

Metadata Guidelines

Created: June 30, 2008

Last Revision: July 16, 2008

* Indicates Required Field

***Title**

Dublin Core Element: Title

This is the name given to an element. It should succinctly describe *what* the item is, with further details being included in later elements. Following MARC and general cataloging rules, only the first word (and any proper nouns thereafter) should be capitalized in the title.

In order to distinguish between physical objects and catalog pages, use the following examples as guidelines:

For the digital photograph of a 3-D object:

Title: Stethoscope

For the catalog pages:

Title: Catalog page of stethoscopes

For the interview:

Title: Oral Interview with Walter B. Tinsley, MD

***Description**

Dublin Core Element: Description

This is "an account of the content of the resource." It is free text used to describe the element.

The following information should be included in this element:

1. A free-text description of the item and its basic use (which appears to be described in MESH, so just look it up if you're not sure, I'd think).
2. The measurements of the item. According to AACR2, dimensions of a 3D item should be in the format: height x width x depth. e.g. 44 x 27 x 21 cm.

Examples:

For the digital photograph of a 3-D object:

Description: The stethoscope is a diagnostic instrument used to detect sounds produced by the heart, lungs, and other parts of the body. Dimensions: YY x YY x YY cm.

For the catalog pages:

Description: This page from the 4th edition of the W.H. Armstrong & Co. Catalog of Surgical Implements depicts the stethoscopes available for purchase from the Indiana company. This page measures 25.2 cm long by 16.9 cm wide.

For the interview:

Description: Interview of Dr. Tinsley by R. Todd Vandebark and David Opperman. Dr. Tinsley is a third-generation physician in Indianapolis, IN, and shared a medical practice with his father and grandfather. The clip runtime is X:XX.

***Date**

Dublin Core Element: Date

This element represents a point or period of time associated with an event in the lifecycle of the resource. In the case of our project, it is the original date (or range of dates) for the creation of the item. Use circa dates for the physical objects, and try to narrow it to the smallest range possible. For known full dates use Day Month Year for the style of recording, as that is what is often used in archives/manuscripts.

Examples:

For the digital photograph of a 3-D object:

Date: Circa 1893-1902

For the catalog pages:

Date: 1901

For the interview segments:

Date: 30 May 2008

***Digitization Date**

Dublin Core Element: Date

This element represents a point or period of time associated with an event in the lifecycle of the resource. For this element, the date that the item was digitized (recorded, photographed, or scanned) is the date of digitization. Remember that most pages were rescanned on June 28. Use the Day Month Year for the style of recording as above.

Example:

Digitization Date: 28 June 2008

Creator

Dublin Core Element: Creator

An entity primarily responsible for making the resource. For the catalog pages, it would be the Armstrong Co. As for the implements, use this field only when the manufacturer is known, or mark the creators as unknown. Check LC authority files to see if there is an established name already.

Examples:

For the digital photograph of a 3-D object:

Creator: XYZ Medical Implement Company

For the catalog pages:

Creator: W.H. Armstrong & Co.

For the interview segments:

Creator: R. Todd Vandebark and David B. Opperman

***Digitizer**

Dublin Core Element: Contributor

For this project, the digitizer is a person/organization that contributed to the digitization of an item. As this will generally just be group members, authority searches are clearly not required. When two people took part in the digitization, use the word "and" to separate them. Put the names in alphabetical order by last name.

Examples:

For the digital photograph of a 3-D object:

Digitizer: Jennifer S. McKeeman and David B. Opperman

For the catalog pages:

Digitizer: Ruth A. Light and R. Todd Vandebark

For the interview segments:

Digitizer: David B. Opperman and R. Todd Vandebark

***Repository**

Dublin Core Element: Publisher

The name and address of the repository that owns the item, as well as the item number where applicable.

For the digital photograph of a 3-D object:

Repository: Indiana Medical History Museum, 3045 Vermont Street, Indianapolis, IN 46222.
Item # xx.xx.xx.xx

For the catalog pages:

Repository: Indiana Medical History Museum, 3045 Vermont Street, Indianapolis, IN 46222

***Subject**

Dublin Core Element: Subject

This is the topic of the resource. I believe we have decided to use Library of Congress Subject Headings for this element. Try to have at least 2 subject headings for each item, if not more. For catalog pages, even if the focus is Item A, if there is an additional item on the page, Item B should probably be reflected in the subject heading as well.

Examples:

For the digital photograph of a 3-D object:

Subject: Stethoscopes. Heart—Diagnosis. Lungs—Diagnosis.

For the catalog pages:

Subject: Stethoscopes. Heart—Diagnosis. Lungs—Diagnosis. Advertising—Medicine. Medical illustration

For the interview segments:

Subject: Oral history--United States--Civilization--1918-1945. Physicians—History. Stethoscopes.

***Type**

Dublin Core Element: Type

Used to describe the nature or genre of the resource. It is suggested to use the DCMI Type Vocabulary. <http://dublincore.org/documents/dcmi-type-vocabulary/>

Examples:

For the digital photograph of a 3-D object:

Type: Physical object

For the catalog pages:

Type: Image

For the interview segments:

Type: Sound

***Format:**

Dublin Core Element: Format

The file format, physical medium, or dimensions of the resource. As we have the physical dimensions in the description, this should be used to describe the file format and size of the access image.

Examples:

Format: image/jpeg; 4mB

Format: audio/mp3; 1mB

***Technical Metadata**

Dublin Core Element: Format

More detailed information about the file, including what was used to capture it. We may want to discuss to decide exactly how we want to write this...

Examples:

Technical Metadata: Scanned at 600 dpi using MICROTEK ScanMaker i800 scanner and SilverFast 6.4.2r6a software.

Technical Metadata: Photographed at 96 ppi using Samsung S850 digital camera.

***Identifier**

Dublin Core Element: Identifier

This is an unambiguous reference to the resource within a given context. For this project, the file name of the access image will be used.

Examples:

For the digital photograph of a 3-D object:

Identifier: itemname2.jpg

For the catalog pages:

Identifier: itemname_catalog.jpg

Identifier: Scan001.tiff

***Related Materials:**

Dublin Core Element: Relation

This element is for related resources, very important in our digital library. Link to any related materials in the digital library.

Examples:

Related Materials: Catalog page of stethoscopes