Data Dictionary for
Goucher College Printed Music Collection
(Abridged Version)

The Goucher College Printed Music collection will present and describe scores and sheet music housed in the Archives and Special Collections, particularly those that are part of the Crystelle Bond Collection and the Irma Simpler Van Street Sheet Music Collection.

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. **In this collection, most of the metadata is pulled from the local MARC record for the item**.

In order to make the inputting of metadata easier and to make the records clearer, a relatively brief record for each item will be created. The record will also include a link out to the original cataloging record in our online catalog.

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 Imitative.
Usage	How this element is used in this Collection.
Example	An example taken from our extant Collection.

Project Element	Call Number
DC Mapping	Identifier
Data Type	Text
Required/Optional	Required
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	An unambiguous reference to the resource within a given context.
Usage	This is the call number for the score. It comes from the **090 record in the MARC record**. Be sure to remove the subfield delimiters and **retain the period before the Cutter**. Or, may be in the item record in an 099. **ALL call numbers should be prefaced with "Special Collections" so as to appropriately direct patrons who might wish to view the book in person.**
Example	Bond 0396 Becomes Special Collections Bond 0396 `M1508.C346|bS66 1945` Becomes Special Collections M1508.C346 S66 1945

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	The title for an item comes from **245 $a and $b in the MARC record**. If there is a $b, remove the subfield information, but retain the : between the different parts of the title.

Example	`245 10 Go-to-it! :|bone-step, two-step and tango /|cby Chas. E. LePaige.`
	Becomes
	Go-to-it! : one-step, two-step and tango
	`The Maurice pericon :|ble vrai pericon /|cby R. Huguet-Tagell ; [arr. by D. Onivas].`
	Becomes
	`The Maurice pericon : le vrai pericon`

Project Element	Creator
DC Mapping	Creator
Data Type	Text
Required/Optional	Optional
Repeatable	Y
Display	Y
Searchable	Y
Controlled Vocabulary	N
Definition	An entity primarily responsible for making the resource.
Usage	This field contains information from the **100/110/111 fields in the MARC record**. If present, this is typically the name of the author who is considered primarily responsible for creating the content of the book. The full, authorized form of name in the 1XX field should be used, with subfields removed for clarity.
Example	100 1 Lepaige, Charles E. Becomes Lepaige, Charles E. 100 1 Huguet y Tagell, Rogelio,|db. 1882. Becomes Huget y Tagell, Rogelio, b. 1882

Project Element	Place of Publication
DC Mapping	Coverage
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
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	This is used to indicate place of publication, which is drawn from **260 $a in the MARC record**. Present the form of place of publication exactly as indicated in the MARC record (typically only the name of the city).
Example	New York `Philadelphia`

Project Element	Publisher
DC Mapping	Publisher
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	N
Definition	An entity responsible for making the resource available.
Usage	This is the name of the publishing house/company/entity for the book in question. The information is drawn from **260 $b in the MARC record**. Present the name of the publisher exactly as given in the MARC record.

Example	`|bJos. W. Stern`
	Becomes
	`Jos. W. Stern`
	
	`|bM. Witmark & Sons,`
	Becomes
	M. Witmark & Sons

Project Element	Publication Date
DC Mapping	Date
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	N
Definition	A point or period of time associated with an event in the lifecycle of the resource.
Usage	This is the date (or best approximation of) of publication for the book in question. The information is drawn from the **260 $c in the MARC record**. Present the information exactly as in the MARC record.

Example	`|cc1914.`
	Becomes
	 1914
	
	`|c[1864].`
	Becomes
	[1864]

Project Element	Decade
DC Mapping	[Coverage](#)
Data Type	Text
Required/Optional	Required
Repeatable	N
Display	Y
Searchable	Y
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 sheet music was published. If you need to indicate more than one decade (where the publication date is expressed as a range), separate each relevant decade phrase with a space semicolon space.
Example	1910-1919 1840-1849 Example of a range (published between 1841-1862) 1840-1849 ; 1850-1859 ; 1860-1869

Project Element	Instrumentation
DC Mapping	Subject
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	**Instrumentation CV [Created 2/6/2014 – See Melissa or Lara to add terms]**
Definition	The topic of the resource.
Usage	Used to express, in a way that allows users to easily gather up like pieces, the instrumentation of the work in question. Meaning, the specific instruments and voices for which the piece is intended. For the majority of this collection, it will be piano. But there will also be voices. Add instruments as necessary. If the work has more than one instrument/voice, separate each term by a semicolon **with a space in front of and after it.**
Example	Piano ; viola Piano ; solo voice

Project Element	Donor
DC Mapping	Rights
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	**Y – Donor Vocabulary [Created 2/6/2014 – see Melissa or Lara to add additional terms]**
Definition	Information about rights held in and over the resource.
Usage	This information, **drawn from the 541 field in the MARC record**, provides information on how the book was added into the library's collection. Use only the $a and express the name exactly as presented.
Example	cDonation;|aChrystelle Trump Bond;|d2009;|e2009.023; 0091 Becomes Chrystelle Trump Bond 541 |cGift;|aVirgil Van Street Becomes Virgil Van Street

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 item. This will be an expression of the total number of pages in the PDF.

Example	`4 p.`
	
	`8 p.`

Project Element	Dimensions
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 dimensions or size of the sheet music. Cataloged scores will have a rounded height, expressed in cm, in the $c of the 300 field. However, to give a greater expression of the true dimensions, students will measure each item and express the measurements as height x width, expressed as precisely as possible in cm. **W:\Images\Goucher Archives\Printed Music Collection Printed Music Spreadsheet**
Example	33.6 cm x 25.5 cm

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 material/medium of the scores. There are two options for this collection. Please choose the best one according to the provided definition. If the materials do not fit either definition, please see Maggie. Sheet music: Music printed on unbound sheets of paper. Scores: Original and entire drafts or transcripts of musical compositions or arrangements, with the parts of all the different instruments or voices written on staffs one above another, so that they can be read at a glance.
Example	Sheet music Scores

Project Element	Library Catalog Record
DC Mapping	Relation-isVersionOf
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	A related resource of which the described resource is a version, edition, or adaptation.
Usage	A link to the full bib record of the physical version of the item in question, as presented in the Classic Catalog. This will allow the user to find additional information for the item (including subject headings and notes) that is better expressed in the catalog environment than CDM. To generate a static link, open the record in Millennium staff side. Click on View and then Public View. The record will open in a browser and follow the same format: http://library.goucher.edu/record=[bib record number]
Example	http://library.goucher.edu/record=b1267446

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	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	Rights and usage guidelines: http://blogs.goucher.edu/digitallibrary/about/.

Project Element	OCLC Number (Original)
DC Mapping	Identifier
Data Type	Text
Required/Optional	Required
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	An unambiguous reference to the resource within a given context.
Usage	This is the number assigned to the bib record in OCLC (bibliographic utility). This will allow our scans to be unambiguously linked to this record in the larger bibliographic universe. The information for this field is found in the **001 field of the MARC record**.
Example	497751462

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** | Full-size pdfs
600 ppi TIFF archival master, pdf for online display.

reduced size pdfs
600 ppi TIFF archival master, pdf for online display. Due to bandwidth restrictions, this item is presented in a low resolution. Request a higher resolution version via kristen.welzenbach[at]goucher.edu |

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 book in question was digitized. This information can be found by looking at the folder properties on the shared drive where the files are stored. **Format all dates as YYYY**
Example	2014

Project Element	Collection
DC Mapping	Relation-Is Part Of
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	N
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 Printed Music Collection

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