

**Data Dictionary for
James Wilson Bright Rare Books Collection
in the Goucher College Special Collections and Archives**

The James Wilson Bright Rare Books Collection in the Goucher College Special Collections and Archives will present and describe exemplars from the Bright Collection. Currently, the scans are only of select portions of a small number of books. In the future, it is hoped that full scans of the collection will be possible.

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.**

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	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	<p>Historia S. Canvti regis et martyris, Othoniæ sepvlti, per Ælnothvm Anglicum ante 400. annos conscripta / c[Aelnoth]</p> <p>Becomes Historia S. Canvti regis et martyris, Othoniæ sepvlti, per Ælnothvm Anglicum ante 400. annos conscripta</p> <p>The courtships of Queen Elizabeth : ba history of the various negotiations for her marriage / cby Martin A. Hume</p> <p>Becomes The courtships of Queen Elizabeth : a history of the various negotiations for her marriage</p>

Project Element	Alternative Title
DC Mapping	Alternative
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	N
Definition	An alternative name for the resource.
Usage	An alternative title is drawn from the 246 \$a in the MARC record for an item. It is known as a “Varying Form of Title” and provides users additional access to a resource due to differences in spelling or other variations in title on an item.
Example	iCover and spine title: aHistoria S. Canuti Becomes Historia S. Canuti

Project Element	Uniform Title
DC Mapping	Alternative
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	N
Definition	An alternative name for the resource.
Usage	A uniform title is drawn from the 730 or 740 field in the MARC record . It is a title assigned to a work which either has no title or has appeared under more than one title. This allows all versions of a title to be collected together.
Example	<p>Historia ortus, vitae et passionis S. Canuti.</p> <p>Becomes</p> <p>Historia ortus, vitae et passionis S. Canuti</p>

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	<p>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.</p> <p>The full, authorized form of name in the 1XX field should be used, with subfields removed for clarity.</p>
Example	<p>Ælnoth, cmonk of St. Augustine, Canterbury, dfl. 1085-1109.</p> <p>Becomes</p> <p>Ælnoth, monk of St. Augustine, Canterbury, fl. 1085-1109</p>

Project Element	Contributor
DC Mapping	Contributor
Data Type	Text
Required/Optional	Optional
Repeatable	Y
Display	Y
Searchable	Y
Controlled Vocabulary	N
Definition	An entity responsible for making contributions to the resource.
Usage	<p>This field contains information from the 700/710/720 field in the MARC record. If present, this is typically the name of an author who contributed in part to the creation of the content of the book.</p> <p>The full, authorized form of name in the 7XX field should be used, with subfields removed for clarity.</p> <p>PLEASE NOTE THAT WE ARE NOT INCLUDING THE 700 FIELD WITH BRIGHT'S NAME.</p>
Example	<p>Ælnoth, cmonk of St. Augustine, Canterbury, dfl. 1085-1109.</p> <p>Becomes</p> <p>Ælnoth, monk of St. Augustine, Canterbury, fl. 1085-1109</p>

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	Hafniæ London

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	<p> bE. Nash & Grayson</p> <p>Becomes</p> <p>E. Nash & Grayson</p> <p>bEx officina typographica H. Waldkirchii,</p> <p>Becomes</p> <p>Ex officina typographica H. Waldkirchii</p>

Project Element	Publication Date
DC Mapping	Date
Data Type	Text
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	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, however please remove brackets if present.
Example	c1926 Becomes 1926 c[1602] becomes [1602]

Project Element	Decade
DC Mapping	Coverage
Data Type	Text
Required/Optional	N
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 team was published.
Example	1970-1979

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. This information can be found in the 600/610/650 fields in the MARC record . As with names of creators and contributors, please use all the information in the field, but delete the subfield indicators (the d or \$d etc.).
Example	<p>Elizabeth bI, cQueen of England, d1533-1603</p> <p>Becomes</p> <p>Elizabeth I,Queen of England,1533-1603</p> <p>Canute bI, cKing of England, d995?-1035</p> <p>Becomes</p> <p>Canute I, King of England,995?-1035</p>

Project Element	Subject (Binding)
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 details regarding the binding and other such characteristics of the book in question. Information for this can be found in the 655 \7 fields in the MARC record . These terms are pulled from a number of rare book vocabularies. Do not retain the subfield 2!
Example	655 7 Vellum bindings (Binding) 2rbbin Becomes 655 7 Limp bindings (Binding)

Project Element	Notes
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	Notes contain additional information about the book in question in the form of textual descriptions. This information is pulled from the 500-599 fields in the MARC record EXCEPT for the 541, 546, and 563 fields (which are enumerated separately below). Present the information as below. If there is more than one note field, separate them with a space, semi-colon, and space.
Example	500 "First edition, pub. at Copenhagen 1602, under the title Historia ortus, vitae et passionis S. Canuti"-- Note laid into book 500 Signatures: A-D^8 E^2 500 Cover and spine titles handwritten 500 Bright xAutograph Becomes "First edition, pub. at Copenhagen 1602, under the title Historia ortus, vitae et passionis S. Canuti"-- Note laid into book ; Signatures: A-D^8 E^2 ; Cover and spine titles handwritten ; Bright Autograph

Project Element	Acquisition Information
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	This information, drawn from the 541 field in the MARC record , provides information on how the book was added into the Bright collection. Copy the information exactly, deleting subfields as described above.
Example	cPurchase; aJames Wilson Bright; d1926; e41944 Becomes Purchase; James Wilson Bright; 1926; 41944

Project Element	Language
DC Mapping	Rights
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	A language of the resource.
Usage	<p>What language the book is in. This information comes from the 546 field in the MARC record. Copy the information exactly as presented in the record.</p> <p>If there is not a 546, you can find this information in the 008 field of the MARC record. Hover over the 008 field and right click. Select “Expand field”. You should see a field marked “Language” and then a 3 letter code. Double-click on the code to determine the language. “eng” is English. Then express that language in a single word/phrase.</p>
Example	<p>Text in Latin</p> <p>“eng” in the 008</p> <p>Becomes</p> <p>English</p>

Project Element	Binding
DC Mapping	Format.Medium
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	The material or physical carrier of the resource.
Usage	This field includes additional information about the binding of the book in question expressed in a textual description. Copy the field exactly as in the MARC record.
Example	Contemporary limp vellum binding

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 in the book. The information comes from the 300 \$a in the MARC record . Copy the information exactly as presented. Remove brackets if they appear around a number.
Example	[68] p. Becomes 68 p. viii, 404 p.

Project Element	Other Physical Details
DC Mapping	Format.Medium
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	The material or physical carrier of the resource.
Usage	This field includes additional information about the physical nature of the piece, particularly if there are illustrations or maps. This information comes directly from the 300 \$b in the MARC record . Copy the information as presented.
Example	bill. front. Becomes Ill. front

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 size of the book, primarily in centimeters. The information comes from the 300 \$c in the MARC record . Copy the information exactly as presented, but be sure to put a period after cm. to show that it is an abbreviation. Also retain any information appearing in parentheses after the dimensions.
Example	16 cm. (8vo) 21 cm.

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	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	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	<p>This is the call number for the book. It comes from the 090 record in the MARC record. Be sure to remove the subfield delimiters and retain the period before the Cutter.</p> <p>ALL call numbers should be prefaced with “Special Collections” so as to appropriately direct patrons who might wish to view the book in person.</p>
Example	<p>DA160 b.A35 1602</p> <p>Becomes</p> <p>Special Collection DA160 .A35 1602</p>

Project Element	OCLC Number (Book)
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	71260915

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-MM-DD
Example	2011-10-12 2009-12-03

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	James Wilson Bright Rare Books 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