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Mississippi State University Digital Archives Unit Metadata Style Guide

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Mississippi State University
Digital Preservation and Access Unit
Metadata Style Guide

Version 1

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Table of Contents

Introduction

The purpose of this guide is to help standardize the metadata used in Mississippi State University's Digital Preservation and Access Unit (DPAU) The guide will contain detailed explanations of each metadata element and how it should be used. It will then explain how the elements can sorted into different schemas, so that the DPAU can accurately present its digitized materials. The guide will also have an explanation of which schemas will go each collection.

Standards

Due to the variety of materials in the Digital Collections, this guide will have the following metadata schemas:

- Dublin Core
- Cataloging Cultural Objects
- PBCore
- Recordings
- Templeton Sheet Music
- Events

The first three schemas are widely used standards in the academic and corporate world. Each has its own guide. The last three, Recordings, Templeton Sheet Music and Events, are schemas comprised of mainly Dublin Core elements that were created by MSU Library faculty and staff. All of the schemas being used are compatible with one another and should allow for greater accessibility for the materials in the Digital Collections.

The following standards are also incorporated into the guide:

- DCMI Metadata Terms
- MARC Geographic Names
- Library of Congress Name Authority
- Library of Congress Subject Headings
- Getty Research Institute Art and Architecture Thesaurus Online
- Archive for Black Lives in Philadelphia's Anti-Racist Description Resource
- NISO Standard ANSI/NISO Z39.87-2006 (R2017) Data Dictionary – Technical Metadata for Digital Still Images
- WCAG 2.1 (AA level) Standards (June 2018)
- RightsStatements.org

Accessibility

Accessibility is a major goal at MSU. All our users should be able to access and understand our materials. Metadata can help with this goal, by ensuring that users can understand what they are viewing in the Digital Collections. This is why the order of the elements is important. Descriptive information, such as the title and description, should be at the top, while administrative materials, such as rights policies, should be located toward the bottom. This is not to imply that administrative information is not as important as descriptive information, but rather that MSU Libraries believes that user accessibility should be a priority for the digitized materials.

Librarians can ensure that the language within the metadata elements is simple and clear, so that a person's reading level doesn't act as a barrier. The technical metadata can express if an item is available in multiple formats and the requirements for viewing the item. Files names and descriptions should be brief, but clear in what information they're presenting. The simpler the language, the less a user will be confused. The standards expressed throughout the document will also contribute to the overall accessibility in the Digital Collections. If a user knows the order of information presented and the format of each element, then they should be able to successfully find the information they need.

You can visit the MSU's Web Content Accessibility Statement or view the Web Accessibility Policy.

Terminology

- Librarian – This means anyone who is employed at the library and who works with the Digital Collections, regardless of faculty or staff status.
- User – Any person who interacts with the Digital Collections. Includes students, staff, faculty, general public, and content creators.
- Metadata cataloger – A staff member at MSU Library who creates metadata.

Note: This is a working document and should be revised as needed or every two years. As standards, technology, user needs, and administration needs change, so should the information in this document.

Reading Guide for this Style Guide

Main Sections
This style guide is broken up into the following sections:
- Dublin Core Elements
- PBCore Elements
- Cataloging Cultural Objects Elements
- Elements, Schemas, and Materials explanation
- Communities to Consider
- Examples of the New Schemas
- Cheat Sheets

Elements Sections
As there is a significant crossover of shared elements between the schemas, the elements in the Dublin Core Element section will have a section titled "Alternate Element Names" to show which elements that require the same information, even though they belong to different schemas. For example, the Title Element will also have the title elements for PBCore and CCO, because titles should generally be formatted the same way. Any break down based upon item type (letter, newspaper, photograph) will also occur on that page. Elements that solely belong to PBCore or CCO will be discussed in their own sections after the main Dublin Core based schema section.

The general breakdown of each Element page is as follows:
- Title of Element
- Definition of the Element
  - Definitions will be copied from the Dublin Core, PBCore, or Cataloging Cultural Objects guides, or created by MSU staff.
- Stating if the Element is Mandatory
  - Exceptions will be explained.
- Stating if the Element is Repeatable
  - Exceptions will be explained.
- Alternate Element Name
  - A list of the elements from PBCore and CCO that are similar to the Dublin Core ones.
- Formatting
  - How the text within the element field should be formatted.
  - Examples of formatting will be found in this field.
- Qualifiers
  - Qualifiers are subcategories for the main element. Some elements have them, while others do not. Each qualifier will have an explanation. Most of them have an example.
- Materials and Qualifiers
  - This section explains which qualifiers belong with specific material types.
  - For example, a photograph can have the Photographer qualifier on the Contributor element, while it would not have an Illustrator qualifier.
  - Qualifiers go after the main element.

- Example: contributor.photographer
- Example: title.alternative
- Example: coverage.geographic-location
  - Some of the qualifiers, like Time Period, are home-grown elements that are not a part of any formal schema. They are placed as qualifiers

Explanation of Schemas
The Explanation sections discusses how the aforementioned elements are broken up into different schemas. A general statement explaining how ADA accessibility can be enhanced through the order of the elements is included.

After the full explanation of the schemas, there is a section explaining the minimum level of each schema. Essentially, it describes the minimum elements necessary to accurately describe an object and present enough technical and administrative data, so that librarians have intellectual control over the item.

Examples
This section has examples of how the new metadata schemas should be applied to the collection.

Cheat Sheets
This section has the information presented in this document in a quickly digestible format, so that metadata creators can refresh their memories.

Dublin Core Based Elements (In Alphabetical Order)

Contact Information

Definition: The contact information (email address or phone number) that will connect a user with a person or department who can help them.

Mandatory: Yes
Repeatable: No

Formatting:
- The current emails send the response to the entire CPRC and Special Collections teams.
- The people who see these emails are
  - David Nolan – Associate Editor / Reference Librarian
  - Amanda Carlock – Senior Library Associate in the Ulysses S. Grant Presidential Library
  - Ryan Semmes – Coordinator of the Congressional and Political Research Center
  - Nekita Gandy – Library Associate in the Special Collections
  - Sarah McCullough – Coordinator of Cultural Heritage Projects
  - Bryan Mathison – Senior Library Associate in the Frank and Virginia Willians Collection of Lincolniana
  - Carrie Mastley – Manuscripts Librarian
  - Kate Gregory – Political Papers Archivist
  - Jennifer Lemoine – Library Associate for the Ulysses S. Grant Presidential Library
  - Eddie Rangel – Assistant to the Executive Director of the Ulysses S. Grant Presidential Library
  - Jennifer McGillan – Coordinator of Manuscripts

Contributor

Definitions
- Dublin Core: An entity responsible for making contributions to the resource.

Mandatory: No
Repeatable: Yes

Alternative Element Names and Qualifiers
- pbcoreContributor
  - contributorRole

Formatting
- All names should be listed "Last, First." Name suffixes (II, III, Junior, Senior) or middle names or initials may be used if it is a part of their professional name. If a person is known by their initials rather than their full name, then use that version.
  - Example: Doe, Jane M.
  - Example: Smith, John II
  - Example: Rowling, J. K.
- If the contributor has an authorized name, as found under the Library of Congress Name Authority Cooperative program (NACO), and it can be easily found, then uploaders should assign it.
  - Example: Wolverton, Robert E.
    - [Library Bob]
  - Example: Wolverton, Robert E. (Robert Earl), d. 1925-
    - [Library Bob's dad]
- Collective bodies should be properly capitalized.
  - Mississippi State University
  - College of Agriculture and Life Sciences

Qualifiers of Contributors
As more materials are added to the Digital Collections, this section can expand to include more qualifiers.
- Author: A person who authored or helped to author the item. This qualifier will be used if the Creator of the item is not an individual person, but a collective body, such as Mississippi State University. This qualifier can be used if the item is like a journal or magazine, and there are many authors present.
- Composer: A person who wrote the instrumental sections of a piece of song. Anything that is not a spoken or sung lyric was created by a composer.
- Editor: A person or collective group who edited the item. An Editor may be placed in the Creator element, if they created an anthology or other comparable items.
  - Example: Charles William Eliot compiled and edited the Harvard Classics, an anthology of classic literature. By bringing together these works in a specific order and then editing them, he created a new work. Therefore, he is a Creator, rather than an Editor.
- Illustrator: The person or collective group who illustrated the item. This qualifier should be used for items that contain illustrations and not an item that is made up of illustrations.

- o Example: Jim Kay is the illustrator for the Harry Potter series, written by J. K. Rowling. Jim Kay would be listed under the Illustrator qualifier for Contributor.
  - o Example: Steve Ditko, the artist for the original Spider-Man comic, would be listed under Creator. Stan Lee, the writer for the original Spider-Man comic, would also be listed under Creator.
- Lithographer: A person or company who designed the lithograph artwork used on a specific item. This is different from the Illustrator qualifier.
- Lyricist: A person who wrote the lyrics to a song. The name that appears on the title or cover page should be used, even if it's a known pseudonym.
- Photographer: A person who took the photograph. Should only be used for photography.
- Printer: A person or company who printed the materials.
- Singer: A person who is known for singing a certain song. Only to be used in sheet music or recordings.
- Videographer: A person who shot the video.
- Other: A person who contributed to the item in a specific way that is not covered in the above categories. For unspecific contributions, then "Contributor" can be used without any qualifier specification.
  - o For specific contributions that are not covered by the previous qualifiers, please list it next to the person's name. A controlled vocabulary list that can be consulted is the Library of Congress's Relator Terms.
    - ▪ Example: Green, Lace. Interviewee.

Qualifiers for PBCore
- ContributorRole: Identifies the role played by the contributors. Can be useful when a single person or organization played several roles in creating an item.

Materials and Qualifiers
- Books: Editor, Illustrator, Printer
- Newspaper: Editor, Printer
- Cartoon: Printer
  - o This would not use the Illustrator qualifier, because the "illustrator" is the creator and would go under the Creator Element.
- Sheet Music: Composer, Lithographer, Lyricist, Singer
  - o *As both the composer and lyricist can be considered the creators for the sheet music, whomever is listed first on the first page of the score (not the cover page), will be placed in the Creator element.
  - o If one person wrote the music and the lyrics, then they go into the Creator element.
    - ▪ In this situation, the metadata cataloger should use the Note element to explain that the creator was both the composer and lyricist.
- Photograph: Photographer
- Postcard: Photographer
- Video: Videographer

Coverage

Definitions

- Dublin Core: The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

Mandatory: No
Repeatable: Yes

Alternative Element Names

- Geographic Location
- pbcoreCoverage
  - coverageType
- ccoLocation

Formatting

- For coverage.spatial use Library of Congress Geographic Names format.
  - Example: Starkville (Miss.)
  - Example: Oktibbeha County (Miss.)
  - Example: Mississippi
  - Example: United States
  - Example: Southern States
  - Example: Provence (France)
  - Example: Provence (Kingdom)
- For coverage.temporal use International Standards Organization (ISO) 8601 date format.
  - Example: January 16, 2020 would be 2020-01-16
  - Example: June 24 with no year would be -06-24
    - An estimated date should be in brackets – [2019]-05-28
  - Example: The entirety of the 1960s would be 1960-01-01/1969-12-31
    - The forward slash [/] indicates a range of years.
  - Example: August 18 to December 6 of 2019 would be 2019-08-18--12-06
    - The double dashes [--] indicates a range within a single year.

Qualifiers of Coverage

- Spatial: A location or locations that are prominently discussed about or integral to the overall meaning of the work.
- Temporal: A time period or periods that are prominently discussed about or integral to the overall meaning of the work.
- Geographic Location: A location or locations that are prominently discussed about or integral to the overall meaning of the work.

Creator

Definitions
- Dublin Core: An entity (person, organization, corporation, etc.) primarily responsible for making the item.

Mandatory: Yes/No
- If the creator is known, then this element is mandatory.

Repeatable: No/Yes
- If there are multiple creators for an item, then they can be listed under the Creator Element or under the Contributor element. This is metadata catalogers preference.

Alternative Element Names
- pbcoreCreator
    - creatorRole
- ccoCreatorDisplay
    - CreatorRole
    - CreatorExtent
    - Attribution

Formatting
- If the Creator is a person, then it should be formatted "Last Name, First Name." If the person has a middle name or initial then it's "Last Name, First Name, Middle Name (Initial)." If the cataloger can locate an authorized version of the name, that version should be used.
    - Example: "McDonald, Joe."
    - Example: "Bayliss, Luke E."
- If the Creator is a collective group, institution, organization, or corporation, then follow their own spelling style or use general capitalization conventions. If the organization is better known by an abbreviation or acronym, spell it out and then place the abbreviation or acronym in parenthesis afterwards. The exception to this is if the organization is legally known by its abbreviation or acronym.
    - Example: YouTube
    - Example: American Library Association (ALA)
    - Example: International Business Machines Corporation (IBM)
    - Example: AT&T
    - Starkville-Oktibbeha County Public Library System

Qualifiers
- Creator Role: The main role the creator had in creating the item.
    - pbCore Examples
        - Videographer
        - Writer
        - Editor
        - Director
    - CCO Examples
        - Painter

- ▪ Sculpture
- ▪ Engraver
- ▪ Publisher
  - o *Please note that in the case of multiple creators for one item, the metadata catalogers can choose to name one person as the Creator and place the rest under Contributor. They don't have to place them all under Creator. If they choose to do so, then specifying the roles is highly encouraged.
- CreatorExtent: This further clarifies the role of the Creator in the CCO schema.
  - o For example, John Doe is a painter who does landscapes. His CreatorExtent would be classified as "landscapes."
  - o In a work completed by multiple people working on the same medium, this can help clarify who did what, if each had a particular role.
    - ▪ Example
      - Painter A did the figures
      - Painter B did the landscape
      - Painter C did the boarder
- Attribution: Is a broad qualifier that can help clarify an aspect of the work.
  - o Example: If a creator is unknown, this field can help specify who it may be.
  - o Example: It can be used clarify which school, style, or manner, the work was created under.
    - ▪ This can also be reused in the Genre element.
  - o Example: It can be used to clarify the creator's relation to another creator or studio or corporation.
  - o Please view page 94 in [Cataloging Cultural Objects](#) for further clarification.

Material Type
- Postcard:
  - o The creator of the postcard should be the publisher or printer, if we're viewing the postcard as an object.
  - o If the postcard is being viewed as a correspondence, aka where the writing is more important than the image, then the creator is who wrote and/or sent the postcard.
  - o The photographer of the image used in the postcard can be the creator, if they also published the image, or had a company publish the postcard for them.
  - o In general, please speak to the Manuscripts Librarian and Metadata Librarian to determine the best choice for this unusual item.

Date

Definitions
- Dublin Core: A point or period of time associated with an event in the lifecycle of the resource.

Mandatory: Yes
Repeatable: Yes
- Do not repeat individual qualifiers

Alternate Element Names
- Time Period
- pbcoreAssetDate
- ccoDate
    - Display Date
    - Earliest Date
    - Latest Date
    - Date Qualifier

Formatting
- Use the International Standards Organization (ISO) 8601 date format.
    - Example: January 16, 2020 would be 2020-01-16
    - Example: June 24 with no year would be -06-24
    - Example: The entirety of the 1960s would be 1960-01-01/1969-12-31
        - The forward slash [/] indicates a range of years.
    - Example: August 18 to December 6 of 2019 would be 2019-08-18--12-06
        - The double dashes [--] indicates a range within a single year.

Qualifiers of Date
- Accessioned: This is the date of the item when it was brought into the library system or the DPAU system. Depending on how the item was brought in, this date will vary.
- AuthorBirth: This is the birth date for the author and/or creator of the item. This qualifier can only be used for a person.
- Available: This is the date of the item made available on the Digital Collections.
- Copyright: This is the date that the item was copyrighted.
- Created: This is the date that the item was created. Below is a list of how "created" will be determined:
    - Academic Paper/Project: The due date of the paper or project or the date on the paper or project.
    - Book: the date of publication found on the title page or title page verso.
    - Conferences proceedings: the date on the proceeding itself or the date(s) of the conference.
    - Correspondence: the date on found on the object or an estimated date.
    - Datasets: Use dates when the data was collected or the date when the data was presented, whichever you can find.
    - Journals: date of publication.

- o Photograph: Identify date range, if the specific date isn't known.
- o Posters: Date presented.
- o Presentations: Date presented.
- o Website: Use date on the bottom of the page or date found within code.
- Defense: The date of a thesis or dissertation defense. Only to be used by Honors Thesis, Thesis, Master's Papers, Degree-Completing Projects, or Dissertations.
- Issued: The date an item was published or given out to the general public.
- Time Period: A range of dates that encompasses the creation date of the item.
- Submitted: The date an item (generally papers, presentations, posters, or academic projects) is submitted for review.

PBCore Qualifiers
- AssetDate: The original creation date for an item.
  - o Example: No matter the format, the Asset Date for the film Gone with the Wind will be 1939. The VHS and DVD release dates would be under the InstantiationDate element.
- DateType: The type of date being used.
  - o Example
    - ▪ Created
    - ▪ Broadcasted
    - ▪ Archived
- Version: Identifies the version of the item associated with either the AssetDate or DateType

CCO Qualifiers
- Display Date: This is the date or estimated date of an item being on display or any stage of its creation.
  - o Example: constructed late 19th century
  - o Example: designed 1895, cast 1995
  - o Example: first public display, July 2004
- Earliest Date: The earliest date that an item could've been constructed or on display.
- Latest Date: The latest date that an item could've been constructed or on display.
- Qualifier: This can be used to further help specify the type of date used in Display Date, when there is more than one date present.

Description
Definitions
- Dublin Core: An account of the resource.

Mandatory: Yes
Repeatable: Yes

Alternate Element Name
- pbcoreDescription
- ccoDescription
- ccoPhysicalCharacteristics

Formatting
- The Description element without any qualifier specification (dc.description) should primarily describe the physical features of an object and give a brief description of its contents. If the Description element is used in conjunction with the Abstract qualifier, then it should only describe the physical features as the Abstract will describe the contents.
- Each description must state the exact type of each object (thesis, book chapter, black and white tintype, oil painting, etc.) for accessibility purposes.
  - Note that that there is an element (Type) that has a list of broad item types to choose from. Both the sentence stating the specific type in the Description and the broader Type element must be used.
- The Abstract Provenance, and Statement of Responsibility qualifiers should be formatted as normal sentences, with proper spelling, capitalization, and punctuation.
- The Sponsorship qualifier should follow the typography of the sponsor's name.
- The Table of Contents qualifier should follow the formatting of the original item. If every word is capitalized, then then so should be the metadata for this element. If the capitalization follows that of a normal sentence, then so should the metadata for this element.
- The URI qualifier should follow the standards for the qualifier of URI.
  - [Visit Wikipedia's list of URIs](#).
- The Version qualifier should be formatted appropriately to make sense for the qualifier of object.
  - Example: The American Standard Version of The Bible is a Revised Version of the King James Bible.
    - dc.description.version = Revised
  - Example: Minecraft 2.0 is a second version of the original Minecraft.
    - dc.description.version = 2.0
  - Example: Final Fantasy VII Remake is a remake of Final Fantasy VII
    - dc.description.version = Remake
  - Example: Apple Watch Series 5 is the fifth version of the Apple Watch
    - dc.description.version = 5th
- The ccoDescription should be in regular sentence format and describe the content and context of the work. There may be crossover between this element and the ccoPhysicalDescription element. This is fine and normal.

- The ccoPhysicalDescription has several qualifiers that describe the physical nature of the item. Some are listed here and others are listed in the Cataloging Cultural Objects section, as they are not really compatible with the Dublin Core's main Description.

Qualifiers of Description
- Abstract: A short summary of an academic paper, project, presentation, or poster.
- Provenance: Information about the custodial history of an item. Generally used for archival or special collections materials.
- StatementOfResponsibility: A statement from the publishing or issuing body of the item stating persons or organizations involved with the creation of the item.
- TableOfContents: Information about the contents of an item.
- URI: A Universal Resource Identifier is a specific format to unambiguously identify a particular resource. Not every item has a URI.
- Transcription: A written representation of an item. An example of this would be typing out in print, a copy of a letter that is written in cursive.
- Version: The version of the item.

Qualifiers for CCO
- Inscriptions: Write the down the inscription verbatim. If the metadata cataloger wishes, they can also indicate where it was on the object; the author, if specified; and the type of inscription.
    - Examples of inscription types:
        - Signed
        - Written
        - Engraved
    - Complete Example:
        - "To my beloved friend." Written in ink on the inside cover by the illustrator, Jane Doe.
- Condition and Examination History: Record the overall condition, physical characteristics, completeness of the item. Typically, this should be done as soon as the item is received. For any discussion of preservation or conservation, please use the next element.
- Conservation and Treatment History: Record any conservation and preservation treatments for an item. This should be done in great detail, specifying length of time, chemicals or materials involved, and any specific types of procedures. This will be useful for future librarians and users working with the materials.
- Other Descriptive Notes: This can be used to further describe an item, expand upon a statement in the original Description element, or add on an observation by the staff at the library.
- Source: This should be used to specify the source any of the qualifiers, if they did not come from direct observation of the item.
- Subject display: This is an alternate element form to ccoDescription. If using Description, this element is unnecessary.

Qualifiers for PBCore

- Description: Describe the intellectual content of the item. This can be a summary, or an abstract of the audiovisual item is about. Do not describe the physical contents here.
- Type: What type of description being used.
- Type Source: Use this qualifier if the description comes from a specific source and not from watching/listening to the item itself.
- Start Time: Use this qualifier if the metadata cataloger is describing a specific piece of an item.
- End Time: Use this qualifier if the metadata cataloger is describing a specific piece of an item.

Describing Materials

When describing materials in the collection, the metadata cataloger and processors should be aware that many of materials contain antiquated and offensive language, particularly concerning the history and treatment of African Americans in Southern states during the 19th and 20th century. To help combat language that reinforces existing power structures that, the Description and Subject Heading elements will strive to adhere to the guidelines laid out in the [Archives for Black Lives in Philadelphia's Anti-Racist Description Resources](). The main principles for this guide are:

- To avoid using a passive or neutral voice. When speaking about an oppressed group of people, focus on using respect and care in describing their positions, instead of objectivity and neutrality.
- Focus on the humanity of the person before their identity.
- Do not use excessive or flowery language that makes a person's work seem astonishingly above average.
- Use strong and accurate language where needed.
- Describe power structures and relationships where needed.
- Use an inclusive and simple language that all persons, not just scholars or those in academia, can understand. This will help increase the record's overall accessibility.
- If you are able to have a conversation with a living donor, ask them how they wish to be described and use their preferences. While this may conflict with the standardization of the materials, it will show respect for the donor and their story.
- When updating antiquated records, leave a copy of the original record, so that MSU Libraries has an account of its use of language and not be accused of being revisionist.
- Be transparent when you cannot revise an item thoroughly due to lack of information.
- When dealing with enslaved person and records, do your best to humanize them (use enslaved person and not slave. Add the names of enslaved person when you can).

If you have questions about humanizing and revising a record, contact the staff of the Special Collections or Congressional and Political Research Center.

Description by Material Type
- Photographs
  - Describe the image with as much relevant information as possible. Relevant information includes names of people, titles, places, organizations, or events.
    - Bad Example: Image of a man in front of a large building.
    - Better Example 1: Image of Mark Keenum in front of Lee Hall.

- - - Better Example 2: Image of Mark Keenum in front of a building on Mississippi State University's campus.
      - Best Example: Image of Dr. Mark Keenum, president of Mississippi State University, in front of Lee Hall, at Mississippi State University.
    - Many photographs have unidentified people and place, or do not show much at all. In these situations, the previously stated "Bad Example" maybe the best description you can produce. This is not ideal, but perfectly acceptable in these situations.
- Newspaper Clippings
  - Summarize the clipping in one to four sentences. Focus on the main points, specified people, places, organizations, events. The title of the clipping, if known, and the publisher do not have to be listed here.
    - Bad Example: Article about agriculture.
    - Better Example: Historical article about Mississippi agricultural practices.
    - Good Example: Article about rice-growing practices in the Mississippi Delta during the 1950s.
- Letters/Correspondence
  - Summarize the contents of the letter in one to four sentences. Focus on the main topic or topics being discussed, and people, places, organizations, or events. If it is difficult to discern the contents of the letter due to its condition or the handwriting, it is okay to give a very brief and broad description.
- Postcards
  - Postcards can either be described as a solely physical object or a letter/correspondence. In both cases, the image on the postcard should be described first. Then, if there is writing on the card, a summary of it can be placed in the description as well.
- Pamphlets
  - If there is a summary of the item, then use that and place it under the "Abstract" qualifier. If not, then summarize the contents of the pamphlet in one to two sentences.
  - Some older pamphlets have extremely detailed titles that basically summarize the contents of the document. Metadata creators still have to use a description field, because this is where they can describe the materials in a simple language that everyone will understand.
    - Example of Title: A few passages in the life of Dr. Francis Tumblety, the Indian Herb Doctor : Including His Experience in the Old Capitol Prison, to which He was Consigned with a Wanton Disregard to Justice and Liberty, by Order of Edwin Stanton, Secretary of War : also Journalistic and Documentary Vindication of His Name and Fame, and Professional Testimonials Respectfully Inscribed to the American Public.
    - Example of Summary: This pamphlet is a small collection of memoirs by Francis Tumblety that recount his arrest by order the Secretary of War, Edwin McMasters Stanton, for allegedly being involved in the assassination of President Abraham Lincoln.
- Artwork

- Describe the image presented. As many pieces of art are open to interpretation, be objective as possible. This is where saying "man" or "woman" is perfectly fine if there identify is not completely recognizable or not in the title or official description by the artist. The same logic can be applied to the locations in the image, if there is a concrete one. If you think you know what the specific location is, then state it with a with a question mark between two brackets [?] placed after it.
    - Example: This painting depicts a woman at a café in a city, possible Rome[?].
- 3D Objects
  - Describe the physical features of the object and, if possible, the material or materials it is constructed from.
- Sheet Music
  - Describe the genre of the song and the nature of the lyrics, if possible.
    - Example: This is a love song about a modern retelling of Rome and Juliet with a happier ending.
  - Describe the cover art, if the piece has any. Also include any references of the piece being used in a movie, T.V. or radio show, or any other specified note on the cover page.
    - Example: A drawing of a woman in a floor-length, blue dress.
- Instruments
  - Describe the instrument, its make and model, if known, and any unique features. Use the "Provenance" qualifier to describe its history.
- Recordings
  - Describe the physical features of the recording. Describe the genre of the song and nature of the lyrics, if possible.
- Interviews
  - Describe the nature of the interview and the topics discussed. Specify the interviewer and the interviewee and the sides the interviewee takes.

Format
Definitions
- Dublin Core: The file format, physical medium, or dimensions of the resource.

Mandatory: Yes
Repeatable: Yes

Alternate Element Name
- pbCoreFile Format
- ccoMeasurements Display (required)
    - Value (format controlled)
    - Unit (controlled list)
    - Type (controlled list)
    - Extent (controlled list)
    - Qualifier (controlled list)
    - Shape (controlled list)
    - Format (controlled list)
    - Scale (controlled)

Formatting
- As Digital Collections is a digital repository, both the physical and digital formats will need to be recorded.
    - If the object is solely digital, then only record the digital format.
    - For objects that may have two digital formats, then enter two separate Format elements
        - Example: An oral history will have an audio portion and then it may have a text portion.
- Capitalize the first word for the Medium qualifier.
- For information on file naming and standards, review the "Digital Preservation and Access Unit (DPAU) Technical Guidelines for Digitization of Cultural Heritage Materials (2019)."
- Most of the information for the digital objects should be pulled from the properties of the item itself.
- For the CCO element Measurement Display, record the measurement of the item. Record all appropriate measurements in inches.
    - Example: A painting could be 5 in by 7 in
    - Example: A sculpture could be 3.5 in by 4 in by 2 in
    - Example: An artist's book could be 50 pages
- The Measurement Display element and its qualifiers should be derived from a controlled vocabulary.

Qualifiers of Format
- Medium: The main type of material that the item is made up of or was created with.
    - Example: Photograph
    - Example: Audio file
    - Example: JPEG file

- o Example: Book
- o Example: Oil painting
- Extent: This describes the dimensions or size of the item.
  - o Example: 5 in. by 7 in.
  - o Example: 115.2 MB
  - o Example: 215 p.
  - o Example: 5 ft. by 8 ft.
- MimeType: This is a specific formatting style that describes the file format. It should only be used for digital objects.
  - o Example: audio/mp3
  - o Example: image/jpeg
  - o Example: pdf/a
  - o Example: video/mp4

CCO Qualifiers
- Value: The numeric value listed in the main Measurement Display element.
- Unit: The unit of measurement used in the main Measurement Display element.
  - o Example: meter
  - o Example: feet
  - o Example: megabyte
  - o Example: page
  - o Example: pounds
- Type: The specific type of measurements that was list in the main Measurement Display element
  - o Example: height
  - o Example: circumference
  - o Example: area
  - o Example: running time
  - o Example: page length
  - o Example: weight
  - o Example: size
- Extent: Specifies where the measurement was taken on the object or, for works with multiple parts, which part was measured.
  - o Example: Base of vase
  - o Example: Body of vase
- Qualifier: This is to elaborate on the other qualifiers and further clarify an aspect of the measurement.
  - o Example: Smallest
  - o Example: Largest
  - o Example: Before restoration
  - o Example: Framed
  - o Examples: Approximate
- Shape: The shape of the work. Typically used when describing 3D objects.
  - o Example: Oval
  - o Example: Crescent
  - o Example: Irregular

- Format: The configuration of a work, including a technical format, when it's an important distinguishing characteristic. This may match the Work Type element.
  - Example: Scroll
  - Example: VHS
  - Example: CD
  - Example: carte-de-visite
  - Example: Image
- Scale: This is an expression of the ratio between the size of the representation and the actual thing.
  - When using the Scale qualifier, the representation should be called "base" in the Type qualifier and the actual thing "target."
  - Examples of Scales:
    - 1:10
    - 1 to 1
    - Full-sized
    - Life-sized
    - Numeric

Genre

Definition

- DPAU: The thematic genre or specific type of the item.

Mandatory: No
Repeatable: Yes

Alternative Element Names

- pbcoreGenre

Format

- Select up to three terms from the lists in the following section and use that.
- Reminder:
  - pbCore is used for audio/visual material only.

Genre Terms* by Material Type

- Photographs
  - Aerial photography
  - Candid photography
  - Documentary photography
  - Event photography
  - Panoramic photography
  - Portrait photography
  - Stereoscopic photography
- Clippings
  - Column
  - Editorial
  - Brief news item
  - Announcement
  - Advertisement
  - Feature articles
  - Leading articles
  - Press reports
- Letters/Correspondence
  - Personal correspondence
  - Business memo
  - Business letter
- Art
  - Oil painting
  - Watercolor painting
  - Acrylic painting
  - Pencil drawing
  - Ink drawing
- Statues
  - Relief
    - Base-relief

- - - Sunken relief
    - - High relief
  - o Sculpture in the round
  - o Modeling
  - o Carving
  - o Joining
- • Sheet Music or Recordings
  - o Jazz
  - o Rag
  - o Marches
  - o Popular music
  - o Musical theatre
  - o Blues
  - o Folk music
  - o Classical music
  - o Country music
  - o Rhythm and blues

*The genre terms currently listed are based upon the current materials and collecting scope within the Digital Collections. If new materials are added that do not fit within the list, then find the accurate genre term and add it to the list.

Identifier

Definitions

- Dublin Core: An unambiguous reference to the resource within a given context.

Mandatory: Yes
Repeatable: Yes

Alternative Element Name

- Physical ID
- Digital ID
- PbcoreIdentifier

Formatting

- Each qualifier below has specific formatting and should be followed. Not all items have an international identifier.
- All materials must have a Citation attached.
- The Physical and Digital IDS will be the second most used.

Qualifiers of Identifiers

- Citation: Use this to provide the bibliographic citation of this item. Listed below are examples of the citations currently used.
    - Templeton Sheet Music:
        - [Physical Identification Number]: [Item Title], Charles H. Templeton, Sr. sheet music collection. Special Collections, Mississippi State University Libraries.
    - Templeton Instruments:
        - [Physical Identification Number]: [Item Title], Charles H. Templeton, Sr. instruments collection. Special Collections, Mississippi State University Libraries.
    - Templeton Recordings:
        - [Instrument Number]: [Item Title], Charles H. Templeton, Sr. recordings collection. Special Collections, Mississippi State University Libraries.
    - Citizen Council Audio Tape:
        - [Tape Number], [Interviewee(s)], Citizens' Council, [Date]. Citizens' Council Radio Forum collection, Manuscripts Division, Mississippi State University Libraries.
    - Congressional and Political Research Center
        - [Item Title], [Collection Title]. Congressional and Political Research Center, Mississippi State University Libraries.
    - Cultural Conversations:
        - [Item Title], [Identification Number]. Cultural Conversations, Mississippi State University Libraries.
    - Echoes of Lloyd-Ricks-Watson:
        - [Item Title], [Physical Identification Number]. Echoes of Lloyd-Ricks-Watson, Mississippi State University Libraries.
    - Frank and Virginia Williams Collection of Lincolniana:

- - - Scholarly Citation: [Physical ID#]: [Item Title], Frank and Virginia Williams Collection of Lincolniana, Mississippi State University Libraries.
      - Production Citation: From the Frank and Virginia Williams Collection of Lincolniana, Mississippi State University Libraries.
  - Intellectual Underpinnings of the American Civil War:
    - [Item Title], [Physical Identification Number]. Intellectual Underpinnings of the American Civil War, Mississippi State University Libraries
  - MSU Library Events:
    - [Item Title], [Physical Identification Number], [Event Name]. MSU Library Events, Mississippi State University Libraries.
  - Manuscripts
    - [Collection Title], Special Collections Department, Mississippi State University.
  - University Archives
    - [Item Title], [Identification Number]. University Archives, Mississippi State University Libraries.
  - Grant Presidential Library
    - [Item Title], Ulysses S. Grant collection. Ulysses S. Grant Association, Mississippi State University Libraries.
- DOI: The digital object identifier identifies a specific digital object. This would be useful to collect as administrative/technical metadata.
- GovDoc: Use this to record the government document number.
  - Example: Y 3.2:AS 7/R 29
- ISBN: Use this to record the International Standard Book Number.
- ISMN: Use this to record the International Standard Music Number.
- ISSN: Use this to record the International Standard Serial Number.
- SICI: Use this to record the Serial Item and Contribution Identifier.
- SLUG: Use this to record a URI supplied by the sword slug header.
- URI: Use this to record the Uniform Resource Identifier.
- Other: Use this to record a local identifier for the collection. This will most likely be the qualifier mainly used as the IR can customize it, so that users and librarians know which object is in which grouping.

Language
Mandatory: No
Repeatable: Only if two or more languages are present in equal quantities in an item.
- Example, a book having one page in English and a translation in Spanish on the next.

Definitions
- Dublin Core: A language of the resource.

Alternate Element Name
- ccoLanguage

Formatting
- Follow the formatting in the examples below.

Qualifiers of Language
- ISO 639 2/B: The International Organization for Standards codes for languages.
  - Example: English (United States) is en_US
  - Example: French (Canada) is fr_CA
  - Example: German (Germany) is gr
  - Example: Spanish (Mexico) is es_MX

Publisher

Definitions
- Dublin Core: An entity responsible for making the resource available.

Mandatory: No
Repeatable: Yes

Alternate Element Names
- pbcorePublisher
- publisherRole

Formatting
- Proper capitalization for organizations, institutions, or people. There should be proper spelling, capitalization, and punctuation for sentences. Examples below.

Qualifiers of Publisher
- Publisher: The entity that made the resource available.
  - Example: Springer Publications
  - Example: Mississippi State University Library
- publisherRole: The specific role of the publisher. This qualifier is usual an entity plays many roles in the publishing a work.
  - Example: Copyright holder
  - Example: Printer
  - Example: Marketing

Materials and Qualifiers
- Audio and Visual materials – pbcorePublisher or publisherRole

Relation

Definitions
- Dublin Core: A related resource.

Mandatory: No
Repeatable: Yes

Alternate Element Name
- pbcoreRelation
- pbcoreRelationType
- pbcoreRelationIdentifier

Formatting
- Use the spelling, capitalization, and punctuation associated with the source of information.
  - If there is no specific typography, then follow normal spelling conventions.

Qualifiers of Relation
- HasPart: Use to reference smaller parts of a grouping. The "Parent" in a Parent/Child relationship referencing a "Child."
  - SSRC Annual Report 2015
- IsPartOf: Use if the item is part of a larger grouping. The "Child" in a Parent/Child relationship referencing a "Parent."
  - Social Science Research Center Community
- Replaces: Use if the item replaces another item.
- IsReplacedBy: Use to designate that the information in the item is replaced/superseded by a different copy.
- Requires: Use to specify what requirements are necessary to view this item.
- IsBasedOn: Use if this item is based on another item.
- IsFormatOf: Use if this item a different format of another item.
- IsPartOfSeries: Use if the item is part of series.
- URI: Use this signify the URI designation for the item.
- pbcoreRelationIdentifier: Use this to specify the identifier number of the related material.
  - Example: Video A is a part of Series B. To specify this relationship on Video A's metadata, use the pbcoreRelationIdentifier to show Series B identifier.

Rights
Definitions
- Dublin Core: Information about rights held in and over the resource.

Mandatory: Yes
Repeatable: Yes

Alternative Element Name
- pbcoreRights
  - rightsSummary
  - rightsLink
  - rightsEmbedded

Formatting
- Main rights statements are derived from RightsStatement.org.
- Follow the Rights by Materials section for proper formatting.
- For the Embargo qualifier, use the International Standards Organization (ISO) 8601 date format.
- For the Holder qualifier, use the name format (Last, First).

Qualifiers of Rights
- Rights: Use the main element as to state the right's statement.
- Embargo: Use this to state the end of an embargo.
- EmbargoTerms: Use this to state any embargo terms, if they vary from the normal definition for that item.
- Holder: Use this to specify who holds the rights.
- License: Use this to specify the license agreement for a someone to use this item.
- URI: Use this to reference the terms governing use and reproduction.

PBcore Qualifiers:
- rightsSummary: Use this to specify a copyright policy.
- rightsLink: Use this house a URL to a copyright policy
  - Example: Link to CreativeCommons website
- rightsEmbedded: Use this to embed XML data from another standard and how that relates to the standards of the specific item.

Rights by Materials
Copyrighted Materials
- This statement will be used for items that are in copyright and only the metadata is present on the Digital Collection, not the image.
  - In Copyright https://rightsstatements.org/page/InC/1.0/?language=en
- The following statement may be attached: The item is currently unavailable due to copyright restrictions.
- The only collection using this is the Templeton Sheet Music Collection for all post-1923 pieces.

Images of Public Domain Materials
- These statements will be used when the contents of an item is no longer copyrighted, but the image of the item is copyrighted by Mississippi State University Libraries.
  - In Copyright - Non Commercial Use Permitted https://rightsstatements.org/page/InC-NC/1.0/?language=en
  - No Copyright - https://rightsstatements.org/page/NoC-US/1.0/?language=en
- The following statements can be attached:
  - The Image is under copyright by Mississippi State University Libraries. This Item is protected by United States copyright law. You are free to use this Item in any way that is permitted by the Fair Use Section of the U.S. Copyright Law (17 U.S. Code § 107. Limitations on exclusive rights: Fair use). In addition, no permission is required from the rights-holder(s) for non-commercial uses. For other uses you need to obtain permission from the rights-holder(s). – RightsStatements.org.
  - MSU Libraries believes that the Item is in the Public Domain under the laws of the United States 17 U.S. Code § 107. The Item may not be in the Public Domain under the laws of other countries. – RightsStatements.org.

Images of Copyrighted Material
- These statements will be used when the contents of an item and the image of said item are in copyright.
  - In Copyright - Educational Use Permitted https://rightsstatements.org/page/InC-EDU/1.0/?language=en
  - In Copyright - Non Commercial Use Permitted https://rightsstatements.org/page/InC-NC/1.0/?language=en
- The following statements can be attached:
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  - This Item is protected by United States copyright 17 U.S. Code § 107. You are free to use this Item in any way that is permitted by the Fair Use Section of the U.S. Copyright Law (17 U.S. Code § 107. Limitations on exclusive rights: Fair use). For other uses, you need to obtain permission from the rights-holder(s). – RightsStatements.org.

Source

Definitions
- Dublin Core: A related resource from which the described resource is derived.

Mandatory: No
Repeatable: No

Qualifiers of Source
- Box Number: The number of the box that the materials are stored in.
- Category: This qualifier is only for University Archive photographs. This is which thematic category the photograph falls into (People on Campus, Campus buildings, Organizations, etc.)
- Folder Number: The number of the folder that the materials are stored in.
- Original Collection: The original collection that the materials came out of. This may align with the series title, but not always.
- Repository: The main repository the materials are housed in.
    - Options:
        - Manuscripts Division
        - Rare Books and Mississippiana Division
        - University Archives Division
        - Ulysses S. Grant Presidential Library
        - Frank and Virginia Williams Collection of Lincolniana
        - The Congressional and Political Research Center
        - Charles H. Templeton, Sr. Music Museum
- Status: The location of materials in the Ulysses S. Grant Museum and Charles H. Templeton, Sr. Music Museum.
    - Options: On-display or In storage.

Formatting
- The qualifiers above should be formatted into a coherent sentence. Not all pieces have all of the qualifiers listed above, but if they do, then they should be formatted as:
    - Mississippi State University Libraries, [Repository], [Collection/Original Collection], [Box Number], [Folder Number]; [Status].
        - Again, the Status should only be used for the museums.

Exemptions:
- The Original Collections should be used as a separate element to record which original collection the materials came from. This is extremely useful for identifying pieces that were gathered for an intellectual collection or exhibit.
- The Category qualifier is mandatory for University Archives Photographs. This should be recorded as a separate element. This is necessary for dividing the photographs into manageable sections for users to view.

Subject

Definitions
- Dublin Core: The topic of the resource.

Mandatory: Yes
Repeatable: Yes
- Do not exceed more than six subjects.

Alternate Element Name
- pbcoreSubject
- ccoSubject

Formatting
- All of the subject words should be capitalized.
- All abbreviations need to be spelled out. If a term is better known by its abbreviation, then you may have it parenthesis next to the full version.
  - This will only happen for terms in the Keyword qualifier.
- The main qualifier used will be LCSH. If a creator wants or needs to use a different standard, then they will need to explain why.

Qualifiers of Subject
- Classification: This is a catch-all for any local classification systems. This will not be used often at the present time, but this could change in the future.
- LCC: This is to record the Library of Congress Classification number. This will be for library use.
- LCSH: This is to record Library of Congress Subject Headings. This will be the main qualifier used.
  - Example: Higher Education -- Mississippi
  - Example: Hospitals -- Social life and customs -- 20th century
- MESH: This is to record Medical Subject Headings.
  - Example: Blood Transfusions, Autologous
  - Example: Nurses, Community Health
- Keyword: This is to record author supplied keywords. Will most likely be used by the Thesis and Dissertation communities or other academic papers. When content-creators are more involved in the process, then this can expand.
  - Example: Labrador retrievers
  - Example: Slice-of-life novels

Describing Materials
When describing materials in the collection, the metadata cataloger and processors should be aware that many of materials contain antiquated and offensive language, particularly concerning the history and treatment of African Americans in Southern states during the 19th and 20th century. To help combat language that reinforces existing power structures that, the Description and Subject Heading elements will strive to adhere to the guidelines laid out in the Archives for Black Lives in Philadelphia's Anti-Racist Description Resources. The main principles for this guide are:

- To avoid using a passive or neutral voice. When speaking about an oppressed group of people, focus on using respect and care in describing their positions, instead of objectivity and neutrality.
- Focus on the humanity of the person before their identity.
- Do not use excessive or flowery language that makes a person's work seem astonishingly above average.
- Use strong and accurate language where needed.
- Describe power structures and relationships where needed.
- Use an inclusive and simple language that all persons, not just scholars or those in academia, can understand. This will help increase the record's overall accessibility.
- If you are able to have a conversation with a living donor, ask them how they wish to be described and use their preferences. While this may conflict with the standardization of the materials, it will show respect for the donor and their story.
- When updating antiquated records, leave a copy of the original record, so that MSU Libraries has an account of its use of language and not be accused of being revisionist.
- Be transparent when you cannot revise an item thoroughly due to lack of information.
- When dealing with enslaved person and records, do your best to humanize them (use enslaved person and not slave. Add the names of enslaved person when you can).

If you have questions about humanizing and revising a record, contact the staff of the Special Collections or Congressional and Political Research Center.

Title
Definitions
- Dublin Core: A name given to the resource.

Mandatory: Yes
Repeatable: Only if there is an alternate title

Alternate Element Name
- pbcoreTitle
- ccoTitle

Formatting
- Follow the typography on the original item. If the title is all capital letters, then follow normal capitalization forms.
    - Example:
- If there is not tile, then create a short, descriptive one based off its features.
    - Material Type Section has list of examples
- There is no punctuation at the end of the title, unless the title itself ends in an punctuation.

Qualifiers of title
- Title: The title as found on the title page.
    - Example: Harry Potter and the Sorcerer' Stone
- Alternative: A varying form of the title. It could be the cover title, the spine title, if either differ from the title proper, or a more descriptive form of the title.
    - Example: Harry Potter and the Philosopher's Stone
    - Example:
        - Title: American Gothic
        - Title.Alternative: Painting of a farmer and his wife.
    - Example:
        - Title: The Dancing Class
        - Title.Alternative: Painting of a ballet class.
- ccoTitleType: Use this to distinguish which type of title it is
    - Options
        - Repository title: A title created by the repository
        - Inscribed title: A title on the item
        - Creator's title: A title the creator gives the item
        - Descriptive title: A title created for an object that is based off of its physical features.
            - Note: This is only used when the creator or inscribed title is not present.

Material Type Examples
- Photographs
    - Examples:
        - Mark Keenum at Mississippi State University

- - - Tommy Lee Jones on the Lonesome Dove set
    - Conference room at the 2018 American Library Association Annual Conference
  - The point of photograph titles is to give enough information so that a user has an idea of the image. Too much descriptive information will make the Description element redundant.
    - Sometimes this may happen if there isn't enough known information about the photograph.
- Newspaper Clippings
  - Use the title of the clipping verbatim. Any abbreviations or acronyms should be spelled out in the Description element.
- Letters/Correspondence
  - The title of correspondence should be in the format [Type of Mail, From to To, Date]. The names should be as they are on the letter. If the metadata creator can find out the identities of unclarified names (Father, Sister, Mrs. Brown), then that information should go in the description.
    - If a name isn't present or legible on the correspondence then attempt to spell out the name with a question mark in brackets following, or simple put a question mark in brackets if completely unknown.
  - The date should be spelled out Month, Day, Year. This is the most common format used by people in the United States. Spelling out the month will also help make the information more accessible.
    - If the date isn't known then put a question mark between brackets in its place.
    - If you can estimate the date based upon the contents of the letter, then format it as [circa 1890].
  - Examples
    - Letter, Mrs. Brown to Nathan Brown Jr., January 1863
    - Business Memo, Jane Doe to Lucy[?] Harris, May 5, 1905
    - Letter, Mom to Sophie, [circa 1930]
- Postcards
  - Format of the title: (Postcard of [Image Present])
    - If there is writing, then add on the information from the Correspondence section.
    - If the proper title is undescriptive or does not seem to accurately reflect the image, then use the Title.Alternative to add a descriptive title.
  - Examples
    - Postcard of Ft. Scott, Kansas
    - Postcard of Joplin, Missouri, Molly to Mike, 1940
- Pamphlets
  - Use the title on the pamphlet, verbatim.
- Artwork
  - Use the title of the artwork, if known.
    - If the proper title is undescriptive or does not seem to accurately reflect the image, then use the Title.Alternative to add a descriptive title.

- o If unknown, the give a brief description of the image. Do not use too much detail, as that should be saved for the Description element.
  - o Example
    - ▪ Abraham Lincoln at a Fort
- Statues
  - o Use the title of the statue, if known.
    - ▪ If the proper title is undescriptive or does not seem to accurately reflect the image, then use the Title.Alternative to add a descriptive title.
  - o If unknown, give a brief description of the statue. Do not use too much detail, as that should be saved for the Description element.
  - o Example
    - ▪ Statue of Ulysses S. Grant
- 3D Objects
  - o Use the proper title of the object to describe it.
    - ▪ If the proper title is undescriptive or does not seem to accurately reflect the image, then use the Title.Alternative to add a descriptive title.
  - o If the object crosses over into the Artwork section, then add a brief description of scene or design.
    - ▪ If unsure of how to classify the item, please contact the coordinator of the repository the item belongs to the DPAU staff.
  - o Examples
    - ▪ No. 2 Brownie camera
    - ▪ Rock painted as a ladybug
- Sheet Music
  - o Use the title of the piece.
    - ▪ If there are two names, then put the second under Alternate Title
- Instruments
  - o State the title of the instrument. If the maker or type is known, that information can be included as well
  - o Examples
    - ▪ French Horn
    - ▪ Reform-Boehm-Clarinet
    - ▪ Bass flute
- Recordings
  - o Use the title of the program or song recorded.
- Interviews
  - o Format the title as [Interviewer and Interviewee interview, Date]
    - ▪ Example Fred Smith and David Nolan interview, January 9, 2018

Transcription

Definition: A written representation of an item.

Mandatory: No*
- If the item can be transcribed, it should be.
- Songs are the current exception. They do not have to be transcribed outside the First Line and Chorus Line qualifiers.

Repeatable: Yes

Formatting

The for items in cursive, the element should be formatted in the following ways:
- If the material can be transcribed word for word, it should be.
- If the transcriber thinks they know what a word is, but is not 100% certain, then they should place a question in brackets after the word
  - Example: photosynthesis [?]
- If the transcriber cannot identify a word in a sentence, then they should replace it with a question mark in brackets.
  - Example Mary went to [?] yesterday to find…
- If the writing is too faded, messy, or otherwise makes most of the individual words unreadable, then the transcriber should do their best to figure out the general ideas of the text and write that in the element.
- If the transcriber cannot read the writing, then they should state: The item is currently unable to be transcribed."

For audiovisual materials, the element should be formatted in the following ways:
- Record the audio spoken should be recorded word for word.
- If the transcriber cannot understand a word, but thinks they can guess it, then they should write down the word and then place a question mark in brackets [?] after.
- If the audio is too damaged to be understood in some places, then the transcriber should write "Damaged audio" in brackets.
- If there are applause or laughter or other audio clues in the recording, then those should be written down between brackets and the general length of time it lasts.
  - Example
    - [Laughter for 10 seconds]
    - [Audience applauding for 20 seconds]
    - [Silence between segments for 45 seconds]

Type
Definitions
- Dublin Core: The nature or genre of the resource.

Mandatory: Yes
Repeatable: No

Alternate Element Name
- pbCoreAssetType

Formatting
- Choose a term from the vocabulary list below and copy it as it is.

DCMI Type Vocabulary
- Collection
  - A collection is an aggregation of items. The term collection means that the resource is described as a group; its parts may be separately described and navigated.
- Dataset
  - A dataset is information encoded in a defined structure (for example, lists, tables, and databases), intended to be useful for direct machine processing.
- Event
  - An event is a non-persistent, time-based occurrence. Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, responsible agents, and links to related events and resources. The resource of type event may not be retrievable if the described instantiation has expired or is yet to occur. Examples - exhibition, webcast, conference, workshop, open-day, performance, battle, trial, wedding, tea-party, conflagration.
- Image
  - An image is a primarily symbolic visual representation other than text. For example - images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. Note that image may include both electronic and physical representations.
- Interactive Resource
  - An interactive resource is a resource which requires interaction from the user to be understood, executed, or experienced. For example - forms on web pages, applets, multimedia learning objects, chat services, virtual reality.
- Service
  - A service is a system that provides one or more functions of value to the end-user. Examples include: a photocopying service, a banking service, an authentication service, interlibrary loans, a Z39.50 or Web server.
- Software
  - Software is a computer program in source or compiled form which may be available for installation non-transiently on another machine. For software which exists only to create an interactive environment, use interactive instead.

- Sound
  - A sound is a resource whose content is primarily intended to be rendered as audio. For example - a music playback file format, an audio compact disc, and recorded speech or sounds.
- Text
  - A text is a resource whose content is primarily words for reading. For example - books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre text.
- Physical Object
  - An inanimate, three-dimensional object or substance. For example -- a computer, the great pyramid, a sculpture. Note that digital representations of, or surrogates for, these things should use Image, Text or one of the other Qualifiers.
- Still Image
  - A static visual representation. Examples of still images are paintings, drawings, graphic designs, plans and maps.
- Moving Image
  - A series of visual representations that, when shown in succession, impart an impression of motion. Examples of moving images are animations, movies, television programs, videos, zoetrope, or visual output from a simulation.

PBCore

pbcoreInstantiation

Definition

- PBCore: A discreet and tangible unit that comprises a whole representation of the a/v material.
    - Example: A digital preservation copy of film reel from the 1930s is an instantiation of the original film.
    - Example: A copy of a film is an instantiation. The original film would go under the main elements.

Mandatory: No

- If you chose to use this element, then some of the qualifiers are required. They will be marked below.

Repeatable: Yes

Qualifiers

- instantiationIdentifier
    - Required: Yes
    - Definition: The identifier for a particular instantiation.
- instantiationDate
    - Required: No
    - Definition: The date an instantiation was created.
- instantiationDimensions
    - Required: No
    - Definition: The physical or high-level visual dimensions of the instantiation.
- instantiationPhysical
    - Required: No
    - Definition: The format of a physical instantiation.
- instantiationDigital
    - Required: No
    - Definition: The format of a digital instantiation.
- instantiationStandard
    - Required: No
    - Definition: The broadcast standard of the video signal or audio encoding of a physical item. For digital formats, this should hold the container format of the digital file, like a MXF file.
- instantiationLocation
    - Required: No
    - Definition: The physical or digital location of the item.
- instantiationMediaType
    - Required: No
    - Definition: Use either sound, text, or moving image to describe the resource.
- instantiationGenerations
    - Required: No
    - Definition: Use this qualifier to describe the provenance of the item.

- instantiationFileSize
  - Required: No
  - Definition: The size of the file.
- instantiationTimeStart
  - Required: No
  - Definition: Describes the point at which playback begins for a time-based instantiation.
- instantiationDuration
  - Required: No
  - Definition: Time stand for length of instantiation.
- instantiationDataRate
  - Required: No
  - Definition: The amount of data in the digital media file.
- instantiationColors
  - Required: No
  - Definition: The color scale of the instantiation. Options: color, grey-scale, black and white.
- instantiationTracks
  - Required: No
  - Definition: Indicate the number of tracks in a media item.
    - Example: 1 video track, 2 audio tracks, 1 text track
- instantiationChannelConfiguration
  - Required: No
  - Definition: The arrangement of specific channels or layers of information within a track.
- instantiationLanguage
  - Required: No
  - Definition: The language of the instantiation.
- instantiationAlternativeModes
  - Required: No
  - Definition: A catch-all qualifier that describes the alternative ways for users to understands the information in the video. This includes, closed captions, supplementary audio programs, descriptive video information, language dubs, or transcripts.
- instantiationEssenceTrack
  - Required: No
  - Definition: An XML container qualifier that allows for a single track (audio, visual, etc.) to be described as its own entity.
- instantiationRelation
  - Required: No
  - Definition: Describing the relationship of the instantiation to other items.
- instantiationRights
  - Required: No
  - Definition: Describe the rights of this particular instantiation.
- instantiationAnnotation
  - Required: No

- o Definition: Use to add any supplementary information for any qualifier.
- instantiationPart
  - o Required: No
  - o Definition: Use to describe an instantiation that has multiple parts, such as a multi-disk DVD. As it's a container, it can have any element in PBcore and make it act like a qualifier.
- instantiationExtension
  - o Required: No
  - o Definition: Use to contain a specific element from a different standard or schema or contain an XML extension for the instantiation.

Cataloging Cultural Objects Elements

Work Type

CCO Definition: Identifies the type of work of an item is based on its physical form, function or medium.

Mandatory: Yes
Repeatable: No

Format
- This element should not be capitalized.
- Select a term from the following sources:
  - The Library of Congress Thesaurus of Graphic Materials
    - The Library of Congress's guide should be used first, as we are using their standard for name authority and subject headings.
  - The Getty Research Institute Art and Architecture Thesaurus Online
    - Use the Getty's guide if you cannot find the correct term in the Library of Congress's guide.

Examples
- album prints
- ballot
- cartes-de-visite
- lithograph
- pouch
- prints
- statuette (statue)
- stereograph

Materials and Techniques

Definition:

- CCO: The substances or materials used in creating a work and any procedures or techniques incorporated in its construction.
  - In simple terms, what is the item made out of and what where the techniques or procedures needed to create it.

Mandatory: Yes
Repeatable: No

Format

- According to the main CCO guide, these items can be recorded together in one sentence or broken up into their qualifier components. The guide encourages these items to be listed in a sentence format.
- Do not use any abbreviations when describing materials. If a material happens to be better known by its abbreviation than its full term, place the abbreviation in parentheses after the full term.
- The terms for this element should come from the following sources:
  - The Library of Congress Thesaurus of Graphic Materials
    - The Library of Congress's guide should be used first, as we are using their standard for name authority and subject headings.
  - The Getty Research Institute Art and Architecture Thesaurus Online
    - Use the Getty's guide if you cannot find the correct term in the Library of Congress's guide.

Qualifiers

- Materials and Techniques display: This is the main element, where the materials and techniques should be recorded in a short sentence.
  - Example: oil on canvas
- Material: The material or materials used in creating an item.
  - Example: oil paint
  - Example: marble
  - Example: stained glass
  - Example: oak
- Material Type: The type or types of material used in creating an item.
  - Examples:
    - paint
    - glass
    - parchment
    - ink -- paper
- Technique: The procedure or process used to create an item. Record both the technique (painting) and the item which the technique was completed by (brush).
  - Examples:
    - drawing with pencil
      - drawing -- pencil
    - drawing with felt-tipped pen

- painting with brush
  - painting -- brush
- painting with palate knife
- Color: If color is an important feature of the work or unusual by the standard of other similar works, then note it.
  - If the color used has a symbolic meaning for the culture, then place it under the Subject Element instead.
- Mark: Use this qualifier to identify any watermarks, stationer's stamps, or any other mark on the work that is not apart of the artistic design.
  - This will apply mostly to paper-based items, but other materials may qualify.
- Extent: Use this qualifier to refer to a specific material or technique used by an item.
- Qualifier

Edition display

Definition
- CCO: Use this element to identify a specific print or other work in the context of a limited number of identical or very similar works made or issued at the same time and from the same matrix.
  - In simpler terms, if a work was made in a limited number of copies, then each work is an edition.
- CCO: A secondary definition of edition is to identify an issuance of a work in relation to previous and subsequent editions.
  - This definition is mainly used when referring to books.

Mandatory: No
Repeatable: Yes

Format
- The edition information for works is highly encouraged to be used, when that information is known.
- Use the examples in the Qualifier Section to determine the formatting.

Qualifiers
- Impression Number: Record the number assigned to a specific item in a production run.
  - Example: 1, 27, or 84
- Edition Size: The total number of items creation in a specific production run.
  - Example: 10, 25, 50, 100, or 250
- Edition Number or Name: Record the term for the specific edition to which a work belongs.
  - Example: 3rd edition
  - Example: Revised edition
  - Example: Subscriber's edition

State display

Definition
- CCO: Use this element to describe the relationship of a work to other stages of the same work.

Mandatory: No
Repeatable: Yes

Format
- Follow the examples in the Qualifier Section for the specific formats to be used.

Qualifiers
- State Identification: The specific number or type of state assigned to a particular item
  - Example: 2
  - Example: final
  - Example: artist's proof
  - Example: printer's proof
- Known States: The number of known states for a particular item.
  - Examples: 4, 10, or 20
  - If the number of states is unknown, or there isn't more than one state, make an estimation based off of the known states or state "Not Applicable."
    - Example: There are 4 known states
- Source of State: Use this qualifier to identify how you know what state the item is, or might be, and the known states, if it is not clearly shown on the work itself.

Location

Definition

- CCO: This is a container element that holds several elements that relate information about the physical locations the work has been, NOT the location depicted in the image.

Mandatory: No
Repeatable: Yes

Format:

- When talk about where an item has been use the Library of Congress Geographic Names Format.
  - Example: Starkville (Miss.)
  - Example: Oktibbeha County (Miss.)
  - Example: Mississippi
  - Example: United States
- When discussing where an item is located within the Mitchel Memorial Library, use the following formats
  - Example: On display in the [Templeton or Grant] Museum
  - Example: In storage
  - Example: In an exhibit
  - Example: In the Special Collections and University Archive Department
  - * For security purposes, we do not want to be too specific on where items are stored on our website. Each individual depart should keep track of where there materials are specifically located and inform DPAU when they are moved to a public setting, such as being displayed at either of the museums.
- If you are uncertain of a item's exact location then record the nearest location and then clarify in the Notes Element.

Elements

- Current Location display: Use this element to record where the item is currently located.
  - CCO recommends recording the item's unique ID as a qualifier here. For our purposes, the ID will be recorded as its own element to match the style of the main schema.
- Creation Location display: Use this element to record where the item was created.
- Discovery Location display: Use this element to record where the time was discovered.
- Former Location display: Use this element to note where an item was located before its current location, such as another repository.
  - Note, this item should not hold the same information recorded in the Creation or Discovery Location elements.

Facture

Definition:

- CCO: A detailed description of how the item was constructed, included an assessment of the craftsmanship, characteristics of a technique, or the method of construction.

Mandatory: No
Repeatable: No

Format:

- The description should be formatted into normal sentences with standard capitalization and punctuation. Do not use abbreviations. If a word or item is more commonly known by its abbreviation, then add it afterwards in parentheses.
    - The description should not exceed six sentences.

Should this go under description?

Cultural and Stylistic Information
Definition: A container element for the Cultural and Style elements.

Mandatory: No
Repeatable: Yes

Format:
- The terms chosen for the Style and Culture elements should be as detailed as possible based upon the knowledge of the piece.
    - If you or another librarian believe they know the style or culture of an item, then place the words "most likely" in-front of it.
        - Explain why you believe the item belongs to the guessed culture or style in the Notes element.
- Use the following sites to determine the proper style:
    - [Library of Congress Authority Files](#)
        - Use the Library of Congress's guide first, because it is the main authority for the guide.
    - [The Getty Research Institute Art and Architecture Thesaurus Online](#)
        - Use the Getty's guide if you cannot find the correct term in the Library of Congress's guide.

Elements:
- Style
    - Definition: Record the name of the named, defined style, historical or artistic period, movement, group, or school whose characteristics are represented in the work being cataloged.
- Culture
    - Definition: Record the name of the culture, people, or nationality from which the work originated.

Class
Definition:
- CCO: This element is used to connect the item to other items with similar characteristics. The chosen characteristics are determined by the repository.
  - Examples of characteristics:
    - Object type
    - Historical period
    - Origin of piece
    - Subject matter

Mandatory: Yes
Repeatable: Yes

Format:
- The first letter should be lowercase.
- They should be linked, so that a user can use it as a search term.

Classes Currently Used:
- Photos
  - photographs
  - stereographs
- Ephemera
  - sheet Music
  - ballots
  - envelops
  - broadside
  - program
  - check
- Miscellaneous
- Prints
  - engravings
  - lithographs
  - etching
- Poster
- Campaign Paraphernalia
- CDVs
  - Needs to be cartes-de-visite
- Statuettes and figurines
- Cartoons
- Instruments
  - Templeton Instrument collection

View

Definition:
- CCO: This is a container element for describing an item in an image.

Mandatory: No.
Repeatable: Yes

Format:
- The information in the elements should be formatted in normal sentences, with proper capitalization and punctuation.

Qualifiers:

- View Description: The view of the item that is in the image.
  - Example:
    - This image is a close-up of the front staircase.
    - This image is of the building at sunset.
- View Type: The specific vantage-point of the image.
  - Example:
    - An interior view of the building.
    - A profile view of the statue.
    - A close-up view of the mural.
- View Subject Display: A specific subject revealed from the view.
  - Choose one or two terms from the Library of Congress Subject Headings to describe the view of the item.
    - These should be specific to the view and not describe the whole image.
- View Display Date: The date that the image or view was taken on.
  - The CCO guide does not place any restrictions on this element, but to help standardize its use, the DPAU will adhere to the definition above.

Element and Schema Explanation
Main Schema
Background and History:
The Dublin Core schema was created by the Online Computer Library Center (OCLC) in 1995. It's a small set of vocabular terms that can be used to describe physical and digital resources. In its first iteration, it had 15 elements. The guidelines were flexible so that a metadata cataloger could describe as much detail as they wished to. Its second iteration brought along the DCMI terms, which increased the detail level of the schema.

The Dublin Core schema is the base for the main DPAU schema. The changes in elements and qualifiers are to fit local information that the staff believes is useful for users.

Elements
- Title
- Description
- Transcription
- Creator
- Contributor
- Date
    - Time Period
- Subjects
- Coverage
    - Geographic Location
- Language
- Type
- Format
    - Physical
    - Digital
- Identifier
    - Physical
    - Digital
    - Citation
- Relation
- Source
- Rights
- Publisher
    - Digital Publisher
- Contact Information

Explanation for Element Order and Accessibility
While it may seem strange to have a description separating the title of an object from the creator, this was done to help promote ADA accessibility. MSU Library believes in creating accessible materials for all persons and while we may not be able to change the data within an object, we

can ensure that the metadata describing it is accessible and understandable as possible. This is why the order of the elements prioritizes users needs above traditional information formats.

The first elements (Title, Description, Transcription, Creator, Contributor, Date, Time Period, Subjects, Coverage, Geographic Location, and Language) are all descriptive metadata. These elements let users and librarians know what an item is and what it's about. This information is generally more user oriented than other pieces of metadata, so it makes sense to have it at the beginning.

The next set of elements (Type, Format, ID, and Relation) are technical information. They allow the user and librarian to know the medium of the information, if there are any software requirements for viewing the information, if it is connected to other items, or if there are other versions of it. This information is equally important to librarians and users, so placing it in the middle works as it is a bridge between users-oriented fields.

The last set of elements (Publisher, Source, Rights, and Contact Information) are more oriented toward the administration. These elements pertain toward the intellectual property and rights of the items. Certainly, users can use the information in these elements.

Qualifiers for the elements, if being used, should be listed by order of importance for the item its describing. The order should be determined by the content creator or the metadata cataloger.

While attempting to create the most detailed metadata is what we strive for, this is a reminder that not every item will need every element or all its qualifiers. (Example: A non-published manuscript will not have a publisher. There is no need to try and fill in that element.) The goal of metadata is to be useful and understandable. The information should be detailed if the details are known, but not bogged down. A user shouldn't feel confused after looking at it.

Minimum Elements Required
Elements:
- Title
- Description
- Transcription*
- Creator
- Contributor*
- Date
    - Time Period
- Subjects
- Type
- Format
- Publisher
- Rights
- Identifier

These elements are necessary for providing the baseline for user and administrative control. The Title, Description, Creator, Date, Time Period, and Subject provide enough descriptive information so that a user can know what the item is and get a general feeling if it will be useful.

The Format, Type, and Identifier provide the information necessary for a user to understand any technical requirements for viewing the item. The Publisher and Rights provide the necessary information for administrative persons to know what they can and cannot do with item.
*The Contributor element should be used for newspaper clippings, correspondence, cartoons, or photographs, when their specific qualifiers are known.
*The Transcription element should be used when appropriate.

Collections for this Schema
As the Main Schema for the Digital Collections, this should be the default choice for paper and photographic based materials. The materials present in the Congressional and Political Research Center, the Manuscript Department*, the Ulysses S. Grant Papers, and the University Archives are the main places that this schema will be used. As new collections are created, then they will need to be examined to see which schemas will be used to describe them, as not all will need to use this schema. For example, any audiovisual materials will not use the Main Schema, but PBCore.

Schemas and Collections Mixed
Many collections at MSU Libraries contain several types of materials. A collection can have correspondence, photographs, videos, and artwork. To properly reflect these materials, the collection would contain the following schemas: Main (for the correspondence and photographs), PBCore (for the videos), and Cataloging Cultural Objects (for the artwork). There is no reason for a single collection to follow only schema if it contains a variety of materials.

Material Specifications
The main types of materials represented by the main schema are:
- Letters/Correspondence
- Postcards
- Photographs
- Newspaper clippings
- Books
- Pamphlets

Some of these materials may be described by other schemas, like the pamphlets in the Lincolniana collection, but that is because they're viewing the whole collection from a specific view (aka cultural objects). Several of the elements under the Dublin Core Elements section contain a Material Type section, where they explain how a specific material should be handled. The Contributor element is the only one where certain qualifiers need to be attached to specific material types if that information is known.

Sheet Music

Background and History:
The Sheet Music schema is a home-grown schema based off of the Dublin Core schema. It contains the main elements that are in the DPAU's Main Schema, plus elements that highlight the unique features of sheet music. The goal of this schema is to describe its contents and physical features, so that a variety of users can find the item useful.

Elements:
- Title
- Description
    - Cover Illustration
    - First Line
    - Chorus Line
- Creator
- Contributor
    - Composer
    - Lyricist
    - Lithographer / Printer
    - Singer
- Date
    - Time Period
- Performance Medium
- Genre
- Subject
- Format
- Language
- Identifier
    - Physical ID
    - Citation
- Location of original
- Original collection
- Repository
- Publisher
    - Digital Publisher
- Rights Management
- Contact Information

Explanation for Order
The order for the Sheet Music schema is like the Main schema, in that it is ordered to prioritize user needs, while balancing the contents of the piece with its physical characteristics. Whether the user is looking for a specific piece or a range of materials, we want them to be able find what they need. Therefore, metadata elements containing specific information about the author, description, lyrics, cover art, and the date are near the top. Information about the genre, the performance medium, format, and language in the middle. Finally, the administrative information is near the bottom.

Elements:

- Title
- Description
- Creator
- Contributor
- Date
    - Time Period
- Date of Publication
- Performance Medium
- Genre
- Subject
- Format
- Identifier
    - Physical ID
    - Citation
- Publisher
    - Digital Publisher
- Rights Management

The minimum elements required is very similar to the normal schema, because it's designed to only describe sheet music and no other type of object. Also, there are many different, but effective ways to search for music. We do not have enough information on users searching methods to know which ones they prefer, so we want the major routes (author, title, performance medium, composer, lyricist, etc.) to be available to them.

Collections for this Schema
The main collection associated with this schema is the Templeton Sheet Music Collection. However, all pieces of sheet music, regardless of which collection they are in, should use this schema.

Recordings

Much like the Sheet Music schema, the Recordings schema was not created from an established standard, but by the staff of the library at the time. The recordings schema currently used is extremely sparse, because the information on the recordings is mostly unknown. The new schema proposed is slightly expanded, but still very skeletal compared to the other schemas.

While there is PBCore schema is designed for audiovisual materials, we are not currently using it for the Templeton cylinder recordings.

Elements:
- Title
- Description
- Performer
- Genre
- Date
  - Time Period
- Subject
- Related resource
- Format
- Language
- Identification
  - Model
  - Instrument Number
- Location
- Publisher
  - Manufacturer
  - Reseller
- Contact Information

Explanation for Order

The explanation follows the same pattern as the previous schemas, with descriptive information at the forefront of the schema, followed by technical information, and then administrative.

Minimum Elements Required

Element List
- Title
- Description
- Date
  - Time Period
- Subject
- Format
- Identification

Collections for this Schema

Currently, the Templeton Cylinder Recording collection is the only one to use this schema. Other recordings should follow the PBCore Schema.

Events

Again, there is no set standard or schema for metadata that is designed to record an event. Now, events can be recorded in a variety of formats (pamphlets, programs, videos, oral histories, photographs, drawings, etc.). While it's important to note the type of materials in the collection the idea behind this schema is capture the event itself. Therefore, the information within some of the elements does differ from what was discussed earlier.

The Creator element should contain the person or department responsible for the Event, not the person who created the object. The person who created the object, such a photographer or videographer, will be credited in the Contributor element, if they are known.

The Subjects can be the names of the people in the photos as well as the subject(s) associated with the event.

The Title element should continue to be formatted for whatever the material type is, as the Event element will specify that the Event name.

Elements:
- Title
- Description
- Creator
- Contributors
- Event
- Subject
- Date
    - Date Digital
    - Time Period
- Location
- Type
- Format
    - Filename
- Identifier
- Rights
- Website
- Contact Information

Minimum Elements Required
There is no minimum element list for the Event schema, because all elements are necessary

Collections for this Schema
Currently, the Library Events collection is the only collection to use this schema. Other collections and materials that were captured, preserved, or created to remember a specific event should use this schema. The MSU Theatre collection could use this schema.

PBCore

<u>Background and History:</u>
PBCore is modeled after Dublin Core to be a metadata schema and content standard for audiovisual materials. According to their website,

> "Public broadcasting communities in the United States originally developed PBCore so that producers and local stations could better share, manage and preserve their media. Since then, a growing number of moving image archives and media organizations outside of public broadcasting have also adopted PBCore to manage their audiovisual assets and collections."

PBCore is a flexible schema that's designed to meld with other schemas or help people start a digital audiovisual collection from the ground up.

When reviewing [PBCore's style guide](), you may notice that the elements discussed throughout this guide are called "Assets" and that there are three "Root" elements listed above them. The "Root" elements, Collection, Document Description, and Instantiation Document are container elements that hold together the "Assets" when writing html code. Since DPAU uses a collection management system, these are not necessary for us to use.

<u>Elements</u>:
- Title
- Description
- Transcription
- Creator
- Contributor
- Asset Date
  - Time Period
- Coverage
- Format
- Genre
- Asset Type
- Subject
- Identifier
- Relation
- Part
- Publisher
- Rights Summary
- Instantiation
- Annotation
- Contact Information

<u>Explanation of Order</u>
As PBCore is based off of Dublin Core, so the order here matches the Main Schema. Some of the technical information moved higher up list, because some of the technical aspects of audiovisual materials is just as important as the descriptive information. This is especially true if a user wishes to work with the material.

List:
- Title
- Description
- Transcription*
- Creator
- Contributor
- Asset Date
  - Time Period
- Format
- Genre
- Asset Type
- Subject
- Identifier
- Publisher
- Rights Summary

Collections for this Schema

This schema should be used for audiovisual materials. Collections like, the Randy Bell collection, Cultural Conversations, Citizens Council, and Echoes of Lloyd-Ricks-Watson are all good examples of where this schema can be used.

While the Templeton Cylinder Recordings are also audiovisual materials, they are so old that most of this information cannot be ascertained from the items themselves. Potentially, this schema could be used for those performances, but only if we are able to ascertain more information. Until then, the recordings will have their own schema.

*Use the Transcription element when appropriate.

YouTube Guidelines

Overview

YouTube is an ever-growing platform for libraries to place their content. However, there are no guidelines or standards for creating metadata that will be useful for users and merge with a digital repository. After reviewing successful University and University Library YouTube channels, I created this quick guide to YouTube metadata.

YouTube Metadata Guide
- Title
  - Titles on YouTube have to be less than 70 characters. They should immediately let a user know what they going to see or listen to.
  - Our titles are descriptive and professional, so we're doing well with this.
- Description
  - Every video we post should have a description that further explains what is in the video. The averages description is three to six sentences with the most important

information being in the first two. The description should also have any links in the video itself, as screen readers can't access the links in the video.

- o Several of the MSU affiliated accounts use the #WeRingTrue, so we could use that in some of our videos to connect them with the other accounts.
- o Some universities and departments have a short (two-four sentences) bio. They also can list other social media accounts here.
- o Longer videos that have multiple speakers or topics can list the timestamp changes in the description as well.
- Tags
  - o A good video will have both general and specific tags about the subject presented. Google and other search engines pick up on these more easily than other text in the description.
- Captions
  - o All videos need to have captions.
  - o At a minimum, they need to have subtitles, or a transcript of the audio spoken by persons in the video.
  - o Librarians should strive for all videos to have subtitles for the deaf and hard of hearing, which also describe all audio noises in the video besides the dialog, such as the music.
  - o If possible, videos should also have descriptive audio. This means that a separate audio stream that describes text on the screen, scene changes, or other important visuals. This will make the videos accessible for persons with vision problems.
- Music
  - o All music used in a video should be added to the description. There should be a section when you upload a video to place it.
- Comments
  - o You can keep them on or off.
  - o If you keep them on, then you can place the timestamps in a comment and pin it to the top. This will help those watching the video on a mobile device.
- Digital Repositories
  - o If we want to upload the videos into the Institutional Repository or Digital Collections for preservation, then we can crosswalk the elements above into the PBCore schema.

Cataloging Cultural Objects

Background and History:

Cataloging Cultural Objects (CCO) is a metadata schema that also acts as a standard for data content. Its counterparts would be Resource Description and Access (RDA) for cataloging and Describing Archives: A Content Standard (DACS). CCO builds upon several accepted standards for cultural objects and artwork to become a guide for "selecting, ordering, and formatting data used to populate metadata elements (xii)." While each element and element container is highly encouraged, there are no set rules for what a minimum description should like. The goal is to create good descriptions and user access points, rather follow a series of rules.

For this style guide, there is a minimum description to help guide metadata catalogers and student employees on record creation. A minimum description will help create a standardization between the different schemas, so that a user will better understand the information presented to them.

In the Element List below, there are more elements than listed in the previous Dublin Core and CCO element sections, and some were classified as "qualifiers" when described with the Dublin Core sections. This happened, because in the original CCO guide, the elements were grouped by purpose. This is similar to the container elements used in PBCore. Therefore, to not be repetitive in describing elements that are very similar or work toward the same goal, some of the elements were placed as "qualifiers" and not described on their own.

- The CCO "qualifiers" in the Dublin Core Description element is the best example of this.

Elements

- Title
- Description
- Creator
- Date
- Measurements display
- Materials and Techniques display
- Condition and Examination History
- Conservation and Treatment History
- Edition
- State
- Inscription
- Facture
- Style
- Culture
- Location
- Subject
- Work Type
- Class
- Citation
- View
- Relation

- Rights
- ID
- Language
- Repository
- Contact Information

Minimum Elements
List:
- Title
- Description
- Creator
- Date
- Measurements display
- Materials and Techniques display
- Location
- Subject
- Work Type
- Class
- Citation
- Rights
- Identifier
- Repository

The minimum description mostly focuses on giving a brief overview of the materials and cuts out most of the descriptive elements. This is not to say that description is unimportant, but many of the elements listed may not apply to the materials we have or will have in the future. The rest of the elements remain, because these items using this schema are as much museum pieces as they are archival, so they need to fit into both areas. Therefore, the minimum schema here is larger, because we want to deliver as much information as possible, so that people who cannot travel to view these objects, have a good understanding of what they are seeing.

Collections for this Schema
The Lincolniana collection already uses this schema and all future digitized materials from the Lincolniana collection should continue to use this schema and only this schema. The Templeton Instruments and the Forestry Tools collections should also use this, as it will more accurately describe the items. Any artwork, sculpture, architecture, or cultural item should be described with this schema. A more detailed list of what a "cultural object" may be will be created as this guide continues to be updated to more accurately reflect the digital collections at MSU Library.

Examples of Metadata

Example 1: University Archive Photograph

Original Schema	https://msstate.contentdm.oclc.org/digital/collection/uac/id/10560/rec/24
Title	1926 A & M Band, Famous Forty
Description	picture of the 1926 Mississippi A & M Band (Famous Forty)--Attached to the photo is a small patch with the number 30 on it (probably one of the band members' uniform patches, maybe G. H. McKay's himself...).
Geographic Location	Mississippi State University Campus
Date (Original)	1926
Date	1926
Publisher	Mississippi State University Libraries (electronic version).
Object Type	still image
Format (Original)	photograph
Format (Digital)	JPEG
Digital ID	L_76
Original Collection	G. H. McKay
Collection name	Photographs
Rights	For high quality image requests or permission to publish, please go to http://library.msstate.edu/specialcollections/for-researchers/images
Repository	University Archives. Special Collections Department. Mississippi State University Libraries.
Contact information	For more information about the contents of this collection, email sp_coll@library.msstate.edu.
New Schema	
Title	The 1926 Mississippi Argicultural and Mechanical College Band
Description	A photograph of the 1926 Mississippi A&M Band, which was also known as the Famous Forty. They are in full uniform and in a parade formation. Many of the people have their names written next to them. Attached to the photo is a small patch with the number 30 on it. This may have belonged to a band member.
Creator	Unknown
Date	1926
Time Period	1920-1929
Subjects	Mississippi State University -- Bands
	Mississippi Agricultural and Mechanical College
Geographic Location	Mississippi State University
Language	en_US
Type	Still Image
Physical Format	Photograph

Digital Format	JPEG
Identifier Digital	L_76
Citation	[Item Title], [Physical Identification Number]. University Archives, Mississippi State University Libraries
Source	G. H. McKay Collection
Rights	For high quality image requests or permission to publish, please go to http://library.msstate.edu/specialcollections/for-researchers/images
Publisher	Mississippi State University Libraries (electronic version).
Contact Information	For more information about the contents of this collection, email sp_coll@library.msstate.edu.

Example 2: Forest Resource Tool Collection

	https://msstate.contentdm.oclc.org/digital/collection/frt/id/109/rec/26
Original Schema	
Tool	Bolter Sawmill
Type	Sawmill
Purpose	Used for cutting short pieces of wood or shingle
Category	Woodworking Tools
Subject	Wood trade industry
Height (cm.)	105
Width (cm.)	80
Length (cm.)	255
Donor	Cobb, Cully Alton, 1884-1975
Rights	Re-use of these materials requires the consent of Mississippi State University
Publisher	Mississippi State University Libraries (electronic version)
Relation	Deeply Rooted
Repository	Cully A. Cobb Antique Tool Museum, College of Forest Resources, Division of Agriculture, Forestry and Veterinary Medicine, Mississippi State University
New Schema	
Title	Bolter Sawmill
Description	A type of sawmill used for cutting short pieces of wood or shingle.
Creator	Unknown
Date	n.d.
Measurements display	105 cm by 80 cm by 255 cm (height, width, length). An irregular 3D object.
Materials and Techniques display	Wood, metal, and rope joined together with gears and bolts.
Location	Cully A. Cobb Antique Tool Museum
Subject	Wood trade industry
	Sawmills
Work Type	Circular sawmill
Class	Sawmills
Citation	[Collection Title], Special Collections Department, Mississippi State University.
Rights	Re-use of these materials requires the consent of Mississippi State University
Relation	Deeply Rooted
Repository	Cully A. Cobb Antique Tool Museum, College of Forest Resources, Division of Agriculture, Forestry and Veterinary Medicine, Mississippi State University

Example 3: Manuscript Correspondence

	https://msstate.contentdm.oclc.org/digital/collection/p16631coll16/id/175/rec/19
Original Schema	
Title	Mays, Joseph, Aberdeen, Mississippi, to "Dear Friend"
Preferred Citation	[name of the collection], Special Collections Department, Mississippi State University
Description	Letter describing death of W.T. Lenoir caused by "delirium from pneumonia."
Subject	Medicine--United States--History--19th century
Geographic location	Aberdeen, Mississippi
Date (original)	1860
Date	1860
Time period	1860-1869
Object Type	letter
Format (original)	Letter: 1 leaf: 20 x 12.5 cm.
Format (digital)	JPEG
Language	en
Physical ID	585_Box01_FF02_009
Digital ID#	Lenoir_B1F2I
Original Collection	Lenoir Family Plantation Records
Collection Title	History of Medicine
Repository	Manuscripts Division, Special Collections Department, Mississippi State University Libraries.
Digital publisher	Mississippi State University Libraries (electronic version)
Rights	Copyright protected by Mississippi State University Libraries. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. Permission to publish or reproduce is required.
Contact information	For more information about the contents of this collection, email sp_coll@library.msstate.edu.
Public notes	death of W.T. Lenoir; delirium from pneumonia
New Schema	
Title	Letter, Joseph Mays to Dear Friend

Description	Mays describes the death of W. T. Lenoir, which was caused by "delirium from pneumonia."
Creator	Mays, Joseph
Date	1860
Time Period	1860-1869
Subject	Medicine--United States--History--19th century
	Pneumonia
Coverage	Mississippi -- Aberdeen
Language	en_US
Type	Text
Format (Physical)	Letter
Format (Digital)	JPEG
Identifier (Physical)	585_Box01_FF02_009
Identifier (Digital)	Lenoir_B1F2I
Source	Lenoir Family Plantation Records, Manuscripts Division, Special Collections Department, Mississippi State University Libraries
Digital Publisher	Mississippi State University Libraries (electronic version)
Rights	Copyright protected by Mississippi State University Libraries. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. Permission to publish or
Contact Information	For more information about the contents of this collection, email sp_coll@library.msstate.edu.

Example 4: Congressional and Political Research Center Clipping

Original Schema	https://msstate.contentdm.oclc.org/digital/collection/dbc/id/359/rec/2
Title	Bowen Column 01-01-2000
Column Title	New Millennium: Economy strong, society weak
Preferred citation	[Title], David Bowen Collection. Congressional and Political Research Center, Mississippi State University Libraries.
Description	Editorial columns by David R. Bowen, U.S. Representative from Mississippi (D)' 1973-1983.
Creator	Bowen, David R.
Contributors	Digitized as a part of the U.S. Congressional Funding Allocation.
Subjects	Economic development
	Twenty-first century
	Ethics
Date (digital)	12/8/2009
Date	1-Jan-00
Time Period	2000-2009
Format (Original)	Newspaper clipping: 1 p.
Format (Digital)	JPEG
Publisher	Jackson (Miss.) : The Clarion-Ledger
Original Collection	David R. Bowen Collection
Repository	Congressional Political Research Center. Mississippi State University Libraries.
Series	18
Subseries	Columns
Box	1
Digital publisher	Mississippi State University Libraries (electronic version).
Rights	Copyright protected by Mississippi State University Libraries. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. Permission to publish or reproduce is required.
Contact information	For more information about the contents of this collection, email sp_coll@library.msstate.edu.
New Schema	
Title	New Millennium: Economy strong, society weak
Description	Editorial, opinion column about how Bowen views that while the United States is economically strong, our society is growing weak due to excessive personal freedom.
Creator	Bowen, David R.
Date	12/8/2009
Time Period	2000-2009

Subject	Economic development
	Twenty-first century
	Ethics
Coverage	Jackson (Miss.)
Language	en_US
Type	Text
Format (Physical)	Clipping
Format (Digital)	JPEG
Source	Series 18, Subseries Colums, Box 1, David R. Bowen Collection, Congressional and Polticial Research Center, Mississippi State University Libraries.
Publisher	The Clarion-Ledger
Digital Publisher	Mississippi State University Libraries (electronic version).
Rights	Copyright protected by Mississippi State University Libraries. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. Permission to publish or
Contact Information	For more information about the contents of this collection, email sp_coll@library.msstate.edu.

Example 5: Cultural Conversation Video

Original Schema	https://msstate.contentdm.oclc.org/digital/collection/p16631coll21/id/12
Title	Manuscripts Division of Special Collections
Description	Fred Smith discusses the Manuscripts Division of Special Collections with Jessica Perkins Smith
Subject	Smith, Jessica Perkins
	Smith, Fred
	Manuscripts
	Special Collections
Date	4/24/2018
Time Period	2010-2019
Digital Publisher	Mississippi State University Libraries (electronic version).
Rights	This material may be protected by U.S. Copyright Law (Title 17, U.S. Code), which governs reproduction, distribution, display, and certain other uses of protected works. The user of this material is responsible for compliance with the law.
Object type	Interview
Format (original)	digital video
Format (digital)	MPEG-4
New Schema	
Title	Manuscripts Division of Special Collections
Description	Fred Smith discusses the Manuscripts Division of Special Collections with Jessica Perkins Smith.
Creator	Mississippi State University Libraries
Contributor	Smith, Fred -- Interviewer
	Perkins-Smith, Jessica -- Interviewee
Asset Date	4/24/2018
Coverage	2010-1019
Format (original)	Digital video
Format (digital)	MPEG-4
Genre	Interview
Asset Type	Moving Image
Subject	Universities and colleges -- Archives
	Mississippi State University
Relation	Cultural Conversations
Publisher	Mississippi State University Libraries
Rights Summary	This material may be protected by U.S. Copyright Law (Title 17, U.S. Code), which governs reproduction, distribution, display, and certain other uses of protected works. The user of this material is responsible for compliance with the law.
Contact Information	For more information about the contents of this collection, email sp_coll@library.msstate.edu.

Example 6: Templeton Recording

Old Schema	https://msstate.contentdm.oclc.org/digital/collection/tcc/id/2548/rec/43
Title	A Race For A Wife
Description	Musical
Performer	Jones & Spencer
Location	Shelf E5
Model	Edison Amberol Record 4M
Instrument Number	4M-3077
Related Source	UC Santa Barbara Library Cylinder Audio Archive digitized the audio of this cylinder. Please search their archive at http://cylinders.library.ucsb.edu/.
Contact Information	For more information about the contents of this collection, email sp_coll@library.msstate.edu.
New Schema	
Title	A Race For A Wife
Description	A humous dialogue about a jockey hoping to win a horse race to impress the woman he loves, who bet her last 50 dollars on him and his horse.
Performer	Jones, Ada
	Spencer, Len
Genre	Humours dialogue
Date	1909-1019
Subject	Marriage
	Horse racing
Format	N/A - There is no file with this record.
Language	en_US
Model	Edison Amberol Record 4M
Instrument Number	4M-3077
Location	Shelf E5
Contact Information	For more information about the contents of this collection, email sp_coll@library.msstate.edu.

Example 7: Templeton Instrument

Old Schema	https://msstate.contentdm.oclc.org/digital/collection/tic/id/57/rec/42
Instrument Model	Melodista
Description	This organ plays a paper roll. The volume can be controlled by moving a slide on top. A Tremelo effect can be obtained by touching the tremelo stop (the largest hole on the stop.
Manufacturer	Bates Organ Co.
Photographer	Avritt, Alston
Date of Piece	unknown
Repository	Charles H. Templeton Sr. Music Museum
Status	On Display
Digital ID	101
Contact information	For more information about the contents of this collection, e-mail sp_coll@library.msstate.edu.
New Schema	
Title	Melodista
Description	This organ plays a paper roll. The volume can be controlled by moving a slide on top. A Tremelo effect can be obtained by touching the tremelo stop, which is the largest hole on the stop.
Creator	Bates Organ Company
Date	Unknown
Measurements display	Rectangular box that is 8 inches by 15 inches by 10 inches (height, length, width).
Materials and Techniques display	Wooden box wrapped around metal mechanical components designed to play rolls of music.
Subject	Organ (musical instrument)
	Organette
Work Type	Orchestral organettes
Class	Instruments
Citation	[Identification Number]: [Item Title], Charles H. Templeton, Sr. instruments collection. Special Collections, Mississippi State University Libraries.
View Descritpion	This image is of the Melodista on display at the Charles H. Templeton Sr. Music Museum.
View Type	An angled view of the Melodista.

Identifier (Digital)	101
Repository	Charles H. Templeton Sr. Music Museum
Contact Information	For more information about the contents of this collection, e-mail sp_coll@library.msstate.edu.

Summary of Elements

Main Schema Cheat Sheet

Main Schema	Explanation	Mandatory	Repeatable	Entry Type
Title	A name given to the item.	Yes	No*	Free Text
Description	An account of the resource.	Yes	Yes	Free Text
Creator	An entity primarily responsible for making the item.	Yes	No	Name Authority
Contributor	An entity responsible for making contributions to the resource	Yes	Yes	Free Text or Name Authority
Date	A point or period of time associated with an event in the lifecycle of the resource.	Yes	Yes	ISO 8601 Date Format
Subjects	A topic of the resource.	Yes	Yes	Free Text, MeSH, LCSH, or Getty Thesaurus
Coverage	The spatial or temporal topic of the resource.	No	Yes	Geographic Authority or ISO 8601 Date Format
Language	The language or langauges of the item.	No	Yes/No*	ISO 639 2/B
Type	The nature or genre of the item.	Yes	No	DCMI Type Vocabulary
Format	The file format, physical medium, or dimensions of the item.	Yes	Yes	Free Text or Local Standards
Identifier	An unambiguous reference to the item within a given context.	Yes	Yes	Local Standards
Relation	A related resource.	No	Yes	Free Text
Source	A related resource from which the described resource is derived.	No	Yes	Free Text
Rights	Information about rights held in and over and the item.	Yes	No	Free Text
Publisher	An entity responsible for making the resource available, physically or electronically.	Yes	Yes	Free Text

Contact Information	The contact information (email address or phone number) that will connect a user with a person or department who can help them.	No	No	Free Text

Sheet Music Cheat Sheet

Sheet Music	Explanation	Mandatory	Repeatable	Entry Type
Title	The title of the piece.	Yes	No*	Free Text
Description	An account of the resource.	Yes	Yes	Free Text
Cover Illustration	A description of the cover art.	No	No	Free Text
First Line	The first line of the lyrics of a piece.	No	No	Free Text
Chorus Line	The first line of the chorus lyircs of a piece.	No	No	Free Text
Creator	An entity primarily responsible for making the item.	Yes	No	Name Authority
Contributor	An entity responsible for making contributions to the resource	No	Yes	Free Text or Name Authority
Composer	Entity responsible for creating music.	No	Yes	Free Text or Name Authority
Lyricisit	Entity responsible for creating lyrics.	No	Yes	Free Text or Name Authority
Lithographer/ Printer	Entity responsible for creating artwork or printing the item.	No	Yes	Free Text or Name Authority
Singer	Person responsible for singing the piece.	No	Yes	Free Text or Name Authority
Date	A point or period of time associated with an event in the lifecycle of the resource.	Yes	Yes	ISO 8601 Date Format
Performance Medium	The instrument or instruments used to perform a piece.	Yes	Yes	Local Vocabulary
Genre	The thematic genre or specific type of an item.	Yes*	Yes	Local Vocabulary
Subject	A topic of the resource.	Yes	Yes	Free Text, MeSH, LCSH, or Getty Thesaurus
Format	The file format, physical medium, or dimensions of the item.	Yes	Yes	Free Text or Local Standards

Language	The language or langauges of the item.	No	No*	ISO 639 2/B
Idenifier	An unambiguous reference to the item within a given context.	Yes	Yes	Local Standards
Location of Original	Location of the original collection.	No	No	Free Text
Original Collection	Title of the original collection the piece came from.	No	No	Free Text
Repository	The repository the piece belongs to.	No	No	Free Text
Publisher	An entity responsible for making the resource available, physically or electronically.	Yes	No	Free Text or Name Authority
Rights Management	Information about rights held in and over and the item.	Yes	No	Free Text
Contact Information	The contact information (email address or phone number) that will connect a user with a person or department who can help them.	No	No	Free Text

Recordings Cheat Sheet

Recordings	Explanation	Mandatory	Repeatable	Entry Type
Title	The title of the recording.	Yes	No	Free Text
Description	An account of the resource.	Yes	Yes	Free Text
Performer	A entity who performs the piece.	No	Yes	Free Text or Name Authority
Genre	The thematic genre or specific type of an item.	No	Yes	Local Vocabulary
Date	A point or period of time associated with an event in the lifecycle of the resource.	Yes	Yes	ISO 8601 Date Format
Subject	A topic of the resource.	Yes	Yes	Free Text, MeSH, LCSH, or Getty Thesaurus
Relation	A related resource.	No	Yes	Free Text
Format	The file format, physical medium, or dimensions of the item.	Yes	Yes	Local Standards
Language	The language or langauges of the item.	No	No*	ISO 639 2/B
Identification	An unambiguous reference to the item within a given context.	Yes	Yes	Local Standards
Location	The current location of the item.	No	No	Free Text
Publisher	An entity responsible for making the resource available, physically or electronically.	No	Yes	Free Text
Rights	Information about rights held in and over and the item.	Yes	No	Free Text
Contact Information	The contact information (email address or phone number) that will connect a user with a person or department who can help them.	No	No	Free Text

Events Cheat Sheet

Events	Explanation	Mandatory	Repeatable	Entry Type
Title	A short description for an item.	Yes	No	Free Text
Description	An account of the resource	Yes	Yes	Free Text
Creator	An entity primarily responsible for making the item.	Yes	No	Name Authority
Contributors	An entity responsible for making contributions to the resource	Yes	Yes	Free Text/Name Authority
Event	The official name of the event.	Yes	No	Free Text
Subject	A topic of the resource.	Yes	Yes	Free Text, MeSH, LCSH, or Getty Thesaurus
Date	A point or period of time associated with an event in the lifecycle of the resource.	Yes	Yes	ISO 8601 Date Format
Location	The place where the event took place.	Yes	Yes	Geographic Authority or Free Text
Type	The nature or genre of the item.	Yes	No	DCMI Type Vocabulary
Format	The file format, physical medium, or dimensions of the item.	Yes	Yes	Local Standards or Free Text
Identifier	An unambiguous reference to the item within a given context.	Yes	Yes	Local Standards
Rights	Information about rights held in and over and the item.	Yes	No	Free Text
Website	The web address associated with the event.	Yes	No	URL
Contact Information	The contact information (email address or phone number) that will connect a user with a person or department who can help them.	Yes	No	Free Text

PBCore Cheat Sheet

PBCore	Explanation	Mandatory	Repeatable	Entry Type
Title		Yes		
Description	An account of the resource.	Yes	Yes	Free Text
Creator	An entity primarily responsible for making the item.	Yes	No	Name Authority
Asset Date	A point or period of time associated with an event in the lifecycle of the resource.	Yes	Yes	ISO 8601 Date Format
Coverage	The spatial or temporal topic of the resource.	No	Yes	Geographic Authority or ISO 8601 Date Format
Format	The file format, physical medium, or dimensions of the item.	Yes	Yes	Local Standards or Free Text
Genre	The thematic genre or specific type of an item.	Yes	Yes	Local Vocabulary
Asset Type	The nature or genre of the item.	Yes	No	DCMI Type Vocabulary
Subject	A topic of the resource.	Yes	Yes	Free Text, MeSH, LCSH, or Getty Thesaurus
Identifier	An unambiguous reference to the item within a given context.	Yes	Yes	Local Standards
Relation	A related resource.	No	Yes	Free Text
Part	A specific segment of an item.	No	Yes	PBCore Formatting
Publisher	An entity responsible for making the resource available, physically or electronically.	Yes	Yes	Free Text
Rights Summary	Information about rights held in and over and the item.	Yes	No	Free Text
Instantiation	A single instantiation of an item.	No	Yes	PBCore Formatting
Annotation	Supplementary information about information in a specific metadata element.	No	Yes	Free Text

Contact Information	The contact information (email address or phone number) that will connect a user with a person or department who can help them.	No	No	Free Text

Cataloging Cultural Objects Cheat Sheet

CCO	Explanation	Mandatory	Repeatable	Entry Type
Title	The name of an item.	Yes	No*	Free Text
Description	An account of the resource.	Yes	Yes	Free Text
Creator	An entity primarily responsible for making the item.	Yes	No	Name Authority
Date	A point or period of time associated with an event in the lifecycle of the resource.	Yes	No	ISO 8601 Date Format
Measurement Display	The physical measurements of an item.	Yes	Yes*	Free Text or Local Standards and Vocabulary
Materials and Techniques Display	The substances or materials used in creating a work	Yes	Yes	Free text or LC Thesaurus of Graphic Materials or the Getty Thesarus
Condition and Examination History	The condition and physical state of the item when its first received.	No	No	Free Text
Conservation and Treatment History	The conservation or preservation treatments done to an item.	No	Yes	Free Text
Edition	Identify a specific print or work of an item in a series	No	No	Free Text
State	Identify the relationship between an item and others in its series	No	No	Free Text
Inscription	The writing on an item.	No	Yes	Free Text
Facture	A description of how an item was constructed.	No	No	Free Text
Style	The named, artistic, or historical period, or movement or group or school whose characteristics are represented by the item.	No	Yes	LC Authority Files or Getty Thesaurus or Free Text
Culture	The culture, people, or nationality from which the organization was originated from.	No	Yes	LC Authority Files or Getty Thesaurus or Free Text

Location	The physical location history of an item.	Yes	Yes	Free Text or LC Geographic Authority
Subject	A topic of the resource.	Yes	Yes	Free Text, MeSH, LCSH, or Getty Thesaurus
Work Type	The type of work an item is.	Yes	No	LC Thesaurus of Graphic Material or Getty Thesaurus
Class	The broad genre of an item.	Yes	No	Local Vocabulary
View	Describing the view of an item in an image.	No	Yes	Free Text
Relation	A related resource.	No	Yes	Free Text
Rights	Information about rights held in and over and the item.	Yes	No	Free Text
ID	An unambiguous reference to the item within a given context.	Yes	Yes	Local Standards or Free Text
Language	The langauge of an item.	No	No*	ISO 639 2/B
Repository	The repository the item is in.	Yes	No	Free Text
Contact Information	The contact information (email address or phone number) that will connect a user with a person or department who can help them.	No	No	Free Text

*View home pages to see exception to the rule