Harry Ransom Center
The University of Texas at Austin

CONTENTdm metadata guidelines by Arcadia Falcone (arcadia.falcone@gmail.com), for the Metadata Steering Group.

The current document is the final working draft, but may be updated with further revisions.

Metadata Steering Group
CONTENTdm Metadata Guidelines
Fifth Draft – Working Final Draft
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Overview of Field Properties Table in Display Order

	CONTENTdm label (field name)	Qualified Dublin Core mapping	Data type	Show large field	Searchable	Hidden	Required [1]	Repeatable	Controlled vocabulary	Content standard
1	Title	Title	Text	No	Yes	No	Yes	No		By item type
2	Alternate Title	Title-Alternate	Text	No	Yes	No	No	Yes		By item type
3	Creator	Creator	Text	No	Yes	No	No	Yes	LCNAF, ULAN	By item type
4	Date	Date-Created	Text	No	Yes	No	Yes	Yes		By item type
5	DateSearch	Date	Date	No	Yes	Yes	No	Yes		Limited W3CDTF
6	Description	Description	Text	Yes	Yes	No	No	Yes		
7	Subject	Subject	Text	No	Yes	No	No	Yes	By item type	
8	Language	Language	Text	No	Yes	No	No	Yes	ISO	
9	Format	Format-Medium	Text	No	Yes	No	No	Yes	By item type	
10	Extent	Format-Extent	Text	No	Yes	No	No	Yes		By item type
11	Digital Object Type	Type	Text	No	Yes	No	Yes	Yes	DCMI Type Vocabulary	
12	Physical Collection	Relation-Is Part Of	Text	No	Yes	No	Yes (except books)	Yes	Local	
13	Collection Area	Relation-Is Part Of	Text	No	Yes	No	Yes	Yes	Local	
14	Digital Collection	Relation-Is Part Of	Text	No	Yes	No	Yes	Yes	Local	
15	Collection Description	Relation-Is Part Of	Text	Yes	Yes	No	No	Yes		
16	Repository	Publisher	Text	No	Yes	No	Yes	Yes	Local set text	
17	Rights	Rights	Text	Yes	Yes	No	Yes	Yes	Local set texts	
18	Identifier	Identifier	Text	No	Yes	No	Yes	Yes		Local
19	Related Resource	Relation	Text	No	Yes	No	No	Yes		Local
20	Transcript	Description	Full Text Search	Yes	Yes	No	No	Yes		

[1] "Required" here refers to recommended best practice, and not necessarily to setting these fields as "required" in the CONTENTdm field properties, which may be determined as best suits the workflow on a project-by-project basis. Fields set to "required" within CONTENTdm must have content (for compound objects, at both the object level and for each item) for successful ingest. In the field properties, only the Title field is required by default, and is automatically populated for compound object items.

Terminology Definitions for CONTENTdm Field Properties

CONTENTdm label (field name): The field label that appears in the public interface.

Qualified Dublin Core mapping: The term from the Dublin Core element set assigned to the field. This does not display publicly; its primary purpose is to support interoperability for data harvesting or transfer to other systems.

Data type: A category that determines how CONTENTdm handles the field values.
> *Text:* The generic data type.
> *Date:* Enables accurate sorting of dates and interpreting of date ranges. The "Search by Date" option on the Advanced Search page looks in fields of Date data type. Must conform to strict format standard (see description of DateSearch field below).
> *Full Text Search:* Enables the "Text Search…" tab in compound objects to search the contents of this field across all items belonging to the compound object. For simple objects, enables the user to search within the contents of this field from the object record. Only one field may be designated "Full Text Search," and the Transcript field, if present, must be this data type.

Show large field: Displays a multi-line data entry space for the field in the Project Client, as opposed to a single line; does not affect public display.

Searchable: Determines whether the contents of the field are indexed for search. A field that is marked "not searchable" returns results neither in the public interface search nor in the administrative web interface search. The contents of the field are still displayed in the record.

Hidden: Determines whether or not the contents of the field are displayed in the public interface. Hidden fields are still visible through the administrative web interface and the Project Client.

Required: Within the CONTENTdm field properties table, selecting "required" means that the field must have content at all levels of the object, or the record will be rejected from upload. The "Title" field is set to "required" by default, and this cannot be changed. No other field is set as "required" within the CONTENTdm field properties, but recommendations for fields that should always be present are shown in the table above. Using the "required" setting may be determined as best suits the workflow on a project-by-project basis: for example, to ensure that gaps in legacy metadata are caught, or as a quality control measure for data entry.

Repeatable: Refers to the CONTENTdm label, not the Dublin Core mapping. Marking a field as "repeatable" indicates that multiple values may be entered within the field separated by semicolons, and the system will treat them as separate terms.

Controlled vocabulary: Only one controlled vocabulary may be assigned per field. See the MSG wiki for an explanation of how CONTENTdm handles controlled vocabulary.

Content standard: Governs the construction of metadata values concerning the object when existing metadata is unavailable or insufficient.

CONTENTdm Metadata Guidelines by Field

1

CONTENTdm label	**Title**
Qualified Dublin Core	Title
Required?	Yes
Controlled vocabulary	n/a
Content standard	If existing metadata lacks a title entry, use the following to construct the appropriate title form: • Art: DCRM(G) • Books: RDA, DCRM(B) • MSS: DACS, DCRM(MSS), AMREMM • Performing Arts: DACS, CCO • Personal Effects: CCO • Photography: DCRM(G) • Sound Recordings: DCRM(MSS)
Guidelines	Use same title as in local catalog or databases when possible, or construct a title according to the content standard given. Prefer not using brackets or other punctuation to distinguish constructed titles; however, such markings may be transcribed when present in original. Object-level titles are required; provide item-level titles for compound objects when applicable. When items within a compound object have no individual titles, the Project Client will automatically generate titles from file names.

2

CONTENTdm label	**Alternate Title**
Qualified Dublin Core	Title-Alternate
Required?	No
Controlled vocabulary	n/a
Content standard	If existing metadata lacks an alternate title entry, use the following to construct the appropriate title form as needed: • Art: DCRM(G) • Books: RDA, DCRM(B) • MSS: DACS, DCRM(MSS), AMREMM • Performing Arts: DACS, CCO • Personal Effects: CCO • Photography: DCRM(G) • Sound Recordings: DCRM(MSS)
Guidelines	Use alternate titles in CONTENTdm to make different title forms available as access points, or to avoid confusion that would be caused by providing only one title. Constructed titles used as common references may be included here, e.g., the First Folio, the Gutenberg Bible. Prefer using existing metadata when present. The purpose of this field is discovery rather than bibliographic completeness: uniform titles included in existing metadata may be omitted if they do not add a significant access point to the record. Additional explanation of multiple titles may be included in the Description field. Examples: • Early book (PFORZ 74 PFZ) o Title: A treatise excellent and compe[n]dious, shewing and declaring, in maner of tragedye, the falles of sondry most notable princes and princesses vvith other nobles, through ye mutabilitie and change of vnstedfast fortune together with their most detestable [and] wicked vices. First compyled in Latin by the excellent clerke Bocatius, an Italian borne. And sence that tyme translated into our English and vulgare tong, by Dan Iohn Lidgate monke of Burye (MARC 245)

- Alternate Title: Treatise excellent and compendious, shewing and declaring, in maner of tragedye, the falles of sondry most notable princes and princesses with other nobles, through ye mutabilitie and change of unstedfast fortune (MARC 246, alternate title)
- Electronic record (Norman Mailer Papers)
  - Title: Chronology of Hugh Montague a.k.a. Harlot (title from content)
  - Source File Path: HG2/Harchron.doc (path and file name)
- Manuscript (Sir Arthur Conan Doyle Papers)
  - Title: A Scandal in Bohemia (published title)
  - Alternate Title: A Scandal of Bohemia (draft title)

3

CONTENTdm label	**Creator**
Qualified Dublin Core	Creator
Required?	No
Controlled vocabulary	Names: LCNAF, ULAN (for Art) Roles: local, as derived from RBMS Relationship Designators, MARC Code List for Relators, and the AAT Agents facet
Content standard	If no name authority exists, use the following to construct the appropriate name form: • Art: AACR2 • Books: RDA • MSS: DACS • Performing Arts: AACR2 • Personal Effects: AACR2 • Photography: AACR2 • Sound Recordings: DACS
Guidelines	Identifies an entity significant to the creation or history of the item, such as author, artist, photographer, illustrator, publisher, printer, or annotator. Prefer name sources in the following order: previous usage in CONTENTdm → existing metadata → name authority → content standard. Use "Unidentified" when creator is not known; "Unidentified [role]" (e.g., "Unidentified artist") is also acceptable. Examples: • Green, Anna Katharine, 1846-1935 • Queen, Ellery • Reaugh, Frank, 1860-1945 • Tenniel, John, 1820-1914 • Gentry, Helen, 1897- • Byron, George Gordon Byron, Baron, 1788-1824 • Wallace, David Foster • Horace Liveright, Inc. Use semicolons to separate multiple entries in this field. If appropriate, a relationship designator may be appended to one or more of the name entries in order to clarify the specific roles of cited persons: i.e., when an object is the product of distinct significant functions by multiple creators, or when the entity most significant to the creation or history of the item is not directly responsible for its intellectual content or its material manifestation. The purpose of the role is clarity for the user rather than bibliographic completeness: roles or contributors included in existing metadata may be omitted if they are not significant for the usability of the record. Additional explanation of multiple roles may be included in the Description field. For example, the primary named entity distinguishing the Bulstrode newsletters in the

Pforzheimer manuscript collection is Sir Richard Bulstrode, as the creators of the documents and their contents are largely unidentified or uncertain. In this case, the following entry may be used for Creator: Bulstrode, Richard, Sir, 1610-1711, former owner.

Other examples:
- Annotated book or manuscript
  - Creator: DeLillo, Don; Wallace, David Foster, annotator
- Book with multiple significant creators in different roles
  - Creator: Chaucer, Geoffrey, d. 1400; Morris, William, 1834-1896, printer/press; Burne-Jones, Edward Coley, 1833-1898, illustrator; Hooper, W. H. (William Harcourt), engraver; Ellis, Frederick Startridge, 1830-1901, editor
- Electronic record that secretary transcribed from author's intellectual content
  - Creator: Mailer, Norman; McNally, Judith, transcriber
- Electronic record with "track changes" comments from an editor
  - Creator: Crowley, John; Weeks, Edward, editor

Note that due to how CONTENTdm handles controlled vocabularies, each name-role combination will need to be a separate entry in the name authority file. The same creator will be faceted separately for each role, and if hyperlinks are turned on the link will bring up only those records that match the linked entry exactly.

Strongly recommend consulting with MSG to determine role usage within a particular collection or project. Refer to the RBMS Relationship Designators controlled vocabulary at http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/relators/alphabetical_list.htm , the MARC Code List for Relators at http://www.loc.gov/marc/relators/relaterm.html, and the AAT Agents facet at http://www.getty.edu/vow/AATHierarchy?find=artist&logic=AND&note=&subjectid=300025485 when determining terms for local usage.

4

CONTENTdm label	**Date**
Qualified Dublin Core	Date-Created
Required?	Yes
Controlled vocabulary	n/a
Content standard	If existing metadata lacks a date, use the following to construct the appropriate date form: • Art: DCRM(G) • Books: RDA, DCRM(B) • MSS: DACS, DCRM(MSS), AMREMM • Performing Arts: DACS, CCO • Personal Effects: CCO • Photography: DCRM(G) • Sound Recordings: DACS, DCRM(MSS)
Guidelines	The following are recommendations for date format. When available, prefer dates present in the existing metadata for an item, even when they differ from what appears below. This field is for the primary date associated with the production of an item, as appropriate to the item type. Repeat this field and edit label as necessary when multiple or context-specific significant dates must be represented. Include additional explanation of multiple dates in Description field if necessary. • Art: date of creation • Books: date of publication • Born-Digital: date of creation for original file • MSS: date of creation • Performing Arts: as appropriate for format, date of performance • Periodicals: date of issue • Personal Effects: date of construction, date of acquisition by owner

- Photography: date of image capture, date of printing

When no date is available for an item, use "undated." Prefer using terms such as "approximately" or "circa" rather than square brackets to indicate uncertain or constructed dates.

From DCRM(MSS), section 4C: "Record the date(s) of production of the manuscript in this element. Record the date(s) as fully as possible, in English, in the order: year, month day. […] Normalize the date(s) of production appearing on the manuscript by expanding contracted years, converting ordinal to cardinal numbers, and converting roman to arabic numerals. Do not abbreviate months. Do not include words and phrases such as 'in the year' and 'anno' or days of the week as part of this element."

Examples:
- Single date
    - Year only: 1823
    - Year and month: 1940 May
    - Year, month and day: 1927 September 21
- Date ranges
    - Year only: 1897-1905
    - Year and month: 1972 July-1984 August
    - Year, month and day: 1845 March 27-1845 May 2
    - Uncertain start and end date, approximate year known: circa 1915-circa 1918
    - Uncertain start and end date, approximate century known: 1700s-1800s
    - Bulk dates: 1920-1956 (bulk 1920-1923)
- Uncertain single dates
    - Year probable, month and day certain: 1845? January 11
    - Probable date: 1736?
    - Approximate date: circa 1849
    - Probable approximate date: circa 1703?
    - Initial date: not before 1875
    - Terminal date: not after 1916 July 16
    - One year or the other: 1814 or 1815
    - Span certain: between 1618 and 1648
    - Span uncertain: between 1711 and 1749?
    - Span uncertain: between circa 1750 and circa 1810
    - Decade certain: 1890s
    - Decade uncertain: 1730s?
    - First decade of century: between 1900 and 1909 (not 1900s)
    - Century certain: 1800s
    - Century uncertain: 1700s?
- No date: undated

See DCRM(MSS) draft of date standards in section 4C, starting on page 31, at http://www.rbms.info/committees/bibliographic_standards/dcrm/dcrmmss/ DCRMMSS_20120125.pdf

5

CONTENTdm label	**DateSearch** (not shown)
Qualified Dublin Core	Date
Required?	No
Controlled vocabulary	n/a
Content standard	Limited W3CDTF (see below)
Guidelines	As CONTENTdm cannot handle uncertain dates within a date type field, this hidden field will provide dates or approximations in a format that is system-readable for searching, sorting, and filtering. If no date value is available, leave the field blank.

Dates in this field must be in one of the following formats: |

	- YYYY
	- YYYY-MM
	- YYYY-MM-DD
	- YYYY-YYYY (for range; this can be entered only in the Project Client)
	
	If the Date-Created field contains a date in one of these formats, it will be duplicated in this field. Note that date ranges may not include month or date values: if a document dates to between January 1, 1959 and January 5, 1959, the date would be given here as 1959-01. Similarly, if a document dates to between January 25, 1959 and February 5, 1959, the date would be given as 1959, as the greatest level of granularity available within the format restrictions.
	
	Convert uncertain dates to one of the formats given above using the following guidelines. The general rule is to add five years leeway before and after the stated date, unless a date range is already defined with certainty. Note that common sense should always prevail over this rubric – for example, expanding "circa 1923" should produce "1918-1924" if the creator died in 1924.
	
	- Date ranges (DateCreated → *DateSearch*)
	  - Uncertain start and end date, approximate year known: circa 1915-circa 1918 → *1910-1923*
	  - Uncertain start and end date, approximate century known: 1700s-1800s → *1700-1899*
	  - Bulk dates: 1920-1956 (bulk 1920-1923) → *1920-1956*
	- Uncertain single dates (Date-Created → *DateSearch*)
	  - Year probable, month and day certain: 1845? January 11 → *1840-1850*
	  - Probable date: 1736? → *1731-1741*
	  - Approximate date: circa 1849 → *1844-1854*
	  - Probable approximate date: circa 1703? → *1698-1708*
	  - Initial date: not before 1875 → *1875-[creator's death or other definite end point]*
	  - Terminal date: not after 1916 July 16 → *[creator's birth or other definite start point]-1916*
	  - One year or the other: 1814 or 1815 → *1814-1815*
	  - Span certain: between 1618 and 1648 → *1618-1648*
	  - Span uncertain: between 1711 and 1749? → *1706-1754*
	  - Span uncertain: between circa 1750 and circa 1810 → *1745-1815*
	  - Decade certain: 1890s → *1890-1899*
	  - Decade uncertain: 1730s? → *1725-1745*
	  - First decade of century: between 1900 and 1909 → *1900-1909*
	  - Century certain: 1800s → *1800-1899*
	  - Century uncertain: 1700s? → *1675-1825*

6

CONTENTdm label	Description
Qualified Dublin Core	Description
Required?	No
Controlled vocabulary	n/a
Content standard	n/a
Guidelines	Prefer using content from existing metadata when possible, even when it differs from these standards. A brief description of the resource. May include a table of contents, an abstract, or a brief transcript. Full sentences preferred when appropriate. Recommend integrating keywords into the description that users may enter as search terms, but which are not included in the formal subject headings. Include any relevant information about the context of the image that may not be immediately apparent.

	Enclose brief transcripts included in this field within quotation marks.

7

CONTENTdm label	**Subject**
Qualified Dublin Core	Subject
Required?	No
Controlled vocabulary	If existing metadata lacks subject terms, consult the following: • Art: TGM -> LCSH -> AAT, LCNAF • Books: LCSH, LCNAF • MSS: LCSH, LCNAF • Performing Arts: LCNAF, local vocabularies • Personal Effects: LCNAF • Photography: TGM -> LCSH -> AAT, LCNAF • Sound Recordings: LCSH, LCNAF
Content standard	n/a
Guidelines	Prefer to use subject headings from existing metadata rather than creating new. When appropriate, may use the same set of headings for all items in a collection. Include genre terms in Format-Medium rather than here. For subjects with substrings (for example, Counts palatine – Early works to 1800), the entire entry will form a single term in the controlled vocabulary. Locally-created subject controlled vocabularies available in CONTENTdm may also be used. Use semicolons to separate multiple entries in this field from the same vocabulary. CONTENTdm allows only one controlled vocabulary to be assigned per field. If subject terms from multiple vocabularies are necessary, multiple instances of the subject field, each with a unique label, must be used. Depending on the complexity of the project, it may be preferable to create a local controlled vocabulary file including terms from multiple sources for use in CONTENTdm. Consult with MSG when selecting, adapting, or constructing controlled vocabularies for new digital collections.

8

CONTENTdm label	**Language**
Qualified Dublin Core	Language
Required?	No
Controlled vocabulary	ISO
Content standard	n/a
Guidelines	Use full language name when relevant to a particular item or collection, such as Medieval and Early Modern Manuscripts, as given as English name of language in the ISO authority. See http://www.loc.gov/standards/iso639-2/php/code_list.php. This list is also available in the MSG wiki. Use semicolons to separate multiple entries in this field.

9

CONTENTdm label	**Format**
Qualified Dublin Core	Format-Medium
Required?	No
Controlled vocabulary	If existing metadata lacks format terms, consult the following: • Art: AAT -> LCSH • Books: RBMS Controlled Vocabularies -> AAT -> TGM

	• MSS: TGM, AAT • Performing Arts: AAT • Personal Effects: AAT -> TGM • Photography: TGM -> LCSH -> AAT • Sound Recordings: local format vocabulary (see MSG wiki)
Content standard	n/a
Guidelines	Describes aspects of the resource as a physical object, except for extent (which is included in the Format-Extent field). Includes physical attributes, component materials, construction or processing techniques, and object genre terms. Prefer to use terms from existing metadata rather than creating new. May include numeric values when designating a format category rather than measuring the extent of a specific item (e.g., 16 mm, 11 x 14 format). If not already included in existing metadata, add broad genre terms to facilitate faceted searching across collections. May also add more specific terms as appropriate. For example: • Manuscripts; Letters (a handwritten letter in the Pforzheimer collection) • Manuscripts; Newsletters (a handwritten newsletter in the Pforzheimer collection) • Books (a book by David Foster Wallace) • Books; Marginalia (a book with annotations by David Foster Wallace) • Drawings; Costume design drawings (a hand-drawn design for a costume) A list of preferred broad genre terms by collection area is available on the Decision Trees section of the MSG wiki. Use semicolons to separate multiple entries in this field. Prefer controlled vocabulary, but may repeat this field when both controlled and free-text format descriptions are required (e.g., for sound recordings). CONTENTdm allows only one controlled vocabulary to be assigned per field. If format terms from multiple vocabularies are necessary, multiple instances of the format field, each with a unique label, must be used. Depending on the complexity of the project, it may be preferable to create a local controlled vocabulary file including terms from multiple sources for use in CONTENTdm. Consult with MSG when selecting, adapting, or constructing controlled vocabularies for new digital collections.

10

CONTENTdm label	**Extent**
Qualified Dublin Core	Format-Extent
Required?	No
Controlled vocabulary	n/a
Content standard	If existing metadata lacks indicator of extent, consult the following: • Art: DCRM(G) • Books: RDA • MSS: DACS, DCRM (MSS), AMREMM • Performing Arts: CCO • Personal Effects: CCO • Photography: DCRM(G) • Sound Recordings: local content standard (see MSG wiki)
Guidelines	The size or duration of the resource based on the physical object. Examples include number of pages or leaves, dimensions, or duration. Values that primarily indicate format type (e.g. 16mm film) should be included in Format-Medium rather than here. May use abbreviations of units. Prefer to use existing metadata when available, including retaining units in their current format.

Examples:
- 136 pages (book or MSS)
- 29 leaves (photo album or M&EM MSS)
- 1 sheet (drawing)
- 35 centimeters by 16 centimeters (photo or print)
- 12 minutes 23 seconds (sound recording or video)]

Potential alternate labels: Dimensions, Duration (as appropriate for collection). May include multiple instances of this field when greater granularity is desired, e.g. extent of physical resource versus extent of digital resource. Example, for a sound recording:

- Extent: 1 reel, 48 ft.
- Duration: 30:48

Similarly, artworks from the Frank Reaugh collection appear in CONTENTdm in both a framed and unframed state, so each relevant set of dimensions is presented in its own field, with more specific labels:

- Framed Dimensions: 15 in x 15 in x 2 in
- Visible Dimensions: 12 in x 12 in
- Unframed Dimensions: 14 in x 14 in

For compound objects including items with different extents, prefer including both the overall extent at the object level and the extent of specific parts at the item level. Object- and item-level description may provide different kinds of extent, as relevant.

Examples:
- Photo album
  - Album dimensions: 12 in x 8 in, 22 leaves (object-level)
  - Image dimensions: 3 in x 5 in (item-level)
- Audio cassette, multi-part
  - Extent: 2 cassettes; Duration: 78:45 (object-level)
  - Title: Cassette 1, Side B; Duration: 43:23 (item-level)

CONTENTdm label	**Digital Object Type**
Qualified Dublin Core	Type
Required?	Yes
Controlled vocabulary	DCMI Type Vocabulary
Content standard	n/a
Guidelines	The type of the original object, rather than its digital surrogate. Some common DCMI Types: • Collection • Moving Image • Physical Object • Software • Sound • Still Image • Text (preferred for images of documents that are primarily text) On the distinction between Image and Text, from the DCMI Type Vocabulary: • **Image:** A visual representation other than text. Examples include images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. Note that Image may include both electronic and physical representations. • **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.

Full list of DCMI Type definitions available in Section 7 of http://dublincore.org/documents/dcmi-type-vocabulary/. This list is also available on the MSG wiki.

12

CONTENTdm label	**Physical Collection**
Qualified Dublin Core	Relation-Is Part Of
Required?	Yes (except for books)
Controlled vocabulary	Local
Content standard	n/a
Guidelines	This field notes collections of physical objects, identified by creator, collector, or subject, from which the CONTENTdm digital object derives. It does not include discrete book collections, which may be noted in the Description field when appropriate. If the item contains significant annotations by a former owner, the annotator's name may be included in the Creator field and further details provided in the Description field. Use same collection name as in local finding aid, catalog, or databases when possible, omitting collection dates. This field is required except for books. Examples: • Peter Quennell Papers • Herschel Family Papers • Carson McCullers Collection • Edith Wharton Correspondence • Bonnie Nadell Collection of David Foster Wallace • James Salter Addition to His Papers • William A. Bradley Literary Agency Records • Medieval and Early Modern Manuscripts Collection • Helmut and Alison Gernsheim Collection • T. Edward Hanley Collection • Joseph Abeles Studio Collection • Sir Arthur Conan Doyle Literary File • James F. Drake, Inc. Literary File Enter all applicable collection names separated by semicolons when an item is part of multiple overlapping collections, from the most specific to the most general. For example, for Sylvia Beach manuscripts this field would contain "Maurice Saillet Collection of Sylvia Beach and Shakespeare and Company; Carlton Lake Collection." When materials of the same provenance or deriving from the same entity have been split across multiple physical collections (by format or collection area, for example), include an additional instance of this field with the shared person or collection name as appropriate. For example, images of Doyle manuscripts, spirit photographs, and books would share "Sir Arthur Conan Doyle" entered in an instance of this field. This field may be added to existing collections or revised as it becomes relevant (i.e., as more collections are ingested to CONTENTdm).

13

CONTENTdm label	**Collection Area**
Qualified Dublin Core	Relation-Is Part Of
Required?	Yes

Controlled vocabulary	Local
Content standard	n/a
Guidelines	Name of HRC collection area that manages the physical object, as follows: • Art • Born-Digital • Costumes and Personal Effects • Film • Library • Manuscripts & Archives • Moving Images • Performing Arts • Photography • Sound Recordings These match the transfer destinations as given in the Acquisitions database, except for Costumes and Personal Effects, which is the equivalent of Personal Effects in the Acquisitions DB. This list is also available in the MSG wiki.

14

CONTENTdm label	**Digital Collection**
Qualified Dublin Core	Relation-Is Part Of
Required?	Yes
Controlled vocabulary	Local
Content standard	n/a
Guidelines	Name of digital collection(s) in which the digital object is referenced, as it appears on the CONTENTdm collection landing page. Use semicolons to separate multiple entries in this field.

15

CONTENTdm label	**Collection Description**
Qualified Dublin Core	Relation-Is Part Of
Required?	No
Controlled vocabulary	n/a
Content standard	n/a
Guidelines	Brief description (1-3 sentences) of the collection as a whole, to provide context for the individual item. May refer to the physical collection, digital collection, or both. Highly relevant collection-level provenance information may be included here.

16

CONTENTdm label	**Repository**
Qualified Dublin Core	Publisher
Required?	Yes
Controlled vocabulary	Local set text
Content standard	n/a
Guidelines	"Harry Ransom Center, The University of Texas at Austin"

17

CONTENTdm label	**Rights**
Qualified Dublin Core	Rights
Required?	Yes
Controlled vocabulary	n/a
Content standard	Local set texts
Guidelines	Use the following language to indicate the rights status of the material.

For materials for which the Center IS NOT the rights holder:
"The Harry Ransom Center does not own the rights for this item. It is the responsibility of the user to determine the rights status and secure permissions for the use of this item."

For materials for which the Center IS the rights holder:
"The Harry Ransom Center owns the rights for this item. Please contact the Center for use information."

The Terms of Use tab appearing in the menu bar of every page will provide more detailed information concerning rights and permissions.

If the Center is obligated to provide a specific credit line for a particular collection (e.g. by the terms of gift), include the appropriate citation in a separate instance of this field, with the field label "Credit."

18

CONTENTdm label	**Identifier**
Qualified Dublin Core	Identifier
Required?	Yes
Controlled vocabulary	n/a
Content standard	Local
Guidelines	Use the ***minimum possible number of identifiers*** to link the CONTENTdm record to the physical object: one identifier is preferred, two identifiers are acceptable, and three may be used in exceptional cases. When the label "Identifier" is appropriate for both entries, include them in the same instance of the field separated by semicolons. If using a more specific label for one or both identifiers, each will require a separate instance of this field with a different label.

Prefer identifiers that facilitate access rather than those whose function is primarily administrative or internal. Use item-level identifiers when available, container- or collection-level identifiers when items are not individually cataloged. Use location-based identifiers only when no other identifier is sufficient to identify the item. When an object has an identifier applied by a creator or previous owner that the Ransom Center does not use as the primary identifier for the object, include that information in the description field if relevant (e.g., a photographer's number on a negative).

Possible identifiers include:

- Art: accession number, container number
- Books: call number (as given in UT catalog)
- Born-Digital: accession number, call number, disk number, checksum
- MSS: container number, series and folder name, item number, volume number, collection ID number (as given in MSS Filemaker database)
- Performing Arts: container number
- Periodicals: call number (as given in UT catalog), volume and issue number
- Personal Effects: item number
- Photography: accession number, call number, box and folder number, item number, album number
- Sound Recordings: sound recording database number

In addition, a citation from a bibliography, catalog, or other significant item-level list may be included in this field when it is in common use to refer to the item. Use the field label to indicate the source of the citation (e.g., De Waal Number: 2227). Provide full details for the citation source in the collection-level description.

Examples:
- Accession number
    - 964:0037:0101

- 964:0037 (if only one item with this number or items lack individual numbers)
- Album number
  - Album 1
- Call number
  - PR 5558 A1 1973
  - Ah B384 615cc
  - 851 Sa58o 1723
  - PN 35 T3 v.4867 (book with volume number)
  - TR 140 C27 M5 HRC-P (book in photography collection)
  - PR 4769 H394 L349 HRC-TA (book in theater arts collection)
  - ZM 791.105 M2733 HRC-TA MCY (periodical from McManus-Young magic collection)
  - PR 5558 A1 1903 MOR (book in discrete collection)
  - PQ 4608 A6 1515 cop.2 ALDINE (book in Aldine Press collection with multiple copies)
  - HRCMIN 3264 (book in miniatures collection)
  - QK 1 B3 LUN (periodical in Lundell Botanical Library)
  - -Q- PR 5558 A1 1889 (quarto)
  - -F- PR 5558 A1 1868 WAU (folio in discrete collection)
  - Wp T258 859im WRE (book in Wrenn collection)
  - STARK 3992 STK (book in Stark collection)
  - QUEEN 2652 (book in Queen collection)
  - WOLFF 660K (book in Wolff collection)
  - PFORZ 408 PFZ (book in Pforzheimer collection)
  - Wing W.1189
- Citation number
  - MS.1a (Pforzheimer catalog number)
  - Grantz 2-7 (Sara Coleridge letters catalog number)
- Collection ID number
  - MS-1793 (MSS collection ID number from Filemaker for Radclyffe Hall/Lady Troubridge papers)
  - MS-2251 (MSS collection ID from Filemaker for John Keats papers in Little Alphabet)
- Container number
  - Box 27, Folder 1
  - Box 5 (when folders are not individually identified)
  - Oversize Box 12
  - Flat File Drawer 1
- Item number
  - HRC 91 (Medieval and Early Modern MSS collection shelfmark)
  - Ph 12468 (Ranuzzi Family MSS collection)
  - MS 10 (Pforzheimer MSS collection)
  - P122A (photograph in Literary File)
  - Item 1 (item in personal effects collection)
- Series and folder name
  - Works, "The Passing of Arthur"
  - Letters, A-G
  - Recip, Garnett, Constance
  - Misc, Third-party correspondence
- Sound recording database number
  - R 0118 (reel-to-reel)
  - C 2711 (cassette)
- Volume number (MSS)
  - Bound Volume 1
  - Volume 12
  - Times 4

- Volume and issue number (periodicals)
  - Volume 12, Number 2
  - Volume 5
  - Volume 54, Spring

Depending on the cataloging schema, compound objects may share their component item's identifier. Preferred practice is to include relevant identifiers at all levels of a record, even when duplicated.

When placing new digitization requests, include the identifier(s) in the order so as to form a link between the CONTENTdm record and the locally-held digital object in the DIDB.

19

CONTENTdm label	**Related Resource/Finding Aid/Catalog Record**
Qualified Dublin Core	Relation
Required?	No
Controlled vocabulary	n/a
Content standard	Local
Guidelines	From the label options, choose the one most specific to the resource. For manuscript collections, link to finding aid publicly accessible through http://research.hrc.utexas.edu/fasearch/, when available. Enter URL as in the following examples: [This may be changed as a more persistent linking system is established.] • http://research.hrc.utexas.edu:8080/hrcxtf/view?docId=ead/00094.xml (delete any text after ".xml") • http://research.hrc.utexas.edu/fasearch/lfcoleridgefamily.html For books, use the UT Library catalog's permalink to the bibliographic record. • https://catalog.lib.utexas.edu/record=b3162583~S18 (Evelyn Waugh's copy of *Brideshead Revisited*) CONTENTdm will automatically generate the hyperlink from the URL. This field may also be used to link to other local public catalogs, databases, and inventories, with changes to the field label as appropriate.

20

CONTENTdm label	**Transcript**
Qualified Dublin Core	Description
Required?	No
Controlled vocabulary	n/a
Content standard	n/a
Guidelines	A plaintext transcript of the resource. May be added manually or imported from text files. In compound objects, transcripts are assigned at the item level. When "Full Text Search" is selected in the field properties, the "Text Search…" tab on the item record page will search across all item-level transcripts associated with that compound object, or within the transcript for a single item. Brief transcripts may be included in Description field within quotation marks rather than here, as appropriate.