Data Dictionary for the

Goucher Quarterly Collection

The Goucher College Quarterly Collection will feature issues of the Goucher Quarterly, a publication generated by the college. The collection will feature born digital versions of the Quarterly as well as scanned versions of older, print copies.

Please note that there was a title change for this periodical:

From v.1-49 no.1 1921-Fall 1970: Goucher Alumnae Quarterly

From v.49 no.2 Winter 1941- : Goucher Quarterly

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 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	The title will include the enumeration, date, and then title of the Quarterly. This will allow a rough chronological sorting of the collection simply by organizing the collection by title. [For when we change from linking out to pulling each issue in as a compound object: For **PAGE LEVEL metadata**, we will only have the titles. Use the same title as for the issue and then include the page number.]
Example	Goucher Quarterly Winter 1985 (Vol. 63, no. 2) [EXAMPLE FOR COMPOUND]

Project Element	Publication Date
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 date when the Quarterly was published/distributed. Record Year and month.
Example	1934-11 1957-Spring

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 Quarterly was published.
Example	1970-1979

Project Element	Publisher
DC Mapping	Publisher
Data Type	Text
Required/Optional	Required
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	Y – Goucher Publisher
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 issue in this collection. **[This field will not be used for the first uploading of this collection. Due to space constraints, we will be pointing outwards to a pdf of each issue. When we load the Quarterly as OCR'd compound objects, we will need to have this field.]**
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, "Text".
Example	Text

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 – "quarterlies (publications)".
Example	Quarterlies (publications)

Project Element	Original Item 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 newsletter. Please express the height down to decimal points, as specifically as possible.
Example	28.5 cm x 21.6 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 pdf of the publication. It should be cumulative. Use the length of the archival pdf (containing class notes) for online display.
Example	`68 p.`

Project Element	Previous Title
DC Mapping	Title-Alternative
Data Type	Text
Required/Optional	Required
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	An account of the resource.
Usage	An expression of the title change in 1971. This field is used **for Goucher Quarterlies ONLY.** Please note that there was a title change for this periodical: From v.1-49 no.1 1921-Fall 1970: Goucher Alumnae Quarterly From v.49 no.2 Winter 1941- : Goucher Quarterly
Example	Goucher Alumnae Quarterly

Project Element	Continuing Title
DC Mapping	Title-Alternative
Data Type	Text
Required/Optional	Required
Repeatable	N
Display	Y
Searchable	N
Controlled Vocabulary	N
Definition	An account of the resource.
Usage	An expression of the title change in 1971. This field is used **for Goucher Alumnae Quarterly ONLY.** Please note that there was a title change for this periodical: From v.1-49 no.1 1921-Fall 1970: Goucher Alumnae Quarterly From v.49 no.2 Winter 1941- : Goucher Quarterly
Example	Goucher Quarterly

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 Quarterly 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 Born digital

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. **All of the scanned issues will have the year 2013.** **All the "born digital" will be the same year as publication date (as the electronic version of the issue was created at the same time).**
Example	2013 2007

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. Take Identifier from name of pdf file in pdf folder.
Example	GoucherQuarterly_Vol.25_No.3_May1947online

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	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

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Project Element	Notes
DC Mapping	[Description](#)
Data Type	Text
Required/Optional	Optional
Repeatable	N
Display	Y
Searchable	Y
Controlled Vocabulary	**N**
Definition	An account of the resource
Usage	Used to note information not covered in any other metadata field of this collection. When the enumeration does not follow standard practice (example two back to back issues with same volume and item number) and the need to chronologically appear in the Goucher College Digital Library.
Example	Enumeration on printed piece is V. 89, no. 4