

# LHGRP Handbook: Appendix G

## Metadata Examples

*NOTE: The following example reflects use of only the required metadata fields.*

**Example 1A:** Simple object: unpublished photographic negative. Creator and copyright status unknown

- **Identifier:** abc\_123
- **Title:** Photograph of Amanda Preuss on cross-country road trip
- **Creator:**
- **Date Created:** 1911 January 14
- **Description:**
- **Type:** image
- **Physical Description:**
- **Institution:** ABC Library
- **Collection Guide:** <http://ark.cdlib.org/ark:/13030/kt500023rn>
- **Project Note:** LHGRP
- **Country of Creation:** US
- **Copyright Status:** Copyright status unknown
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- **Copyright Holder:**
- **Copyright Holder Info:**
- **Copyright Date:**
- **Copyright Notice:**
- **Language:**
- **Subject (Name):**
- **Subject (Place):**
- **Subject (Topic):**
- **Form/Genre:**
- **Title (Alternative):**
- **Metacollection:**
- **Item/Call Number:**
- **Source Item:**
- **Contributor:**
- **Publisher:**
- **Internal Note:**
- **Transcription:**

*NOTE: The remaining examples reflect use of all of the metadata fields, including preferred ones.*

**Example 1B:** Simple object: unpublished photographic negative. Creator and copyright status unknown

- **Identifier:** abc\_123

- **Title:** Photograph of Amanda Preuss on cross-country road trip
- **Creator:** Unknown
- **Date Created:** 1911 January 14
- **Description:** Part of a cross-country road trip along the Lincoln Highway from San Francisco to New York. Caption reads: "Sacramento County road trip, 14th of January 1911"
- **Type:** image
- **Physical Description:** 1 black and white photographic negative; 4 x 6 inches
- **Institution:** ABC Library
- **Collection Guide:** <http://ark.cdlib.org/ark:/13030/kt500023rn>
- **Project Note:** LHDRP
- **Country of Creation:** US
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- **Copyright Holder:**
- **Copyright Holder Info:**
- **Copyright Date:**
- **Copyright Notice:**
- **Language:** eng
- **Subject (Name):** Preuss, Amanda R.
- **Subject (Place):** Sacramento County (Calif.)
- **Subject (Topic):** Transcontinental journeys; Transportation
- **Form/Genre:** Photographs
- **Title (Alternative):**
- **Metacollection:**
- **Item/Call Number:** 1982/005/05782
- **Source Item:**
- **Contributor:**
- **Publisher:**
- **Internal Note:**
- **Transcription:**

**Example 2:** Simple object: published photographic postcard. Creator and copyright status known

- **Identifier:** abc\_101
- **Title:** Photographic postcard of P. Simoni & Sons General Merchandise store and gas station
- **Creator:** McMenamins Foto Co.
- **Date Published:** 1915
- **Description:**
- **Type:** image
- **Physical Description:** 1 color lithograph photographic postcard ; 8.5 x 13.5 centimeters
- **Institution:** ABC Library
- **Collection Guide:** <http://ark.cdlib.org/ark:/13030/kt500023rn>
- **Project Note:** LHDRP
- **Country of Creation:** US

- **Copyright Status:** Public domain
- **Copyright Statement:** Material in the public domain. No restrictions on use.
- **Copyright Holder:**
- **Copyright Holder Info:**
- **Copyright Date:**
- **Copyright Notice:**
- **Language:** eng
- **Subject (Name):** P. Simoni & Sons (Firm)
- **Subject (Place):** Sacramento County (Calif.)
- **Subject (Topic):** Transportation
- **Form/Genre:** Postcards
- **Title (Alternative):**
- **Metacollection:**
- **Item/Call Number:** 1980/038/00001
- **Source Item:**
- **Contributor:**
- **Publisher:** Freeport Printing Shoppe
- **Internal Note:**
- **Transcription:**

**Example 3:** Simple object: published map. Creator and copyright status known

- **Identifier:** abc\_103
- **Title:** Map of Sacramento : principal automobile routes through City of Sacramento, [1922] / copyrighted by the California State Automobile Association
- **Creator:** California State Automobile Association
- **Date Published:** 1922
- **Description:** Published for Days of '49 Celebration in Sacramento. Contains description of Days of '49 Celebration; tourist and visitor highlights, including Crocker Art Gallery, Sacramento River, Sutter's Fort, and McKinley Park; and traffic rules and regulations. Includes illustration of hand traffic signals.
- **Type:** image
- **Physical Description:** 1 map : ill. ; 48 x 35 cm., folded to 23.75 x 8.75 cm.
- **Institution:** ABC Library
- **Collection Guide:** <http://ark.cdlib.org/ark:/13030/kt500023rn>
- **Project Note:** LHDRP
- **Country of Creation:** US
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- **Copyright Holder:** California State Automobile Association
- **Copyright Holder Info:** Available online at <<http://www.csaa.com/>>
- **Copyright Date:** 1964
- **Copyright Notice:** Copyrighted by the California State Automobile Association
- **Language:** eng
- **Subject (Name):**
- **Subject (Place):** Sacramento (Calif.)
- **Subject (Topic):** Days of '49 Celebration (Sacramento, Calif.); Transportation

- **Form/Genre:** Maps
- **Title (Alternative):**
- **Metacollection:**
- **Item/Call Number:** 1984/124/00004
- **Source Item:**
- **Contributor:**
- **Publisher:** American Automobile Association
- **Internal Note:**
- **Transcription:** To see Sacramento: an ideal starting place for a sight-seeing trip is around SACRAMENTO CAPITOL PARK, Tenth and L Streets. This is considered to be the most beautiful and interesting state capitols in the nation. Of particular interest is the Memorial Grove, made up of historic trees collected from the most prominent battlefields of the Civil War. From the dome of the Capitol a splendid view of the entire city may be had, while in the rotunda are magnificent mural paintings depicting periods of California's history. From Capitol Park, drive south on Tenth Street to O. Street, turn right on O Street to Second Street, and Crocker Art Gallery.

**Example 4:** Simple object: unpublished photographic print from a scrapbook. Creator and copyright status unknown

- **Identifier:** abc\_014
- **Title:** Photograph of Amanda Preuss on cross-country road trip
- **Creator:** Unknown
- **Date Created:** 1911 January 14
- **Description:** Part of a cross-country road trip along the Lincoln Highway from San Francisco to New York. Caption reads: "Sacramento County road trip, 14th of January 1911"
- **Type:** image
- **Physical Description:** 1 black and white photographic print; 4 x 6 inches
- **Institution:** ABC Library
- **Collection Guide:** <http://ark.cdlib.org/ark:/13030/kt500023rn>
- **Project Note:** LHDRP
- **Country of Creation:** US
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- **Copyright Holder:**
- **Copyright Holder Info:**
- **Copyright Date:**
- **Copyright Notice:**
- **Language:** eng
- **Subject (Name):** Preuss, Amanda R.
- **Subject (Place):** Sacramento County (Calif.)
- **Subject (Topic):** Transcontinental journeys; Transportation
- **Form/Genre:** Photographs
- **Title (Alternative):**
- **Metacollection:**
- **Item/Call Number:** 1982/005/05782

- **Source Item:** Selected photograph from page 12 of the Lawrence & Houseworth Photography Album (Item Number #1982/005/05101).
- **Contributor:** Lawrence, Gerard K., d. 1923, collector; Houseworth, Murtha, d. 1919, collector
- **Publisher:**
- **Internal Note:**
- **Transcription:**

**Example 5:** Complex object: published brochure. Creator and copyright status known

*NOTE: Individual content files comprising this compound object were named "page 1," "page 2", etc.*

- **Identifier:** abc\_021
- **Title:** Stanley Airship: brochure
- **Creator:** Stanley Aerial Navigation Company
- **Date Published:** circa 1901
- **Description:** Includes specifications, diagrams, and capabilities. Also lists directors, officers, and articles of incorporation for the company. Charles Stanley of San Francisco is listed as the inventor and engineer.
- **Type:** text
- **Physical Description:** 1 leaflet : ill. ; 21.5 x 38.5 cm., folded to 21.5 x 10 cm.
- **Institution:** ABC Library
- **Collection Guide:** <http://ark.cdlib.org/ark:/13030/kt500023rn>
- **Project Note:** LHDRP
- **Country of Creation:** US
- **Copyright Status:** Public domain
- **Copyright Statement:** Material in the public domain. No restrictions on use.
- **Copyright Holder:**
- **Copyright Holder Info:**
- **Copyright Date:**
- **Copyright Notice:**
- **Language:** eng
- **Subject (Name):** The Stanley Aerial Navigation Company; Stanley Airship; Stanley, Charles
- **Subject (Place):** Sacramento (Calif.)
- **Subject (Topic):** Airships; Transportation
- **Form/Genre:** Brochures
- **Title (Alternative):** The Von Zeppelin Airship was a toy: make way for the Stanley Airship
- **Metacollection:** <http://www.sacairballoonhistory.com>
- **Item/Call Number:** 1984/124/00004
- **Source Item:**
- **Contributor:**
- **Publisher:**
- **Internal Note:**
- **Transcription:**

**Example 6:** Complex object: photographic scrapbook. Creators and copyright statuses are unknown

*NOTE: Individual content files comprising this compound object were named "Photograph 1," "Photograph 2", etc.*

- **Identifier:** abc\_144
- **Title:** Lawrence & Houseworth photography album of Amanda Preuss automobile trips

- **Creator:** Unknown
- **Date Created:** 1910-1913
- **Description:** Contains images of Preuss on her cross-country road trip along the Lincoln Highway from San Francisco to New York from 1911 through 1912.
- **Type:** image
- **Physical Description:** 1 scrapbook; 8 x 10 inches. Includes 54 black and white photographic prints; 4 x 6 inches
- **Institution:** ABC Library
- **Collection Guide:** <http://ark.cdlib.org/ark:/13030/kt500023rn>
- **Project Note:** LHDRP
- **Country of Creation:** US
- **Copyright Status:** Copyright status unknown
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- **Copyright Holder:**
- **Copyright Holder Info:**
- **Copyright Date:**
- **Copyright Notice:**
- **Language:** eng
- **Subject (Name):** Preuss, Amanda R.
- **Subject (Place):** Sacramento County (Calif.)
- **Subject (Topic):** Automobile travel; Transportation; Transcontinental journeys
- **Form/Genre:** Photographs
- **Title (Alternative):**
- **Metacollection:**
- **Item/Call Number:** 1982/011/86753
- **Source Item:**
- **Contributor:** Lawrence, Gerard K., d. 1923, collector; Houseworth, Murtha, d. 1919, collector
- **Publisher:**
- **Internal Note:**
- **Transcription:**