# Metadata Manual for CONTENTdm and AtoM Digital Collections

*Last updated: 2021-06-28*

This metadata manual is for digital collections in CONTENTdm and AtoM.
- [CONTENTdm table of contents](#)
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## General Notes for CONTENTdm Metadata

- 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.
- The following fields are **mandatory** in our metadata schema. Fields with an asterisks (*) are additionally mandatory for DOI assignment and minting in Open Collections.
    - Title*
    - Type*
    - Format
    - Is Part Of
    - Publisher – Digital*
    - Date Available*
    - Digital Identifier
- Multiple entries in a field are separated by a space, a semi-colon, and another space (e.g. "Portraits ; Boats").
- Line breaks are implemented by using <br> tag in the following fields:
    - Description
    - Notes
    - Transcript
    - Translation
- 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 ([https://digitize.library.ubc.ca/](https://digitize.library.ubc.ca/)).

**CDM Table of Contents[1]**

| | Field | DC map CONTENTdm | DC map Archivematica | Open Collections map | Data Type | Large | Search |
|---|---|---|---|---|---|---|---|
| 1 | Title | Title | title | Title | Text | No | Yes |
| 2 | Alternative Title | Title-Alternative | alternative | Alternate Title | Text | No | Yes |
| 3 | Creator | Creator | creator | Creator | Text | No | Yes |
| 4 | Contributors | Contributors | contributor | Contributor | Text | No | Yes |
| 5 | Publisher - Original | Publisher | publisher | Publisher | Text | No | Yes |
| 6 | Date Created | Date-Created | created | Date Created | Text | No | No |
| 7 | Date Issued | Date-Issued | issued | Date Issued | Text | No | No |
| 8 | Sort Date | Date | date | Sort Date | Date | No | Yes |
| 9 | Description | Description | description | Description | Text | Yes | Yes |
| 10 | Extent | Format-Extent | extent | Extent | Text | No | No |
| 11 | Subject | Subject | subject | Subject | Text | No | Yes |
| 12 | Subject - Geographic | Coverage-Spatial | spatial | Geographic Location | Text | No | Yes |
| 13 | Personal Names | Subject | subject | Person or Corporation | Text | No | Yes |
| 14 | Genre | Type | type | Genre | Text | No | Yes |
| 15 | Type | Type | type | Type | Text | No | Yes |
| 16 | Format | Format | format | File Format | Text | No | Yes |
| 17 | Language | Language | language | Language | Text | No | Yes |
| 18 | Language Code | Language | language | Language | Text | No | Yes |
| 19 | Notes | Description | description | Notes | Text | Yes | Yes |
| 20 | UBC Call Number | Identifier | identifier | Identifier | Text | No | Yes |
| 21 | Access Identifier | Identifier | identifier | Identifier | Text | No | Yes |
| 22 | Digital Identifier | Identifier | identifier | Identifier | Text | No | Yes |
| 23 | Is Part Of | Relation-Is Part Of | isPartOf | Collection | Text | No | Yes |
| 24 | Series | Relation-Is Part Of | isPartOf | Series | Text | No | Yes |
| 25 | Source | Source | source | Source | Text | No | Yes |
| 26 | Date Available | Date-Available | available | Date Available | Text | No | Yes |
| 27 | Publisher - Digital | Publisher | publisher | Provider | Text | No | No |
| 28 | Rights | Rights | rights | Rights | Text | No | No |
| 29 | License | Rights-License | license | License | Text | No | Yes |
| 30 | Transcript | N/A | N/A | Full Text | Full Text | Yes | Yes |
| 31 | Translation | N/A | N/A | Translation | Text | No | Yes |
| 32 | Catalogue Record | Relation-Is Referenced By | isReferencedBy | Catalogue Record | Text | No | No |
| 33 | Project Website | Relation-Is Referenced By | isReferencedBy | Project Website | Text | No | No |
| 34 | Latitude | N/A | spatial | Latitude | Text | No | No |
| 35 | Longitude | N/A | spatial | Longitude | Text | No | No |
| 36 | AIP UUID | Identifier | N/A | AIP UUID | Text | No | Yes |
| 37 | DOI | N/A | N/A | Is Shown At | Text | No | Yes |

[1]Note: Within CDM, only Title is required and no controlled vocabularies need to be turned on. No field should be hidden.

# 1. Title

| | |
|---|---|
| **Description:** | This field is used to indicate the title proper of the work. |
| **DC Map (CONTENTdm):** | Title |
| **DC Map (Archivematica):** | title |
| **OC Map:** | 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]

When giving supplied titles, do not include dates, as these will be supplied in the date fields.

## 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:<br>• to transcribe any parallel titles or other title information that appears on the resource<br>• to include an English translation of any non-English titles<br>• to include a transcription of the title with corrected spelling |
| **DC Map (CONTENTdm):** | Title-Alternative |
| **DC Map (Archivematica):** | alternative |
| **OC Map:** | AlternateTitle |
| **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](#)).<br><br>For transcriptions of other title information, follow the relevant formatting rules in the RDA ([section 2.3.4](#)).<br><br>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 skedadelled   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 alternative title, separate values with a space, semi-colon, and space.

## 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 |
| **OC Map:** | 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.<br><br>Note that you want to search the *Name Authority Headings*, not the Subject Authority Headings.<br><br>Also note that you should use records marked as either "Authorized Heading" or "Authorized & References". Do not use records marked only as "References".<br><br>For example, in the image below, the first record should be used.<br><br>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.<br><br>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 | Syntax |
| --- | --- |
| Macdonald, John Rhys | [last name], [first name] [middle name] |
| Macdonald, J. R. | Use only the initials if that is all that is known. |
| Macdonald | 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: Give the name by which the corporate body is commonly identified (e.g. "University of British Columbia" instead of "UBC"). If you cannot determine the commonly known name, record it as it appears on the work or, if not on the work, on other associated sources (section 11.2.2.4).

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

| Examples | Syntax |
| --- | --- |
| University of X. Y Unit | [general corporate name]. [specific corporate name] |
| University of X. Y Unit. Z Office | [Indicate as many hierarchical levels as are needed. |
| Fake Photography | [Name appears without authority record but is distinguishable as a company] |
| Jane Doe Limited | [Name appears without authority record, recorded as it appears on work.] |
| John Doe Co. | [Name appears without authority record. Name is how creator is commonly known.] |

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

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

If the creator is unknown, use [unknown]. 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 |
| OC Map: | 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 |
| OC Map: | 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:

If place of publication is unknown, give the value "[place of publication unknown]". If publisher is unknown, give "[publisher not identified]". Place square brackets around any values that are taken from other resources.

**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 there are multiple publishers, separate the values with a space, semi-colon, and a space.

## 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 |
| OC Map: | DateCreated |
| 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.

**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 exact date is unknown, add an approximate date using one of the formats listed in RDA (section 6.4).

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 1980 and 2000?] | For probable dates between 1980 and 2000. |
| [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 over a range of years, use the following syntax.

If the date range is more granular that just a year, place two dashes between the dates.

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:

If the date is unknown, use the [unknown] value.

## 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 |
| OC Map: | DateIssued |
| 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: | This field is used to change "Date Created" or "Date Issued" into a format that can be understood by the Open Collections interface. |
|---|---|

| | |
|---|---|
| **DC Map (CONTENTdm):** | Date |
| **DC Map (Archivematica):** | date |
| **OC Map:** | SortDate |
| **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/Issued" fields should be copied directly into this field.

Dates that appear differently in the "Date Created/Issued" fields should be stripped of all additional formatting before being copied into this field. When a date range is present in the "Date Created/Issued" fields, 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 after 1900] | 1900 |
| 1823-1834 | 1834 |
| 2,100 BC | 2,100 BCE |

If the "Date Created/Issued" fields state that a work was created "not before [date]" then it has no latest possible date. In this case, the sort date field should be left blank.

Similarly, if the "Date Created/Issued" fields contains the junk value "[unknown]", the "Sort Date" field should be left blank.

If there is both a Date Created and a Date Issued, default to the Date Issued, as this should be the later date.

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 |
| **OC Map:** | 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.<br><br>Transcribe any **short** captions on the image if desired, and only if there is no "Transcript" field for the collection.<br><br>Line breaks are implemented by using <br> tag. |

## 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.

Edition: 2$^{nd}$ edition

Edition: Second illustrative edition

"With account of High School Opening." -- Title page

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.

Include edition statements here. Transcribe the edition statement as it appears on the original work, following the rules in section 2.5.1.4.

## Syntax for edition statements

Edition: [edition information]

If no edition statement appears, but is deemed important, supply one using square brackets.

## Examples

Edition: 2$^{nd}$ edition

Edition: Second illustrative edition

Edition: [Third edition]

# 10. Extent

| | |
|---|---|
| **Description:** | This field is used to indicate the extent (size or duration) of the *original* object represented by the digital object. |
| **DC Map (CONTENTdm):** | Format-Extent |
| **DC Map (Archivematica):** | extent |
| **OC Map:** | 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], [layout], [production method] ; [dimensions]

## 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

Format the extend for audiovisual items as follows:

## Syntax for audiovisual descriptions

[extent] : [colour content], [sound content], [aspect ratio], [sound characteristic] ; [duration]

## Examples

1 audiocassette : stereo, Dolby-B encoded ; 40 min

1 videodisc : black and white, silent ; 1 hr, 32 min

For books and documents, do not give "1 book" or "1 document," instead, give the number of pages. List any time pages restart, if they change from Roman to Arabic, or if they're only given a range. Base these numbers on the page numbers of the book. If there are no page numbers, count from the title page of from the start of the book's content to the end of the book's content.

75 pages : illustrations, maps (1 folded) ; 19 cm

iii, 56, 72 pages : photographs, advertisements (folded) ; 20 cm

iv, 45-356 pages : illustrations (some folded), maps ; 32 cm

17 unnumbered pages : illustrations ; 11 cm x 8.5 cm

Include if there are any illustrations, photographs, maps, or advertisements in the item. Indicate if any of these are folded within the item.

When giving the height of a book, round up to the nearest centimeter.

If, in rare cases, multiple physical descriptions are desired, separate the lines     with a space, semi-colon, and space.

**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 |
| OC Map: | Subject |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | Yes |
| Formatting: | See below for formatting according to specific types. |

**Images**
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/

**Textual Resources**

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

To supplement the Library of Congress Subject Headings, you may use **Canadian Subject Headings (CSH)** when describing **textual records** of **ethnic or cultural groups in Canada.**
https://wiki.ubc.ca/images/8/85/Canadian_subject_headings.pdf

Since CSH has been removed from the LAC website, the Digitization Centre uses an archived version from April 3, 2019.

CSH headings for ethnic groups within Canada are constructed differently from LCSH and differently from those headings where language is the key aspect. As an example, while LCSH use **Italians—Canada**, CSH would use two different headings to distinguish between two different topis: (1) **Italian Canadians** for works discussing Canadian citizens of Italian ancestry; and (2) **Italians—Canada** for works on Canadian residents of Italian nationality who are not yet citizens, or who are not permanently domiciled in Canada.

Other headings for topics related to ethnic groups follow similar patterns: e.g. **Somali Canadians**; **Portuguese Canadian women**; **Black Canadians in business**; **Art, French-Canadian**. For French-speaking Canadians in general, CSH has **Canadians, French-speaking**, instead of LCSH's **French-Canadians**. CSH extends **Canadians, English-speaking** to include all people of that group. The same approach extends to headings such as **Students, French-speaking Canadian**.

**Canadian Subject Headings (CSH)**
Chinese Canadian veterans
Italian Canadians--Civil rights
Japanese Canadians--Evacuation and relocation--1942-1945

CSH should be used for instances where the corresponding LCSH is inappropriate for the item being described. In such cases, use CSH **instead** of LCSH.

Consult with the project supervisor to determine which Canadian Subject Headings are appropriate for your project.

Separate multiple values with space, semi-colon, space.

## 12. Subject – Geographic

| | |
|---|---|
| **Description:** | This field is used to indicate locations depicted in the material being described. **Only use when a geographic area is the subject of a work, not just if a work was created in a particular area.** |
| **DC Map (CONTENTdm):** | Coverage-Spatial |
| **DC Map (Archivematica):** | spatial |
| **OC Map:** | GeographicLocation |
| **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.<br><br>URI: https://authorities.loc.gov/ |

For more specific Canadian place names that cannot be found in LCSH, supplement the LCSH with the **Geographical Names Board of Canada's thesaurus**. URL: http://www4.rncan.gc.ca/search-place-names/search?lang=en

If place names in the Canadian thesaurus do not contain information about which province or territory a place is in, add the information according to the following formatting:

British Columbia = (B.C.)  New Brunswick = (N.B.)
Alberta = (Alta.)  Nova Scotia = (N.S.)
Saskatchewan = (Sask.)  Prince Edward Island = (P.E.I.)
Manitoba = (Man.)  Nunavut = (Nunavut)
Ontario = (Ont.)  Northwest Territories =
Quebec = (Québec)  (N.W.T.)
Newfoundland and Labrador = (N.L.)  Yukon = (Yukon)

For more specific American place names, supplement the LCSH with the **U.S. Board of Geographic Names thesaurus**. URL: https://www.usgs.gov/core-science-systems/ngp/board-on-geographic-names/domestic-names

Separate subject headings with a space, semi-colon, space

## 13. Personal Names

| | |
|---|---|
| **Description:** | This field is used to enter the names of people and/or corporations 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 |
| **OC Map:** | PersonOrCorporation |
| **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**.<br><br>URI: http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First<br><br>For more information on authorities, view the formatting information for the Creator field. |

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

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 *original* object represented by the digital object. |
| **DC Map (CONTENTdm):** | Type |
| **DC Map (Archivematica):** | type |
| **OC Map:** | Genre |
| **Data type:** | Text |
| **Large:** | No |
| **Search:** | Yes |
| **Hide:** | No |
| **Required:** | No |
| **Controlled Vocabulary:** | Yes |
| **Formatting:** | We use five types of genre terms:<br><br>• **LC Basic Genre Terms for Cultural Heritage Materials**<br>• **RBMS Controlled Vocabulary for Genre Terms**<br>• **LC Genre Terms for Recorded Sound Reference Center**<br>• **FISH Archaeological Object Thesaurus**<br>• original genre terms |

**Textual Resources**

Whenever possible, terms for **textual resources** 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 | Interviews |
| Albums | Landscapes |
| Architecture | Manuscripts |
| Blank Forms | Maps |
| Books | Motion Pictures |
| Broadsides | Paintings |
| Cartoons (Commentary) | Photographs |
| Catalogs | Physical Objects |
| Clippings | Portraits |
| Correspondence | Postcards |
| Diaries | Posters |
| Drawings | Prints |
| Ephemera | |

When a textual 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 | Manuals (Handbooks) |
| Addresses | Memorials (Commemorative) |
| Advertising cards | Menus |
| Autobiography | Music |
| Awards | Newspapers |
| Charter | Periodicals |
| Games | Poetry |
| Glossaries | Schedules |
| Indexes | Record-keeping works |
| Invitations | Travel literature |
| Legislative addresses | Trial proceedings |
| Legislative proceedings | Military registers |

## Sound

When a resource is a **sound recording** that cannot be represented by the LC Basic Terms of RBMS Controlled Vocabulary, 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**:

## Physical Objects

When a resource is a **physical object** that cannot be represented by the LC Basic Terms or RBMS Controlled Vocabulary, terms may be used from the **FISH Archaeological Objects Thesaurus**. Terms can be viewed in both alphabetical and hierarchical formats. Scope notes for terms can be found in the alphabetical document.
URL: http://www.heritage-standards.org.uk/fish-vocabularies/

Note that terms from the **Written Item** section of the thesaurus should not be used, as these terms conflict with other terms currently in use.

Use the narrowest term possible and avoid all terms that are predominantly used as gathering terms (e.g. Signs or Symbols, Armour <By Construction>, etc.). Change terms to title case when transcribing.

We have used the following terms from the **FISH Archaeological Object Thesaurus**:

| | |
|---|---|
| Papyrus | Badge |
| Inkwell | Jacket |
| Lantern | Playing Card |

**Note:** Due to the complexity of the FISH Thesaurus, object terms should only be applied under the guidance and with the approval of a Librarian or Library Assistant.

## Other

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

Cuneiform inscriptions                    Documentaries
Conferences                               Epigraphic Squeezes

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

### Syntax for Multiple Genres

[first genre term] ; [second genre term]

## 15. Type

| | |
|---|---|
| **Description:** | This field is used to indicate the broad category of the *digital* object. |
| **DC Map (CONTENTdm):** | Type |
| **DC Map (Archivematica):** | type |
| **OC Map:** | Type |
| **Data type:** | Text |
| **Large:** | No |
| **Search:** | Yes |
| **Hide:** | No |
| **Required:** | Yes |
| **Controlled Vocabulary:** | Yes |
| **Formatting:** | Terms should come from the **DCMI Type Vocabulary**.<br><br>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". 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.<br><br>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 |
| **OC Map:** | FileFormat |
| **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.<br>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 *only* if the resource contains text, or spoken language. |
| **DC Map (CONTENTdm):** | Language |
| **DC Map (Archivematica):** | language |
| **OC Map:** | 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](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 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 | | |

Separate multiple languages with a space, semi-colon, and a space.

## Syntax for Multiple Languages

[first language] ; [second language term]

## 18. Language Code

| | |
|---|---|
| **Description:** | This field may be used to enter the language of the resource using the corresponding language code. Use *only* if the resource contains text, or spoken language. |
| **DC Map (CONTENTdm):** | Language |
| **DC Map (Archivematica):** | language |
| **OC Map:** | Language |
| **Data type:** | Text |
| **Large:** | No |
| **Search:** | Yes |
| **Hide:** | No |
| **Required:** | No |
| **Controlled Vocabulary:** | Yes |
| **Formatting:** | Use ISO 639-3 language codes to format the entries<br>URL: [https://iso639-3.sil.org/code_tables/639/data](https://iso639-3.sil.org/code_tables/639/data)) |

Quick reference for codes for languages already in use

Chinese                                    zho

| | |
|---|---|
| Croatian | hrv |
| Czech | ces |
| English | eng |
| French | fra |
| German | deu |
| Hakka Chinese | hak |
| Italian | ita |
| Japanese | jpn |
| Latin | lat |
| Mandarin Chinese | cmn |
| Polish | pol |
| Russian | rus |
| Serbian | srp |
| Spanish | spa |
| Yue Chinese | yue |

## Syntax for Multiple Languages

[first language] ; [second language term]

## 19. 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 |
| OC Map: | Notes |
| Data type: | Text |
| Large: | Yes |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Use simple language to enter notes.<br>Use <br> tags to indicate line breaks. |

## 20. 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 |
| **OC Map:** | 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. |

## 21. 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):** | identifier |
| **OC Map:** | Identifier |
| **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:**

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:**

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.

## 22. Digital Identifier

| | |
|---|---|
| **Description:** | This field is used to indicate the identifier assigned by Digital Initiatives. It is 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 |
| **OC Map:** | Identifier |
| **Data type:** | Text |
| **Large:** | No |
| **Search:** | Yes |
| **Hide:** | No |
| **Required:** | Yes |
| **Controlled Vocabulary:** | No |
| **Formatting:** | Indicate the identifier, as it is understood in Digital Initiatives. It is usually based upon either the Access Identifier or the Call Number of an item. **Check with the project supervisor before assigning digital identifiers.** This is the file name of the item, *without the appended file extension*. |

## 23. Is Part Of

| | |
|---|---|
| **Description:** | This field is used to indicate the highest level digital collection that an item belongs to. |
| **DC Map (CONTENTdm):** | Relation-Is Part Of |
| **DC Map (Archivematica):** | isPartOf |
| **OC Map:** | Collection |
| **Data type:** | Text |
| **Large:** | No |
| **Search:** | Yes |
| **Hide:** | No |

| Required: | Yes |
|---|---|
| Controlled Vocabulary: | No |
| Formatting: | Name the collection that the item is part of. This should match with the name of the collection as it is displayed in Open Collections.<br><br>When working with aggregate collections, put the name of the top-level collection instead of the CONTENTdm Sub-collection.<br><br>Ensure that this value is consistent across the collection. |

## 24. Series

| Description: | This field is used to indicate an internal grouping within the digital collection which may include any kind of internal grouping of a digital collection (i.e. several items belonging to the same gazette).<br><br>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. |
|---|---|
| DC Map (CONTENTdm): | Relation-Is Part of |
| DC Map (Archivematica): | isPartOf |
| OC Map: | Series |
| 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. Series statements should come from the following sources (in order of preference):<br>1. The series title page<br>2. Somewhere else on the item (e.g. the cover)<br>3. If there is no explicit series name, derive one from the title proper.<br><br>Do not include square brackets if the series name is taken from another source. Ensure that the series name is consistent across all of the items in the series.<br><br>If a series name has changed over time, continue using the first/earliest name. Include history of name changes in the Notes field if it is important for identification or access (section 2.17.11.6.1).<br><br>Series should be formatted the same as Title and Alternative Title. |

## 25. Source

| Description: | This field is used to enter a citation including all information needed to find the original object in its physical location. |
|---|---|
| DC Map (CONTENTdm): | Source |
| DC Map (Archivematica): | source |
| OC Map: | 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. Go down to the most granular level of the organizational hierarchy (i.e. give the name of the archival series, sub-series, etc.)<br><br>When no specific wording is given, create one.<br>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]. [name of archival series]. [access identifier or call number]

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

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 should be used instead. In instances where there is both an access identifier and a call number, put both (separate them using a period and a space.)

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. John Keenlyside Legal Research Collection. Court Documents. Inferior Court of Civil Justice. RBSC-ARC-1300-2-02

If there is no access identifier or call number, 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.

This field should be left blank for born digital items.

## 26. 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 |
| **OC Map:** | DateAvailable |
| **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".<br><br>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. |

## 27. 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 |
| **OC Map:** | Provider |
| **Data type:** | Text |
| **Large:** | No |
| **Search:** | No |
| **Hide:** | No |
| **Required:** | Yes |
| **Controlled Vocabulary:** | No |
| **Formatting:** | This field should be filled in as follows:<br>Vancouver : University of British Columbia Library |

## 28. 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 |
| **OC Map:** | 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/

## 29. License

| | |
|---|---|
| **Description:** | This field is used to describe specific usage permissions for the resource. |
| **DC Map (CONTENTdm):** | Rights-License |
| **DC Map (Archivematica):** | license |
| **OC Map:** | 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.<br>http://creativecommons.org/choose/<br><br>If unsure about the appropriate license, read more here:<br>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/

## 30. 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): | N/A |
| DC Map (Archivematica): | N/A |
| OC Map: | FullText |
| 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. |

## 31. Translation

| Description: | This field is used to enter a translation of the resource. The translation will need to be entered manually. |
|---|---|
| DC Map (CONTENTdm): | N/A |
| DC Map (Archivematica): | N/A |
| OC Map: | Translation |
| Data type: | Text |
| Large: | No |
| Search: | Yes |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Include the translation of the text of the resource.<br><br>You can only include translations of a single language.<br><br>Multi-lingual translations are not supported for this field. |

## 32. 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 |
| **OC Map:** | CatalogueRecord |
| **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. |

**Note:** Do not take this information from your browser's URL. Ensure that you are using the permalink, which will always start with http://resolve.library.ubc.ca/.

This field may also be used to link to RBSC AtoM records from http://rbscarchives.library.ubc.ca/index.php/ and Archives finding aids from https://archives.library.ubc.ca/textual-records/.

## 33. Project Website

| | |
|---|---|
| **Description:** | This field may be used to link to the project website. It should only be used if the project website is *different* than one of our standard Open Collections home page. |
| **DC Map (CONTENTdm):** | Relation-Is Referenced By |
| **DC Map (Archivematica):** | isReferencedBy |
| **OC Map:** | ProjectWebsite |
| **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. |

## 34. Latitude

| | |
|---|---|
| **Description:** | This field is used to indicate locations depicted in the material being described. **Only use when a geographic area is the subject of a work, not just if a work was created in a particular area.** |
| **DC Map (CONTENTdm):** | N/A |

| | |
|---|---|
| DC Map (Archivematica): | spatial |
| OC Map: | Latitude |
| Data type: | Text |
| Large: | No |
| Search: | No |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Enter in decimal format. |

## Example

59.566667

## 35. Longitude

| | |
|---|---|
| Description: | This field is used to indicate locations depicted in the material being described. **Only use when a geographic area is the subject of a work, not just if a work was created in a particular area.** |
| DC Map (CONTENTdm): | N/A |
| DC Map (Archivematica): | spatial |
| OC Map: | Longitude |
| Data type: | Text |
| Large: | No |
| Search: | No |
| Hide: | No |
| Required: | No |
| Controlled Vocabulary: | No |
| Formatting: | Enter in decimal format. |

## Example

-133.7

## 36. 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 serves as the link between the CONTENTdm version and the digitally preserved Archivematica version. |
| DC Map (CONTENTdm): | Identifier |
| DC Map (Archivematica): | N/A |
| OC Map: | AIPUUID |
| 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

87018e40-44e4-47cf-9b07-fe64380b1b89 ; e9659483-5340-4499-bb35-d7c67f4aaf4c

If there are multiple AIP UUIDs, separate them with a space, semi-colon, and a space.

## 37. DOI

| | |
|---|---|
| **Description:** | The DOI (digital object idenitifer) 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):** | N/A |
| **DC Map (Archivematica):** | N/A |
| **OC Map:** | IsShownAt |
| **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

**General Notes for AtoM Metadata**

- RBSC is responsible for creating the basic AtoM description for each fonds.
  - This description should have a fonds-level description and file-level descriptions for each object that is being digitized.
  - RBSC does not use several of the metadata fields that are particularly important in OC (e.g. subject, geographic location, etc.). It is thus the responsibility of the Digitization Centre to enhance these records for findability in OC.
- Due to the rarity of item-level descriptions in AtoM, Open Collections is largely mapped to the file-level, which is the level above the item-level (aka the digital object) description.
  - If you find an item-level description that is missing a file-level description, contact a librarian.
  - **Unless otherwise noted, all of the following fields refer to the file-level description.** The item-level description should not need to be enhanced.
- Not all AtoM fields are harvested into OC. With the exception of the "Restrictions on Access" field, all of the following fields are harvested into OC. The fields and descriptions that are not harvested will only be viewable when accessing the collection through AtoM. If you alter any additional fields, they will not display in AtoM.
- Only file-level descriptions with attached digital objects are harvested into OC.

| | Field | Description Level | DC map | EAD map | Open Collections map |
|---|---|---|---|---|---|
| **1 Title and Statement of Responsibility Area** | | | | | |
| 1.1 | Title Proper | File | <dc:title> | <unittitle encodinganalog="1.1B"> | Title |
| 1.2 | Parallel Titles | File | N/A | <unittitle type="parallel" encodinganalog="1.1D"> | Alternate Title |
| **2 Dates of Creation Area** | | | | | |
| 2.1 | Creation Date | File | N/A | <unitdate normal="" encodinganalog="1.4B2"> | Date Created |
| 2.2 | Publish Date | File | N/A | <unitdate datechar="publication" normal="" encodinganalog="1.4F"> | Date Issued |
| **3 Archival Description Area** | | | | | |
| 3.1 | Scope and Content | File | <dc:description> | <scopecontent encodinganalog="1.7D"> | Description |
| **4 Notes Area** | | | | | |
| 4.1 | General Note | File | N/A | <note type="generalNote" encodinganalog="1.8B21"> | Notes |
| **5 Access Points** | | | | | |
| 5.1 | Subject Access Points | File | <dc:subject> | <controlaccess><subject> | Subject |
| 5.2 | Place Access Points | File | <dc:coverage> | <controlaccess><geogname> | Geographic Location |
| 5.3 | Genre Access Points | File | N/A | <controlaccess><genreform> | Genre |
| **6 Pre-existing and Autogenerated Metadata[2]** | | | | | |
| 6.1 | Creator | Fonds | <dc:creator> | <origination encodinganalog="1.4D"><name id="atom_66666_actor"> | Creator |
| 6.2 | Physical description | File | <dc:format> | <physdesc encodinganalog="1.5B1"> | Extent |
| 6.3 | Media type | Item | <dc:type> | N/A | Type |
| 6.4 | Mime-type | Item | <dc:format> | N/A | File Format |
| 6.5 | Language | File | <dc:language xsi:type="dcterms:ISO639-3"> | <langmaterial encodinganalog="1.8B9a"><language langcode=""> | Language |
| 6.6 | Reference code | File | N/A | <unitid encodinganalog="1.8B11"> | Identifier |
| 6.7 | Title Proper | Fonds | <dc:title> | <unittitle encodinganalog="1.1B"> | Collection |
| 6.8 | Title Proper | Sub/Series | <dc:title> | <unittitle encodinganalog="1.1B"> | Series |
| 6.9 | Repository | File | N/A | <repository><corpname> | Source |
| 6.10 | Uploaded | Object | N/A | <filedesc><publicationstmt><date normal=""> | Date Available |
| 6.11 | Sort Date | N/A | N/A | N/A | Sort Date |
| 6.12 | Restrictions on Access | Fonds | rights | <accessrestrict encodinganalog="1.8B16a"> | Rights |
| 6.13 | N/A | N/A | N/A | N/A | Provider |
| 6.14 | N/A | N/A | N/A | N/A | Full Text |
| 6.15 | N/A | N/A | N/A | N/A | Is Shown At |

[2] These fields will either be filled in by RBSC or will be autogenerated upon harvesting to Open Collections

## 1.1 Title Proper

**Description:** This field is used to indicate the title proper of the work.
**Description Level:** File
**DC Map:** <dc:title>
**EAD Map:** <unittitle encodinganalog="1.1B">
**OC Map:** Title
**Required:** Yes
**Controlled Vocabulary:** No
**Formatting:** Titles are either taken from original folders in the fonds or are supplied by archivists.

Titles present on original files should not be changed.

### Example

Executive outgoing correspondence

If no title appears on the folders in the fonds (or if the fonds was not organized into folders originally), the archivist supplies titles. Supplied titles can be identified by their square brackets.

### Examples

[Minutes and correspondence of CUE Executive

[Provincial Affiliation Committee] (1 of 2)

When enhancing metadata for digitization, supplied titles can be changed if necessary to provide additional clarity.

**Note**: when supplied titles are changed, the original file will also need to be updated. Check with RBSC before changing titles.

Titles in AtoM display with dates at the end, however this is a combining of the date proper and the date field. When the title is ingested into Open Collections, it will not display the date.

## 1.2 Parallel Titles

**Description:** Should only be used in instances where the file is predominantly about one type of content (e.g a book) that has an alternative title. Could also be used for the English version of a title in another language.
**Description Level:** File
**DC Map:** N/A
**EAD Map:** <unittitle type="parallel" encodinganalog="1.1D">
**OC Map:** Alternate Title
**Required:** No
**Controlled Vocabulary:** No
**Formatting:** Follow same rules as with Title Proper.

## 2.1 Creation Date

| | |
|---|---|
| **Description:** | This field is used to indicate the date an object was created. |
| **Description Level:** | File |
| **DC Map:** | N/A |
| **EAD Map:** | <unitdate normal="" encodinganalog="1.4B2"> |
| **OC Map:** | Date Created |
| **Required:** | No |
| **Controlled Vocabulary:** | No |
| **Formatting:** | If a date already exists, click on the pencil icon to edit the date. Otherwise, click "Add new." In pop up, ensure that "Creation" is selected from the drop down under "Event type."

Under Date, enter a date according to the Date Created guidelines. Dates in AtoM are usually a range, since they are covering multiple items in a folder.

Under "Start" and "End", enter dates only in the formats: YYYY-MM-DD, YYYY-MM, or YYYY. |

**Examples**

| | |
|---|---|
| Date: [between 1880 and 1890] | Date: 1970-1975 |
| Start: 1880 | Start: 1970 |
| End: 1890 | End: 1975 |

Ensure that all dates in the collection are formatted this way. In order to check dates, submit a ticket to IT to get a spreadsheet of all Dates, Start Dates, and End Dates. Date can be formatted as text, but Start and End dates must be in a computer readable format.

There can be multiple Creation Date values. Generally, an object will have a value for "Creation Date" or "Publish Date" but not both. However, if both are applicable, both should be given.

## 2.2 Publish Date

| | |
|---|---|
| **Description:** | This field is used to indicate the date an object was published. |
| **Description Level:** | File |
| **DC Map:** | N/A |
| **EAD Map:** | <unitdate datechar="publication" normal="" encodinganalog="1.4F"> |
| **OC Map:** | Date Issued |
| **Required:** | No |
| **Controlled Vocabulary:** | No |
| **Formatting:** | Use only for published materials. Format in the same way as Creation Date, but select "Publication" from the Event Type drop down. |

## 3.1 Scope and Content

| | |
|---|---|
| **Description:** | This field is used to provide a summary of the items in a folder. |
| **Description Level:** | File |

| | |
|---|---|
| **DC Map:** | <dc:description> |
| **EAD Map:** | <scopecontent encodinganalog="1.7D"> |
| **OC Map:** | Description |
| **Required:** | No |
| **Controlled Vocabulary:** | No |
| **Formatting:** | Give a summary/description of the contents of the file. Follow the [Rules for Archival Description section 1.7D3 Scope and Content for a file (p.61)](#) guidelines. Describe the contents of the file and range of dates it contains (if possible). Generally, descriptions should be kept to higher level subjects, but note when other materials are present as well. Such as saying the majority of items are meeting minutes but there are also legal correspondence and personal notebooks, etc. |

### Example

File contains executive meeting minutes dated March 4, 1978 to December 2, 1978. Topics discussed include correspondence, letters of support and donations to other unions and workers' groups, strike actions and negotiations, financial reports and decisions, Local reports, organizing a teaching assistant and support staff union (TSSU) at Simon Fraser University (SFU), discussions on student work study employment, participation in an International Women's Day parade, the UIC Maternity Leave report, newsletter, presentation from the Canadian Union of Postal Workers (CUPW). File also contains one blank charter from the Canadian Labor Union, and the Special AUCE Executive Meeting Re: 1978 AUCE Convention Agenda dated April 28, 1978.

## 4.1 General Notes

| | |
|---|---|
| **Description:** | This field is used to describe additional information about contents in a folder. |
| **Description Level:** | File |
| **DC Map:** | N/A |
| **EAD Map:** | <note type="generalNote" encodinganalog="1.8B21"> |
| **OC Map:** | Notes |
| **Required:** | No |
| **Controlled Vocabulary:** | No |
| **Formatting:** | Use this field to capture additional information about the objects. For example, note if the file contains duplicates that were not digitized, if copyrighted material was not digitized or redacted, etc. |

### Examples

File contains duplicate copies of convention minutes found in 10-05.

Copyrighted material in newsletters has been redacted.

Personal information (phone numbers) has been redacted.

## 5.1 Subject Access Points

| | |
|---|---|
| **Description:** | This field is used to enter general subject headings. |
| **Description Level:** | File |

| | |
|---|---|
| **DC Map:** | <dc:subject> |
| **EAD Map:** | <controlaccess><subject> |
| **OC Map:** | Subject |
| **Required:** | No |
| **Controlled Vocabulary:** | Yes |
| **Formatting:** | Format this field like the Subject field in CDM. Use the Library of Congress Subject Headings. Please choose only Authorized Subject headings. Do not include periods when inputting Subject Headings. |
| | Headings must be entered one by one in AtoM. If the heading already exists, select it from the drop-down menu. |

> **Examples**
>
> Sailors--Personal narratives
>
> Railroads--Canada
>
> Hotels--British Columbia--Victoria--1900-1945
>
> Public schools--British Columbia--Vancouver

## 5.2 Place Access Points

| | |
|---|---|
| **Description:** | This field is used to indicate locations depicted in the material being described. **Only use when a geographic area is the subject of a work, not just if a work was created in a particular area.** |
| **Description Level:** | File |
| **DC Map:** | <dc:coveraget> |
| **EAD Map:** | <controlaccess><geoname> |
| **OC Map:** | Geographic Location |
| **Required:** | No |
| **Controlled Vocabulary:** | Yes |
| **Formatting:** | Format this field like the Subject–Geographic field in CDM. Use the *Library of Congress Subject Headings*, *Geographical Names Board of Canada's thesaurus*, or the *U.S. Board of Geographic Names thesaurus*. Do not include periods when inputting Subject Headings. Headings must be entered one by one in AtoM. If the heading already exists, select it from the drop-down menu. |

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

## 5.3 Genre Access Points

| | |
|---|---|
| **Description:** | This field is used to indicate the specific cultural category of the *original* object represented by the digital object. |

| | |
|---|---|
| **Description Level:** | File |
| **DC Map:** | N/A |
| **EAD Map:** | <controlaccess><genreform> |
| **OC Map:** | Genre |
| **Required:** | No |
| **Controlled Vocabulary:** | Yes |
| **Formatting:** | Format this field like the [Genre field in CDM](). Use terms from the *LC Basic Genre Terms for Cultural Heritage Materials* and from the *RBMS Controlled Vocabulary for Genre Terms*. Headings must be entered one by one in AtoM. If the heading already exists, select it from the drop-down menu. |

### Examples

| | |
|---|---|
| Books | Maps |
| Account Books | Photographs |
| Clippings | Posters |
| Interviews | Contracts |

## 6 Pre-existing and Autogenerated Metadata

| | |
|---|---|
| **Description:** | These metadata fields will either be filled in by RBSC or will be autogenerated upon harvesting to Open Collections. |
| **Creator:** | Creator of the fonds. |
| **Physical Description:** | Recorded by length of records (e.g. 2 meters). If not inputted by the archivist, doesn't need to be added. |
| **Media Type:** | Autogenerated when digital object is uploaded. |
| **Mime-Type:** | Autogenerated when digital object is uploaded. |
| **Language:** | If not inputted by the archivist, doesn't need to be added. |
| **Reference Code:** | Autogenerated by combining the file Identifier with the fonds ARC number. If not zero-filled, consult with RBSC archivist. |
| **Title proper (fonds-level):** | Becomes Collection name in OC. |
| **Title proper (series-level):** | Becomes Series name(s) in OC. |
| **Repository:** | Should say RBSC or UBC Archives. Becomes Source in OC. |
| **Uploaded:** | Autogenerated when digital object is uploaded. |
| **Restrictions on Access:** | Discuss with RBSC archivist if this doesn't say the [generic RBSC rights blurb](). |
| **Full text:** | PDFs are OCRd before being uploaded to AtoM, and the full text is available in AtoM. |
| **Provider and DOI:** | Autogenerated by OC. Not pushed back to AtoM. |