

## Metadata Guidelines: Explanation for How to Populate Metadata Fields

**\*\*Please avoid symbols, especially the “&” --it causes a lot of problems during import! \*\* Please make sure you create Project IDs and Object File Names correctly!**

### Local ID

- Unique name of digital surrogate (digitized item) conforming to local practice OR if the item hasn't been cataloged yet or has not received a unique identifier.... Use the Project ID as the Local ID

### Project ID

- Provide a unique identifier that will be used to name the digital surrogate and also used to create the Object File Name.
- The Project ID is created by using: university code\_collection code\_0001 (continue to advance numerically: 0002, 0003, etc.)
  - Example: csudh\_ish\_0001

### Title/Name

- When possible, take title from the item
- Capitalize first word and proper nouns only; do not put a period at the end of the title
- Enclose supplied titles in brackets (except with the letter and memo formats below)
- **For photographs:**
  - Use caption or other information present on the photo (annotations, etc.) if it succinctly and accurately describes its subject matter
- **For letters:**
  - Letter from First Name Last Name, Title if you have, Organization if you have to First name Last name, title if you have, Organization if you have, Month Day, Year
    - Examples:
      - Letter from Joe Smith, Head, Department of Sports, to Mary Jones, Dean, University of Wherever, January 1, 1990
      - Letter from Barbara Garcia to Elizabeth Washington, May 1, 1999
  - Use the first name as given in the letter; if no first name is included, supply it in brackets, based common usage in reference and other sources.
  - If a name appears in various forms – as in W. E. Schmidt, Willard E. Schmidt, Willard Schmidt, Mr. Schmidt, etc. – devise a “standard” for the name, based on reference sources/documentation, and put in brackets.
    - Example:
      - Title a letter from W. E. Schmidt as Letter from W. [Willard] E. Schmidt.

- If the name in the salutation contains honorifics (Mrs., Mr., Rev., etc.), include these, but also the person's name in brackets, as in:
  - Example
    - Letter from Rev. [Wendell L.] Miller to Mr. [Willard E.] Schmidt
- **For memos:**
  - take information from the From:, To: and Subject/Re: fields, as in:
  - Memo from Contents of From: field to Contents of To: field re: Contents of Subject/Re: field, Month Day, Year
    - Example:
      - Memo from Joe Smith to Mary Jones re: price increases for sporting equipment, January 23, 1992
- **For periodicals**
  - Provide the title as given (leaving off any initial articles) and include the Volume, Issue, and Year, as in: Rohwer Outpost, Vol. I, No. 2, 1942

### Creator

- The person, family, or corporate body primarily responsible for the resource: author of letters, photographer, publisher of newspapers, magazines, periodicals.
- If no authorized name, use the format: Last Name, First Name for people and full organization name for organizations/corporations
- Include the role of the person or responsible body,
  - Examples:
    - Emi, Frank: author
    - United States. War Relocation Authority: publisher
    - Last Name, First Name: illustrator, editor, etc.
- If a person's name varies throughout the correspondence, choose the full name (not nicknames) as a standard for the creator. Indicate nicknames or variants in the Description
- You may have multiple creators; be sure to separate these with a semicolon.
- If a letter is written by Joe Smith, Executive Secretary, War Relocation Authority, you may choose to include both Smith and the WRA as authors
  - Example:
    - Smith, Joe: author; United States. War Relocation Authority: author

### Date

- Use the format YYYY-MM-DD; if only the month and year are displayed, use YYYY-MM; if only the year, YYYY
- Use the date the material was originally created, not the date of digitization
- If material has no date, try to provide what information you do have, as long as it's accurate. Use terms such as "before 1947" or "circa 1942" if that's what you know
- If a part of the date is not provided, but you nevertheless know what it is from a reliable resource, enclose it in brackets, as in: [1961]-07-22
- Please don't use question marks if you are unsure—make a guess and use brackets or leave it blank.

### Description

- Provide a brief, general description of the material, enough to establish, along with the rest of the metadata, what the resource is about. Aim for no more than approximately 3 sentences' worth of text.
- You do not need to use complete sentences, but otherwise use correct grammar.
- If the title does not make the type of resource clear, start your description by mentioning the type of resource, as in "Photograph of 32 students and teacher, presumably outside of their school building."
- Use judgment when paraphrasing: Quote directly from the material if paraphrasing might in any way distort the meaning.
- One way to convey the contents of material is to 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. Enclose headings in quotation marks.
- If the resource includes handwritten annotations, stamps, or anything printed on it, indicate this in the description; use the Note field to transcribe other information that may identify a document, such as numbers in the footer, etc.

### Location

- Geographic area of the subject (Densho: where photo taken or document created)
- Use Densho format: City, State (spelled out); City, Country (if outside of US)

### Facility

- Enter a facility's name if it is the site in which the resource was created or if the facility is associated with the object's content
- Use Densho controlled vocabulary from controlled vocabulary; you may enter more than one facility

### Subjects

- Use the controlled vocabulary provided by Densho where applicable
- If you need other subject terms, use another controlled vocabulary, preferring LCSH and then AAT and PLEASE LET ME (RACHEL) KNOW WHAT YOU ARE ADDING! THANKS!

### Type

- VERY important for California Digital Library Harvest
- **Choose the BEST description from one of the following choices:**
  - **Text** (books, letters, dissertations, poems, newspapers, articles, etc. Note that facsimiles or images of texts are still of the genre Text.)
  - **Image** - images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, 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

### Language

- Use Densho's preferred Library of Congress Codes ([http://www.loc.gov/marc/languages/language\\_code.html](http://www.loc.gov/marc/languages/language_code.html)).
- Main ones in use in the site are: eng; jpn; spa

### Source Description

- Physical description
- Number of pages, size of item, duration of video or audio, and other descriptors; spell out words such as black and white and color.
- For numbers of pages, spell out "pages," as in: 2 pages
- For textual documents, along with number of pages, indicate whether handwritten or typescript
- For item size, use inches and centimeters, H x W
- For duration, use the format: 00:05:00 (this would be for a 5-minute video)
  - Examples:
    - (For a photograph): black and white, 4 x 6 in.
    - (For a video): 01:30:25
    - (For a letter): 2 pages, handwritten

### Source Collection

- If available, provide name of the collection containing the material.

### Collection Finding Aid

- If available, include a link to any online finding aids or other resources for the collection.

### Collection Description

- Include a brief description of the collection containing the material.

### Digital Format

- Format – file format of the digitized item, choose ONE of the following:
  - application/pdf
  - image/jpeg
  - image/tif
  - audio/mp3
  - video/mp4Project Name

### Project Name

- California State University Japanese American Digitization Project

### Contributing Repository

- Name of institution including special collections/archives department.

### View Item

- Reference URL link is included if a partner would like to have a link that directs the user directly to an item if the item is found in a local repository.

## Rights

- Insert the text OR refer user to copyright information for the contributing institution.
- Include an email contact if you have one

## Notes

- **Remember that the notes are invisible!!**
- Information about the item should be in the description field
- Notes/information for other catalogers on the project can be placed in notes.

## Object File Name

- Create the Object File Name by using same Project ID given for each item **PLUS** the file extension.
- Only file extensions accepted are: (.pdf, .jpg, .jp2, .tif, .mp3, .mp4)
  - Example:
    - If the Project ID is: csudh\_ish\_0001 and the item is a pdf, the resulting Object File Name will be: csudh\_ish\_0001.pdf
- **\*\*\*Please note that the Object File Name must match exactly to each Project ID and have the correct file extension. This is the key to importing both the image and the corresponding metadata properly\*\*\***