

Recommended fields and guidelines for field contents in CONTENTdm

CONTENTdm is a digital collection management system that allows users to search and display digital objects of various formats (i.e. images, audio, video, etc.). The purpose of these guidelines is to offer guidance to collection administrators in creating and managing collections, as well as assisting to achieve consistency of form for easier searching. To maintain consistency, use of controlled vocabularies is recommended for those fields where it is appropriate.

The following table shows the most frequently used field elements along with the corresponding mapped fields. The elements have been divided into mandatory (every project must include), recommended and optional. Also listed with the mandatory elements are optional fields that can be mapped to those elements. Other field elements may be used as needed (please see links to Dublin Core and VRA Core at the end of this document).

Dublin Core elements	Mandatory mapped fields	Optional mapped fields
Title	Title	Variant title ; Larger Work/Entity
Subject	Subject	Style ; Group ; Movement ; School
Publisher	Image publisher / digital distributor	
Rights	Rights	
Source	Source	
Identifier	File name	ID number
Collection Title	CONTENTdm collection title	
Creator	Creator (if available)	Attribution ; Role

Dublin Core elements	Recommended mapped fields
Date	Date of work ; Date of alteration or restoration Date of original image

Dublin Core elements	Optional mapped fields
Coverage Temporal	Chronological period ; Century ; Eras
Coverage	Culture ; Nation ; Dynasty
Contributors	Related persons or related corporate bodies
Relation	Related works
Description	Description
Format	Technique ; Materials ; Dimensions Image Measurements: Format, Resolution, Equipment, Software

Title/Alternative Titles/Variant Titles:

The title may be predetermined by a publisher or source material, or supplied by the inputter. When supplying the title, make it as descriptive as possible. It is better to have unique titles, while still being brief. Use the Description Field for more detailed information.

Examples:

Red-headed woodpecker on telephone pole
Advertisement for heroin as a cough medicine

Reconstruction model of a mechanical car after sketch by Leonardo Da Vinci

Personal Names

May be used for Creator/Related Persons/Contributors/Collectors/Subject.Persons

Preferred use: Library of Congress established name heading (<http://authorities.loc.gov>) or the name of the person from an authoritative source.

Preferred format: last name, first name, dates (if known). For persons with one name, preferred format: name, dates. Middle names and initials may be used if available. Other qualifiers may be used if needed to distinguish one name from another

Examples:

Picasso, Pablo, 1881-1973 (not Pablo Picasso)

Greco, 1541?-1614 (not El Greco)

Cher, 1946- (not Bono, Cher)

Smith, John, 1930-1995, architect (when there is another Smith, John, 1930-1995)

Corporate names

Group, organization, or other entity names may be used for Creator/Related Persons/ Contributors/Collectors/Subjects

Preferred use: Library of Congress established heading (<http://authorities.loc.gov>) or official name of corporate body from an authoritative source.

Examples:

Musee du Louvre (not Louvre Museum)

American Telephone and Telegraph Company (not AT&T Co.)

Skidmore Owings & Merrill (not SOM)

Location or geographic names

The Library of Congress established headings (<http://authorities.loc.gov>) or Thesaurus of Geographic Names Online may be used as reference sources. Because CONTENTdm is based on keyword searching, we recommend not abbreviating location names.

Preferred format: city, state or city, country. Alternate format: city (state) or city (country).

Examples:

Lincoln, Nebraska or Lincoln (Nebraska) (not Neb. or Nebr. or NE)

Paris, France or Paris (France)

Alternatively, a hierarchical format may be used

Examples:

France -- Paris

California -- Los Angeles -- Hollywood

Maryland -- Baltimore

Description:

Use for specific descriptive remarks about object that do not go into other fields. This field is free text.

Date fields:

Recommended formats for the original date of creation of an object and the date the digital copy was made. These date formats comply with ISO 8601, which is an international date standard and assists in transfer of data over time.

Year, Month, Day = YYYY-MM-DD (1996-04-12)

Single Year= YYYY (2006)
 Year Range= YYYY-YYYY (1885-1887)
 Year, Month Range= YYYY-MM/YYYY-MM (1997-02/1998-03)
 Year, Month, Day Range= YYYY-MM-DD/YYYY-MM-DD (1997-02-28/1998-03-15)
 Approximate Year= YYYY-YYYY (1993-1998)
 Approximate Decade = YYYY-YYYY (1901-1910)

Use “undated” if no date is available. Use “about” or “ca.”(circa) for an approximate date not represented in the options above.

Subject / keyword fields:

Use the Controlled Vocabulary option for these fields to display subject or keyword terms on separate lines. If the Controlled Vocabulary option is not turned on, multiple items will appear in a string. In the spread sheet, separate subject terms with a space ; (semi-colon)

Prefer use of Library of Congress authority file or other controlled vocabulary sources such as Art and Architecture Thesaurus (AAT) or Thesaurus for Graphic Materials (TGM) which is built into the CONTENTdm program. Other topical thesauri may be used.

You may use subjects from multiple sources in the same record.

Prefer use of no more than five subjects per record.

Examples (single source):

Civic centers ;Pedestrian areas ;Streets ;City planning
 Mural paintings ;Painting, Italian ;Painting, Renaissance ;Painting, 16th century

Example (multiple sources):

Architect-designed houses ;Entrances ;Bay windows
 (Architect-designed houses is from Library of Congress ;Entrances is from Art and Architecture Thesaurus ;Bay windows is from Thesaurus for Graphic Materials I)

Collection Title

Title of the collection should match the CONTENTdm collection title. This will enable users to know which collection an image is in. If this field is made searchable, the user can bring up all images in the collection by clicking on terms in the Collection Title field.

Links to sources:

Library of Congress Authorities http://authorities.loc.gov/webvoy.htm	Cataloging and Digitizing Toolbox (includes link to Thesaurus for Graphic Materials I and II) http://www.loc.gov/rr/print/cataloging.html
Art and Architecture Thesaurus Online http://www.getty.edu/research/tools/vocabularies/index.html	Dublin Core http://dublincore.org/documents/dcmi-terms/#H2
Thesaurus of Geographic Names Online http://www.getty.edu/research/tools/vocabularies/index.html	VRA Core http://www.vraweb.org/vracore3.htm#core

For additional information on preservation standards for digital objects and maintaining digital object for long-term use, please check the Scanning and Digital Imaging Benchmarks created by the University Libraries:
http://cdrh.unl.edu/articles/scanning_benchmarks.php