



[Metadata standards](#)

This document will lay out the requirements or suggestions for the content of each field that accompanies the items you'll be adding to the Alaska's Digital Archives. This should be used in tandem with the Adding Metadata tutorial which will explain the process of filling in the metadata fields.

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Introduction

What is metadata?

For Alaska's Digital Archives, this is the term we use to describe the information we know about each individual item in the database. It is comprised of two types of data: data about what is depicted in the item, and data about the item itself.

Why does metadata matter?

For one, the information you enter about each item makes it possible for researchers to find that item. The more information you have, the easier it is to find. But we also enter information that isn't just for that purpose: we enter things like item identifier numbers, the holding institution's contact information, and the date the item was created in digital form. Obviously the item identifiers and contact information help the user know who to contact about getting a copy of an item or to ask more about it and how to let you know which one they want. But we want to know when the item was digitized because if software or standards or file types were to change over time, this would allow us to tell what set of rules applied when the digital file was created. Or if you need to report out on an annual basis how many items you added, it can be very helpful to search by that date. End users may not care about that, but it's important to the long-term maintenance of the project.

Why do we have metadata standards?

Consistency is really important in a project like this. Our users shouldn't have to guess as to which synonym for railroad (railway? railways? rail road? railroads?) we might have used, or worse, be forced to search under all of them. Also, since many searches will pull up items from many different institutions, there needs to be some predictability from record to record as to what the user will see. If the records vary substantially in format or in style, it takes longer for the user to find the information they need in the metadata. Not to mention that sometimes the database itself needs rules followed. For example, semi-colons are a formatting command in the database so you want to be sure you're using them exactly as the database thinks you should be, or you may have just created a line break or search term break where you didn't want one.

Metadata field structure

Here's a quick sneak peak at the fields as listed on the administrative interface. This document will go through and explain what all of these fields do, how they should be structured, which you have to use and which are optional, and if there's specific language (controlled vocabularies) you need to use, where to find that.

	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field
1	Filename	Identifier	Text	No	No	Yes	No	No	<input type="text" value="move to"/> ▾	edit delete
2	Identifier	Identifier	Text	No	Yes	No	Yes	Yes	<input type="text" value="move to"/> ▾	edit delete
3	Display full text	Relation	Text	No	No	No	No	No	<input type="text" value="move to"/> ▾	edit delete
4	Collection Name	Source	Text	Yes	Yes	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
5	Title	Title	Text	No	Yes	No	Yes	No	<input type="text" value="move to"/> ▾	edit delete
6	Description	Description	Text	Yes	Yes	No	No	No	<input type="text" value="move to"/> ▾	edit delete
7	Creator	Creator	Text	No	Yes	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
8	Contributors	Contributors	Text	No	Yes	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
9	Required citation	Source	Text	Yes	No	No	Yes	No	<input type="text" value="move to"/> ▾	edit delete
10	Subject	Subject	Text	No	Yes	No	No	Yes-shared	<input type="text" value="move to"/> ▾	edit delete
11	Personal Name	Subject	Text	No	Yes	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
12	Corporate Name	Subject	Text	No	Yes	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
13	Location	Subject	Text	No	Yes	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
14	Region	Coverage-Spatial	Text	No	Yes	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
15	Latitude	Coverage-Spatial	Text	No	Yes	Yes	No	No	<input type="text" value="move to"/> ▾	edit delete
16	Longitude	Coverage-Spatial	Text	No	Yes	Yes	No	No	<input type="text" value="move to"/> ▾	edit delete
17	Date	Date	Text	No	Yes	No	No	No	<input type="text" value="move to"/> ▾	edit delete
18	Date searchable	Date	Date	No	Yes	Yes	No	No	<input type="text" value="move to"/> ▾	edit delete
19	Type	Type	Text	No	Yes	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
20	Related Materials	Relation	Text	Yes	No	No	No	No	<input type="text" value="move to"/> ▾	edit delete
21	Language	Language	Text	No	Yes	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
22	Rights	Rights	Text	No	No	No	No	Yes	<input type="text" value="move to"/> ▾	edit delete
23	Ordering and Use	Rights	Text	No	No	No	No	No	<input type="text" value="move to"/> ▾	edit delete
24	Holding Institution	Publisher	Text	No	No	No	No	No	<input type="text" value="move to"/> ▾	edit delete
25	Date Digitized	Date	Text	No	Yes	Yes	No	No	<input type="text" value="move to"/> ▾	edit delete
26	Metadata completed by	Contributors	Text	No	Yes	Yes	Yes	Yes	<input type="text" value="move to"/> ▾	edit delete

What are the metadata standards based on?

The rules are based on a combination of several standards. Initially the partners based much of the metadata standards on the Western States rules, which is the shorthand term that refers to the Western States Digital Standards Group rules for metadata. You will see references to those rules in the field descriptions below, The Western States rules come from a collaborative digital project and were designed to meet the needs for metadata standardization for a variety of materials and for a variety of repository types. More information on them is available at http://digitalcommons.usu.edu/lib_pubs/78/ including the metadata rules.

Important things to know about entering metadata

- Do not use semi-colons except to act as a break between elements of the metadata. ContentDM basically treats a semi-colon as a hard return. It is used to divide multiple terms in many of the fields. Semi-colons will make a URL non-linkable. Be sure that fields that include URLs do not have semi-colons immediately following the URL.
- When using semicolons to divide terms in fields, be sure to place a blank space after each semicolon. If you fail to do so, ContentDM treats the first letter in the following word as a blank space and it will no longer be searchable nor appear correctly online.
- Double spacing should not be used in controlled vocabulary fields because it will affect searchability of terms. In general, double spacing will not appear in the online view.
- For photographs, generally the indexing rules below apply to the photograph as the object and terms should be assigned as such. For example, some gold-rush era commercial photographs are of gold nuggets. The metadata should treat the photograph as the subject of the metadata, not the nugget itself, especially if the institution does not hold the original object. Further details about the object depicted should be included in the Description field. For objects (like museum artifacts, say a gold nugget) where a photograph has been taken of the nugget for the purposes of the site, the metadata should reflect that it is the object being described, not the photo.
- When describing materials, context is good but beware of interpretation. Be careful about the difference between these two. It's the difference between describing the item or image and telling a story about it or trying to make judgments about the importance of the item or what is depicted in it. For example: a photo of Balto. You might describe Balto as a sled dog who took part in the serum run to Nome, but you shouldn't say "this very important sled dog made it possible for the diphtheria serum to reach Nome and saved the city."
- USE terms: ContentDM does not support "See also" terms so commonly used in catalogs. We can put USE terms in controlled vocabularies for subject terms when the official term isn't what the average user would know. Beluga whales are one example: the LCSH term is "White whale" but it's unlikely that an end user, especially an Alaskan, would search by that. If "Beluga USE White whale" is entered into the Subject controlled vocabulary, searchers will pull up the relevant photographs without the indexer also having to enter beluga elsewhere in the record (though adding it to the description field is another reasonable solution to this problem.)
- Remember: it's all about the end users: making the materials available to them but also making sure that they can use them and evaluate them appropriately. You're trying to make the materials as searchable as possible, but you also don't want to give users too much to wade through. The Digital Archives currently houses over 100,000 items. Think about how much information you are providing to the end user, how relevant it is to the item in question, and make your descriptive choices accordingly.

- Also, always, bear in mind users who may need to use screen readers or web translation devices in order to read what is written: keep language simple, clear, and descriptive.
- Even if a field is listed as viewable by the end user, if it is empty, it will not appear to the end user.

Definitions for the sections below

Controlled Vocabulary:

This means that for this field there is a pre-defined vocabulary from which you must choose to fill in the field. In some cases you will see that controlled vocabulary as you're working in the field, in others, you will be creating it as you go. There are a few fields that are controlled vocabularies that don't quite work this way but those will be described more completely below.

Hidden to end user:

Some fields show up in the online database, some do not. This has nothing to do with whether or not they are searchable. It has more to do with decisions made about whether or not the user will need to see them. For example, the name of the person who compiled and added the metadata is not a field visible to the end user.

Searchable:

The end user can search terms that appear in this field. Also if a field is searchable, the terms that appear in that field will be clickable, allowing the end user to get a results list with all the other items in that repository's collection that have that term in that field. Not all searchable fields will be visible to the end user. The Metadata cataloger field (see below) is an excellent example of a hidden field that still needs to be searchable.

Dublin Core:

The Dublin Core elements are a group of descriptors that are agreed upon international standards. Dublin Core elements are the basis for all of the fields we use in our metadata. Each field entry below will note what Dublin Core element is represented by that field. Some elements will have more than one field. For a more complete listing of Dublin Core elements and what they mean, see <http://www.dublincore.org> and look for the link to the Elements set.

Project Client:

This is the software in which you put the image file and the metadata together as a unit if you choose not to use the administrative web interface (it's usually easier to navigate than the administrative web interface). Adding metadata through the Project Client is described in the Adding Metadata tutorial.

Indexer/Metadata cataloger:

This is whoever is doing the metadata entry.

Collection:

This is a term that is used in several different ways in this project and it can be very confusing. Each partner has a "collection" in the database: basically a bucket that contains all the items entered by that partner. More importantly, and more commonly for the purposes of this document, the word collection refers to the set of documents, photographs, artifacts, maps, or any combination in which the partner groups their holdings. For example, the diaries and photos and W-2 forms of a family in Juneau may

be known as the Jones Family Papers. Or a set of baskets held by a museum may be known as Donor X's Basket Collection.

Field standards

File name:

What is it: This item is the file name you have assigned to the digital file that you are uploading.

Field structure: Generally this will look similar, if not identical to, the Identifier. See additional information in the Identifier field below and in the Adding Metadata tutorial.

Field standards: This is not a controlled vocabulary field, it is not searchable, it is hidden to the end user, and it is mapped to the Dublin Core element: Identifier. This is a required field.

Field advice:

If at all possible, name your files with the identifier. But this is an institutional decision for your own file management methods. If you will be using a different field name than the identifier, you will probably want to keep a spreadsheet or table in a separate document that crosswalks the file name and identifier. Generally the unique identifier is what researchers will provide you when requesting use or a higher resolution copy. While you can access the behind-the-scenes records to see which file names are associated with which identifiers in ContentDM, none of this information is particularly easily accessed within DM and so it will be simplest to keep that information elsewhere.

Identifier:

What is it: This is a unique identifier that you will use to differentiate this item from anything else on the site.

Field structure: It will start with a three-to-five letter code designating your institution. It will need to be a complete string in order to be searchable. Separate data parts with periods or hyphens: do not use spaces or it will not be searchable as a string.

Field standards: This is a controlled vocabulary field, it is searchable and visible to the end user, and is mapped to the Dublin Core element: Identifier. This is a required field.

Field advice:

For repositories that catalog items individually, this may be what they call their accession number. For those repositories that do not individually catalog photographs, a process for assigning unique identifiers will have to be devised. Identifiers must be unique. All identifiers will begin with a three to five letter code identifying your institution. For example, ASL is the Alaska State Library, SCL is the Seward Community Library. That code will be developed by your institution and the Statewide project coordinator and usually is an acronym based on your institution's initials. It can be easily changed if your institution undergoes a name change (it has happened before.) This field is a controlled vocabulary field for reasons other than those outlined in the Terms Used section above. First, making it a CV means that the identifier is searchable as an entire piece—rather than broken up into fragments with each fragment searchable on its own, and the full identifier would not be searchable as a whole. End users will rarely use this for searching purposes, but the people handling the reproduction requests for your institution will need it: it is often the simplest way of identifying a specific image.

Display full text:

What is it: If you have a searchable transcript of a document or an audiovisual recording that is too long to post in the description field (generally more than a page) you can post that on an external website and link to it here.

Field structure: A short explanation of what is linked followed by a colon, a space, and the URL. Make sure no punctuation follows the URL or it will not present as an active link.

Field standards: This is not a controlled vocabulary field, it is not searchable, it is visible to the end user, and it is mapped to the Dublin Core element: Relation. This is not a required field.

Field advice:

Since this will link to an external site, the content of your transcript will not be searchable from the Alaska's Digital Archives website. Remember to include keywords and subject search terms as appropriate when completing the rest of your data entry on this item.

Collection name:

What is it: The collection or grouping at your institution that is the source of this item. See Collection as defined in the Terms Used section above.

Field structure: Typically for archival collections, the field will include the collection name, the collection date span, and the collection call number. Please include your institutional acronym (as defined for the file name and identifier) at the start of your call number. If any of these elements are not typically metadata you have associated with items, please consult with the Statewide project coordinator for alternative structures.

Field standards: This is a controlled vocabulary item. It is searchable and visible to the end user. It is mapped to Dublin Core element: Source. This is a required field.

Field advice:

See Collection as defined in the Terms Used section above. Usually the items that you are selecting will be part of a larger collection that may contain other materials. The collection name provides information to the end user about the context for the photograph. The end user may also find other elements of the collection relevant to their research topic or knowing that a certain person owned that basket may be important to the researcher.

The reason this is a controlled vocabulary field is that when this field is viewed online, the collection name appears as a searchable link: i.e. if you click on the collection name, the end user will be given search results including all items that use exactly the same collection name, again providing context for each item. If you do not use the same term for every item from that collection, the results list will not be complete. You will populate the controlled vocabulary list for your materials yourself as you enter collections into the database.

Avoid using quotation marks in this field. ContentDM doesn't always recognize quotation marks and may eat them during the upload/approval process. Also the quotation marks may break up the name string into several parts, canceling the ability to search the full collection name as a single string and adding some difficulties in the upload approval process. Standardize your collection name construction within your institution as much as possible.

Title:

What is it: This is the name given to this individual item by the creator or collector, it may also be an identifying name supplied by your institution.

Field structure: This should be descriptive but not lengthy. It should not include pejorative terms (see advice below).

Field standards: This is not a controlled vocabulary field. It is searchable and visible to the end user and is mapped to the Dublin Core element: Title. This is a required field.

Field advice:

The title appears in two places in the item display: in the metadata below the item and also immediately above the item. It also displays in all search results pages unlike most other metadata fields. This is the most visible piece of information accompanying any individual item.

Generally, if a title has been applied by the creator or collector, like a caption for a photograph or the name of a recording, that will be the basis for your title. Since those can be lengthy, you may want to excerpt it and choose only a portion to be displayed in this field (see the Description field below for more information about quoting a lengthy caption or title). The title should not be longer than a single line. If you create your own caption, create a descriptive but not interpretive caption. You may wish to include a date for the item, if known, to assist end users in seeing information about the item at a glance in the search results.

ContentDM does not handle quotation marks well in this field. If the title is a quote, you will indicate that in the first statement in the description field.

Generally you will use the creator or collector supplied captions or titles for the title field. There is one exception to this practice: if the title contains a potentially offensive or pejorative term. In that case, the metadata indexer should create a non-offensive title. The offensive caption will be retained and quoted in the description field. This practice was designed with the approval of the Native Advisory Board convened at the beginning of the Alaska's Digital Archives project. The concerns expressed by the Board were that we not remove the history associated with the item, but that in the case of offensive titles, as they are often the primary piece of information displayed in search results screens, that we not promote the offensive or insensitive language without appropriate context. The description field is the place for that context.

Description:

What is it: This field is a large text field that allows you to provide description for the item that is not otherwise included in one of the other fields.

Field structure: Source of title followed by the remainder of the description.

Field standards: This is not a controlled vocabulary field, it is searchable, is visible to the end users, and is mapped to the Dublin Core element: Description. This is not a required field, but you will use it most of the time because of the relationship with other fields.

Field advice:

The first piece of information in this field should be the source of the Title, for example: "Title taken from caption." "Title created by indexer." If you have excerpted a title or caption for the purposes of creating a short Title, you may want to follow it with the caption in full, labeled as such.

The description is one of the few fields that allow the indexer to mix both types of metadata: information about the physical aspects of the item and information about what is depicted by or described by the item. For example, the physical description of a map might include overall dimensions of the original item, the type of paper, and context for the map such as if it were part of a series created by an expeditionary force: things not necessarily apparent in the image itself. For example, the information about what is depicted or described on the map would include the location or locations portrayed and transcription of any information written on the map. While you are not required to include the dimensions of the original item, if you have them at hand you may wish to include them if you think they may assist the end user.

Individual words (other than stop words such as "a" or "the") are clickable and will take the end user to a search results screen of other records in your collection that use the same term in the description field. This allows you to add description and terms that may not be accessible through other supplied controlled vocabularies in other fields.

Keep accessibility in mind for all potential users. If your item is a short document or audiovisual piece, you are encouraged to include a transcription in the description field. This will assist end users who may be using screen readers or who have other accessibility needs to fully access the item. If the transcript is quite lengthy, put it on an external site and link it in the Display Full Text field above, and provide a summary statement here.

Cite your sources. If the information you are providing came from an individual or a document, cite it. Tell the end user the source of any information that is not visible within the item displayed. If you receive identifications of individuals or places provided by end users, indicate your source. If your source is unwilling to be identified, if you still wish to provide that information to the end user, you should indicate that it came from source external to your institution.

Extensive interpretation of the item should be avoided. Walk the line between description and interpretation to avoid introducing possible sources of unnecessary bias or perspective. Avoid introducing information that generally relevant to the item and which may create false hits for those searching the site with keywords. For example, do not provide a historical summary for an event or a biography of the creator if it may introduce search terms that cannot be found depicted in that image or document.

For use in describing photos with Native Alaskan themes, in consultation with the Native Advisory Board, a list of acceptable singular and plural terms for various native groups has been agreed upon. (for more Alaska Native group terms see appendix B). That list is as follows:

- Alutiiq: Sugpiaq (singular), Sugpiat (plural)
- Central Yup'ik: Yup'ik (sg), Yupiit (pl)
- Siberian Yupik: Yupik (sg), Yupiget (pl)
- Inupiaq: Inupiaq (sg), Inupiat (pl)
- Aleut, Eastern dialect: Unangax[^] (sg), Unangan (pl)
- Aleut, Western dialect: Unangax[^] (sg), Unangas (pl)
- For Tsimshian, Haida, Tlingit, and Eyak, it is probably best just to add an s to form the plural or use the term as an adjective (e.g. Tsimshian people)

Creator:

What is it: The creator(s) of the item.

Field structure: Use Library of Congress headings if available. If not, as per Library of Congress name authority structuring. Use parenthetical notes as a type qualifier if needed.

Field standards: This is a controlled vocabulary field, is searchable, is visible to the end user, and is mapped to the Dublin Core element: Creator. This is not a required field.

Field advice:

Leave this field blank if the creator is unknown or not certain.

As a personal name or corporate name field, LC name authorities are the first source to be used for the name entry. <https://authorities.loc.gov> If the name is not present in LC name authority files, other sources may be used. Entries used by other partners in the Digital Archives or Alaska library catalogs should receive precedence. If no entry exists, a name should be constructed according to LC standards. An extended description of searching the LC authorities page is in the Adding metadata tutorial.

Generally you will not need type qualifiers for most items with a single creator. The relator should be used with any creator where it is necessary to specify the creator's role for clarity. For example, in a postcard that depicts a totem pole. If you list the creator: is that the person who wrote on and sent the postcard, the photographer of the postcard photo or the sculptor of the totem pole? In that case you would need to use the relator to identify either or each. See the LC relator list for terms and their definitions. <https://www.loc.gov/marc/relators/relaterm.html>

You can place as many names in this field as you like. Remember to separate all with a semi-colon and a space so the database recognizes each as a separate entry. However, multiple names in this field should be closely scrutinized to determine if the people or corporate bodies were equal partners or if one would be better classified as a contributor and placed in the Contributor field.

Regarding photographs specifically: If both the photography studio and the individual photograph are listed with the photo, the studio should be used in the Creator field and the photographer in the Contributor field. Some sources for photographer's names when you only have initials or a last name can be found through this link: <https://archives.consortiumlibrary.org/2015/09/09/finding-photographers>

Contributors:

What is it: A creator field for creators who may not be the primary creator or author.

Field structure: Use Library of Congress headings if available. If not, as per Library of Congress name authority structuring. Use parenthetical notes as a type qualifier if needed.

Field standards: This is a controlled vocabulary field, is searchable, visible to the end user, and is mapped to the Dublin Core element: Contributor. This is not a required field.

Field advice:

Contributor is to be used solely as a reference to the creator of the image or item being cataloged: a contributor to the creation of the image or object. It is not used to refer to the donor of the item to the institution. In some cases, donor agreements require that you list the donors in any use of the image or object. If that name is not part of the collection name, the donor credit should be placed in the description field or in the Required citation field, if appropriate. See <http://vilda.alaska.edu/cdm/singleitem/collection/cdmg13/id/651> as an example.

The same naming rules apply as are listed in the Creator field. Multiple entries may be placed in this field and all should be separated with a semi-colon and a space.

Required citation:

What is it: This is the language you want end users to use when re-using the item.

Field structure: No required structure.

Field standards: This is not a controlled vocabulary field, is not searchable, is visible to the end user, and is mapped to the Dublin Core element: Source. This is a required field.

Field advice:

Typically this field will include institution name and collection name. If you prefer that end users include the identifier or an accession number, you may include that. If you have donor-derived requirements for citations (Courtesy of the donors, xyz) you may wish to include that. If your citations are repetitive, you may want to consider switching this to a controlled vocabulary field for ease of data entry.

Subject:

What is it: This field offers subject terms for what is depicted by or in the item.

Field structure: Individual controlled vocabulary terms.

Field standards: This is a controlled vocabulary field, is searchable, visible to the end user, and maps to the Dublin Core element: Subject. This is not a required field.

Field advice:

Separate terms with a semi-colon and a space.

An initial controlled vocabulary will be loaded into this field for you. It includes the Library of Congress Thesaurus for Graphic Materials (TGM), some LC subject headings, and some project-created local terms. You can add terms, but only those found in the Library of Congress subject headings (<https://authorities.loc.gov>). To add terms that are not in the current loaded vocabulary or listed as authorized terms on the LC site, please consult with the Statewide project coordinator.

The Thesaurus for Graphic Materials was designed to be used in the description of photographs and other visual artwork, as it allows the indexer to use terms specifically oriented to elements that may be depicted in a visual manner such as Buildings, Cabins, People, Students, etc. Some TGM terms may seem to be easily overused (such as People), but indexers should keep in mind that the more complete the indexing, the better the search mechanisms on the Alaska's Digital Archives site will function. Users search the current database for topics as vague as "Children." Generally do not use terms like "rocks" for photographs that are more scenery shots though it would be a reasonable term for a photo of a specific rock (same also for grasses, mountains, ice, etc.)

Occasional spot checks of the TGM or LCSH terms you'd like to use against the current version online is a useful practice. This is very important for terms that could have more than one meaning, such as Bars. Is this a reference to a drinking establishment, a piece of furniture used for serving alcohol, or a long piece of metal closing off a passageway? The online version will contain usage notes and will also contain related terms that you might find useful.

In general, use of subject terms should be limited to things depicted in or by the item. For example, an aerial photograph would not include Aerial photograph in the Subject field, but in the Type field. A photograph of a storefront with an aerial photograph on display in the windows would have Aerial photograph in the Subject field. Occasionally you may wish to include a more subject or topic oriented term. For example, a photograph of an army encampment at Adak in 1943. None of the other fields (except possibly the Description) provide an opportunity to connect this photograph to the War effort. In that case, you might want to use the term World War, 1939-1945.

The third set of terms mixed in this controlled vocabulary are local terms agreed upon by the original cataloging committee for the project. Because of the shortcomings of published thesauri especially in reference to Alaska topics, we found it necessary to create a vocabulary with agreed-upon spellings and terms for common descriptive elements. For example, all of the specific terms for Alaska Natives can be found within the Subject.Local vocabulary, as well as other terms such as Kuspuks (an agreed-upon spelling for the Native Alaskan clothing article.)

It is essential to include Alaska Native terms where and if they apply. If the image or object is related to Alaska Native topics, this field must include the appropriate term to the level of specificity as known. The Alaska Native terms were developed and approved by the Digital Archives' Native Advisory Board. No other variants of Alaska Native group names should be used in this field, and generally not within the database either.

Personal name:

What is it: The name of the person or persons depicted or mentioned in the item.

Field structure: Use Library of Congress names if available. If not, as per Library of Congress name authority structuring.

Field standards: This is a controlled vocabulary field, is searchable, visible to the end user, and is mapped to the Dublin Core element: Subject. This is not a required field.

Field advice:

Usage notes: LC name authorities are the primary source for this field and should be used if available. Only persons depicted in an item should be referenced in this field. Creators of the item are only used in this field when they are also depicted in or on the item. Other persons related to the image that do not fit in the Personal name, Creator, or Contributor field, should only be referenced within the Description field. This field can also contain multiple terms. Divide all by a semi-colon and a space.

If the name is not in the existing approved vocabulary, use LC rules to construct one. An exception to that rule is if only a first or last name is available, the person is presumed to have more than a single name, and the person is assumed to be clearly affiliated with a specific location. Then you may add the location as a qualifier e.g. Old Simon (Eagle, Alaska). Please note that locations should all be in the format of place, Alaska.

Fictional characters are allowed in this field but must be structured with LC rules. For example: Chilkoot Charlie (Fictitious character) or Oscar the Grouch (Fictitious character). Famous sled dogs (and similar) may also be included in this field and must be structured with LC rules. For example: Togo (Dog).

Corporate name:

What is it: The corporate name of an item, organization, company, etc. depicted in the item.

Field structure: Use Library of Congress name terms if available. If not, as per Library of Congress name authority structuring.

Field standards: This is a controlled vocabulary field, is searchable, visible to the end user, and is mapped to the Dublin Core element: Subject. This is not a required field.

Field advice:

LC name authorities are the primary source for this field and should be used if available. While locally created names can be used, extreme care should be taken in adding them. Usually when creating a corporate name entry for subjects that do not have a distinctive name, the name entry should be qualified with a place, if identifiable. This is especially important when creating a new term for common names (Mel's Diner) that may occur in multiple locales but are not affiliated like a franchise or chain, or for those for which an LC term already exists but is not the same as the one depicted.

Ship names may be added to this field.

Location:

What is it: The specific location(s) depicted or represented.

Field structure: Library of Congress name authority structure, typically Place name, Alaska.

Field standards: This field has a controlled vocabulary, is searchable, visible to the end user, and is mapped to Dublin Core element: Subject. It is not a required field.

Field advice:

Generally identify the most specific geographic location relevant to the item. For example, Independence Mine (Matanuska-Susitna, Alaska) and not Hatcher Pass Region (Alaska) if the item is directly from the Mine. If two locations are named or displayed in the item such as an image of Mt. Denali and Mt. Foraker or a letter mentioning both, provide both names separated by a semicolon and a space. In the case of those two mountains, it would be appropriate to include the National Park name within the Corporate name field and in the description.

For the correct form of the name, the following vocabularies are in priority order:

- LC (<http://authorities.loc.gov>)
- GNIS (available at: <http://geonames.usgs.gov/pls/gnispublic>)
- Orth (Dictionary of Alaska Place Names, Donald J. Orth, author, US Geological Survey professional Paper 567)

GNIS and Orth do not typically structure place names with the state in a parenthetical note: if you're using either of those to determine the official name of a place, be sure to structure the name using LC structuring.

If there are multiple locations in Alaska with the same name e.g. Ptarmigan Creek, qualify the name with the next higher geographic area such as the borough. If not within a borough, use the Census Area Name (GNIS). e.g. Ptarmigan Creek (Kenai Peninsula, Alaska).

This field is intended to identify the location depicted in the photograph as specifically as possible. If not identifiable beyond the broad regions for the Region field (see next field), leave blank. Your controlled vocabulary will be pre-supplied with some Alaskan place names though not a comprehensive listing. As many locations have already been entered into the controlled vocabularies, please check the Alaska's Digital Archives database before adding new ones, both for existing terms and for how to structure terms. For those photographs that reference Alaska topics but were not taken inside Alaska (such as those taken at various native boarding schools or during the construction of the Alaska Highway), the standards remain the same. If a slightly broader location is more likely to be searched e.g. Anchorage (Alaska) rather than the specific location e.g. Taku Lake (Alaska), consider entering both or ensuring the inclusion of the non-selected name within the Description field.

All Alaska place names should be followed by the parenthetical note of (Alaska). As noted above, sometimes the parenthetical note will contain another place name for specificity's sake.

Region:

What is it: The region to which the item is associated.

Field structure: The options defined by the pre-existing controlled vocabulary.

Field standards: This is a controlled vocabulary field, is searchable, is visible to the end user, and is mapped to the Dublin Core element: Coverage.spatial. It is a required field unless the item cannot be placed in any of the below regions.

Field advice:

The regions are:

- Alaska
- Interior Alaska
- Northern Alaska
- Southcentral Alaska
- Southeast Alaska
- Western Alaska and Aleutian Islands
- Outside Alaska

This field was created to allow general searching within large geographic areas. Many of the geographic boundaries were created in consultation with the Native Advisory board so as best to reflect geographic and linguistic divisions between Alaska Native groups. See the Adding metadata tutorial for more details about precise region scope and boundaries.

This field should always be filled in. Alaska is used only when narrower identification within Alaska cannot be made. Alternatively, multiple areas may be entered if the indexer cannot identify a single geographic area, such as “along the Yukon River” which could then be Alaska and Outside Alaska (for the portion of the Yukon in Canada.) Multiple entries should be divided by a semicolon and a space. If the item cannot be identified to any of the above regions, perhaps reconsider the selection of the item and it's relevancy to being included in the Alaska's Digital Archives.

Latitude and Longitude fields:

What is it: The exact location in numeric form for where the item was created or the location it represents.

Field structure: The numeric latitude or longitude to the degree of specificity possible.

Field standards: These are not controlled vocabulary fields, are searchable, are not viewable by the end user, and are mapped to the Dublin Core element: Coverage.spatial. They are not required fields but if using them, both need to be completed.

Field advice:

These fields are relatively new based on a recent mapping function added to ContentDM. Maps have not yet been enabled on the Alaska's Digital Archives as the functionality is not well-developed enough yet. The fields have been added to allow for the eventual development of maps of items in the Digital Archives. If the data is known or easily accessed, you may want to consider entering it. Even if the mapping function within the Digital Archives is not yet usable, having it in your metadata allows you to harvest it when exporting your metadata for other alternative uses.

Date:

What is it: The date, dates, or date span associated with the item's creation.

Field structure: A natural language listing for the date. For example, June 24, 1963. 1905-1908. Circa 1910. 1913-1915?

Field standards: This is not a controlled vocabulary field, it is searchable, viewable to the end user, and is mapped to the Dublin Core element: Date. It is not a required field though if date.searchable is filled in, this one should be as well.

Field advice:

This is one of two date fields. Be as specific as possible given the information you have about the date or dates on the item. This is the more readable of the two date fields. More information about how this and the date.searchable field function together and with ContentDM is provided in the field advice for the date.searchable field. While it is searchable, it is essentially only searchable when users are searching a day or year within the main search box. It is not functionally searched in the Advanced Search mechanism for dates. If date or date spans are uncertain, gauge how uncertain they might be. If you're reasonably sure the date span is correct, use circa or a question mark with it. If you're not sure that it is correct, discuss the date in the description field and leave this field blank.

Date searchable:

What is it: The date, dates, or date span associated with the item's creation in machine readable form.

Field structure: ISO compliant date field. CCYY, CCYY-MM, CCYY-MM-DD. For year spans or questionable dates, see Field advice.

Field standards: This is not a controlled vocabulary field, it is searchable, is not viewable to the end user, and is mapped to the Dublin Core element: Date. It is not a required field though if the preceding date field is filled in, this one should be as well.

Field advice:

This is the second of the specific date fields. This one is not as human reader friendly. It is the date field that is searchable by the Advanced Search option for dates. Individual dates should be constructed as CCYY-MM-DD. If the year and month are known: CCYY-MM. If only the year is known: CCYY. If a span of years, the years individually listed and separated by a semi-colon and a space: CCYY; CCYY; CCYY; CCYY; and so forth. Multiple dates should also be separated by a semi-colon and a space, as might be found in a document written over several days. Because ranges often result in a long list of years which can take up unnecessary space in a record and be confusing to the end user and even single dates are not necessarily easily read, this is why both Date and Date.searchable fields are used together to represent the date on an item. If the date or date span is uncertain, use the same logic as in the Date field as to whether or not to include it here or just in the Description field. Since nothing but ISO compliant dates are allowed in this field, format the date(s) included in this field as you would if you were certain of it/them.

Type:

What is it: This field refers to the format of the item being described.

Field structure: See below for allowed terms. Parenthetical qualifiers may be used to further specify. For example: Image or Image (Aerial photograph). Multiple terms may be used in this field, separated by a semicolon and a space.

Field standards: This field is a controlled vocabulary field, is searchable, viewable by the end user, and is mapped to the Dublin Core element: Type. It is a required field.

Field advice:

The following items are the essential list of types:

- Collection
- Dataset
- Event
- Image
- InteractiveResource
- Physical Object
- Service
- Software
- Sound
- Text

If you are unsure of how these types are defined, definitions are listed on the Dublin Core website: <https://www.dublincore.org/specifications/dublin-core/resource-typelist/>

Parenthetical qualifiers may be used to further specify. Those terms will come from TGMII (<https://www.loc.gov/rr/print/tgm2/downloadtgm2.html>). Technically TGMII is now a part of TGM I but you can still view the genre/format terms separately.

Generally you will use the type most closely associated with the specific item. Image, Physical Object, Sound, and Text are the most likely terms to be used. Moving images are classified as Image.

The reason to use this field is for organizational purposes as well as end-user searching and browsing: users will be able to search/browse a specific type. The basic controlled vocabulary as noted above comes from Dublin Core. The Alaska's Digital Archives metadata group decided to amend those terms slightly to allow for more specificity especially with Image, resulting in Image followed by a parenthetical term coming from TGM II (The Thesaurus for Graphic Materials II: Genre and Physical Characteristic Terms.) For example: Image (Photographs), Image (Photographic postcards), Image (Group portraits). Remember that specificity can reduce searchability in many cases so use qualifiers only when helpful to end user searching.

Related materials:

What is it: A link to further contextual description for the item.

Field structure: Generally a URL. It may be preceded by a description of the link type.

Field standards: It cannot be a controlled vocabulary field, is searchable, viewable by the end user, and is mapped to the Dublin Core element: Relation. It is not a required field but is highly recommended.

Field advice:

This field is designed to provide the end user with links to more contextual information for the item. Generally for archival material, it will be an external link to the online finding aid or catalog record for the overarching collection. It can also be used for providing a link to a related item in the Digital Archives.

As of yet, ContentDM requires that URLs be visible in their entirety rather than allowing the field entry to act as a hotlink. Never use semi-colons to separate information in this field: if adjoining a URL, the semi-colon will disable the link. Since this field may be used for a wide variety of purposes and URLs are not always self-explanatory, indexers should consider including a brief description preceding a URL to explain what function the link serves.

Language:

What is it: The language(s) of the item.

Field structure: Language term as selected from the controlled vocabulary.

Field standards: This is a controlled vocabulary field, is searchable and visible to the end user, and is mapped to Dublin Core element: Language. It is not a required field for items with no text associated with them. It is a required field for items with internal text.

Field advice:

If the item is in a language other than English, indexers should consider providing an English-language translation of the text, if at all possible. If short, that translation would be included in the Description field, if long, placed on another website and linked in the Display Full Text field.

Rights:

What is it: A statement indicating the rights status of the item.

Field structure: A full sentence.

Field standards: It is a controlled vocabulary field, is not searchable, is viewable by the end user, and maps to Dublin Core element: Rights. This is a required field.

Field advice:

The phrasing for the entries for this field will be determined by your local collection administrator in partnership with the statewide project coordinator. This field to let the end user know of any potential rights restrictions that might apply to their potential re-use of the item. Copyright will be the primary focus though certainly many items may also have cultural rights that apply.

Ordering and use:

What is it: A link to a landing page on your institution's website that will have information about ordering copies of the item or re-use instructions.

Field structure: A link to an external URL.

Field standards: This cannot be a controlled vocabulary field, it is not searchable, it is visible to the end user, and is mapped to the Dublin Core element: Rights. It is a required field.

Field advice:

The landing page on your site will clearly direct users as to how to place duplication or use requests. Each individual institution may decide how specific they need to be. Do not use semi-colons within this field as this will disable the linking function within ContentDM.

For sample landing pages see:

Alaska State Library:

http://library.alaska.gov/vilda_rights.html

Anchorage Museum:

<https://www.anchoragemuseum.org/collections/rights-reproductions/>

Seward Community Library Association:

<https://www.friendsofsclm.org/historic-photos-art-and-archives>

University of Alaska Anchorage:

<https://archives.consortiumlibrary.org/collections/online-materials/>

University of Alaska Fairbanks:

<http://library.uaf.edu/order-photos>

Holding institution:

What is it: The name of the institution that holds the item along with contact information.

Field structure: Name of institution, mailing address, phone number, email address preceded by mailto:.

Field standards: This is not a controlled vocabulary field, it is not searchable, it is viewable by the end user, and is mapped to the Dublin Core element: Publisher. This is a required field.

Field advice:

Include as much of the above information as possible. This allows end users to contact the appropriate repository for information if they have questions about the image. Departmental or organizational email addresses are best. Avoid personal email addresses wherever possible. To serve as a link, email addresses should be constructed as: mailto:repository@institution.edu which will, in most browsers, open up an email app. Do not allow semi-colons to follow such links or they will disable the link.

Date digitized:

What is it: The date the image was digitized or uploaded to the site.

Field structure: ISO date structure: CCYY-MM-DD, CCYY-MM, CCYY.

Field standards: This is not a controlled vocabulary field, is searchable but not visible to the end user, and is mapped to Dublin Core element: Date.digital. It is a required field.

Field advice:

This is a field used primary for administrative purposes and exact usage will depend on your institution's needs. It may be set to be the date the item was created in digital format or the date it was uploaded. Specificity will also depend on your institution's needs for reporting purposes. Some institutions may just put the year. Others may want to be able to do month by month tracking of progress.

Metadata completed by:

What is it: The name of the person(s) who completed the metadata entry or added in some substantial way to the metadata.

Field structure: Last name, first name. May be followed by a parenthetical note indicating role.

Field standards: This is a controlled vocabulary field, it is searchable, it is not visible to the end user, and it is mapped to Dublin Core element: Contributor. It is a required field.

Field advice:

This field is primarily used for administrative purposes by the institution but may also be used by those who provide metadata. The primary person(s) doing the metadata entry will be listed just with their name. If significant additional metadata is provided by another individual, such as a transcription for an a/v or textual item, their names should be followed by their role in a parenthetical note: e.g. Doe, Jane (Transcriber).

Tracking who is adding the metadata can assist with quality control and productivity tracking. It also allows those who do the metadata cataloging to locate the materials they've worked on for their own reporting purposes. If student interns do this work, for example, they can add records to their portfolios by searching their name on the site.