

Data Dictionary for Donnybrook Fair Yearbook Collection

The Donnybrook Fair Yearbook Collection will contain complete scans of the Goucher College yearbook. This collection will be OCR'd and thus the text of each issue will be included in the keyword index in CONTENTdm. Thus only minimal additional descriptive information is necessary for each issue.

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.

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 will include the title of the yearbook and the year.</p> <p>For PAGE LEVEL metadata, we will only have the titles. Use the same title as for the yearbook and then include the page number.</p> <p>[Will have to address unique title issues for the odd pre-1920s yearbooks.]</p>
Example	<p>Donnybrook Fair 1984</p> <p>Donnybrook Fair 1984 – Page 3</p>

Project Element	Senior Class
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	Graduating year of the senior class
Example	1984 Only use single years

Project Element	Academic Year
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	Used to establish the academic calendar date when the yearbook was published.
Example	1959-1960 1960

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 yearbook was published.
Example	<p>1970-1979</p> <p>If an academic year falls on a date at the end of the decade, include both decades in this field.</p> <p>Academic Year 1959-1960</p> <p>1950-1959 ; 1960-1969</p>

Project Element	Publisher
DC Mapping	Publisher
Data Type	Text
Required/Optional	Required
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	N
Definition	An entity responsible for making the resource available.
Usage	This will be the same for each issue – Goucher College.
Example	Goucher College

Project Element	Transcript
DC Mapping	Description
Data Type	Full-Text Search
Required/Optional	No – but leave blank for OCR to function
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	N
Definition	Transcript of PDF. Necessary for OCR Extension to work within ContentDM.
Usage	This will be the full-text of each newsletter for this collection.
Example	Will vary with each issue.

Project Element	Language
DC Mapping	Language
Data Type	Text
Required/Optional	Required
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	A language of the resource.
Usage	The language used in the newsletter and will be the same for each issue. This is, of course, English, but it will be expressed as “eng”, the ISO standard.
Example	eng

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

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 identify the original medium of the items in this collection – will be the same for all – “school yearbooks”.
Example	School yearbooks

Project Element	Original Binding 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 Donnybrook. Please express the height down to decimal points, as specifically as possible.
Example	23.0 cm x 26.4 cm

Project Element	Extent of Item
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	This is an expression of the number of pages that make up the Donnybrook. It should be cumulative.
Example	162 p. 192 p.

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	Donnybrook Fair Yearbook Collection

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, pdf for online display.

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	2012

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	The identifier given to each individual issue. This will be the file name, with the extension removed.
Example	Donnybrook1984 (collection level identifier) Donnybrook1984_page009 (page level identifier)

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.

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

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 Digital Library Selections Epsom Farms