

# LHDRP Handbook: Appendix D

## CONTENTdm Field Requirements: Data Entry Guidelines

### General Information

The information beginning on page 3 of this document is keyed to particular fields in your CONTENTdm Client (and Metadata Worksheet). It provides the following types of specifications for particular types of data that should be entered in those fields:

- A description of the field, and recommendations for data entry. The following abbreviations are used when referring to content standards:
  - AACR2: [Anglo-American Cataloging Rules](#), 2nd ed. revised
  - DACS: [Describing Archives: A Content Standard](#)
  - GM: [Graphic Materials: Rules for Describing Original Items and Historical Collections](#)
  - CCO: [Cataloging Cultural Objects: A Guide to Describing Cultural Works and Their Images](#)
- **Status:** Indicates whether the data must be provided, or does not need to be provided in some cases. The following nomenclature is used:
  - **Required:** *Always provide this data.* Do not leave this field blank.
  - **Mandatory if applicable:** *Always provide this data if it is relevant;* e.g., if an item is copyrighted, indicate the copyright holder and copyright holder contact info. (and copyright date and copyright notice, if this can be determined). Otherwise leave the field blank.
  - **Preferred:** It is optional to provide this data, but we recommend that you provide it in order to facilitate access to your objects.
  - **Optional:** It is optional to provide this data.
- **Repeatable?:** Indicates whether or not you may provide multiple, additional data values in the same field or not. Use semicolons to separate multiple data values in fields designated as "Repeatable".
- **Examples:** Data entry examples.

The minimum required elements are based on CDL's specifications for digital objects contributed to Calisphere/OAC -- these specifications are documented in the [CDL Guidelines for Digital Objects](#), Section 3.2. More broadly, these recommendations reflect Dublin Core usage recommendations (see [Dublin Core Metadata Initiative](#)) and also some key principles for creating shareable metadata (see OCLC's [Best Practices for CONTENTdm and other OAI-PMH Compliant Repositories](#)).

### Additional Notes on Metadata Creation

#### Describing Your Objects

Metadata can be used to describe different expressions of a given resource. In the case of analog objects that have been digitized, the descriptive metadata may apply to the source analog object or the digital surrogate. For example, the "creator" of a resource may apply to an illustrator of a graphic book or the name of the technician responsible for scanning an image from that book. Likewise, the "date of creation" of a resource may apply to the date of printing for a graphic book or the date of scanning an image from that book. In the case of born-digital objects, the descriptive metadata pertains to the born-digital object itself.

Some metadata schemas -- such as Dublin Core -- do not allow encoders to clearly disambiguate between uses of a given element to apply to source analog objects versus digital surrogates.

Therefore, when creating metadata for an analog object that has been digitized, we suggest that you consider the following two points:

- Be consistent in your description: emphasize the description of either the source analog object or the digital surrogate.
- Provide metadata that ultimately supports user access to and discovery of the digital object. Information about the source analog object may be more relevant to users.

### **Headings, Labels, and Formatting**

Do not include line breaks, list formatting, text formatting (bold, underline, italics, subscripts, etc.) or other any formatting controls within your metadata. Additionally, headings and labels should not appear within the body of elements. There are two reasons: 1) Dublin Core does not easily accommodate these encodings, and 2) your metadata will be re-used in different contexts (e.g., your local digital asset management system and/or CONTENTdm, OAC and Calisphere).

Different display systems may format your metadata differently, and may utilize different headings and labels for particular field; by having “format-neutral” metadata, you can leverage the use of display systems’ stylesheets to handle formatting issues.

### **Special Characters**

Replace the following characters with simple text equivalents:

- Smart quotes (i.e., hooked quotes), super- and subscripts, and small fraction signs
- Special symbols, graphics, characters with diacritics, and non-Latin characters

Alternatively, use UTF-8 or UTF-16 standard character sets or encodings, to represent special characters. These will be converted by most browsers into the applicable special character, for HTML display.

The CDL recommends using standardized forms of names for character sets, as documented by the [Internet Assigned Numbers Authority](#) (e.g., use “UTF-8” and not “UTF8”). If using the UTF-8 character set in particular, encode directly in Unicode or use Unicode decimal or hexadecimal character references. All decimal character references should begin with an ampersand and pound sign, and end with a semicolon (use the syntax “&#D;” where D is a decimal number). All hexadecimal character references should begin with an ampersand, pound sign, and lower- or uppercase “x”, and end with a semicolon (use the syntax “&#xH;” or “&#XH;” where H is a hexadecimal number); see the Unicode [Code Charts](#) for hexadecimal character reference codes.

For more detailed information about UTF-8 Unicode, see the W3C/Unicode Consortium document [Unicode in XML and other Markup Languages](#).

*Example using UTF-8 Unicode hexadecimal character references to encode the letter “é” in the term “émigrés”:*

... The papers also document trends in high school and university education among Russian &#x00E9;migr&#x00E9;s...

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## Identifier

The following three elements comprise the unique root identifier for the digital object:

- Institution code:
  - Beaumont Library District = CBEA
  - Black Gold Cooperative Library System = CVTB
  - California State University Channel Islands, John Spoor Broome Library = CACAMCUC
  - California State University East Bay, University Libraries = CSUEB
  - California State University Fullerton, Pollak Library = CFLS
  - Citrus College, Hayden Memorial Library = CAZC
  - Glendale Public Library = CGL
  - Japanese American National Museum = JANM
  - Santa Cruz Public Libraries = CSTCRCL
  - Fresno County Public Library = CFCPL
- Underscore
- A sequential, unique number for each object from 1 through 200, represented in the form of three digits: use "0"s to facilitate ordering in a list format, for example, "001", "011", "111", etc.

**Status:** Required

**Repeatable?:** No

### Examples:

- CBAN\_001
- CBAN\_002
- CBAN\_003
- CBAN\_010
- CBAN\_011
- CBAN\_111

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## Title

A succinct identifying name for the resource.

- Transcribe the formal title of the resource or supply a title, if necessary. Refer to one of the following content standards for guidance on data entry:
  - AACR2, Chapter 1.1
  - DACS, Chapter 2.3
  - GM, Chapter 1.0 <<http://www.itsmarc.com/crs/grph0011.htm>>
  - CCO, Chapter 1.2.2 <<http://www.vraweb.org/CCOweb/B-Chap1-Object%20Naming-28Feb05.pdf>>
- If your institution does not currently utilize a content standard, then consider the following recommendations:
  - If the resource has a formal title, transcribe it exactly as it appears.
  - If you need to supply a title:
    - For a simple digital object, we recommend including the following two elements: a name (e.g., name of the individual or the organization primarily responsible for the creation of the original resource); and a characterization of the nature of the resource (e.g., a form/genre term such as "photograph", "diary", etc.). Optionally, include as a third element a characterization of the primary topic represented in or by the resource.
    - For compound digital objects where you are describing components at more than one level, for example, a scrapbook and individual photographs within that scrapbook: the supplied title for the compound object as a whole (the

scrapbook) should follow the rules for a simple digital object. For example, "Mary Jane Smith high school scrapbook".

- For individual components (the photographs) within the compound object, supply a succinct label only to facilitate viewing/navigation of the object (for example, "page 1", "page 2", etc.; or "photo 1", "photo 2", etc.).

**Status:** **Required**

**Repeatable?:** No

**Examples:**

Formal titles

- Two dancers on a stage / Frasher Foto [*Note: transcribed according to AACR2*]
- The Rocky Mountains, emigrants crossing the plains [graphic] / F.F. Palmer, del. [*Note: transcribed according to AACR2*]

Supplied titles

- [Phoenix] / Ben Shahn [*Note: supplied according to AACR2*]
  - Jane Doe photograph of Orange Theater [*Note: supplied according to DACS*]
- 

**Creator**

The name(s) of the person, institution, agent, or group primarily responsible for creating the original resource represented by the digital object. Do not use the name of the owning institution, donor, or the creator of the digital version of an analog item.

- Use the form of the name established in the *Library of Congress Name Authority File* (LCNAF) or CDL's MELVYL catalog, or establish a form of the name, if necessary. The LCNAF can be searched from <<http://authorities.loc.gov/>> (limit your search to "Name Authority Headings"). If you cannot locate the name in the LCNAF, search for the name in MELVYL at <<http://melvyl.cdlib.org/>> (limit your search to "Author (keywords in name)").
- If you cannot locate the heading in an authority file, establish one using the fullest form of the name as possible (Last name, First name, Middle name or initial). Add birth and/or death dates, if known. Refer to one of the following content standards for guidance on data entry:
  - AACR2, Chapter 22
  - DACS, Chapter 12, 13, and 14
  - CCO, Chapter 2.2.1 <<http://www.vraweb.org/CCOweb/C-Chap2-Creator-28Feb05.pdf>>
- If your institution does not currently utilize a content standard, then consider the following recommendations:
  - Enter personal names in inverted form: Last name, First name, Middle name or initial. Add birth and/or death dates, if known.
  - Enter corporate/organizational names in direct form as they appear.
  - If in doubt as to how to formulate a name, enter it as it appears and do not invert.
- If the creator is unknown, use "Unknown".

**Status:** **Preferred**

**Repeatable?:** Yes

**Examples:**

Personal name entry

- Yamada, Mitsuye [*Note: determined from local cataloging authority or LCNAF, death date not applicable*]

- Chase, Alexander W. (Alexander Wells), 1843-1888 *[Note: derived according to DACS, with birth and death dates]*
- Bonnet, Scotch C., d. 1980 *[Note: derived according to DACS, with death date only]*
- Robinson family *[Note: derived according to DACS, Chapter 12.29]*

#### Corporate name entry

- American Philosophical Society *[Note: determined from local cataloging authority or LCNAF]*
- Frasher Foto (Firm) *[Note: derived according to AACR2]*

### **Date Created / Date Published**

A single date or inclusive dates indicating when the original resource represented by the digital object was created or published. Use the **Date Created** field for unpublished materials. Use the **Date Published** field for published materials (reproduced for distribution).

- For published materials, transcribe the publication date from the resource, generally a single year (for single items) or a range of years (for serial or multipart items).
- For unpublished materials, enter a human-readable form of the date, preferably in year-month-day order and without abbreviations, for example, "1901 January".
- If in doubt on how to enter a date, refer to one of the following content standards for guidance on data entry:
  - AACR2, Chapter 1.4F
  - DACS, Chapter 2.4
  - GM, Chapter 3.0 <<http://www.itsmarc.com/crs/grph0092.htm>> and Appendix A <<http://www.itsmarc.com/crs/grph0170.htm>>
  - CCO, Chapter 4.2.3 <<http://www.vraweb.org/CCOweb/E-Chap4-StylisticChronological-28Feb2005.pdf>>
- Do not use "Unknown"; always try to supply a date.

**Status: Required.** Use *either* the **Date Created** or **Date Published** field.

**Repeatable?:** No

#### **Examples:**

##### Single dates

- 1901
- 1901 January
- 1901 January 3

##### Date spans

- 1900-1950
- 1956 January-July
- 1980s
- 19th century

##### Broken date spans

- 1924, 1956-1975 *[Note: separate by a comma]*

##### Open date spans

- 1911-
- -1911

##### Approximate dates

- circa 1950

##### Uncertain dates

- 1950? *[Note: use a question mark]*

#### Undated material

- undated: circa mid-20th century *[Note: if a resource is undated this can be stated but provide an estimate if possible]*

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#### Type

A high-level type data value that generally characterizes the original resource held by your institution, and represented by the digital object. For example, use "text" to characterize a digital object comprising images of scanned text, not "image"; use "PhysicalObject" to characterize a digital object comprising images of a sculpture, not "image". Note that more specific **Form/Genre** data must also be provided.

- Select a heading from the CONTENTdm-supplied subset of the Dublin Core Type Vocabulary (for the full list, see <<http://www.dublincore.org/documents/dcmi-type-vocabulary/>>):
  - image
  - text
  - physicalObject *[Note: use for three-dimensional objects]*

**Status: Required**

**Repeatable?:** No

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#### Physical Description

Physical description or statement indicating the extent, size, or duration of the original resource represented by the digital object. Refer to one of the following content standards for guidance on data entry:

- AACR2, Chapter 1.5
- DACS, Chapter 2.5
- GM, Chapter 3.0 <<http://www.itsmarc.com/crs/grph0131.htm>>
- CCO, Chapter 3.2 <<http://www.vraweb.org/CCOweb/D-Chap3-PhysicalCha-28Feb05.pdf>>

Otherwise, provide a note with a brief physical characterization of the resource.

**Status: Preferred**

**Repeatable?:** No

#### Examples:

- 1 photographic print ; 9 x 14 cm. *[Note: derived according to AACR2]*
- 14 letters *[Note: derived according to DACS]*
- 1 leaflet : ill. ; 21.5 x 38.5 cm., folded to 21.5 x 10 cm. *[Note: derived according to GM]*

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#### Institution

Enter the formal name of the institution that owns/maintains the original resource represented by the digital object.

**Status: Required**

**Repeatable?:** No

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## Collection Guide

Use the following "placeholder" unique identifiers -- comprising a URL -- for the online collection guide that will be associated with your digital objects:

- Beaumont Library District =  
<http://www.oac.cdlib.org/findaid/ark:/13030/kt9g5041jf>
- Black Gold Cooperative Library System =  
<http://www.oac.cdlib.org/findaid/ark:/13030/c8wd3z0f>
- California State University Channel Islands, John Spoor Broome Library =  
<http://www.oac.cdlib.org/findaid/ark:/13030/kt9w10413b>
- California State University East Bay, University Libraries =
  - Instruction Media Center: <http://www.oac.cdlib.org/findaid/ark:/13030/c84q7sdj>
  - University Advancement: <http://www.oac.cdlib.org/findaid/ark:/13030/c80z71p6>
  - Student Affairs: <http://www.oac.cdlib.org/findaid/ark:/13030/c8rj4gwt>
  - Administration and Finance:  
<http://www.oac.cdlib.org/findaid/ark:/13030/kt5j49s2p9>
  - University Libraries: <http://www.oac.cdlib.org/findaid/ark:/13030/c8p26wk2>
- California State University Fullerton, Pollak Library =  
<http://www.oac.cdlib.org/findaid/ark:/13030/kt3199s113>
- Citrus College, Hayden Memorial Library =  
<http://www.oac.cdlib.org/findaid/ark:/13030/kt6h4nf632>
- Glendale Public Library  
= <http://www.oac.cdlib.org/findaid/ark:/13030/kt2h4nf32v>
- Japanese American National Museum =  
<http://www.oac.cdlib.org/findaid/ark:/13030/kt538nf1bb/>
- Santa Cruz Public Libraries=  
<http://www.oac.cdlib.org/findaid/ark:/13030/kt196nd957>
- Fresno County Public Library =  
<http://www.oac.cdlib.org/findaid/ark:/13030/kt0c6033s4>

If you already have a collection guide published in the OAC that will be associated with your digital objects, then use the existing URL for the collection guide -- and disregard the URL cited above.

If you anticipate creating multiple collection guides, then please contact the CDL -- they can provide you with additional URLs.

**Status:** Required

**Repeatable?:** No

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### Project Note

Code indicating that the digital object was created through LSTA funding as part of the LHDRP, used by Califa for CONTENTdm tracking and management purposes. Note that this data will not be displayed with your objects in the Calisphere/OAC websites.

- Select code supplied as part of CONTENTdm:
  - LHDRP

**Status:** Required

**Repeatable?:** No

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### Country of Creation

Code indicating the country of publication or creation of a resource. Note that this data will not be displayed with your objects in the Calisphere/OAC websites.

- Select a two-letter code from the International Organization for Standardization (ISO) 3166-1 *Country Codes* list at <<http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html>>.
- If the country of publication or creation is unknown, use "Unknown".

**Status:** Required

**Repeatable?:** No

### Examples:

- US *[Note: use for United States]*
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### Copyright Status

Select from the CONTENTdm-supplied list:

- Copyrighted
- Public domain
- Copyright status unknown

**Status:** Required

**Repeatable?:** No

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### Copyright Statement

Based on the information entered in **Copyright Status**, we recommend the following boilerplate statements:

- When the copyright status is "Copyrighted":
  - Transmission or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of the copyright owners. In addition, the reproduction of some materials may be restricted by terms of gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user.
- When the copyright status is "Public domain" :
  - Material in the public domain. No restrictions on use.



- When the copyright status is "Copyright status unknown":
  - Copyright status unknown. Some materials in these collections may be protected by the U.S. Copyright Law (Title 17, U.S.C.). In addition, the reproduction of some materials may be restricted by terms of gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. Transmission or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user.

**Status:** **Required**

**Repeatable?:** No

### Copyright Holder

The names of the person, institution, agent, or group that holds copyright to the original resource represented by the digital object. Use this field only for materials where the **Copyright Status** field is "Copyrighted".

- Use the form of the name established in the *Library of Congress Name Authority File* (LCNAF) or CDL's MELVYL catalog, or establish a form of the name, if necessary. The LCNAF can be searched from <<http://authorities.loc.gov/>> (limit your search to "Name Authority Headings"). If you cannot locate the name in the LCNAF, search for the name in MELVYL at <<http://melvyl.cdlib.org/>> (limit your search to "Author (keywords in name)").
- If you cannot locate the heading in an authority file, establish one using the fullest form of the name as possible (Last name, First name, Middle name or initial). Add birth and/or death dates, if known. Refer to one of the following content standards for guidance on data entry:
  - AACR2, Chapter 22
  - DACS, Chapter 12, 13, and 14
  - CCO, Chapter 2.2.1 < <http://www.vraweb.org/CCOweb/C-Chap2-Creator-28Feb05.pdf>>
- If your institution does not currently utilize a content standard, then consider the following recommendations:
  - Enter personal names in inverted form: Last name, First name, Middle name or initial. Add birth and/or death dates, if known.
  - Enter corporate/organizational names in direct form as they appear.
  - If in doubt as to how to formulate a name, enter it as it appears and do not invert.
- If the copyright holder is unknown, use "Unknown".

**Status:** **Mandatory if applicable.** Use this field only for materials where the **Copyright Status** field is "Copyrighted".

**Repeatable?:** Yes

### Examples:

#### Personal name entry

- Yamada, Mitsuye [*Note: determined from local cataloging authority or LCNAF, death date not applicable*]
- Chase, Alexander W. (Alexander Wells), 1843-1888 [*Note: derived according to DACS, with birth and death dates*]
- Bonnet, Scotch C., d. 1980 [*Note: derived according to DACS, with death date only*]
- Robinson family [*Note: derived according to DACS, Chapter 12.29*]

#### Corporate name entry

- American Philosophical Society [*Note: determined from local cataloging authority or LCNAF*]

- Frasher Foto (Firm) [Note: derived according to AACR2]
- 

### Copyright Holder Info

Contact information for the copyright owners that may be displayed to the public; contact information for copyright holders should only be supplied here if their express permission has been obtained. Use this field only for materials where the **Copyright Status** field is "Copyrighted".

- Provide relevant contact information, such as address, phone, and e-mail.
- If the **Copyright Holder** field is "Unknown", if you do not have contact information for the copyright owner, or if you don't have permission to publicize contact information), then indicate "Consult owning institution for copyright holder contact information" or similar.

**Status:** **Mandatory if applicable.** Use this field only for materials where the **Copyright Status** field is "copyrighted".

**Repeatable?:** Yes

### Examples:

- Jane Smith Estate, 1123 New Street, Irvine, CA 92090 (Jane@Smith.com)
  - John Doe: john@doe.com, (123) 456-7891; Janet Doe: janet@doe.com, (987) 543-2101
  - Consult owning institution
- 

### Copyright Date

A single date or inclusive dates indicating when the original resource represented by the digital object was copyrighted. Use this field only for materials where the **Copyright Status** field is "Copyrighted".

- Record the copyright date from the resource, generally a single year (for single items) or a range of years (for serial or multipart items). Use the *most recent* or *renewal* date of copyright, in cases where there are multiple copyright dates.
- If in doubt on how to enter a date, refer to one of the following content standards for guidance on data entry:
  - AACR2, Chapter 1.4F
  - DACS, Chapter 2.4
  - GM, Chapter 3.0 <<http://www.itsmarc.com/crs/grph0092.htm>> and Appendix A <<http://www.itsmarc.com/crs/grph0170.htm>>
  - CCO, Chapter 4.2.3 <<http://www.vraweb.org/CCOweb/E-Chap4-StylisticChronological-28Feb2005.pdf>>
- If the copyright date is unknown, use "Copyright date unknown".

**Status:** **Mandatory if applicable.** Use this field only for materials where the **Copyright Status** field is "copyrighted".

**Repeatable?:** No

### Examples:

#### Single dates

- 1901

#### Date spans

- 1900-1950

#### Broken date spans

- 1924, 1956-1975 [*Note: separate by a comma*]
- 

### Copyright Notice

A formal copyright notice or statement on the original resource represented by the digital object. Use this field only for materials where the **Copyright Status** field is "Copyrighted".

- Transcribe any copyright notice or statement exactly as it appears on the resource.

**Status:** **Mandatory if applicable.** Use this field only for materials where the **Copyright Status** field is "Copyrighted".

**Repeatable?:** No

### Examples:

- Copyright 1998, American Library Association
  - Text and exercises copyright 1988 by Anise Spitz  
Revised 2002 by Gentz Bentz  
Music copyright 2002 by Anise Spitz
- 

### Description

A brief free-text note, abstract, table of contents listing, or descriptive statement that characterizes more fully the scope or content of the resource. Refer to one of the following content standards for guidance on data entry:

- AACR2, Chapter 1.7
- DACS, Chapter 3.1
- GM, Chapter 5.0 <<http://www.itsmarc.com/crs/grph0267.htm>>
- CCO, Chapter 8.2.1 <<http://www.vraweb.org/CCOweb/I-Chap8-Description-28Feb05.pdf>>

Otherwise, provide a succinct narrative description.

**Status:** **Preferred**

**Repeatable?:** No

### Examples:

- Back of photo stamped "596"; manuscript note indicates car owned by "N.E.R." [*Note: derived according to AACR2*]
  - View of the Alaskan King Ice Cream Parlor, with horse-drawn delivery wagon in foreground and City Hall in background. [*Note: derived according to DACS*]
- 

### Language

Codes indicating the most significant languages that are an integral part of the resource, such as in a caption that is part of a photograph, or a title that is part of a painting. Provide data only if this is the case.

- Select a three-letter code from the International Organization for Standardization (ISO) 639-2 *Codes for the Representation of Names of Languages* list at <<http://www.loc.gov/standards/iso639-2/englangn.html>>.

**Status:** **Preferred**

**Repeatable?:** Yes

**Examples:**

- eng [Note: use for English]
  - spa [Note: use for Spanish]
  - fre [Note: use for French]
  - vie [Note: use for Vietnamese]
  - ger [Note: use for German]
- 

**Subject (Name)**

Significant names (personal, corporate, family, meeting, etc.) represented as topics in or by the resource.

- Use the form of the name established in the *Library of Congress Name Authority File* (LCNAF). The LCNAF can be searched from <<http://authorities.loc.gov/>> (limit your search to "Name Authority Headings"). If you cannot locate the name in the LCNAF, search for the name in MELVYL at <<http://melvyl.cdlib.org/>> (limit your search to "Author (keywords in name)"). Add the heading to the CONTENTdm controlled vocabulary list.
- If you cannot locate the heading in an authority file, establish one using the fullest form of the name as possible (Last name, First name, Middle name or initial). Add birth and/or death dates, if known. Refer to one of the following content standards for guidance on data entry:
  - AACR2, Chapter 22
  - DACS, Chapter 12, 13, and 14
  - CCO, Chapter 2.2.1 <<http://www.vraweb.org/CCOweb/C-Chap2-Creator-28Feb05.pdf>>Add the heading to the CONTENTdm controlled vocabulary list.
- If your institution opts not to use the authority files noted above, then consider the following recommendations:
  - Enter personal names in inverted form: Last name, First name, Middle name or initial. Add birth and/or death dates, if known.
  - Enter corporate/organizational names in direct form as they appear.
  - If in doubt as to how to formulate a name, enter it as it appears and do not invert.Add the heading to the CONTENTdm controlled vocabulary list.

**Status:** Preferred

**Repeatable?:** Yes

**Examples:**

Personal name entry

- Yamada, Mitsuye [Note: determined from local cataloging authority or LCNAF, death date not applicable]
- Chase, Alexander W. (Alexander Wells), 1843-1888 [Note: derived according to DACS, with birth and death dates]
- Bonnet, Scotch C., d. 1980 [Note: derived according to DACS, with death date only]
- Robinson family [Note: derived according to DACS, Chapter 12.29]

Corporate name entry

- American Philosophical Society [Note: determined from local cataloging authority or LCNAF]
  - Frasher Foto (Firm) [Note: derived according to AACR2]
- 

**Subject (Place)**

The name of a geographic location represented in or by the resource.

- Use the form of the name established in the *Library of Congress Subject Headings* (LCSH). LCSH can be searched from <<http://authorities.loc.gov/>> (limit your search to "Subject Authority Headings"). Add the heading to the CONTENTdm controlled vocabulary list.
- If you cannot locate the heading in an authority file, establish one. Refer to one of the following content standards for guidance on data entry:
  - AACR2, Chapter 23 and Appendix B.14 (for abbreviations)
  - DACS, Chapter 13
 Add the heading to the CONTENTdm controlled vocabulary list.
- If your institution opts not to use the authority files noted above, then consider the following recommendations:
  - Enter the geographical name in direct form.
  - Qualify California-state locations by appending "(Calif.)" to the geographical name.
 Add the heading to the CONTENTdm controlled vocabulary list.

**Status:** Preferred

**Repeatable?:** Yes

**Examples:**

- Anaheim (Calif.)
- Chico (Calif.)
- Chavez Ravine (Los Angeles, Calif.)
- Central Avenue (Los Angeles, Calif.)
- Presidio (San Francisco, Calif.)

**Subject (Topic)**

Significant topics or subjects (including concepts, events, etc.), functions, or occupations represented in or by the resource.

- Select headings from the *Thesaurus of Graphic Materials I: Subject Terms* (TGM I) controlled vocabulary list supplied as part of CONTENTdm.
- If you cannot locate the heading in the controlled vocabulary list, search for it in the *Library of Congress Subject Headings* at <<http://authorities.loc.gov/>> (limit your search to "Subject Authority Headings"). Add it to the CONTENTdm controlled vocabulary list.
- If you still cannot locate the heading in a thesaurus, establish one and add it to the CONTENTdm controlled vocabulary list.
- If your institution opts not to use the authority files noted above, then formulate a topic term and add it to the CONTENTdm controlled vocabulary list.

**Status:** Preferred

**Repeatable?:** Yes

**Examples:**

- Barbershops--California--Eureka
- Wine industry--California--Healdsburg
- City & town halls--California--Orange
- Agricultural laborers--Italian Americans--California--Salinas
- Streets--California--San Diego

**Form/Genre**

Significant forms of material and/or genres represented in or by the resource.

- Select headings from the *Art and Architecture Thesaurus* (AAT) controlled vocabulary list subset, supplied as part of CONTENTdm:

- Architectural drawings
- Atlases
- Books
- Brochures
- Clippings *[Note: use for newspaper or magazine clippings]*
- Letters (correspondence) *[Note: use for manuscript or typescript letters]*
- Manuscripts *[Note: use for general handwritten documents or unpublished typescripts; for manuscript letters, maps, architectural drawings, postcards, etc. use those more specific terms]*
- Maps *[Note: use for manuscript or printed maps]*
- Pamphlets *[Note: used for booklets]*
- Photograph albums
- Photographs *[Note: use for photographic prints and specific processes such as tintypes, ambrotypes, etc.; use also for negatives, slides, etc.]*
- Postcards *[Note: use for photographic and printed postcards]*
- Programs *[Note: use for dance, theater, or other performance programs]*
- Scrapbooks
- Sheet music
- Tools
- If you cannot locate the heading in the CONTENTdm-supplied subset -- or if you would like to add an additional, more specific form/genre term (e.g., "tintypes" in addition to "photographs", "manuscript maps" in addition to "maps", etc.) -- search for it in the full AAT at [http://www.getty.edu/research/conducting\\_research/vocabularies/aat/](http://www.getty.edu/research/conducting_research/vocabularies/aat/). Add the heading to the CONTENTdm controlled vocabulary list.
- If your institution opts not to use the terms noted above, then formulate a topic term and add it to the CONTENTdm controlled vocabulary list.

**Status:** Preferred

**Repeatable?:** Yes

**Examples:**

- Architectural drawings
- Photographs
- Tintypes *[Note: additional heading located in AAT]*
- Screen prints *[Note: additional heading located in AAT]*

**Title (Alternative)**

A succinct identifying alternative or additional name for the resource. Provide alternate titles only in cases where a resource contains additional formal titles, or is known by other formal titles.

- Transcribe the alternative formal title of the resource or supply a title, if necessary. Refer to one of the following content standards for guidance on data entry:
  - AACR2, Chapter 1.1
  - DACS, Chapter 2.3
  - GM, Chapter 1.0 <<http://www.itsmarc.com/crs/grph0011.htm>>
  - CCO, Chapter 1.2.2 <<http://www.vraweb.org/CCOweb/B-Chap1-Object%20Naming-28Feb05.pdf>>
- If your institution does not currently utilize a content standard, then consider the following recommendations:
  - If the resource has a formal alternative title, transcribe it exactly as it appears.
  - If you need to supply a title:
    - For a simple digital object, all titles should typically contain at least the following two elements: a name (e.g., name of the creator or the individual/organization primarily represented in or by the resource); and a characterization of the nature of the resource (e.g., a form/genre term such

as "photograph", "diary", etc.). Optionally, include as a third element a characterization of the primary topic represented in or by the resource.

- For compound digital objects where you are describing components at more than one level, for example, a scrapbook and individual photographs within that scrapbook:
  - The supplied title for the compound object as a whole (the scrapbook) should follow the rules for a simple digital object. For example, "Mary Jane Smith high school scrapbook".
  - For individual components (the photographs) within the compound object, supply a succinct label only to facilitate viewing/navigation of the object (for example, "page 1", "page 2", etc.; or "photo 1", "photo 2", etc.).

**Status:** Preferred

**Repeatable?:** No

**Examples:**

- L'art du mime [Note: transcribed according to AACR2]
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#### Metacollection

Enter the URL for a primary digital/online collection or project that the resource is a part of.

**Status:** Preferred

**Repeatable?:** No

**Examples:**

- <http://www.sachistoryonline.com>
  - <http://www.californiapioneers.org/exhibit.html>
- 

#### Item/Call Number

An item or call number for the resource, e.g., a local call number, Library of Congress call number, etc.

**Status:** Preferred

**Repeatable?:** No

**Examples:**

- Neg B2095
  - P6075
  - MS-R01 042
- 

#### Source Item

A brief note or title describing the immediate parent-level source item of which the resource is a part or component.

**Status:** Preferred

**Repeatable?:** No

**Examples:**

- Selected photograph from page 12 of the Lawrence & Houseworth Photography Album (Item Number #MS R01 042).

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### Contributor

The name of the person, institution, agent, or group responsible for contributing to the resource in some significant manner, such as a illustrator, designer, autographer, etc. Do not use the name of the owning institution or the creator of the digital version of an analog item.

- Use the form of the name established in the *Library of Congress Name Authority File* (LCNAF) or CDL's MELVYL catalog, or establish a form of the name, if necessary. The LCNAF can be searched from <<http://authorities.loc.gov/>> (limit your search to "Name Authority Headings"). If you cannot locate the name in the LCNAF, search for the name in MELVYL at <<http://melvyl.cdlib.org/>> (limit your search to "Author (keywords in name)").
- If you cannot locate the heading in an authority file, establish one using the fullest form of the name as possible (Last name, First name, Middle name or initial). Add birth and/or death dates, if known. Refer to one of the following content standards for guidance on data entry:
  - AACR2, Chapter 22
  - DACS, Chapter 12, 13, and 14
  - CCO, Chapter 2.2.1 < <http://www.vraweb.org/CCOweb/C-Chap2-Creator-28Feb05.pdf>>
- If your institution does not currently utilize a content standard, then consider the following recommendations:
  - Enter personal names in inverted form: Last name, First name, Middle name or initial. Add birth and/or death dates, if known.
  - Enter corporate/organizational names in direct form as they appear.
  - If in doubt as to how to formulate a name, enter it as it appears and do not invert.

**Status:** Preferred

**Repeatable?:** Yes

### Examples:

#### Personal name entry

- Yamada, Mitsuye [*Note: determined from local cataloging authority or LCNAF, death date not applicable*]
- Chase, Alexander W. (Alexander Wells), 1843-1888 [*Note: derived according to DACS, with birth and death dates*]
- Bonnet, Scotch C., d. 1980 [*Note: derived according to DACS, with death date only*]
- Robinson family [*Note: derived according to DACS, Chapter 12.29*]

#### Corporate name entry

- American Philosophical Society [*Note: determined from local cataloging authority or LCNAF*]
  - Frasher Foto (Firm) [*Note: derived according to AACR2*]
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### Publisher

The names of the publisher of the resource. Use this field only for materials that have been published (reproduced for distribution), and only if there is a publisher name present.

- Transcribe the publisher name from the resource.

**Status:** Preferred. Use this field only for materials that have been published (reproduced for distribution), and only if there is a publisher name present.



**Repeatable?:** Yes

**Examples:**

- Simon & Schuster
- GreenThumb Press

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**Internal Note**

Use optionally for internal processing or cataloging notes, etc. Note that this data will not be displayed with your objects in the Calisphere/OAC websites.

**Status:** Optional

**Repeatable?:** No

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**Transcription**

Use optionally for recording full-text transcriptions of documents, letters, books, or other items that contain large amounts of textual information.

**Status:** Optional

**Repeatable?:** No