

Title: Metadata Best Practices

Purpose: Guidelines for creating metadata for USM Digital Collections

For: Digital Lab Staff

Maintained by: Digital Lab Manager

Date of Issue: 2017-04-07

Date of Last Review: 2019-10-14

Next Review: 2020-10

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## Introduction

This document provides instructions for creating and adding metadata for manuscripts, documents, photographs, and related materials in Digital Collections. This document does not address oral histories. Best practices for metadata related to oral histories are given in a separate document.

Metadata records for the USM Digital Collections are based on the Dublin Core Metadata Initiative (DC) data element set. DC uses fifteen base elements, all of which are optional and repeatable. Other guidelines used for instructions in creation of metadata records include:

- *Archives, Personal Papers, and Manuscripts*
- *DACS: Describing Archives, A Content Standard*

- *Anglo-American Cataloging Rules*
- *Digital Public Library of America Metadata Quality Guidelines*

Metadata records include specific formatting and minute details which are important, especially punctuation and capitalization. Three steps make up the work process.

1. Examine the document (either the scan or the original).
2. Access the finding aid for the collection to which the document belongs and/or the catalog record, if it exists.
3. Following Best Practices below, create the metadata record.

## Metadata Fields, Responsibility, and Type

The order of these elements should be consistent across all collections.

	<b>Field Name</b>	<b>Responsibility</b>	<b>Metadata Type</b>
1	Identifier	DigColl	Administrative
2	Alternate ID	DigColl	Administrative
3	Title	DigColl	Descriptive
4	Alternate title	DigColl	Descriptive
5	Replaces	DigiColl	Descriptive
6	Replaced by	DigiColl	Descriptive
7	Description	DigColl	Descriptive
8	Creator	DigColl	Descriptive
9	Searchable date	DigColl	Descriptive
10	Date	DigColl	Descriptive
11	Coverage (time period)	DigColl	Descriptive
12	Time period	DigColl	Descriptive
13	Subject	DigColl	Descriptive
14	Mississippi county	DigColl	Descriptive
15	Geographic location	DigColl	Descriptive
16	Resource type	DigColl	Technical
17	Format	DigColl	Technical
18	Media format	DigColl	Technical
19	Language	DigColl	Descriptive
20	Language code	DigiColl	Descriptive
21	Publisher	DigColl	Descriptive
22	Electronic publisher	DigiColl	Descriptive
23	Contributors	DigColl	Descriptive
24	Notes	DigColl	Descriptive
25	Rights	DigColl	Administrative
26	Rights holder	DigColl	Administrative
27	Disclaimer	DigColl	Administrative
28	Contributing institution	DigColl	Administrative
29	Collection	DigColl	Administrative
30	Finding aid	DigColl	Administrative
31	Source	DigColl	Administrative
32	Digital repository	DigColl	Administrative
33	Digital collection	DigColl	Administrative
34	Date digital	DigColl	Technical
35	Capture method	DigColl	Technical
36	Master image	DigColl	Technical
37	Processing software	DigColl	Technical
38	Record created by	System	Technical

39	Hidden notes	DigColl	Administrative
40	Custom searches	DigColl	Administrative
41	IP resolution	DigColl	Administrative
42	Transcript	DigColl	Descriptive
43	File name	System	Administrative

## Identifier

The unique identifier is assigned to each document. It contains an institutional identifier, as well as the file name identifying the collection and item. The unique identifier for USM is the OCLC code mus. Please consult the file naming document for additional information on creating file names.

Example of a manuscript from the Theodore Bilbo Papers at USM:

*Mus\_m002\_0001*

Example of a book from the DeGrummond collection:

*mus\_dgb00056*

The Identifier is assigned to the digital object, whether it is a single object, such as a photograph, or a compound object, such as a letter with multiple pages. In compound objects, the individual pages do not have an Identifier, but each page is assigned a file name. For example, a 2-page letter may have the identifier mus\_m002\_001, with the file names mus.m002\_001\_01 for page 1 and mus\_m002\_001\_02 for page 2. For more information on this, see File Name below.

The Digital Collections staff at USM will assign an Identifier for all USM materials

## Alternate ID

The Alternate ID is used when a document receives a new file name or identifier. The new file name is entered into the Identifier field and the old file name is entered into the Alternate ID field.

<i>Old file name (Alternate ID)</i>	<i>006157</i>
<i>New file name (Identifier)</i>	<i>mus_m246_001p</i>

The Digital Collections staff at USM will assign an Alternate ID as necessary for all USM materials

## Title

The Title should be taken from the document, omitting initial articles. In the absence of a title on the item, use the item title as found in the Finding Aid. If there is no title on the finding aid, create a title that is descriptive and concise. Capitalize only the initial letter of the first word and proper nouns.

When catalogers edit previously created records, evaluate the title based on the instructions below. Retitle if necessary.

Letters, Memos, and Other Correspondence – Letters should be named in the following basic format. Use this format also for Memos and other forms of correspondence.

Letter from \_\_\_\_\_ to \_\_\_\_\_; Date

Memo from \_\_\_\_\_ to \_\_\_\_\_; Date

*Letter from Zoya Zeman to Erwin D. Zeman; March 5, 1964*

*Memo from Victoria Gray (Adams) to friends and supporters of MFDP; February 10, 1966*

*FBI teletype from Director to New Orleans; July 10, 1964*

Note attributed authors and/or recipients with question marks in brackets.

*Memo, A. [Alex?] Rosen to Mr. [Alan H.?] Belmont; July 21, 1964*

If there is no date on the document and it is not possible to confer a date, record [Undated].

*Letter from Zoya Zeman to Erwin D. Zeman; Undated*

*Memo from MFDP to teachers; Undated*

If it is known that the document was produced in a certain year but it is not dated, use square brackets around the date in the Title and Coverage fields.

*Letter from Zoya Zeman to Erwin D. Zeman; 1964*

*Memo from MFDP to teachers; 1965*

If there is no recipient listed on the document, record:

Letter from \_\_\_\_\_; Date

*Letter from [author]; date*

If there is no author listed on the document, record:

Letter to \_\_\_\_\_; Date

*Letter to [recipient]; date*

Brochures, Flyers, Illustrations, etc. – Brochures and Flyers that are untitled should be named according to the publishing organization or the subject of the work.

*Mississippi Freedom Democratic Party brochure*  
*Mississippi Workshop flyer*  
*Curious George Eats an Apple pencil illustration*

**Photographs** – Photographs without a name written on them should be named according to the image. There is no need to include “Photograph of” at the beginning of the title

*Tomato Canning Club*  
*President William D. McCain*

**Newspapers or items in a series** – The title of the series, followed by the volume and issue numbers (example from the Zwerling collection):

*Student voice, Vol. 5, no. 17*

Source for the above formats: *Archives, Personal Papers, and Manuscripts*

p. 9, 1.0B1. Chief source of information  
 p. 11, 1.0F. Inaccuracies and extrapolations  
 p. 13, 1.1B2. Supplied titles

**Finding Aids** – Accept the title as applied by the home institution. A date is not needed for a finding aid.

*Finding aid for the Thomas G. Abernethy Collection (MUM00001)*  
*Inventory of the Florence Sillers Ogden Papers*

Source for finding aids: *Describing Archives: A Content Standard (DACs)*

## Alternate title(s)

Cataloger’s discretion. Use this field for one or more alternate titles if needed with a separator. Capitalize only the initial letter of the first word and proper nouns. Separate multiple entries with a semi-colon.

**Finding Aids:** When a finding aid is titled “Inventory of...” or “[Name] collection” or “Interview of...” etc., do not add an Alt Title “Finding aid for...”

## Replaces

The Replaces field is used when a serial’s title has been changed and replaced by a new title. The old title is entered into the Replaces field.

For example:

The USM yearbook was originally entitled “Neka Camon”. In this example, later version such as The Southerner would have “The Southerner” in the Title field, and “Neka Camon” entered in the Replaces field.

## Replaced by

The Replaced by field is used when a serial's title has been changed and replaced by a new title. The new title is entered into the Replaced by field.

For example:

The USM yearbook was originally entitled "Neka Camon". In this example, an early publication of The Southerner would have "Neka Camon" in the Title field, and "The Southerner" entered in the Replaced by field.

## Description

This is a brief summary beginning with a standardized phrase. Individual documents begin with the name of the collection. Finding aids begin with a phrase using those words.

*From the Botnick (A.I. & Fay) Civil Rights Collection.*

*From the Ben-Ami (Rabbi David Z.) Papers.*

*Finding aid for [collection name].*

Follow the standardized phrase with a short abstract in full sentences with correct grammar and punctuation. Avoid editorial comments. If the document is a transcribed copy, note this at the beginning of the abstract information.

*Transcribed copy of a letter ...*

This field is a good place to record important people whose names appear in a document, but who are not really the subject of the document. Avoid long lists of names in this field.

## Creator

The creator is the author of a document, the person who took a photograph, the person being interviewed for an oral history, etc. Information about the creator should be taken from the original document or the Finding Aid or the catalog record. Record the name as:

*Last name, First name, dates.*

If the author has a Library of Congress name authority record, use the name as it appears there. If not, use the name on the document.

*Adams, Victoria Gray, 1926-*

*Bilbo, Theodore Gilmore, 1877-1947.*

Finding aids will have the name of the home institution in the creator field and should be the authorized name of the institution.

*University of Southern Mississippi.*



If the author/creator is unknown, enter [Unknown]. When the last name of the author/creator is unknown, enter the author's first name and [last name unknown].

*Unknown.*

*Thomas [last name unknown].*

If an item has more than one creator, list each name in alphabetical order. Separate multiple entries with a semi-colon. List added authors in this manner. An item written by Zoya Zeman and Buster Brown would be recorded:

*Brown, Buster, 1937-1975.*

*Zeman, Zoya, 1943-*

The creator field is a controlled vocabulary Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry. Creators should be followed with a period, unless the term ends with a dash (ex: Evers, Charles, 1922- ). Follow the directions under Subject for adding new terms to the controlled vocabulary.

## Date searchable

The Date Searchable field indicates the date the item was originally produced. Take the date from the original or finding aid (if a date is present). If an item is undated, leave this field blank. The international standard ISO 8601 is used to indicate date formats. Dates should be expressed as yyyy-mm-dd.

Other formatting rules include:

Dates must be valid for the given month and year. A date in February cannot be greater than 28 except in a leap year (29); a date in March cannot be greater than 31.

The year must be shown with four digits.

If a document has no date but it is known that the document was produced in a certain year, use square brackets around the date in the Title and Date fields. Enter the date WITHOUT brackets in the Date Searchable field. Refer to Date for more information on dates with brackets.

- If the document was produced on one specific date: enter *1998-05-15* in the Date Searchable field and *15 May 1998* in the Date field.
- If document is undated, but the date is known: enter *1997-06-15* in the Date Searchable field and *[15 June 1997]* in the Date field.
- If the document is undated, but a probable date is known: enter *1996-07* in the Date Searchable field and *[June 1996 ?]* in the Date field.

### Date Ranges

Date ranges can only be entered as yyyy-yyyy. No months or days can be entered as date ranges in this field. Date ranges with months and days should be added in the Date Field.

- If the document was produced over more than one day in the same month: enter *1998-05* in the Date Searchable field and enter *12-15 May 1998* in the Date field.
- If the document was produced over more than one month in the same year: enter *1998* in the Date Searchable field and enter *May-June 1998* in the Date field.
- If the document was produced over more than one year: enter *1998-1999* in both the Date Searchable and the Date fields.

### Circa Dates

Circa dates should be entered as date ranges.

- If the document is dated circa 1995, enter *1993-1997* in the Date Searchable field and *circa 1995* in the Date field. (a five year date range)
- If the document is dated circa 1990s, enter *1990-1999* in the Date Searchable field and *circa 1990s* in the Date field.
- If the document is dated circa May 1995, enter *1995-05* in the Date Searchable field and *circa May 1995* in the Date field.

The Digital Collections staff at USM will complete the Date Searchable field for all USM materials added into Preservica.

## Date

The Date field indicates the date the item was originally produced. Take the date from the original or finding aid (if a date is present). The Date field should be used in conjunction with the Date Searchable field and it should be completed for every item.

The Date is visible in the public interface. It is formatted as a text field, so it does NOT have the same formatting requirements as the Date Searchable field. The date must be spelled out in the Date field as DD Month YYYY.

If the date is known, but it is not on the item (e.g., a photo of an event known to have happened during Freedom Summer), record the date or year in square brackets.

*[Certain date from another source]*

*[1964]*

If the date is probable (from correspondence, etc., related to Freedom Summer, and probably from 1964, but we can't be 100% sure of it), record the year with a question mark in square brackets.

*[Probable date from another source]*

*[1964?]*

If the date is unknown but can be narrowed to a decade or part of a decade, use circa to indicate an approximate date.

*circa 1960s*

If the date is simply unknown, record undated.

*Undated*

Refer to Date Searchable for information on date ranges and circa dates.

The Digital Collections staff at USM will complete the Date field for all USM materials

## Coverage: (time period)

The Coverage field identifies the time period covered in each document and can be derived from the document itself. It is usually not one specific date.

If the time period is a particular month in a specific year: [Month Year]

*August 1964* (no comma)

If the time period covers several months in one year: [Year]

*1964*

If the time period is several years in the same decade: [circa Decade]

*circa 1960s*

If the time period is broad and spans decades: [circa Decade-Decade]

*circa 1930-1960s*

If examination of a document provides that coverage is firmly fixed within/across specific years, record the years: [Year-Year]

*1969-1971*

If you are not sure about the year, but think the time period covered is one year: [circa Year]

*circa 1964*

If the time period covered is in one year, but particularly a specific month: [Year (primarily Month)]

*1964 (primarily August)*

If it is known that the document was produced in a certain year but it is not dated, use square brackets around the date in the Title and Coverage fields.

Finding aids have coverage from the earliest document to the latest. Record this:

*1921-1973*

## Time period

The Time Period field is related to the Coverage Field. It is not visible in the public interface and is used primarily to build custom searches

The Time Period is a controlled vocabulary field Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

Use the date/dates in the Coverage field to determine the appropriate decade/decades to select from the controlled vocabulary in the Time Period field. More than one decade can be selected from the controlled vocabulary.

If the coverage is May 1965, select *1960s (1960-1969)*.

If the coverage is 1955-1961, select *1950s (1950-1959)* and *1960s (1960-1969)*.

If the coverage is known, select *Undated*.

If the coverage of the item is prior to the Civil War, select XXXX

## Subject

The Civil Rights in Mississippi Thesaurus (CRT) was used to standardize Name and Subject Headings used in metadata records for the *Civil Rights in Mississippi Digital Archive (CRMDA)* grant project. Subject headings and Name Authority Records in the CRT are taken from the Library of Congress Subject Headings and National Authority File (NAF). Local authority records are created for names used in the MDL but for which Name Authority Records are not submitted to NACO.

All other Name and Subject Headings used in the USM Digital Collections are taken from the Library of Congress Subject Headings and National Authority File (NAF).

Record four to eight subject headings in alphabetical order.

The subject field is a controlled vocabulary Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry. Subject headings should be followed with a period, unless the term ends with a dash (ex: Evers, Charles, 1922- ).

When adding a subject that is not in the controlled vocabulary, a box will appear when saving the record asking to add the term for approval. Click yes.

When approving items in the Administration site, the top of the page has a box of terms to add to the controlled vocabulary. Terms can also be edited here. After the terms have been added to the controlled vocabulary, approve items as normal.

If a large group of people are shown in a photograph, prefer Description for their names. Concentrate subject headings on what is visible in the photograph or on the purpose of the scene of the photograph. Note capitalization and presence or lack of hyphens.

Subject Headings for institutions should be consistent with the name as it is in the document.  
*Mississippi Southern College.*

## Mississippi county

The Mississippi County field indicates the county in Mississippi that the item is about. Use this field only if the content of the item is about Mississippi. If the item is not about Mississippi, leave blank.

The county should be taken from the Library of Congress Subject Headings and National Authority File (NAF).

*Lamar County (Miss.)*

*Hinds County (Miss.)*

The Mississippi County field is a controlled vocabulary field. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

## Geographic location

The Geographic Location field indicates the location that the item is about, other than the Mississippi county. It can be used to enter a city, region, state, county, or county for a state other than Mississippi.

If only the Mississippi county is known, use the Mississippi County field. If the geographic location is not known, leave the field blank. An item can have both the Mississippi county and a geographic location, if the information is known.

The geographic location should be taken from the Library of Congress Subject Headings and National Authority File (NAF).

*Hattiesburg (Miss.)*

*Atlanta (Ga.)*

*Mobile County (Ala.)*

*Georgia*  
*Brazil*

The Geographic Location field is a controlled vocabulary field. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

## Resource type

The Resource Type field indicates the format of the original item. Use more than one term if needed, listing them in alphabetical order.

Image refers to photographs or illustrations, not the digital image of a text document. Use both Text and Image for items that contain text and photograph(s).

The resource type field is a controlled vocabulary field. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

*Image*  
*Interactive Resource* [web pages]  
*Moving Image*  
*Physical Object*  
*Sound*  
*Still Image*  
*Text*

The Digital Collections staff at USM will complete the Resource Type field for all USM materials

## Format

Format provides information about the format, dimensions, and length of the document. Fill in [x] based on the height and width of the item, and if applicable, the number of pages of the original item in its physical form.

Documents should include height, width, and number of pages.

*Digital reproduction of a [x]" x [x]" [x]-page document.*  
*Digital reproduction of an 8" x 10" 6-page document.*

Photographs should include height and width, and should be designated as "black-and-white" or "color."

*Digital reproduction of a 5" x 7" black and white photograph.*  
*Digital reproduction of a 5" x 7" color photograph.*

For illustrations and other materials, specify the format of the original.

*Digital reproduction of a 5" x 7" black and white pencil sketch.*

*Digital reproduction of a 5" x 7" watercolor.*

If the image is a part of a book or manuscript, document accordingly.

*Digital reproduction of a 5" x 7" book cover.*

*Digital reproduction of a 5" x 7" color image from a magazine.*

For finding aids or other documents in HTML that do not have a pagination extent, do not record file size.

*Digital reproduction of a collection guide.*

The Digital Collections staff at USM will complete the Format field for all USM materials

## Media format

Media Format provides indicates the format of the original item. It is more specific than the Resource Type field. This field is not visible in the public web interface and is used to build searches

Image refers to photographs or illustrations, not the digital image of a text document. Use both Text and Image for items that contain text and photograph(s).

The resource type field is a controlled vocabulary field Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

<i>Audio</i>	<i>Object</i>
<i>Cartoon</i>	<i>Oral history</i>
<i>Document</i>	<i>Page from publication</i>
<i>Film</i>	<i>Publication</i>
<i>Illustration</i>	<i>Scrapbook</i>
<i>Image</i>	<i>Text</i>
<i>Map</i>	<i>Video</i>
<i>Newspaper</i>	<i>Website</i>

The Digital Collections staff at USM will complete the Resource Type field for all USM materials

## Language

Enter the Language for all documents, including those in English. Leave this field blank for documents for which Language does not apply, such as a photograph. For documents in a language other than English, enter the language.

The Digital Collections staff at USM will complete the Language field as necessary for all USM materials

## Language code

Enter the language code for all documents, including those in English. Leave this field blank for documents for which Language does not apply, such as a photograph.

Language codes are expressed in compliance with the international standard ISO 639-2. Language codes are typically a three letter code.  
i.e. eng for English

This field is hidden from the public interface.

The Digital Collections staff at USM will complete the Language field as necessary for all USM materials

## Publisher

The Publisher field indicates the party responsible for publication of the physical item (if applicable)

The publisher of the physical item applies primarily to books and other published items. It should be listed first and followed by a period.

*Houghton Mifflin.*

The publisher field is a controlled vocabulary field (standardized text, but not associated with an authority record). Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

The Digital Collections staff at USM will complete the Publisher field for all USM materials

## Electronic Publisher

The electronic publisher field indicates the party responsible for the electronic publication of each item.



Every item will have a publisher of the electronic version. The MDL is listed first, followed by the home repository. Both terms should have the (electronic version) designation.

*Mississippi Digital Library. (electronic version)*

*University of Southern Mississippi Libraries. (electronic version)*

The Electronic publisher field is a controlled vocabulary field (standardized text, but not associated with an authority record). Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

The Digital Collections staff at USM will complete the Electronic publisher field for all USM materials.

## Contributors

The information in this field gives credit to other parties that contributed to the publication of the item. Separate multiple entries with a semi-colon

The Institute for Museum and Library Services (IMLS) provided funding for the Mississippi Digital Library through a National Leadership Grant. This field will read the same for all of the items included in the project.

*Electronic version made available through a National Leadership Grant for Libraries from the Institute for Museum and Library Services to the University of Southern Mississippi.*

For books and other published items, printers and other contributors can be listed here.

The Digital Collections staff at USM will complete the Contributors field for all USM materials

## Notes

The Notes field is visible in the public web interface, so only include notes that are suitable for public viewing. There is also a hidden notes field for technical or administrative notes. The Notes field is not a controlled vocabulary.

The Notes field has been used to identify items as part of USM's Civil Rights in Mississippi Digital Archive.

*This item is part of the Civil Rights in Mississippi Digital Archive.*

### Finding aid

The Finding aid field is used to link to the finding aid for the collection to which the item belongs.

*A finding aid for this collection is available online at:*

<http://www.lib.usm.edu/legacy/archives/m002.htm>

DOIs should be used to express the finding aid link whenever possible.

## Rights

Each item in Digital Collections is required to have a disclaimer and a rights statement in its metadata. The corresponding copyright statement should be entered into the rights field and the standard disclaimer in the disclaimer field.

The corresponding copyright statement should be entered in the rights field. Statements should be formatted as Title; URI (i.e. IN COPYRIGHT; <http://rightsstatements.org/vocab/InC/1.0/> ).

### **I. IN COPYRIGHT**

- URI: <http://rightsstatements.org/vocab/InC/1.0/>
- To be used for items we know are under copyright, and we know who owns said copyright.

### **II. IN COPYRIGHT - RIGHTS-HOLDER(S) UNLOCATABLE OR UNIDENTIFIABLE**

- URI: <http://rightsstatements.org/vocab/InC-RUU/1.0/>
- To be used for items we know are under copyright, but we do not know who owns said copyright or we know who owns the copyright, but we do not have contact information.

### **III. NO COPYRIGHT – UNITED STATES**

- URI: <http://rightsstatements.org/vocab/NoC-US/1.0/>
- To be used for items we know are in the public domain.

### **IV. NO COPYRIGHT – CONTRACTUAL RESTRICTIONS**

- URI: <http://rightsstatements.org/vocab/NoC-CR/1.0/>
- To be used for items with no copyright restrictions, but contractual obligations, such as needing permission from the donor.

### **V. COPYRIGHT NOT EVALUATED**

- URI: <http://rightsstatements.org/vocab/CNE/1.0/>
- To be used for items we have not yet attempted to determine copyright status. Should be used as a temporary statement.

### **VI. COPYRIGHT UNDETERMINED**

- URI: <http://rightsstatements.org/vocab/UND/1.0/>
- To be used for items we cannot determine copyright status due to missing information such as not knowing the creator or creation date.

### **VII. NO KNOWN COPYRIGHT**

- URI: <http://rightsstatements.org/vocab/NKC/1.0/>
- To be used for items we are reasonably sure have no copyright, but cannot conclusively state “No Copyright”.

## Rights Holder

This field provides a name, if known, for the rights holder of the item. This field is hidden from the public interface.

## Disclaimer

This field provides a copyright disclaimer. A standard statement follows:

University Libraries provides access to these materials for educational and research purposes. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. When possible, we have provided information regarding the copyright right status of an item; however, the information we have may not be accurate or complete. Obtaining permissions to publish or otherwise use is the sole responsibility of the user.

The Digital Collections staff at USM will complete the Disclaimer field for all USM materials.

## Contributing institution

This field identifies the repository where the item is owned and housed. The contributing institution field is a controlled vocabulary

*Special Collections, University Libraries, University of Southern Mississippi.*

The Digital Collections staff at USM will complete the Contributing Institution field for all USM materials added

## Collection

This field identifies the collection of which the item is a part. In the example below, xxx equals the manuscript number of the collection and yyy is the Collection Title. Use the Collection Title as it appears on the main page of the collection. There is a period at the end of this statement, and no comma between the collection number and the title. The Collection field is a controlled vocabulary

*xxx yyy.  
M320 Zeman (Zoya) Freedom Summer Collection.*

The Digital Collections staff at USM will complete the Collection field for all USM materials

## Source

The Source field gives the physical location of the item within the collection of which it is a part.

*Box 5, Folder 7*

If a photo identification number is assigned to photographs in the collection, include the number in the Source information.

*Box 1, Folder 3 M351-25a*

For books and other cataloged items, copy the call number from the catalog.

*PS3613.C85 O93 2004*

The Digital Collections staff at USM will complete the Source field for all USM materials

## Digital repository

This field identifies the digital repository to which the item belongs. All items should include the Digital Repository. The Digital Repository field is a controlled vocabulary

All items from USM are in the University of Southern Mississippi Digital Collections, and items from other institutions are a part of the Mississippi Digital Library.

*Mississippi Digital Library.*

*University of Southern Mississippi Digital Collections.*

The Digital Collections staff at USM will complete the Digital Repository field for all USM materials

## Digital collection

This field identifies the digital collection to which an item belongs. All items should include the Digital Collection. The Digital Collection field is a controlled vocabulary

*Jackson State University.*

*USM-Historical Manuscripts.*

The Digital Collections staff at USM will complete the Digital Collection field for all USM materials added

## Date digital

The Date Digital field indicates the date that the item was digitized. This field is formatted as a date type field, and has the same formatting requirements as the Date Searchable field. This field is not visible in the public web interface.

The Digital Collections staff at USM will complete the Date Digital field for all USM materials

## Capture method

The Capture Method field indicates the method of digitization. If known, the scanner or camera used for digitization should be selected from the controlled vocabulary. For USM collections, the controlled vocabulary includes hardware in the USM Digital Collections lab. This field is not visible in the public web interface.

The Digital Collections staff at USM will complete the Capture Method field for all USM materials

## Master image

The Master Image field indicates the file extension and resolution of the master image. This field should be used only if the information about the master image is known. This field is a controlled vocabulary. This field is not visible in the public web interface.

*600 dpi TIFF*

The Digital Collections staff at USM will complete the Master Image field for all USM materials

## Processing software

The Processing Software field indicates the software used to process images, such as Adobe Photoshop CS5. This field is a controlled vocabulary. This field is not visible in the public web interface.

The Digital Collections staff at USM will complete the Processing Software field for all USM materials

## Record created by

The Record Created By field indicates which user uploaded the item. This field is automatically generated when the item is uploaded. This field is not visible in the public web interface.

## Hidden notes

The Hidden Notes field is a searchable field that is not visible in the public web interface, and it includes any notes not intended for public view.

The term *Needs cataloging* was used in this field at USM to indicate which items need to be reviewed by Bibliographic Services. The Hidden Notes field is searchable.

## Custom searches

The Custom Searches field is used strictly for building custom searches. The field has a controlled vocabulary and is not visible from the public web interface.

The Digital Collections staff at USM will complete the Custom Searches field for all USM materials.

## IP resolution

The IP Resolution field (intellectual property resolution) is used to manage permissions and copyright. The field has a controlled vocabulary and is not visible from the public web interface. Based on the contents of this field, the permissions may be set to restrict the item from public view.

The Digital Collections staff at USM will complete the IP Resolution field as necessary for all USM materials.

## Transcript

The Transcript field is used to upload full-text transcripts of select documents.

The Digital Collections staff at USM will complete the Transcript field as necessary for all USM materials.

## File name

Each single object and every page of a compound object will have a file name that is usually similar to the Identifier. This field facilitates searching for individual pages of a compound object.

*Mus\_m246\_001p.jpg*

Originally compiled by: Jana Hudson Breeden, Metadata Librarian

Revisions: Linda Ginn, Catalog Librarian

Revisions: Laura Capell, Digitization Librarian

Revisions: Amanda McRaney, Manager of Digitization Laboratory

Revisions: Elizabeth La Beaud, Manager of Digitization Laboratory

Latest Revision: 2017-04-10

Type	Definition	Examples
Administrative	Metadata used in managing and administering information resources	Acquisition info Rights and reproduction tracking Documentation of legal access requirement Location information Selection criteria for digitization Version control
Descriptive	Metadata used to describe or identify information resources	Cataloging records Finding aids Specialized indexes Hyperlinked relationships between resources Annotations by users
Preservation	Metadata related to the preservation management of information resources	Documentation of physical condition Documentation of actions taken to preserve physical and digital versions of resources, e.g., data refreshing and migration
Technical	Metadata related to how a system functions or metadata behaves	Hardware/software documentation Digitization information, e.g., formats, compression ratios, scaling routines Tracking of response times Authentication and security data
Use	Metadata related to the level and type of use of information resources	Exhibition records Use and user tracking Content reuse and multi-versioning information

(Metadata and its impact on libraries, by Sheila S. Intner, Susan S. Lazinger, and Jean Weihs. Westport, Conn. : Libraries Unlimited, 2006. pp. 12-13.)