

Nebraska Library Commission

Nebraska Memories Metadata Guidelines

<http://www.nlc.state.ne.us/nebraskamemories/metadata.html>
(See each element/field for last revised date.)

These guidelines are based on Western States Dublin Core Metadata Element Set, Version 1.2 created by Western States Digital Standards Group, Metadata Working Group (later revised as CDP Dublin Core Metadata Best Practices, Version 2.1.1: <http://www.bcr.org/cdp/best/dublin-core-bp.pdf>), and edited and condensed for the use of Nebraska participants in the Nebraska Memories project.

The elements/fields listed in this document are those that will be made available for use with the Nebraska Library Commission's Nebraska Memories database. While some fields will be mandatory for all records, not all fields will be needed for every participant's project. Record templates will be developed based on consultation between Nebraska Library Commission staff and individual participants before any records are entered.

Notes on layout:

- The guidelines indicate which fields are **mandatory**, repeatable, or have controlled vocabulary within CONTENTdm for Nebraska Memories.
- Text appearing in *[square brackets and italics]* in examples is informational only and is not meant to be included in the actual record.
- The MARC equivalents are provided only for the edification of those translating MARC into Dublin Core or vice versa; they are not required knowledge for anyone else.

If you have questions about the information in this document or questions on creating a specific record, please contact:

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TITLE (revised 9-21-05)

Definition: Name given to the resource by the creator or publisher; may also be identifying phrase or name of the object supplied by the holding institution.

Mandatory: Yes.

Controlled vocabulary: No.

Repeatable: Put other title entries in the **Title-Alternative** field.

Input Guidelines:

1. Transcribe title, if there is one, from the resource itself, such as a book title from the title page or a caption from a photograph.
2. When no title is found on the resource itself, use a title assigned by the holding institution or found in reference sources. Make the title as descriptive as possible, avoiding simple generic titles such as *Wagon ruts* or *Journal*.
3. Enter additional/variation titles in the **Title-Alternative** field.
4. Accession numbers, call numbers, or other identification schemes should be entered in the **Local Accession/Call Number** field.
5. When possible, exclude initial articles (the, a, an, le, la, los, el, der, die, das, etc.) from title. An exception may be made when the article is an essential part of the title.
6. Capitalize only the first letter of the first word of the title or of any proper names contained within the title.
7. In general, transcribe titles and subtitles from the source using the same punctuation that appears on the source; separate a subtitle from a title with a colon. If the holding institution has created the title, then use punctuation that would be appropriate for English writing.

Examples:

Titles created by creator/publisher

Erma's desire

Account of a certain automobile trip to the Yellowstone National Park in the summer of 1920 HAL's legacy: 2001's computer as dream and reality

Titles supplied by holding institution

Letter petitioning for Cloverton, Nebraska., Post Office

View of the ticket counter in Union Station, Omaha, Neb. [*photograph of the Union Station interior*]

Venus and Cupid sculpture

[*sculpture of Venus and Cupid*]

Edward E. Perkins papers

[*correspondence, papers, etc. of Edward E.*

Perkins]

Walnut rolltop desk

Portrait of William Jennings Bryan

[*painting of William Jennings Bryan*]

Green and gold ceramic fruit bowl

[*a ceramic bowl used to hold fruit*]

TITLE-ALTERNATIVE (revised 9-21-05)

Definition: Variations of name given to the resource by the creator or publisher; may also be identifying phrase or name of the object supplied by the holding institution.

Mandatory: No.

Controlled vocabulary: No.

Repeatable: Yes, separate by a semicolon and space.

Input Guidelines:

1. Enter **Title-Alternative** titles in the order in which they appear on the resource or in order of their importance. Include the following titles if necessary for access or if in doubt as to what constitutes the title: caption title, former title, spine title, collection title, series title, artist's title, object name, etc. Other optional entries include translations of main title that are not in English; and spelled out versions of titles with abbreviations
 - a. (e.g. Dr., in.), symbols (e.g. &, %), and numbers in digits.
2. Capitalize only the first letter of the first word of the title or of any proper names contained within the title.
3. In general, transcribe titles and subtitles from the source using the same punctuation that appears on the source; separate a subtitle from a title with a colon. If the holding institution has created the title, then use punctuation that would be appropriate for English writing.

Examples:

Title: Important farmlands, Arapahoe County *[this is a map, but not obvious from title]*

Optional additional field: **Title-Alternative:** Arapahoe County, Nebraska, map

Title: 12 ways to get to 11

Optional additional field: **Title-Alternative:** Twelve ways to get to eleven

Title: Dr. Wm. Howard's account of the Spanish influenza in Omaha, Neb.

Optional additional field: **Title-Alternative:** Doctor William Howard's account of the Spanish influenza in Omaha, Nebraska

Title: Music man

Optional additional field: **Title-Alternative:** The music man

DESCRIPTION (revised 6-8-09)

Definition: A textual description of the content of the resource such as an abstract, table of contents, or free text account of the object.

Mandatory: Yes.

Controlled vocabulary: No.

Repeatable: Yes.

Input Guidelines:

1. Enter descriptive text, remarks, and comments about the object, or table of contents information. This information can be taken from the object or provided by the record creator. Be as descriptive as possible, **DO NOT** enter: Picture of old woman; **DO** enter: Black and white photograph of elderly woman in rocking chair on front porch of two-story house on Court St., Beatrice, Nebraska, ca. 1910.
2. Enter here specialized information not included in other fields, e.g., measurements of a depicted object, description, provenance, technique, distinguishing features, inscriptions, condition, history of the work.
3. To enter the actual text from an item, use the **Transcription** field.

Examples:

Description

This 5-1/2" x 3-1/2" colorized postcard shows the eastern side of the Rock Island Depot in Lincoln, Nebraska. The one and a half story red brick building faces two sets of tracks and is fronted by a wooden platform lined with hand-pulled luggage trucks. Curlicues decorate the lower edge of the steep metal roof which bears a sign stating "Lincoln, Neb."

Sheet music written and composed by Thurlow Lieurance, a long-time Lincoln, Neb., resident and professor of music.

Journal created by Bayard H., Grace, Alice, and Bayard (Jr.) Paine about their automobile trip from Grand Island, Nebraska, to Yellowstone National Park in Wyoming and back (August 7-25, 1920) with family and friends. Contents include typed narrative of daily activities, handwritten log of mileage and hours, hand-drawn maps, photographs, and brochures/advertising materials.

1867; ink, wash and tempera on card, 19 x 35. Watercolor of William Henry Jackson and friend waving jackets at longhorn cattle by roadside. Includes holographic inscription by Jackson. Illustration in *Picture Maker of the Old West*, p. 35.

Label of an olive can for Monte Vista Brand Standard Ripe Olives packed by A. Adams, Jr. (F599). 8.5" x 5.5" multi-colored label.

Twilight on the ridge -- Husking time -- Sandhills winter. *[Manuscript of three titled poems.]*

CREATOR (revised 9-21-05)

Definition: Person or entity primarily responsible for creating the intellectual content of the resource. Examples of creators include authors of written documents; artists; illustrators; photographers; collectors of natural specimens or artifacts; organizations that generate archival collections, etc. The intellectual content of an image is determined by the purpose of the project: i.e. if the collection being made available digitally is a collection of pots, then the creator listed will be the creator of each individual pot, not the person who photographed the pots; if the collection being made available digitally is a collection of photographs by an important photographer, then the creator is the photographer regardless of the content of the photographs.

Mandatory: Yes, if available.

Controlled vocabulary: Yes.

Repeatable: Yes; use a semicolon and space to separate names.

Input guidelines:

1. Enter multiple creators in the order in which they appear on the resource or in order of importance. Secondary authors, editors, compilers, etc. may be entered using the **Contributor** field.
2. A controlled list of authorized headings from the Library of Congress Authority File (LCAF) (<http://authorities.loc.gov>) will be created based on the entries for each project.
3. If a heading has not been established in LCAF, then a heading will be created based on the *Anglo-American Cataloging Rules* (AACR2). See next page for examples.
4. If the creator is unknown, leave the field blank.

Examples of how personal name headings should be created for the Creator, Contributor, and Subject fields when no Library of Congress Authority records are available:

Nelson, Alice, 1904-	Living person
Nelson, Alice, 1904-1976	Both birth and death years known
May, Edna J. Dvorak, 1876-1951	
Hull, A. C. (Arundel Clyde), 1846-1908	
Nelson, Alice, 1904 or 5-1976	Year of birth uncertain but known to be one of two years
Nelson, Alice, 1904?-1976	Probable year of birth
Nelson, Alice, 1904-1976?	Probable year of death
Nelson, Alice, ca. 1904-1976	Year of birth uncertain by several years
Nelson, Alice, 1904-ca. 1976	Year of death uncertain by several years
Nelson, Alice, ca. 1904-ca. 1976	Both years approximate
Nelson, Alice, b. 1904	Year of death unknown
Nelson, Alice, b. ca. 1898	Year of birth uncertain by several years, year of death unknown
Nelson, Alice, d. 1976	Year of birth unknown

Personal name subject headings sometimes have subdivisions, but not place or other date subdivisions. For subdivisions that can be used with personal name headings in records specifically describing images, see <http://www.loc.gov/rr/print/tgm1/app-b.html>.

CONTRIBUTOR (revised 9-21-05)

Definition: Person(s) or organization(s) who made significant intellectual contributions to the resource but whose contribution is secondary to any person (s) or organization (s) already specified in a **Creator** field. Examples: editor, compiler, transcriber, scanner, original publisher of text or pictures, etc.

Mandatory: No.

Controlled vocabulary: No.

Repeatable: Yes; use a semicolon and space to separate names.

Input Guidelines:

1. Enter multiple contributors in the order in which they appear on the resource or in the order of their importance.
2. Determine the correct form of the name when possible. The Library of Congress Authority File (LCAF) (<http://authorities.loc.gov>) should be consulted.
3. Enter personal names in inverted form in most cases: *Last name, First name, Middle name* or *initial*. Birth and/or death dates, if known, should be added, in accordance with authorized form of the name. See previous page for examples.
4. Enter group or organization names in full, direct form. In the case of a hierarchy, list the parts from the largest to smallest, separated by periods. See examples below.
5. If there is doubt as to how to enter a name and the form of name cannot be verified in an authority list, enter it as it appears and do not invert. Example: Sitting Bull
6. Optional: The function of a contributor may be included in parentheses after the name. Example: Eide, Ingvard Henry (compiler)

Group or Organization name examples:

St. Joseph's Home for the Aged (West Point, Neb.)
Immanuel Deaconess Institute (Omaha, Neb.). Communion Wafer Dept.
Nebraska State Historical Society. State Archives. Manuscript Division.

PUBLISHER (revised 9-21-05)

Definition: For digital objects, the publisher is the entity that created the digital resource. Publishers can be a corporate body, publishing house, museum, historical society, university, a project, a repository, etc.

Mandatory: Yes.

Controlled vocabulary: Yes.

Repeatable: No.

Input guidelines:

Use approved controlled vocabulary heading.

DATE (revised 6-16-06)

Definition: Creation or modification dates for the *original* resource from which the digital object was derived or created.

Mandatory: Yes.

Controlled vocabulary: No.

Repeatable: No.

Schemes: ISO 8601 <http://www.w3.org/TR/NOTE-datetime.html> and DCMI Period <http://dublincore.org/documents/dcmi-period>

Input guidelines:

1. Enter as complete dates as possible using the formats listed below. Use a single hyphen to separate the year, month, and date components:
 - a. Year: YYYY **1997** *[for the year 1997]*
 - b. Year and month: YYYY-MM **1997-07** *[for July 1997]*
 - c. Complete date: YYYY-MM-DD **1997-07-16** *[for July 16, 1997]*
2. For a range of dates, enter in YYYY-YYYY format, as in **1910-1920**
3. To show a date is approximate, follow it with a question mark as in **1890?**

Notes:

1. If a range of dates was entered in this field, please complete the **Date-Range** field.
2. Enter dates pertaining to the *digitized* version of the resource in the **Date-Digital** field.
3. Other date information can be explained in the **Description** field.

DATE-DIGITAL (revised 9-21-05)

Definition: Date of creation or availability of the digital resource; may be approximated by agency creating record.

Mandatory: No.

Controlled vocabulary: No.

Repeatable: No.

Schemes: ISO 8601 <http://www.w3.org/TR/NOTE-datetime.html> and DCMI Period <http://dublincore.org/documents/dcmi-period>

Input guidelines:

Enter as complete dates as possible using the formats listed below. Use a single hyphen to separate the year, month, and date components:

- | | | | | |
|--------------------|------------|----|-------------------|----------------------------|
| a. Year: | YY | YY | 1997 | <i>[for the year 1997]</i> |
| b. Year and month: | YYYY-MM | | 1997-07 | <i>[for July 1997]</i> |
| c. Complete date: | YYYY-MM-DD | | 1997-07-16 | <i>[for July 16, 1997]</i> |

Notes:

1. Enter date pertaining to the *original* resource in the **Date** field.
2. Other date information can be explained in the **Description** field.

DATE-RANGE (revised 6-8-09)

Definition: Locally defined field to make a range of dates searchable.

Mandatory: Yes, if applicable.

Controlled vocabulary: No.

Repeatable: No.

Input guidelines:

Enter each year within a range of dates separated by a space. For example, if the following is entered:

Date: 1905-1910

then enter:

Date-Range: 1905 1906 1907 1908 1909 1910

This will allow someone searching for images of something with a possible date of 1908 to retrieve this record.

or, if the following is entered:

Date: 1890?

then enter:

Date-Range: 1888 1889 1890 1891 1892

TYPE (revised 6-4-09)

Definition: A broad term drawn from a controlled vocabulary that describes the genre or nature of the resource.

Mandatory: Yes.

Controlled vocabulary: Yes.

Repeatable: Yes.

Schemes: Dublin Core Types Vocabulary <http://www.dublincore.org/documents/dcmi-type-vocabulary/>

Input Guidelines:

1. The only **Type** options included in the controlled vocabulary for Nebraska Memories are those allowed in this project. Those types are listed and defined below. For information on other Type values, see the Dublin Core web page cited above in Schemes.
2. Put cursor in **Type** field, double-click on proper heading.

Options:

Label	Examples
Image	An image is a primarily symbolic visual representation other than text. For example - images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. Note that image may include both electronic and physical representations. (DC Types Vocabulary)
PhysicalObject	An inanimate, three-dimensional object or substance.
Sound	Audio file
Text	Scrapbook, diary, poem, home page, manuscripts, music score. Note that page images are text. (Western Trails)

SUBJECT (revised 6-4-09)

Definition: What the content of the resource is *about* or what it is, expressed by headings, phrases, or names; or terms for significantly *associated* people, places, and events, etc.

Mandatory: Yes.

Controlled vocabulary: Yes.

Repeatable: Yes, separated by a semicolon and space. For example: Opera houses -- Nebraska -- Omaha; Operas & operettas -- Nebraska -- Omaha

Schemes: A controlled vocabulary has been established for Nebraska Memories using the *Thesaurus of Graphical Materials* (TGM) from the Library of Congress. Established Nebraska place names are also included in the vocabulary. **Please contact staff at NLC** if other terms need to be added to the list before sending records.

Thesaurus of Graphical Materials I: Subject Terms (TGM I)

<http://www.loc.gov/rr/print/tgm1/>

Thesaurus of Graphical Materials II: Genre & Physical Characteristics Terms (TGM II)

<http://www.loc.gov/rr/print/tgm2/>

The form of added subject and geographic terms will be based on established schemes such as *Library of Congress Subject Headings* (LCSH) or *Art and Architecture Thesaurus* (AAT), personal and corporate names will be based on Library of Congress Authority File records, and additional Nebraska headings will be entered based on entries in *Perkey's Nebraska Place Names*.

Input Guidelines:

1. Enter multiple subjects in the order of their importance (often based upon how much of the entire content is devoted to a particular subject).
2. To determine subject, use the title, description, and resource itself.
3. Use specific or unique words rather than more general words. Example: if object is a picture of lilies, use the term *Lilies* instead of *Flowers*; if object shows a field of wild flowers, use the term *Wildflowers* instead of *Flowers*.
4. Subjects may be personal or organization names as well as topics, places, genres, forms, and events. Examples: Lewis, Meriwether, 1774-1809; Mormon Pioneer National Trail; Railroad bridges; Tall tales; Photographic prints. See **Creator** and **Contributor** instructions for more information on formatting personal and organization names.
5. **Subject** fields may describe not only what an object is *about*, but also what it is. A poem about homesteaders might have a heading of *Homesteading -- Poetry* to show the subject of the poem, and then another heading for *American poetry* to show what the object is. A glass plate negative showing a sod house would have the heading of *Sod buildings* to show the subject and also the heading of *Glass negatives* for what the item is.

Note:

Enter the names of creators of the object in the **Creator** field. Only repeat these names in the **Subject** field if object is also about the creator in some way. Example: A record for an autobiography of Willa Cather would list **Cather, Willa, 1873-1947** in both the **Creator** and the **Subject** fields.

FORMAT (revised 6-4-09)

Definition: Electronic format of the resource being described. This field is used to help identify the software and hardware needed to load and use the digital resource. Optionally, also include technical information about the hardware, software and processes used to create a digital resource, including specifics such as scanner model, scan resolution, color profiles, compression schemes, file sizes, etc.

Mandatory: Yes. We ask that at least the information in Example 1 be included.

Controlled vocabulary: No.

Repeatable: No.

Input Guidelines:

1. This field is free text, and not based upon any Dublin Core recommendations. However, as a general guideline, information that describes technical aspects of the digital object's creation is beneficial for long-term administration, technical support and maintenance of digital objects.
2. Follow the suggested values in the table below for the format in describing the electronic format:

Field Value	Definition
image/jpeg	visual file in JPEG format
text/html	text file in HTML format
text/sgml	text file in SGML-encoded format
text/pdf	text file in PDF format
video/mpeg	video file in MPEG format
audio/mp3	sound file in MP3 format
audio/xip	hypothetical audio file in which the file name ends with ".xip"

3. Some important technical details of digital file creation that are worth recording, but not included in other fields:
 - a. File Size - The number of bytes as provided by the computer system. Best practice is to record the file size as bytes (i.e. 3,000,000 bytes) and not as kilobytes (Kb), megabytes (Mb), etc.
 - b. Quality - For visual resources, characteristics such as bit depth, resolution (not spatial resolution); for multimedia resources, other indicators of quality, such as 16-bit audio file.
 - c. Extent - Pixel dimensions, pagination, spatial resolution, playtime, or other measurements of the physical or temporal extent of the digital object.
 - d. Compression - Electronic format or compression scheme used for optimized storage and delivery of digital object.
 - e. Checksum Value - A numeric value used to detect errors in file recording or file transfer, checksum helps ensure the integrity of digital files against loss of data.
 - f. Preferred Presentation - Designation of the device, application, medium, or environment recommended for optimal presentation of the digital object.
 - g. Object Producer - Name of scanning technician, digitization vendor, or other entity responsible for the digital object's creation. Distinguishable from the descriptive **Creator**

- field, this element is mainly useful when different persons generated multiple versions of the object's content.
- h. Operating System - Computer operating system used on the computer with which the digital object was created. (Examples: Windows, Mac, Unix, Linux). Also include version of operating system.
 - i. Creation Hardware - If a hardware device was used to create, derive or generate the digital object, indicate from a controlled list of terms the particular hardware device. (Examples: flatbed reflective scanner, digital camera, etc.) Include manufacturer, model name, model number.
 - j. Creation Software - Name and version number of the software used to create the digital object.
 - k. Creation Methodology - If creation process used a standard series of steps, derivations or techniques, either state or refer to a URL describing the creation process.
4. Much of this information is only of value at the local level. In a shared metadata environment, it would be of little value for resource discovery or access, with the exception of the FILE SIZE refinement.

Notes: Other useful creation information, such as the name of technicians, text encoders, digitization vendor, may also be beneficial for long-term administration of digital collections. It is recognized that many partners may split these discrete pieces of information (resolution, bit depth, hardware, etc.) into separate fields in their local databases or management systems.

Examples:

Example 1:

image/jpeg--This 300,000,000 byte file is derived from a high-resolution (300 ppi, 24-bit) uncompressed TIFF image that was scanned from the original using an Epson 836 XL scanner, default color configuration.

Example 2 (XML representation):

```
<Format.Creation
compression="lzw"
quality="24-bit color, 300 ppi"
filesize="300,000,000"
checksum="D455 AD5F 66EF F100 B2BA 15F9"
extent="9000h x 20,000w pixels"
preferredpresentation="Sony Trinitron monitor using embedded color profile"
operatingsystem="Mac OS X"
creationhardware="PhaseOne PowerPhase FX Digital Camera attached to Mac G4"
methodology="Scanned files created using color profile found at
http://url.address.edu"/>
```

OWNING INSTITUTION (revised 9-21-05)

Definition: Locally defined field to indicate institution which owns original item that has been digitized.

Mandatory: Yes.

Controlled vocabulary: Yes.

Repeatable: No.

Input Guidelines:

Use controlled vocabulary heading.

LOCAL ACCESSION/CALL NUMBER (revised 9-21-05)
(RESOURCE IDENTIFIER)

Definition: A character string or record number that clearly and uniquely identifies a digital object or resource.

Mandatory: No.

Controlled vocabulary: No.

Repeatable: No.

Input Guidelines:

Enter the identifying number used to locate the physical item at the owning institution; this may be a call number, an accession number, or a file number.

SOURCE (revised 9-21-05)

Definition: When applicable, use the **Source** field to cite any other resource from which the digital resource was derived, either in whole or in part. Some digital resources are “born digital” and derive from no pre-existing resource; in these cases, the **Source** field is not used. Recommended best practice is to reference the resource by means of a formal identification system.

Mandatory: No.

Controlled vocabulary: No.

Repeatable: No.

Input guidelines:

1. The **Source** field may consist of a combination of elements such as free text combined with an ISBN to describe a book.
2. Clarify the nature of the relationship between the two resources by using an initial phrase such as *Originally published as:*, *Excerpted from:*, *Original book:*, *Original format:*, or *Reproduction of:*.
3. Whenever possible, include a unique standard identifier such as an ISBN or ISSN.
4. If, as in most cases, the **Source** field describes an originating resource upon which the digital resource is somehow *based*, then also include a **Relation** field such as *Relation.IsBasedOn* – see **Relation** for more information. Such Relation references often duplicate information given in the **Source** field, but in shorter form and often with a hyperlink added. Not all **Relation** elements, however, conversely require a corresponding **Source** field because not all related resources are derivative. For example, a resource might require another resource to *support* it or it might be referenced by another resource. In both these cases, a **Relation** field might be required (i.e. *Relation.Requires* and *Relation.IsReferencedBy*), but a **Source** field would not.

Examples:

Originally published as: Geek Love (New York: Warner Books, 1990), ISBN: 0446391301, 355 p. *[Digitized version of a published book described in Source field]*

Original version: 35 mm slide of a Van Briggles dark blue vase, slide no. 101 in the Modern Pottery Slide Collection, San Francisco Institute of Art.

[Digitized image from an original slide described in Source field]

Excerpted from: 30 minute audio cassette recording of Galway Kinnell, reading from his poems, at Southern Connecticut State University, April 6, 1987.

[Digitized audio clip taken from an audio cassette recording described in Source field]

Original book: Fisher, Vardis. God or Caesar? : the Writing of Fiction for Beginners (Caldwell, Idaho Caxton Printers, 1953), 271 p.

[Digitized version of a published book described in Source field; a Contributor field also separately gives the print publisher, Caxton Printers, so that it is searchable]

Original letter: Letter from R.C. Smith to J.L. Fisher, Dec. 24, 1892, K.C. Fisher Papers, Calhoun State University, Special Collections, Accession No. 5346-9, box 2, folder 8

[Digitized reproduction of a handwritten letter described in Source field]

Original artifact: Red Raku Ware Tea Bowl, 3 3/8 x 5 1/2 inches, Metropolitan Museum of Art, New York.

[Textual description]

Original format: VHS Videotape of "Star Wars," directed by George Lucas.

[Textual description]

Reproduction of: Red Cross Emblem poster, University of Winchester, War World II Poster Collection.

[Textual description]

RELATION (revised 9-21-05)

Definition: Field contains the physical location of related resources, if applicable, and information about the nature of the relationship between the resources.

Mandatory: No.

Controlled vocabulary: No.

Repeatable: Yes. The same resource can be a *part* of a larger resource while simultaneously containing a smaller resource than itself; it can be a more recent version of one resource and be superseded by another. A resource can be a different *version* of another resource, or contain the same intellectual content as another resource, but in a different format.

Refinements: The following are refinements to explain the nature of the relationship between the described resource (i.e. resource described by the metadata record) and the related resource described in the **Relation** field. These may be available as extra fields upon consultation between participants and Nebraska Library Commission staff.

Refinement Label	Definition
Relation.IsPartOf	The described resource is a physical or logical part of the related resource
Relation.HasPart	The described resource includes the related resource either physically or logically
Relation.IsVersionOf	The described resource is a version, edition, or adaptation of the related resource
Relation.HasVersion	The described resource has a version, edition, or adaptation of the related resource
Relation.IsFormatOf	The described resource has the same intellectual content of the related resource, but is presented in another format
Relation.HasFormat	The described resource pre-existed the related resource, which is essentially the same intellectual content presented in another format
Relation.References	The described resource references, cites, or otherwise points to the related resource.
Relation.IsReferencedBy	The described resource is referenced, cited, or otherwise pointed to by the related resource.
Relation.IsReplacedBy	The described resource is supplanted, displaced or superseded by the related resource.
Relation.Replaces	The described resource supplants, displaces or supersedes the related resource
Relation.Requires	The described resource requires the related resource to support its function, delivery or coherence of content.
Relation.IsRequiredBy	The described resource is required by the related resource either physically or logically.

Input guidelines:

1. Include sufficient information in the free-text box to enable users to identify, cite, and either locate or link to the related resource.
2. If entering a URL, be sure to include the full address.

Examples:

	Example
Relation.IsFormatOf	Digital reproduction of Diary of a Physician in California from microfilm version by University Microfilms, 1971 as part of American Culture Series II, reel 450, pt. 19.
Relation.IsFormatOf	Digital reproduction of the poster Wildflowers Amuk, City Museum of Wildflowers, New York.
Relation.IsPartOf	Jack and Charmian London correspondence and papers, 1894-1953. Utah State University Special Collections & Archives, MSS COLL 10
Relation.IsPartOf	Frank Waters Papers, University of New Mexico General Library
Relation.IsPartOf	Mesa Verde Black-on-white kiva jar (Vessel 25) <i>[Record for an image of the jar's lid, the lid is part of the overall pottery piece]</i>
Relation.IsPartOf	E-journal article from Library Hi-Tech v. 20, no. 2 (2002) p. 137-140 http://lucia.emeraldinsight.com/vl=6724010/cl=22/nw=1/rpsv/cw/mcb/07378831/v20n2/s2/p137.idx
Relation.IsPartOf	Library Journal v. 127, no. 9 (May 15, 2002) p. 32-4 <i>[The described resource is the article and nothing else]</i>
Relation.HasPart	Library Journal v. 127, no. 9 (May 15, 2002) p. 32-4 <i>[The described resource is an anthology that includes this article as well as other articles each of which is described in another Relation.HasPart field]</i>
Relation.IsVersionOf	Adaptation of the play Death of a Salesman by Arthur Miller
Relation.IsVersionOf	Second ed. <i>[another edition of same work]</i>
Relation.HasVersion	Collection of recorded fairy tales read from various sources including: Babar the King (New York: Random House, 1935)
Relation.IsBasedOn	I am a Sorcerer is the English translation of Yo Soy Hechicero
Relation.References	American Culture Series, II <i>[Described source is an index to the series]</i>
Relation.IsReferencedBy	The New Sabin, v. 1, no. 333. ISBN 0878750495
Relation.Replaces	1040 Tax Form, 2000 <i>[Related title is earlier version of described source, 1040 Tax Form 2001]</i>
Relation.IsReplacedBy	1040 Tax Form, 2002 <i>[Related title is later version of described source, 1040 Tax Form 2001]</i>
Relation.Requires	NTIS Digest <i>[Described resource is the NTIS Index, which requires the Digest to provide the corresponding abstracts & order information]</i>
Relation.IsRequiredBy	NTIS Index <i>[Index cannot stand alone; requires the Digest to supply the abstracts]</i>

LANGUAGE (revised 9-21-05)

Definition: Indicates the language(s) of the intellectual content of the resource. This implies the language(s) in which a text is written or the spoken language(s) of an audio or video resource. Visual images do not usually have a language unless there is significant text in a caption or in the image itself.

Mandatory: No, but recommend entering the language element when applicable.

Controlled vocabulary: Yes.

Repeatable: Yes, separated by semicolon and space.

Schemes: Adhere to the ISO 639.2 standard for languages (a three-letter code) (<http://www.loc.gov/standards/iso639-2/englangn.html>).

Input Guidelines:

Enter languages in the order they appear in the item.

Examples:

<u>Language code</u>	<u>Equivalent</u>
eng	<i>English</i>
cze	<i>Czech</i>
dan	<i>Danish</i>
fre	<i>French</i>
ger	<i>German</i>
nno	<i>Norwegian</i>
rus	<i>Russian</i>
spa	<i>Spanish</i>
swe	<i>Swedish</i>

RIGHTS MANAGEMENT (revised 6-8-09)

Definition: The content of this field is intended to be a rights management or usage statement, a URL that links to a rights management statement, or a URL that links to a service providing information on rights management for the resource. A rights management statement may contain information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images, etc.

For Nebraska Memories participants, rights management statements will be hosted on the Nebraska Library Commission site. A URL will be assigned to each participant and included in a controlled vocabulary list. Participants will submit the text of the statement to be posted on that web page. If needed, participants may have more than one statement and URL.

Mandatory: Yes.

Controlled vocabulary: Yes.

Repeatable: No.

Input Guidelines:

Use URL from controlled vocabulary.

Examples:

U.S. and international copyright laws protect this digital image. Commercial use or distribution of the image is not permitted without prior permission of the copyright holder. Please contact XXX for permission to use the digital image.

Copyright to this resource is held by XXX and is provided here for educational purposes only. It may not be downloaded, reproduced, or distributed in any format without written permission of XXX. Any attempt to circumvent the access controls placed on this file is a violation of United States and international copyright laws, and is subject to criminal prosecution.

See also examples at:

- <http://www.memories.ne.gov/rights/wsc.html>
- <http://www.memories.ne.gov/rights/tilden.html>
- <http://www.memories.ne.gov/rights/nshs.html>

TRANSCRIPT (revised 9-21-05)

Definition: Locally-defined field for the transcription of text from an object. This may be used for a hand-written manuscript that is difficult to read, for a translation from a foreign-language to English, or to offer full-text searching of the content.

Mandatory: No.

Controlled vocabulary: No.

Repeatable: No.

COVERAGE (revised 9-21-05)

Definition: Describes the spatial characteristics of the intellectual content of the resource. Spatial refers to the location(s) covered by the intellectual content of the resource (i.e. place names; longitude and latitude; celestial sector; etc.) *not* the place of publication. For artifacts or art objects, the spatial usually refer to the place where the artifact/object originated.

Mandatory: No. Currently recommended **only for use in describing maps, globes, and cartographic resources** or when place cannot be adequately expressed using the **Subject** field.

Controlled vocabulary: No.

Repeatable: Yes, separate with a semicolon and space.

Schemes:

Spatial schemes recommended by Dublin Core Metadata Element Set (DCMES) are:

TGN (Getty Thesaurus of Geographic Names) provides geographic coordinates of named places	http://www.getty.edu/research/tools/vocabulary/tgn/
DCMI Point uses geographic coordinates to locate a point in space	http://dublincore.org/documents/dcmi-point
DCMI Box uses geographic limits to identify a region of space	http://dublincore.org/documents/dcmi-box/

Other schemes available, but not in the DCMES list:

Latitude/longitude coordinates following GNIS practice	http://geonames.usgs.gov/index.html
Ordnance Survey National Grid Reference such as the one for the United Kingdom.	http://www.sewhgpgc.co.uk/os.html

Input Guidelines:

1. Multiple places and physical regions may be associated with the intellectual content of the resource. No hierarchy is implied.
 - a. Using latitude/longitude, enter according to GNIS standards: “A variable-length alphanumeric field that contains geographic coordinate pairs locating the feature. Each coordinate pair is compressed into and fixed at 15 characters. Latitude and longitude values are in degrees, minutes, and seconds followed by a one-character directional indicator. If the degrees of longitude are less than 100, a leading zero is present. The first coordinate pair listed in this element are termed the primary coordinates. In the case of a real features [*i.e. covering a broad area, such as a mountain range*], they represent the location of the approximate geographic center of the feature, whereas the primary coordinates of linear features [*i.e. long & narrow as in a river*] represent the location of the mouth of the feature.”—[GNIS website](#).

- b. Enter coordinates as **DDMMSSXDDMMSSX** with **D**=degrees, **M**=minutes; **S**=seconds, **X**=Directional indicator (N, S, E, or W); citing the latitude first, following by the longitude. Note that 3 spaces are provided for Longitude degrees and only 2 for Latitude. Use leading zeros if needed to fill up allotted spaces. Example: To represent coordinates for Washington Monument in Washington D.C., cite as **385322N0770208W** which translates as latitude of 38 degrees, 53 minutes, 22 seconds North and longitude of 77 degrees, 2 minutes, 8 seconds West.

Examples:

Field Content

394916N0771325W

390254N0954040W

290903N0891512W

442830N084430W

SN 045 055

Explanation of Data

[Latitude/Longitude for Gettysburg National Military Park]

[Latitude/Longitude for Topeka, Kansas]

[Latitude/Longitude for Mississippi River, at its mouth (end) in Pilottown, Louisiana]

[Latitude/Longitude, Higgins Lake in Mich.]

[A place in Wales, using the UK Ordnance Survey Grid System]

CATEGORY (revised 6-4-09)

Definition: Locally-defined field.

Mandatory: No.

Controlled vocabulary: Yes.

Repeatable: Yes.

Input Guidelines:

Please leave blank at this time.

OBJECT FILE NAME (revised 6-8-09)

Definition: Locally-defined field used for batchloading metadata records and images into Nebraska Memories.

Mandatory: Yes, if entering record and image via batchload.

Controlled vocabulary: No.

Repeatable: No.

Input Guidelines:

Importing Multiple Single Items

This field must match exactly the name of the scanned object file; however, there is no specific format required for naming scanned single object files.

Example: scan105.jpg

Importing Multiple Compound Objects

This field must match the name of the folder in which the scanned object files are stored. The files must be properly named. File names play an important part in the document creation process. First, the file names will be the text that users click on to move from one section of the document to the next. Second, they determine the order in which the files will appear in the finished document.

1. The file name needs to be descriptive. Users will use the file names to navigate from page to page. (Remember, in Nebraska Memories each image or PDF document that makes up a Document is referred to as a page.) Think of this information like a table of contents. The file names should be concise and descriptive. They should be spelled and capitalized correctly. Spaces can be used in the filename. The file extension such as .jpg or .pdf will not appear after the item has been added to the collection. The file name may be something simple such as Chapter 1.pdf, or Page 3.jpg or it may be more descriptive such as Phil's Tire Shop.jpg, or Chapter 2 Cattle Yards.pdf.
2. Next you will need to add a number and underscore in front of each file name. The numbers will determine the order in which the files are displayed. It is very important that they are numbered correctly. The numbers will not show after the item has been added to the collection. The number must be in the format of 0001_.

Examples:

Folder name:	Postcard 001.2	Folder name:	Oh, Nebraska
File names:	001_Front.jpg	names:	001_Cover.pdf
002_Back.jp	g	002_Mu	sic.pdf

Folder name:	History of Nebraska	Folder name:	Views of Ft. Robinson
File names:	001_Introduction	File names:	001_Fort
002_Chapter	1.pdf	002_Barrack	s
0003_Chapte	r 2.pdf	003_Troop	s

MARC EQUIVALENTS (revised 10-1-05)

Title	245
Title-Alternative	130, 210, 240, 242, 246, 730, 740
Creator	100, 110, 111, 700, 710, 711, 720
URL	856 \$u
Subject	600, 610, 611, 630, 650, 651, 655
Date.Original	260 \$c
Date.Digital	260 \$c, 500
Description	500-599, except 506, 530, 540, 546
Type	Leader06, Leader 07
Local Accession/Call Number	090-099
Contributor	700, 710, 711
Publisher	260 \$a, \$b
Relation	530, 760-787 \$o, \$t
Source	786 \$o, \$t
Rights Management	506, 540
Format	300 \$a, 533 \$e, 856 \$q
Coverage	034, 255 \$c-\$g
Language	008/35-37 041, 546 (however, codes are different from MARC language codes)
Transcript	500