Metadata Manual for CONTENTdm Digital Collections

Last updated: 2018-07-12

General Notes

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

Table of Contents[1]

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

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

1. Title

Description:	This field is used to indicate the title proper of the work.
DC Map (CONTENTdm):	Title
DC Map (Archivematica):	title
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 1988-01-06]

2. Alternative Title

Description:	This field may be used for a variety of reasons depending on the resource and the project. Some recommended uses of this field are: - 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

3

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 two <br> tags.

Syntax for Multiple Alternative Titles

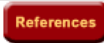[first alternative title]

[second alternative title]

3. Creator

Description:	This field is used to indicate the entity or entities primarily responsible for creating the work.
DC Map (CONTENTdm):	Creator
DC Map (Archivematica):	creator
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: If the corporation name includes a body name such as Limited/ Coporation/ &, do not record it unless it is necessary to distinguish the company from a name. If necesscesary record the full word (limitied vs. ltd/ corporation vs. co) unless a preferential name accessable. ([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, but company name looks like individual author name]
John Doe Co.	[Name appears without authority record. Preferential name (with Co.) found elsewhere.]

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

Syntax for Multiple Creators

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

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

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

4. Contributors

Description:	This field is used to indicate entities that are responsible for making contributions to the work.
DC Map (CONTENTdm):	Contributors
DC Map (Archivematica):	contributor
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]

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

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

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".

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

Examples

1923-03	For March 1923.
1923	For 1923.

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

Examples

[1923-03-09]

[1923]

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

Examples

[1923-03-09?]

[1923?]

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

Example

[1923 or 1924]

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

Examples

[between 1970 and 1979?]	For any date in the 1970s, inclusive.
[between 1970-03 and 1971-02-05?]	For any date between the two specified, inclusive.

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

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

Examples

[not before 1900]	For 1900 or later.
[not after 1897]	For 1897 or earlier.

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

Examples

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

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

Examples

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

7. Date Issued

Description:	This field is used to indicate the date an object was published or otherwise issued. Generally an object will have a value for "Date Created" or "Date Issued" but not both. However, if both are applicable, both should be given.
DC Map (CONTENTdm):	Date-Issued
DC Map (Archivematica):	issued
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" field should be copied directly into this field.

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

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

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

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

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

9. Description

Description:	This field may be used to give a general account of the object. Generally speaking, all details mentioned in this field should be visible on the digital object.
DC Map (CONTENTdm):	Description
DC Map (Archivematica):	description
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.

Text reads: "When will it end?"

Spanish text translates to: "Stop the war".

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

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

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

Syntax for line breaks

[first line of description]

[second line of description]

10. Extent

Description:	This field is used to indicate the extent (size or duration) of the *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], [reduction ratio], [sound content], [sound characteristic], [layout], [production method] ; [dimensions], [book format] + [related manifestation]

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

Examples

1 poster : colour, print ; 46 × 32 cm

1 print : black and white, woodcut ; 10 × 12 cm

1 painting : paper, watercolour, colour

1 photograph : black and white

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223 pages

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

Syntax line breaks

[first physical description]

[second physical description]

11. Subject

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

Examples

Thesaurus of Graphic Material (TGM)
Landscapes (Representations)
Mountains
Portraits
Boats

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

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

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

Do not include periods when inputting Subject Headings.
URI: http://authorities.loc.gov/help/subj-auth.htm Separate subject headings with a semi-colon and a space.

Library of Congress Subject Headings (LCSH)
Sailors--Personal narratives
Railroads--Canada
Hotels--British Columbia--Victoria--1900-1945
Public schools--British Columbia--Vancouver

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.** http://www.collectionscanada.gc.ca/csh-bin/search/l=0

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 Suject 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]

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

12. Subject - Geographic

Description: This field is used to indicate locations depicted in the material being described.
DC Map (CONTENTdm): Coverage-Spatial
DC Map (Archivematica): spatial
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: http://id.loc.gov/authorities/subjects.html

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://www.nrcan.gc.ca/earth-sciences/geography-boundary/geographical-name/11680

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.)

For more specific American place names, supplement the LCSH with the **U.S. Board of Geographic Names's thesaurus**.
URL: http://geonames.usgs.gov

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

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

Syntax for Multiple Subjects

[first subject heading] ; [second subject heading]

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

13. Personal Names

Description:	This field is used to enter the names of people who appear as the subject of the resource, the names of important people mentioned in the resource, and the names of people who are depicted in portraits.
DC Map (CONTENTdm):	Subject
DC Map (Archivematica):	subject
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 four types of genre terms:

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

Whenever possible, terms should come from the **LC Basic Genre Terms for Cultural Heritage Materials**.
URL: http://memory.loc.gov/ammem/techdocs/genre.html

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

Advertisements	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 resource cannot be adequately described by the above vocabulary, additional terms may be used from the **RBMS Controlled Vocabulary for Genre Terms**. Note that this thesaurus *only* applies to textual material.
URL: http://rbms.info/vocabularies/genre/alphabetical_list.htm

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

Account books	Addresses

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

When a resource is a sound recording terms my be used from the **LC Genre Terms for Recorded Sound Reference Center.** Note that this theraurus 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	

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

Conferences	Forums
Documentaries	Instructions
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". In addition, when a video contains sound, it should be given the terms "Moving Image ; Sound". Also note that a still image primarily composed of textual material should be simply given the term "Text".

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

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

Moving Image	Still Image
Sound	Text

16. Format

Description:	This field is used to indicate the digital file formats that are available for download. Note that these may differ from the format of the file that was uploaded into CONTENTdm, and the format of the file on display. UBC IT has stipulated that only one type of format can be entered into this field for searching purposes. The general practice has been that if the objects are text based, such as a book, periodical, letter, and so on, the format of application/pdf has been given prevalence. However, this decision is up to the project manager and should be consulted regarding any questions for entering data into this field.
DC Map (CONTENTdm):	Format
DC Map (Archivematica):	format
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		

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 two

 tags.

Syntax line breaks

[first line of notes]

[second line of notes]

19. UBC Call Number

Description:	This field is used to indicate the call number of the original object in the **UBC Library catalogue**.
DC Map (CONTENTdm):	Identifier
DC Map (Archivematica):	identifier
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)
- CONTENTdm sub-collection names (only to be used in the case of aggregate fonds where the sub-collections are distinct from each other and this information cannot be expressed in the Source field)

Usage is adapted from Rules for Archival Description (RAD) and Resource Description and Access (RDA)

RAD - Series (archival): (1) Documents arranged systematically or maintained as a unit because they relate to a particular function of subject, result from the same activity, have a particular form, or because of some other relationship arising out of their creation or arising out of their receipt and use. (2) A level of description.

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.

When no specific wording is given, create one.

Use only one value per entry.

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Examples

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

- Chinese Canadian Stories is an aggregate of 8 sub-collections: Chinese Canadian Military Museum Society, Louie Papers, Wah Shun Company, etc. These collections are all distinct from each other and this information is not eligible to be in the Source field.
- Identification of mulit set of monographs in BC Historical Books

</div>

24. Source

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

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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]

</div>

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. Peter Anderson fonds. RBSC_ARC_1007_1_1_1a

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

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:

Example

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

28. License

Description:	This field is used to describe specific usage permissions for the resource.
DC Map (CONTENTdm):	Rights-License
DC Map (Archivematica):	license
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.

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

29. Transcript

Description:	This field is used to enter a transcript of the resource. The transcript may be entered manually, or it may be entered automatically by CONTENTdm.
DC Map (CONTENTdm):	None
DC Map (Archivematica):	None
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):	None
DC Map (Archivematica):	None
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.
	The permanent URL for a catalogue record can be found at the bottom of the catalogue record.

32. Project Website

Description:	This field may be used to link to the project website. It should only be used if the project website is *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. AIP UUID

Description:	The AIP UUID refers to the whole Archival Information Package. This field will be populated with a unique identifier generated by Archivematica. This serve as the link between the CONTENTdm version and the digitally preserved Archivematica version.
DC Map (CONTENTdm):	Identifier
DC Map (Archivematica):	None
OC Map:	AIPUUID
Data type:	Text
Large:	No
Search:	Yes
Hide:	No
Required:	No

27

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.

<div style="background-color:#d6e4f0;">

Example

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

</div>

34. File UUID

Description:	The File UUID refers to the individual TIFF files with a AIP (Archival Information Package). This field will be populated with a unique identifier generated by Archivematica. This will serve as the link between the CONTENTdm version and the digitally preserved Archivematica version.
DC Map (CONTENTdm):	Identifier
DC Map (Archivematica):	None
OC Map:	FileUUID
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.

<div style="background-color:#d6e4f0;">

Example

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

</div>

35. 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):	None
DC Map (Archivematica):	None
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