

# CSU Japanese American Digitization Project Data Dictionary

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*This Data Dictionary briefly defines the scope and characteristics of the data elements used in the California State University Japanese American Digitization Project as well as rules for usage and application. Project partners can use this reference to ensure consistency as we share metadata from multiple institutions. For detailed guidance on developing extended metadata for these data elements, see the California State University*

*Japanese American Digitization Project Metadata Guidelines.*

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## CSUJAD Metadata Elements

*Organized by the metadata element field name with additional guidance below.*

### Collection Field Properties

Field name	DC Mapping	Data Type	Controlled Vocabulary	Required	Searchable	Public Display	Definition/Notes/Examples
Local ID	Identifier	Text	N/A	Required	Yes	Yes	Digital object file name without extension. Follow institution's file naming convention. Required by the digital management system (CONTENTdm).  Example ats_01_03_005
Project ID	Identifier	Text	N/A	Required	Yes	Yes	Unique ID assigned to each record. Institution code_collection code_xxxx  Example csudh_ats_0050
Title/Name	Title	Text	N/A	Required	Yes	Yes	Title of a resource. Formal title or derived (supplied) title.  Example Rohwer outpost, vol. I, no. 1 (October 24, 1942) Letter from Willard E. Schmidt to Rev. Wendell L. Miller, January 1, 1990
Creator	Creator	Text	LCAF	If available	Yes	Yes	Person, family, or corporate body responsible for a resource. Last name, First name: role. Use LCAF if available.  Example Ishida, Atsushi Art: photographer United States War Relocation Authority: publisher

Date Created	Date-Created	Text	ISO 8601	If available	Yes	Yes	Date when a resource was created (not digitized date). yyyy-mm-dd  <b>Example</b> 1945-01-01
Description	Description	Text	N/A	Required	Yes	Yes	Description of a resource.  <b>Example</b> A photograph of pre-school children incarcerated at the Poston camp, Arizona. The caption reads: Poston Arizona pre-school children. Title from caption.
Location	Coverage-Spatial	Text	N/A	If available	Yes	Yes	Geographic area where a resource was created. Facility's location: Consult the Densho Encyclopedia <a href="https://encyclopedia.densho.org/">https://encyclopedia.densho.org/</a>  <b>Example</b> Newell, California
Facility	Coverage-Spatial	Text	CSUJAD List	If available	Yes	Yes	Facility's name if a resource was created in a facility or if a facility is associated with its content Use the CSUJAD Controlled Vocabulary List.  <b>Example</b> Incarceration Camps--Heart Mountain
Subjects	Subject	Text	CSUJAD List	Required	Yes	Yes	Subjects of a resource Use the CSUJAD Controlled Vocabulary List. Contact us if relevant terms are not available.  <b>Example</b> World War II--Administration--Registration and 'Loyalty Questionnaire'
Type	Type	Text	DCMI Type Vocabulary	Required	Yes	Yes	Type of a resource. DCMI Type Vocabulary. Multiple entries can be added but only the first entry is harvested by CDL. Choose from: Image; Text; Moving Image; Sound <b>Example</b> Text

Genre	Format	Text	CSUJAD List	Required	Yes	Yes	Form of a resource. Use the CSUJAD Controlled Vocabulary List.  <b>Example</b> Photographs; Correspondence
Language	Language	Text	MARC code	If available	No	Yes	Language of a text of a resource. Choose from Library of Congress Codes <a href="http://www.loc.gov/marc/languages/language_code.html">http://www.loc.gov/marc/languages/language_code.html</a> <b>Example</b> jpn; eng
Source Description	Format	Text	N/A	Required	Yes	Yes	Physical description of a resource. Height x Width cm or inches  <b>Example</b> 1 volume, 11 x 8.5 inches <del>black and white, 4 x 6 inches</del>
Collection	Relation	Text	Controlled	Required	Yes	Yes	Name of a collection. Use the name consistently.  <b>Example</b> Atsushi Art Ishida Collection
Collection Finding Aid	Relation-Is Version Of	Text	N/A	If available	No	Yes	A link to any online finding aids for a collection.  <b>Example</b> <a href="https://oac.cdlib.org/findaid/ark:/13030/c80c52x4/">https://oac.cdlib.org/findaid/ark:/13030/c80c52x4/</a>

Collection Description	Description	Text	N/A	Required	No	Yes	A brief description of a whole collection.  <b>Example</b> The George and Mitzi Naohara Papers consists of photo albums and scrapbooks compiled by George and Mitzi Naohara, and other documents pertaining to the Naohara and Masukawa family. Contained are photographs, correspondence, documents, and memorabilia depicting their experiences during World War II ...
Digital Format	Format	Text	Controlled	Required	Yes	Yes	File format for the public. Choose from: application/pdf; image/jpeg; audio/mp3; video/mp4  <b>Example</b> application/pdf
Project Name	Relation-Is Part Of	Text	Controlled	Required	No	Yes	Name of the project. California State University Japanese American Digitization Project  <b>Example</b> California State University Japanese American Digitization Project
Contributing Repository	Source	Text	Controlled	Required	Yes	Yes	Name of institution. Use the name consistently.  <b>Example</b> CSU Dominguez Hills Department of Archives and Special Collections
View Item	None	Text	N/A	If available	Yes	Yes	Reference URL linking to an item available on other websites.  <b>Example</b> <a href="http://cdm17223.contentdm.oclc.org/cdm/ref/collection/p17223coll5/id/31">http://cdm17223.contentdm.oclc.org/cdm/ref/collection/p17223coll5/id/31</a>

Rights	Rights	Text	N/A	Required	No	Yes	<p>Copyright statement text. The use of Creative Commons licenses is recommended.</p> <p><b>Example</b> Creative Commons Attribution-NoDerivatives 4.0 International License.</p> <p>Materials in the Eastern California Museum may be subject to copyrights. All requests for permission to publish must be submitted to the Eastern California Museum as the owner of the physical item and is not intended to include or imply permission of the copyright holder, which must also be obtained. For further information, please contact:</p>
Notes	None	Text	N/A		Yes	No	<p>Internal notes for staff use.</p>
Search Terms	None	Text	Controlled		Yes	No	<p>Internal notes for staff use. Terms are selected by staff to enhance discovery of records.</p>
Full Text	None	Full Text Search	N/A		Yes	No	<p>Text is populated from PDFs. Applicable only one field. Leave it blank.</p>
Object File Name	Identifier	Text	N/A	Required	Yes	Yes	<p>Object file name. Local ID plus its file extension.</p> <p><b>Example</b> ats_01_02_005.pdf</p>

### Administrative Fields (System-defined fields)

Field name	DC Mapping	Data Type	Controlled Vocabulary	Required	Searchable	Public Display	Definition/Notes/Examples
Archival file	None						Information about the archival file assigned by the management system (CONTENTdm). It has not been integrated.
OCLC number	None						OCLC number for an item if the item is harvested by WorldCat.
Date created	None						Date when an item was uploaded and became available online.
Date modified	None						Last date when an item was edited and indexed.
CONTENTdm number	None						Identifier assigned by the management system (CONTENTdm).
CONTENTdm file name	None						Name of a digital file assigned by the management system (CONTENTdm).

### Collection Field Properties

#### Local ID

##### Definition/Notes/Examples:

Digital object file name without extension.  
Follow institution's file naming convention.  
Required by the digital management system (CONTENTdm). **Example**

**ats\_01\_03\_005**

**DC Mapping:** Identifier

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required: Yes**

Searchable: Yes

Public Display: Yes

## **Project ID**

**Definition/Notes/Examples:**

Unique ID assigned to each record.

Institution code\_collection code\_xxxx.

**Example**

csudh\_atc\_0050

**DC Mapping:** Identifier

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required: Yes**

Searchable: Yes

Public Display: Yes

## **Title/Name**

**Definition/Notes/Examples:**

Title of a resource.

Formal title or derived (supplied) title.

**Example**

Rohwer outpost, vol. I, no. 1 (October 24, 1942)

Letter from Willard E. Schmidt to Rev. Wendell L. Miller, January 1,

1990 **DC Mapping:** Title

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required: Yes**

Searchable: Yes

Public Display: Yes



## **Creator**

### **Definition/Notes/Examples:**

Person, family, or corporate body responsible for a resource. Last name, First name: role.

Use LCAF if available.

### **Example**

Ishida, Atsushi Art: photographer

United States. War Relocation Authority

DC Mapping: Creator

Data Type: Text

Controlled Vocabulary: LCAF

Required: If available

Searchable: Yes

Public Display: Yes

## **Date Created**

### **Definition/Notes/Examples:**

Date when a resource was created (not digitized date).

yyyy-mm-dd

### **Example**

1945-01-01

DC Mapping: Date-Created

Data Type: Text

Controlled Vocabulary: ISO 8601

Required: If available

Searchable: Yes

Public Display: Yes

## **Description**

### **Definition/Notes/Examples:**

Description of a resource.

### Example

A photograph of pre-school children incarcerated at the Poston camp, Arizona. The caption reads: Poston Arizona pre-school children. Title from caption.

**DC Mapping:** Description

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required:** Yes

**Searchable:** Yes

**Public Display:** Yes

### Location

#### **Definition/Notes/Examples:**

Geographic area where a resource was created.

Facility's location: Consult the Densho Encyclopedia <https://encyclopedia.densho.org/>

### Example

**Newell, California**

**DC Mapping:** Coverage-Spatial

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required:** If available

**Searchable:** Yes

**Public Display:** Yes

### Facility

#### **Definition/Notes/Examples:**

Facility's name if a resource was created in a facility or if a facility is associated with its content.

Use the CSUJAD Controlled Vocabulary List.

### Example

**Incarceration Camps -- Heart Mountain**

**DC Mapping:** Coverage-Spatial

**Data Type:** Text

**Controlled Vocabulary:** CSUJAD List

**Required:** If available

**Searchable:** Yes

**Public Display:** Yes

## **Subjects**

**Definition/Notes/Examples:**

Subjects of a resource. Use the CSUJAD Controlled Vocabulary List. Contact CSUDH if relevant terms are not available. **Example**

**World War II--Administration--Registration and 'Loyalty Questionnaire'**

**DC Mapping:** Subject

**Data Type:** Text

**Controlled Vocabulary:** CSUJAD List

**Required:** Yes

**Searchable:** Yes

**Public Display:** Yes

## **Type**

**Definition/Notes/Examples:**

Type of a resource. DCMI Type Vocabulary. Multiple entries can be added but only the first entry is harvested by CDL. Choose from: Image; Text; Moving Image; Sound.

**Example**

**Text**

**DC Mapping:** Type

**Data Type:** Text

**Controlled Vocabulary:** DCMI Type Vocabulary

**Required:** Yes

**Searchable:** Yes

**Public Display:** Yes

## **Genre**

### **Definition/Notes/Examples:**

Form of a resource.

Use the CSUJAD Controlled Vocabulary List.

### **Example**

**Photographs; Correspondence**

**DC Mapping:** Format

**Data Type:** Text

**Controlled Vocabulary:** CSUJAD List

**Required:** Yes

**Searchable:** Yes

**Public Display:** Yes

### **Language**

#### **Definition/Notes/Examples:**

Language of the text of a resource. Choose from Library of Congress

Codes [http://www.loc.gov/marc/languages/language\\_code.html](http://www.loc.gov/marc/languages/language_code.html)

### **Example**

**jpn; eng**

**DC Mapping:** Language

**Data Type:** Text

**Controlled Vocabulary:** MARC code

**Required:** If available

**Searchable:** No

**Public Display:** Yes

### **Source Description**

#### **Definition/Notes/Examples:**

Physical description of a resource. Height x Width cm or inches.

### **Example**

**1 volume, 11 x 8.5 inches**

**black and white, 4 x 6 inches**

**DC Mapping:** Format

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required:** Yes

**Searchable:** Yes

**Public Display:** Yes

## **Collection**

**Definition/Notes/Examples:**

Name of a collection. Use the name consistently.

**Example**

**Atsushi Art Ishida Collection**

**DC Mapping:** Relation

**Data Type:** Text

**Controlled Vocabulary:** Controlled

**Required:** Yes

**Searchable:** Yes

**Public Display:** Yes

## **Collection Finding Aid**

**Definition/Notes/Examples:**

A link to any online finding aids for a collection.

**Example**

**[https://oac.cdlib.org/findaid/ark:/13030/](https://oac.cdlib.org/findaid/ark:/13030/c80c52x4/)**

**c80c52x4/ DC Mapping:** Relation-Is Version Of

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required:** If available

**Searchable:** No

**Public Display:** Yes

## **Collection Description**

### **Definition/Notes/Examples:**

A brief description of a whole collection.

### **Example**

The George and Mitzi Naohara Papers consists of photo albums and scrapbooks compiled by George and Mitzi Naohara, and other documents pertaining to the Naohara and Masukawa family. Contained are photographs, correspondence, documents, and memorabilia depicting their experiences during World War II ...

**DC Mapping:** Description

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required:** Yes

**Searchable:** No

**Public Display:** Yes

## **Digital Format**

### **Definition/Notes/Examples:**

File format for the public. Choose from: application/pdf; image/jpeg; audio/mp3; video/mp4.

### **Example**

application/pdf

**DC Mapping:** Format

**Data Type:** Text

**Controlled Vocabulary:** Controlled

**Required:** Yes

**Searchable:** Yes

**Public Display:** Yes

## **Project Name**

### **Definition/Notes/Examples:**

Name of the project. California State University Japanese American Digitization Project.

### **Example**

California State University Japanese American Digitization Project

**DC Mapping:** Relation-Is Part Of  
**Data Type:** Text  
**Controlled Vocabulary:** Controlled  
**Required:** Yes  
**Searchable:** No  
**Public Display:** Yes

## **Contributing Repository**

**Definition/Notes/Examples:**

Name of institution. Use the name consistently.

**Example**

CSU Dominguez Hills Department of Archives and Special Collections

**DC Mapping:** Source

**Data Type:** Text

**Controlled Vocabulary:** Controlled

**Required:** Yes

**Searchable:** Yes

**Public Display:** Yes

## **View Item**

**Definition/Notes/Examples:**

Reference URL linking to an item available on other websites.

**Example**

<http://cdm17223.contentdm.oclc.org/cdm/ref/collection/p17223coll5/id/31>

**DC Mapping:** None

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required:** If available

**Searchable:** Yes

**Public Display:** Yes

## **Rights**

### **Definition/Notes/Examples:**

Copyright statement text. The use of Creative Commons licenses is recommended.

### **Example**

Creative Commons Attribution-NoDerivatives 4.0 International License.

Materials in the Eastern California Museum may be subject to copyrights. All requests for permission to publish must be submitted to the Eastern California Museum as the owner of the physical item and is not intended to include or imply permission of the copyright holder, which must also be obtained. For further information, please contact: [ecmuseum@inyocounty.us](mailto:ecmuseum@inyocounty.us).

**DC Mapping:** Rights

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required:** Yes

**Searchable:** No

**Public Display:** Yes

## **Notes**

### **Definition/Notes/Examples:**

Internal notes for staff use.

**DC Mapping:** None

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required:** If Applicable

**Searchable:** Yes

**Public Display:** No

## **Search Terms**

### **Definition/Notes/Examples:**

Internal notes for staff use.

Terms are selected by staff to enhance discovery of records.

**DC Mapping:** None



**Data Type:** Text

**Controlled Vocabulary:** Controlled

**Required:** If Applicable

**Searchable:** Yes

**Public Display:** No

## **Full Text**

**Definition/Notes/Examples:**

Text is populated from PDFs. Leave it blank. Applicable only to one field. **DC Mapping:** None

**Data Type:** Full Text Search

**Controlled Vocabulary:** Not Applicable

**Required:** If Applicable

**Searchable:** Yes

**Public Display:** No

## **Object File Name**

**Definition/Notes/Examples:**

Object file name. Local ID plus its file extension.

**Example**

**ats\_01\_02\_005.pdf**

**DC Mapping:** Identifier

**Data Type:** Text

**Controlled Vocabulary:** Not Applicable

**Required:** Yes

**Searchable:** Yes

**Public Display:** yes

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## **Administrative Fields (System-defined fields)**

### **Archival File**

#### **Definition/Notes/Examples:**

Information about the archival file assigned by the management system (CONTENTdm). It has not been integrated.

**DC Mapping:** None

### **OCLC Number**

#### **Definition/Notes/Examples:**

OCLC number for an item, if the item is harvested by WorldCat.

**DC Mapping:** None

### **Date Created in CONTENTdm**

#### **Definition/Notes/Examples:**

Date when an item was uploaded and became available online.

**DC Mapping:** None

### **Date Modified in CONTENTdm**

#### **Definition/Notes/Examples:**

Last date when an item was edited and indexed.

**DC Mapping:** None

### **CONTENTdm number**

#### **Definition/Notes/Examples:**

Identifier assigned by the management system (CONTENTdm).

**DC Mapping:** None

## CONTENTdm File Name

### **Definition/Notes/Examples:**

Name of a digital file assigned by the management system (CONTENTdm). **DC Mapping:** None