

Loyola Marymount University

From the Selected Works of Rachel Wen-Paloutzian

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Best Practices for Descriptive Metadata for LMU Digital Collections

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BEST PRACTICES FOR DESCRIPTIVE METADATA
FOR LMU DIGITAL COLLECTIONS

by

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LMU|LA
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Loyola Marymount University

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INTRODUCTION

The aim of the Best Practices for Descriptive Metadata is to offer general guidelines for metadata creation of LMU Digital Collections in order to -

- Ensure consistency of metadata creation,
- Create accurate, clear, and coherent metadata for digital collections,
- Enhance efficiency in creating metadata and establish a basis for quality control,
- Generate pertinent contextual information for source analog objects,
- Increase user access and discovery of digital collections in a wide range of venues,
- Create shareable metadata for harvesting via OAI-PMH.

The Best Practices are written for metadata elements from the Dublin Core metadata standard. They will be used to develop digital collections locally at the item level.

The following conventions are used to express guidelines for each metadata element:

- **Definition:** A definition of the element.
- **Recommended data values:** Recommended data values for the element. May include references to appropriate content standard, authority file, or thesaurus to guide creation of data values.
- **Best practices:** Guidelines that often emphasize what not to do when creating metadata.
- **Examples:** Provide examples of preferred data values within elements.

ATTENTION: DO NOT use abbreviations!

Most people typically perform searches using keywords, and abbreviations are not search-friendly.

REQUIRED DESCRIPTIVE METADATA ELEMENTS

TITLE

Definition: A concise, identifying title for the resource.

Data values: Transcribe the formal title of the resource, or supply a title.

Best Practices:

- Prefer non-numeric description of resource, excluding material-type information.
 - Example: Do not use “Black and white photograph of St. Vincent’s College,” instead use “St. Vincent’s College.”
- Prefer not to use explanatory or qualifying symbols.
 - Example: Do not use brackets [] to indicate cataloger-supplied title.
- Omit initial articles (a, an, the) from title unless the article is an essential part of the title or supplied by the creator in the original title.
- Only the first letter of the title is capitalized unless the title includes proper noun(s).
- If there are images depicting the same thing/event (For example, “homecoming”) but the images are from different years, one can differentiate similar titles with a date at the end. For example, “Homecoming, 1980”, “Homecoming, 2012” etc.
- Supply generic and consistent title to describe the same subject (e.g. St. Vincent’s College).
- Supply brief and descriptive titles to indicate specific and broad locations if possible.
- Prefer to create titles with consistent punctuations and priority orders so that the same group/subject will appear together when sorted by Title in CONTENTdm.
 - Example: Big Pine Creek, Owens Valley, California

ALTERNATE TITLE (if applicable)

Definition: Multiple names, or alternate names for the resource.

Recommended data values: If titles are in two or more languages, transcribe the formal title in different languages other than English. Also transcribe multiple titles that are assigned to the resource if applicable. Do not supply alternate title if there isn’t one.

CREATOR (if available)

Definition: Individuals, families, corporate bodies, or groups primarily responsible for creating the content of the resource.

Recommended data values: The form of the name should be taken from a standard naming authority file, such as Library of Congress Name Authority File (LCNAF), Union List of Artists' Names (ULAN), local project name files, or LMU local name authority¹.

If a name does not appear in an authority file, establish names as follows:

- **Persons:**

- Enter last name, first name, and middle name (or middle initial). Add a person's dates (birth and death if known) at the end.

Examples:

Smith, John M.	Birth and death date unknown
Smith, John, 1924-	Living person
Smith, John, 1924-1989	Both years known
Smith, John, b. 1825	Year of death unknown
Smith, John, d. 1871	Year of birth unknown

- If more than one creator, enter names in the same order as above separated by a semi-colon and a space.

Example: Sullivan, Joseph A., b. 1888; Grauman, Sid, 1879-1950

- **Corporate Bodies:**

- Enter the name that appears in published items issued by the corporate body in its official language

Example: Los Angeles Airport Photography

Best Practices:

- Prefer use of Name Authority to ensure consistency throughout collections.

¹ LMU local Name Authority is a work in progress. Please consult Metadata Librarian and University Archivist for more information.

- If the creator is unknown and unidentified, leave this field blank. Do not use ‘junk value’ (e.g. “Unknown”).
- Do not use honorary names, nicknames, and position titles in Creator field. Alternate forms of names may be used in Title, Description, and Note fields, but not as authoritative names (e.g. Charles S. Casassa, S.J., Father Casassa, President Casassa).
- Named entities may be repeated in Subject-Name field if deemed appropriate.

CONTRIBUTOR (if available and applicable)

Definition: Individuals, families, institutions, agents, or groups responsible for contributing to the resource in some significant manner that is secondary to the Creator.

Recommended data values: The form of the name should be taken from a standard naming authority file, such as Library of Congress Name Authority File (LCNAF), Union List of Artists’ Names (ULAN), and LMU local name authority.

Best Practices:

- Contributors are named so because they are judged not to have equal responsibility for the creation of a work. Examples: additional writer, co-author, editor, transcriber, translator, illustrator, designer, etc.
- Prefer use of Name Authority to ensure consistency throughout collections.
- If a name does not appear in an authority file, establish the name according to the rule for the Creator field.
- If the contributor is unknown or unidentified, leave this field blank. Do not use ‘junk value’ (e.g. “Unknown”).
- Named entities may be repeated in Subject-Name field if deemed appropriate.
- Do not use honorary names, nicknames, and position titles in this field.

PUBLISHER

Definition: The name of the original publisher of a formally published resource. This element may not be relevant for unpublished materials.

Data values: The form of the name should be taken from a standard naming authority file, such as Library of Congress Name Authority File (LCNAF) and Union List of Artists' Names (ULAN).

Best Practices:

- Prefer use of Name Authority to ensure consistency throughout collections.
- If a name does not appear in an authority file, establish the name according to the rules listed under Creator field.
- If the publisher is unknown or unidentified, leave this field blank. Do not use 'junk value' (e.g. "Unknown").

DATE CREATED

Definition: A single date of creation, publication, issue or broadcast of the resource.

Data values: Enter accurate single dates following ISO 8601 W3C Date/Time Format standard, YYYY-MM-DD. Use a single hyphen to separate the year, month, and date components.

Single Date examples:

- 1554 (YYYY for year 1554)
- 1793-12 (YYYY-MM for year 1793 month December)
- 1965-04-21 (YYYY-MM-DD for year 1965 month April day 21)

DATE RANGE

Definition: A range of dates or approximate date(s) indicating when the resource was created, published, issued or broadcasted.

Data values: Accurate inclusive dates, or estimated dates.

- For an accurate range of dates, use a single hyphen to separate the years.

Date Range example:

- 1970-1979 decade certain

- If a resource is undated, estimate the nearest year(s), decade or other interval as precisely as possible. Use lower case letters.

Estimated date examples (AACR2):

- circa 1970-1979 probable decade

- | | |
|----------------------------------|-----------------------|
| ○ circa 1943 | approximate date |
| ○ 1892 or 1893 | one year or the other |
| ○ 15 th century | century certain |
| ○ circa 19 th century | probable century |

TYPE

Definition: A high-level type data value that generally characterizes the resource.

Data values: Dublin Core Metadata Initiative (DCMI) Type Vocabulary for a controlled list of authorized terms.

Best practices:

- The most common types are Image and Text.
- Some digital objects may involve more than one type, e.g., a manuscript collection may have text, image, sound, and interactive components. Clearly separate each Type entry by a semicolon and a space within an element. (e. g. Image; Text).
- Use a list of DCMI Type Vocabulary in Appendix I.
- If a type is not listed in Appendix I, find appropriate type in DCMI Type Vocabulary.

GENRE

Definition: Specific primary genre(s) represented in or by the resource.

Data values: Genre terms should be taken from controlled vocabularies, such as Library of Congress Genre/Form Terms (LCGFT), Art and Architecture Thesaurus (AAT), Thesaurus for Graphic Materials (TGM), and SAA Glossary of Archival and Records Terminology.

Best practices:

- Genre terms describe what an item *is*, not what it is *about*.
- May use multiple genre terms. Assign genre terms as specific as possible. Related terms (often broader terms) can be used to indicate significant forms or functions represented by the resources.

Examples: Photographs; Albumen prints

- Use Appendix II for a short list of AAT, LCGFT, TGM, and SAA Genre Terms that are most represented in LMU Digital Collections.

- If a genre is not listed in Appendix II, search for appropriate genre term in the list of controlled vocabularies. Also consult with Metadata Librarian about adding new terms to the Appendix.

PHYSICAL DESCRIPTION

Definition: A statement about physical description of the resource, which usually includes the number or extent, medium, dimensions, duration, or other appropriate details.

Recommended data values: Use lower case letters after the number. Use Appendix III for a list of common terms for Physical Description.

Best practices:

- Dimension shows the height x width. Height is always expressed first. The side for height and the side for width are determined with reference to the position in which the image would be viewed, i.e. horizontal or vertical views.
- Different types of graphic material require different types of measurements to reflect adequately the size of the image or the whole item.
- *Generally*, give the height x width for all graphics in centimeters round off to the next whole centimeter up (e.g., a measurement of 37.5 centimeter records as 38 cm).
- *Special cases* are allowed: since the size of some photographic materials is standardized in the trade in inches or millimeters, the standard size may be used, such as 10 x 8 in, 35 mm.
- Simplify Physical Description to basic terms (e.g., use “photograph” for photographic print).
- If specific techniques and material characteristics are significant, indicate them in Genre field (e.g., Albumen prints, Photographic postcards). If the specifics merit further information, indicate them in Description field (e.g., Vellum leaf inscribed with colors and gold).

Examples:

Genre	Physical Description
Clippings	1 sheet; 21 x 13 cm
Illuminated manuscripts	1 parchment leaf; 35 x 21 cm
Letters	3 pages; 15 x 10 cm

Postcards	1 color postcard; 11 x 8 cm
Photographs	1 black-and-white photograph; 7 x 12 cm 1 negative; 35 mm

SUBJECT (TOPIC/ NAME)

Definition: Significant topics or subjects (including people, buildings, events, concepts, etc.), functions, or occupations represented in or by the resource.

Recommended Data values: Subject terms include topics, events, and significant names (personal, corporate, family, meeting, etc.). Use subject terms from standard controlled vocabularies and established thesaurus.

Subject terms should accomplish the following:

- Specify what the item is “of” (i.e., what the item picture depicts)
Example: Cheerleaders
- Convey what the item is “about” (i.e., meaning, purpose, or function of the picture within a bigger context).
Example: Student activities
- Identify specific people, buildings, events, and objects
Example: Hart, Dolores, 1938-
- Refer to predominant subjects, and point out unusual subjects
Example: Cinco de Mayo (Mexican holiday)

Best practices:

- Include names of persons, corporate bodies, architecture, etc. represented in the item.
- Subject headings describe the content of the work: what the work is *about*, not what it *is*. Hence, do not include terms for physical description of the item, such as “Postcards.” Also do not include subdivisions such as “pictorial works” or “views.”
- Use specific rather than generic descriptions/subjects.
Examples: If the object is a picture of lilies, use the term “Lilies” instead of “Flowers”. If the object is a field of wild flowers, use the term “Wild flowers” instead of “Flowers.”

- Enter multiple subjects in the order of their importance (often based upon how much of the entire content is devoted to a particular subject).
- Clearly separate each subject entry by a semicolon and a space within the field. Do not include a semicolon after the last subject term.
- Do not use more than two subdivisions. Subdivisions are indicated by a double dash (--).
- For each collection, assign relevant subject headings to item records at the collection level, when applicable.
- When appropriate, establish subdivision practice at the collection level, e.g., chronological, geographic, and topical.

Examples: Water rights--California—Owens Valley; Rural--California--History

Subject indexing tools:

1. Library of Congress Name Authority File (LCNAF)
<http://authorities.loc.gov/webvoy.htm>
2. Thesaurus for Graphic Materials (TGM)
<http://www.loc.gov/pictures/collection/tgm/>
3. Getty Art and Architecture Thesaurus (AAT)
<http://www.getty.edu/research/tools/vocabularies/aat/>
4. Getty Union List of Artist Names (ULAN)
<http://www.getty.edu/research/tools/vocabularies/ulan/index.html>

GEOGRAPHIC LOCATION

Definition: The name of a geographic location represented in or by the resource.

Recommended Data values: Prefer use of standard controlled vocabularies and name authority sources, such as the Library of Congress Name Authority File (LCNAF). For each collection, consider to assign relevant geographic location names to item records at the collection level.

- Name of Place/ City/ Town/ County (State)

Examples: Big Pine (Calif.)

Owens Valley (Calif.)

Sierra Nevada (Calif. and Nev.)

- Name of Community/ Neighborhood/Street/Road/Highway/Park (City, State)

Examples: North Hollywood (Los Angeles, Calif.)
 Chinatown (Los Angeles, Calif.)
 Melrose Avenue (Los Angeles, Calif.)
 Griffith Park (Los Angeles, Calif.)
 Westchester (Los Angeles, Calif.)

Best practices:

- Always check LCNAF and local project name authorities before creating a new geographic location name.
- Use the English form of the name of a place if there is one in general use.
- If more than one official language, use the form most commonly found in English-language sources.
- Spatial refers to the location(s) covered by the intellectual content of the resource (i.e., place names, longitude and latitude, celestial sector, etc.) **not** the place of publication.
- If using latitude/longitude, enter according to Geographic Name Information System GNIS standards. <http://geonames.usgs.gov/pls/gnispublic>

DESCRIPTION

Definition: A brief free-text summary, abstract, or statement that describes the resource.

Recommended data values: Describe what is seen in the resource. Use when the intellectual content of the resource is not sufficiently captured in the title and other fields.

Best Practice:

- Do not repeat information that is already expressed in the Physical Description field, e.g., “Black-and-White photograph of...”

NOTE

Definition: Additional information that indicates the significance and context of the resource.

Recommended data values: Use to provide contextual information about the resource/collection. This field may include captions, handwritten notes on images, historical background, biographical details, information about provenance, and other contextual information.

Best practices:

- Provide accurate factual information. When making an educated or expert guess, clearly indicate so with languages, such as probably, possible, likely, most likely, etc.
- Search records in LMU Digital Collections and check LMU local name authorities to find existing historical and biographical information. These notes may be repeated for items that present the same objects, people, events, organizations, architectures, or regions.
- Do not over-research the topic. Reuse notes whenever it is appropriate.
- Refer to a particular date whenever feasible. Avoid temporal language that will become outdated, such as now, recently, currently, etc.
- Operating entities are likely to undergo changes in the future, but metadata records will not necessarily be revised to document all these changes. (For example: Angel Flight historic railway stopped operation in 2001, but reopened in 2010.) For historic entities that are still operating, prefer not to include contemporary information on the most recent changes. Instead, provide information within a historical time frame.
- Generally, keep it simple and succinct.

Examples:

Caption on postcard: "..."

Handwritten note on the back of photograph: "..."

Written on verso: "..."

TRANSCRIPTION

Definition: Informational content of the textual resource.

Data values: Transcribe pertinent textual content from letters, memos, receipts, typescripts, and other documents.

COLLECTION TITLE

Definition: Title of a physical collection that the resource is part of, or title of a teaching/research collection determined by faculty member and Digital Program Librarian.

Data values: Exact title of a collection that is established in finding aids, or teaching/research collection.

Example: J. D. Black Papers

COLLECTION NUMBER

Definition: Collection number that identifies a physical collection that the resource is part of.

Data values: Exact collection number that is established in finding aids or collection guides.

Example: CSLA-15

CONTAINER INFORMATION

Definition: Container information that identifies the location of the resource within a physical collection.

Data values: Series number and title, followed by box number and folder number, indicating where the resource is physically housed. Use the following format: **Series X; Box No. Y; Folder No. Z**

Example: Series 1. Owens Valley Water Controversy Records; Box No. 8; Folder No. 1

RIGHTS

Definition: Information pertaining to copyright status, copyright holder, and copyright date.

Data values: If there is no indication of copyright holder, leave this field blank.

- If the resource is under copyright, indicate the name(s) of the copyright holder/s of the resource. If applicable, include copyright date after the name of copyright holder.

Example: © Loyola Marymount University

COPYRIGHT

Definition: Copyright and intellectual property permissions concerning legal use, access and reproduction of the resource.

Data values: Always provide URL of “Copyright and Reproduction Policy” for LMU Digital Library Program.

<http://library.lmu.edu/collections/digitallibraryprogram/copyrightandreproductionpolicy/>

REPOSITORY

Definition: The name of the owning or contributing institution of the resource.

Data values: Consistently use the following official repository name.

Department of Archives and Special Collections, William H. Hannon Library, Loyola Marymount University

IDENTIFIER

Definition: Unique numeric and/or alphanumeric character string used to identify the resource.

OBJECT IDENTIFIER

Definition: Unique numeric and/or alphanumeric character string used to identify individual compound-object of the resource.

FORMAT

Definition: Digital manifestation of the resource.

Example: image/tiff

LANGUAGE

Definition: Indicates the language(s) of the intellectual content of the resource. This implies the language(s) in which a text is written or the spoken language(s) of an audio or video resource. Visual images do not usually have a language unless there is significant text in a caption or the image itself.

Data Value: Indicate language using **three-letter language codes** defined by ISO 639-2. For a list of these codes, see http://www.loc.gov/standards/iso639-2/php/English_list.php

Example: eng

DONOR

Definition: Individuals, families, or corporate entities who donate their collection materials to the LMU Library.

Data Value: Consult with Digital Program Librarian about specific donor statement.

SPONSOR

Definition: Individuals, families, or corporate entities who contribute monetary support to the LMU Library and digital projects.

Data Value: Funding agencies may determine Sponsor statement. Consult with Digital Program Librarian.

EDITOR

Definition: Catalogers and editors who create and revise metadata for the Digital Collections of LMU Library.

Data Value: First, middle, and last initials of catalogers and/or editors.

KEYWORD

Definition: Terms, words, and phrases that are everyday-use plain English. Use common vocabulary that you would expect of the user. Keyword should complement Subject headings to expand search terms and facilitate access for users.

Example: Marymount Sisters, Religious women. (Note: Subject heading is “Nuns.”)

Mapping of Metadata Schema in CONTENTdm

LMU Fields name	DC element	Data type	Searchable	Hidden	Vocab
Title	Title	Text	Yes	No	No
Alternate Title	Title-alternative	Text	Yes	No	No
Creator	Creator	Text	Yes	No	Yes
Contributor	Contributor	Text	Yes	No	Yes
Date Created	Date-created	Date	Yes	No	No
Date Range	Date	Text	Yes	No	No
Description	Description-abstract	Text	Yes	No	No
Note	Description	Text	Yes	No	No
Physical Description	Format-extent	Text	Yes	No	No
Genre	Type	Text	Yes	No	Yes
Subject	Subject	Text	Yes	No	Yes
Geographic Location	Coverage spatial	Text	Yes	No	Yes
Publisher	Publisher	Text	Yes	No	Yes
Repository	Source	Text	Yes	No	No
Collection Title	Relation is part of	Text	Yes	No	No
Collection Number	Relation is part of	Text	Yes	No	No
Container Information	Relation is part of	Text	Yes	No	No
Identifier	Identifier	Text	Yes	No	No
Object Identifier	Identifier	Text	Yes	No	No
Rights	Rights	Text	Yes	No	No
Copyright	Rights	Text	No	No	No
Donor	Contributor	Text	Yes	No	No
Sponsor	Contributor	Text	Yes	No	No
Type	Type	Text	Yes	No	Yes
Format	Format	Text	No	No	No
Language	Language	Text	No	No	No
Transcription	Description	Text	Yes	No	No
Editor	None	Text	Yes	Yes	No
Keyword	Subject	Text	Yes	Yes	No
LMU Fields name	DC element	Data type	Searchable	Hidden	Vocab

APPENDIX I: DCMI Type Vocabulary

Dataset

Data encoded in a defined structure. Examples include lists, tables, and databases. A dataset may be useful for direct machine processing.

Image

A visual representation other than text. Examples include images of physical objects, paintings, prints, drawings, graphics, photographs, animations and moving pictures, film, diagrams, maps, musical notation.

Moving Image

A series of visual representations imparting an impression of motion when shown in succession. Examples include animations, movies, television programs, videos, zoetropes, or visual output from a simulation. Instances of the type Moving Image must also be describable as instances of the broader type Image.

Sound

A resource primarily intended to be heard. Examples include a music playback file format, an audio compact disc, and recorded speech or sounds.

Still Image

A static visual representation. Examples include paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type Text to images of textual materials. Instances of the type Still Image must also be describable as instances of the broader type Image.

Text

A resource consisting primarily of words for reading. Examples include books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.

APPENDIX II: A Short List of Genre Terms

Administrative records

A document that has been preserved because it facilitates the operations and management of an agency, but which does not relate directly to programs that help the agency achieve its mission. Examples include routine correspondence or interoffice communications; records relating to human resources, equipment and supplies, and facilities; reference materials, routine activity reports, work assignments, appointment books, and telephone logs. (SAA)

Affidavits

Sworn statements in writing; especially made upon oath before an authorized magistrate or officer. (AAT/LCGFT)

Antiphonaries

Works containing both text and music for the Daily Office, Matins or Lauds. (RBMS/AAT)

Architectural drawings

Drawings of architecture and drawings for architectural projects, whether the project was executed or not. The term may also refer to any image in a two-dimensional medium that serves this same purpose, including prints and computer images. (AAT)

Articles of incorporation

A document describing the purposes and conditions of a joint enterprise, which may include the principal officers and the number and classes of shares. (AAT)

Atlases

Volumes of maps, with or without descriptive text, which may be issued to supplement or accompany texts or be published independently. (LCGFT)

Books

Items comprising a collection of leaves of paper, parchment, wood, stiffened textile, ivory, metal tablets, or other flat material, that are blank, written on, or printed, and are strung or bound together in a volume. (AAT)

Broadsides

Single-sheet public notices that are usually printed on only one side. They provide information, commentary, proclamation, or other announcement or advertisement. Primarily posted but also distributed by hand. They are usually less pictorial than posters and have more extensive text than signs. (LCTGM/RBMS)

Brochures

Short printed works, sometimes a leaflet or only a few leaves with a stitched or stapled binding, providing general information about an organization or service. (SAA)

By-laws

Rules or administrative provisions adopted by an organization for its internal governance and its external dealings (LCGFT)

Certificates

Documents containing certified statements of, for example, ownership, membership, fulfilled requirements, or legal status. (LCTGM)

Certified checks

Checks that certify that the signature of the drawer is genuine and that the depositor has sufficient funds on deposit for payment. (AAT)

Clippings

Used for Newspaper clippings and Press clippings. Illustrations, pages, articles, or columns of text removed from books, newspapers, periodicals, or other publications. (LCTGM)

Contracts

Documents, enforceable by law, embodying agreements between two or more competent parties to do or not to do something, and specifying the terms and conditions of the agreement. (AAT/LCGFT)

Deeds

Documents, usually executed under seal, containing a conveyance, especially of real estate. (AAT/LCGFT)

Documents

Use for Records. Any written or printed work; information or data fixed on some media. (SAA/LCTGM) [*Note*: default term for miscellaneous materials. Use specific narrower terms if possible.]

Drawings

An image using lines and shades to convey the appearance of an object. A schematic showing the components and structure of an object or idea. (SAA) [*Note*: may also add narrower terms, e.g., Architectural drawings]

Government documents

A publication issued under the imprint of a government agency. (SAA)

Handbooks

Portable books, treatises, or compendiums, covering one or more subjects, arranged for quick location of information and of a size such as may conveniently be held in the hand. Examples are instructional manuals and guides to museums' collections. (AAT)

Illuminated manuscripts

Handwritten manuscripts that have been decorated with gold or silver, brilliant colors, designs, or miniature pictures. Over time, the term 'illuminated' came to refer to any illustration or decoration in a manuscript. (AAT)

Legal instruments

Documents expressing legal acts or agreements, or defining or evidencing rights, obligations, entitlements, or liabilities, such as contracts, wills, deeds, mortgages, share certificates, etc. (RMBS)
[*Note:* use for Legal documents]

Legislative bills

Drafts of proposed legislation considered by a legislature before enactment. (LCGFT)

Letters

Pieces of correspondence that are somewhat more formal than memoranda or notes, usually on paper and delivered. (RBMS) [*Note:* use for manuscript or typescript letters]

Manuscript maps

Originals of compiled maps, drawn but not printed; loosely, any map drawn by hand. (AAT)

Manuscripts

Handwritten documents, particularly books and other documents created before the invention of the printing press. May also be used to distinguish certain documents from published or otherwise printed documents. (AAT) [*Note:* use for general handwritten documents or unpublished manuscripts.]

Maps

Graphic delineations at a set scale, of all or part of the Earth or another celestial sphere indicating the relative position of selected artificial and natural features. (SAA)

Memorabilia

Collected objects of various kinds with historical, personal, or local interest. (AAT)

Minutes

Records containing notes of actions taken and comments made at a meeting. (SAA)

Negatives

Photographs in which the tonal values are the opposite of those in the subject to which the negative was exposed. Their purpose is to be a matrix for obtaining multiple positive images of the subject. (LCTGM)

Acetate negatives

Acetate safety films were first introduced in the early 1900s. Various types include diacetate and triacetate and are often difficult to distinguish from one another.

Dry plate negatives

Use for Gelatin dry plate negatives and Silver gelatin glass negatives. Silver gelatin dry plate negatives were the dominant glass negative ca. 1880-1920. Dry plate negatives were made as early as the 1850s with collodion, honey, and other solutions, but they were not commercially successful and are difficult to distinguish from collodion wet plate negatives. [Note: May also include the broader term, **Glass negatives**]

Film negatives

Negatives on a flexible base, such as celluloid or polyester.

Gelatin silver film negatives

Film negatives having gelatin as the binder, holding silver as the final image material.

Nitrate negatives

Negatives with a nitrocellulose film base. Manufactured from 1887 to 1950.

Newspapers

Publications containing chiefly current or timely topical material, usually intended to appear at regular intervals, weekly or more frequently, not usually designed for ease and permanence of storage. (RBMS)

Periodicals

Publications issued at regular intervals, but not daily, containing articles on various subjects by different authors for the general reader. (RBMS/AAT) [Note: used for magazines and serials]

Photograph albums

Albums specially designed to hold photographs or albums containing photographs. Both empty and filled albums are included. (LCTGM)

Photographs

Use for photographic prints and any photographic process. Photographs may be positive or negative, opaque or transparent. It does not include reproductive prints of documents and technical

drawings. (AAT/LCTGM) [*Note*: may also add narrower terms for specific physical media and genre categories, e.g., Albumen prints, Negatives]

Albumen prints

Predominant paper print photographic process in the 1800s; popular 1850s-1890s.

Contact prints

Photographic prints made by interfacing one negative and a sheet of photographic paper and exposing the paper with light.

Tintypes

Direct-image photographs in which the collodion negative supported by a dark-lacquered thin iron sheet appears as a positive image. Popular mid-1850s through 1860s; in use through 1930s.

Portrait photographs

For formal, posed studio portraits, as well as informal, candid photographs of persons in natural or spontaneous situations. [Use for candid portraits and studio portraits]

Portraits

Graphic representations, especially of the face, of real persons, usually posed, living or dead. Pictures whose purpose is the portrayal of an individual or several people, not pictures that merely include people as part of an event or scene. (LCTGM)

Group portraits

Portraits in which two or more people are shown. Includes groups assembled through photomontage, combination printing techniques, or an artist's imagination.

Postcards

Cards on which a message may be written or printed for mailing without an envelope; often include a pictorial, comic, or other scene on one side. (LCTGM) [*Note*: may choose to use narrower terms, e.g., Photographic postcards, Picture postcards]

Photographic postcards

Use for real photo postcards: postcards that are photographs. Kodak introduced a sensitized postcard-size stock with standard postcard information printed on the back in 1902. The format remained popular through about 1920, and is still available.

Picture postcards

Postcards having a pictorial image on one side, often representations of a place or works of art. (AAT)

Posters

Single or multi-sheet notices made to attract attention to events, activities, causes, goods, or services; also, purely decorative posters. For posting, usually in a public place; chiefly pictorial. Intended to make an immediate impression from a distance. (LCTGM)

Press releases

Official or authoritative statements distributed to the press typically by a public relations firm or government agency. For packets of promotional material distributed to the press, use "press kits." (AAT/RBMS)

Programs

Brief, usually printed outlines of the order to be followed, of feature(s) to be presented, and of person(s) participating in a public exercise, performance, or entertainment. (LCTGM)

Playbills

Programs printed on single-sheets advertising plays or theatrical entertainments, usually announcing the cast. (RBMS/LCTGM)

Theater programs

Booklets with descriptions of performances and performers.

Publications

Documents distributed to the public by sale or other transfer of ownership, or by rental, lease, or lending. (AAT)

Receipts (Acknowledgements)

Written acknowledgment of the receiving or taking of goods or money delivered or paid. (LCNAF)

Registers

Use for rosters. Records containing entries in the form of a list. Volumes recording names or events. (SAA/LCTGM)

School catalogs

Used for academic catalogs. (RBMS)

Scrapbooks

Albums containing or intended to contain a variety of material, especially clippings or ephemera. (LCTGM/RBMS)

Sheet music

Music printed on unbound sheets of paper. (AAT)

Slides

Transparent materials on which there is a drawn image or a positive photographic image; intended to be bound or held in a mount and usually designed for use in a projector or viewer. (LCTGM)
[*Note.* may choose to use narrower terms, e.g., Color slides, Lantern slides]

Telegrams

Text messages sent by telegraph. (AAT/SAA)

Typescripts

Typewritten documents produced by using a typewriter, as distinguished from those in printed or handwritten form. (SAA/AAT)

Yearbooks

Use for annual compendia of facts and statistics of the preceding year, frequently limited to a special subject, e.g.: School yearbooks, College yearbooks. (RBMS)

APPENDIX III: A Short List of Common Physical Description Terms

Black-and-white

Typically used to describe photographic, film, and video processes that render scenes by representing the brightness of objects as white, black, and shades of gray.

Black-and-white photograph

A monochromatic photographic image. A photographic image in which all colors are reproduced in varying shades of a neutral tone.

Color

Having more than one color; not black and white.

Color photograph

A photographic image is composed of more than one hue, plus the neutral tones.

Leaf

A sheet of paper or parchment that is part of a document, book, pamphlet, or similar work. Leafs are numbered individually, with the front and back distinguished as recto (front) and verso (back).

Leaflet

A single printed sheet, which may be folded.

Page

A sheet of paper containing writing, printing, or other matter, especially one bound in a publication. Pages are often numbered.

Pamphlet

Short, nonserial, bound works of more than one sheet, usually with a soft cover. Pamphlets are larger than a leaflet, but smaller than a book. Usually 5 or more pages and fewer than 49 pages.

[*Note:* used for booklets]

Parchment

Translucent or opaque material made from calf, sheep, or goat skin which has been limed, dehaired, scraped, and dried under tension to produce a thin, strong material for writing, bookbinding, or other uses. Parchment is often used interchangeably with vellum, although vellum is made of calf skin.

Sheet

A broad, relatively thin material, rigid or flexible, that often is rectangular.

RESOURCES

AACR2: Anglo-American Cataloging Rules, 2nd ed. 2004 update.

AAT: Art and Architecture Thesaurus, Getty Vocabularies.

<http://www.getty.edu/research/tools/vocabularies/index.html>

Best Practice for CONTENTdm and other OAI-PMH compliant repositories: creating shareable metadata. 2010. www.oclc.org/gateway/support/best_practices.pdf

California Digital Library Guidelines for Digital Objects. 2011.

<http://www.cdlib.org/services/dsc/contribute/docs/GDO.pdf>

DACS: Describing Archives: A Content Standard. 2010.

DCMI: Dublin Core Metadata Initiative Metadata Terms.

<http://dublincore.org/documents/dcmi-type-vocabulary/#H7>

Dublin Core Metadata Best Practices. 2006.

http://www.mpla.us/documents/handouts/2008/mcintyre%20CDP_Dublin_Core_Metadata_BP_cdpdcmbp.pdf

Graphic Materials: Rules for Describing Original Items and Historical Collections. 1997 update.

<http://www.loc.gov/rr/print/gm/graphmat.html>

LCGFT: Library of Congress Genre/Form Terms for Library and Archival Materials.

LCNAF: Library of Congress Authority Files. <http://authorities.loc.gov/>

Rare Books and Manuscripts Section Controlled Vocabularies: Genre Terms.

http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/genre/alphabetical_list.htm

SAA Glossary of Archival and Record Terminology, Society of American Archivists.

<http://www.archivists.org/glossary/>

TGM: Library of Congress Thesaurus for Graphic Materials.

<http://www.loc.gov/pictures/collection/tgm/>