulated title in the Alternative Title field, even if none of the other pages have an original title.

Examples

- American Indians: First Families of the Southwest, [Cover]
- American Indians: First Families of the Southwest, [Pages 20 and 21]
- [La Decena Tragica, Front Cover]
- The War Between the United States and Mexico Illustrated. [Front Cover]
- In this example, the resource is page 25 of the book *Taos Pueblo*. The original title of page 25 is *III. A Man of Taos*.
 - Title field: III. A Man of Taos
 - Alternative Title field: Taos Pueblo, [Page 25]

Titling and Description of Correspondence

Use the following format when titling letters, notes, etc.:

- [Sender Name to Recipient Name, YYYY Month DD]
- [Nelle Johnston to W. Ernst Minor, 1969 August 18]

For Memorandum, transcribe information from the To: and Re: lines when it is available.

- Memorandum to: Callier Center Trustees re: Dedication Ceremonies

Digital Collections Workflow and Metadata Guidelines, Version 5

In the Description field, document the professional titles of the correspondents, if they are easily available, and write a brief summary of the subject of the correspondence. Use Correspondence in the Form/Genre field, and Letters as an Authorized Subject Term.

4.1.2 DeGolyer Library Railroad Collection Titles

Railroad Photographs

If an item does not have an original title, create a title that includes the railway line, builder, car type, number, and/or route, if known. The spelled-out abbreviation, i.e., not the acronym or initials, for the railway line should be used.

When both the railway line and the builder are known, use the following sequence: railroad, locomotive number, builder.

The following styles are acceptable: Locomotive No. xx; Locomotive xx; No. xx.

Optional: Create an Alternative Title using this style when the original title does not capture this information adequately.

Information on the sleeve or index card of an item should be used in this style, rather than a direct transcription.

Examples

- [Atlantic Coast, Locomotive 2003]
- [Chicago, Burlington & Quincy, "Missouri" Locomotive and Tender]
- [Ferrocarril del Sureste, Pullman Sleeping Car 7813-12, "Tacotalpa"]
- [Ferrocarril Mexicano, First Class Car 40]
- [Ferrocarril Mexicano, Dining Car, "Apizaco"]
- [International & Great Northern, Locomotive 122 with Tender]
- [Grant Locomotive Works, No. 239]

Depot and station photographs

If an item does not have an original title, create a title that includes the railway line and geographical location, if known. The spelled-out abbreviation, i.e., not the acronym or initials, for the railway line may be used. Do not abbreviate the geographical location.

Create an Alternative Title (4.2) using this style when the original title does not capture this information adequately.

Examples

- [Southern Railway Depot, Tuscumbia, Alabama]
- [Texas & Pacific Railway, South Mansfield Depot, Mansfield, Louisiana]
- [Texas & Pacific Railway Depot, Pleasant Hill, Louisiana]

4.2 Alternative Title

Dublin Core Element: Title

Dublin Core Qualifier: Alternative Title

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 246

Description

Alternative name given to the resource by the creator, publisher or contributor, including translated titles. Alternative titles may be created by the cataloger.

Style

Most items do not need an alternative title. Use them sparingly to clarify titles originally in other languages or with abbreviations that make the subject unclear. Do not use alternative titles if the information will be available in other fields, e.g., Date, Place.

Use same style as Title field.

Enclose cataloger-created Alternative Titles in square brackets.

Enclose translations of non-English titles in brackets. Earlier records that do not use brackets do not need to be changed.

Examples

- Original title: Group, General Sedgewick [sic], Col. Sackett, And Lt. Col. Colborn [sic], Harrison's Landing, August, 1862.) Alternative title: [Harrison's Landing, Virginia, (left to right) Colonel Albert V. Colburn, Colonel Delos B. Sacket, and General John Sedgwick]
- Original title: Gallery "Point Lookout," Lookout Mountain, Tenn.) Alternative title: [Umbrella Rock at Point Lookout, Tennessee]
- Original title: Interior de la Estacion del Ferrocarril de Veracruz) Alternative title: [Interior of the Veracruz Railroad Station]

4.3 Creator

Dublin Core Element: Creator

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 1XX, 7XX

Description

Person or entity primarily responsible for creating the intellectual content of the resource. Examples of creators include authors, artists, photographers, etc.

Do not add roles to creators and contributors. Do not put [attributed] in the Creator field; this information will be added in a Note (see below).

For photography studios, use the authorized name of a person in the Creator field instead of the photography studio when the studio is named after a singular person and we know his or her authorized name.

In instances where a photography studio is named after multiple people and we know their authorized names, place the studio name in the Creator field and include the individual names in the Contributors field.

Style

Shared controlled vocabulary.

For personal names, use the LOC Name Authority heading, if available. Do not change, e.g., add birth and death dates, to the LOC authorized name.

Digital Collections Workflow and Metadata Guidelines, Version 5

Use Unknown if the Creator is unknown. Do not leave the field blank.

Use whatever information is available. For example, if “Smith” is inscribed on an image, put Smith or Smith [?] in the Creator field, even if no other information can be found.

If there is no LOC name authority, follow LOC style to create a heading, providing the fullest form available, e.g., last name, first name, middle name/initial, birth and death dates. Document the original spelling from the item, if available, as well as the proposed authorized version of the name, in the Local Name Authorities spreadsheet for approval. Add important notes or URLs, including reference materials for dates of birth and death, years worked as a photographer, etc., in the Notes column of the spreadsheet.

For corporate names, use the LOC authorized name heading, if available. If not, follow LOC style to create a proposed Local Name Authority heading.

Transcribe alternative spellings, e.g., for photography studios, precisely as they are in the Notes field.

When necessary, use alternative spellings if they are commonplace or acronyms, e.g., for railroads, in the Keywords field.

If a creator's relationship to the resource is attributed but not verified, provide this information in the Notes field, i.e., This photograph is attributed to Matthew Brady.

Separate multiple entries with a semicolon, space (;).

Use punctuation that is part of an authorized term or part of the name, e.g. initials.

Do not add punctuation to close this field.

Examples

- Paxson, Charles
- Roche, Thomas C., 1826-1895
- Biscoe, T. Dwight (1840-1930); Biscoe, Walter S. (1853-1953)
- Unknown

4.4 Contributor(s)

Dublin Core Element: Contributor

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 7XX

Description

Person or entity whose contribution to the creation of the resource is significant but secondary to that of any person or entity specified in the Creator field, e.g., editor, transcriber, publisher.

Style

Shared controlled vocabulary.

Use style guidelines for Creator field.

Leave this field blank if there are no known contributors.

Examples

- Fraser, Russell A.
- Weatherington Brothers
- The Texas Nursery Company

4.5 Date

Dublin Core Element: Date

Dublin Core Qualifier: Created

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 264

Description

Creation date for the original resource from which the digital object was created.

Style

Always try to find a date or date range for each item, particularly if it may be in copyright. Contact the collection curator with any questions regarding the date of a resource.

Use the fullest date available, spelling out the day and month if it is available.

Do not put spaces between hyphens in a date range.

Use the abbreviation *ca.* for the term *circa*.

Always precede a decade or date range with *ca.*

Express decades as numerals. End decade date ranges with the letter *s*, e.g., instead of *ca. 1910-1919*, use *ca. 1910s*.

Digital Collections Workflow and Metadata Guidelines, Version 5

If no date is known, use the term *no date*. The term *n.d.* may have been used in earlier records. Leave these records as is.

If two dates are applicable, e.g., date photograph or item was created vs. date of publication, use the former.

See *Notes on Documenting Dates* below.

Do not use closing punctuation in this field.

Examples

- June 29, 1919
- October 1885
- 1906
- ca. 1890
- ca. 1980-1985
- ca. 1920s
- ca. 1918-1920s
- ca. 1860s-1870s
- no date

4.5.1 Notes on Documenting Dates

For dates based on a postmark and for which no other date information is available, use the year of the postmark and add a circa date in the Date field. Add the following note in the Notes field: Date refers to postmark. Transcribe the postmark in the Notes field.

For items with a postmark and other date information that refers to the date of the photograph, i.e. inscription on the negative, date given in accompanying text, etc., use the earlier date in the Date field.

For items with a postmark and no other date information, but for which the date of the photograph may be found through research, use the date found through research in the Date field. Add a note in the beginning of the Note field as to how the date was determined, e.g., Date obtained from (i.e. history of town, account of event, etc.) and a short citation, if the information is not easily found.

Digital Collections Workflow and Metadata Guidelines, Version 5

For items with a postage stamp and no other information, use the postage stamp as a reference point and check the date range it was in circulation, e.g., 1908-1910. Use this range as a circa date and add a note in the beginning of the Note field that states: Date obtained from postage stamp. Use similar style for stamp boxes.

For items with a wide date-range from a stamp box, i.e., 1910s-1930s, examine the content of the photograph to narrow the range through research, e.g., signage, clothing style, vehicles, etc. Add a note in the Notes field only if necessary for clarification.

4.5.2 Copyright Research Based on Dates

Use the [Copyright at Cornell Libraries: Copyright Term and the Public Domain](#) web page to determine whether an item may be in copyright.

Note the difference between Unpublished and Published Works.

If the item is Unpublished for more than 120 years or Published after the current year that is out of copyright, use the public domain rights statement.

Use the [SMU Libraries Digital Collections Copyright Policy](#) flow chart to document whether the item is a low risk or if it needs to be restricted.

All items that may be under copyright must be resized to 750 pixels on the long edge.

Check with one of the nCDS librarians or the nCDS director regarding questions about the copyright status.

4.6 Date (EDTF)

Dublin Core Element: Date

Dublin Core Qualifier: Created

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 264

Description

The Extended Date/Time Format (EDTF) replicates the Date, as cataloged above, following LOC's EDTF, to correspond with international standards for cataloging dates and facilitate precise date searching and sorting.

Style

Use these guidelines to formulate the date using the EDTF standard: <https://www.loc.gov/standards/datetime/>

Also, for reference:

- [ISO 8601](#)
- [ISO 8601 Date Range](#)
- [ISO 8601 Uncertain/Approximate Dates](#)

Do not use closing punctuation in this field.

Do not spell out dates in the Date (EDTF) field.

Use "~" in place of "ca." Place the symbol after date.

Digital Collections Workflow and Metadata Guidelines, Version 5

Use "?" to designate an unknown date. Place the symbol after the date.

Use "/" to separate dates in a date range.

Use "x" to replace a questionable date that occurred once during a time period (1920s, etc.)

YYYY

YYYY-MM

YYYY-MM-DD

YYYY-MM-DD/YYYY-MM-DD [closed date range]

/YYYY [open date range, no beginning date known]

YYYY/ [open date range, no ending date known]

With a date range using an "or" date, use square brackets [], but when dealing with multiple dates that are scattered, use braces { }

Examples:

- 1876-09-19
- 2011-06
- 1900
- 2012~
- 1999?
- 1809-09-01/1810-10-01
- 192x
- 192x/193x
- 186x/1885~ (for ca. 1860s-1885)
- 1885~/1890~ (for ca. 1885-1890)

- 1918-06~ (for ca. June 1918)
- 1925~/1929~ (for ca. 1925-1929)
- [1918-09-06, 1918-09-18] (for September 6 or September 18, 1918)
- {1936, 195x~/198x~} (for Date: 1936 (artwork), ca. 1950s-1980s (slide))

4.7 Decade

Dublin Core Element: Date

Dublin Core Qualifier: Created

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 264

Description

The decade during which the original resource was created.

Style

Shared controlled vocabulary.

Use the format yyy0-yyy9. Separate the years with a hyphen (no spaces before/after the hyphen).

Separate sets of decades with a semicolon, space (;).

Leave this field empty if no date is known.

Leave this field empty if the date range includes more than two decades.

Do not use closing punctuation in this field.

Examples:

- 1860-1869
- 1900-1909; 1910-1919

4.8 Part Of

Dublin Core Element: Relation

Dublin Core Qualifier: IsPartOf

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 773

Description

The formal title of the accession or collection to which the original resource belongs found in the MARC record.

Style

Shared controlled vocabulary.

Use the title that appears in the SMU Libraries bibliographic record for the item or accession. Record the title exactly as to wording, order, spelling, and capitalization, except for the following two cases:

- Omit the extra space that precedes a colon.
- Omit any general material designation that appears in the title statement, e.g., [graphic].

Digital Collections Workflow and Metadata Guidelines, Version 5

If the title is extremely long, shorten it and use a mark of omission (...) to indicate that part of the title proper has been omitted.

Use this field for items like books, where the title of the digital resource and the title of the accession are the same. This practice allows a controlled vocabulary term to be created for the resource.

Check with the curator about whether to use the date in the MARC 245 |f field.

When quotation marks are in the MARC record, use double apostrophes.

Do not use closing punctuation in this field, unless it is part of the term in the MARC record.

Examples:

- George Albert Converse papers and photographs, 1861-1897
- Alexander Gardner cartes de visite and portraits
- Destruction of New Laredo Mexico April 24, 1914
- All the western states and territories, from the Alleghanies to the Pacific, and from the Lakes to the Gulf, containing their history from the earliest times ...

4.9 Series

Dublin Core Element: Relation
Dublin Core Qualifier: IsPartOf
Mandatory: No
Public: Yes
Searchable: Yes
MARC Field: 773

Description

A formal or cataloger-derived series that is a more granular description than the Part Of field.

Style

Shared controlled vocabulary.

Transcribe the series title of the original resource exactly as to wording, order, spelling, and capitalization, except when words are in all caps.

Transcribe all punctuation as it appears in the original resource.

Always include series and sub-series titles from finding aids in this field.

Create series titles for discrete sub-units of an accession, e.g. albums, diaries, etc. These do not need to be bracketed.

One item may belong to multiple series. Separate multiple entries with a semicolon, space (;).

Do not use closing punctuation in this field, unless it is part of the series term.

Examples

- Indians of the Colorado Valley.
- Broad Panel Views, Yellowstone Park
- Album 3, Hardinge Bridge Construction, India
- Series 1: Postcards and Small Prints
- Black History at SMU; Voices of SMU; 2010s graduates

4.10 Place

Dublin Core Element: Coverage

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 522

Description

Geographic location depicted in the item. The [Getty Thesaurus of Geographic Names Online](#) is the preferred resource.

Style

Spell out all place names, e.g., the names of cities, states, countries.

Include information on the place as it is named today (versus the historical name).

Digital Collections Workflow and Metadata Guidelines, Version 5

Go from smaller to larger geographic areas (e.g., City, County, State/Region).

Include the country for locations outside the United States.

Separate areas with a comma, space (,).

Leave blank if the place is unknown.

Put [?] at the end if the place cannot be confirmed. Include multiple places, when necessary, separated by a semi-colon.

For U.S. locations, include the county. Follow the county name with the term *County*, capitalized and spelled out.

For cites that comprise multiple counties, and for which the exact county depicted is not known, use the preferred county as listed in the Getty Thesaurus of Geographic Names.

Include the state or province for Mexico and Canada, and state, territory, or region information for other countries when it is easily available.

If the exact, current place is not available, use the period place as denoted on the object, e.g., Wyoming Territories, U.S. Mexico Border Region.

Records from many older items did not follow the Getty Thesaurus of Geographic Names. These items do not need to be changed.

The following border cities must also have North America--Mexican-American Border Region in the Authorized Subject Terms field and U.S. Mexico Border in the Keywords field:

Digital Collections Workflow and Metadata Guidelines, Version 5

- Brownsville, TX - Matamoros
- Calexico, CA – Mexicali
- Columbus, NM – Puerto Palomas
- Del Rio, TX - Ciudad Acuña
- Douglas, AZ - Agua Prieta
- Eagle Pass, TX - Piedras Negras
- El Paso - Ciudad Juárez
- Hidalgo, TX - Reynosa
- Laredo, TX - Nuevo Laredo
- Naco, AZ – Naco, Mexico
- Nogales, AZ – Nogales, Mexico
- Pharr, TX – Reynosa
- Presidio, TX - Ojinaga
- Tijuana
- Tecate, CA – Tecate, Mexico

Do not use closing punctuation in this field.

Examples:

- Dallas, Dallas County, Texas
- Mexico [?]
- Maryland Heights, St. Louis County, Missouri
- New Orleans, Orleans Parish, Louisiana
- Veracruz, Veracruz state, Mexico
- Kilgore, Gregg County, Texas [?]; Kilgore, Goliad County, Texas [?]

4.11 Description

Dublin Core Element: Description

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 500

Description

Use this field to include a succinct description of the resource.

Style

If available, use the Description from the MARC 520 field. Make slight adaptations, only if necessary, to make sense.

If the MARC 520 is not available or does not pertain to a single item in a large accession, use this field to provide a brief, freely-written description of the item.

Use full sentences or sentence fragments.

Use this field to place a single page or photograph within the context of a larger item, e.g., book, album.

Cite source(s) for information that is/are not generally known or easily checked. When creating source citations, follow the guidelines in 3.2.2 and 3.2.3.

This field is now Mandatory for accessibility purposes.

End this field with a period.

Examples:

- This photograph is part of the Cananea, Mexico collection that includes 21 photographs of Cananea, Mexico, located just across the Arizona border, showing striking miners, armed men, demonstrations, the mine site, and American company employees.
 - Inside the steam pump room at the water station in Lemberg.
 - Illustration depicting Uncle Sam seated across a chessboard from a figure representing Mexico. On the chessboard are American soldiers and Mexican soldiers.
 - In this typewritten speech, Dr. Hyer discusses the role education plays in a democracy to help citizens realize their full potential.
 - The four members of the Beatles interviewed in Dallas, Texas, where they performed at the Dallas Memorial Auditorium. (At desk, left to right) George Harrison, Paul McCartney, John Lennon, Ringo Starr.
 - Soldiers of the 28th Infantry at Fort Crockett, Galveston, Texas.
-

4.12 Notes

Dublin Core Element: Description

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 500

Description

Annotations that provide additional information about the attributes of the resource, written using free text.

Style

Place notes that are not transcribed from the resource ahead of those that are.

Digital Collections Workflow and Metadata Guidelines, Version 5

Document where other information, e.g., Creator, Date, Place, is obtained, if the information is not found directly from the item. Such notes should be concise, including only a shortened citation that includes pertinent details (3.2.3).

Use a note to explain discrepancies in dates. For example, if there is a photograph on a postcard that was taken earlier than the postcard was printed, put: Date refers to original photograph. Postcard created ca. YYYY.

When transcribing from the resource, spell and punctuate the information exactly as it appears on the item. An exception is made in cases where punctuation such as commas, periods, etc., are used to improve the readability and/or clarity of the text. For example, always separate the lines of an address, i.e., name, street address, city and state, with a comma, space (,).

Include notes in the MARC record whenever possible. Do not edit or change MARC record notes unless necessary.

When transcribing a misspelled word from a resource, add the term *[sic]* directly after the word to indicate that the misspelling is not a cataloging error. Do not use *[sic]* for British spellings or spellings that were considered correct during the time period the item was created.

Do not transcribe large amounts of text. Use a mark of omission (...) to indicate that text has been omitted or add a note that the text is not transcribed.

Transcribe the place of publication from a resource only when it is relevant to or would be helpful in finding and identifying the item. Omit secondary locations named in the imprint, particularly when their inclusion would negatively affect search precision, such as publisher locations in multiple cities.

Always describe where information is being transcribed. Use the terms *Recto:* and *Verso:* to denote that information is located on the front or back of an item. Use the term *Negative sleeve:* to denote that information is located on the sleeve of a negative.

Follow the terms *Recto* and *Verso* with a note about the format of the text, e.g., handwritten, imprinted, stamped. Use lower case and enclose the text in square brackets. If relevant, provide additional descriptive information, e.g.,

Digital Collections Workflow and Metadata Guidelines, Version 5

handwritten in red ink, handwritten in period script. If the format cannot be confirmed, omit the information, or check with a librarian or the curator.

Always transcribe postmarks, when they are legible. Do not transcribe stamps unless they are on a Civil War item (Note: Civil War stamps are tax stamps, not postage stamps, and can be used to date an item).

All text in brackets in notes is lower case, even if it forms a sentence, and does not include punctuation, e.g., [descriptive text not transcribed].

If access to a resource is restricted, enter the term *Restricted access*. as the last note in the field.

Separate multiple notes, e.g., *Recto* and *Verso* notes, with a period, space (.).

Within a note, separate transcriptions of text located in different areas on the item, e.g., text that appears at the top, sides, and bottom of the recto or verso, with commas or a period, space (.).

For quotation marks, use double apostrophes.

Only transcribe period, handwritten notes if they are short and/or important. Otherwise, put: [handwritten note not transcribed].

For large blocks of text not transcribed, put: [descriptive text not transcribed].

For content that users may find upsetting, use this phrase as the first sentence: Content warning: this item contains racist or offensive material and is viewable by request. Use related ASTs, e.g., Racism

End this field with a period.

Useful terms: recto, verso, negative sleeve, stamped, imprinted, imprinted on negative, caption, handwritten, transcription.

Examples:

- Negative sleeve: [typed] 1491. M. W. Kellogg, at Magnolia Petroleum (for Franklin Industrial Service).
- Recto: [engraved on negative] Mujeres Listas Para Recivia a Rabago. [inscribed on negative] 1142.
- Title obtained from previous page. Restricted access.
- Date refers to date original photograph was taken; copy negative made later.
- Recto: The Delineator for March, 1914. Page 3. Women of War In Mexico. By N.C. Adossides. [label underneath illustration] Drawn from Life by George Amy. [text of article not transcribed].
- Date derived from stamp box. Recto: [imprinted on negative] Planted by Us, Texas Nursery Co 24.
- Recto: [imprinted] Keystone View Company. Verso: [descriptive text not transcribed].

4.13 Language

Dublin Core Element: Language

Mandatory: No

Public: Yes

Searchable: No

MARC Field: 041

Description

The language of text of any type in an item, e.g., notes, documents, letters, imprints, captions, etc.

Style

Shared controlled vocabulary.

Use three-letter language code from https://www.loc.gov/standards/iso639-2/php/code_list.php.

Use more than one language code, if necessary. Separate the terms with a semi-colon.

Examples:

- eng
- fre
- spa

4.14 Related Resources

Dublin Core Element: Relation

Dublin Core Qualifier: References

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 787

Description

Links to related resources.

Style

Refer to related resources by URL.

Refer to the finding aid, if one exists.

Do not place any mark of punctuation directly after a URL, as doing so causes CONTENTdm to break the hyperlink. Separate a URL from any text that follows with two spaces ().

Use this field to link to related or identical items made from the same negative in SMU Libraries Digital Collections, e.g., Related postcard: (CONTENTdm hyperlink). Place this information first, i.e., before the finding aid.

Only refer to related photographs in the Related Resources field if they are printed from the same negative, or feature the same subject at the same time period, i.e. two pictures of the same parade. More than two related items should be linked through a Series term and/or Authorized Subject Headings.

When referring to a similar item do not use the term *duplicate*. Use *Print made from the same negative* or *Imprint made from the same negative* or *Related photograph*.

Examples:

- Finding aid: https://txarchives.org/smu/finding_aids/00046.xml
- View unlabeled image: <http://digitalcollections.smu.edu/cdm/ref/collection/mav/id/26>
- Full portfolio: <http://digitalcollections.smu.edu/cdm/ref/collection/ea/id/668>

4.15 Authorized Subject Terms

Dublin Core Element: Subject

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 6XX

Description

Authorized Subject Terms primarily come from the Library of Congress Subject Headings and Name Authorities, and are used to describe the subject(s) of a resource.

Style

Shared controlled vocabulary.

Digital Collections Workflow and Metadata Guidelines, Version 5

Use OCLC's searchFAST to search Library of Congress Subject Headings: <http://fast.oclc.org/searchfast/>

Use id.loc.gov or <http://authorities.loc.gov/> to search LOC Subject and Name Authority Headings.

For LGBTQ+ subjects, defer to terms in the [Homosaurus](#) over LOC terms.

Include all dashes or information found in parentheses.

The recommended number of subject terms is 2-4. Use general terms that exemplify the most salient aspects of the resource.

Do not include very general terms like Trees or Mountains unless that is the sole subject of the photograph.

Separate terms with a semicolon, space (;).

Include the LOC name or corporate authority if the person or company is a subject. If the LOC name authority is not available, follow LOC style to create a heading, providing the fullest form available, e.g., last name, first name, middle name/initial, birth and death dates. Submit the term to Local Name Authorities spreadsheet for approval.

If a subject term that will be used multiple times for a specific event or building is not available, create the term and place the proposed authorized version of the term in the Local Subject Authorities spreadsheet for approval. Add any important notes or URLs in the Notes column. Example: 1908 Galveston Flood.

Do not use form/genre terms, e.g., Paintings, Photographs, Portraits, Panoramic views, as subject terms. Instead, enter them in the Form/Genre field.

Use the terms Men, Women, and Children as authorized subject terms only for images that are portraits, or where they are the primary focus of the item.

Use free-form terms in the Keywords field. For example, use the authorized name for a railroad and common acronyms that people may use in searching in the keywords field.

Digital Collections Workflow and Metadata Guidelines, Version 5

For the Railroad collection, repeat the controlled term that goes into the Railroad Line field as an Authorized Subject Term.

It is extremely important to be consistent within a digital collection and between digital collections. Review items already cataloged from the same accession or other accessions that depict similar content, so that similar terms are used.

Do not use closing punctuation in this field.

Examples:

- Queensland--Mount Morgan; Mines and mineral resources; Mining engineering
- Southern Methodist University; College student newspapers and periodicals; College students
- Revolution (Mexico : 1910-1920); Men; Women; Crowds
- Railroads; Locomotives; Baldwin Locomotive Works; Baltimore and Ohio Railroad Company
- Nieman-Marcus; French Fortnight (1972)
- Contracts for deeds; Methodist Episcopal Church

4.15.1 ASTs with Related Keywords

- Southern Methodist University (in Keyword field use SMU)
- Petroleum (in Keyword field use oil)
- Oil well drilling rigs (in Keyword field use derricks)
- Automobiles (in Keyword field use cars)
- United States. Army (in Keyword field use U.S. Army)
- Confederate States of America. Army (in Keyword field use Confederates; Confederacy; CSA)
- For Union army-related Civil War items, use United States. Army (in Keyword field use Union Army; U.S. Army; Federal Army)
- World War (1914-1918) (in Keyword field use World War 1, World War I, WW1)
- World War (1939-1945) (in Keyword field use World War 2, World War II, WW2)
- Always uses Railroads, in addition to other railway terms.
- North America--Mexican-American Border Region (in Keyword field use U.S. Mexico border)
- Revolution (Mexico : 1910-1920) (in Keyword field use Mexican Revolution)
- U.S. Army's Punitive Expedition into Mexico (1916) (in Keyword field use Pershing Expedition)

Digital Collections Workflow and Metadata Guidelines, Version 5

- Railroad stations; Railroads (use both and in Keyword field use depots; train stations)
- Railroad accidents (in Keyword field use wrecks; derailments)
- Dwellings (in Keyword field use houses)

4.15.2 Critical Cataloging

Authorized terms that are dated or harmful will be augmented or replaced by contemporary terms that are locally created. Critical cataloging terms may also be used in the Keyword field, as needed.

- *Illegal aliens* is replaced by *Undocumented immigrants*.
- *Indians of North America* is still used, but also use locally-created term *Indigenous peoples of North America*, note related terms, e.g., *Indigenous peoples*, *Indigenous peoples of South America*.
- If possible, mention the tribal name in the description, e.g., "Members of the x tribe" is preferred.
- *African Americans* is still used, but also use the LOC term *Black people*. Records should include *African Americans*, *Black people*, and the related separate term, e.g. *Men, Women, Children, Girls, Boys*.
- For LGBTQ+ subjects, use the [Homosaurus](#).

4.16 Keywords

Dublin Core Element: Subject

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 6XX

Description

Free-form words and phrases, not available as Authorized Subject Terms, which describe the subject of a resource.

Style

Use sparingly for important words that cannot be found as Authorized Subject Terms. In many cases, this field will be blank.

Do not capitalize the first word in this field—capitalize only proper nouns.

Separate terms with a semicolon, space (;).

Use plural forms of words. (CONTENTdm provides an exact search. If the singular form of a word is much more likely to be used as a search term, enter the singular form as a keyword.)

With only two exceptions (RPPC and stereoviews), do not use form/genre terms as keywords. Use RPPC for all real photographic postcards. Use the keyword stereoviews for all stereographs.

Do not use more than three alternate spellings and abbreviations of railroad names. Do not use terms that have periods, e.g., after initials, since most people will not type those in. Always use the reporting symbol. Check previous records to ensure consistency.

It is extremely important to be consistent within a digital collection and between digital collections. Review items already cataloged from the same accession or that depict similar content, so that similar keywords are used.

Refer to ASTs with Related Keywords for mandatory keywords (4.15.1).

Do not use closing punctuation in this field.

Examples:

- Border War; U.S. Army; U.S. Mexico Border
- RPPC; T&P; TP
- SMU

4.17 Physical Description

Dublin Core Element: Source

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 300

Description

Description of the physical characteristics of the original resource; includes extent, carrier type, other physical details, and dimensions.

Style

Record information in the following order: extent, other physical details, dimensions.

These style conventions are generally based on guidelines in [Resource Description and Access \(RDA\)](#), Chapter 3, with a local customization for individual items that are units of a larger resource, e.g., a photograph or print in an album or portfolio. AACR2 style may have been followed in earlier records. Leave physical descriptions in existing records as is.

4.17.1 Extent

Extent

Extent is "the number and type of units and/or subunits making up a resource."

Describe the type of unit using an appropriate term from the [list of RDA carrier types](#), which are also described in RDA, *Chapter 3.3.1.3, Recording Carrier Type*. Record terms in singular or plural, as appropriate.

Digital Collections Workflow and Metadata Guidelines, Version 5

Specific instructions for recording the extent of still images (photographs, drawings, art), text, maps, and music are given in *Chapters 3.4.2-3.4.6*.

Check with an nCDS librarian about when to use sheets, leaves, and/or pages.

When the photograph is a print, use the term photographic print instead of photograph, following earlier LOC cataloging style.

When recording the extent of a resource that is a single item, give the number of units and the carrier type, e.g., 1 photographic print, 1 volume).

When recording the extent of a multi-part item, e.g., albums, portfolios, use the following style to capture both the larger item and its components: 1 volume (25 albumen prints). If the total number of subunits in a resource cannot easily be determined, omit that information.

If the number of pages in the physical and digital manifestations of a resource differs, use the number of pages given in the MARC record for the accession.

If there is no pagination information for a book or volume, only use information from the MARC record. Do not create pagination information for items that have Roman numeral and other non-paginated sections.

Use [Page Numbering for Pamphlets, Programs, and Booklets](#) for information on page numbering for these types of documents.

Other Physical Details

The term *other physical details* includes attributes such as print process, base material, mount, and color.

Other physical details follow the extent of the resource, preceded by a colon, space (:).

Separate multiple details with a comma, space (,).

Digital Collections Workflow and Metadata Guidelines, Version 5

When an item is a subunit of a larger item, e.g., a single print within a portfolio, use the following style to describe what the subunit is a part of: 1 print: lithograph, part of 1 portfolio (4 lithographs). If the total number of subunits in a resource cannot easily be determined, omit that information.

For photographic albums, use this style: 1 photographic print: gelatin silver, part of 1 album (88 gelatin silver prints); 23 x 29 cm on 30 x 41 cm mount. Earlier records may say *part of 1 volume*. These records do not need to be changed.

Photographs and photographic prints

Include the photographic print process, e.g., albumen, ambrotype, daguerreotype, gelatin silver, salted paper, tintype, if it is known.

Always include the term *color* in the physical description of items such as color prints and postcards. For hand-colored items use the term *hand-colored*.

Do not include information about the medium if it cannot be confirmed, e.g. pencil, charcoal, watercolor, ink, etc. Rather, follow this format: 1 drawing: hand-colored; 18 x 24 cm, or 1 drawing; 32 x 22 cm.

Dimensions

Dimensions are "the measurements of the carrier or carriers and/or the container of a resource."

Dimensions follow other physical details of the resource, preceded by a semicolon, space (;).

When other physical details are not provided, dimensions appear directly after the extent of the resource, preceded by a semicolon, space (;).

Record height x width in centimeters. The recommended guideline is to measure to the closest centimeter.

Use the metric symbol *cm* without a period.

Do not follow a full number with a decimal, e.g., 13 x 21 cm NOT 13.0 x 21.0 cm.

Digital Collections Workflow and Metadata Guidelines, Version 5

When appropriate, follow the dimensions of an image with those of the carrier or container. Indicate the specific area to which additional measurements apply.

Put measurements for postcards. Earlier postcards were cataloged without measurements. These records do not need to be changed.

Do not use closing punctuation in this field.

Examples:

- 1 photograph: sixth plate daguerreotype; 7 x 8 cm
- 1 photographic print: gelatin silver; 13 x 21 cm
- 1 photographic print (postcard): gelatin silver; 9 x 14 cm
- 1 photomechanical print (postcard): color; 9 x 14 cm
- 1 photographic print: gelatin silver; 16 x 21 cm on 25 x 33 cm mount
- 1 sheet with 4 newspaper clippings: part of 1 volume (98 pages); 25 x 33 cm
- 1 slide; 35 mm
- 1 slide: glass, color; 35 mm
- 1 volume (104 albumen prints); 27 x 40 cm
- 1 photographic print on stereo card: stereograph, albumen; 9 x 18 cm
- 1 technical drawing: blueprint; 51 x 78 cm
- 1 plate: enameled copper, color; 2.25 x 3 inches
- 10 sheets; 36 x 22 cm
- 30 x 24 inches
- 1 drawing: 59 x 37 cm
- 1 object: button; 2.1 cm
- 1 online resource (1 text file): PDF/A
- 1 photographic print: gelatin silver, part of 1 album (88 gelatin silver prints); 23 x 29 cm on 30 x 41 cm mount.

Full Object vs. Item Level Examples

The resource is a 32 x 22 cm pamphlet of 8 pages.

Digital Collections Workflow and Metadata Guidelines, Version 5

- Full object-level description: 1 volume (8 pages); 32 x 22 cm
- Page or item-level description: 1 sheet: part of 1 volume (8 pages); 32 x 22 cm

The resource is a 27 x 32 cm pamphlet of 24 mounted prints; described in the MARC record as "25 leaves of plates, one folded."

- Full object-level description: 1 volume (25 leaves of plates, one folded); 27 x 32 cm
- Page or item-level description: 1 print: part of 1 volume (25 leaves of plates, one folded); 15 x 20 cm on 26 x 32 cm mount

The resource is a 27 x 40 cm album of 104 albumen prints.

- Full object-level description: 1 album (104 albumen prints); 27 x 40 cm
- Page-level description: 1 photograph album cover: part of 1 album (104 albumen prints); 27 x 40 cm
- Page- or item-level description: 1 photographic print: albumen, part of 1 album (104 albumen prints); 27 x 40 cm

The resource is a 31 x 41 cm portfolio of 4 lithographs.

- Full object-level description: 1 portfolio (4 lithographs); 31 x 41 cm
- Page or item-level description: 1 print: lithograph, part of 1 portfolio (4 lithographs); 31 x 41 cm

The resource is a 15 x 19 cm portfolio of 20 mounted cyanotypes.

- Full object-level description: 1 portfolio (20 cyanotypes); 15 x 19 cm
- Page or item-level description: 1 photographic print: cyanotype, part of 1 portfolio (20 cyanotypes); 11 x 8 cm on 18 x 14 cm mount

4.18 Form/Genre

Dublin Core Element: Source

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 655

Description

Categorization of the original resource based on characteristics such as its function, intended purpose, method of representation, or type of content; the type of object it is.

Style

Shared controlled vocabulary.

Use terms from the Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms ([TGM II](#)).

When necessary, a non-TGM term can be added to the controlled vocabulary for the Form/Genre field in CONTENTdm.

Use as many terms as apply.

Separate multiple entries with a semicolon, space (;).

Examples:

- Photographs; Photographic prints; Photograph albums; Albumen prints
- Photographs; Photographic prints; Portraits; Portrait photographs; Card photographs; Cartes de visite

Digital Collections Workflow and Metadata Guidelines, Version 5

- Photographs; Photographic prints; Real photographic postcards; Gelatin silver prints
- Photograph albums; Photograph album covers; Photographs; Photographic prints; Gelatin silver prints
- Drawings; Pencil works; Metalwork
- Motion pictures; Video recordings
- Sound recordings; Concerts
- Design drawings; Contract drawings; Proposed works
- Badges; Memorabilia

Do not use broad terms that are repeated word-for-word in more narrow terms.

- Don't use: Negatives; Film negatives; Copy negatives; Reproductions
Use: Film negatives; Copy negatives; Reproductions
- Don't use: Real photographic postcards; Photographic postcards
Use: Real photographic postcards (this term is not in TGM, but has been authorized and added)
- Don't Use: Photographs; Portrait photographs; Portraits
Use: Portrait photographs; Portraits

Do not use closing punctuation in this field.

Resources that are comprised of multiple parts:

Include the term that is applicable to the resource, e.g., Books, Photograph albums, Portfolios, Documents, in the Form/Genre field of each item that is a sub-unit of the resource. For example, the term *Photograph albums* is entered in the Form/Genre field of each photograph in the album.

Specific Notes

For cased images, use *Photograph cases*, and in the Keywords add *cased photographs*.

For *Memorandums*, also use *memos* in the Keywords fields.

For *Correspondence*, also use *Letters* in the AST field.

When using *Tintypes*, do not use *Photographic prints*.

For cityscapes, use the term *Cityscapes*, i.e. not *Cityscape photographs*; *Cityscape paintings*, etc.

Portraits are defined as an image of a person or persons in either a formal (studio) or informal setting where the person or persons are specifically posing for the camera/artist. Images of people not posing for the camera/artist, are not considered portraits.

When cataloging a portrait of a person or group of people, use the Form/Genre term *Portraits* OR *Group Portraits* (not both), followed by the format specific to the item, e.g., *Portrait photographs*; *Portrait drawings*; *Portrait paintings*, etc.

4.19 Railway Identifier

Dublin Core Element: Description

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 720

Description

Free-text field for DeGolyer Library projects used to describe the railroad's short line nickname or the nickname of the car.

Style

Transcribe from the item.

Examples:

- Sunset Limited

- Guthrie & Company
- Villa del Mar
- Cusi
- Felipe Carrillo Puerto

4.20 Locomotive/Car Number

Dublin Core Element: Description

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 500

Description

The locomotive or car number used in DeGolyer Library projects.

Style

Enter the term Locomotive or Car followed by the number.

Do not use a leading number of zeros.

Examples:

- Locomotive 2003
- Locomotive 122
- Car 6
- Car 3627

4.21 Railway Line

Dublin Core Element: Description

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 710

Description

Name of the railway company used in DeGolyer Library projects.

Style

Controlled vocabulary.

Find the railway line in the LOC Name Authority Headings.

If there is no LOC heading, spell out the full name of the railway company and use LOC style to create the term.

Add newly-created terms to the controlled vocabulary for the Railway Line field in CONTENTdm. Make sure the term is added to the Local Name Authority spreadsheet to be approved as a Name Authority.

Duplicate the term in the Authorized Subject Heading field.

Enter notable variations of the railway name, including accepted abbreviations, acronyms, and initialisms, in the Keywords field.

Digital Collections Workflow and Metadata Guidelines, Version 5

Note: There are two possible authorized terms for Southern Pacific. Use Southern Pacific Railroad for items dated 1865-1885, and use Southern Pacific Company for items dated 1885-1969. When the railway line is Southern Pacific Company, always enter Southern Pacific Railroad in the Keywords field.

Examples:

- Atlantic Coast Line Railroad Company
- St. Louis & San Francisco Railway Company
- International & Great Northern Railroad
- Alabama & Vicksburg Railway
- Chicago & North Western Railway Company
- Ferrocarriles Nacionales de Mexico

Chapter 5: Technical Metadata

5.1 Digital Resource Type

Dublin Core Element: Type

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 336

Description

Categorization of the digitized resource based on the type of object it is.

Style

Shared controlled vocabulary.

The complete set of terms is listed below.

When necessary, terms can be added.

Examples:

- Image
- Text
- Video
- Audio
- Printed music

5.2 Digitization Date

Dublin Core Element: Date

Mandatory: Yes

Public: Yes

Searchable: No

MARC Field: 264

Description

Date that the digital resource was created.

Style

Give the year the resource was digitized.

Include the term *Digitized:* before the date.

Do not use closing punctuation in this field.

Examples:

- Digitized: 2017
- Digitized: 2022

5.3 Digital Format

Dublin Core Element: Format

Mandatory: Yes

Public: Yes

Searchable: No

MARC Field: 347, 516

Description

Basic characteristics such as file size, dimensions, duration, etc., of the derivative file uploaded to CONTENTdm. In the case of audio or video presented as streaming files in SoundCloud or Vimeo, describe the streaming file.

Style

When referring to file types, use a period followed by three-letter file extension. Exception: .html

For still images, describe the format in which the upload file is displayed in CONTENTdm using the three-letter file extension. Precede file extension with the term *Displayed as*.

If the upload file is displayed in JPEG2000 format, i.e., .jp2, also provide the format of the upload file. Precede the file extension of the upload file with the term *uploaded as*.

For documents presented as a .pdf, precede file extension with the term *Displayed as*. Include the number of pages in the .pdf, which may differ from the number of pages in the original resource, and the file size. Precede the number of pages with a semicolon, space (;). Follow with a comma, space (,), and the file size. This information may have been included in the Digitization Process field in earlier records. Earlier records do not need to be changed.

For audio-video files, check with the digitizer for details.

Separate areas of the description with a semicolon, space (;).

Do not use closing punctuation in this field.

Examples:

- Displayed as .jp2; uploaded as .jpg
- Displayed as .pdf; 3 pages, 1.5 MB

5.4 Archival File Resolution

Dublin Core Element: Format

Mandatory: No

Public: Yes

Searchable: No

MARC Field: 347

Description

The pixel array, bit depth information, color space, and/or file size of the archival file.

Style

Precede description of pixel array, bit depth, and color space with the term *Archival scan:* or, if another digital capture process was used, with the term *Archival file:*

Digital Collections Workflow and Metadata Guidelines, Version 5

Give image resolution in width x height, e.g., 5700 w x 4100 h pixels. Note: This field differs from the Physical Description field, in which dimensions are given in height x width. Resolution may have been expressed as ppi or dpi in earlier records. Earlier records do not need to be changed.

Do not use a comma within the number describing resolution.

For composite images, list the pixel array individually for recto and verso. Separate descriptions with a semicolon, space (;).

Do not use closing punctuation in this field.

For audio-video files, check with the digitizer for customized details.

Examples:

- Archival scan: 6400 w x 4800 h pixels, 48-bit RGB
- Archival scan: 3018 w x 4903 h pixels, 48-bit RGB (recto); 3020 w x 4900 h pixels, 48-bit RGB (verso)
- Archival file: 5616 w x 3744 h pixels

5.5 Digitization Process

Dublin Core Element: Format

Mandatory: Yes

Public: Yes

Searchable: No

MARC Field: 538

Description

The technical information about the hardware, software, and processes used to create the archival and upload files.

Style

Precede description of digitization process with the term *Digitization process*:

Include information that an item has been color balanced, cropped, and/or adjusted in the section that describes the derivative.

Do not use a comma within the number describing resolution.

Capitalize the first word of the description.

Separate sections of the description with a semicolon, space (;).

Do not use closing punctuation in this field.

Examples:

- Digitization process: Scanned using an Epson V850 as 1200 ppi, 48-bit, RGB, .tif; service master changed to black and white, shadows and highlights and exposure adjusted, sharpened, and cropped; derivative resampled to 3000 pixels on the long edge, 24-bit .jpg
- Digitization process: Archival scans of each page created using a Panasonic KV-S5055C as 300 ppi, 24-bit, RGB, .tifs; .pdf created in Acrobat with .tif masters.
- Digitization process: Scanned using a Cruse scanner as 24-bit, RGB, .tif file; derivative cropped and resampled to 3000 pixels on the long edge, 24-bit .jpg
- Digitization process: Archival photographs of each page created using a Canon EOS Rebel T2i as 48-bit, RGB, .CR2s; pages: cropped in Photoshop; .pdf created in Acrobat with .tif service masters.

Chapter 6: Administrative Metadata

6.1 Physical Location

Dublin Core Element: Identifier

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 535

Description

Information concerning box, series, and other archival storage details.

Style

Capitalize terms such as *Box* and *Series*.

Separate terms with a comma.

Do not use closing punctuation in this field.

Use correct number of leading zeros in all folder, box, series, etc., numbers, even if they are not included on the written container.

Include the textual folder name, if there is one.

This field can be set as a controlled vocabulary for a single collection, but it should not be set as a controlled vocabulary that is shared across collections.

Examples:

- Box 3, Folder 21
 - Cabinet 1, Drawer 1
 - Box 02, Folder 07, Callier Center Dedication
-

6.2 Call Number

Dublin Core Element: Identifier

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 090

Description

Call number or accession number for the original resource.

Style

Shared controlled vocabulary.

Record the call number exactly as it appears in the MARC record for the accession.

Do not use closing punctuation in this field.

Examples:

- Ag1982.0231
- E83.89 .M55 1891
- Folio-2 F804.T2 A93

- Broadside KFT1600.5 1836 .A3
- Pamphlet HE2791 .H242 1880
- Mss 0060

6.3 Identifier

Dublin Core Element: Identifier

Mandatory: No

Public: Yes

Searchable: Yes

MARC Field: 02X

Description

Used for special identifying information, e.g., ISBN, character string.

This field can be used as an alternative sort order, if the Upload File Name does not provide the correct sort order.

Style

Do not use closing punctuation in this field.

Examples

- bowling_mason_dma
- smu_2017_0452_hist1326_2021_01_mitchell

6.4 Upload File Name

Dublin Core Element: Identifier

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 856

Description

Name of the file uploaded to CONTENTdm. With a few exceptions, upload file names are used as the sort order for the collection, allowing the online files to mirror the structure of the physical collection (2.3).

Style

Record the file name, including the three-letter file extension. Exception: .html

Do not use closing punctuation in this field.

Examples:

- ag2005_0001_01_brackettville_001c_opt.jpg
- ephemera_c920_opt.pdf
- ag2001_136_01_r_opt.jpg
- <https://youtu.be/dfQ3aYxJdIM>

6.5 Archival File Name(s)

Dublin Core Element: Relation

Dublin Core Qualifier: HasFormat

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 787

Description

Name of the archival file(s) from which the optimized upload derivative was derived. Related files, e.g., transcripts, may be listed as well.

Style

Record the file name(s), including the three-letter file extension.

Include archival and service master file(s). Separate file names with a semicolon, space (;).

Provide only the page range for 4 or more files. Include the name of the first file and the last file, separated by a space, hyphen, space (-).

Do not use closing punctuation in this field.

Examples:

- ag1983_0282_01.tif
- ag1983_0282_01.tif; ag1983_0282_01_sm.tif
- ag1982_0122x_35.CR2; ag1982_0122x_35_sm.tif

- ag2001_136_01_r.tif; ag2001_136_01_v.tif
 - folio_hc131_a15_1855_1857_v1_000a.CR2 - folio_hc131_a15_1855_1857_v1_346.CR2; folio_hc131_a15_1855_1857_v1.pdf
 - wfaa_1971_01_22_23_24.mov
 - smu_2017_0452_hist1326_2021_02_lin_opt.mov; smu_2017_0452_hist1326_2021_02_lin_captions.srt; smu_2017_0452_hist1326_2021_02_lin_transcript.pdf
-

6.6 Digital Collection

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 856

Description

The name of the digital collection to which the item belongs.

Style

Shared controlled vocabulary.

Record the name of the digital collection exactly as it appears on the collection home page in CONTENTdm.

Do not use closing punctuation in this field.

Examples:

- George W. Cook Dallas/Texas Image Collection
- Mexico: Photographs, Manuscripts, and Imprints

- Potter Art Iron Studios Collection
 - Southern Methodist University Publications and Media Collection
-

6.7 Library

Dublin Core Element: Publisher

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 535

Description

The library or holding institution to which the original resource belongs.

Style

Shared controlled vocabulary.

When necessary combine units. Separate units with a semicolon, space (;).

Do not use closing punctuation in this field.

Examples:

- Bywaters Special Collections; Hamon Arts Library
- G. William Jones Film and Video Collection; Hamon Arts Library
- DeGolyer Library
- SMU Archives; DeGolyer Library
- Fondren Library

- Fort Burgwin Library (SMU-in-Taos)
 - Hamon Arts Library
-

6.8 Publisher

Dublin Core Element: Publisher

Mandatory: Yes

Public: Yes

Searchable: Yes

MARC Field: 264

Description

An entity or entities responsible for the digital publication of the item.

Style:

With few exceptions, this field will say SMU Libraries

Use the name of the organization that is responsible for publishing the digital resource. The publisher of the original resource is entered in the Contributor(s) field.

Separate multiple entities with a semicolon, space (;).

Example

- SMU Libraries

6.9 Rights

Dublin Core Element: Rights

Mandatory: Yes

Public: Yes

Searchable: No

MARC Field: 540

Description

A rights management statement that contains information concerning copyright, permissions, and ways to secure high-resolution files and/or permissions for use of text or images, etc.

Style

All of the items in SMU Libraries Digital Collections must be analyzed for rights/permissions using the [SMU Libraries Digital Collections Copyright Policy](#).

Use one of the statements provided below in the [Rights Statements document](#). Ask an nCDS librarian for help in deciding which statement is appropriate for the resource.

Make sure the contact information is correct for the holding library.

In special cases, rights statements may be created to meet the needs of an item or accession.

Use Statement 1 for works in the public domain.

Use Statement 2 for orphan works or for works for which SMU does not hold publishing rights. For items that are orphan works, most likely in the public domain, and/or deemed a low risk, but are not being uploaded with restricted access status, upload a derivative that is 750 pixels on the long edge, or the smallest size that allows the

Digital Collections Workflow and Metadata Guidelines, Version 5

item to be visible or readable. Items that are not a low risk must be made available on a restricted basis, i.e., the metadata is visible to off-campus users, but the image is visible only to campus IP addresses. Enter the term *Restricted access*. in the Notes field. Restricted items should be uploaded at 750 pixels on the long edge, or the smallest size that allows the item to be visible or readable.

Use Statement 3 for works to which SMU clearly holds the rights.

For collaborative projects, use alternative wording based on the needs of rights holders outside of SMU.

Examples:

Statement 1

Please cite DeGolyer Library, Southern Methodist University as the source of this file. A high-resolution version of this file may be obtained for a fee. For details, see the <https://www.smu.edu/libraries/degolyer/using/images> web page. For more information, contact degolyer@smu.edu.

Statement 2

This item may be protected by copyright law. Please cite Bywaters Special Collections, Southern Methodist University when using this file. For more information contact bywatersspecialcollections@smu.edu.

Statement 3

This item is protected by copyright law. Please cite DeGolyer Library, Southern Methodist University when using this file. For more information contact degolyer@smu.edu.

6.10 Tags

Dublin Core Element: None

Mandatory: Yes

Public: No

Searchable: Yes

MARC Field: None

Description

Hidden searchable field to find items by the month in which they are uploaded and/or by cataloger. Other specialized terms may be created on a case-by-case basis.

Style

Shared controlled vocabulary.

Include the upload date and the name of each digitizer and cataloger who works on the item.

Use the following format for the upload date: cul_month_yyyy

Add a term for the Fiscal Year: FY_yyyy. Items before FY 2023 do not have this tag. Earlier records do not need to be changed.

Compound objects: Always include the term *compound_object* in the Tag field of the compound object-level metadata.

Separate entries with a semicolon, space (;).

Examples:

- cul_march_2013; compound_object; john_m
- cul_june_2022; fy_2023; margaret_c; elisa_w