

Data Dictionary for Goucher College Archival Photograph Collection

The Goucher College Archival Photograph Collection will present and describe photographs of the college and college life contained within the Library's Special Collections and Archives.

This document serves to explain the various metadata fields in CONTENTdm used to describe the various aspects of each item to allow for the consistent creation of metadata for items across the collection.

Each field is described by a table. An explanation of the table is below:

| | |
|------------------------------|---|
| Project Element | The label for the metadata element. |
| DC Mapping | The Dublin Core metadata property is represented by this element. |
| Data Type | Either "Text" or "Date", per CONTENTdm. |
| Required/Optional | Must a description of a resource contain this property? |
| Repeatable | Can there be more than one field with this element name in the description of the resource? |
| Display | Will this element display to the public? |
| Searchable | Can patrons search on the data represented in this field? |
| Controlled Vocabulary | Are the values for this element constrained by any controlled vocabularies? If so, list them. |
| Definition | The definition of this element as established by the Dublin Core Metadata Initiative. |
| Usage | How this element is used in this Collection. |
| Example | An example taken from our extant Collection. |

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|------------------------------|---|
| Project Element | Title |
| DC Mapping | Title |
| Data Type | Text |
| Required/Optional | Required – ALL items in the collection must have a title. |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | N |
| Definition | A name given to the resource. |
| Usage | <p>The title for the photograph can be found on a white sticker on the back of the photograph or text written on the photocopy of the photo located in 3-ring binder in the stacks by the collection. If a title cannot be located by these means, one should be created by the person creating the metadata. The title should be short and descriptive. See examples for models.</p> <p>Only the first word and proper nouns in the title should be capitalized.</p> <p>Information regarding the potential sources of titles (backs of images or constructed by digitization staff) will be included on the page describing the overall collection.</p> |
| Example | <p>Busy art room</p> <p>Professor and class looking at pictures on floor, different angle</p> <p>Fine Arts majors at the Baltimore Museum</p> |

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|------------------------------|---|
| Project Element | Creator |
| DC Mapping | Creator |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | Y |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | Y Creators-shared |
| Definition | An entity primarily responsible for making the resource. |
| Usage | <p>If known, the name of the photographer or photographing agency should be expressed here. This information can be found on the back of the image.</p> <p>Personal names should be given Lastname, First. If possible, photographers/agencies should be searched in the NAF (http://authorities.loc.gov) to see if there is an authorized form of name.</p> <p>If not known, do not add information to this field.</p> <p>NOTE: This field is shared with the Notable Goucher People Collection along with the Postcard Collection. All changes will be reflected in each collection.</p> |
| Example | <p>Bearden, Alan J.</p> <p>Sussman-Ochs</p> |

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|------------------------------|---|
| Project Element | Date of Original |
| DC Mapping | Date |
| Data Type | Text |
| Required/Optional | Required |
| Repeatable | N |
| Display | Y |
| Searchable | N |
| Controlled Vocabulary | N |
| Definition | A point or period of time associated with an event in the lifecycle of the resource. |
| Usage | <p>Used to establish the date when a photograph was most likely taken.</p> <p>Enter the date indicated on the back of the photograph. Use the YYYY-MM-DD format if possible. If there is no month or date, enter the year.</p> <p>If there is a question mark after the date, express the decade. For example, "1960?" should be "1960s".</p> <p>If no date is indicated, do not add information to this field.</p> |
| Example | <p>1971</p> <p>1960-02-22</p> <p>1950s-1960s</p> <p>1980-06 (for June 1980)</p> |

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|------------------------------|---|
| Project Element | Decade |
| DC Mapping | Coverage |
| Data Type | Text |
| Required/Optional | Required |
| Repeatable | N |
| Display | Y |
| Searchable | N |
| Controlled Vocabulary | N |
| Definition | The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant. |
| Usage | Used to establish the ten year span of time from when the archival photo was created/taken. |
| Example | 1970-1979 |

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|------------------------------|---|
| Project Element | Campus |
| DC Mapping | Coverage |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | Goucher Campus CV |
| Definition | The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant. |
| Usage | Used to indicate which campus is affiliated with the resource. This does not mean that the campus itself must be seen in the image, but rather which campus was extant when the photograph was taken. Thus this is less of a geographical indication, and more of a temporal/historical expression. |
| Example | Baltimore, MD Downtown Campus Towson, MD Campus |

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|------------------------------|---|
| Project Element | Keyword |
| DC Mapping | Subject |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | Y Keywords - shared |
| Definition | The topic of the resource. |
| Usage | <p>This field, and the other Photograph Category fields, is used to indicate the category assigned to it by the original organizers of the collection.</p> <p>This information is based on the finding aid for the collection, located in the Digitization Procedures Binder.</p> <p>Add the terms, separated by semi-colons, as enumerated on the [name of the file] by the Cataloging/Metadata Librarian</p> <p>NOTE: This field is shared with the Notable Goucher People Collection along with the Postcard Collection. All changes will be reflected in each collection.</p> |
| Example | <p>Persons ; Faculty ; English</p> <p>Student Life ; Athletics ; Softball</p> |

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|------------------------------|---|
| Project Element | Subject (LCSH) |
| DC Mapping | Subject |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | LCSH CV |
| Definition | The topic of the resource. |
| Usage | Used to express the “aboutness” of the resource in question. Terms/phrases should be located in LCSH. Maintain dashes between terms in a heading. Each complete heading should be separated by a . These headings will be assigned at a “number” level by the Cataloging and Metadata Librarian. |
| Example | Goucher College--Students |

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|------------------------------|---|
| Project Element | Goucher Subjects |
| DC Mapping | Subject |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | Goucher Subject CV |
| Definition | The topic of the resource. |
| Usage | <p>Used to express the “aboutness” of the resource in question. This vocabulary will express people, places, events etc. that are Goucher specific and thus not easily expressed in LCSH. These include, but are not limited to, Goucher people, places and events.</p> <p>If possible, names of individuals should be searched in the NAF (http://authorities.loc.gov) and the established form of name used in our vocabulary.</p> |
| Example | <p>Ungar, Sandford J.</p> <p>Stimson, Dorothy 1890-1988</p> <p>Kraushaar, Otto F.</p> <p>Mary Fisher Hall</p> <p>Daisy Chain</p> |

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| Project Element | Type |
| DC Mapping | Type |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | DCMI Type Vocabulary |
| Definition | The file format, physical medium, or dimensions of the resource. |
| Usage | For this collection, we will use the same entry, "still image". |
| Example | Still image |

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|------------------------------|---|
| Project Element | Format |
| DC Mapping | Format-Medium |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | AAT |
| Definition | The material or physical carrier of the resource. |
| Usage | Used to give additional information as to the medium of the photograph in question – i.e. is it black and white, color etc. |
| Example | Black-and-white photographs Color photographs Sepia prints |

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|------------------------------|---|
| Project Element | Original Image Size (h x w) |
| DC Mapping | Format-Extent |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | N |
| Controlled Vocabulary | N |
| Definition | The size or duration of the resource. |
| Usage | The size, expressed in centimeters and as height x width, of the original photograph. Please express the height down to decimal points, as specifically as possible. |
| Example | 16.4 x 24.5 cm |

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|------------------------------|---|
| Project Element | Collection |
| DC Mapping | Relation-Is Part Of |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | Goucher Collections CV |
| Definition | A related resource in which the described resource is physically or logically included. |
| Usage | This indicates the collection held in Special Collections where these materials are held. Use the same phrase for the entire collection. |
| Example | Goucher College Archival Photograph Collection |

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| Project Element | Digitization Specifics |
| DC Mapping | Description |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | N |
| Controlled Vocabulary | N |
| Definition | An account of the resource. |
| Usage | An expression of how we digitized the objects in question. This field should be the same for each item in the collection. |
| Example | 600 ppi TIFF archival master, 600 ppi JPEG2000 online digital content |

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|------------------------------|--|
| Project Element | Digitization Date |
| DC Mapping | Date |
| Data Type | Date |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | N |
| Controlled Vocabulary | N |
| Definition | A point or period of time associated with an event in the lifecycle of the resource. |
| Usage | The date the photograph in question was digitized. Only the year of digitization is expressed. |
| Example | 2011 2012 |

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|------------------------------|---|
| Project Element | Identifier |
| DC Mapping | Identifier |
| Data Type | Text |
| Required/Optional | Required |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | N |
| Definition | An unambiguous reference to the resource within a given context. |
| Usage | <p>The identifier given to each individual photograph.</p> <p>The base number comes from the penciled number on the file folders containing the photos. If there is more than one photograph in a folder, append a lowercase letter to the end for each item.</p> |
| Example | <p>Individual photograph: 1.3.091</p> <p>Multiple photographs in a folder: 1.39.086a 1.39.086b</p> |

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|------------------------------|---|
| Project Element | Rights |
| DC Mapping | Rights |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | N |
| Controlled Vocabulary | N |
| Definition | Information about rights held in and over the resource. |
| Usage | A statement regarding the copyright and usage rights of photographs in the collection. It should be added to all images unless otherwise instructed by Tara. |
| Example | Collection may be protected under Title 17 of the U.S. Copyright Law. To obtain information or permission to publish or reproduce, please contact the Goucher Special Collections & Archives at 410-337-6347. |

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| Project Element | Library |
| DC Mapping | Source |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | N |
| Controlled Vocabulary | N |
| Definition | A related resource from which the described resource is derived. |
| Usage | Expressing that this resource is from the Goucher College Library Special Collections and the website for the library as further identification. This will be the same for all items in the collection. |
| Example | Goucher College Library Special Collections: http://www.goucher.edu/x9158.xml |

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| Project Element | Administrative Notes |
| DC Mapping | None |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | N |
| Searchable | N |
| Controlled Vocabulary | N |
| Definition | Used to preserve information about photographs that are not intended for the public. |
| Usage | <p>Used to maintain, but not publish, names of students known to be in photographs. Information about students mentioned by name will be on the back of the photograph or in the photocopied binder.</p> <p>Use the Alumnae Directory to verify the spelling of the name. If you cannot verify the name in the Directory, do not include it.</p> <p>Located names should be transcribed as follows:</p> <p>Current Name (maiden name year graduated).</p> |
| Example | <p>John and Sue Carnell (Mrs. Sue Powel Carnell, 1957); Dr. Sally Noetzel Wall (Sally Lou Noetzel, 1967)</p> <p>Sylvia Lanka, 1973</p> |

| | |
|------------------------------|---|
| Project Element | Exhibit |
| DC Mapping | Relation-Is Part Of |
| Data Type | Text |
| Required/Optional | Optional |
| Repeatable | N |
| Display | Y |
| Searchable | Y |
| Controlled Vocabulary | Goucher Exhibit CV |
| Definition | A related resource in which the described resource is physically or logically included. |
| Usage | To indicate the exhibit(s) to which the item in question belongs. |
| Example | Goucher History Epsom Farms |