

12-13-2017

# FDC020 FHSU Rare Book Collection Metadata Application Profile v1.1

Elizabeth Chance

*Fort Hays State University, mechance2@fhsu.edu*

Follow this and additional works at: [https://scholars.fhsu.edu/library\\_docs](https://scholars.fhsu.edu/library_docs)

---

## Recommended Citation

Chance, Elizabeth, "FDC020 FHSU Rare Book Collection Metadata Application Profile v1.1" (2017). *Forsyth Digital Collections - Metadata Application Profiles*. 4.

[https://scholars.fhsu.edu/library\\_docs/4](https://scholars.fhsu.edu/library_docs/4)

This Article is brought to you for free and open access by FHSU Scholars Repository. It has been accepted for inclusion in Forsyth Digital Collections - Metadata Application Profiles by an authorized administrator of FHSU Scholars Repository.

# FDC020 FHSU Rare Book Collection

## Metadata Application Profile

v1.1

2017-12-13

Forsyth Digital Collections

Elizabeth Chance, MLIS  
Digital Curation Librarian  
Forsyth Library  
Fort Hays State University  
Hays, Kansas

## Table of Contents

Element Tables – In order of appearance.....	2
Title .....	2
Identifier.....	2
Creator .....	3
Contributor .....	4
Date.....	5
Description .....	6
Subject (LCSH) .....	6
Subject (LCTGM) .....	7
Subject (Local).....	7
Related Material .....	8
Geographic Location .....	9
Language .....	10
Medium.....	11
Physical Description .....	12
Source .....	13
Type.....	14
Format.....	15
Collection .....	15
Repository .....	16
Steward .....	17
Publisher .....	18
Rights.....	19
Transcription .....	20
Digitization Specifications .....	21
Date Digital.....	22
Change Log.....	22

## Element Tables – In order of appearance

Field Name	Title
<b>Previous Label</b>	<i>Title</i>
<b>Definition</b>	The name given to the resource
<b>How to Use</b>	Take title from digitized item when possible. If no title exists enter a short, succinct title for the resource
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	Field Name: Title DC map: Title Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: No

Field Name	Identifier
<b>Previous Label</b>	<i>Identifier</i>
<b>Definition</b>	An unambiguous reference to the resource within a given context.
<b>How to Use</b>	Enter the file name of the preservation quality digital surrogate stored on library servers here.
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	Field Name: Identifier DC map: Identifier Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: No

<b>Field Name</b>	<b>Creator</b>
<b>Previous Label</b>	<i>Creator</i>
<b>Definition</b>	An entity primarily responsible for making the resource.
<b>How to Use</b>	<p>Person or entity responsible for creating intellectual content of resource such as a person, organization or service.</p> <p>Prefer form of name as verified in the Library of Congress Authorized Headings. If name is not listed there, give name in the following format:</p> <p>Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen.</p>
<b>Controlled Vocabulary</b>	<i>creator</i>
<b>CONTENTdm Properties</b>	<p>Field Name: Creator</p> <p>DC map: Creator</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: Yes</p> <p>Hide: No</p> <p>Required: No</p> <p>Vocab: Yes-shared</p>

<b>Field Name</b>	<b>Contributor</b>
<b>Previous Label</b>	<i>Contributors</i>
<b>Definition</b>	An entity responsible for making contributions to the resource.
<b>How to Use</b>	<p>Use for other people or entities who contributed to making the intellectual content of the resource, but who are not covered in the creator field. Examples include illustrators, editors, translators, etc.</p> <p>When possible, refine the contributor name by including the role the person or entity played in contributing to the resource. Prefer name as verified by the Library of Congress Authorized Headings. If name is not listed there give name in the following format:</p> <p>Last name, First name, Middle initial with period, year of birth and/or death if known, separated by a hyphen. Add a comma and space, then the role of the person or entity in this work. Separate additional entries by a semicolon and a space.</p> <p>Some examples:          Jones, Bill, 1900-1981, illustrator;          Smith Printing Company, printer;          Doe, Jane, 1800-1845, donor;          Pain, Ima, 1877-1935, editor</p>
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	Field Name: Contributor DC map: Contributors Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: No

<b>Field Name</b>	<b>Date</b>
<b>Previous Label</b>	<i>Date</i>
<b>Definition</b>	A point or period of time associated with the creation of the resource.
<b>How to Use</b>	<p>The date covered by this table refers to the creation of the original resource, that is, when the resource was first created, before undergoing any digital conversion.</p> <p>For resources created in non-digital format and converted to digital format, use the date the non-digital resource was first created. -- e.g., for print books, use the publication date of the book.</p> <p>Acceptable formats include:</p> <p>YYYY-MM-DD;          YYYY-MM;          YYYY;          YYYY-YYYY;</p>
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	Field Name: Date DC map: Date-Created Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: No

Field Name	Description
Previous Label	<i>Description</i>
Definition	An account of the resource.
How to Use	Use standard punctuation and grammar to describe the item's history, physical appearance, contents, etc. Follow local style requirements for place names and individuals.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Description DC map: Description Data type: Full Text Search Large: Yes Search: Yes Hide: No Required: Yes Vocab: No

Field Name	Subject (LCSH)
Previous Label	<i>Subject</i>
Definition	The topic of the resource.
How to Use	Describe what the content is <i>about</i> expressed in Library of Congress Authorized Subject Headings. Separate additional entries by a semicolon and a space.
Controlled Vocabulary	<i>LCSH</i>
CONTENTdm Properties	Field Name: Subject (LCSH) DC map: Subject Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes-shared



<b>Field Name</b>	<b>Subject (LCTGM)</b>
<b>Previous Label</b>	<i>None</i>
<b>Definition</b>	The topic of the resource.
<b>How to Use</b>	Describe what the content is <i>about</i> expressed using Library of Congress Thesaurus of Graphic Materials terms. Use only for images. Follow TGM application guidelines and choose the most specific term applicable for the item. Separate additional entries by a semicolon and a space.
<b>Controlled Vocabulary</b>	<i>LCTGM</i>
<b>CONTENTdm Properties</b>	Field Name: Subject (LCTGM) DC map: Subject Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: Yes-shared

<b>Field Name</b>	<b>Subject (Local)</b>
<b>Previous Label</b>	<i>Keywords</i>
<b>Definition</b>	The topic of the resource.
<b>How to Use</b>	Describe what the content is <i>about</i> expressed using local subject headings. Local headings are used mainly for names of persons or entities not included in the Library of Congress Subject Headings. Use the following format: Last name, First name, Middle initial with period, year of birth and/or death if known, separated by a hyphen. Separate additional entries by a semicolon and a space.
<b>Controlled Vocabulary</b>	<i>Local_Subjects</i>
<b>CONTENTdm Properties</b>	Field Name: Subject (Local) DC map: Subject Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: Yes-shared

<b>Field Name</b>	<b>Related Material</b>
<b>Previous Label</b>	<i>None</i>
<b>Definition</b>	Additional material related to the resource
<b>How to Use</b>	<p>Enter links or citations to other material related to the resource. Examples include other items within the collection, links to external informational sources, or citations of related publications.</p> <p>Some examples:</p> <p>FHSU Buildings and Facilities - Forsyth Library:  <a href="https://www.fhsu.edu/facilities-planning/campusbuildings/Forsyth-Library/">https://www.fhsu.edu/facilities-planning/campusbuildings/Forsyth-Library/</a></p> <p>See Angelo, R.T., M.S. Cringan, E. Hays, C.A. Goodrich, E.J. Miller, M.A. VanScoyoc, and B.R. Simmons. 2009. Historical changes in the occurrence and distribution of freshwater mussels in Kansas. Great Plains Research 19:89-126 for more information.</p>
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	<p>Field Name: Related Material</p> <p>DC map: None</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: No</p> <p>Vocab: No</p>

Field Name	Geographic Location
<b>Previous Label</b>	<i>Coverage</i>
<b>Definition</b>	The spatial topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
<b>How to Use</b>	<p>Use to state the place or area that is described or represented by the resource, not the place where the resource was published. Prefer place names from <a href="http://www.geonames.org">www.geonames.org</a>. Format entries as "Place Name, City, County, State, Country, permanent URL."</p> <p>Some examples:</p> <p>Fort Hays State University, Hays, Ellis County, Kansas, United States, <a href="http://www.geonames.org/4271684/fort-haysstate-university.html">http://www.geonames.org/4271684/fort-haysstate-university.html</a></p> <p>Mount Rushmore, Pennington County, South Dakota, United States, <a href="http://www.geonames.org/5768645/mountrushmore.html">http://www.geonames.org/5768645/mountrushmore.html</a></p> <p>England, United Kingdom, <a href="http://www.geonames.org/6269131/england.html">http://www.geonames.org/6269131/england.html</a></p>
<b>Controlled Vocabulary</b>	<i>geographic_locations</i>
<b>CONTENTdm Properties</b>	<p>Field Name: Geographic Location            DC map: Coverage-Spatial            Data type: Text            Large: No            Search: Yes            Hide: No            Required: No            Vocab: Yes-shared</p>

<b>Field Name</b>	<b>Language</b>
<b>Previous Label</b>	<i>Language</i>
<b>Definition</b>	A language of the resource
<b>How to Use</b>	<p>Use ISO 639 three letter codes. For multiple languages separating each additional language with a semicolon and a space.</p> <p>See <a href="http://id.loc.gov/vocabulary/iso639-1.html">http://id.loc.gov/vocabulary/iso639-1.html</a> for additional language codes</p>
<b>Controlled Vocabulary</b>	<i>languages</i>
<b>CONTENTdm Properties</b>	<p>Field Name: Language  DC map: Language  Data type: Text  Large: No  Search: Yes  Hide: No  Required: No  Vocab: Yes-shared</p>

<b>Field Name</b>	<b>Medium</b>
<b>Previous Label</b>	<i>None</i>
<b>Definition</b>	The type of physical resource.
<b>How to Use</b>	<p>Enter the basic type of physical resource.</p> <p>Some examples:</p> <p>Photograph Correspondence Post card</p>
<b>Controlled Vocabulary</b>	<i>Medium</i>
<b>CONTENTdm Properties</b>	<p>Field Name: Medium DC map: Format-Medium Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes-shared</p>

<b>Field Name</b>	<b>Physical Description</b>
<b>Previous Label</b>	<i>None</i>
<b>Definition</b>	The material or physical carrier of the resource.
<b>Is Field Required?</b>	Required
<b>How to Use</b>	<p>Enter the physical dimensions and material of the physical resource -- e.g. "8.5 x 14 text photocopy on paper."</p> <p>Some examples:</p> <p>"8.5 x 14 text photocopy on paper"</p> <p>"5 x 7 black and white photograph"</p> <p>"8.5 x 11 handwritten page"</p> <p>"Digital photograph"</p>
<b>Controlled Vocabulary</b>	<i>none</i>
<b>CONTENTdm Properties</b>	<p>Field Name: Physical Description</p> <p>DC map: Format-Medium</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: Yes</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: No</p>

<b>Field Name</b>	<b>Source</b>
<b>Previous Label</b>	<i>Source</i>
<b>Definition</b>	A related resource from which the described resource is derived
<b>How to Use</b>	<p>Use only when the resource is the result of digitization nondigital originals. Provide sufficient information to identify and find the original resource.</p> <p>Enter here information on publisher if item is a digitized surrogate of a previously published item -- e.g. newspaper clippings.</p> <p>For items where only the publisher is known enter the name as "Publisher Name, (City, State)" or if the location is not known, enter only the publisher's name.</p> <p>Separate subsequent entries by a semicolon and a space.</p> <p>Some examples:</p> <p>Los Angeles Times (Los Angeles, Calif.); Smith Publishing</p> <p>If full citation is available, enter the information in APA style.</p> <p>For information on how to use APA see <a href="https://owl.english.purdue.edu/owl/resource/560/01/">https://owl.english.purdue.edu/owl/resource/560/01/</a></p>
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	<p>Field Name: Source</p> <p>DC map: Source</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: No</p> <p>Vocab: No</p>

<b>Field Name</b>	<b>Type</b>
<b>Previous Label</b>	<i>Type</i>
<b>Definition</b>	The nature or genre of the content of the resource
<b>How to Use</b>	<p>Enter the type of the item using the DCMI type vocabulary.</p> <p>If the resource is an image of text, use the term "Text."</p> <p>If the resource consists of more than one type separate multiple type terms with a semicolon and a space.</p>
<b>Controlled Vocabulary</b>	<i>DCMI Type Vocabulary</i>
<b>CONTENTdm Properties</b>	<p>Field Name: Type</p> <p>DC map: Type</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: Yes</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: Yes</p>



<b>Field Name</b>	<b>Format</b>
<b>Previous Label</b>	<i>Format</i>
<b>Definition</b>	The digital manifestation of the resource.
<b>How to Use</b>	Describe the file format of the resource using the Internet Media Type (IMT) scheme.  Some examples: image/tiff; application/pdf;  Separate multiple file types by a semi-colon – e.g., an oral history consisting of both an audio portion and a transcription (audio/mp4; application/pdf;).
<b>Controlled Vocabulary</b>	<i>Format</i>
<b>CONTENTdm Properties</b>	Field Name: Format DC map: Format Data type: Text Large: No Search: No Hide: No Required: Yes Vocab: Yes-shared

<b>Field Name</b>	<b>Collection</b>
<b>Previous Label</b>	<i>Relation</i>
<b>Definition</b>	A related resource in which the described resource is physically or logically included.
<b>How to Use</b>	Used to state the collection to which this resource belongs.
<b>Controlled Vocabulary</b>	<i>Collections</i>
<b>CONTENTdm Properties</b>	Field Name: Collection DC map: Relation–Is Part Of Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes-shared

<b>Field Name</b>	<b>Repository</b>
<b>Previous Label</b>	<i>None</i>
<b>Definition</b>	The institution housing the physical location of the collection.
<b>How to Use</b>	<p>Used to state where the physical collection related to the digital surrogates are housed.</p> <p>Follow local naming conventions.</p> <p>Some examples:</p> <p>University Archives, Forsyth Library, Fort Hays State University</p> <p>For born-digital items:</p> <p>Digital Collections, Forsyth Library, Fort Hays State University</p>
<b>Controlled Vocabulary</b>	<i>Repository</i>
<b>CONTENTdm Properties</b>	<p>Field Name: Repository</p> <p>DC map: Relation—Is Part Of</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: Yes-Shared</p>

<b>Field Name</b>	<b>Steward</b>
<b>Previous Label</b>	<i>None</i>
<b>Definition</b>	The collection supervisor responsible for the physical collection related to the digital resource
<b>How to Use</b>	<p>Used to state which department has stewardship over the physical collection related to the digital resource. Provide the name of the department along with the contact information of the person responsible for the collection.</p> <p>Some examples:</p> <p>Special Collections, Forsyth Library, Fort Hays State University</p> <p>University Archives, Forsyth Library, Fort Hays State University</p>
<b>Controlled Vocabulary</b>	Local
<b>CONTENTdm Properties</b>	<p>Field Name: Steward</p> <p>DC map: None</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: No</p>

<b>Field Name</b>	<b>Publisher</b>
<b>Previous Label</b>	<i>Publisher</i>
<b>Definition</b>	An entity responsible for making the resource available.
<b>How to Use</b>	<p>Name of the entity that created or is providing access to the digital resource. If the resource existed in another form prior to being digitized, provide information about that previous publisher in the “source” field and give the creation date for the original in the date field. A publisher may include a person, organization, or a service. Clarify the role of the publisher by preceding the institution name with “<i>Digitized by</i>”</p> <p>Some examples:                  Digitized by Forsyth Library, Fort Hays State University</p> <p>Access provided by Forsyth Library, Fort Hays State University</p>
<b>Controlled Vocabulary</b>	<i>Publisher</i>
<b>CONTENTdm Properties</b>	Field Name: Publisher DC map: Publisher Data type: Text Large: No Search: No Hide: No Required: Yes Vocab: Yes-shared

<b>Field Name</b>	<b>Rights</b>
<b>Previous Label</b>	<i>Rights</i>
<b>Definition</b>	Information about rights held in and over the resource.
<b>How to Use</b>	<p>Enter the current rights statement here.</p> <p>Example:</p> <p>“Copyright Forsyth Library Digital Collections, Fort Hays State University. All rights reserved. May not be reproduced without permission. For more information contact Digital Collections, Forsyth Library, Fort Hays State University, 600 Park Street, Hays, Kansas 67601.”</p>
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	<p>Field Name: Rights</p> <p>DC map: Rights</p> <p>Data type: Text</p> <p>Large: No</p> <p>Search: No</p> <p>Hide: No</p> <p>Required: Yes</p> <p>Vocab: No</p>

<b>Field Name</b>	<b>Transcription</b>
<b>Previous Label</b>	<i>none</i>
<b>Definition</b>	A transcription of the original text of the resource.
<b>How to Use</b>	<p>Transcription should only be undertaken where it will greatly improve access to the original document or where it will drastically improve discoverability.</p> <p>Examples of transcription for increasing accessibility: Transcribing handwritten documents</p> <p>Examples of transcription for increasing discoverability: Names in a yearbook Photo captions including names and place information</p> <p>As a rule, legible printed materials are not appropriate for transcription.</p>
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	<p>Field Name: Transcription  DC map: None  Data type: Text  Large: Yes  Search: Yes  Hide: No  Required: No  Vocab: No</p>

<b>Field Name</b>	<b>Digitization Specifications</b>
<b>Previous Label</b>	<i>None</i>
<b>Definition</b>	The production or manufacturing processes, techniques, and methods incorporated in the fabrication or alteration of the work or image.
<b>How to Use</b>	<p>Enter digitization information here including the model and brand of the scanner used, scanning DPI, preservation file type, and indicate any post scanning conversion.</p> <p>Example:</p> <p>Original scanned on an Epson Expression 11000XL flatbed scanner at 600 dpi. Color file. Saved as an uncompressed TIFF, re-sized and converted to JPEG in Adobe Photoshop CS6.</p>
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	Field Name: Digitization Specifications DC map: None Data type: Text Large: No Search: No Hide: Yes Required: No Vocab: No

<b>Field Name</b>	<b>Date Digital</b>
<b>Previous Label</b>	<i>Date Digital</i>
<b>Definition</b>	The date the item was digitized.
<b>How to Use</b>	Enter the date the item was digitized as YYYY-MM-DD
<b>Controlled Vocabulary</b>	None
<b>CONTENTdm Properties</b>	Field Name: Date Digital DC map: None Data type: Text Large: No Search: No Hide: Yes Required: No Vocab: No

### Change Log

v1.1 – Removed controlled vocabulary from “Physical Description” field.