



Metadata Manual for CONTENTdm Digital Collections

Last updated: 2017-10-12

General Notes

- The fields listed below are based on qualified Dublin Core. For each field, the best qualified Dublin Core mapping is listed for use in both CONTENTdm and Archivematica.
- The fields are listed in the desired order.
- Open Collections | DOIs has **mandatory** fields that must contain values
 - Title
 - Creator
 - Type
 - Publisher – Digital
 - Date Available
 - Identifier (Either Access or Digital)
- If the value for a field is unknown, you may either use the junk value “[unknown]” or if the field is not mandatory/required, you may leave it blank.
- Line breaks are created within a field in two different ways.
 - **For fields that use a controlled vocabulary**, a line break can be added with a semi-colon and a space (for example: “application/pdf; image/jpeg”). (This syntax will work also work if there is no space after the semi-colon, or if there is a space both before and after the semi-colon, but the most common practice in our existing collections has been to only put a space after the semi-colon.)
 - **For fields that do not use a controlled vocabulary**, a line break can be added using the
 tag. *For best results, use two
 tags in a row.*
- In most cases, metadata should be added to the **item** level, and not the page level. The exception is the “Sort Date” which is filled down to the page level for objects to facilitate searching and the “Transcript” field, which is typically added to the page level by CONTENTdm OCR or manual transcription.
- Actual practice in creating metadata has not always been consistent with this template. If you are unsure about an example, consult with a Digital Projects Librarian. Contact information can be found on our homepage (www.diginit.ubc.ca).

Table of Contents¹

| | Field | DC map CONTENTdm | DC map Archivematica | Data Type | Large | Search | Hide | Required | Vocab |
|----|--------------------------------------|---------------------------|-------------------------|--------------|-------|--------|------|----------|-------|
| 1 | Title | Title | title | Text | No | Yes | No | Yes | No |
| 2 | Alternative Title | Title-Alternative | alternative | Text | No | Yes | No | No | No |
| 3 | Creator | Creator | creator | Text | No | Yes | No | Yes | Yes |
| 4 | Contributors | Contributors | contributor | Text | No | Yes | No | No | Yes |
| 5 | Publisher - Original | Publisher | publisher | Text | No | Yes | No | No | No |
| 6 | Date Created | Date-Created | created | Text | No | No | No | No | No |
| 7 | Date Issued | Date-Issued | issued | Text | No | No | No | No | No |
| 8 | Sort Date | Date | date | Date | No | Yes | No | No | No |
| 9 | Description | Description | description | Text | Yes | Yes | No | No | No |
| 10 | Extent | Format-Extent | extent | Text | No | No | No | No | No |
| 11 | Subject | Subject | subject | Text | No | Yes | No | No | Yes |
| 12 | Subject - Geographic | Coverage-Spatial | spatial | Text | No | Yes | No | No | Yes |
| 13 | Personal Names | Subject | subject | Text | No | Yes | No | No | Yes |
| 14 | Genre | Type | type | Text | No | Yes | No | No | Yes |
| 15 | Type | Type | type | Text | No | Yes | No | Yes | Yes |
| 16 | Format | Format | format | Text | No | Yes | No | Yes | Yes |
| 17 | Language | Language | language | Text | No | Yes | No | No | Yes |
| 18 | Notes | Description | description | Text | Yes | Yes | No | No | No |
| 19 | UBC Call Number | Identifier | identifier | Text | No | Yes | No | No | No |
| 20 | Access Identifier | Identifier | identifier | Text | No | Yes | No | No | No |
| 21 | Digital Identifier | Identifier | identifier | Text | No | Yes | No | No | No |
| 22 | Is Part Of | Relation-Is Part Of | isPartOf | Text | No | Yes | No | No | No |
| 23 | Series | Relation-Is Part Of | isPartOf | Text | No | Yes | No | No | No |
| 24 | Source | Source | source | Text | No | Yes | No | No | No |
| 25 | Date Available | Date-Available | available | Text | No | Yes | No | Yes | No |
| 26 | Publisher - Digital | Publisher | publisher | Text | No | No | No | Yes | No |
| 27 | Rights | Rights | rights | Text | No | No | No | No | No |
| 28 | License | Rights-License | license | Text | No | Yes | No | No | Yes |
| 29 | Transcript | None | None | Full Text | Yes | Yes | No | No | No |
| 30 | Translation | None | None | Text | No | Yes | No | No | No |
| 31 | Catalogue Record | Relation-Is Referenced By | isReferencedBy | Text | No | No | No | No | No |
| 32 | Project Website | Relation-Is Referenced By | isReferencedBy | Text | No | No | No | No | No |
| 33 | AIP UUID | Identifier | None | Text | No | Yes | No | No | No |
| 34 | File UUID | Identifier | None | Text | No | Yes | No | No | No |
| 35 | DOI | None | None | Text | No | Yes | No | No | No |

¹ When creating new collections, use the Standard Metadata Template in CONTENTdm. Also note, by default all Vocab is turned off in CONTENTdm for ease of batch uploading. Be sure to turn the Vocab back on for the relevant fields.

1. Title

| | |
|--------------------------------|---|
| Description: | This field is used to indicate the title proper of the work. |
| DC Map (CONTENTdm): | Title |
| DC Map (Archivematica): | title |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | Yes |
| Controlled Vocabulary: | No |
| Formatting: | If a title appears on the work, transcribe it as it appears. Follow the formatting rules of the RDA for titles proper (section 2.3.2). Punctuation can be directly transcribed from the material, but the title should not end in a full-stop period. |

Examples

A general map of North America from the best authorities

A map of the River Thames above Henley, Oxfordshire

Second annual report of the Okanagan Historical and Natural History Society

If no title appears on the work, supply one. Follow the formatting rules of the RDA for devised titles ([section 2.3.2.11](#)). When devising a title, try to describe the resource while including relevant keywords. Put the supplied title in square brackets.

Examples

[Business card for Wm. Perkins, wholesale and retail dealer and commission salesman of farm and garden produce]

[Proceedings of the Supreme Court of British Columbia 1988-01-06]

2. Alternative Title

| | |
|--------------------------------|---|
| Description: | This field may be used for a variety of reasons depending on the resource and the project. Some recommended uses of this field are: <ul style="list-style-type: none">• to transcribe any parallel titles or other title information that appears on the resource• to include an English translation of any non-English titles• to include a transcription of the title with corrected spelling |
| DC Map (CONTENTdm): | Title-Alternative |
| DC Map (Archivematica): | alternative |
| Data type: | Text |
| Large: | No |
| Search: | Yes |

Hide: No
Required: No
Controlled Vocabulary: No
Formatting: For transcriptions of parallel titles, follow the relevant formatting rules in the RDA ([section 2.3.3](#)).

For transcriptions of other title information, follow the relevant formatting rules in the RDA ([section 2.3.4](#)).

When the title proper appears in a language other than English, in part or in full, transcribe it as it appears in the “Title” field. Supply an English translation in the “Alternative Title” field.

Example

I came—I saw—I skedaddled Title appears as “Veni—vedi—skedaddleali”

When the title contains spelling errors or contractions, transcribe it as it appears in the “Title” field. Supply a version with corrected spelling in the “Alternative Title” field, to facilitate keyword searching.

Examples

My residence at Salmon River Title appears as “My risedent at Salmon River”

Buying provisions for Christmas Title appears as “Buying provisions for Xmas”

When adding more than one alternate title, separate values with two
 tags.

Syntax for Multiple Alternative Titles

[first alternative title]

[second alternative title]



3. Creator

Description: This field is used to indicate the entity or entities primarily responsible for creating the work.
DC Map (CONTENTdm): Creator
DC Map (Archivematica): creator
Data type: Text
Large: No
Search: Yes
Hide: No
Required: No
Controlled Vocabulary: Yes
Formatting: **Do not transcribe the statement of responsibility as it appears. Instead, find a Library of Congress authority record for the creator from <http://authorities.loc.gov>.**

Note that you want to search the *Name Authority Headings*, not the Subject Authority Headings.

Also note that you should use records marked as either “Authorized Heading” or

“Authorized & References”. Do not use records marked only as “References”. For example, in the image below, the first record should be used.

| # | Bib Records | <i>select icon in first column to...</i> View Authority Headings/References |
|---|-------------|--|
|  1 | 273 | Nixon, Richard M. (Richard Milhous), 1913-1994 |
|  2 | 0 | Nixon, Richard Milhous, 1913-1994 |

If you find a record for the correct creator, but it is marked “References”, click on the “References” icon and it will link to the correct authority record.

Note that the UBC Library catalogue will occasionally differ from the Library of Congress authority records. **Records should always be taken from the Library of Congress website, not the UBC Library catalogue.**

If there is no authority record for an individual creator, indicate the creator according to the following examples and syntax:

Examples

Macdonald, John Rhys

Macdonald, J. R.

Macdonald

Syntax

[last name], [first name] [middle name]

Use only the initials if that is all that is known.

Use only as much information as is known.

For any corporate authors first follow the authority record. If there is NO authority record for a corporate creator do the following: If the corporation name includes a body name such as Limited/ Coporation/ &, do not record it unless it is necessary to distinguish the company from a name. If neccessesary record the full word (limited vs. ltd/ corporation vs. co) unless a preferential name accessible. ([section 11.2.2.4](#)).

Examples for indicating the creator according to the following examples and syntax:

Examples

University of X. Y Unit

University of X. Y Unit. Z Office

Fake Photography

Jane Doe Limited

John Doe Co.

Syntax

[general corporate name]. [specific corporate name]

Indicate as many hierarchical levels as are needed.

[Name appears without authority record but is distinguishable as a company]

[Name appears without authority record, but company name looks like individual author name]

[Name appears without authority record. Preferential name (with Co.) found elsewhere.]

If there is more than one creator, separate the authority records with a semi-colon and a space.

Syntax for Multiple Creators

[record for first creator] ; [record for second creator]

Since the controlled vocabulary is enabled for this field, the two creators will appear on separate lines.

If the creator is unknown, the [unknown] value can be used. If there is no creator, this field can be left blank.

4. Contributors

| | |
|--------------------------------|--|
| Description: | This field is used to indicate entities that are responsible for making contributions to the work. |
| DC Map (CONTENTdm): | Contributors |
| DC Map (Archivematica): | contributor |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | Yes |
| Formatting: | Use the same formatting rules as for the "Creator" field. |

5. Publisher - Original

| | |
|--------------------------------|---|
| Description: | This field is used to indicate both the publisher and the place of publication of the original work. It should not be used to indicate the publisher of the digital object. |
| DC Map (CONTENTdm): | Publisher |
| DC Map (Archivematica): | publisher |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | This field should contain both the place of publication and the name of the publisher. Separate this information with a space, a colon, and another space as follows: |

Syntax for Publisher Information

[place of publication] : [name of publisher]

Examples

Vancouver : Douglas and McIntyre

[place of publication unknown] : [publisher not identified]

[place of publication unknown] : Valentine Calson

Both the place of publication and the name of the publisher should be transcribed as they appear on the original work. If this information does not appear on the original work, but is known from other sources, it should be transcribed as it would appear if it were on the original resource. Do not use authority records for this field. If unknown, the [unknown] value can be used.

If there are multiple publishers, separate the values with two
 tags.

Syntax for Multiple Publishers

[first place of publication] : [name of first publisher]

[second place of publication] : [name of second publisher]

6. Date Created

Description:

This field is used to indicate the date an object was created. Generally an object will have a value for “Date Created” or “Date Issued” but not both. However, if both are applicable, both should be given.

DC Map (CONTENTdm):

Date-Created

DC Map (Archivematica):

created

Data type:

Text

Large:

No

Search:

No

Hide:

No

Required:

No

Controlled Vocabulary:

No

Formatting:

When a specific date is known, it should be entered using the format “YYYY-MM-DD”.

Example

1923-03-09

For March 9th, 1923.

When the specific day, or month is not known, this information may be omitted. If the date is unknown, add an approximate date using one of the formats listed in RDA ([section 6.4](#)) such as including the range of dates for the collection.

Example

between 1980 and 2000

For dates between 1980 and 2000.

Examples

1923-03

For March 1923.

1923

For 1923.

If the date is known from a source other than the resource itself, put the date in square brackets.

Examples

[1923-03-09]

[1923]

If the probable date is known, put it in square brackets and add a question mark after the date inside the square brackets.

Examples

[1923-03-09?]

[1923?]

If the work is known to have been created during one of two consecutive years, use the following syntax:

Example

[1923 or 1924]

If the work is known to have been created sometime between two dates, but the specific date is not known, use the following syntax:

Examples

[between 1970 and 1979?]

For any date in the 1970s, inclusive.

[between 1970-03 and 1971-02-05?]

For any date between the two specified, inclusive.

Note that the above formatting should be used, even if the work is known to have been created within a specific decade. Do not use “1970s” or “197-?”.

If the specific date range is not known, but the work is known to have been created before or after a certain date, use the following syntax:

Examples

[not before 1900]

For 1900 or later.

[not after 1897]

For 1897 or earlier.

If the work is known to have been created across a range of years, use the following syntax.

Examples

| | |
|-------------|---|
| 1823-1834 | Date range is found on original object. |
| [1823-1834] | Date range is supplied. |

If the date before Common Era (i.e. before the year 0 CE (also known as AD) – **depart** from the RDA manual. Do NOT use BC (Before Christ) or AD (Anno Domini). Instead please use the following syntax:

Examples

| | |
|--------------|---|
| [100 CE] | For 100 years into Common Era. |
| [1200 BCE] | For 1200 Before Common Era or later. |
| [30,000 BCE] | For 30 kya (30 thousand years ago) |
| [45 MYA] | For 45 millions years ago – if we archive fossils |

7. Date Issued

| | |
|--------------------------------|---|
| Description: | This field is used to indicate the date an object was published or otherwise issued. Generally an object will have a value for “Date Created” or “Date Issued” but not both. However, if both are applicable, both should be given. |
| DC Map (CONTENTdm): | Date-Issued |
| DC Map (Archivematica): | issued |
| Data type: | Text |
| Large: | No |
| Search: | No |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | This field should be formatted according to the same rules as the “Date Created” field. |

8. Sort Date

| | |
|--------------------------------|---|
| Description: | Sort Date is a required field since it is the default field that will be used on the new interface, Open Collections. |
| DC Map (CONTENTdm): | Date |
| DC Map (Archivematica): | date |
| Data type: | Date |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | This field must be strictly formatted in either the “YYYY”, “YYYY-MM” or “YYYY-MM-DD” format. |

Dates that appear in one of these three formats in the “Date Created” field should be copied directly into this field.

Dates that appear differently in the “Date Created” field should be stripped of all additional formatting before being copied into this field. When a date range is present in the “Date Created” field, use the **latest** of the possible dates. Unlike other departments in the library, we use the latest date for copyright reasons.

| Date Created | Sort Date |
|--------------------------|------------|
| 1945-10-11 | 1945-10-11 |
| [1991-03] | 1991-03 |
| [1991-03?] | 1991-03 |
| [1923 or 1924] | 1924 |
| [between 1970 and 1979?] | 1979 |
| [not before 1900] | 1900 |
| 1823-1834 | 1834 |
| 2,100 BC | 2,100 BCE |

If the “Date Created” field states that a work was created “not after [date]” then it has no earliest possible date. In this case, the sort date field should be left blank.

Similarly, if the “Date Created” field contains the junk value “[unknown]”, the “Sort Date” field should be left blank.

When creating the Sort Date, include as much granularity as possible.

9. Description

| | |
|--------------------------------|--|
| Description: | This field may be used to give a general account of the object. Generally speaking, all details mentioned in this field should be visible on the digital object. |
| DC Map (CONTENTdm): | Description |
| DC Map (Archivematica): | description |
| Data type: | Text |
| Large: | Yes |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Describe the resource, using any keywords that may be important. Use simple language to describe the content of images. |

Transcribe any short captions on the image if desired, and only if there is no “Transcript” field for the collection.

Examples

Image of Adolf Hitler holding mask of Richard Nixon.

Image of skeleton on front page. The back page is a manufactured mass media poster.

Text listing common household items.

Text reads: "When will it end?"

Spanish text translates to: "Stop the war".

Text in bottom right corner reads: "When will it end?"

This plate is taken from Henry Taunt's book, *A New Map of the River Thames*, first published in 1872. Taunt carried out the survey himself and illustrated the book with his own photography.

If line breaks are desired, separate the lines with two
 tags.

Syntax for line breaks

[first line of description]

[second line of description]

10. Extent

| | |
|--------------------------------|--|
| Description: | This field is used to indicate the extent (size or duration) of the <i>original</i> object represented by the digital object. |
| DC Map (CONTENTdm): | Format-Extent |
| DC Map (Archivematica): | extent |
| Data type: | Text |
| Large: | No |
| Search: | No |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Follow the rules of the RDA for recording physical descriptions, using the following syntax and as many of the following elements as are applicable, important, or available for the resource: |

Syntax for physical descriptions

[[extent](#)] : [[base material](#)], [[applied material](#)], [[illustrative content](#)], [[colour content](#)], [[reduction ratio](#)], [[sound content](#)], [[sound characteristic](#)], [[layout](#)], [[production method](#)] ; [[dimensions](#)], [[book format](#)] + [[related manifestation](#)]

This same list of syntax can be found in appendix D of the RDA.

Examples

1 poster : colour, print ; 46 × 32 cm
1 print : black and white, woodcut ; 10 × 12 cm
1 painting : paper, watercolour, colour
1 photograph : black and white
page 1012-1205
223 pages

If, in rare cases, multiple physical descriptions are desired, separate the lines with two
 tags.

Syntax line breaks

[first physical description]

[second physical description]

11. Subject

| | |
|--------------------------------|--|
| Description: | This field is used to enter general subject headings. |
| DC Map (CONTENTdm): | Subject |
| DC Map (Archivematica): | subject |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | Yes |
| Formatting: | When assigning subject headings to images , take subject headings from the Thesaurus of Graphic Material (TGM) URL: http://www.loc.gov/pictures/collection/tgm/ |

Examples

Thesaurus of Graphic Material (TGM)

Landscapes (Representations)
Mountains
Portraits
Boats

More information about the **TGM** can be found here:
<http://www.loc.gov/rr/print/tgm2/>

When describing **textual resources**, use the **Library of Congress Subject Headings**. Unlike subject headings for images taken from TGM, the subject headings for textual resources represent a hierarchy.

If possible please choose only Authorized Subject headings. If no authorized subject headings exist then choose the adjacent Subject Heading that has been used the largest number of times.

Do not include periods when inputting Subject Headings.

URI: <http://authorities.loc.gov/help/subj-auth.htm> Separate subject headings with a semi-colon and a space.

Library of Congress Subject Headings (LCSH)

Sailors--Personal narratives

Railroads--Canada

Hotels--British Columbia--Victoria--1900-1945

Public schools--British Columbia--Vancouver

Syntax for Multiple Subjects

[first subject heading] ; [second subject heading]

Since the controlled vocabulary is enabled for this field, the two subject headings will appear on separate lines.

12. Subject - Geographic

Description: This field is used to indicate locations depicted in the material being described.

DC Map (CONTENTdm): Coverage-Spatial

DC Map (Archivematica): spatial

Data type: Text

Large: No

Search: Yes

Hide: No

Required: No

Controlled Vocabulary: Yes

Formatting: Use the **Library of Congress Subject Headings (LCSH)** as the primary thesaurus.

URI: <http://id.loc.gov/authorities/subjects.html>

For more specific Canadian place names, supplement the LCSH with the **Geographical Names Board of Canada's thesaurus**.

URL: <http://www.nrcan.gc.ca/earth-sciences/geography-boundary/geographical-name/11680>

For more specific American place names, supplement the LCSH with the **U.S. Board of Geographic Names's thesaurus**.

URL: <http://geonames.usgs.gov>

Separate subject headings with a semi-colon and a space.

Examples

British Columbia
Iron Springs (Alta.)
Winnipeg (Man.)
San Francisco (Calif.)
Vancouver (B.C.)
Thompson-Nicola (B.C.)

Syntax for Multiple Subjects

[first subject heading] ; [second subject heading]

Since the controlled vocabulary is enabled for this field, the two subject headings will appear on separate lines.

13. Personal Names

| | |
|--------------------------------|--|
| Description: | This field is used to enter the names of people who appear as the subject of the resource, the names of important people mentioned in the resource, and the names of people who are depicted in portraits. |
| DC Map (CONTENTdm): | Subject |
| DC Map (Archivematica): | subject |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | Yes |
| Formatting: | When possible, names should be formatted according to Library of Congress Authorities . |
| | URI: http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First |
| | For more information on authorities, view the formatting information for the Creator field. |
| | Separate subject headings with a semi-colon and a space. |

Syntax for Multiple Personal Names

[first personal name] ; [second personal name]

Since the controlled vocabulary is enabled for this field, the two personal names will appear on separate lines.

14. Genre

| | |
|--------------------------------|--|
| Description: | This field is used to indicate the specific cultural category of the <i>original</i> object represented by the digital object. |
| DC Map (CONTENTdm): | Type |
| DC Map (Archivematica): | type |
| Data type: | Text |

Large: No
Search: Yes
Hide: No
Required: No
Controlled Vocabulary: Yes

Formatting: We use four types of genre terms:

- terms from the **LC Basic Genre Terms for Cultural Heritage Materials**
- terms from the **RBMS Controlled Vocabulary for Genre Terms**
- terms from the **LC Genre Terms for Recorded Sound Reference Center**
- original genre terms

Whenever possible, terms should come from the [LC Basic Genre Terms for Cultural Heritage Materials](#).

URL: <http://memory.loc.gov/ammem/techdocs/genre.html>

We have used the following terms from **LC Basic Genre Terms for Cultural Heritage Materials**:

Advertisements

Albums

Architecture

Blank Forms

Books

Broadsides

Cartoons (Commentary)

Catalogs

Clippings

Correspondence

Diaries

Drawings

Ephemera

Interviews

Landscapes

Manuscripts

Maps

Miscellaneous documents

Motion Pictures

Paintings

Photographs

Physical Objects

Portraits

Postcards

Posters

Prints

When a resource cannot be adequately described by the above vocabulary, additional terms may be used from the [RBMS Controlled Vocabulary for Genre Terms](#). Note that this thesaurus *only* applies to textual material.

URL: http://rbms.info/vocabularies/genre/alphabetical_list.htm

We have used the following terms from the **RBMS Controlled Vocabulary for Genre Terms**:

Account books

Addresses

Advertising cards

Autobiography

Awards

Charter

Games

Glossaries

Indexes

Invitations

Legislative addresses

Legislative proceedings

Manuals (Handbooks)
Memorials (Commemorative)
Menus
Music
Newspapers
Periodicals

Poetry
Schedules
Record-keeping works
Travel literature
Trial proceedings
Military registers

When a resource is a sound recording terms may be used from the [LC Genre Terms for Recorded Sound Reference Center](#). Note that this thesaurus only applies to sound recordings.

URL: <http://www.loc.gov/rr/record/gen.html>

We have used the following terms from the **LC Genre Terms Recorded Sound**:

Criticism

News

Outtakes

Panel discussions

Press conferences

Public service announcements

Sports news and commentary

In some cases, we have supplemented the thesauri about with our own **original genre terms**. We have used the following original genre terms:

Conferences

Documentaries

Epigraphic Squeezes

Forums

Instructions

Separate genre terms with a semi-colon and a space.

Syntax for Multiple Genres

[first genre term] ; [second genre term]

Since the controlled vocabulary is enabled for this field, the two genre terms will appear on separate lines.

15. Type

| | |
|--------------------------------|--|
| Description: | This field is used to indicate the broad category of the <i>digital</i> object. |
| DC Map (CONTENTdm): | Type |
| DC Map (Archivematica): | type |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | Yes |
| Controlled Vocabulary: | Yes |
| Formatting: | Terms should come from the DCMI Type Vocabulary . URL: http://dublincore.org/documents/dcmi-terms/ (found under DCMI Terms). |

Note that images and videos should be given the specific terms “Still Image” and “Moving Image” respectively. Neither should be given the term “Image”. In addition, when a video contains sound, it should be given the terms “Moving Image ; Sound”. Also note that a still image primarily composed of textual material should be simply given the term “Text”.

In cases where the DCMI Type terms are composed of more than one word, spaces should be entered between the words. For example, “Moving Image” is correct, whereas “MovingImage” is not.

There should only be one Type for every object. For example, it’s either a Still Image or a Moving Image. We have used the following terms from the **DCMI Type Vocabulary**.

Moving Image

Still Image

Sound

Text

16. Format

| | |
|--------------------------------|---|
| Description: | This field is used to indicate the digital file formats that are available for download. Note that these may differ from the format of the file that was uploaded into CONTENTdm, and the format of the file on display. UBC IT has stipulated that only one type of format can be entered into this field for searching purposes. The general practice has been that if the objects are text based, such as a book, periodical, letter, and so on, the format of application/pdf has been given prevalence. However, this decision is up to the project manager and should be consulted regarding any questions for entering data into this field. |
| DC Map (CONTENTdm): | Format |
| DC Map (Archivematica): | format |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | Yes |
| Controlled Vocabulary: | Yes |
| Formatting: | Terms should come from the IANA MIME Media Types Vocabulary. URL: http://www.iana.org/assignments/media-types/media-types.xhtml |

Note that the hierarchical levels of the thesaurus should be represented by a forward slash (“/”). Also note that capitalization should not be added. For example, an image that is available for download as a .JPG file should be given the format “image/jpeg”.

There should only be one Format for every object. For example, it's either an application/pdf or an image/jpeg. We have used the following terms from the **IANA MIME Media Types Vocabulary**:

| | |
|-----------------|-----------|
| application/pdf | video/mpg |
| audio/wav | video/mov |
| image/jpeg | video/avi |
| image/jp2 | |
| video/mp4 | |

17. Language

| | |
|--------------------------------|--|
| Description: | This field is used to enter the language of the resource. Use <i>only</i> if the resource contains text. |
| DC Map (CONTENTdm): | Language |
| DC Map (Archivematica): | language |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | Yes |
| Formatting: | Use the MARC Code List for Languages to determine the proper spelling and identification of languages. URL: http://www.loc.gov/marc/languages/langhome.html This list should not be used to translate language names into their ISO 639-2 codes. Instead, languages should be entered according to their natural language names (for example, use "English" instead of "eng"). Note that the list above does not identify specific Chinese dialects (such as Mandarin and Cantonese), nor does it identify specific types of Chinese characters (such as simplified characters or traditional characters). Instead, Chinese language materials are all described simply as being "Chinese". So far we have used the following languages |

| | | |
|----------|----------|---------|
| Chinese | German | Russian |
| Croatian | Italian | Serbian |
| Czech | Japanese | Spanish |
| English | Latin | |
| French | Polish | |

18. Notes

| | |
|--------------------------------|--|
| Description: | This field may be used to indicate any notes the cataloguer may have about the digital object, particularly those that are not descriptions of the resource. |
| DC Map (CONTENTdm): | Description |
| DC Map (Archivematica): | description |
| Data type: | Text |
| Large: | Yes |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Use simple language to enter notes. |

Examples

Removed from “Disasters” album.

Title taken from earlier editions.

Creator determined due to similarity to BC 177/158/49.

If line breaks are desired, separate the lines with two

 tags.

Syntax line breaks

[first line of notes]

[second line of notes]

19. UBC Call Number

| | |
|--------------------------------|---|
| Description: | This field is used to indicate the call number of the original object in the UBC Library catalogue . |
| DC Map (CONTENTdm): | Identifier |
| DC Map (Archivematica): | identifier |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Indicate the call number as it appears in the UBC Library catalogue. |

20. Access Identifier

| | |
|--------------------------------|---|
| Description: | This field should be used to indicate any identifiers that are used by the institution housing the original work, and that could be used to access the original work. |
| DC Map (CONTENTdm): | Identifier |
| DC Map (Archivematica): | contributor |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |

| | |
|-------------------------------|---|
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Identifiers should be listed according to the syntax used by the institution housing the original work. |

There are two main kinds of access identifiers used at Rare Books and Special Collections: **RBSC numbers** and **BC numbers**. RBSC numbers tend to be given to items stored in boxes and folders. BC numbers tend to be given to photographs. Note that BC numbers are not limited to photographs pertaining to British Columbia.

RBSC numbers take the following form:

Syntax for RBSC numbers

RBSC-ARC-[control number]-[box number]-[folder number]-[item number]

The control number is a four-digit number assigned to most collections. Note that, for many collections, the box and folder numbers do not have leading zeroes; however, item numbers usually have leading zeroes. Also note that letters are usually capitalized, and hyphens are used instead of underscores.

BC numbers take the following form:

Syntax for BC numbers

BC [#]_[#]_[#]

Note that each number may contain any number of digits, and may even contain letters. The numbers may or may not include leading zeroes. This is a loose format, and may be different in different collections.

21. Digital Identifier

| | |
|--------------------------------|---|
| Description: | This field may be used to indicate the identifier assigned by Digital Initiatives. It is often the file name of the digital file. For some collections, our digital collection is the only finding aid available. Our identifiers may also be used to assist with sorting the items in a collection. |
| DC Map (CONTENTdm): | Identifier |
| DC Map (Archivematica): | identifier |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Indicate the identifier, as it is understood in Digital Initiatives. This is usually the file name of the item, <i>without the appended file extension</i> . |

22. Is Part Of

| | |
|---------------------|--|
| Description: | This field is used to indicate the physical source of the original object the digital object represents. This is often, but not limited to, an archival fonds. |
|---------------------|--|

| | |
|--------------------------------|---|
| DC Map (CONTENTdm): | Relation-Is Part Of |
| DC Map (Archivematica): | isPartOf |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Name the physical source of the original object according to the wording of the institution housing the original object. When dealing with materials from Rare Books and Special Collections, consult http://rbsarchives.library.ubc.ca when finding the names of their physical collections. |

When no specific wording is given, create one.

In cases where the digital collection covers all and only the items of a particular source, try to keep the value in this field consistent with the name of the digital collection.

Use only one value per entry. Do not input multiple "Is part of" values.

If multiple values exist in a single digital collection, this should be explained on the collection homepage.

23. Series

| | |
|---------------------|---|
| Description: | <p>This field is used to indicate an internal grouping within the digital collection which may include:</p> <ul style="list-style-type: none"> • Digital collections that may be comprised of resources from multiple physical collections • Internal hierarchy of an archival fonds • Any other internal grouping of a digital collection <p>Usage is adapted from Rules for Archival Description (RAD) and Resource Description and Access (RDA)</p> <p>RAD - Series (archival): (1) Documents arranged systematically or maintained as a unit because they relate to a particular function of subject, result from the same activity, have a particular form, or because of some other relationship arising out of their creation or arising out of their receipt and use. (2) A level of description.</p> <p>RDA 2.12 – Series: A group of separate manifestations related to one another by the fact that each manifestation bears, in addition to its own title proper, a collective title applying to the group as a whole with or without number or a separately numbered sequence of volumes or issues within a series or serial.</p> |
|---------------------|---|

| | |
|--------------------------------|---------------------|
| DC Map (CONTENTdm): | Relation-Is Part of |
| DC Map (Archivematica): | isPartOf |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |

Formatting: Transcribe the series statement as it appears on the source of information.
When no specific wording is given, create one.
Use only one value per entry.

Examples

Digital collections that may be comprised of resources from multiple physical collections

- RBSC Bookplates comprises of UBC Collection ; Eiichi Hirose Collection ; etc.
- Ethel Johns fonds contains Correspondence. 1936-1967 ; Manuscript series. 1870-1967 ; etc.

Any other internal grouping of a digital collection

- Identification of mulit set of monographs in BC Historical Books

24. Source

Description: This field is used to enter a citation including all information needed with the original object.

DC Map (CONTENTdm): Source

DC Map (Archivematica): source

Data type: Text

Large: No

Search: Yes

Hide: No

Required: No

Controlled Vocabulary: No

Formatting: Name the physical source and grouping of the object according to the wording of the institution housing the original object.
When no specific wording is given, create one.
Use only one value per entry. Do no input multiple series statements.

Syntax for Source

Original Format: [corporate name of institution housing original object]. [name of physical collection]. [access identifier]

The corporate name of the institution should follow the RDA rules for corporate names ([section A.16](#)).

The name of the physical collection should take the exact same wording as the value of the "Is Part Of" field.

The access identifier should appear the same way as it does in the "Access Identifier" field. If there are multiple access identifiers, choose whichever would be most useful for access. If the resource has no access identifier, it may be omitted from this field. If there is a call number instead of an access identifier, it may be used instead.

For materials from Rare Books and Special Collections, use the following format:

Example

Original Format: University of British Columbia. Library. Rare Books and Special Collections. Peter Anderson fonds. RBSC_ARC_1007_1_1_1a

If the access identifier is omitted, also omit the period after the collection name. The value of this field should not end in a period, although periods should be used to separate all hierarchical levels.

Example

Original Format: University of British Columbia. Library. Rare Books and Special Collections. Andrew McCormick Maps and Prints

25. Date Available

| | |
|--------------------------------|---|
| Description: | This field is used to indicate the date an object was made available online by Digital Initiatives. |
| DC Map (CONTENTdm): | Date-Available |
| DC Map (Archivematica): | available |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | Yes |
| Controlled Vocabulary: | No |
| Formatting: | This field should be formatted as either “YYYY”, “YYYY-MM” or “YYYY-MM-DD”. |

If the metadata is updated, do not update the contents of this field to indicate the date of the metadata update. However, if a digital object is replaced by a significantly higher quality version, update the contents of this field to indicate the date the significantly high quality version was made available. Include as much granularity as possible when populating this field.

26. Publisher - Digital

| | |
|--------------------------------|--|
| Description: | This field is used to indicate the University of British Columbia Library as the publisher of the digital objects. |
| DC Map (CONTENTdm): | Publisher |
| DC Map (Archivematica): | publisher |
| Data type: | Text |
| Large: | No |
| Search: | No |
| Hide: | No |
| Required: | Yes |
| Controlled Vocabulary: | No |
| Formatting: | This field should be filled in as follows: |

Vancouver : University of British Columbia Library

27. Rights

| | |
|--------------------------------|---|
| Description: | This field is used to indicate the rights held over the resource, and the permissions users have over the resource. |
| DC Map (CONTENTdm): | Rights |
| DC Map (Archivematica): | rights |
| Data type: | Text |
| Large: | No |
| Search: | No |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | When appropriate, use the following phrasing: |

Rights Statement

Images provided for research and reference use only. Permission to publish, copy, or otherwise use these images must be obtained from [collection holder]: [URL for contact page on collection holder's website]

For materials from Rare Books and Special Collections, use the following rights statement:

Example

Images provided for research and reference use only. Permission to publish, copy, or otherwise use these images must be obtained from Rare Books and Special Collections: <http://rbsc.library.ubc.ca>

For materials that we have the rights over, use the following statement:

Example

Images provided for research and reference use only. Permission to publish, copy, or otherwise use these images must be obtained from the Digitization Centre: <http://digitize.library.ubc.ca/>

28. License

| | |
|--------------------------------|---|
| Description: | This field is used to describe specific usage permissions for the resource. |
| DC Map (CONTENTdm): | Rights-License |
| DC Map (Archivematica): | license |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | Yes |
| Formatting: | Use the Creative Commons license selection tool to find the appropriate license. http://creativecommons.org/choose/ If unsure about the appropriate license, read more here: |

http://wiki.creativecommons.org/Before_Licensing or consult a digital projects librarian.

Example

This work is licensed for use under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License (CC BY-NC-ND 4.0):
<http://creativecommons.org/licenses/by-nc-nd/4.0/>

29. Transcript

| | |
|--------------------------------|--|
| Description: | This field is used to enter a transcript of the resource. The transcript may be entered manually, or it may be entered automatically by CONTENTdm. |
| DC Map (CONTENTdm): | None |
| DC Map (Archivematica): | |
| Data type: | Full Text Search |
| Large: | Yes |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Transcribe all the text as it appears on the document, or set CONTENTdm to automatically fill this field using OCR. |

30. Translation

| | |
|--------------------------------|---|
| Description: | This field is used to enter a translation of the resource. The translation will need to be entered manually. |
| DC Map (CONTENTdm): | None |
| DC Map (Archivematica): | None |
| Data Type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Include the translation of the text of the resource. You can only include translations of a single language. Multi-lingual translations are not supported for this field. |

31. Catalogue Record

| | |
|--------------------------------|---|
| Description: | This field may be used to link to the UBC Library's catalogue record for the resource. |
| DC Map (CONTENTdm): | Relation-Is Referenced By |
| DC Map (Archivematica): | isReferencedBy |
| Data type: | Text |
| Large: | No |
| Search: | No |

| | |
|-------------------------------|---|
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Copy the permanent URL from the UBC catalogue record, and past it directly into this field with no formatting. CONTENTdm will automatically generate a hyperlink. The permanent URL for a catalogue record can be found at the bottom of the catalogue record. |

32. Project Website

| | |
|--------------------------------|---|
| Description: | This field may be used to link to the project website. It should only be used if the project website is <i>different</i> than one of our standard Open Collections home page. |
| DC Map (CONTENTdm): | Relation-Is Referenced By |
| DC Map (Archivematica): | isReferencedBy |
| Data type: | Text |
| Large: | No |
| Search: | No |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Enter the URL directly into this field with no formatting. CONTENTdm will automatically generate a hyperlink. |

33. AIP UUID

| | |
|--------------------------------|--|
| Description: | The AIP UUID refers to the whole Archival Information Package. This field will be populated with a unique identifier generated by Archivematica. This serve as the link between the CONTENTdm version and the digitally preserved Archivematica version. |
| DC Map (CONTENTdm): | Identifier |
| DC Map (Archivematica): | None |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Archivematica will automatically generate the data for this field, or you will be entering the identifier as it appears in Archivematica. |

Example

AIP UUID: 87018e40-44e4-47cf-9b07-fe64380b1b89

34. File UUID

| | |
|----------------------------|---|
| Description: | The File UUID refers to the individual TIFF files with a AIP (Archival Information Package). This field will be populated with a unique identifier generated by Archivematica. This will serve as the link between the CONTENTdm version and the digitally preserved Archivematica version. |
| DC Map (CONTENTdm): | Identifier |

| | |
|-------------------------------|---|
| DC Map (Archivemata): | None |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Archivemata will automatically generate the data for this field, or you will be entering the identifier as it appears in Archivemata. |

Example

File UUID: ba37f7a4-c565-4328-bc78-831a57a5575f

35. DOI

Description: The DOI (digital object identifier) is a serial code used to identify objects uniquely. This field will be populated with a unique identifier generated by OpenCollections automation. This will serve as the URL link location to where the object can be found as well.

| | |
|-------------------------------|---|
| DC Map (CONTENTdm): | None |
| DC Map (Archivemata): | None |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Open Collections will automatically generate the data for this field. |

Example

DOI: 1.0046837