



CSU Japanese American Digitization Project

Metadata Guidelines

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Introduction

The following metadata guidelines are intended to provide quality control and workflow consistency for the descriptive metadata associated with the digital objects produced across participating CSU campus libraries and associated institutional partners as part of the CSU Japanese American Digitization Project (CSUJAD).

The guidelines were developed adhering to “*Describing archives: a content standard*” (DACS), “*Resource description & access*” (RDA), and “*MARC 21 Format for Bibliographic Data*.”

“*Metadata for digital collections: a how-to-do-it manual*” by Steve J. Miller and “*Best practices for CONTENTdm and other OAI-PMH compliant repositories: creating sharable metadata*” were also consulted.

Transcribed information

Local ID (required)

Use Project ID as Local ID.

or

File name of digital surrogate (digitized item) conforming to local practice. Do not include file extension.

Project ID (required)

Format: university code_collection code_0001
--continue to advance numerically, 0002, 0003, etc.

Examples: csudh_ish_0001

sac_jaac_002

1

sjs fla_0105

Title/Name (required)

Transcription

- Capitalization: Capitalize first word and proper nouns only.
- Punctuation: Do not put a period at the end of a title. Use commas between phrases, colons between title and parts, and semicolons between multiple titles.
- Initial articles: Omit initial articles, such as “a”, “an”, and “the.”
- Symbols: Avoid symbols, especially the “&.”
- Inaccuracies: Do not use “[sic]” or “i.e.” See additional instructions below.

Formal Title

Transcribe a title from an item, if the item is a type that would normally have identifying information or a title, e.g. published items (books, booklets, pamphlets, and magazines), any forms bearing a form name (address report card, alien registration receipt card, certificate of identification, Imperial Japanese Government passport, notice of assignment, etc.), and unpublished items bearing a meaningful name given by the creator of the item (caption on a photograph, label, etc.).

- Transcribe a title as it appears on the source of information. Apply RDA 2.3.1.: Basic instructions on recording titles.
- If an item is a government form including a form number, enter the name of the form and the form number along with the name of the person to which the form is issued.

Examples:

Monographs: What about our Japanese-Americans?
 Japanese Canadians
 -actual title is "The Japanese Canadians"

Periodicals: Title as given and include numbers and date.
 Rohwer outpost, vol. I, no. 1 (October 24, 1942)

Government Forms: Notice of assignment, Form WRA-21, George Nobuo
 Naohara

Devised Title (or Supplied Title)

Devise a brief descriptive title:

- a) if an item is not a type that would normally have identifying information or a title (e.g. correspondence, photograph, artifact, etc.).
or
- b) if multiple works are cataloged as one unit: devise a title to describe the contents as a whole or transcribe each title separating by a semicolon, that is

“;.” Devise a brief title that includes one or more of the following:

- a) an indication of the nature of the resource (e.g., map, literary manuscript, diary, advertisement);
- b) an indication of its subject (e.g., names of persons, corporate bodies, objects, activities, events, geographical area and dates);
- c) the opening words of a text, etc.;
- d) a phrase that characterizes the resource; or
- e) a title based on a related resource.

Examples:

Handwritten notes on the Korean War

Map of produce growing sections in the Yamato

Colony

Additional Instructions

When Inaccurate:

Transcribe a title as it is and add corrections with square brackets;

or

Supply a correct title in the Title field and transcribe the original title with errors in the Description field.

Examples:

Termination notice, Form WRA-114, Ishida, Takeshi [Atsushi]

Letter from Minnie Umeda to Mrs. Waegell, June 8, 1942

--*Note that Mrs. Waegell is spelled as Wegella in the Description field.*

For Photographs:

Use the caption or other information present on a photo (annotations, etc.) if it succinctly and accurately describes its subject matter. Record the source of information in the Description field--where the title is taken, e.g. Title from caption;

or

Devise a brief title, indicating its subject.

For Correspondence (Letter, Postcard, Notice, and Memo):

Format: Letter [or Postcard, Notice, Memo] from First Name Last Name, Title, Organization to First Name Last Name, Title, Organization, Month Day, Year

- When notices and memos include subjects, record the subjects in the Description field.
- Use a name as given in an item, or use a standard form of a name. When you supply a standard form of a name, do not use brackets []. Using a standard form is preferred.

Examples:

Letter from Joe Smith, Head, Department of Sports to Mary Jones, Dean, University of Wherever, January 1, 1990

Letter from Willard E. Schmidt to Rev. Wendell L. Miller, January 1, 1990

--*"Rev. Miller" and "W. E. Schmidt" present on the resource.*

Memo from Howard L. Adams, Acting Chief, Administrative Services Division to Robert F. Martin, Medical Officer in Charge, Crystal City, Texas, November 16, 1944

--*Description field includes a subject, if applicable.*

Notice from Guy Robertson, Project Director, to the residents of Heart Mountain, October 1943

Analytical Description (when describing a part of a larger resource—an entire scrapbook is digitized and each item or page from the scrapbook is also digitized individually):

Format: Title of an individual item, Title of the scrapbook
--Refer to the record for the scrapbook in Description field
or
Title of an individual item
--Note the title and record of the scrapbook in Description field

Examples:

Song sheet with 22 songs, Masako Adachi scrapbook

--Description field refers to the scrapbook, "An item from the Masako Adachi scrapbook, page 17. See also sac_jaac_1953."

Photograph of Miyo Sasaki

--Description field refers to the album, "A photo from: Mitzi Masukawa Naohara photo album (csudh_ao_0200), page 5."

Creator (if applicable)

Person, family, or corporate body primarily responsible for a resource: author, photographer, editor, illustrator, publisher, etc.

Format: Name: role

Name

- Use authorized names (Library of Congress Name Authority File (<http://id.loc.gov/authorities/names.html>) or a standard form of the name in the collection.
- If no authorized forms or standard forms of the names are available, enter the name, Last name, First name. If the forms vary throughout the item, choose the fuller name (not nicknames). Indicate nicknames or variants in the Description field.

Role

- Add a role, such as: architect; artist; author; compiler; interviewee; interviewer; photographer; editor; illustrator; translator; publisher, etc.

Examples: Emi, Frank: author
United States. War Relocation Authority: publisher

Multiple Creators

You may have multiple creators: Separate these with a semicolon, that is “;”.

Example: Smith, Joe: author; United States. War Relocation Authority:
author
--Letter is written by Joe Smith, Executive Secretary, War Relocation Authority

Date Created (if applicable)

Formats: YYYY-MM-DD; YYYY-MM; YYYY

- Use the date when the material was originally created, not the date of digitization.
- If a date is not provided, but you nevertheless know what it is from a reliable resource or the context, supply the date. Do not enclose it in brackets.
- If the material has no date, guess and supply the approximate date. Do not enclose it in brackets.

or

Leave it blank.

- If multiple dates are involved, use semicolons, that is “;”.
- If there is a range, use a hyphen, that is “-.”
- Do not use question marks.
- Do not use “unknown” or “undated.”
- Do not use “ca.” but use “circa.”

Examples: 1942-03-26
1944-03

Approximate Date

Examples: circa
1942

Multiple Dates

Example: 2008;
2009

Date Range

Example:
2008-2009

Description (required)

- Provide a brief, general description of a material, enough to establish, along with the rest of the metadata, what the resource is about. Includes the information to identify the item or differentiate it from others. Since it is a keyword search field, include terms that facilitate access.
- If a title does not include the type of resource, including it in the Description field is preferred.

Example:

Title: Poston Arizona pre-school children

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

- Use judgment when paraphrasing: quote directly from an item if paraphrasing might in any way distort the meaning.
- Reproduce major section headings, headlines, etc., beginning your description along the lines of “Section headings (or headlines, etc.) include:” Other sources for description can include tables of contents and abstracts.
- If a resource includes handwritten annotations, stamps, or has anything printed on it, indicate this in the Description field. If there is any information to be suppressed, use the Notes field to transcribe it.
- If you take a title from caption on a photograph, label, accompanying material, etc., indicate the source of information in the Description field.
- When you describe a part of a larger item, such as an item from a scrapbook or an album, note the larger item (scrapbook, album, etc.) in the Description field. See “Analytical Description” above.
- Provide the information that you know/guess. The use of “unknown,” “unidentified,” or “illegible” is not necessary.

Location (if applicable)

- Geographic area where an item was created.
- Facility Locations: use the Densho Encyclopedia (<http://encyclopedia.densho.org>)

Format: City, State (spelled out); City, Country (if outside of U.S.)

Examples:

Newell, California
New York, New York
Hiroshima-shi, Japan

Facility (if applicable) (controlled vocabulary)

- Enter a facility's name if an item was created in a facility or if a facility is associated with an object's content.
- Select a name from the CSUJAD controlled vocabulary list; you may enter more than one facility by using semicolons, “;”

Example: Incarceration Camps—Mananar; Incarceration Camps—Jerome

Subjects (required) (controlled vocabulary)

- Use the CSUJAD controlled vocabulary list.
- If you need other subject terms, use other controlled vocabularies, preferring LCSH and AAT, and let us know the terms you wish to add and we will vet them for CSUJAD controlled vocabulary.

Type (required) (controlled)

Used for harvesting by the California Digital Library. Choose from the following controlled terms:

- **Text:** books, letters, dissertations, poems, newspapers, articles, etc. Facsimiles or images of texts are still of the type, Text.
- **Image:** images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, and maps.
- **Moving Image:** animations, movies, television programs, videos, or visual output from a simulation.
- **Sound:** a music playback file format, an audio compact disc, and recorded speech or sound.

Genre (required) (controlled vocabulary)

Use the CSUJAD controlled vocabulary list.

Language (if applicable)

- If an item is text, use the Library of Congress Codes (http://www.loc.gov/marc/languages/language_code.html).
- If multiple languages are included, separate with semicolons.

Examples: eng; jpn; spa

Source Description (required)

Physical description. Number of pages, size of an item, duration of a video or audio, and other descriptors.

- Numbers of pages: spell out “pages,” e.g., 2 pages
- If
- Handwritten or typescript: if materials are unpublished documents, including letters, diaries, ledgers, minutes, speeches, marked or corrected galley or page proofs, manuscript books, and legal papers, indicate whether handwritten or typescript
- Item size: use inches or cm, **Height x Width**
- Duration: 00:00:00

Examples:

Photograph: black and white, 4 x 6 inches

Booklet: 25 pages, 11 x 8.5 inches

Yearbook: 1 volume, 11 x 8.5 inches--*Pages are unnumbered. Optional: add approximate number of pages. 1 volume (approximately 150 pages)*

Letter: 2 pages, 7 x 5 inches, handwritten

Letter with an envelope: 2 pages, 7 x 5 inches, handwritten; 1 envelope

Video: 01:30:25

Collection (required) (controlled)

- Name of a collection containing a digitized item.
- Enter a collection name consistently.
- If you create a compound object, please enter a collection name in Collection field of the parent and all child records.

Collection Finding Aid (if applicable)

A link to any online finding aids for a collection, if applicable.

Collection Description (required)

A brief description of a whole collection. A description based on the **digitized materials** included in this project is preferred. That is, a finding aid describes the whole collection, including digitized/un-digitized items while the Collection Description field describes the group of **digitized items**.

Digital Format (required) (controlled)

File format for the public. This is the format users see when viewing an item. TIFF files are converted to JPEG formats for public use after they are uploaded into CONTENTdm. Please choose “image/jpeg” for TIFF files.

Choose from the following controlled terms and be consistent:

- **application/pdf** for PDF files;
- **image/jpeg** for TIFF or JPEG files;
- **audio/mp3** for Audio files;
- **video/mp4** for Moving image files.

Project Name (required) (controlled)

Enter the project name, California State University Japanese American Digitization Project

Contributing Repository (required) (controlled)

Name of institution. Please enter your institution name consistently.

View Item (if applicable)

Reference URL linking to an item available on other websites.

Rights (required)

Copyright statement text.

or

A link referring to copyright information for your institution. The use of Creative Commons licenses is recommended.

Notes (if applicable)

Internal notes for staff use. Not visible to the public, but a searchable field.

Full Text (if applicable)

Leave it blank. This field populates text from PDFs automatically in CONTENTdm and is not visible to the public.

Object File Name (required)

- Object file name is equal to Local ID **PLUS** its file extension.
- File extensions: .pdf, .jpg, .jp2, .tiff, .mp3, .mp4

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