San Jose State University

From the SelectedWorks of Silke P. Higgins

Winter 2012

Cataloging Images Using CONTENTdm

Silke P Higgins, San Jose State University

Available at: https://works.bepress.com/silke_higgins/1/
Cataloging Images Using CONTENTdm

Silke Higgins

Silke Higgins is Digital Initiatives Liaison Librarian at Dr. Martin Luther King, Jr. Library, San José State University. She can be reached at: silkehiggins@comcast.net

Introduction

The project description provides insight into the author's first steps at creating and publishing a small collection of digital images with the use of the CONTENTdm digital collection management system and the Dublin Core Metadata Element Set in an effort to enhance the online finding aids of the university library's Special Collections & Archives department with visual materials.

Background

Institution: Dr. Martin Luther King, Jr. Library

In February 1997, San José Mayor Susan Hammer and San José State University President Robert L. Caret announced their plan to build a combined public and university library that would serve both as the SJSU Library and as San José's main library (Dr. Martin Luther King, Jr. Library, 2011). The new library would be the first joint-use library in the United States, named after Dr. Martin Luther King, Jr.

The MLK, as it is fondly referred to by many, opened on August 15, 2003; today it houses over 1.7 million volumes, seats more than 3500 people, and receives over 2 million visitors each year (ibid).

Repository: San José State University Special Collections & Archives

The San José State University Special Collections & Archives was formed in 1980 when the university's archives and manuscripts were united with its rare book collection. In 2003, with the opening of the Martin Luther King Jr. Library, SJSU Special Collections & Archives found its new home on the fifth floor. The state of the art facility allows access for researchers and members of the public alike, and houses manuscripts, university records, flat folio materials, photographs, theses, rare books, and one-of-a-kind items ranging from 1850 to present day. The Special Collections & Archives continues to grow as new materials are added; staff and student assistants evaluate, archive, and make accessible information about each of the collections via the electronic database Online Archive of California (OAC), accessible via the World Wide Web at www.oac.cdlib.org (email communication with Danelle Moon, Director/Associate Librarian of SJSU Special Collections and Archives, November, 10, 2009).

Project Host 1: King Library Digital Collections

The images of the Dr. Martin Luther King, Jr. Library Digital Collections represent

Rare and unique materials held by San José State University Special Collections and the San José Public Library's California Room. The collections document the history of the Santa
Clara Valley from its agricultural beginnings to the high-tech boom and formation of the Silicon Valley. The range of subjects covered include local politics, social and cultural traditions, education, local business and industry, and historical events (King Library Digital Collections, 2011)

Project Host 2: Online Archives of California (OAC)

"The Online Archive of California (OAC) provides free public access to detailed descriptions of primary resource collections maintained by more than 150 contributing institutions including libraries, special collections, archives, historical societies, and museums throughout California and collections maintained by the 10 University of California (UC) campuses" (Online Archives of California, 2009).

Project

Project Context and Beginnings

For each of the finding aids created at the San José State University Special Collections & Archives, an online version is encoded in EAD (Encoded Archival Description) and published on the Online Archives of California (OAC). During my processing of a small collection of books, manuscripts, ledgers, scrolls and relia of Far East Asian origin, it occurred to me that some of the items included in the collection would not fare well for long were they to be moved and handled repeatedly as a result of increased research interest. Seeking alternative solutions I proposed to my director to include digital images showing some of the more important items alongside the OAC finding aid I was about to publish (for more information on the Far East Asia Collection, please visit http://bit.ly/iilDSu). My proposal was met with favor and I set to work exploring what would be my first-ever foray into creating and publishing a collection of digital objects outside the controlled learning environment of library school. I intended this "adventure" to be nothing more than a test-run of possibilities; little did I know at the time that I would be placed in charge of creating a new collection to be included in the official King Library Digital Collections. As I went along, finding my way from trial and error to success, I quickly figured out that exporting the relevant metadata to be sent to the Online Archives of California was a very easy process; as a result I suggested that going forward, Special Collections & Archives could make the inclusion of sample images a regular part of the collection-processing curriculum. My director not only agreed with my plan but went several steps further: how about if I were to implement a collection that would showcase these sample images as part of the King Library Digital Collections project? And what if I were to create a new digital collection that would serve as an "umbrella collection," which would grow over time, with new images and short descriptions to be added for every collection processed?

With these "simple" suggestions, my test run had changed from being a "toy project" to becoming a very real, extensive, and comprehensive undertaking: instead of simply figuring out how to send metadata for a few images to the Online Archives of California, I was placed in charge of creating a brand new digital sub-collection of the King Library Digital Collections, effectively contributing to the King Library's major efforts to create and increase access to its rare and special collections items.

Digital Management System

The Dr. Martin Luther King, Jr. Library utilizes the CONTENTdm digital collections management system to describe, catalog, and publish collections of digitized and born-digital items. Since having been acquired in 2006 by the OCLC, CONTENTdm serves as a complete content management system for digital collections, allowing institutions to choose from a variety of
options, ranging from all-inclusive out-of-the-box configuration to full Application Programming Interface (API) customization (OCLC CONTENTdm, n.d.). While CONTENTdm in many ways mirrors the functionality of a repository, its model in actuality "is most similar to a database management system that keeps track of the locations of digital files and the relationships between these files" (Cervone, 2010, 21). At the King Library, CONTENTdm is hosted on one of the library's own servers where the technology department is in charge of running, maintaining, updating, and troubleshooting of the management system. The collection described for this paper was created using the latest version of CONTENTdm 5.

**Metadata Schema**

The CONTENTdm digital collections management system utilizes the *Dublin Core Metadata Element Set* or *Dublin Core* for short (Reese & Banerjee, 2008). The result of an OCLC invitational workshop held in Dublin, Ohio, in 1995, *Dublin Core* is a set of generic metadata elements so simple as to cover “the basic requirements for simple descriptions” of objects (Chopey, 2005, 8) but useful enough to allow for the discovery of resources "across a broad range of information domains and languages" (Chopey, 2005, 7). The initial set of *Dublin Core* elements and corresponding meta tags, the “DC-15,” is divided in into three broad groups, serving as indicators for the type of information to be stored within (Intner, Lazinger, & Weihls, 2006): the first group contains elements which are mainly related to the content of the resource (Title, Subject, Description, Type, Source, Relation, Coverage); the second group relates to the resource as intellectual property (Creator, Publisher, Contributor, Rights); and the third group is comprised of those elements “related mainly to the Instantiation of the resource” (Date, Format, Identifier, Language) (ibid). Soon after the establishment of the DC-15, many proponents of *Dublin Core* were looking for "finer semantic distinctions and more extensibility for particular communities" (NISO, 2004, 3), sparking a debate that ultimately resulted in the distinction between the *Simple* (unqualified) and *Qualified Dublin Core*. To achieve the latter, the decision was made to provide a set of qualifiers - soon thereafter named *Element Refinements* (Intner, Lazinger, & Wehls, 2006) and made available as the *Dublin Core Qualifiers*, a companion specification to the *Dublin Core* element set (Caplan, 2003).

**Image Creation**

The 12 images I ultimately selected to serve as surrogates for items of the *Far East Asia Collection* (see *Screenshot 1* in Appendix A) were created on multiple occasions: in 2008 a colleague of mine had briefly surveyed the collection and appropriately noted its value. As a result, he had taken multiple high-resolution preservation quality (TIF) images of collection items he deemed especially important with his own digital camera. However, he soon afterwards graduated from his position as a student assistant, and the digital images, as well has his collection processing plan, were stored in his SJSU *Special Collections & Archives* work folder and all but forgotten until I came across them shortly after I was entrusted with processing the collection in 2010. I supplemented his images with those of my own, focusing on details of the collection's *realia* and languages represented, as well as on book and pamphlet covers showing artwork. As previously mentioned, at this point in time I had assumed this project to be a small "test run" and had resulted to taking images with the camera of my *Apple, Inc. iPhone 4*. Surprisingly, the photographs turned out so well I was able to utilize them for the CONTENTdm collection; as a result I was able to avoid having to once again remove the collection's fragile items from the cold-storage vault and exposing them to yet another photo session.

**Product Creation**
The individual product creation sections contained under this heading provide an overview of the creation of the King Library Digital Collections Special Collections Showcase Collection by highlighting the main steps, providing insight into some of the King Library’s specific digital collection establishment policies, and pointing out some of the difficulties encountered.

Project Creation: CONTENTdm Desktop Project Client

Each King Library Digital Collections digital collection is created on the CONTENTdm desktop project client, with the exception of naming the collection and setting the server parameters. Before starting a collection/project, specific steps need to be carefully considered, as whatever has been decided upon cannot in most cases be reversed without having to start over.

1. Naming the collection: a new collection cannot be established in the desktop project client; this step needs to be taken on the CONTENTdm administrative side (CONTENTdm Administrator), which is usually password protected and accessible server-side only (see Screenshot 2 in Appendix A). During this initial step it is of vital importance to select the correct server, and to set the collection parameters to “shared project” to ensure that different users on different computers will be able to access the collection contents. Failure to do so results in the collection being accessible only on the desktop it was created on, making it an impossible task in a large institution for those in charge of reviewing the different steps involved (such as approval of the collection contents by the head cataloger) to view the collection unless they leave their desk and come find the computer the collection originated on.

2. Selection of the proper Dublin Core Metadata Template: this step must be configured in the CONTENTdm Administrator as well; choices include the basic DC-15 (Simple Dublin Core) and a pre-configured extended template (Qualified Dublin Core), as well as the option to configure a template entirely “a la carte.” In the case of the King Library, a specific template was created when the King Library Digital Collections project was first established; it is currently used for all digital collections and described in more detail in this project write-up under the heading of Dublin Core Metadata Fields.

3. Ensuring that the file formats of the images and file-naming conventions are according to specifications: failure to do so upfront results in having to start over as images cannot simply be replaced - if an image is erased, the entirety of the record is deleted as well. I learned this lesson the hard way, after I had imported and cataloged high-quality TIF images instead of the required JPGs. Adhering to specific naming conventions for file-names ensures a modicum of uniformity and eases the association of digital objects with their respective collections.

Dublin Core Metadata Fields

The Dr. Martin Luther King, Jr. Library utilizes one Dublin Core metadata template for all of its CONTENTdm collections. The template guidelines are specified in the Dr. Martin Luther King, Jr. Library SJSU Special Collections & Archives Department & San José Public Library California Room Best Practice Guidelines for Digital Collections. The template is comprised of the 15 Dublin Core "core elements," the DC-15, along with a number of qualifiers for a total of 29 elements, as illustrated in Screenshot 3 in Appendix A. The template is usually not altered to specifically suit an individual collection; rather, the fields not applicable are left blank.

Image Format

Each image in any digital King Library collection is imported into CONTENTdm as a high-quality JPG, regardless of original format. Images not originating in JPG format need to be
converted with the use of Adobe Photoshop or IrfanView graphic viewer. At this point in time the King Library does not have a standardized digital preservation program in place; however, it is recommended that a set of preservation-quality TIF images is stored alongside the JPG images in the designated directory/folder structure. Reasons for JPG as the format of choice are threefold: JPG provides good-quality images suitable for everyday viewing on most devices; keeps image loading times for Internet browsers in acceptable ranges; and saves space on the server designated by the library to hold CONTENTdm content.

Cataloging

Due the nature of the Dublin Core Metadata Element Set, cataloging of the images appears to be comparatively easy. At the King Library, titles are kept short, descriptions focus on the nature of the content, and two to four subject headings are chosen from the controlled vocabulary included in the CONTENTdm content management software only (see Screenshot 4 in Appendix A), with the exception of historically significant collections where prominent local persons, places, establishments, or buildings are involved. Many of the fields need to be cataloged only once (i.e. cataloger, source, collection) and can then conveniently be “filled down” for the entirety of the collection, this being one of the major advantages of working with an electronic content management system.

However, when it comes to cataloging, nothing is ever as easy as it seems; problems arose from fields I least expected to cause trouble. Following the guidelines of the Dr. Martin Luther King, Jr. Library SJSU Special Collections & Archives Department & San José Public Library California Room Best Practice Guidelines for Digital Collections I discovered that for the Language field, the entry was specified to be "English," "Chinese," etc., that is, the full name of the language with its first letter capitalized. Having gone through an in-depth inspection of the Dublin Core Metadata Initiative's Dublin Core Metadata Element Set, Version 1.1: Reference Description guidelines, by now considered by the majority of Dublin Core users to the authoritative standard, I knew that languages should be cataloged with a code consisting of either two or three letters in lower-case: "en" or "eng" for English, for example (DCMI, 2011). Furthermore, I realized that there was a discrepancy between the library's guidelines instructions in regards to the Dimensions field and those given by the Dublin Core Metadata Initiative: height times width, or width times height, which one was it to be? Knowing that these decisions would be far outside my level of authority I decided to seek the assistance of the San José State University King library head cataloger, who not only patiently listened but also decided to update the library's best practice standards according to my suggestions.

Project Finalization: CONTENTdm Server-Side Client

After the cataloging of a digital collection is completed the images and metadata are uploaded to the CONTENTdm server side (CONTENTdm Administration) for approval. Approval is usually granted/denied after the cataloger in charge has reviewed the uploaded items and made changes if and where necessary. The collection is then indexed via an automated process so it can be searched and viewed via CONTENTdm and/or WorldCat (OCLC, 2009). Once these steps have been completed, the final switch is thrown: the collection settings are changed from “unpublished” to “published,” effectively making the collection visible to all.

Further Steps

Extraction of METS

Once the collection is “live,” it is quite simple to extract a collection’s metadata for a variety of purposes. In my case, the goal was to provide the Online Archives of California (OAC) with a
full set of METS records, allowing that institution to extract the information needed to publish the collection of images alongside my *Far East Asia Collection* finding aid. The extraction process itself is simple: the CONTENTdm Administrator includes an automated process that produces, with the toggling of a few options, a full set of XML records, conveniently wrapped in METS, ready to be stored and sent in seconds (see *Screenshot 5* in Appendix 5). Naturally, it is helpful if the receiving institution works with (or is at least prepared to work with) the type of metadata set CONTENTdm generates. As such is the case with the *Online Archives of California*, all I have to do is send the created XML file via email.

As from that point on I would not be involved in any way in the creation and publication of the image files for the *Online Archives of California*, I at least wanted to find out a bit about the theory behind the OAC’s on-site process. In an email conversation conducted over the course of a couple of weeks in early 2011 with the California Digital Library’s primary data consultant, I learned that the METS records extracted include all necessary information about the images, and also a file path that allows the OAC to gain access to the King Library’s designated CONTENTdm server. With this information, the OAC is able to pull two copies for each image in my collection, bind them with the metadata provided, and publish them alongside the designated finding aid.

*Preparation of a new "King Library Digital Collections" Collection*

Before a new collection can be published on the *King Library Digital Collections* website, an “About” (this collection) page must be created. The purpose of this web page is to introduce the collection by providing information about the collection’s background and describing both its digital and physical manifestations. Visitors are encouraged to subscribe to an RSS feed for the collection and/or to visit the corresponding finding aid located on the website of the *Online Archives of California* (OAC) via the included link (see *Screenshot 6* in Appendix A).

The strict guidelines for the creation of the About page are laid out in the *King Library Digital Collections Back-end Guide*: For each About page, a template must be created and stored in the appropriate templates folder; file naming conventions are strict, ensuring uniformity and findability of the collections’ templates. All templates must be created as .txt files to avoid unwanted html syntax showing up in the back-end, as it is the case with files created/edited in MS Word. Templates are encoded in simple HTML, using the following tags only:

```
<h3>your heading text</h3> for the collection title (heading)

<h3>your heading text</h3> for sub-headings, 10px top spacing

<p>your paragraph</p> for a double line break

<br /> for a single line break

<a href="your full url" title="your text">your text</a> to create a link and name link

<strong>your text</strong> to create bold text

<em>your text</em> to create italic text
```

While I initially found it amusing to see these tight restrictions placed on the HTML encoding of the About page, upon second thought I ended up marveling at how very little knowledge and experience is necessary to create a simple and effective web page.
In addition to creating an HTML encoded About template, an image must be selected, which represents the collection. While this is a fairly easy process when the image is chosen from within the collection the About page describes (one has the option of either leaving the randomly chosen image in its place or replacing it with another by means of a simple code that consists of the collection name and the chosen image’s unique CONTENTdm number), I discovered that trouble arises when an image from a different collection is chosen. In my case, my director and I decided to use an image from a collection other than the Special Collections Showcase Collection. My suspicions that a bit of coding may be needed proved correct but luckily, our library’s web design team had the issue resolved within a single hour.

**Conclusion**

“Nothing is ever easy.” The old adage holds true for the creation of digital collections just as much as it does for everything else. When I started out on my “grand adventure,” armed with knowledge of CONTENTdm and Dublin Core gained from a single library school assignment, I was convinced there could not be all that much "rocket science" involved in importing a few pictures, cataloging them, and publishing them. The first lesson I learned was that school and real life are vastly different: whereas in my library school course, the instructor had taken care of all things related to the configuration and back-end solutions of CONTENTdm, at my job I was expected to know (or acquire knowledge) about all of these steps upfront. The second lesson I learned is that going about something one does not really know anything about is a bad choice: had I asked before creating my little collection as an un-shared project with TIF images and exhaustive subject headings cataloging, I would have not had to start over. Lesson three taught me that not knowing is not a crime, and that asking is the way to gain knowledge, connect with persons from different departments, make friends, and even effect policy change. Lesson four learned revolves around patience: working in a large institution with multiple persons from different departments does not always lend itself to a timely and smooth work flow - it has now been more than four months since I first started working on the Showcase Collection project; and with the latest hick-up of being unable to display the chosen image on the About page, the collection will remain unpublished until a solution has been found, further delaying my sending a set of extracted METS metadata file to the Online Archives of California. And with that, lesson five comes into play: perseverance is key and giving up is not an option.

**References**


**Appendix A**

*Screenshot 1: Some of the Images Selected Displayed on the CONTENTdm Project Client*

*Screenshot 2: Initial CONTENTdm Collection Configuration*
**Collection configuration**

View and edit the collection profile and settings, including PDF conversion, display image settings, archival file management and image rights. To view and configure the metadata fields for this collection (and to enable full text searching), see fields.

<table>
<thead>
<tr>
<th>Profile &amp; permissions</th>
<th>edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection name</td>
<td>Special Collections Showcase (SJSU)</td>
</tr>
<tr>
<td>Collection alias</td>
<td>/showcase</td>
</tr>
<tr>
<td>Directory name</td>
<td>D:\content\showcase</td>
</tr>
<tr>
<td>Collection status</td>
<td>Not published</td>
</tr>
</tbody>
</table>

**Permissions**

<table>
<thead>
<tr>
<th>User name</th>
<th>IP address</th>
<th>Require permissions</th>
<th>For metadata and items</th>
</tr>
</thead>
</table>

**Collection information**

Collection information is displayed in the Project Client to help different users of the system distinguish between the collections.

Collection information undefined.

**Optional collection settings summary**

Click edit to review and change the complete settings for each.

<p>| PDF conversion | Do not convert multiple-page PDF files to compound objects | edit |
| Display image settings | Generate display images from full-resolution images | edit |
| Archival file manager | Do not save files to an archive volume location | edit |
| Image rights | No image rights options available for Web imports (create in the Project Client) |</p>
<table>
<thead>
<tr>
<th>Field name</th>
<th>DC map</th>
<th>Data type</th>
<th>Large</th>
<th>Search</th>
<th>Hide</th>
<th>Required</th>
<th>Vocab</th>
<th>add field</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Name</td>
<td>None</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Creator</td>
<td>Creator</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Internal Date</td>
<td>Date</td>
<td>Date</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Description</td>
<td>Description</td>
<td>Text</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Note</td>
<td>Note</td>
<td>Text</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Subject-TGM</td>
<td>Subject-TGM</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>move to</td>
</tr>
<tr>
<td>Subject-LCIS</td>
<td>Subject-LCIS</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>move to</td>
</tr>
<tr>
<td>Subject-Local</td>
<td>Subject-Local</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>move to</td>
</tr>
<tr>
<td>Geographic Coverage</td>
<td>Geographic</td>
<td>Coverage-Spatial</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Style/Period/Group/Movement</td>
<td>Coverage-Temporal</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>move to</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td>Publisher</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Type</td>
<td>Type</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Object Type</td>
<td>Object Type</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Format</td>
<td>Format</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Dimensions</td>
<td>Dimensions</td>
<td>Format-Extent</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Relation-Is Part Of</td>
<td>Relation-Is Part Of</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Rights</td>
<td>Rights</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Collection</td>
<td>Source</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Language</td>
<td>Language</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Repository</td>
<td>None</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Cataloger</td>
<td>None</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Internal Note</td>
<td>None</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Digital Reproduction Information</td>
<td>None</td>
<td>Text</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Citation Field</td>
<td>None</td>
<td>Text</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Transcript</td>
<td>Description</td>
<td>Full Text</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Title-Alternative</td>
<td>Title</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
<tr>
<td>Tag</td>
<td>None</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>move to</td>
</tr>
</tbody>
</table>

**Screenshot 4: CONTENTdm - Subject Headings, Controlled Vocabulary Display**
Screenshot 5: CONTENTdm Metadata Export Options
Screenshot 6: The Special Collections Showcase Collection's About Page
About Special Collections Showcase (SJSU)

Background
The San Jose State University Special Collections & Archives is comprised of rich and unique holdings consisting of primary and secondary sources documenting local, regional, and California history with a focus on higher education, history, politics, literature, and art.

The Digital Collection
The Showcase Collection consists of visual representations of notable items chosen from the multitude of collections held by the San Jose State University Special Collections & Archives. Special Collections is regularly adding new materials in an effort to increase information about and access to its primary resources. If you are interested in keeping up to date with the latest additions, you can sign up for the collection RSS feed. For additional information on this collection and the use of its images, contact the SJSU Special Collections Department.

The Physical Collections
For each of the physical collections of the San Jose State University Special Collections & Archives visually represented in the Showcase Collection, a brief description is provided along with a link to the finding aid published on the Online Archives of California.

The Far East Asia Collection
The Far East Asia Collection consists of a collection of books, scrolls, and other artifacts believed to have been donated by Miss Ethel Swiger. Miss Swiger graduated from San Jose State College in 1934 and received her credential in librarianship in 1942. She went on to help establish the program of library education at Yonsei University in Seoul, Korea, from 1956 to 1960. Also included are several books in Chinese from the personal collection of writer, poet, and San Jose State University English professor Esther Shepherd. For a description of the contents of the physical collection, as well as more information about the scope of the physical collection, visit the online Finding Aid.

For additional information on the scope and content of the individual physical collections, visit the Online Archives of California.