Data Dictionary for

Goucher Speakers Collection

The Goucher Speakers Collection will be used to share recordings (both audio and video) of speakers on campus. This will include events featuring members of the Goucher community, as well as visiting speakers.

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. If possible, metadata for items in this collection should be taken from the available MARC record in our catalog. If not, metadata should be created by consulting the item itself.

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	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	Title of the talk or event used when advertising or otherwise talking about the event in question. If a title has already been assigned by Communications (in the database), use that title. If nothing is available, create something simple and direct, such as Lecture about "Catfish and Mandala"
Example	Discussion of, "Margaret Sanger: A Life of Passion" Fannie Lou Hammer discussion

Project Element	Creator
DC Mapping	Creator
Data Type	Text
Required/Optional	Optional
Repeatable	Y
Display	Y
Searchable	Y
Controlled Vocabulary	Y – Goucher Subjects
Definition	An entity primarily responsible for making the resource.
Usage	Used to indicate the speaker or participants in a discussion. Names should be formatted Lastname, First and authorized versions from the LC NAF should be used, if available. Multiple speakers or participants should be included this field, separated by ; .
Example	Ungar, Sanford J. ; Baker, Jean H.

Project Element	Location
DC Mapping	Coverage
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	Y – Goucher Subjects
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 field is used to indicate where on campus a lecture/event was held. In most cases, this should indicate the building or named lecture hall.
Example	Hyman Forum Batza Room

Project Element	Event Series
DC Mapping	Relation-Is Part Of
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	Goucher Speaker Series CV **[Create]**
Definition	A related resource in which the described resource is physically or logically included.
Usage	An expression of the series to which the event in question belongs. These can be specific named series, such as Robert and Jane Meyerhoff Visiting Professor Series, or more generic event types, such as "Commencement" or "Book Discussion".
Example	Robert and Jane Meyerhoff Visiting Professor Series Commencement

Project Element	Date Recorded
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	Used to indicate the date when an event took place and was recorded. This should be expressed as specifically as possible, in the YYYY-MM-DD format.
Example	2009-04-26 2004-03

Project Element	Decade
DC Mapping	Coverage
Data Type	Text
Required/Optional	Optional (if known)
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 event recording was made.
Example	1970-1979

Project Element	Summary
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	This should be a brief (one or two sentence) summary of the specific event in question. This will aide users in deciding if they wish to download the entire file, as the nature of audio or video resources are not as immediately apparently or browse-able as a still image or text. If possible, these summaries can be taken from press releases or other such information from the Communications departments or campus News stories. Additionally, this field can be used to express additional information regarding unknown creators – such as "Introduction by unknown person."
Example	Author and Goucher College History Professor Jean H. Baker discussed her new book on Planned Parenthood founder Margaret Sanger with college president Sanford J. Ungar. A question-and-answer session with the audience followed.

Project Element	Language
DC Mapping	Language
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N (ISO 639)
Definition	A language of the resource.
Usage	The language of the discussion. These recording should be, for the most part, in English. If not, select the language from the ISO 639 vocabulary.
Example	eng

Project Element	Extent of Item
DC Mapping	Format-Extent
Data Type	Text
Required/Optional	Required
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	The size or duration of the resource.
Usage	Used to indicate the length of the recorded event in question. It should be expressed as hours:minutes:seconds, as specifically as possible.
Example	56:30

Project Element	Recording Type
DC Mapping	Type
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	DCMI Type Vocabulary
Definition	The nature or genre of the resource.
Usage	Used to express the type of event recording available. Will be either "Moving Image" or "Sound".
Example	Moving Image Sound

Project Element	Format
DC Mapping	Format-Medium
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	AAT [Or, if AAT is too unwieldy, create a separate one for these two terms.]
Definition	The material or physical carrier of the resource.
Usage	Used to allow users to browse for items in this collection under "Media Type". Choose between: Video recordings or Sound recordings
Example	video recordings sound recordings

Project Element	Format of Recording
DC Mapping	Format
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	Y [Make file format CV]
Definition	The file format, physical medium, or dimensions of the resource.
Usage	Used to express the file format of the recording in question.
Example	MP3 (for sound only) MP4 or MPEG (for video)

Project Element	File Size
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	Used to express how big the file is. This will give users a sense of how long it might take to download/buffer for streaming.
Example	100 MB

Project Element	Related Materials
DC Mapping	Relation-Is Part Of
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	A related resource in which the described resource is physically or logically included.
Usage	This field points users to additional materials associated with the speech/speaer.
Example	http://meyerhoff.goucher.edu/library/Gabrilove.pdf

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 Speakers 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 the digital nature of the file in question.
Example	[I have no idea what this should be for audio/video and how we can find that out].

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 recording was digitized. This information can be found by looking at the folder properties on the shared drive where the files are stored. Express only the year as YYYY.
Example	[Example when known]

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 file name for the event recording in question. Typically the last name of the major speaker, followed by the year.
Example	Baker_2004 Goodall_2010

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 the recordings 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	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 Epsom Farms