

# **Guidelines for Cataloging Digital Resources: Bidwern Project**

Version .01

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## Metadata standards used in the Bidwern Project

### Description of Standards

Dublin Core Metadata Initiative (DCMI)	VRA 4.0/ CCO 1.0	IPTC/ Adobe XMP	DSpace/Bidwern Metadata
<p><b>Element: Title</b></p> <p><b>Name:</b> Title</p> <p><b>Identifier:</b> Title</p> <p><b>Definition:</b> A name given to the resource.</p> <p><b>Comment:</b> Typically, a Title will be a name by which the resource is formally known.</p>	<p><b>Title</b></p> <p><b>Qualifiers:</b> Title.Variant Title.Translation Title.Series Title.Larger Entity</p> <p><b>Definition:</b> The title or identifying phrase given to a Work or an Image. For complex works or series, the title may refer to a discrete unit within the larger entity (a print from a series, a panel from a fresco cycle, a building within a temple complex) or may identify only the larger entity itself. A record for a part of a larger unit should include both the title for the part and the title for the larger entity. For an Image record, this category describes the specific view of the depicted Work.</p> <p><b>Data Values:</b> Formulated according to data content rules for titles of works of art.</p>	<p><b>Headline</b></p> <p>Lists keywords to aid in a more detailed search for a object.</p>	<p><b>Title</b></p> <p>Title statement/title proper</p> <p><b>Qualifiers:</b> alternative: Varying (or substitute) form of title proper appearing in item, e.g., abbreviation or translation</p>
<p><b>Element: Creator</b></p> <p><b>Name:</b> Creator</p> <p><b>Identifier:</b> Creator</p> <p><b>Definition:</b> An entity primarily responsible for making the content of the resource.</p> <p><b>Comment:</b> Examples of a Creator include a person, an organization, or a service. Typically, the name of a Creator should be used to indicate the entity.</p>	<p><b>Creator</b></p> <p><b>Qualifiers</b> Creator.Role Creator.Attribution Creator.Personal name Creator.Corporate name</p> <p><b>Description:</b> The names, appellations, or other identifiers assigned to an individual, group, corporate body, or other entity that has contributed to the design, creation, production, manufacture, or alteration of the work or image.</p> <p><b>Data Values (Controlled):</b> recommend ULAN and AAAF (LC authority files).</p> <p><b>Comment:</b> Controlled list for role (e.g., artist, engraver, architect, etc.) and attribution (e.g., school of, workshop of, circle of, style of, follower of, attributed to, etc.) in development.</p>	<p><b>Byline</b></p> <p>Lists the name of the person who made the photo/graphic.</p> <p><b>Byline Title</b></p> <p>Lists the title of the person who made the photo/graphic.</p> <p><b>STF:</b> By staff photographers <b>FRL:</b> By freelance photographers <b>MBR:</b> Picked up from members <b>MAG:</b> Provided by magazines <b>SUB:</b> Picked up from foreign subscribers <b>TEL:</b> Framegrabs from television <b>POOL:</b> Made by pool photographers <b>HO:</b> Handout photographs <b>STR:</b> Made by stringer photographers</p>	<p><b>Creator</b></p> <p>Data for this element not used in DSpace, but for harvested metadata</p>

Dublin Core Metadata Initiative (DCMI)	VRA 4.0/ CCO 1.0	IPTC/ Adobe XMP	DSpace/Bidwern Metadata
<p><b>Element: Subject</b></p> <p>Name: Subject and Keyword Identifier: Subject Definition: The topic of the content of the resource. Comment: Typically, a Subject will be expressed as keywords, key phrases, or classification codes that describe a topic of the resource. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme.</p>	<p><b>Subject</b></p> <p><b>Qualifiers:</b> None</p> <p><b>Description:</b> Terms or phrases that describe, identify, or interpret the Work or Image and what it depicts or expresses. These may include proper names (e.g., people or events), geographic designations (places), generic terms describing the material world, or topics (e.g., iconography, concepts, themes, or issues).</p> <p><b>Data Values:</b> recommend AAT, TGM, ICONCLASS, Sears Subject Headings</p> <p><b>VRA Core 2.0</b> W16 Subject; V8 Visual Document Subject</p>	<p><b>Keywords</b></p> <p><b>Category</b></p> <p>The Category field lists codes that aid in a more detailed search. For example.</p> <p><b>A</b> - News or features <b>F</b> - Financial <b>I</b> - International <b>S</b> - Sports <b>V</b> - Advisories</p>	<p><b>Subject</b></p> <p><b>Definition:</b> Uncontrolled index term</p> <p><b>Qualifiers:</b></p> <p>classification: Catch-all for value from local classification system; global classification systems will receive specific qualifier.</p> <p>ddc: Dewey Decimal Classification Number</p> <p>lcc: Library of Congress Classification Number</p> <p>lcsh: Library of Congress Subject Heading</p> <p>mesh: Medical Subject Headings</p> <p>other: Local controlled vocabulary</p>
<p><b>Element: Description</b></p> <p>Name: Description Identifier: Description Definition: An account of the content of the resource. Comment: Description may include, but is not limited to, an abstract, table of contents, reference to a graphical representation of content, or a free-text account of the content.</p>	<p><b>Description</b></p> <p><b>Qualifiers:</b> None</p> <p><b>Description:</b> A free -text note about the Work or Image, including comments, description, or interpretation, that gives additional information not recorded in other categories.</p> <p><b>Data Values:</b></p> <p><b>VRA Core 2.0:</b> W19 Notes</p>	<p><b>Caption</b></p> <p>Text that accompanies the photo/graphic that contains the Who, What, When, Where, and Why information.</p> <p><b>Caption Writer</b></p> <p>Lists the initials of all the people who wrote or edited the caption, header fields, or image file. This includes toning and pixel editing.</p>	<p><b>Description</b></p> <p><b>Definition:</b> Catch-all for any description not defined by qualifiers</p> <p><b>Qualifiers:</b></p> <p>abstract: Abstract or summary</p> <p>provenance: The history of custody of the item since its creation, including any changes successive custodians made to it</p> <p>sponsorship: Information about sponsoring agencies, individuals, or contractual arrangements for the item</p> <p>statementofresponsibility: To preserve statement of responsibility from MARC records</p> <p>tableofcontents: A table of contents for this item</p> <p>uri: Uniform Resource Identifier pointing to description of this item</p>

Dublin Core Metadata Initiative (DCMI)	VRA 4.0/ CCO 1.0	IPTC/ Adobe XMP	DSpace/Bidwern Metadata
<p><b>Element: Publisher</b></p> <p>Name: Publisher</p> <p>Identifier: Publisher</p> <p>Definition: An entity responsible for making the resource available.</p> <p>Comment: Examples of a Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity.</p>		<p><b>Credit</b></p> <p>The name of the service transmitting the object</p>	<p><b>Publisher</b></p>
<p><b>Element: Contributor</b></p> <p><b>Name:</b> Contributor</p> <p><b>Identifier:</b> Contributor</p> <p><b>Definition:</b> An entity responsible for making contributions to the content of the resource.</p> <p><b>Comment:</b> Examples of a Contributor include a person, an organization, or a service. Typically, the name of a Contributor should be used to indicate the entity.</p>			<p><b>Contributor</b></p> <p><b>Definition:</b> Title statement/ title proper</p> <p><b>Qualifiers:</b></p> <p>alternative: Varying (or substitute) form of title proper appearing in item, e.g., abbreviation or translation</p>
<p><b>Element: Date</b></p> <p><b>Name:</b> Date</p> <p><b>Identifier:</b> Date</p> <p><b>Definition:</b> A date associated with an event in the life cycle of the resource.</p> <p><b>Comment:</b> Typically, Date will be associated with the creation or availability of the resource. Recommended best practice for encoding the date value is defined in a profile of ISO 8601 [W3CDTF] and follows the YYYY/MM/DD format.</p>	<p><b>Date</b></p> <p><b>Qualifiers:</b></p> <p>Date.Creation Date.Design Date.Beginning Date.Completion Date.Alteration Date.Restoration</p> <p><b>Description:</b> Date or range of dates associated with the creation, design, production, presentation, performance, construction, or alteration, etc. of the work or image. Dates may be expressed as free text or numerical.</p> <p><b>Data Values:</b> formulated according to standards for data content (e.g., AACR, DC dates, etc.)</p>	<p><b>Creation Date Time</b></p> <p>The Creation DateTime field is the date the object was originally made.</p>	<p><b>Date</b></p> <p><b>Definition:</b> Use qualified form if possible</p> <p><b>Qualifiers:</b></p> <p>accessioned: Date DSpace takes possession of item</p> <p>available: Date or date range item became available to the public</p> <p>copyright: Date of copyright</p> <p>created: Date of creation or manufacture of intellectual content if different from date. issued</p> <p>issued: Date of publication or distribution.</p> <p>submitted: Recommend for theses and dissertations</p>

Dublin Core Metadata Initiative (DCMI)	VRA 4.0/ CCO 1.0	IPTC/ Adobe XMP	DSpace/Bidwern Metadata
<p><b>Element: Type</b></p> <p>Name: Resource Type</p> <p>Identifier - Type Definition: The nature or genre of the content of the resource.</p> <p>Comment: Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary (e.g., the working draft list of Dublin Core Types [DCT1]). To describe the physical or digital manifestation of the resource, use the Format element.</p>	<p><b>Record Type</b></p> <p><b>Qualifiers:</b> None</p> <p><b>Definition:</b> Identifies the record as being either a Word record, for the physical or created object, or an Image record, for the visual surrogates of such objects.</p> <p><b>Data Values (controlled):</b> Work, Image</p> <p><b>Type</b></p> <p><b>Qualifiers:</b> None</p> <p><b>Definition:</b> Identifies the specific type of Work or Image being described in the record.</p> <p><b>Data Values (controlled):</b> recommend AAT</p>		<p><b>Type</b></p>
<p><b>Element: Format</b></p> <p>Name: Format</p> <p>Identifier: Format</p> <p>Definition: The physical or digital manifestation of the resource.</p> <p>Comment: Typically, Format may include the media - type or dimensions of the resource. Format may be used to determine the software, hardware, or other equipment needed to display or operate the resource. Examples of dimensions include size and duration. Recommended best practice is to select a value from a controlled vocabulary (e.g., the list of Internet Media Types [MIME] defining computer media formats).</p>	<p><b>Measurements</b></p> <p><b>Qualifiers:</b> Measurements.Dimensions Measurements.Format Measurements.Resolution</p> <p><b>Description:</b> The size, shape, scale, dimensions, format, or storage configuration of the Work or Image. Dimensions may include such measurements as volume, weight, area, or running time. The unit used in the measurement must be specified.</p> <p><b>Data Values:</b> Formulated according to standards for data content (e.g., AACR, etc.)</p> <p><b>Material</b></p> <p><b>Qualifiers:</b> Material.Medium Material.Support</p> <p><b>Description:</b> .The substance of which a Work or an Image is composed.</p> <p><b>Data Values (controlled):</b> AAT</p> <p><b>Technique</b></p> <p><b>Qualifiers:</b> None</p> <p><b>Description:</b> The production or manufacturing processes, techniques, and methods incorporated in the fabrication or alteration of the work or image.</p> <p><b>Data Values (controlled):</b> AAT</p>		<p><b>Format</b></p> <p>Catch-all for any format information not defined by qualifiers</p> <p>extent: Size or duration</p> <p>medium: Physical medium</p> <p>mimetype: Registered MIME type identifiers</p>

Dublin Core Metadata Initiative (DCMI)	VRA 4.0/ CCO 1.0	IPTC/ Adobe XMP	DSpace/Bidwern Metadata
<p><b>Element: Identifier</b></p> <p>Name: Resource Identifier</p> <p>Identifier: Identifier</p> <p>Definition: An unambiguous reference to the resource within a given context.</p> <p>Comment: Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. For example, formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI), and the International Standard Book Number (ISBN).</p>	<p><b>ID Number</b></p> <p><b>Qualifiers:</b> ID Number.Current Repository ID Number.Former Repository ID Number.Current Accession ID Number.Former Accession</p> <p><b>Description:</b> The unique identifiers assigned to a Work or an Image.</p> <p><b>Data Values:</b></p>	<p><b>Object Name</b></p> <p>Lists the story slug associated with an object.</p> <p><b>Trans Reference</b></p> <p>The Trans Reference field lists a call letter/number combination associated with an object. It includes the originating sources call letters and number of offerings for a given day. For example: NY105.</p>	<p><b>Identifier</b></p> <p>Catch-all for unambiguous identifiers not defined by qualified form; use identifier. other for a known identifier common to a local collection instead of unqualified form</p> <p>citation Bibliographic citation for works that have been published as a part of a larger work, e.g. journal articles, book chapters</p> <p>govdoc: Government document number</p> <p>isbn: International Standard Book Number</p> <p>issn: International Standard Serial Number</p> <p>sici: Serial Item and Contribution Identifier</p> <p>ismn: International Standard Music Number</p> <p>other: A known identifier type common to a local collection</p> <p>uri: Uniform Resource Identifier</p>
<p><b>Element: Source</b></p> <p><b>Name:</b> Source</p> <p><b>Identifier:</b> Source</p> <p><b>Definition:</b> A Reference to a resource from which the present resource is derived.</p> <p><b>Comment:</b> The present resource may be derived from the Source resource in whole or in part. Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.</p>	<p><b>Source</b></p> <p><b>Qualifiers:</b> None</p> <p><b>Description:</b> A reference to the source of the information recorded about the Work or the Image. For a Work record, this may be a citation to the authority for the information provided. For an Image, it can be used to provide information about the supplying Agency, Vendor, or Individual; or, in the case of copy photography, a bibliographic citation or other description of the image source. In both cases, names, locations, and source identification numbers can be included.</p> <p><b>Data Values:</b></p>	<p><b>Source</b></p> <p>Lists who is the original provider of a photo/graphic, such as AP, an AP member, pool photo provider, or handout photo provider.</p>	<p><b>Source</b></p> <p>Do not use; for harvested metadata only</p>

Dublin Core Metadata Initiative (DCMI)	VRA 4.0/ CCO 1.0	IPTC/ Adobe XMP	DSpace/Bidwern Metadata
<p><b>Element: Language</b></p> <p><b>Name:</b> Language Identifier:</p> <p><b>Language Definition:</b> A language of the intellectual content of the resource.</p> <p><b>Comment:</b> Recommended best practice for the values of the Language element is defined by RFC 1766 [RFC1766] which includes a two-letter Language Code (taken from the ISO 639 standard [ISO639]), followed optionally, by a two-letter Country Code (taken from the ISO 3166 standard [ISO3166]). For example, 'en' for English, 'fr' for French, or 'en - uk' for English used in the United Kingdom.</p>			<p><b>Language</b></p> <p>Catch-all for non-ISO forms of the language of the item, accommodating harvested values</p> <p>iso: Current ISO standard for language of intellectual content, including country codes (e.g., "en_US")</p>
<p><b>Element: Relation</b></p> <p><b>Name:</b> Relation Identifier:</p> <p><b>Relation Definition:</b> A reference to a related resource. <b>Comment:</b> Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.</p>	<p><b>Relation</b></p> <p><b>Qualifiers:</b></p> <p>Relation.Identity Relation.Type</p> <p><b>Description:</b> Terms or phrases describing the identity of the related work and the relationship between the Work being cataloged and the related work. Note: If the relationship is <i>essential</i> (i.e., when the described work includes the referenced works, either physically or logically within a larger or smaller context), use the <b>Title.Larger Entity</b> element.</p> <p><b>Data Values:</b></p>		<p><b>Relation</b></p> <p>Catch-all for references to other related items</p> <p>isformatof: References additional physical form</p> <p>ispartof: References physically or logically containing item</p> <p>ispartofseries: Series name and number within that series, if available</p> <p>haspart: References physically or logically contained item</p> <p>isversionof: References earlier version</p> <p>hasversion: References later version</p> <p>isbasedon: References source.</p> <p>isreferencedby: Pointed to by referenced resource</p> <p>requires: Reference resource is required to support function, delivery, or coherence of item</p> <p>replaces: References preceding item</p> <p>isreplacedby: References succeeding item</p> <p>uri: References Uniform Resource Identifier for related item</p>

Dublin Core Metadata Initiative (DCMI)	VRA 4.0/ CCO 1.0	IPTC/ Adobe XMP	DSpace/Bidwern Metadata
<p><b>Element: Coverage</b></p> <p>Name: Coverage</p> <p>Identifier: Coverage</p> <p>Definition: The extent or scope of the content of the resource.</p> <p>Comment: Coverage will typically include a spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range), or jurisdiction (such as a named administrative entity). Recommended best practice is to select a value from a controlled vocabulary (e.g., the Thesaurus of Geographic Names [TGN]) and that, where appropriate, named places or time periods be used in preference to numeric identifiers such as sets of coordinates or date ranges.</p>	<p><b>Location</b></p> <p><b>Qualifiers:</b></p> <p>Location.Current Site Location.Former Site Location.Creation Site Location.Discovery Site Location.Current Repository Location.Former Repository</p> <p><b>Description:</b> The geographic location or name of the repository, building, or site - specific work or other entity whose boundaries include the Work or Image.</p> <p><b>Data Values (controlled):</b> BHA index, AAAF (LC), <i>Grove's Dictionary of Art Location Appendix</i></p> <p><b>Culture</b></p> <p><b>Qualifiers:</b> None</p> <p><b>Description:</b> The name of the culture, people (ethnonym), or adjectival form of a country name from which a Work or Image originates or with which the Work or Image has been associated.</p> <p><b>Data Values:</b> recommend AAT, LCSH</p>	<p><b>City</b></p> <p>Where the object was originally made. Do not use the transmission points city.</p> <p><b>Country</b></p> <p>Lists the three-letter country code where the object was originally made.</p> <p><b>State</b></p> <p>Lists the state where the photo/graphic was originally made. Use U.S. postal code abbreviations. For file photos do not use the transmission points state. See state abbreviations list</p>	<p><b>Coverage</b></p> <p>spatial: Spatial characteristics of content</p> <p>temporal: Temporal characteristics of content</p>
<p><b>Element: Rights</b></p> <p>Name: Rights Management</p> <p>Identifier: Rights Definition: Information about rights held in and over the resource.</p> <p>Comment: Typically, a Rights element 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 can be made about the status of these and other rights with respect to the resource.</p>	<p><b>Rights</b></p> <p><b>Qualifiers:</b> None</p> <p><b>Description:</b> Information about rights management; may include copyright and other intellectual property statements required for use.</p> <p><b>Data Values:</b></p>	<p><b>Mark As Copyrighted</b></p> <p><b>Copyright Notice</b></p> <p><b>Image URL</b></p>	<p><b>Rights</b></p> <p>Terms governing use and reproduction</p> <p>uri: References terms governing use and reproduction</p>