New York Heritage

Metadata Dictionary & Description Guide(Version 3, July 2015)

a project of the NY 3Rs Association, Inc.

ABSTRACT

The purpose of this dictionary and description guide is to assist organizations participating in the New York Heritage Digital Collections as they create metadata for their digital items. It also serves to ensure consistency and quality control across the collections which, in turn, will result in a better experience for users. Consistent and complete metadata makes it more likely that end users will find digital items, especially when the data is integrated with other online digital collections. Moreover, consistent metadata marks the easiest fastest route to getting your materials into the Digital Public Library of America (DPLA) through our partners at the Empire State Digital Network. Use this dictionary to determine definitions, how and where to enter metadata, and to better understand what types of terms should be used.

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Version 3: Change Report

- Edited Metadata Field Element Chart
  - Changed Map to Dublin Core Schema value for Location field (#6) FROM *Subject* TO *Coverage-Spatial*
  - Changed Map to Dublin Core Schema value for Physical Format field (#12) FROM *None* TO *Format*
  - Changed Map to Dublin Core Schema value for Format of Digital field (#17) FROM *Format* TO *None*
  - Changed Rights field (#27) to *Mandatory for Upload*.
  - Added two fields: Latitude (#31) and Longitude (#32).
  - Deleted "Page Number" column.
- Edited Creator Field (#3) to clarify use of relator terms:
  - Added the bullet*: "If the relationship to the item created is not obvious, or the circumstances of creation need to be more fully specified, use a relator term. Relator terms can be found on the MARC Code List for Relators, available at: https://www.loc.gov/marc/relators/relaterm.html."*
- Edited Subject Field (#4)
  - Changed second bullet of directions FROM *"Use subject terms that describe what an item **is**, as well as what it is **about**."* TO *"Use subject terms that describe what an item is **about.**"* **Participants should no longer use subject terms that describe the format of an item. For example, participants should not use the subject term "photographs" for a photograph. "Photographs" should only be used as a subject term for an item that is *about* photographs.**
  - Removed Program – TGM Subject from the Example table.
- Edited Contributor Field (#7)
  - Changed third bullet of directions FROM *"Include the role of the contributor in parantheses after the name."* TO *"If the relationship to the item is not obvious, or the circumstances of contribution need to be more fully specified, use a relator term. Relator terms can be found on the MARC Code List for Relators, available at: https://www.loc.gov/marc/relators/relaterm.html."*
- Edited Digital Format Field (#17)
  - Added text clarifying usage guidelines:
    - *Information entered in this field should reflect the file type of the digital **master** or **archival** file, not necessarily the uploaded object.*
      - *Note: digitized objects should be created in adherence to industry best practices. A list of best practices may be found here: http://www.webjunction.org/documents/webjunction/Best_Practices_and_Planning_for_Digitization_Projects.html*
      - *Born digital files should be represented in the Physical Format field as "Born digital" with additional descriptive information in Physical Description and Technical Metadata.*

Version 3: Change Report (cont.)

- Edited Rights Field (#27)
  - Added text to reflect all eight participating councils in the New York Heritage Digital Collections project:
    - *Long Island Library Resources Council (LILRC)*
      Nassau and Suffolk.
    - *Metropolitan New York Library Council (METRO)*
      New York City & Westchester.
- Edited Rights Field (#27)
  - Changed Mandatory for Upload FROM *"No"* TO *"Yes."*
  - Added the bullet: "*Field is required for material to be added to the Digital Public Library of American (DPLA).*"
  - Removed the following example:
    - *"This digital image may be used for educational uses, as long as it is not altered in any way. Please cite as: Town of Clifton Park History Collection. Prior written permission is required for any other use of the images from the Clifton Park-Halfmoon Public Library."*
    - **Participants are cautioned about the types of limitations and restrictions placed on content, which can unnecessarily limit the potential reach and impact of collections. Additionally, such restrictions may stretch beyond the legal rights of the collection holder under current copyright law and modern best practices. For a more detailed argument, see:** http://lj.libraryjournal.com/2014/08/opinion/peer-to-peer-review/asserting-rights-we-dont-have-libraries-and-permission-to-publish-peer-to-peer-review/
- Added explanatory text and/or examples relating to the creation of **Oral Histories** to the following fields: Title (#1); Description (#2); Creator (#3); Contributors (#7); Publisher of Original (#8); Physical Description (#13); Type (#15); Language (#16); Date of Digital (#23); Technical Data (#28); and Transcript (#29).
- Added Latitude Field (#30).
- Added Longitude Field (#31).
- Added "Born digital" term to Appendix B under the following DCMI Types: Moving Image, Sound, Still Image, Text.
- Added "Born digital" to Appendix C using multiple Types defined in Appendix B.
  - Added the following text to the "Definition" field: "*Describes material or content created in electronic form and saved as digital data, having had no initial or interstitial state as an analog or physical product. Usually used to refer to electronically produced drafts of text, correspondence or visual works such as photographs created with digital cameras. This material may be written or saved on personal computers, floppy disks, CDs, DVDs, hard drives, or any mode of digital storage media.*"
- Added "DPLA" to Appendix D with the following text:
  - "DPLA*: The Digital Public Library of America brings together the riches of America's libraries, archives, and museums, and makes them freely available to the world. It strives to contain the full breadth of human expression, from the written word, to works of art and culture, to records of America's heritage, to the efforts and data of science. DPLA aims to expand this crucial realm of openly available materials, and make those riches more easily discovered and more widely usable and used, through its three main elements: portal, platform, and public option. For more information, see http://dp.la/info/*"

General Guidelines and Instructions

- The term "item" is used throughout the dictionary. An "item" can be a number of different things including a photograph, a photo album (filled with many photographs), a journal, a diary, an account book, a published book, a recorded oral history, a chair, etc.
- When you include an item in the CONTENTdm Project Client, be sure that all "Mandatory for Upload" fields are filled in or CONTENTdm will not allow you to upload for approval.
- An item must have a unique title. If there are multiple items with the same title, additional information is needed to make each title unique.
    - For example:
      Correspondence: Boston 1; Correspondence: Boston 2; Correspondence: Boston 3
      Correspondence: Boston April 1860; Correspondence: Boston May 1860; etc.
- Be consistent in your use of the metadata fields.
- Do not use a metadata field for anything other than what it was intended. Cross-collection searching will not function properly if metadata fields are used inconsistently.
- If you find that you have a need that is not met by the existing metadata fields, contact your library council for assistance.
- If you have no data for a metadata field, leave it blank.
  Exceptions: Creator and Date of Original, in which case, write "unknown"
- Some metadata fields will let you enter multiple values, but you must separate them with a **semicolon and space**
    - For example:
      buildings; automobiles; animals
- Do not use carriage returns, tabs, or HTML tags in the metadata fields.

If you have any questions as you prepare your metadata, please contact your library council for guidance.

Acknowledgements

The following projects served as models and templates for the information contained in the New York Heritage Metadata and Best Practices guide:

- Hudson River Valley Heritage (http://www.hrvh.org) and the Southeastern New York Library Resources Council
- Minnesota Reflections (http://www.mndigital.org/reflections/) and the Minnesota Digital Library

Controlled Vocabularies

A controlled vocabulary is a list of standardized terms. Using a controlled vocabulary ensures consistency and improves the quality of search results. When a controlled vocabulary list is provided for a metadata field, select a value from that list.

- For example:
  When adding a subject to your item, choosing the approved term "fire fighters" from the Library of Congress Subject Heading list instead of the unapproved term "firemen" will help users find your materials without making multiple searches for synonyms.

Using Controlled Vocabularies

A controlled vocabulary list is provided for the NY Heritage Topic, Time Period, Library Council, Physical Format, Type, and Format of Digital metadata fields. These are referred to as NY Heritage Lists in the Metadata Field Element Chart. You **MUST** select an existing value from these lists. Do not add new terms to these controlled vocabularies.

For other fields, if the term you want is not found in the abbreviated controlled vocabulary list within the CONTENTdm Project Client, check the complete listing for that controlled vocabulary for the term you want. You can find the complete listings in the Controlled Vocabulary Source List.

The Controlled Vocabulary Source List contains URLs to the controlled vocabulary. If an appropriate term is found in the complete list, add the new term to the record. This new term, once approved in CONTENTdm, will be added to your controlled vocabulary for that metadata field.

- For example:
  The Thesaurus for Graphic Materials (TGM) from the Library of Congress is very useful for assigning both topical and form/genre subject terms to visual material. The TGM is one of the controlled vocabularies that come packaged with the CONTENTdm software but is abbreviated. You may need to access the full TGM source list to find other terms. TGM's source list can be found at http://www.loc.gov/rr/print/tgm1/toc.html

If there is an appropriate term that is not included in the field's controlled vocabulary, you may include it in the Description or Title fields to ensure that a keyword search will find the item.

Multiple Controlled Vocabularies

If you are using more than one Subject controlled vocabulary, you will need to create more than one Subject metadata field in CONTENTdm.

- For example:
  You may want to use TGM because it is the most appropriate to describe your digital images, but also want to use the Library of Congress Subject Headings (LCSH) because your library already described the images with that controlled vocabulary in earlier cataloging. Use TGM for the initial Subject metadata field, and add another field called Subject.LCSH to accommodate the other, distinct controlled vocabulary.

Creating Controlled Vocabularies

CONTENTdm allows you to create new controlled vocabularies using a local list. A controlled vocabulary unique to your collection may be created to speed up data entry and ensure consistency.

- For example:
  With Digital Collection set as a controlled vocabulary with a local list, users can be sure that all records will use the same "Canastota Early Businesses Collection" and not any variations like "Canastota Early Business Collection" or "Early Businesses Collection."

CONTENTdm will only search phrases as exact strings of words if the metadata field has been set up as a controlled vocabulary and is searchable. Otherwise, each single word of the phrase will be separately hyperlinked.

- For example:
  Using a local list as a controlled vocabulary for the Holding Institution field allows users to click on the institution's name to retrieve all items from that institution because the full name, "Geneva Historical Society" will be searched instead of "Geneva," "Historical," or "Society."

Controlled Vocabulary Source Lists

Acronym	Full Name	Application
AAT	Art & Architecture Thesaurus http://www.getty.edu/research/tools/vocabularies/	Bundled with CONTENTdm Appropriate for: Subject
DCMI	Dublin Core Metadata Initiative Type Vocabulary http://dublincore.org/documents/dcmi-type-vocabulary/	Bundled with CONTENTdm Appropriate for: Type
ISO 639-2	International Standard for language codes http://www.loc.gov/standards/iso639-2/php/code_list.php	Appropriate for: Language
LCNAF	Library of Congress Name Authority File http://authorities.loc.gov/ (Part of the Library of Congress Authorities website)	Appropriate for: Creator, Subject, Contributors, Publisher of Original
LCSH	Library of Congress Subject Headings http://id.loc.gov/authorities/subjects.html (Part of the Library of Congress Authorities website)	Appropriate for: Subject, Location
MeSH	Medical Subject Headings http://www.nlm.nih.gov/mesh/	Bundled with CONTENTdm Appropriate for: Subject
MIME	Internet Media Types (IMT) http://www.iana.org/assignments/media-types/index.html	Appropriate for: Format of Digital
TGM	Thesaurus for Graphic Materials http://www.loc.gov/pictures/collection/tgm/	Bundled with CONTENTdm Appropriate for: Subject
TGN	Thesaurus of Geographic Names http://www.getty.edu/research/tools/vocabularies/	Bundled with CONTENTdm Appropriate for: Location
ULAN	Union List of Artist Names http://www.getty.edu/research/tools/vocabularies/	Bundled with CONTENTdm Appropriate for: Creator, Contributors

Local List Lists created for specific collections.	Created from existing content in the field. A Local List can be one created by several Councils, a Council, or by an Institution. Appropriate for: Collection ID , Digital Collection, Holding Institution
NY Heritage List A controlled vocabulary list created by NY Heritage. Do not add to or alter this kind of list!	Imported from the NY Heritage server. Appropriate for: Physical Format, NY Heritage Topic, Library Council, Time Period

Metadata Field Element Chart

Field Name	Map to Dublin Core Schema	Mandatory for Upload	Best Practice	Suggested Controlled Vocabulary
1. Title	Title	Yes	Yes	None
2. Description	Description		Yes	None
3. Creator	Creator		No	LCNAF; ULAN
4. Subject	Subject		Yes	LCSH; LCNAF; AAT; TGM; MeSH
5. NY Heritage Topic	Subject		Yes	NY Heritage List
6. Location	Coverage-Spatial		No	LCSH; TGN
7. Contributors	Contributor		No	LCNAF; ULAN
8. Publisher of Original	Publisher		No	LCNAF
9. Date of Original	Date		Yes	None
10. Hidden Date	Date		Yes	ISO 8601
11. Time Period	Coverage-Temporal		No	NY Heritage List
12. Physical Format	Format		Yes	NY Heritage List
13. Physical Description	Source		Yes	None
14. Local Location	None		No	None
15. Type	Type		Yes	DCMI
16. Language	Language		No	ISO 639-2; MARC Code
17. Format of Digital	None		Yes	MIME
18. Identifier	Identifier		Yes	None
19. Collection ID	None	Yes	Yes	Local List
20. Holding Institution	None		Yes	Local List
21. Contact Information	None		Yes	None
22. Publisher of Digital	Publisher		No	None
23. Date of Digital	None		Yes	None
24. Digital Collection	Relation-is Part Of		Yes	Local List
25. Library Council	None		Yes	NY Heritage List
26. Notes	None		No	None
27. Rights	Rights	Yes	Yes	None
28. Technical Data	None		Yes	None
29. Transcript	None		No	None
30. Latitude	Coverage-Spatial		No	None
31. Longitude	Coverage-Spatial		No	None
32. File Name	None	Yes	Yes	None

1. Title

NY Heritage Label:	Title
Maps to Dublin Core:	Title
Definition:	The name given to the item.
Comment:	Typically, Title will be a name by which the item is formally known.
Mandatory for Upload:	Yes
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None

- An item must have a unique Title.
- The Title is a brief, descriptive phrase.
- The Title may be transcribed from the item itself (book title, photograph caption, artist's title, item name, etc.). Frequently items won't have a formal title and a title will need to be supplied**.** It is recommended that supplied titles *not* be enclosed in brackets.
- Omit initial articles at the beginning of a title (The, An, A, etc.) because CONTENTdm sorts and displays items in ascending alphanumerical order by title.
- If you want your items to fall in chronological order including the months, create titles with dates in the YYYY-MM-DD format.
    - For example:
      "Newsletter, August 1913" would come before "Newsletter, July 1913" but
      "Newsletter, 1913-07" will properly appear before "Newsletter, 1913-08"
- If the item has a caption but a different title is supplied, the caption may be included in the Description field ("Caption on original reads: xxx.")

Example:	Comment:
Grant of John Baker 1468-1470	Parchment
Delaware and Hudson Railroad Train	Photograph
Bi-Centennial Special Excursion Ticket	Ticket
Western Gateway 1937 from West	Postcard
Halfmoon Tax Collector's Notice, Halfmoon, NY, 1928	Broadside
Correspondence: Boston, 1913-08 - weather	Letter
John Doe Oral History Interview	Oral history

2. Description

NY Heritage Label:	Description
Maps to Dublin Core:	Description
Definition:	An account of the content of the item.
Comment:	Examples of Description include, but are not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None

- The Description field is used for a free-text account of the intellectual content of the original item. It can be taken from the original item or created by the cataloger. Captions or inscriptions that are not used in the Title field may be included in the Description field.
    - For example:
      Inscription on original reads: Having a great time in Niagara Falls! -Bess
- The free-text account in Description should only describe the item itself. Other background information should go in the Notes metadata field.
- You may want to include keywords in your text that end users will likely search on that are not already indexed in a Subject field or included in other fields.
    - For example:
      A photograph of trolleys would have "street railroads" in the subject field using the Thesaurus for Graphical Materials (TGM). The more common word, "trolleys," could be included in the Description field (and/or the Title field).
- The Description field may include information such that a user will be able to “see” the item.
    - For example:
      Is this a view of the Hudson River? Was the photograph taken from the future site of a bridge? Does the building no longer exist? Is it an aerial view?

Example:	Comment:
View of Fort Plain, the Erie Canal, and the Mohawk River mid 1800's. Pictured are bridges spanning the Erie Canal from present day Canal and State Streets. Canal boats are shown navigating the canal. To the far left of the picture, a covered bridge spans the Mohawk River connecting Fort Plain to Nelliston, NY.	Slide
Manuscript leaf from a Koran from Persia; written in Arabic (Kufic?); 14 lines per page with sentence rosettes (?) in gold with red centers and five small blue dots around the outside; black writing; text area framed by ruled border in gold, green red and blue; marginal geometric design in blue gold, red and yellow with floral motif. Text from Koran, chapter 7, vss. 2-23, "The Battlements." Iran is the contemporary name for Persia, where this leaf was created.	Manuscript
Linen (cotton) material with two grommets at one end and fringe lining the other end of the flag. The front of the flag has a blue circle with a star on the top right side with dates 1837 - 1937 in blue on the top center. The middle center of the flag has the writing Col. E.E. Ellsworth, Centennial and Mechanicville, NY in blue. A thick red stripe with two thin red stripes on either side is above the word Centennial. A thick blue strip stripe with two thin blue stripes on either side is below the word Centennial. Below the phrase Mechanicville, NY and to the left in red is May 20-21-22.	Linen Flag
Edited photo showing Albert Einstein and Charles Steinmetz standing together. The photograph was originally taken on 23 April 1921 during a demonstration of the Radio Corporation of America's (RCA's) experimental trans-oceanic communication station at New Brunswick, NJ to a group of distinguished scientists. The photograph originally included a group of 19 scientists. The scientists were all removed except for Einstein and Steinmetz for this image. The fencing behind Einstein was recreated by a photographer. Steinmetz died in 1923, so this photograph was created after his death.	Photograph
John Doe describes his time working as a librarian during the Great Depression.	Oral history

3. Creator

NY Heritage Label:	Creator
Maps to Dublin Core:	Creator
Definition:	An entity primarily responsible for making the content of the original item.
Comment:	Examples of Creator include a person, an organization, or a service; an author, artist, photographer, composer, etc.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	LCNAF: http://authorities.loc.gov ULAN: http://www.getty.edu/research/tools/vocabularies/

- If creator(s) is/are known, list here. If creator(s) is/are unknown, an institution may decide to leave the field blank or to enter "unknown."
- Enter personal names in inverted form: *Last Name, First Name, Middle Name or initial* (include birth and death dates if known). Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown).
- Separate multiple creators with a semicolon and one space.
    - For example:
      Smith, John, 1901-1968; Meyers, Rudolf, 1916-
- Enter corporate names in full direct form. In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods.
    - For example:
      United States. Army. Infantry Division, 27th
- Consult the Library of Congress Authority File (LCNAF), part of the Library of Congress Authorities web site, for correct form of personal, government agencies, and corporate names. The help page is available at: http://authorities.loc.gov/help/name-auth.htm
- If there is no entry in the LCNAF, consult the Union List of Artist Names (ULAN) for correct form of artists' names.
- Alternate forms of names (such as "Buddy" Jones; Reverend Murrell; Dr. Reed) may be used in the Description field but not as the authoritative version.
- If the creator and the publisher of the original item are the same, repeat the creator's name in the Publisher of Original field.

- If the relationship to the item created is not obvious, or the circumstances of creation need to be more fully specified, use a relator term. Relator terms can be found on the MARC Code List for Relators, available at: https://www.loc.gov/marc/relators/relaterm.html.
- When documenting an Oral History, the subject of the interview (i.e. the person being interviewed) is considered to be the Creator. Use the relator term "Narrator" to refer to the person being interviewed.

Example:	Comment:
Ellsworth, Elmer E., Colonel, 1837-1861	Full form of name known
McGinn, Donald J.	Dates not known
Long, Fred	Middle name and dates not known
Sister Mary Anne	Title added because surname not known
Jones, Mary Anne, CSJ	Surname and religious order known
Smith, John, 1901-1968; Meyers, Rudolf, 1916-	Multiple known creators
Rensselaer County Agricultural Society	Organization
United States. Army. Infantry Division, 27th	Organization with hierarchy
Carter, Margaret, 1921- (Narrator)	Subject of an oral history interview with appropriate realtor term.

4. Subject

NY Heritage Label:	Subject
Maps to Dublin Core:	Subject
Definition:	A topic of the content of the item.
Comment:	Typically, Subject will be expressed as keywords, key phrases or classification codes that describe what the item is about or what it is.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	AAT: http://www.getty.edu/research/tools/vocabularies/ LCNAF: http://authorities.loc.gov/ LCSH: http://id.loc.gov/authorities/subjects.html MeSH: http://www.nlm.nih.gov/mesh/ TGM: http://www.getty.edu/research/tools/vocabularies/

- Select subject terms from a controlled vocabulary. Controlled vocabularies ensure consistency and can improve the quality of search results.
- Use subject terms that describe what an item is ***about***.
- Separate terms within one field with a semicolon and one space.
- If there is a term that will aid users in finding the item that is not included in the vocabulary source, you may include it in the Description field or in the Title field.

Example:	Comment:
Advertisers; Advertising	LCSH Subjects
World War, 1939-1945	LCSH Subject
Librarians -- New York (State) -- Albany	LCSH Subject
Schools; Private schools; Boarding schools	TGM Subjects
Ball, Eliphalet	Personal Name Subject
United States. Army. Signal Company, 27th	Corporate Name Subject

5. NY Heritage Topic

NY Heritage Label:	NY Heritage Topic
Maps to Dublin Core:	Subject
Definition:	Broad topic categories
Comment:	Broad topic categories that facilitate browsing in New York Heritage and provide users with an overview of the content of the entire site.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	A NY Heritage Controlled Vocabulary List

- **Do not add new terms to this controlled vocabulary list.**
- Select and assign up to three terms from this list for each item in your collection.
- Select the most relevant and appropriate topic(s) depicted, described, or documented.
- Separate multiple topics with a semicolon and one space.
- Refer to **Appendix A** for application use

NY Heritage Topic:	Application:
Agriculture	Items pertaining to farming and agricultural activities, facilities, tools, equipment, and farm workers
Architecture	Items pertaining to architectural structures and styles including written works by architects.
Arts & Entertainment	Items pertaining to the artistic endeavors of authors, painters, sculptors and musicians and the influence of people and events on popular culture.
Business & Industry	Items related to a business or industry in the form of photographs, promotional materials, advertisements, correspondences, records, equipment, and documents.
Community & Events	Items of or about everyday experiences in a community, community organizations, celebrations, parades (photographs, documents), newspapers, miscellaneous ephemera, or other community events.
Daily Life	Items associated with the everyday experiences of people emphasizing their home and family life. For example: family, or household duties or chores (cookery, gardening, children playing, life around the house); artifacts, tools, household items, clothing, and recipes; holidays; images of children at play.
Education	Items pertaining to general and higher education.

Environment & Nature	Items related to the natural world including environmental and conservation issues and images depicting nature and landscaped scenes. Images or documents relating to the effects of natural disasters.
Ethnic Groups	Items about people of different ethnicities documented or identified as such (remember to assign a subject heading for the specific ethnic group in a *Subject* field). Images or documents relating to items/artifacts brought here by immigrants.
Geography & Maps	Includes maps and atlases; travel guidebooks; travelogue; bird's eye images of towns and cities.
Government, Law & Politics	Items of or about government, politics, citizenship and law. These items can include information on or about government officials, meetings, activities, and documents (all levels of government, including local government). Political candidates and electioneering, and civic activities, as well as memorabilia.
Medicine, Science & Technology	Items related to pure and applied science, medicine, health, public health.
Military & War	Items about military activities, facilities, objects and people.
People	Items portraying individuals, groups of people including significant information about the lives and culture of individuals or groups of people. Group or individual portraits; personal documents (e.g., diaries, wills and obituaries). Genealogical information.
Philosophy & Religion	Items about religious ceremonies and services or philosophical groups and documents.
Recreation & Sports	Items about people's recreational activities including sports, parks, picnics, and family outings. Memorabilia and equipment.
Transportation	Items about various modes of transportation (automobiles, railroads, ships, horses, trolleys, and horse/buggy) and materials related to building highways, airports, bridges, and shipyards.
Work & Labor	Items related to people engaged in activities at work, documents, and artifacts.

Example:	Comment:
Education	Canastota High School Commencement Exercises, 1911
Community & Events; People	Fay Scrapbooks, Volume 3, Page 025

6. Location

NY Heritage Label:	Location
Maps to Dublin Core:	Subject
Definition:	Geographic location as a subject of the work.
Comment:	Location depicted in a photograph, work of art, or as the subject of a document, manuscript, or book, NOT the area of the state that the item is held.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	TGN: http://www.getty.edu/research/tools/vocabularies/ LCSH: http://id.loc.gov/authorities/subjects.html

- This field should be used when an item specifically depicts or refers to a geographic location. If an item was created in a location but is not about the location, leave the field blank.
- If the location is unknown leave the field blank.
- Enter the village/town/city name, the county name, and then the state name for locations in the United States. Separate the village/town/city name from the county name with a space, a hyphen, and a space. Separate the county name from the state name with a space, a hyphen, and a space.
- Enter the village/town/city name followed by the country name for locations outside of the United States. Separate the village/town/city name from the country name with a space, a hyphen, and a space.
- Separate multiple locations with a semicolon and one space.
- Place names from a controlled vocabulary. Such as Thesaurus of Geographic Names (TGN) or the Library of Congress Subject Heading File (LCSH). The help page for LCSH is available at: http://authorities.loc.gov/help/name-auth.htm.

Example:	Comment:
Schenectady - Schenectady County - New York	Location as subject of a postcard
[Blank]	Portrait of a man from Albany, but there are no images in the portrait that are distinctive to Albany.
Fonda – Montgomery County – New York; Johnstown – Montgomery County – New York	Location as subject of a railroad passenger tariff.
Paris – France	Location as subject of a postcard
Hudson River – New York	Location as geo-physical feature within New York

7. Contributors

NY Heritage Label:	Contributors
Maps to Dublin Core:	Contributor
Definition:	An entity, other than the primary creator, responsible for making contributions to the content of the original item.
Comment:	Examples of Contributor include a person, an organization or a service such as editor, illustrator or translator.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	LCNAF: http://authorities.loc.gov ULAN: http://www.getty.edu/research/tools/vocabularies/

- May use if known, otherwise, leave blank.
- A contributor is any person(s) or organization(s) that made a significant contribution to the intellectual content of the original resource, but whose contribution is secondary to that of the creator.
- If the relationship to the item is not obvious, or the circumstances of contribution need to be more fully specified, use a relator term. Relator terms can be found on the MARC Code List for Relators, available at: https://www.loc.gov/marc/relators/relaterm.html.
- Separate multiple contributors with a semicolon and one space.
- Consult the Library of Congress Authority File (LCNAF), part of the Library of Congress Authorities web site, for correct form of personal, government agencies, and corporate names. The help page is available at: http://authorities.loc.gov/help/name-auth.htm)
- If there is no entry in the LCNAF, consult the Union List of Artist Names (ULAN) for correct form of artists' names.
- If there is no entry in the LCNAF or ULAN, consult AACR2, DACS, or RDA guidelines.
- Enter personal names in inverted form: *Last Name, First Name, Middle Name or initial* (include birth and death dates if known). Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown).
- Alternate forms of names (such as “Buddy” Jones; Reverend Murrell; Dr. Reed) may be used in the Description field but not as the authoritative version.
- Enter corporate names in full direct form. In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods.

Example:	Comment:
Bonaventure, Saint, Cardinal, 1217-1274 (Writer)	Writer
Lacy, Bob (Graphic Designer)	Graphic Designer
Lewis, Schell (Draftsman)	Draftsman
Child, William (Printer)	Printer
Smith, John (Interviewer)	Interviewer on an oral history
Santiago, Victor (Translator)	Translator

8. Publisher of Original

NY Heritage Label:	Publisher of Original
Maps to Dublin Core:	Publisher
Definition:	An entity responsible for making the original item available.
Comment:	Examples of a Publisher include a person, an organization, or a service.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	LCNAF: http://authorities.loc.gov/

- If the original item was published and the publisher is known, list here.
- If the publisher is unknown leave the field blank.
- If the publisher of the original item and the creator are the same, repeat the name in the Creator field.
- Consult the Library of Congress Name Authority File (LCNAF) for the correct form of the publisher's name.
  The help page is available at: http://authorities.loc.gov/help/name-auth.htm.
- If there is no entry in the LCNAF, enter the publisher's name as printed on the item.

Example:	Comment:
The American Press	Publisher of original broadside
C. W. Hughes & Co., Inc.	Publisher of original postcard
Capital District Library Council	Publisher of original newsletter
Guilderland Historical Society	Publisher of original booklet
Hart Free Library History Club	Producer of original interview

9. Date of Original

NY Heritage Label:	Date of Original
Maps to Dublin Core:	Date
Definition:	The creation date of the original item.
Comment:	Typically, Date of Original will be associated with the creation or availability of the original item.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None – format defined by ISO 8601 W3CDT (http://www.w3.org/TR/NOTE-datetime)

- Add date of original according to the examples below if the actual date is known or an approximate date range can be authoritatively obtained.
- If there is a date range or approximate date range or the date range is guessed at, then a description of the evidence for the date range can be noted in the Description field.
- If the date is not known or if a general idea of the original date cannot be guessed at, then enter *unknown*. This will help collection owners find undated photographs later.
- Recommended best practice for encoding the date value is defined in a profile of ISO 8601 W3CDT and includes (among others) date of the form **YYYY-MM-DD.**

Example:	Comment:
1917-09-15	Exact date known: September 15, 1917
1900-05	Month and year known: May, 1900
1921	Year known
1934?	Approximate or circa date
1907-1915	Date range Description Field – "Design of divided back without border suggests the date range."
1870?-1875?	Approximate date range
unknown	Date unknown

10. Hidden Date

NY Heritage Label:	Hidden Date
Maps to Dublin Core:	Date
Definition:	The creation date of the original item in ISO-8601 format.
Comment:	Typically, Hidden Date will be associated with the creation or availability of the original item.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None – format defined by ISO 8601 W3CDT (http://www.w3.org/TR/NOTE-datetime)

- Add date of original according to the examples below if the actual date is known or an approximate date start can be authoritatively obtained.
- If there is a date range or approximate date range or the date range is guessed at, then a description of the evidence for the date range should be noted in the Description field.
- If the date is unknown, leave this field blank.
- Recommended best practice for encoding the date value is defined in a profile of ISO 8601 W3CDT and includes (among others) date of the form **YYYY-MM-DD.**
- Indication of a date ranges, approximate dates and unknown dates can be entered in the Date of Original metadata field as text.

Example:	Comment:
1917-09-15	Exact date known: September 15, 1917
1900-05	Month and year known: May, 1900
1921	Year known
1934; 1935; 1936; 1937; 1938; 1939	Date range from 1934-1939. Input the range as “1934-1939” and the Project Client will automatically format the date range this way. In the Description field: Design of divided back without border suggests this as the earliest year of the date range for this item. More information about the date can be added in the Date of Original metadata field.

11. Time Period

NY Heritage Label:	Time Period
Maps to Dublin Core:	Coverage-Temporal
Definition:	The era of the content of the item.
Comment:	Typically, Time Period is a temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity).
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary: (toggled on)	A NY Heritage Controlled Vocabulary List

- May use if appropriate, otherwise leave blank.
- If the time period you would like to use is not represented in this list, use the Subject field with the appropriate LCSH or TGM term.
- Refer to your local council with any questions or suggestions.

Example:	Item:	Comment:
World War I (1914-1918)	Company F 48th Reg US Infantry from the Solvay Geddes Historical Society	Photo of WWI soldiers camped near Syracuse during their training.
	1917 Clinic from the University of Rochester Medical Center, Eastman Institute for Oral Health	Field left blank. Image is of a dentistry training class in 1917. It does not reflect any particular term listed on the Time Period list.

Time Period:	Definition:
Early America (pre 1607)	Items dating before colonial European contact.
Colonial America (1607-1763)	Items reflecting European settlement, colonial expansion, and/or the establishment of New York State
Revolutionary Period (1764-1789)	Items reflecting the American Revolution.
New Nation (1790-1828)	Items reflecting the emergence of early American government, the War of 1812, land accession, and/or burgeoning American nationalism.
Jacksonian Era (1828-1859)	Items reflecting a period also known as the "Age of Reform," with increased democracy, western expansion, and/or market and banking developments.
Industrial Period (1860-1890)	Items reflecting the broad range of technological and industrial developments in manufacturing, etc.
Civil War (1860-1865)	Items directly reflecting the American Civil War.
Reconstruction (1866-1877)	Items reflecting the fallout of the American Civil War and the changes to American society, including emancipation.
Gilded Age (1878-1889)	Items reflecting the growth of industry and wealth and/or waves of immigration.
Progressive Era (1890-1913)	Items reflecting the growth of the United States as a world power, including political, economic and/or social developments, including Jim Crow laws and reform.
World War I (1914-1918)	Items reflecting World War I, also known as the Great War.
Jazz Age (1919-1928)	Items reflecting the era also known as the "Roaring Twenties," marked by dramatic shifts in social behavior, like religious fundamentalism, nativism, and prohibition.
The Great Depression (1929-1938)	Items reflecting the severe economic downturn of the 1930s, including the New Deal and other public works projects.
World War II (1939-1945)	Items reflecting the second World War.
Cold War (1945-1989)	Items reflecting the Cold War, epitomized by the "atomic age," modernism, and political tension.
Vietnam War (1960-1980)	Items reflecting the Vietnam War and/or social activism of the 1960s and 1970s.
Information Age (1971-present)	Items reflecting the modern era of computing and technology.

12. Physical Format

NY Heritage Label:	Physical Format
Maps to Dublin Core:	Format
Definition:	Physical Format terms further specify and define the broader terms selected in Type.
Comment:	See Appendix C for definitions of the Physical Format terms.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	A New York Heritage Controlled Vocabulary List

- A controlled vocabulary list is provided for Physical Format metadata field in a drop down list.
- First, use Type instructions on page 27 to select the DCMI Type for your item.
    - For example:
      The DCMI Type is "image," but the Physical Format is as specific as "Maps"
- Next, use Appendix B to find the Physical Format associated with the Type selected.
- Do not add new terms to this controlled vocabulary list.

Example:	Type:	Physical Format:
Amish willow rocking chair http://nyheritage.nnyln.org/u?/crandall,38	Physical Object	Furniture
1981 campus http://nyheritage.nnyln.org/u?/strose,1645	Image	Maps
Oral history interview with Anna Mae Gilleran http://nyheritage.nnyln.org/u?/strose,1552	Sound	Oral histories

13. Physical Description

NY Heritage Label:	Physical Description
Maps to Dublin Core:	Source
Definition:	Describes the physical manifestation of the original item.
Comment:	Provides end user with a better understanding of the size and characteristics of the physical item.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	None

- Develop a spreadsheet or database to be used by the scanning technician to record information such as the Physical Description, Identifier, and Local Location of digitized object at the time of digitization.
- Include the physical dimensions (in centimeters and inches), size, or length of the original resource (height x width, height x width x depth, number of pages, length of audio/video, file format, etc).
- It is recommended that dimensions be recorded as both inches and centimeters. There are several free conversion tools available on the web. For example: http://www.onlineconversion.com/length_common.htm.
- Terms from controlled vocabularies can also be used to describe the original item.
    - For example:
      Terms from TGMII (http://www.loc.gov/rr/print/tgm2/)
    - For example:
      Terms from "Genre Terms for Cultural Heritage Materials" (American Memory - Library of Congress) (http://memory.loc.gov/ammem/techdocs/genre.html)
    - For example:
      Format types for Born-digital files (items created and managed in digital form) can be found at http://www.iana.org/assignments/media-types/
- Terms describing the physical characteristics or aspects of the original item may also be included in the Title and/or Description field (diary, letter, photograph, medal, chair, hat, etc).

Example:	Comment:
photograph; albumen; b&w; 4 x 2 1/2 in. (10 x 6 cm.)	Photograph
postcard; col.; 3 x 5 in. (7.7 x 12.7 cm.)	Postcard
unbound serial; 12 p.; 8.25 x 5.25 in. (21 x 13.5 cm.)	Bulletin
ink, pencil, paint and gilt on paper, mounted in circular wooden frame; 7 1/16 in. (17.9 cm.) in diameter	Framed calligraphic souvenir
metal/grosgrain ribbon; 1.5 x 1.5 in. (4 x 4 cm.)	French Croix de Guerre (World War I Medal)
sound cassette; 20 min.	Cassette tape
bound text; 45 p.; parchment; 6 1/4 x 3 3/4 in. (16 x 9 3/4 cm.)	Diary
original sound recording; 40 min.	Oral history
original digital photograph; JPEG; 3.66 MB (3072x2304 pixels)	Born-digital photograph (NOTE: put type of camera used in Technical Data metadata field)

Examples of TGM form/genre terms:		
Books • Almanacs • Registries • Telephone directories **Broadsides** **Correspondence** (used for letters) **Drawings** • engineering • architecture **Fliers** • Circulars • Handbills **Leaflets** **Maps** • Plats • Topographic maps **Mixed media** • Montages • Collages	**Periodicals** • Newspapers • Magazines **Paintings** • Abstract paintings • Landscape paintings • Portrait paintings **Pamphlets** **Photographs** • Abstract photographs • Aerial photographs • Ambrotypes • Architectural photographs • Daguerreotypes • Digital photographs • Fashion photographs • Film stills • Identification photographs • Landscape photographs • Memorial photographs	**Photographs** (cont.) • Negatives • Night photographs • Panoramic photographs • Publicity photographs • Snapshots • Still life photographs **Postcards** • Photographic postcards **Sound recording** • Records – 33s, 45s, 78s etc • Magnetic tapes – reel to reel, cassettes, 8 track tapes • Digital – mp3, wav, aiff etc. **Video recording** • VHS • DVD • MP4

14. Local Location

NY Heritage Label:	Local Location
Maps to Dublin Core:	None
Definition:	A reference to a resource from which the uploaded item is derived.
Comment:	The uploaded item may be derived from the Local Location resource in whole or in part.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	No
Controlled Vocabulary:	None

- May use if appropriate, otherwise leave blank.
- Textual information about the Local Location resource may be included.
- Information such as the name of the collection from which the original item is derived or any other information that will aid in locating the physical item in the holding institution (cell number, accession number, box and folder numbers, etc.) may also be noted.

Example:	Comment:
The College of Saint Rose - Archives and Special Collections - Photograph Collection	The described resource is one item from this collection.
Howard I. Becker Collection	The described resource is one item from this collection.
Ellsworth Collection, drawer 1.2	The described resource is one item from this collection.
Saltsman Collection, Box 1	The described resource is one item from this collection.

15. Type

NY Heritage Label:	Type
Maps to Dublin Core:	Type
Definition:	The nature or genre of the content of the original item.
Comment:	Type includes terms describing general categories, functions, genres, or aggregation levels for content. To describe the digital manifestation of the item, use the Format of Digital metadata field.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	DCMI http://dublincore.org/documents/dcmi-type-vocabulary/

- If help is needed in selecting Type please consult Appendix B.
- A definition of each Physical Format term can be found in Appendix C, too.
- More than one term may be assigned to an item, when appropriate. Separate each term with a semicolon and one space.
    - For example:
      If you are describing a resource that includes both text and illustrations, enter "Text; Still Image".
      If you are describing a video that includes audio, you may enter "Moving Image; Sound."
- Reserve the term "Physical Object" for describing three-dimensional objects/artifacts in your collection. "Physical Object" should not be used for photographs or postcards in your collection.

Type:	Comment:
Collection	An aggregation of resources. A collection is described as a group; its parts may also be separately described
Dataset	Lists, tables, and databases
Event	Exhibition, webcast, conference, workshop, open day, performance, battle, trial, wedding, tea party, conflagration
Image	Drawings, paintings, maps, musical notation
Interactive Resources	Forms on Web pages, applets, multimedia learning objects, chat services, virtual reality environments
Moving Image	Videos, movies
Physical Object	Museum artifacts and other 3-D objects
Service	Photocopying service, a banking service, an authentication service, interlibrary loans, a Z39.50, Web server
Software	C source file, MS-Windows .exe executable, Perl script
Sound	Audio, cassette, phonograph record, oral history
Still Image	Photographs, postcards
Text	Books, letters, diaries, manuscripts

16. Language

NY Heritage Label:	Language
Maps to Dublin Core:	Language
Definition:	The language of the intellectual content of the item.
Comment:	Identifies the language in which a text is written or the spoken language of an audio or video.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary: (toggled on)	ISO 639-2 http://www.loc.gov/standards/iso639-2/php/code_list.php

- May use if appropriate, otherwise leave blank.
- Assign a three-letter language code from ISO 639-2.
- A resource may include multiple languages. If more than one is entered, separate each language code with a semicolon and one space.
- The full word identifying the language of an item may also be included in the Description field.

Example:	Comment:
lat	Latin
ita	Italian
spa	Spanish
eng; fre; ger	English, French, and German

17. Format of Digital

NY Heritage Label:	Format of Digital
Maps to Dublin Core:	None
Definition:	Digital format of the object
Comment:	The media type, followed by the file type.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	MIME: http://www.iana.org/assignments/media-types/

- Select a value from MIME type (Internet Media Type – IMT).
- Information entered in this field should reflect the file type of the digital *master* or *archival* file, not necessarily the uploaded object.
    - Note: digitized objects should be created in adherence to industry best practices. A list of best practices may be found here: http://www.webjunction.org/documents/webjunction/Best_Practices_and_Planning_for_Digitization_Projects.html
    - Born digital files should be represented in the Physical Format field as "Born digital" with additional descriptive information in Physical Description and Technical Metadata.

Example:	Comment:
image/jpeg	Visual file in JPEG format
image/jp2	Visual file in JP2000 format
image/gif	Visual file in GIF format
image/tiff	Visual file in TIFF format
video/mpeg	Video file in MPEG format
audio/mp3	Sound file in MP3 format
application/pdf	File in PDF format
video/x-ms-wmv	Video file in WMV format

18. Identifier

NY Heritage Label:	Identifier
Maps to Dublin Core:	Identifier
Definition:	Unique alpha-numeric identifier for the item.
Comment:	Recommended best practice is to identify the item by means of a unique numeric or alpha-numeric character string. This identifier appears on each metadata record for the item.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None

- Create an identifier for every item, including for each page or part of a compound object.
- A call number can be used as the Identifier but there are some issues to consider before ones does this – please ask your library council for help with this.
- Guidelines, recommended but not required, for creating an Identifier in CONTENTdm, are:
    - Use 8 or fewer characters;
    - Use only alpha-numerical characters (no spaces or special characters);
    - Use leading zero. If the identifier includes numbers, use zero as a placeholder.
      For example:
      A collection of Erie Canal photographs with 200 items could be numbered:
      erie001, erie002… erie023… erie125… etc. (NOT erie1, erie2, … erie23, etc.).
- These guidelines are recommended because CONTENTdm truncates terms with hyphens (-) and underscores (_).
- Local naming conventions are acceptable if unique (e.g. accession numbers).
- Also, guidelines on file naming conventions for digital collections can be found at: http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/choosing-a-file-name/ or http://ucblibraries.colorado.edu/systems/digitalinitiatives/docs/filenameguidelines.pdf

Example:	Comment:
118588	GE Photograph Collection, The Steinmetz Digital Collection of Schenectady
VYD0015	Using Capital District Library Council's OCLC symbol to create a unique identifier

Bib001	Family Bible Records, Middleburgh Library
0001ell	Ellsworth Collection, Mechanicville District Public Library

19. Collection ID

NY Heritage Label:	Collection ID
Maps to Dublin Core:	Identifier
Definition:	The alphanumeric collection identifier is based on OCLC symbol and the order in which the collection is added to NY Heritage.
Comment:	This field is important because it quickly separates all items from a "digital collection" from other digital items uploaded to an institution's collection.
Mandatory for Upload:	Yes
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	Local list – the Collection ID will be assigned by the local library council.

- This field is hidden from the end user.
- Your library council provides the Collection ID.
- This field along with the Digital Collection metadata field can be used to create sub-collections to your New York Heritage Digital Collection. Your Council staff needs a description of each sub-collection from you before these sub-collections can be created.

Example:	Comment:
VTP001	VTP is OCLC symbol for the Buffalo and Erie County Historical Society, 001 is the first collection added to NY Heritage.
VTP002	VTP is OCLC symbol for the Buffalo and Erie County Historical Society, 002 is the second collection added to NY Heritage.
VYD001	VYD is the OCLC symbol for the Capital District Library Council, 001 is the first digital collection added to NY Heritage.

20. Holding Institution

NY Heritage Label:	Holding Institution
Maps to Dublin Core:	None
Definition:	Institution where item is physically located or private donor name.
Comment:	Include name of the institution.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	Local list

- Institution names should be entered the exact same way in every record.
- Using a Controlled Vocabulary Local List will allow users to click the name of your institution in the metadata and search that name as a phrase, providing a link to other collection materials.

Example:	Comment:
New York State Military Museum	Organization
Crandall Public Library Center for Folklife, History & Cultural Programs	Organization
The College of Saint Rose. Archives and Special Collections	Organization and department
Private Collection	Item from a private collection, where the owner does not want their name included in the metadata.

21. Contact Information

NY Heritage Label:	Contact Information
Maps to Dublin Core:	None
Definition:	Contact information for the holding institution
Comment:	May include a mailing address, an email address, a phone number, and/or a URL to organization's website
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	None

- Avoid carriage returns, tabs, or HTML tags in most metadata fields.
- However, HTML line-break tags <br> may be used in the Contact Information metadata field so that each unit of data appears on a separate line when displayed on the web.
- If <br> tags are not used, data will appear as a continuous string.

Example:	Comment:
Albany Institute of History & Art 125 Washington Ave., Albany, NY 12210 (518) 463-4478 library@albanyinstitute.org www.albanyinstitute.org	Contact information for Albany Institute of History & Art using tags Information will display as follows: Albany Institute of History & Art 125 Washington Ave., Albany, NY 12210 (518) 463-4478 library@albanyinstitute.org www.albanyinstitute.org
Albany Institute of History & Art, 125 Washington Ave., Albany, NY 12210; (518) 463-4478; library@albanyinstitute.org, www.albanyinstitute.org	Contact information for Albany Institute of History & Art with semi-colon and space between different pieces of information. Information will display as follows – in a string: Albany Institute of History & Art, 125 Washington Ave., Albany, NY 12210; (518) 463-4478; library@albanyinstitute.org; www.albanyinstitute.org

22. Publisher of Digital

NY Heritage Label:	Publisher of Digital
Maps to Dublin Core:	Publisher
Definition:	An entity responsible for making the digital item available.
Comment:	Examples of Publisher of Digital include a person, an organization, or a service.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	None

- Use this field to record the name of the organization responsible for digitizing the item.
- In many cases this will be the same as the Holding Institution. In this situation, the organization's name should be entered into both the Publisher of Digital and Holding Institution fields.
- If the organization responsible for uploading the item is different from the organization that houses the original item, then the organization that digitized the item gets recorded in the Publisher of Digital field and the organization that houses the original item gets recorded in the Holding Institution field.
- Add "digitized by" to the field if needed.

Example:	Comment:
Publisher of Digital: Schenectady County Community College **Holding Institution:** Schenectady County Community College	**Holding Institution** and **Publisher of Digital** are the same.
Publisher of Digital: Bethlehem Public Library **Holding Institution:** Bethlehem Historical Association	Bethlehem Public Library responsible for digital imaging and metadata creation. Item housed at Bethlehem Historical Association.
Publisher of Digital: Galway Public Library **Holding Institution:** Private Collection	Galway Public Library responsible for digital imaging and metadata creation. Item is in a private collection.

23. Date of Digital

NY Heritage Label:	Date of Digital
Maps to Dublin Core:	None
Definition:	The creation date of the digitized item.
Comment:	Typically, Date of Digital will be associated with the creation date of the master/archival image (usually a TIFF).
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	None – format defined by ISO 8601 W3CDT (http://www.w3.org/TR/NOTE-datetime)

- Recommended best practice for encoding the date value is defined in a profile of ISO 8601 W3CDT and includes (among others) dates of the form **YYYY-MM-DD.**
- This field is hidden from the end user.
- When recording an oral history, this will be the date of digitization if the recording has been transferred from an analog source.

Example:	Comment:
2004-07-01	Exact date known: July 1, 2004
2000-04	Month and year known: April, 2000
2001	Year known

24. Digital Collection

NY Heritage Label:	Digital Collection
Maps to Dublin Core:	Relation-Is Part Of
Definition:	Name of the digital collection contributed to NY Heritage. This is not the name of the institution as a collection.
Comment:	May be different than the name of physical collection.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: Local list	Local List

- This field along with the Collection ID metadata field can be used to create sub-collections to your New York Heritage Digital Collection by declaring inclusion in the metadata.
- Because this list is a controlled vocabulary local list, end users will be able to click on the name of the digital collection in the metadata below the image and search that phrase, resulting in all items in that digital collection.
- Your local council staff needs a description of each sub-collection from you before these sub-collections can be created.

Example:	Comment:
Town of Clifton Park History Collection, Images of America Howard I. Becker Collection	Names of two digital collections contributed to New York Heritage by Clifton Park-Halfmoon Public Library.
The Crawford Collection The Schuelke Collection	Names of two digital collections contributed to New York Heritage by Liverpool Public Library, determined by provenance.
Jewish Buffalo Image Collection Love Canal Images	Names of two digital collections contributed to New York Heritage by the University at Buffalo, determined by provenance and topic.

25. Library Council

NY Heritage Label:	Library Council
Maps to Dublin Core:	None
Definition:	Library Council of which the contributing institution is a member.
Comment:	These Library Councils are members of the New York Heritage Consortium and the NY3Rs.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: Local list	A New York Heritage Controlled Vocabulary List

- The NY3Rs Association, Inc. comprises nine regional 3Rs Councils serving all types of libraries and library systems across New York State. Six of the Councils (listed below) are currently using the NY Heritage Metadata Dictionary and Best Practices.
    - Capital District Library Council (CDLC)
      Albany, Fulton, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington.
    - Central New York Library Resources Council (CLRC)
      Herkimer, Madison, Oneida & Onondaga.
    - Long Island Library Resources Council (LILRC)
      Nassau and Suffolk.
    - Metropolitan New York Library Council (METRO)
      New York City & Westchester.
    - Northern New York Library Network (NNYLN)
      Clinton, Essex, Franklin, Jefferson, Lewis, Oswego and St. Lawrence.
    - Rochester Regional Library Council (RRLC)
      Livingston, Monroe, Ontario, Wayne and Wyoming.
    - South Central Regional Library Council (SCRLC)
      Allegany, Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Seneca, Steuben, Tioga, Tompkins, and Yates.
    - Western New York Library Resources Council (WNYLRC)
      Erie, Niagara, Chautauqua, Cattaraugus, Orleans & Genesee counties.

Example:	Comment:
Capital District Library Council	Use the full name of the council

26. Notes

NY Heritage Label:	Notes
Maps to Dublin Core:	None
Definition:	Notes on the item, digitization process, or any important information not contained in the above fields.
Comment:	
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	None

- Highly recommended for any item where background information would enhance the understanding of the item.

Example:	Comment:
The Onondaga County Planning Board built the marina and it opened to the public in 1937. Development of the seaplane base was a Work Projects Administration WPA project.	Eleanor Roosevelt on the seaplane dock, from the Liverpool Public Library Collection
This oral history was recorded by the Pleasantville Library History Club at the Sunset Nursing Home in Pleasantville, NY.	Oral history with Margaret Carter, depicting her career in the intelligence service.
Local authors and celebrities donated works to the library. Actor Monty Woolley presented the library with a copy of The Man Who Came to Dinner. Grandma Moses sent a copy of Grandma Moses, American Primitive: Forty Paintings... after attending the event.	Library Preview Party and Open House, from the Saratoga Springs Public Library Collection

27. Rights

NY Heritage Label:	Rights
Maps to Dublin Core:	Rights
Definition:	Information about rights held in and over the item.
Comment:	Typically, Rights will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. If the Rights element is absent, no assumptions may be made about any rights held in or over the item.
Mandatory for Upload:	Yes
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	None

- Rights statement may include how your organization wants to be cited.
- Field is required for material to be added to the Digital Public Library of American (DPLA).

Example:	Comment:
This digital image may be used for educational uses, as long as it is not altered in any way. Please cite as: Town of Clifton Park History Collection. Prior written permission is required for any other use of the images from the Clifton Park-Halfmoon Public Library.	Rights statement entered into record.
Please cite as: Hudson Valley Community College Archive Collections. For usage beyond Fair Use, please contact holding institution.	Rights statement entered into record.
http://www.anyuniversitylibrary.org/copyright.htm	Link to organization's website for rights statement.
Items selected from the Roosevelt Library collections for posting on the HRVH website are in the public domain. Please credit the Franklin D. Roosevelt Presidential Library and Museum.	Object in the Public Domain and the organization requesting they be credited for their work.

28. Technical Data

NY Heritage Label:	Technical Data
Maps to Dublin Core:	None
Definition:	Information about the digitization of an item.
Comment:	Information about the hardware, software, and processes used to digitize an item is important for the long-term maintenance of a digital item.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	None

- Highly recommended, but leave blank if unknown.
- At the time of digitization, the scanning technician should use a spreadsheet or database to record this information.
- Include file format, capture hardware, capture software, bit-depth, resolution, color space, file size (in bytes), dimensions, compression, and CheckSum value.
- Additional technical information may include the name of a digitization vendor, scanning technician, and/or cataloger. It may also include information about any enhancements (color correction, contrast adjustment, etc.) made to the web/access image, although enhancements made to images should be extremely limited.
- Organizations may decide to enter technical data in one field or multiple fields.
- Separate multiple technical data information with a semicolon and one space

Example:	Comment:
JPEG made from archival TIFF - Epson Perfection V700 Photo scanner	Technical data stored in one field
JPEG from Archival TIFF - MicroTek 9800XL; Adobe Photoshop Elements 2.0; 400 dpi; 24 bit color; RGB; 33,005,540 bytes: 3600 x 2812 pixels; no compression	Technical data stored in one field.
Born-Digital Camera Model: Canon Powershot SD 800 IS. Archival TIFF made from primary JPEG.	Object used to create a Born Digital item and the file format.
Born-digital recording using a Crown PZZM 185 hemispherical boundary microphone, captured using Audacity software as an archival WAV file.	Describing the software and equipment used to create a Born Digital audio file.
Archival TIFF Images: Format: 300dpi, 8-bit Adobe RGB (1998); Professional Photography by Hudson Microimaging; Scanner: Phase One - P45; Operator: Rich Rugenstein ; 18,479,096 bytes; 2933x2100 pixels	Vendor used to create archival TIFF.

29. Transcript

NY Heritage Label:	Transcript
Maps to Dublin Core:	None
Definition:	Transcript of text, audio, or video item.
Comment:	Transcripts allow for full-text searching of text or voice items.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	None

- Highly recommended for any text documents, otherwise leave blank.
- Your local council has access to an OCR tool that can generate a transcript from scanned documents. Please contact your local council for help with this.
- Please remember that your items are images and the text cannot be searched without a transcript or subject terms used in the metadata.
- The "Data Type" is set to "Full-Text Search" and the field size to "Large" in the **Field Properties** section of the CONTENTdm administrative interface.
- Transcript files should be saved as TEXT (*.txt) files.
- CONTENTdm does not support formatting of text files.
- CONTENTdm will prompt you to browse for your .txt files when you are importing multi-page documents if you select "**Import transcript files from a directory**" during the import process.
- There are several options for including transcripts for single-page documents:
    - Type the transcript directly into the **Transcript** field.
    - Copy and paste the transcript from another application (MS Word, Notepad, etc.) into the **Transcript** field.
    - Click on **Edit the Metadata Template** in the **Project Client** to identify the “data type” for the **Transcript** field as “directory import.” You will be prompted to browse for the transcript file.

30. Latitude

NY Heritage Label:	Latitude
Maps to Dublin Core:	Coverage-Spatial
Definition:	The specific latitude of the location depicted in the item, expressed in decimal degrees.
Comment:	Use latitude and longitude fields together.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	None

- ***Important:*** only use this field when you know the geographic coordinates with some accuracy.
- If the subject or focus of the image is on an identifiable natural feature (such as a waterfall, lake, mountain, etc.) or a built feature (such as a building or a bridge), use the coordinates that pertain to the image subject.
- If the image seeks to capture a particular scene, –scape (i.e. landscape, cityscape, waterscape, etc.), or point of view with no obvious subject, use the coordinates that pertain to the photographer's perspective (i.e. the location from which the image was captured).
- The latitude and longitude fields are used together. If you put data in this field, you also need to put longitude data in the longitude field.
- Do NOT use any degree symbols or N and S to indicate North and South. Instead, use a string of numbers carried out to 5 decimal places. North is positive. South is negative.
- Do NOT use spaces in the field.

Example:	Comment:
12.3456	For a North coordinate
-12.3456	For a South coordinate

31. Longitude

NY Heritage Label:	Latitude
Maps to Dublin Core:	Coverage-Spatial
Definition:	The specific longitude of the location depicted in the item, expressed in decimal degrees.
Comment:	Use latitude and longitude fields together.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	None

- ***Important:*** only use this field when you know the geographic coordinates with some accuracy.
- If the subject or focus of the image is on an identifiable natural feature (such as a waterfall, lake, mountain, etc.) or a built feature (such as a building or a bridge), use the coordinates that pertain to the image subject.
- If the image seeks to capture a particular scene, –scape (i.e. landscape, cityscape, waterscape, etc.), or point of view with no obvious subject, use the coordinates that pertain to the photographer's perspective (i.e. the location from which the image was captured).
- The latitude and longitude fields are used together. If you put data in this field, you also need to put longitude data in the longitude field.
- Do NOT use any degree symbols or E and W to indicate East and West. Instead, use a string of numbers carried out to 5 decimal places. East is positive. West is negative.
- Do NOT use spaces in the field.

Example:	Comment:
87.62876	For an East coordinate
-87.62876	For a West coordinate

32. File Name

NY Heritage Label:	File Name
Maps to Dublin Core:	None
Definition:	Name of digital file, including extension.
Comment:	Can be automatically generated by CONTENTdm by using the Project Client metadata template.
Mandatory for Upload:	Yes
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None

- CONTENTdm can automatically generate the metadata for **File Name**. Click on **Edit Metadata Template** in the **Project Client,** then **Metadata Template** in the left column, then the **Edit** button next to "Project Template." Select **"File Name"** from the drop-down choices for the **File Name** metadata field.
- A good file naming convention ensures consistency and uniqueness and should be established *before* scanning begins.
- **All file names must be unique**. The best solution is to use your OCLC symbol to create a unique alpha string of characters. Then add a numerical string of numbers that indicate each new and unique file you have created.
- Do not use the file name for the display image; rather use the file name for the original (archival) image, including the file extension (example: VTP001postcard06.tif).
- If you need help with file names, contact your library council.
- It is recommended, but not required, that file names:

  1. Limit names to eight characters, followed by a three-character extension (such as .jpg or .txt);
  2. Limit special characters to only an underscore (_) or a hyphen (-);
  3. Do not allow blank spaces in the name;
  4. Use alpha-numeric characters (suggestion: use your OCLC symbol)
  5. Avoid upper case characters; and
  6. Use leading zeros (SRR001.tif, SRR002.tif,….SRR013.tif)

- The CONTENTdm Project Client reads files in ascending alphanumeric order. You must determine your file names accordingly so that page 1 is read first, page 2 is next and so forth.

Appendix A: NY Heritage Topic

NY Heritage Topic	Application	Examples
Agriculture	Items pertaining to farming and agricultural activities, facilities, tools, equipment, and farm workers	Farms/farming/homesteading Crops/fields Threshing/Harvesting Farm letters, diaries, ledgers, or photographs Advertisements for equipment, seed, or fertilizer Photographs of farmers and livestock at fairs
Architecture	Items pertaining to architectural structures and styles including written works by architects.	House/building architectural drawings Images of architectural structures Notes or articles written by architects
Arts & Entertainment	Items pertaining to the artistic endeavors of authors, painters, sculptors and musicians and the influence of people and events on popular culture.	Actual works of literature, art or music (books, plays, paintings, sculptures, musical sound recordings, sheet music) Items about performance or exhibits Comic books Games Toys Musical instruments Movie Posters
Business & Industry	Items related to a business or industry in the form of photographs, promotional materials, advertisements, correspondences, records, equipment, and documents.	Main street/central business districts Individual stores and businesses Artifacts or tools used during production Advertisements for companies and products Items related to auctions Documents relating to the incorporation of a business
Community & Events	Items of or about everyday experiences in a community, community organizations, celebrations, parades (photographs, documents), newspapers, miscellaneous ephemera, or other community events.	Event photographs (e.g. of parades), brochures, announcements County fairs Newspapers
Daily Life	Items associated with the everyday experiences of people emphasizing their home and family life. For example: family, or household duties or chores (cookery, gardening, children playing, life around the house); artifacts, tools, household items, clothing, and recipes; holidays; images of children at play.	Items related to the home, family, or household duties or chores (cookery, gardening, children playing, life around the house) Family portraits Correspondence between family members Artifacts, tools, household items, clothing, and recipes Holidays Images of children at play

Education	Items pertaining to general and higher education.	Teachers/students Elementary schools/high schools Colleges and universities Class photographs, images of teachers and students working, school sports teams, physical structures Documents (e.g. commencement announcements) Educators' or students' diaries Documents relating to the founding of a school or college
Environment & Nature	Items related to the natural world including environmental and conservation issues and images depicting nature and landscaped scenes. Images or documents relating to the effects of natural disasters.	Documents related to environmental history, human impact on the environment, and conservation Landscape or scenic postcards Images of gardens and landscaped grounds Images or documents relating to the effects of natural disasters (e.g. lightening, ice storms)
Ethnic Groups	Items about people of different ethnicities documented or identified as such (remember to assign a subject heading for the specific ethnic group in a *Subject* field). Images or documents relating to items/artifacts brought here by immigrants.	Photographs, field notes, and artifacts from archaeological excavations pertaining to a group such as Native Americans Images of art objects identified with a particular ethnic group Images or documents relating to items/artifacts brought here by immigrants Ethnic community newspapers
Geography & Maps	Includes maps and atlases; travel guidebooks; travelogue; bird's eye images of towns and cities.	Travelogues Zoning Maps, Tourist Maps, Topographic Maps Bird's eye view of a town
Government, Law & Politics	Items of or about government, politics, citizenship and law. These items can include information on or about government officials, meetings, activities, and documents (all levels of government, including local government). Political candidates and electioneering, and civic activities, as well as memorabilia.	Political candidates Political rallies Courthouses County and state office buildings Political records or artifacts Council minutes and legislation Writings of influential politicians Party meeting memorabilia Images of governors, politicians, and presidents Campaign paraphernalia and images Civil rights, civil obedience and government change
Medicine, Science & Technology	Items related to pure and applied science, medicine, health, public health.	Materials related to inventions and their impact Images or personal papers/personal objects of noted scientists/inventors Research notes; records of professional or academic groups Correspondence regarding scientific endeavors Hospitals Prescriptions Medical equipment

Military & War	Items about military activities, facilities, objects and people.	Photographs of soldiers, wars, parades, training, medals, uniforms Soldiers/veterans /veterans homes Letters to soldiers or from home front Broadsides or patriotic posters Documents Flags Weapons
People	Items portraying individuals, groups of people including significant information about the lives and culture of individuals or groups of people. Group or individual portraits; personal documents (e.g., diaries, wills and obituaries). Genealogical information.	Workers/employees Group or individual portraits Images of groups of people engaging in activities Diaries Oral history interviews; images of children Obituaries Wills Family records (e.g. genealogical information)
Philosophy & Religion	Items about religious ceremonies and services or philosophical groups and documents.	Photographs of churches, priests, congregations, and cemeteries Church records and other documents Missionary's letters or diaries Artifacts from religious communities Churches/congregations Church socials/picnics/church suppers Journals on Philosophy
Recreation & Sports	Items about people's recreational activities including sports, parks, picnics, and family outings. Memorabilia and equipment.	Team and individual sports Hobbies/recreation activities Trading cards Uniforms and sports equipment Athlete's journals Team photographs Brochures/announcements for recreational activities Images or documents relating to camps
Transportation	Items about various modes of transportation (automobiles, railroads, ships, horses, trolleys, and horse/buggy) and materials related to building highways, airports, bridges, and shipyards.	Airplanes/automobiles/trains /streetcars Boats used for transportation Horse and buggy /carts/wagons Catalogs of trains, cars or buggies Tickets for train/airplane rides Train stations
Work & Labor	Items related to people engaged in activities at work, documents, and artifacts.	Union records or photographs of workers Strikes Occupations

Appendix B: Type and Physical Format

Type	Physical Format
Image	Architectural drawings (visual works) Atlases Charts and graphs Drawings Ephemera (images) Maps Paintings Prints Woodcuts (visual works)
Moving Image	Born digital Home movies Independent films Newsreels Television programs
Sound	Born digital Broadcasts Music (audio) Oral histories Speeches (audio)
Still Image	Aerial photographs Albumen prints Black-and-white photographs Born digital Cabinet cards Cartes-de-visite (card photographs) Collodion photographs Color photographs Contact prints Cyanotypes Daguerreotypes Gelatin silver prints Lantern slides Negatives (photographic) Panoramas Photograph albums Photographs Postcards Posters Scrapbooks Sepia photographs Sketchbooks Slides (photographs) Stereographs Studio portraits (photographs) Tintypes

	Yearbooks
Physical Object	Ammunition and weapons Art and decorative works Containers Costumes Equipment and tools Flags Furniture Games and toys Transportation vehicles
Text	Advertisements Announcements and press releases Articles Books Born digital Broadsides Calendars Catalogs Correspondence Diaries Directories Ephemera (text) Financial documents Finding aids Genealogical tables Greeting cards Illuminated manuscripts Instructional materials Journals and magazines (periodicals) Law and legal documents Manuscripts Meeting minutes Memorandums Menus Music (text) Newsletters Newspapers Pamphlets Reports Schedules (time plans) Signs Speeches (text) Telegrams Transcripts

Appendix C: Physical Format Glossary

First, use Type instructions to select the DCMI Type for your item.

Next, use Appendix B to find the Physical Format associated with the Type selected.

Then, use Appendix C to read the descriptions of each Physical Format to aid your selection of the most appropriate Physical Format for your item.

All of these terms are taken from the Getty Museum's Art & Architecture Thesaurus Online (http://www.getty.edu/research/tools/vocabularies/aat/).

Term	Type	Definition
Advertisements	Text	Public notices or paid announcements, especially those in print.
Aerial photographs	Still Image	Photographs of the earth taken from aircraft. Do not use for photographs of celestial bodies or astronomical phenomena.
Albumen prints	Still Image	Photographic prints having albumen as the binder; always black-and-white, though they may be toned to a monochrome hue.
Ammunition and weapons	Physical Object	Implements and mechanisms designed to be used as a means of physical attack or defense. Included are weapons such as swords, ground- or carriage-supported artillery, arrowheads, and objects propelled by firearms (e.g., cartridges). Examples include swords, American Long Rifles, and spears.
Announcements and press releases	Text	An official written communication issued to the news media or other targeted audiences for the purpose of letting the public know of a news item or upcoming event.
Architectural drawings (visual works)	Image	Drawings of architecture and architectural projects, whether the project was executed or not. The term may also refer to any image in a two-dimensional medium that serves this same purpose, including prints and computer images. Includes blueprints and blue-line drawings.
Art and decorative works	Physical Object	A piece of fine art such as paintings and decorative art, that is art that also has a function. Includes folk art, crafts.
Articles	Text	Written compositions prepared for publication as an independent portion of a magazine, newspaper, encyclopedia, or other work.
Atlases	Image	Volumes of maps, with or without descriptive text, which may be issued to supplement or accompany texts or be published independently.
Black-and-white photographs	Still Image	Refers to a broad class of photographs having images in gray tones, black, and white, and sometimes one hue (which can result from chemical processes used, including toning, or from aging).
Books	Text	Items comprising a collection of leaves of paper, parchment, wood, stiffened textile, ivory, metal tablets, or other flat material, that are blank, written on, or printed, and are strung or bound together in a volume.

Born digital	Moving Image; Sound; Still Image; Text	Describes material or content created in electronic form and saved as digital data, having had no initial or interstitial state as an analog or physical product. Usually used to refer to electronically produced drafts of text, correspondence or visual works such as photographs created with digital cameras. This material may be written or saved on personal computers, floppy disks, CDs, DVDs, hard drives, or any mode of digital storage media.
Broadcasts	Sound	Transmissions of signals, usually taking the form of programs made public by means of radio.
Broadsides	Text	Sizeable single-sheet notices or advertisements printed on one or both sides, often chiefly textual rather than pictorial, and printed to be read unfolded.
Cabinet cards	Still Image	Mounted on cards and a larger alternative to the Cartes-de-visite. The larger size (approximately 6 ½ x 4 ¼ inches) was considered more appropriate for display, allowed for group portraits, and permitted the image to be retouched. Popular until World War I.
Calendars	Text	Registers of days or other contrivances for reckoning days, months, years, etc., such as a table showing the division of a given year into its months, weeks, days, years, or other divisions of time.
Cartes-de-visite (card photographs)	Still Image	Refers to small-format photographs affixed to card stock. They were typically portraits and the image was a standard size of 3 ¼ x 2 ¼ inches. They went out of fashion in the 1870s.
Catalogs	Text	Enumerations of items, such as a file of bibliographic records or a list of art objects, usually arranged systematically and with descriptive details; may be in book or pamphlet form, or on cards
Charts and graphs	Image	A diagram or table intended to communicate information visually.
Collodion photographs	Still Image	Photographic prints having collodion as the binder.
Color photographs	Still Image	The broad class of photographs having images composed of more than one hue, plus the neutral tones. For photographs having a range of tones within one hue, see Black-and-white photographs.
Contact prints	Still Image	Photographic prints made by interfacing a negative and a sheet of photographic paper and exposing the paper with raw light. Includes contact sheets.
Containers	Physical Object	Artifacts used to hold substances or objects. Included are descriptors for containers intended for culinary use, for horticultural use, for health care, hygiene, and similar personal needs as well as descriptors for containers associated with liturgical, funerary, and other ceremonial activities. Examples include baskets, buckets, and tea tins.
Correspondence	Text	Written communication that is somewhat more formal than memoranda or notes, usually on paper and delivered. Use for email communications too.

Costumes	Physical Object	Includes garments considered items of dress (e.g., shirts, trousers, undershirts, parkas). Also includes protective wear, including types of armor; vestments and other ceremonial garments; uniforms; and other accessories, including those worn on the body (e.g., bonnets, moccasins) and those carried on the person (e.g., evening bags, parasols). Examples include trousers, parasols, and uniforms.
Cyanotypes	Still Image	Blue-toned photographic prints produced by the blueprint process. These do NOT include reproductive prints of architectural or other technical drawings; for these, use Architectural drawings.
Daguerreotypes	Still Image	Daguerreotypes produce a direct positive image on a silver-coated copper plate, often mounted in special cases lined with colored velvet or leather. Daguerreotypes are not to be confused with Tintypes which use a thin sheet of lacquered iron as the image support.
Diaries	Text	Refers to books containing the daily, personal accounts of the writer's own experiences, attitudes, and observations. Use Financial documents when referring to an individual's or an organization's account of occurrences or transactions.
Directories	Text	A book containing an alphabetical or classified listing of names, addresses, and other data of specific persons, groups, or firms.
Drawings	Image	Art produced by drawing, which is the application of lines on a surface, often paper, by using a pencil, pen, chalk, or some other tracing instrument to focus on the delineation of form rather than the application of color.
Ephemera (images)	Image	Materials, usually printed, created for a specific, limited purpose. Examples include trade cards, bookmarks, posters, airsickness bags, prospectuses, stock certificates, and programs.
Ephemera (text)	Text	Materials, usually printed, created for a specific, limited purpose. Examples include bulletins, directions, applications, invitations, tickets, programs, notes, postal cards, and applications.
Equipment and tools		Machines, implements or other things needed for a particular job or activity. Examples include sewing machines, toasting forks, cradleboards, and hand
Financial documents	Text	Documents on the financial activities of a business, an individual or any other entity. Examples include personal saving books, account ledgers, journal
Finding aids	Text	Any tool that helps users gain better access to and understanding of a collection of records. Finding aids can be in a wide variety of formats, such as indexes, guides, inventories, shelf lists, and catalogs.
Flags	Physical Object	A piece of cloth, usually rectangular, of distinctive color and design, used as a symbol, standard, signal, or emblem.
Furniture	Physical Object	Furniture are primarily movable articles that provide comfort, convenience, or protection in dwellings, places or business, or other public or private spaces. They may be useful or ornamental and may be used in indoor or outdoor spaces. Examples include Windsor chair, sofa, and sewing table.

Games and toys	Physical Object	Equipment and accessories used in a large array of activities engaged in for personal satisfaction or amusement during leisure time, including playthings and other devices used as pastimes or during competitive play. Examples include croquet sets, hockey sticks, dolls, and board games.
Gelatin silver prints	Still Image	Refers to photographic prints having gelatin as the binder, holding silver as the final image material; always black-and-white, though they may be toned to a monochrome hue.
Genealogical tables	Text	Documents representing the lineage of a person or persons in tabular or diagrammatic form.
Greeting cards	Text	Cards often imprinted with messages and suitable illustrations, sent or given on special occasions or holidays.
Home movies	Moving Image	Motion pictures on film or videotape made by amateurs, or professionals in a nonprofessional capacity, intended for home viewing by family and friends. People, scenes and events filmed generally feature the filmmakers' immediate circle and personal activities.
Illuminated manuscripts	Text	An illuminated manuscript is a hand-written text supplemented by the addition of decoration, such as decorated initials, borders (marginalia) and miniature illustrations.
Independent films	Moving Image	Motion pictures created by independent filmmakers, without financial backing from a major studio and with generally a greater degree of artistic control in the hands of the filmmakers than is the case with studio films.
Instructional materials	Text	Print or non-print materials used for the purpose of imparting knowledge, attitudes, or skills to others.
Journals and magazines (periodicals)	Text	Periodicals containing articles, essays, poems, or other writings by different authors, usually on a variety of topics and intended for a general reading public or treating a particular area of interest for a popular audience.
Lantern slides	Still Image	Transparent positive image made or mounted on glass, usually (but not necessarily) photographic measuring 3.25 to 3.5 inches by 4 inches. Lantern slides are projected onto a screen by means of a specialized projector.
Law and legal documents	Text	Documents related to statutes, administrative regulations, and judicial precedents. Examples include affidavits, charters, testimony, employment forms, certificates, wills and trusts.
Manuscripts	Text	Unpublished documents.
Maps	Image	Refers to graphic or photogrammetric representations of the Earth's surface or a part of it, including physical features and political boundaries, where each point corresponds to a geographical or celestial position according to a definite scale or projection. The term may also refer to similar depictions of other planets, suns, other heavenly bodies, or areas of the heavens. Examples include contour maps, engineering maps, fire insurance maps, forestry maps, plats (maps), relief maps, topographic maps, tourist maps, transportation maps, and zoning maps.

Meeting minutes	Text	The written record of an official proceeding.
Memorandums	Text	Documents recording information used primarily for business communication. Lacks the salutation and formal ending of a letter.
Menus	Text	A list of dishes served at a meal or that can be ordered in a restaurant.
Music (audio)	Sound	Recordings in any format of music, including songs, operas, and musicals.
Music (text)	Text	Music written in notation so it can be read and played. Examples include hymnals, librettos, scores, songbooks, and sheet music.
Negatives (photographic)	Still Image	Photographs, usually on a transparent support, in which the tones or colors are reversed from their appearance in nature. Includes glass plate negatives.
Newsletters	Text	Letters, reports, or other brief written communications that communicate news, particularly those written by societies or business organizations. Historically referred to serial publications consisting of one or a few printed sheets containing news and information of interest to the general public or to a special group.
Newspapers	Text	Serials published at stated, frequent intervals, such as daily or weekly, and containing news, editorials, features, advertisements, and other items of current interest.
Newsreels	Moving Image	Nonfiction motion pictures originally released to theaters in periodic issues, each issue consisting of a number of news stories reporting or commenting on recent events.
Oral histories	Sound	Works that record interviews conducted to preserve the recollections of persons whose experience or memories are representative or are of special historical or social significance.
Paintings	Image	Unique works in which images are formed primarily by the direct application of pigments onto a generally two-dimensional surface.
Pamphlets	Text	Independent publications consisting of a few leaves of printed matter folded or fastened together but not bound, often with no cover or a paper cover. Examples include booklets and leaflets
Panoramas	Still Image	A pictorial representation with a very broad horizontal ranges of view. The term is also used specifically for photographs that show a wide view produced by a panoramic camera or by joining photographs together.
Photograph albums	Still Image	A collection of photographs, generally in a book.
Photographs	Still Image	An image rendered using a camera.
Postcards	Still Image	Cards on which a message may be written or printed for mailing without an envelope, usually at a lower rate than that for letters in envelopes. One side of the card frequently features a photographic image, advertisement or graphic illustration.

Posters	Still Image	Notices, usually decorative or pictorial, intended to be posted to advertise, promote, or publicize an activity, cause, product, or service; also, decorative, mass-produced prints intended for hanging.
Prints	Image	Pictorial works produced by transferring images by means of a matrix such as a plate, block, or screen, using any of various printing processes. Common types of prints include engravings, etchings and lithographs.
Reports	Text	Official or formal records in the form of documents containing presentations of facts, proceedings, investigations, or events.
Schedules (time plans)	Text	Plans of procedure, showing the sequence of items or operations and the time allotted for each.
Scrapbooks	Still Image	Books or albums designed so that a variety of items may be affixed to the pages, including photographs, clippings, and other memorabilia.
Sepia photographs	Still Image	A photograph with a brown tint.
Signs	Text	A display (as a lettered board or a configuration of neon tubing) used to identify or advertise a place of business or a product or a posted notice bearing a designation, directions, or command. Examples include traffic signs, political signs, and notification signs.
Sketchbooks	Still Image	Books or pads of blank sheets used or intended for sketching, which are informal or rough drawings.
Slides (photographs)	Still Image	Positive transparencies in mounts suitable for projection, usually 35mm film in a mount of 2 by 2 inches. An image on film or glass, usually positive, intended to be viewed by means of light passing through the image and base using a viewer or projector.
Speeches (audio)	Sound	Sound recording in which someone is orating a public address or talk.
Speeches (text)	Text	Written transcripts. The text of any public address or talk.
Stereographs	Still Image	Refers to the most common form of stereoscopic photographs, which are double photographs of the same image taken from two slightly different perspectives. Stereographs are distinctive among other stereoscopic photographs because they are photographic prints mounted on cards.
Studio portraits (photographs)	Still Image	Portraits taken in a professional photographer's studio, often making use of backdrops or props.
Telegrams	Text	Messages sent by telegraph.
Television programs	Moving Image	Presentations of informational or entertainment shows such as news, sports, drama, comedy, music, documentary, talk or game shows to the public by means of television transmission.
Tintypes	Still Image	Photographs produced by the wet collodion process and then placed directly on thin sheets of lacquered metal, usually iron. Tintypes are not to be confused with Daguerreotypes, which utilize a copper plate for the image support.

Transcripts	Text	A printed record that is a verbatim account of something originally presented in another medium, like a radio broadcast or a handwritten letter.
Transportation vehicles	Physical Object	Vehicles designed to carry or convey merchandise, materials, or passengers across a distance, whether on land or water, or through water, air, or space. Examples include airplane, stagecoach, canoe, rocket, wagon, car, and truck.
Woodcuts (visual works)	Image	Prints made from designs cut in relief on wood.
Yearbooks	Still Image	An annual publication giving current information and listing events or aspects of the previous year, esp. in a particular field or a book containing photographs of the senior class in a school or college and details of school activities in the previous year.

Appendix D: Glossary

Useful Glossaries:

http://www.contentdm.org/help6/glossary.asp#m (limited to CDM Support Center users)

http://www.cdlib.org/gateways/technology/glossary.html#m (California Digital Library)

AACR2rev: Anglo-American Cataloging Rules are designed for use in the construction of catalogs and other lists in general libraries of all sizes. The rules cover the description of, and the provision of access points for, all library materials commonly collected at the present time.

AAT: Art & Architecture Thesaurus is a vocabulary describing the objects of art as well as the processes and materials from which the objects are made.
http://www.getty.edu/research/tools/vocabularies/

ASCII: American Standard Code for Information Interchange. It's a 7-bit character code where every single bit represents a unique character. W3C (The World Wide Web Consortium) which is the main international standards organization for the World Wide Web provided variants of an international character code standard, ASCII being the most common one.

Bibliographic: 1) the history, identification, or description of writings or publications; 2) a list often with descriptive or critical notes of writings relating to a particular subject, period, or author; 3) a list of works written by an author or printed by a publishing house ; or 4) the works or a list of the works referred to in a text or consulted by the author in its production.

Controlled Vocabulary: A controlled vocabulary is an established list of standardized terms that help end users find similar items.

DACS: Describing Archives: A Content Standard - is a set of rules for describing archives, personal papers, and manuscript collections. The descriptive standard can be utilized for all types of archival material. In 2004, DACS was adopted by the Society of American Archivists (SAA) as an official SAA standard.

DCMI: Dublin Core Metadata Initiative Type Vocabulary is a general, cross-domain list of approved terms that may be used as values to identify the genre of a resource.
http://dublincore.org/documents/dcmi-type-vocabulary/ DCMI- Vocabulary for Metadata Field Type: http://dublincore.org/documents/dcmi-type-vocabulary/#H7

Dublin Core: The Dublin Core Metadata Element Set is a vocabulary of fifteen properties for use in resource description. The name "Dublin" is due to its origin at a 1995 invitational workshop in Dublin, Ohio; "core" because its elements are broad and generic, usable for describing a wide range of resources.
(Dublin Core Metadata Initiative - http://dublincore.org/documents/dces/ - Sept. 2011)
Using only 15 field metadata elements, a Dublin Core metadata record can describe physical resources such as books, digital materials such as video, sound, image, or text files, and composite media like Web pages. Metadata records based on Dublin Core are intended to be used for cross-domain information resource description. The NY Heritage field metadata elements are based on

the Dublin Core Metadata Initiative (DCMI). For more information on the DCMI Field Element Set, visit: http://www.dublincore.org/documents/dces/.

DPLA: The Digital Public Library of America brings together the riches of America's libraries, archives, and museums, and makes them freely available to the world. It strives to contain the full breadth of human expression, from the written word, to works of art and culture, to records of America's heritage, to the efforts and data of science. DPLA aims to expand this crucial realm of openly available materials, and make those riches more easily discovered and more widely usable and used, through its three main elements: portal, platform, and public option. For more information, see http://dp.la/info/

HTML: Hypertext Markup Language, a standardized system for tagging text files to achieve font, color, graphic, and hyperlink effects on World Wide Web (WWW).

IMT: Internet Media Type – see - MIME or http://en.wikipedia.org/wiki/Internet_media_type

ISO 639-2: Provides the International Standard for language codes. W3C (the World Wide Web Consortium) which is the main international standards organization for the World Wide Web provides two sets of language codes, one as a two-character code set (639-1) and another as a three-character code set (639-2) for the representation of names of languages. ISO 639-2 covers a larger number of individual languages (due to its less-restrictive scope) than the two-character code set (639-1). It also includes identifiers for collections of languages. http://www.loc.gov/standards/iso639-2/php/code_list.php

ISO 8601 W3CDT: Provides the International Standard for dates and times. W3C (The World Wide Web Consortium) which is the main international standards organization for the World Wide Web provides the standard format for dates and times. (http://www.w3.org/TR/NOTE-datetime)

LCNAF: Library of Congress Name Authority File is a thesaurus of authority records used by librarians to establish forms of names (for persons, places, meetings, and organizations), titles, and subjects used on bibliographic records. Authority records enable librarians to provide uniform access to materials in library catalogs and to provide clear identification of authors and subject headings. http://authorities.loc.gov/

LCSH: Library of Congress Subject Heading file is a thesaurus of subject headings, maintained by the United States Library of Congress, for use in bibliographic records. LCSHs are an integral part of bibliographic control, which is the function by which libraries collect, organize and disseminate documents. LCSHs are applied to every item within a library's collection, and facilitate a user's access to items in the catalog that pertain to similar subject matter. http://id.loc.gov/authorities/subjects.html

MARC: MAchine-Readable Cataloging is a data format and set of related standards used by libraries for the representation and communication of bibliographic and related information about books and other material they collect.

MeSH: Medical Subject Headings is a controlled vocabulary produced by the National Library of Medicine and used for indexing, cataloging, and searching for biomedical and health-related information and documents. http://www.nlm.nih.gov/mesh/

Metadata: The word "metadata" means "data about data". Metadata articulates a context for objects of interest -- "resources" such as MP3 files, library books, or satellite images -- in the form of "resource descriptions" (Dublin Core Metadata Initiative - http://dublincore.org/metadata-basics/ - Sept. 2011)

MIME: - Multipurpose Internet Mail Extensions is a specification for formatting non-ASCII messages so that they can be sent over the Internet. Many email clients now support MIME, which enables them to send and receive graphics, audio, and video files via the Internet mail system. MIME is also referred to as Internet Media Type (IMT). http://www.iana.org/assignments/media-types/index.html

NY3Rs: The NY 3Rs Association, Inc. comprises nine regional 3Rs Councils serving all types of libraries and library systems across New York State. Six of the Councils are currently using the NY Heritage Metadata Dictionary and Best Practices. **http://www.ny3rs.org/**

OCLC: Online Computer Library Center, Inc. (OCLC) is "a nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs". OCLC owns CONTENTdm software. http://www.oclc.org/en-US/home.html

RDA: Resource Description and Access is a standard for descriptive cataloging initially released in June 2010, providing instructions and guidelines on formulating bibliographic data. Intended for use by libraries and related cultural organizations such as museums and archives, RDA is the successor to Anglo-American Cataloguing Rules, Second Edition (AACR2), the prevailing standard for English language libraries since 1978.

TGM: Thesaurus for Graphic Materials a controlled vocabulary compiled by the Prints and Photographs Division, Library of Congress, of subject headings that may be used for indexing, cataloging, and searching for graphic materials. http://www.loc.gov/pictures/collection/tgm/

TGMII: Thesaurus for Graphic Materials is a controlled vocabulary compiled by the Prints and Photographs Division, Library of Congress, of genre and physical characteristic terms. http://www.loc.gov/rr/print/tgm2/ As of October 2007, the Thesaurus for Graphic Materials I: Subject Terms (TGM I) and the Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms (TGM II) were merged into a single vocabulary, the Thesaurus for Graphic Materials. http://www.loc.gov/pictures/collection/tgm/

TGN: Thesaurus of Geographic Names a structured vocabulary focusing on places important for the study of art and architecture. http://www.getty.edu/research/tools/vocabularies/

ULAN: Union List of Artist Names a structured vocabulary containing names plus biographical and bibliographic information about artists and architects. http://www.getty.edu/research/tools/vocabularies/