Metadata Manual for CONTENTdm and AtoM Digital Collections

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

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
- Line breaks are created within a field in two different ways.
    - **For fields that are faceted in OC**, a line break can be added with a space, a semi-colon, and another space (e.g. "application/pdf ; image/jpeg").
    - **For fields that are not faceted in OC**, a line break can be added using a <br> tag (e.g. "Edition: Third
Other copies available.").
- 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/).

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	Notes	Description	description	Notes	Text	Yes	Yes
19	UBC Call Number	Identifier	identifier	Identifier	Text	No	Yes
20	Access Identifier	Identifier	identifier	Identifier	Text	No	Yes
21	Digital Identifier	Identifier	identifier	Identifier	Text	No	Yes
22	Is Part Of	Relation-Is Part Of	isPartOf	Collection	Text	No	Yes
23	Series	Relation-Is Part Of	isPartOf	Series	Text	No	Yes
24	Source	Source	source	Source	Text	No	Yes
25	Date Available	Date-Available	available	Date Available	Text	No	Yes
26	Publisher - Digital	Publisher	publisher	Provider	Text	No	No
27	Rights	Rights	rights	Rights	Text	No	No
28	License	Rights-License	license	License	Text	No	Yes
29	Transcript	N/A	N/A	Full Text	Full Text	Yes	Yes
30	Translation	N/A	N/A	Translation	Text	No	Yes
31	Catalogue Record	Relation-Is Referenced By	isReferencedBy	Catalogue Record	Text	No	No
32	Project Website	Relation-Is Referenced By	isReferencedBy	Project Website	Text	No	No
33	Latitude	N/A	spatial	Latitude	Text	No	No
34	Longitude	N/A	spatial	Longitude	Text	No	No
35	AIP UUID	Identifier	N/A	AIP UUID	Text	No	Yes
36	DOI	N/A	N/A	Is Shown At	Text	No	Yes

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[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: • 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
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](#)).

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 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 alternate title, separate values with a <br> tag.

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.

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	*select icon in first column to...* View Authority Headings/References
Authorized & References ¹	273	Nixon, Richard M. (Richard Milhous), 1913-1994
References 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	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 distinquishable 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.

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, 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:

Syntax for Publisher Information

[place of publication] : [name of publisher]

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.

Examples

Vancouver : Douglas and McIntyre

[Portland] : Inkwater Press

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

San Francisco : [publisher not identified]

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 <br> tag.

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.

Examples

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

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

Examples

1823-09-18--1834-01-12	Date range is found on original object.
[1823-09-18--1834-01-12]	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

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.
	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.

Edition: 2nd 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: 2nd edition

Edition: Second illustrative edition

Edition: [Third edition]

If line breaks are desired, separate the lines with a <br> tag.

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 *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.

Examples

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 <br> tag.

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:	**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/

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.

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.

Syntax for Multiple Subjects

[first subject heading] ; [second subject heading]

Separate multiple values with space, semi-colon, space. 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. **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.
	URI: https://authorities.loc.gov/

Examples

British Columbia
Winnipeg (Man.)
San Francisco (Calif.)
Vancouver (B.C.)

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 = (N.W.T.)
Quebec = (Québec)	Yukon = (Yukon)
Newfoundland and Labrador = (N.L.)	

Examples

Iron Springs (Alta.)
Vancouver (B.C.)
Thompson-Nicola (B.C.)

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

Syntax for Multiple Subjects

[first subject heading] ; [second subject heading]

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**. 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 *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:

- **LC Basic Genre Terms for Cultural Heritage Materials**
- **RBMS Controlled Vocabulary for Genre Terms**
- **LC Genre Terms for Recorded Sound Reference Center**
- **FISH Archaeological Object Thesaurus**
- 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**:

Criticism   Press conferences
News   Public service announcements
Outtakes   Sports news and commentary
Panel discussions

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]

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 *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**. 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. 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. 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.
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 (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. 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.

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 a <br> tag.

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
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.

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):	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:

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 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*.

22. 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.
	When working with aggregate collections, put the name of the top-level collection instead of the CONTENTdm Sub-collection.
	Ensure that this value is consistent across the collection.

23. 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).
	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): 1. The series title page 2. Somewhere else on the item (e.g. the cover) 3. If there is no explicit series name, derive one from the title proper.

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.

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).

Series should be formatted the same as Title and Alternative Title.

Examples

The resources of British Columbia
Ezo seikei zusetsu

24. 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.) 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]. [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.

Example

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

This field should be left blank for born digital items.

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
OC Map:	DateAvailalbe
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
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:

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
OC Map:	Riights
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:

28. 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.

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.

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):	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.

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):	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.
	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
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/.

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 *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.

33. 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

34. 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

35. 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):	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.

36. 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.

AtoM Table of Contents

	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

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[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.