



Arizona Memory Project Metadata

Arizona State Library, Archives and Public Records

Contact Information

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USE OF THESE GUIDELINES

	Element	Required	Recommended	Required for Audio/Video	Recommended for Audio/Video	Required for Oral Histories	Control. Vocab. *See p. 3
1	Title	*					
2	Creator (Oral histories use Interviewee)	*					
3	Subject	*					Δ* See p. 6
4	Browse Topic		†				Δ
5	Description	*					
6	Language						
7	Contributor (Oral histories use Interviewer)						
8	Publisher						
9	Type	*					Δ
10	Material Collection						
11	Material Subcollection						
12	Geographic Coverage						
13	Acquisition Note						
14	Exhibit						
15	Rights Management	*					
16	Date Original	*					
17	Time Period		†				Δ
18	Original Format	*					
19	Source Identifier						
20	Location						
21	Digital Identifier	*					
22	Date Digital		†				
23	Digital Format	*					Δ
24	File Size			§			
25	Digitization Specifications		†				
26	Serial Information						
27	Repository	*					
28	Digitization Technician						
29	Full Text / Transcript				#		
30	Interviewee					^	
31	Interviewer					^	

Controlled vocabulary: A specific, limited list of qualified terms used to fill a field. A list of controlled vocabulary terms may be maintained within the CONTENTdm software (for example, controlled vocabulary for **Time Period** and **Browse Topic** elements), or by an outside organization, like the Library of Congress (for example, the LC Subject Headings).

Sample Metadata Template

Field Name	Default Value
Required fields are in bold & all caps *Controlled Vocabulary	
TITLE	
CREATOR	
SUBJECT	
Browse Topic *	
DESCRIPTION	
Language	
Contributor	
Publisher	
TYPE *	
Material Collection	
Material Subcollection	
Geographic Coverage	
Acquisition Note	
Exhibit	
RIGHTS MANAGEMENT	
DATE ORIGINAL	
Time Period *	
ORIGINAL FORMAT	
Source Identifier	
Location	
DIGITAL IDENTIFIER	
Date Digital	
File Size	
DIGITAL FORMAT *	
DIGITIZATION SPECIFICATIONS	
Serial Information	
REPOSITORY	
Digitizing Technician	
Full Text/Transcript	
Interviewee	
Interviewer	

METADATA ELEMENTS

I. TITLE

Required: Yes

Definition: The name of the object, such as a title of a book or painting.

Controlled Vocabulary: No

Input Guidelines:

- Follow standard capitalization rules for titles. Do not capitalize articles (“an” or “the” or “a”) unless they appear at the beginning of the title. Capitalize all nouns, pronouns, adjectives, verbs, and adverbs.

Comments:

- Accession numbers, call numbers, or other identification numbers associated with the original object should be entered in the **Source Identifier** element.
- File names or other unique identifying information about the digital resource should be entered in the **Digital Identifier** element.
- If a caption has been handwritten on the front of a photograph, this may be used as the title.

Examples:

Title	Comments
Sense and Sensibility	<i>Title of book</i>
Dia de la Tierra	<i>Title from a poster</i>
Summer Cabin	<i>Handwritten caption from a photograph</i>
The Swan	<i>Title of the musical piece “The Swan”</i>
Plat-of-the-Town of Grand Junction, Gunnison County, Colorado (1950)	<i>Title on a map</i>
George W. P. Hunt Suffrage Speech	<i>Unpublished document</i>
Silver Teapot	<i>A teapot within a museum collection</i>
Oral history Interview With John Smith, July 26, 2000	<i>Oral history</i>

2. CREATOR

Required: Yes

Definition: The name of the primary person or organization that produced the original object, such as writer, photographer, artist or manufacturer. Examples of a Creator include authors of written documents, collectors of natural specimens or artifacts, photographers, organizations that generate archival collections, etc.

Controlled Vocabulary: No

Input Guidelines:

- Enter personal names in inverted form: Last name, First name, Middle name or Middle Initial.
- If there is doubt as to how to enter a name and the form of name cannot be verified in a controlled vocabulary (such as the Library of Congress Name Authorities), enter it as it appears and do not invert. For example: Sitting Bull.
- If the creator is unknown, enter the word “Unknown” in the **Creator** element
- The creator’s birth and death dates, if known, may be added after the name, for example: Smith, Adam, 1723-1790.
- Abbreviations are allowed if they are distinguishing terms such as “Mrs.” or “Jr.” If in doubt, spell out the abbreviation.
- Abbreviations for roles (such as “ed.” for Editor) are allowed. Enter the abbreviation in parentheses after the name, for instance: Crawford, Vicki L. (ed.).
- Enter *primary creator* (the creator listed first on a work) in the creator field. Secondary authors, editors, etc. must be entered in the **Contributor** element.
- Enter names of corporate authors such as organizations in full, uninverted form.
- **For oral histories**, enter Creator information, the person(s) being interviewed, in the **Interviewee** element.

Comments:

- Identify individual or entity responsible for digitizing an existing resource in the **Digitizing Technician** element.

Examples:

Creator	Comments
Billy the Kid	<i>Name is not inverted, according to LOC Name Authorities</i>
Smith, Adam, 1723-1790	<i>Birth and death dates are very important in order to distinguish between multiple individuals with identical names.</i>
Madonna, 1958-	<i>Refers to the entertainer. This is the form given in the LC Authority record. Note the hyphen after the date to indicate that the individual is living</i>
Chavez de Aguilar, Maria Alicia.	<i>Name is entered as it would in the country of origin</i>
Fitzgerald, F. Scott.	<i>Name of author with First Name as an initial</i>
Unknown	<i>Name of photographer is unknown</i>
Crawford, Vicki L. (ed.)	<i>Name of editor of an anthology of articles; additional editors listed in Contributors element</i>
Arizona Dept. of Game and Fish	<i>Name of corporate author</i>

3. SUBJECT

Required: Yes

Definition: What the content of the resource is about or what it is, expressed by headings, keywords, phrases, names, or other terms for significant people, places, and events associated with the resource

Controlled Vocabulary: Yes* Select subject words from list of controlled vocabularies below.

Input Guidelines:

- Separate multiple subject entries with a semicolon followed by a space. If the subject is a person or an organization, use the same form of name as specified in the **Creator** element.
- Dashes and other punctuation marks are allowed.

Comments:

- Recommended best practice is to select a subject word from a discipline-related controlled vocabulary or formal classification schema; for example Chenhall’s is the controlled vocabulary schema for museums.
- Non-controlled terms or keywords that identify the resource with some precision can be added to a record to enhance retrieval and discovery, especially in cases where such terms are too new or too specific to be included in controlled vocabularies. Non-controlled terms may also be added in the **Description** element.

Some suggested thesauri

Scheme Name	Definition
AAT	Art and Architecture Thesaurus: http://www.getty.edu/research/tools/vocabularies/index.html
GMGPC	Thesaurus for Graphic Materials: TGM II, Genre and Physical Characteristic Terms: http://www.loc.gov/rr/print/tgm2/
LCNAF	LC Name Authorities File: http://authorities.loc.gov
LCTGM	Thesaurus for Graphic Materials: TGM I, Subject Terms: http://www.loc.gov/rr/print/tgm1/
NMC	Revised Nomenclature for Museum Cataloging: a revised and expanded version of Robert C. Chenhall’s system for classifying man-made objects. A digital copy of Chenhalls Nomenclature may be found online at Google Books (books.google.com)
TGN	Getty Thesaurus of Geographic Names: http://www.getty.edu/research/tools/vocabularies/index.html

Examples:

Subject	Comments
Blasting--United States--History; Explosives--United States--History; Mineral industries--United States—History	<i>Book about the history of mining and explosives using LC Subject Headings subject terms</i>
Capitols--Arizona--Phoenix	<i>Photograph of the Arizona State Capitol using Thesaurus for Graphical Materials subject terms</i>
Stocks; Investment analysis; Portfolio management	<i>A guide on stock market investment with subject assigned using Dewey Decimal Classification</i>
Communication artifact – Documentary artifact	<i>United States Army medal using the Revised Nomenclature for Museum Cataloging classification system</i>

4. BROWSE TOPIC

Required: Highly recommended – the Arizona Memory Project uses a BROWSE feature based on the terms below in order to facilitate retrieval.

Definition: Predetermined topic that pertains to the general content of the object.

Controlled Vocabulary: Yes.* Select terms from list provided in CONTENTdm software

Input Guidelines:

- Choose a topic(s) from the list of predetermined terms in the internal controlled vocabulary in CONTENTdm desktop software.
- Multiple topics can be used to describe a single object.
- Software will automatically separate multiple **Browse Topic** terms with a semicolon (;) followed by a space.
- Only the terms listed below may be used for the **Browse Topic** element.

Browse Topic Controlled Vocabulary
Agriculture
Arts and architecture
Business and industry
Crime and violence
Education
Family and community
Government and politics
Health and Well-being
Land and resources
Leisure and travel
Military and war
Native Americans
Race and ethnicity
Religion and philosophy
Science and technology
Society and culture
Transportation
Work and labor

Examples:

Browse Topic	Comments
Government and politics	<i>Bicycle reflector promoting Willkie/McNary ticket for Pres. & V.P.</i>
Government and politics; Society and culture	<i>Document from archival collection of governor's papers regarding voting rights</i>
Arts and architecture	<i>Book about a house that has become a landmark</i>
Land and resources	<i>Annual state report about Fish and Game activities</i>
Government and politics	<i>Photograph of the Arizona State Flag</i>

*see definition of controlled vocabulary, p. 3

5. DESCRIPTION

Required: Yes

Definition: A free-form text account of the item. Description may include but is not limited to: an abstract, anecdotal description, historical context of the object, or other narrative information such as handwritten words on the back of a photograph. Tell the story behind the object.

Controlled Vocabulary: No

Input Guidelines:

- **For audio and video files**, if the file is a portion of a full length file, include information about the playtime length for the portion and the whole. For example, “Clip is 2 minutes of a 20 minute interview” or “Clip is 10 minutes of a 60 minute video.”
- **For audio and video files**, enter the transcription of the file into the **Full Text** element.
- **For cartographic materials**, include map scale in the **Description** element.

Examples:

Description	Comments
Red Cross nurse beckoning woman to assist wounded soldier	<i>Description of a poster</i>
Horse and buggy, in front of the J.C. Penney store, Longmont, Colorado	<i>Description of a photograph</i>
Off-white wedding dress that belonged to Flora Anfenger Hornbein who married Philip Hornbein in 1905.	<i>Description of Museum object</i>
A collection of 225 posters from the 9 th Colorado International Invitational Poster Exhibition, held 1995 in Fort Collins, Colorado.	<i>Abstract</i>
Letter to Amelia Barnsworth from Captain Smythe. Watermark clearly visible on upper right-hand corner.	<i>Description of watermarked document</i>
Title page. Prefatory. Preparatory. Southwest Kansas and the Arkansas Valley. What the Government Reports Show. Government Land Office Statistics. The Old and New. Pawnee Rock and its Inscriptions. In and About Kinsley.	<i>Table of Contents</i>
1 map: col.; 41 x 50 cm; Relief shown by hachures and spot heights; Inset: diagram of summit; scale 1:63,360	<i>Description of a map</i>

6. LANGUAGE

Required: No

Definition: Indicates when material is in a non-English language.

Controlled Vocabulary: No

Input Guidelines: Use this field only when content is not in English or is a mix of non-English and English

Examples:

Language	Comments
French	<i>French-language novel</i>
English; Navajo	<i>Children's book in English and Navajo</i>
English; Spanish	<i>Health brochure in English and Spanish</i>

7. CONTRIBUTOR

Required: No

Definition: The person(s) or organization(s) that made contributions to the original resource which are significant but *secondary to the Creator*. This element refers to contributors to the *original* object, not its digitized representation.

Controlled Vocabulary: No

Input Guidelines:

- Enter contributor names in inverted form: Last name, First name, Middle name or Middle Initial.
- A resource may include multiple contributor names. Separate each name with a semicolon and space.
- Abbreviations for designations of function (such as “ed.” for Editor) are allowed.
- **For oral histories**, enter Contributor information in the **Interviewer** element.
- The **Contributor** element may include the names of editors, transcribers, illustrators, translators, etc

Examples:

Contributor	Comments
Fowler, John P.; Anderson, Katherine T.	<i>A book with three authors; the first author is recorded in the Creator element, and the two remaining authors recorded in Contributor element</i>
Frank, Otto H. (ed.); Pressler, Mirjam (ed.); Massotty, Susan (tr.)	<i>The Diary of a Young Girl, written by Anne Frank, edited by Otto H. Frank and Mirjam Pressler, and translated by Susan Massotty</i>
Rouse, Jacqueline Anne (ed.); Woods, Barbara (ed.)	<i>[Anthology of articles created by three editors. The first editor is recorded in the Creator element, and the two remaining editors are recorded in the Contributor element</i>

8. PUBLISHER

Required: No

Definition: Publisher can be a corporate body, publishing house, museum, historical society, university, a repository, etc. that has published a physical or digital document from which the object being described originates.

Controlled Vocabulary: No

Input Guidelines:

- Leave blank unless images were scanned from a book or some other formal publication. Publisher is typically used for textual materials, not photographs.
- Enter group or organization names in full, uninverted form.
- The **Publisher** element should remain empty for unpublished works like manuscripts, diaries, etc.

Comments:

- For published “born digital” resources, **Publisher** is the entity that created the digital resource.
- The Arizona Memory Project requires written permission statements for previously published materials

Examples:

Publisher	Comments
United States National Security Council	<i>A publication issued by the US National Security Council. This is an example of an organization name in its full direct form</i>
Caxton Printers	<i>Publisher of a print book that was later digitized by another entity</i>
Denver Art Museum	<i>Publisher of a born digital resource</i>
Microsoft Corporation	<i>Publisher of a born digital resource</i>

9. TYPE

Required: Yes

Definition: The format of the digital object.

Controlled Vocabulary: Yes.* Select terms from list provided in CONTENTdm software

Input Guidelines:

- More than one term from this list may be used.
- Separate multiple entries with a semi-colon.

Type Controlled Vocabulary	
Vocabulary Term	Notes
Collection	<i>Group of things; could be a mixture of the examples below</i>
Dataset	<i>Statistical data file, CD-ROM of data, database</i>
Image	<i>Examples of Image include photographs, stereographs, engravings, paintings, drawings, graphic designs, plans and maps</i>
Moving Image	<i>Animations, movies, television programs, videos</i>
Interactive Resource	<i>Video game, virtual exhibit, website</i>
Service	<i>System that provides function for the end-user, such as e-commerce order fulfillment</i>
Software	<i>Application software such as presentation viewer, word processor</i>
Sound	<i>Sound recording</i>
Text	<i>Scrapbook, diary, poem, home page, manuscripts, music score. Note that image files of printed or written pages are considered text</i>

Examples:

Type	Comments
Text	<i>A PDF file of a governmental report</i>
Text; Image	<i>A digitized pamphlet with images and text</i>
Text	<i>Digital images taken of pages of text</i>
Image	<i>Digital image of an object, for instance an arrowhead from a museum</i>
Sound	<i>Digitized audio recording of an oral history</i>
Moving Image	<i>Digitized video recording of a speech</i>

*see definition of controlled vocabulary, p. 3

10. MATERIAL COLLECTION

Required: No

Definition: Name of a collection within the repository from which the object being described originates. Use local convention for collection name and number.

Controlled Vocabulary: No

Examples:

Material Collection	Comments
RG 1 Governor's Office	<i>Archival collection from the Office of the Governor of Arizona</i>
MG 29 Arizona Press Women	<i>A private manuscript collection</i>
MS 203 L Gordon Dahlber Collection	<i>A private manuscript collection using a different local convention to denote collection number</i>
History of the Cactus Company	<i>The name of the collection within the total collection of a repository</i>

11. MATERIAL SUBCOLLECTION

Required: No

Definition: Name of a sub-collection (or series) within the repository from which the object being described originates. Use local convention for collection name (and number).

Controlled Vocabulary: No

Input Guidelines: Use only when the **Material Collection** element is used.

Examples:

Material Subcollection	Comments
SG 8 George W. P. Hunt	<i>Used in conjunction with RG 1 in Material Collection field; denotes SG 8 within RG 1 Governor's Office</i>
S 2 Personal Correspondence	<i>Used in conjunction with MS 203 L Gordon Dahlber Collection; denotes Series 2 within MS 203 L Gordon Dahlber</i>
Cactus Company Riders	<i>The name of the sub-collection within the Material Collection known as "History of the Cactus Company"</i>

12. GEOGRAPHIC COVERAGE

Required: No – Use *only* for cartographic material (maps)

Definition: Geographic location relevant to the resource.

Controlled Vocabulary: No

Input Guidelines:

- Separate multiple names with semicolons. Input map scale in the **Description** element.
- Terms may be selected from the Thesaurus of Geographic Names:
http://www.getty.edu/research/conducting_research/vocabularies/tgn/

Examples:

Geographic Coverage	Comments
North America	<i>Place Name</i>
Paris	<i>Place Name</i>
Salt River	<i>Reference to document regarding the Rio Salado project on the Salt River</i>
W 122°14 --W 121°36/ N 48°56--N 48°35	<i>Map coordinates</i>
Hopi Indian Reservation	<i>Physical region associated with a Hopi map</i>
Arizona; New Mexico; Utah; Colorado	<i>Place names associated with a map of the Four Corners region</i>

13. ACQUISITION NOTE

Required: No

Definition: The process through which the physical or digital resource was acquired. Recommended for use in describing the provenance or chain of custody.

Controlled Vocabulary: No

Input Guidelines:

- This field is free-form
- Use this field to credit an individual or group that donated the work.
- Multiple names may be associated with the Acquisition.

Example:

Acquisition Note	Comments
Donated by the Smith Foundation.	<i>Museum artifact</i>

14. EXHIBIT

Required: No

Definition: Name of the digital or physical exhibit of which the object was a part.

Controlled Vocabulary: No

Input Guidelines:

- Use this field to indicate that the item was part of a digital or physical exhibit other than the Arizona Memory Project exhibit. Include information like the name of the exhibit and dates it ran or is running.
- A URL may be used if this object is included in another online exhibit.

Examples:

Exhibit	Comments
United States Exploring Expedition, 1838 -1842. Found online at: http://www.sil.si.edu/DigitalCollections/usexex	<i>Image of an artifact from an online digital exhibit</i>
Arizona's Treasures (Exhibited May 2001 – December 2001)	<i>Image of an artifact from a special exhibit</i>
Festival of Color (Exhibited Oct 2005 – Dec 2006)	<i>Image of a painting in a current exhibit</i>
Chasing Venus: Observing the Transits of Venus, 1631-2004. (Exhibited March 24, 2004 – November 16, 2004). Found online at: http://www.sil.si.edu/exhibitions/chasing-venus/	<i>Image of an artifact from an exhibit. The digital derivative of that artifact was a part of an online exhibit by the same name</i>

15. RIGHTS MANAGEMENT

Required: Yes

Definition: Information about rights for access and reproduction of a resource and may include copyright, citation, use, or reuse information.

Controlled Vocabulary: No

Input Guidelines:

- This field is useful for providing your organization's contact information to those seeking more information about items from the collection for reproduction purposes.

Examples:

Rights Management	Comments
To order reproductions or inquire about permissions, contact: email@emailaddress.com. Please cite the image number.	<i>Use information</i>
Copyright to this resource is held by [Copyright holder name] and is provided here for educational purposes only. It may not be downloaded, reproduced or distributed in any format without written permission of [Copyright holder name]. Any attempt to circumvent the access controls place on this file is a violation of United States and international copyright laws, and is subject to criminal prosecution.	<i>Rights management statement</i>
The opinions expressed in this interview are those of the interviewee only. They do not represent the views of [Organization name]. Please contact [Organization name] with questions about the use and reproduction of this resource.	<i>Oral history interview rights statement</i>
U.S. and international copyright laws protect this digital image. Commercial use or distribution of the image is not permitted without prior permission of the copyright holder. Please contact [Name] at tel. 123.345.5678 or e-mail at email@emailaddress.com for permission to use the digital image	<i>Rights management statement</i>

16. DATE ORIGINAL

Required: Yes

Definition: Date of creation of the original object. Enter date pertaining to the *digitized version* of the resource under the **Date Digital** element.

Controlled Vocabulary: No

Input Guidelines:

- Enter dates in the form **YYYY-MM-DD**.
 - For Year only: **YYYY** (1897 for the year 1897)
 - For Year and month only: **YYYY-MM** (1897-07 for July 1897)
 - For Complete date: **YYYY-MM-DD** (1897-07-16 for July 16, 1897)
- If indicating a span of time, separate dates with a hyphen and a space before and after the hyphen, for instance **1900 – 1911**.
- Follow approximate dates with a space and “ca.” to show a date is a circa date. For example, **1945 ca.**
- Enter “**No date**” for items whose date of creation cannot be determined.
- If indicating a span of time, separate dates with hyphen, for example **2003 - 2004** or **2003-01 - 2003-05**.
- **For oral histories**, enter the date(s) of the interview in the **Date Original** element. Provide at least the year of the interview. Give day and month information if available.

Examples:

Date Original	Comments
1950-06	<i>Creation date for a report issued in June, 1950</i>
1948	<i>Date of an article that was digitized in 2002</i>
1998-06-15	<i>Creation date for letter written on June 15, 1998</i>
1925 ca.	<i>Approximate year a photograph was taken</i>
1910 – 1923	<i>Approximate date for a painting</i>
No date	<i>Not able to determine creation date</i>
2005	<i>Pamphlet that was born digital in 2005. Date Original and Date Digital each contain the year 2005</i>
2011-01-21; 2011-01-28	<i>An oral history that was conducted on January 21 and January 28, 2011</i>

17. TIME PERIOD

Required: Recommended – Users can browse the Arizona Memory Project using the TIME PERIOD Browse feature; filling this field increases the discoverability of collections and objects.

Definition: The decade represented by the original object, based on the **Date Original** element.

Controlled Vocabulary: Yes*. Select terms from list provided in CONTENTdm software

Input Guidelines:

- If original date is uncertain and “No Date” has been entered into **Date Original**, leave the **Time Period** element blank or estimate the Time Period decade.
- More than one term from this list may be entered, separated by a semicolon (;)

Time Period Controlled Vocabulary
Pre-Territorial Period (Before 1863)
1860s (1860-1869)
1870s (1870-1879)
1880s (1880-1889)
1890s (1890-1899)
1900s (1900-1909)
1910s (1910-1919)
1920s (1920-1929)
1930s (1930-1939)
1940s (1940-1949)
1950s (1950-1959)
1960s (1960-1969)
1970s (1970-1979)
1980s (1980-1989)
1990s (1990-1999)
2000s (2000-2009)
2010s (2010-2019)

Examples:

Time Period	Comments
1910s (1910-1919)	<i>Digital image of a vase created in 1912</i>
1930s (1930-1939); 1940s (1940-1949)	<i>Digitized manuscript created circa World War II</i>
1960s (1960-1969)	<i>Digitized newspaper from 1969 about the Apollo 11 lunar landing</i>
1960s (1960-1969); 1940s (1940-1949); 1950s (1950-1959)	<i>Book published in 1993 and digitized in 2005. The book has articles and speeches (intellectual content) from the American Civil Rights Movement (1940s – 1960s)</i>

*see definition of controlled vocabulary, p. 3

18. ORIGINAL FORMAT

Required: Yes

Definition: The physical form of the resource.

Controlled Vocabulary: No

Input Guidelines:

- Multiple values may be associated with the resource.
- Describe the item, from general to specific, separated by a semicolon and space.

Comments:

- The **Original Format** element includes information about the physical manifestation of the resource.
- Enter information related to the *digital* format of the resource in the **Digital Format** element.
- Enter the phrase “Born digital” in the **Original Format** element for born digital resources.
- Enter technical information related to the digitization process in the **Digitization Specifications** element.

Examples:

Original Format	Comments
Oil on canvas	<i>Describes the physical material of the original resource</i>
Linen with beads	<i>Describes the physical material of the original resource</i>
Handwritten letter; Ink on vellum	<i>Describes the physical material of the original resource. Note that the item is described from general to specific, and levels of description are separated by semicolon and a space</i>
I sound cassette (60 min.)	<i>Taped oral history interview</i>
Born digital	<i>A PDF governmental report originally created in electronic format</i>

19. SOURCE IDENTIFIER

Required: No

Definition: The institutional identifier for the original object from which the digital resource has been derived. For example: control number, accession number, barcode, shelf number, or other locally derived call number.

Controlled Vocabulary: No

Input Guidelines:

- Standard identifiers may include information such as Dewey Decimal number, LC Call number, ISSN, ISBN, or some other locally derived identification code.
- Input unique identifying information about *born-digital* resources in the **Digital Identifier** element.

Comments:

- Some digital resources are “born digital” and are not derived from a pre-existing resource; in these cases, a local **Source Identifier** value may not be applicable.
- Use the **Location** element to denote physical storage location of an item. For example, a specific shelf location of a box, volume or item.
- **For archival collections:** Please review use of **Material Collection** and **Material Subcollection** elements.
- **For archival collections:** Source Identifier helps maintain archival context. It should contain information from **Material Collection** and **Material Subcollection** followed by container information such as box and folder numbers.

Examples:

Source Identifier	Comments
HDI96.N7 M3	<i>Book with call number from Library of Congress Classification Code</i>
A 13.88:NE-288	<i>Government document from the Department of Agriculture</i>
RG 1 Governor’s Office, SG 8 George W. P. Hunt, Box 4 Folder 2	<i>Reference to document in archival collection</i>
MS 203 L Gordon Dahlber Collection, S 2 Correspondence, Box 5 Folder 2	<i>Reference to letter in a manuscript collection</i>

20. LOCATION

Required: No

Definition: Information about the physical storage location of the original object or digital resource.

Controlled Vocabulary: No

Input Guidelines:

- Free-form text.
- Separate each entry using a semicolon followed by a space.

Comments:

- Information in this element is used to assist in locating the original object or digital resource.
- This field is hidden from public view. Contents of this field can only be viewed by users with Administrative permissions for the collection.

Examples:

Location	Comments
PhD093	[Location of a digitized photograph. The digital derivative is located on a CD-ROM Photodisk number 93.]
H.10.3	[Item (in this case a box) is located on row H section 10 shelf 3]
Digital: PhD001; Print: FD3-37A2	[Location of digital image and the original photograph. The digital image is located on a CD-ROM Photodisk 1 and the print is located in File drawer 3 Folder 37A Item 2.]

21. DIGITAL IDENTIFIER

Required: Yes

Definition: The name or unique identifier of the digital resource.

Controlled Vocabulary: No

Input Guidelines:

- Input the name or unique identifier of the digital resource followed by a period and the file extension, for example, *report.pdf*
- Use the CONTENTdm Template Creator to load digital identifiers automatically.

Comments:

- The **Digital Identifier** element will typically contain the filename or URL of the resource.
- Input identifying information about the *original object* in the **Source Identifier** element.
- Do not input the digital identifier information in the **Title** element.

Examples:

Digital Identifier	Comments
97-2251.jpg	Filename of a digital image
AnnualReport2000.pdf	Filename of an Annual Report publication
Turquoise.tif	Image of a gemstone in a museum exhibit
http://onebookaz.org/2002/index_2002.htm	URL of a webpage

22. DATE DIGITAL

Required: Recommended

Definition: The date the object was digitized. The contributing institution may approximate that date.

Controlled Vocabulary: No

Input Guidelines:

- Enter dates in the form **YYYY-MM-DD**. Use a single hyphen to separate the year, month and date components:
 - Year: **YYYY** (1897 for the year 1897)
 - Year and month: **YYYY-MM** (1897-07 for July 1897)
 - Complete date: **YYYY-MM-DD** (1897-07-16 for July 16, 1897)
- Always input year with four digits; that is, 1999 instead of '99.
- Follow approximate dates with a space and "ca." to show a date is an approximate date. For example, **1999 ca.**
- If indicating a length of time, separate dates with hyphen, for example **2003 - 2004** or **2003-01- 2003-05**.

Comments:

- Enter dates pertaining to the *original* version of the resource under the **Date Original** element.
- If the resource is "born digital" the **Date Original** and **Date Digital** will be the same.

Examples:

Date Digital	Comments
2004-04-05	<i>Digital resource created April 5, 2004</i>
2002	<i>Date for digitized article reprint: reprinted in 1948; digitized in 2002</i>
1996	<i>Date for digitized resource with only year known</i>
1996-04	<i>Date for digitized resource with only year and month known</i>
1936 ca.	<i>Date for digitized photograph created approximately 1936</i>

23. DIGITAL FORMAT

Required: Yes

Definition: The digital manifestation or form of the resource.

Controlled Vocabulary: Yes.* Select terms from the list provided in CONTENTdm software

Input Guidelines:

- Choose a single digital format from the list of predetermined terms in CONTENTdm system software.

Comments:

- Technical information related to the digitization process should be recorded in the **Digitization Specifications** element.

Digital Format Controlled Vocabulary	
ASP (Microsoft Active Server Page)	PERL (Practical Extraction and Report Language)
ASPX (Microsoft Active Service Page .NET)	PHP (Hypertext Preprocessor)
AVI (Audio Visual Interleave)	PNG (Portable Network Graphics)
BMP (Bitmapped Graphics Format)	PPT (Microsoft PowerPoint)
CFM (ColdFusion)	RA
CGI (Common Gateway Interface)	RA, RM (Real Audio or Real Media)
CSV (Comma Separated Values)	RTF (Rich Text Format)
DOC (Microsoft Word)	SGML (Standard Generalized Markup Language)
EML (Electronic Mail)	SWF, FLA (Macromedia Flash)
GIF (Graphics Interchange Format)	TIFF (Tagged Image File Format)
HTML, HTM (HyperText Markup Language)	TXT, UTX (ASCII, Unicode)
JP2 (JPEG 2000)	URL (Uniform Resource Locator)
JPEG (Joint Photographic Experts Group)	WAV (Microsoft Wave)
LWP (Lotus Word Pro)	WMA (Windows Media Application)
MDB (Microsoft Access)	WMA (Windows Media Audio)
MIME (Multipurpose Internet Mail Extensions)	WMV (Windows Media Video)
MOV (QuickTime)	WPD (Word Perfect)
MP3 (MPEG Audio Layer 3)	WPS (Microsoft Works)
MPEG (Moving Picture Experts Group)	XHTML (eXtensible HyperText Markup Language)
Other	XLS (Microsoft Excel)
PDF (Portable Document Format)	XML (eXtensible Markup Language)

Examples:

Digital Format	Comments
PDF (Portable Document Format)	<i>A pdf document</i>
WAV (Microsoft Wave)	<i>An audio clip</i>
JPEG (Joint Photographic Experts Group)	<i>A .jpg image</i>

*see definition of controlled vocabulary, p. 3

24. FILE SIZE

Required: Required for Audio and Video files

Definition: File size in kilobytes (KB) and duration of the digital audio file.

Controlled Vocabulary: No

Input Guidelines:

- Enter file size information first
- File size information should be followed by “KB”
- Separate file size information and time duration with a semicolon and space.
- Enter time duration of the file. Time duration should be preceded by “Length:” and followed by time duration of the audio file in minutes and seconds.
- Separate file size information and time duration with a semicolon (;) followed by a space.

Comments:

- If the audio file is part of a full length oral history, enter the full length information in the **Description** element.

Example:

File Size	Comments
2,155 KB; Length: 2 min. 30 sec.	<i>Digital audio file is 2155 KB and 2 minutes 30 seconds long</i>
36,864 KB	<i>Digitized map is 36854 KB</i>

25. DIGITIZATION SPECIFICATIONS

Required: Recommended

Definition: Free-form description of the process used to capture and create the digital derivative of the original object.

Controlled Vocabulary: No

Input Guidelines:

- Provide information in sentences, listing the digitization processes in chronological order.
- Record technical digitization information including the hardware, software and processes used to create the digital object.
- Include any information that will aid in providing access to and migration of the digital resource.

Comments:

- This element is not based on any Dublin Core recommendations. However, information that describes technical aspects of the digital resource creation may be beneficial for long-term administration, technical support, and maintenance of digital objects.
- In crafting a statement for the **Digitization Specifications** element, consider including the following information:
 - File size – The number of bytes as provided by the computer system.
 - Quality – For visual resources, characteristics such as bit depth, resolution; for multi-media resources, other indicators of quality such as 16-bit audio.
 - Compression – electronic format or compression scheme used for optimized storage and delivery of digital resources.
 - Extent of file – Pixel dimensions, pagination, spatial resolution, playtime, or other measurement of the physical or temporal extent of the digital resource.
 - Creation hardware – Indicate the particular hardware device used to create, derive, or generate the digital resource (Examples: flatbed reflective scanner, digital camera). Include manufacturer, model name, and model number.
 - Creation software – Name and version number of the software used to create the digital resource.
 - Preferred presentation – Designation of the device, application, medium, or environment recommended for optimal presentation of the digital resource.
 - Operating System – Name and version of the computer operating system through which the digital resource was created. (Examples: Windows, Mac, Linux).
 - Creation methodology – State the series of steps, derivations or techniques involved in the creation process. If the creation process is described on a webpage, include the URL of the webpage.

Examples:

Digitization Specifications	Comments
A photographic print was scanned on an Epson Perfection 4990 Flatbed Scanner as a 3000 pixel TIFF image in 8-bit grayscale, resized to 640 pixels in the longest dimension and compressed into JPEG format using Photoshop 6.0.	<i>Scanned black and white photograph, edited in a graphics program</i>
Digitized VHS videocassette into streaming Real Media format with 768KBps video bitrate, 16 bit color depth, 720x480 (NTSC) aspect ratio, 30 frames per second.	<i>Digitized video</i>

26. SERIAL INFORMATION

Required: No

Definition: Information to enable users to identify, cite and locate continuing publications issued in installments, which are typically numbered and dated.

Controlled Vocabulary: No

Comments:

- Include information related to the title of the serial, volume, number, date, and page numbers.
- May include title change information for a periodical.
- Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.

Examples:

Serial Information	Comments
Journal of Ecological Studies, vol. 7, 1974, p. 187	<i>An article entitled "Application of Statistical Methods to Rhizome Growth" from the publication Journal of Ecological Studies</i>
Continued by "Kingman Daily Miner"	<i>The Mohave Daily Miner newspaper is now published as Kingman Daily Miner</i>
Continues "Mohave Daily Miner"	<i>A Kingman Daily Miner newspaper was formerly published as Mohave Daily Miner</i>

27. REPOSITORY

Required: Yes

Definition: Full name of the organization that owns the original object or digital resource.

Controlled Vocabulary: No

Input Guidelines:

- Capitalize proper names, such as organizational name.
- Enter group or organization names in full, uninverted form.
- List organizational divisions, from largest to smallest, separated by periods.
- Enter organizational names uniformly for clear and consistent identification.
- Include URL information if applicable.
- Include any information Arizona Memory Project visitors will need to contact your institution.

Comments:

- This field indicates the institution at which the object is located
- This field aids in the management and identification of items in a shared environment like the Arizona Memory Project.

Examples:

Repository	Comments
Arizona Historical Society	<i>Name of repository</i>
Arizona State Library, Archives and Public Records. Law and Research Division. 1700 West Washington Ave., #200. Phoenix, AZ 85007. Tel. 602-926-4035.	<i>Name of a repository and its constituent parts</i>
Arizona Military Museum (http://www.azdema.gov/museum/)	<i>Name of repository and URL to repository website</i>

28. DIGITIZING TECHNICIAN

Required: No

Definition: Name of person responsible for creating the digital manifestation of the object.

Controlled Vocabulary: No

Input Guidelines:

- Enter identifying information such as a full name, initials, etc.
- Separate multiple subject entries with a semicolon followed by a space.

Comments:

- This field can be hidden from public view.

Examples:

Digitizing Technician	Comments
Dorothy Grant	<i>Name of volunteer that scanned photographic images</i>
Fuller, Sally	<i>Inverted name of intern that entered the metadata and digitized documents</i>
Miller, John; Howe, Julia	<i>Name of two volunteers responsible for digitizing a resource</i>
MLR	<i>Initials of employee that digitized documents</i>

29. FULL TEXT / TRANSCRIPT

Required: Recommended

Definition: An exact typewritten account of the contents of a document, audio or video file.

Controlled Vocabulary: No

Input Guidelines:

- Conform to standard rules of punctuation. Do not encapsulate transcribed text in quotations.

Comments:

- Information in this field is fully text searchable which enhances discoverability of resources.
- Enter abstracts, tape logs, or general descriptive information in the **Description** element.

Examples:

Full Text / Transcript	Comments
Thelma and I met at a dance. You know, there were these dances back then that were organized by the town to celebrate the seasons or various sorts of local holidays.	<i>A digitized audio file that was transcribed</i>
By the year 2000, the impact had grown to approximately \$30 billion. While such growth is impressive at first glance, it must be noted that this increase in economic impact occurred during a period in which the state actually lost market share. That's because the late 1990s featured impressive growth in travel and tourism-related spending nationally.	<i>Text transcribed from a document to enable full-text search & retrieval capabilities</i>

30. INTERVIEWEE

Required: Required for Oral Histories

Definition (Use for Oral Histories): The name of the primary person who is being interviewed

Controlled Vocabulary: No

Input Guidelines:

- Enter personal names in inverted form: Last name, First name, Middle name or Middle Initial or as it would be written in the country of origin. For example: Sitting Bull
- Multiple names may be entered in this field.
- If the Interviewee is unknown, enter the word “Unknown.”
- The creator’s birth and death dates, if known, may be added after the name, for example Smith, Adam, 1723-1790.
- Abbreviations are allowed if they are distinguishing terms added to names of persons and they are abbreviated on the item (such as “Mrs.” or “Jr.”). If in doubt, spell out the abbreviation.
- Abbreviations for roles (such as “ed.” for Editor) are allowed. Enter the designations after the name in parentheses.
- Interviewer name (the name of the person conducting the interview) must be entered in the **Interviewer** element.

Comments:

- Input entities responsible for digitizing an existing resource in the **Digitizing Technician** element.

Examples:

Interviewee	Comments
Shaw, Rev. Anna	<i>Abbreviation used to indicate Reverend</i>
Bailey, Louise	<i>Oral history given by Louise Bailey</i>
West, Amos; West, Lonnie	<i>Oral history given by Amos and Lonnie West</i>

31. INTERVIEWER

Required: Required for Oral Histories

Definition (Use for Oral Histories): The name of the person who conducts the interview.

Controlled Vocabulary: No

Input Guidelines:

- Enter personal names in inverted form: Last name, First name, Middle name or Middle Initial or as it would be written in the country of origin. For example: Sitting Bull
- If the Interviewee is unknown, enter the word “Unknown”
- The creator’s birth and death dates, if known, may be added after the name, for example Smith, Adam, 1723-1790.
- Abbreviations are allowed if they are distinguishing terms added to names of persons and they are abbreviated on the item (such as “Mrs.” or “Jr.”). If in doubt, spell out the abbreviation.
- Abbreviations for roles (such as “ed.” for Editor) are allowed. Enter the designations after the name in parentheses.
- Interviewer name (the name of the person conducting the interview) must be entered in the ***Interviewer*** element.

Comments:

- Enter name of the person being interviewed in the ***Interviewee*** element.
- Input entities responsible for digitizing an existing resource in the ***Digitizing Technician*** element.

Example:

Interviewer	Comments
Johansson, Christine E.	<i>Oral history interviewer</i>