DigiNole Metadata Guidelines

2018-07-12

Contents

Overview

Multiple changes in goals have prompted a rewriting of the DigiNole Metadata Guidelines.

- The first goal is to ensure accurate, consistent, and valuable description is available for all of our digital resources.

- Second on that list is to provide metadata that is prepared for future practices and technological developments and moves toward support for linked open data and the semantic web.

- A hopeful tertiary outcome this guide strives to provide is guidance for enriching the value of records to support the use and reuse of DigiNole materials.

Two levels of description for DigiNole records are defined in these guidelines: *base-level description* and *full value-added description*. Base-level description contains the fewest descriptive elements required for objects to be included in DigiNole. A full value-added record makes use of every descriptive element available in DigiNole, which provides a foundation for fullest access and novel use of materials by our users. Implementation of description is allowed at any level between and including base-level and full value-added, though the use of some descriptive elements triggers the required use of other elements.

Principles

All description of DigiNole objects must follow material appropriate content standards. If you are unsure which content standard is appropriate for your collection, you can contact the metadata librarian and discuss the available options.

The use of controlled vocabularies is strongly encouraged whenever possible. Additionally, it is preferred to use vocabularies with published linked data URIs. A list of preferred vocabularies for subject headings, genre terms, and forms appears in [Appendix C](#) at the end of the document. The use of local subjects is strongly discouraged.

Practices

To correctly capture all the necessary metadata, a new record creation process has been developed. First description is recorded in a spreadsheet. After completion the spreadsheet is imported into OpenRefine. The records undergo pre-ingest quality assurance in OpenRefine before being exported as a `modsCollection` document. The `modsCollection` document enters an XSLT pipeline for final clean up and separation into individual `mods` files. The whole process is described in detail in *OpenRefine for DigiNole*. The metadata librarian is available to help in the design of description spreadsheets, workflows, and documentation.

When possible, it is preferred to copy and paste information into the spreadsheet. This minimizes the errors inherent in typing data manually.

Description

Descriptive fields are marked either as *Mandatory*, *Mandatory if applicable*, *Encouraged*, or *Optional*:

Mandatory elements must be provided. If the element's contents cannot be taken directly from the item, it must be constructed by the cataloger using the rules of the selected content standard.

Mandatory if applicable elements must be recorded if the element's contents are provided by the item. If there is no discernible source of description provided by the item the element is left empty, unless the content standard requires the use of the element.

Encouraged elements are not required. Their use is strongly suggested to improve access and use and support the descriptive consistency of DigiNole materials.

Optional elements are not required. They may be used if the cataloger determines their absence will negatively impact access and use.

Base-level Description

Every record submitted to DigiNole must make use of these descriptive elements.

1. Identifiers
    1. IID
    2. File name
2. Extension (local fields)
    2. Submitting institution
3. Titles
    2. Title
4. Names
    1. Name type
    2. Name part
    6. Name URI
    7. Name authority
    8. Role (text)
    9. Role (code)
    10. Role authority
5. Type of resource
6. Genres

1. Genre
2. Genre URI
3. Genre authority
7. Origin
    1. Dates – single and range
    2. Date qualifier
    3. Date type
9. Physical description
    1. Extent
    4. Digital origin
14. Access & Use
    1. Use and reproduction
    2. Rights URI
15. Location – Physical location
16. Record info
    1. Description standard
    2. Record creation date

Full Value-Added Description

The following list presents the full range of descriptive elements available to the cataloger. A full value-added record makes use of all of these elements.

1. Identifiers
   1. IID
   2. File name
2. Extension (local fields)
   1. Owning institution
   2. Submitting institution
3. Titles
   1. Non sort
   2. Title
   3. Subtitle
4. Names
   1. Name type
   2. Name part
   3. Family name
   4. Given name
   5. Dates
   6. Name URI
   7. Name authority
   8. Role (text)
   9. Role (code)
   10. Role authority
   11. Affiliation
   12. Name identifier
   13. Name identifier type
5. Type of resource
6. Genres
   1. Genre
   2. Genre URI
   3. Genre authority
7. Origin
   1. Dates – single and range
   2. Date qualifier
   3. Date type
   4. Publisher
   5. Place of publication
   6. Issuance
8. Languages
   1. Language (text)
   2. Language (code)
9. Physical Description
   1. Extent
   2. Dimensions
   3. Physical description note
   4. Digital origin
10. Description – Summary
11. Note
12. Subjects
    1. TGM subject heading
    2. TGM subject URI
    3. LCSH subject heading
    4. Other subject heading
    5. Other subject URI
    6. Other subject source code
    7. Local subject heading
    8. Geographic code
13. Related items
    1. Type
    2. Title of related item
    3. Location of related item
    4. Origin info for related item
    5. Link to finding aid
14. Access & Use
    1. Use and reproduction
    2. Rights URI
    3. Restriction on access
15. Location – Physical location
16. Record info
    1. Description standard
    2. Record creation date

Elements of description

These rules define the use of descriptive elements for DigiNole. When these instructions conflict with the chosen content standard, the rules of the content standard always take precedence.

Descriptive elements are identified with a numeric identifier, element category, and specific field name. Use notes appear below the element name in italics, followed by instructions for use. Mappings between common content standards and MODS fields are provided in [Appendix D](#).

1.1 – Identifiers – IID

Mandatory

> IID is the character string or number that clearly and uniquely identifies a digital object or resource. The IID field ensures that individual digital objects can be accessed, managed, stored, recalled, and used reliably.
>
> Recommended best practice is to identify the resource by means of a string conforming to a formal identification system defined by the repository. DigiNole's practice is to format the IID to include the submitting institution, collection or classification code, descriptor of item, and the number of the item for display purposes:
>
> - Submitting institution is indicated by the three characters 'FSU'.
> - The collection or classification code can be the manuscript number, classification number, or a shortened version of the collection name. This should be uniform for the entire collection.
> - The descriptor should indicate where in the collection the item can be found (series, box number, etc.). The IID can contain as many descriptors as needed to adequately describe the source of the digital object.
> - The fourth component of the file name is simply the number for the item within the series or box (usually simply the order in which it is scanned).
> - Further identifying components can be added if needed such as subseries or page number.

All elements of the IID should be separated by underscores. Never use spaces in IIDs. Use leading zeros when necessary.

> *Examples:*
> FSU_MSS_1985001_B01_F01_I01 *(Manuscript collection, box 1, folder 1, item 1)*
>
> FSU_HUA_1985001_B01_F01_I01 *(HPUA collection, box 1, folder 1, item 1)*
>
> FSU_ARH_House_0028 *(Item 28 from the House collection held by the FSU Art History Department)*

1.2 – Identifiers – File name

Mandatory

The file name is the name tracked by the file system on which the digitized item is stored. Best practice indicates this should match the item's unique identifier (IID).

2.1 – Extension – Owning institution

Optional

Owning institution succinctly names the owner of the physical item. 'FSU' is sufficient for the majority of DigiNole material.

2.2 – Extension – Submitting institution

Mandatory

'FSU' is the mandated entry for this field.

3. Titles

Titles are the human derived names by which an object is generally known. Follow the rules of the selected content standard for recording titles. In general titles are transcribed as they appear on the item using typographic features such as spacing, typeface, and size to distinguish different title components. Cataloger supplied titles should be brief but descriptive. The cataloger should avoid leading articles when constructing a title.

3.1 – Title – Non sort

Mandatory if applicable

The non-sort field is the container for leading articles in formal or transcribed titles. Separating it from the rest of the title supports search and access.

3.2 – Title – Title

Mandatory

3.3 – Title – Subtitle

Mandatory if applicable

4 – Names

Mandatory (for creator. Additional names are optional.)

The names element stores references to the persons, families, or corporate bodies responsible for the creation, or contributing to the creation of the digital object. The names element is not appropriate for names used as a subject. These are recorded in the subject element.

The cataloger is encouraged to use an authority-controlled form of the name when it is available. The LC Name Authority File is available at both http://authorities.loc.gov and http://id.loc.gov.

The names element can store as many names as necessary, though the components of each name must be separated by double pipes (||). The use of double pipes is illustrated in Appendix B.

The specific MODS name fields are discussed below.

4.1 – Names – Name type

Mandatory

Record 'personal', 'corporate', 'conference', or 'family' as appropriate. These terms are defined in the MODS User Guidelines: http://www.loc.gov/standards/mods/userguide/name.html.

4.2 – Names – Name part

Mandatory if applicable

In practice name part is mostly used to record corporate names. Personal names that cannot be divided into given and family names are also included here.

4.3 – Names – Family name

Mandatory if applicable

Last name of a personal name.

Leading prepositions in surnames such as 'of', 'di', 'de', etc. are recorded as the final part of field '4.4 – Given name'.

4.4 – Names – Given name

Mandatory if applicable

The first name of a personal name, or the first and middle names of a personal name.

4.5 – Names – Dates

Mandatory if applicable

Any birth (or incorporation) and death dates associated with a name.

4.6 – Names – Name URI

Mandatory if applicable

Linked Data URI, if available, from authority list. URI's for LC controlled vocabularies are available through the LC Linked Data Service: http://id.loc.gov.

4.7 − Names − Name authority

Mandatory if applicable

Name of the authority record holder, typically 'naf'. A full list of name and title authority source codes is maintained by LC: http://www.loc.gov/standards/sourcelist/name-title.html.

4.8 − Names − Role (text)

Mandatory if applicable

Description of the entity's association with the object being described. Please consult a controlled list such as MARC relators: http://www.loc.gov/marc/relators/.

4.9 − Names − Role (code)

Mandatory if applicable

Code describing the entity's association with the object being described, if available. Derive the role code from the same controlled list as used for '4.7 − Role (text)'.

4.10 − Names − Role authority

Mandatory if applicable

Source code of the authority list consulted. Example: 'marcrelator'.

4.11 − Names − Affiliation

Optional

An entity with which the name being recorded in associated.

4.12 − Names − Name identifier

Optional

A unique reference associated with a name separate from the name URI.

4.13 − Names − Name identifier type

Mandatory if applicable

A brief description of the identifier recorded in '4.12 − Names − Name identifier'.

5 − Type of resource

Mandatory

This field is a high-level description of the original item. Select one from the controlled list:

- text
- cartographic

- notated music
- sound recording

- sound recording-musical
- sound recording-nonmusical
- still image
- moving image
- three dimensional object
- software, multimedia
- mixed material

These terms are defined in the MODS User Guidelines:
http://www.loc.gov/standards/mods/userguide/typeofresource.html.

6.1 – Genres – Genre

Mandatory

Genre describes the form or format of the material. It includes but is not limited to physical carriers of the material. "Still lifes" and "Landscapes" are valid intellectual genres. Genres from LC controlled vocabularies are distinguished from subjects by the 'Term Category: Genre/Format' note in their records. Some terms are available as both subjects and genres. Do not use any term as both a subject and a genre in the same record. Choose the most appropriate field of description.

Common vocabularies used for genres are the Thesaurus of Graphic Materials (TGM), the LC Genre/Form terms, and MARC Genre Terms. They can be searched through: http://www.loc.gov/pictures/collection/tgm/ and http://id.loc.gov.

A full list of genre authorities and their source codes is available from LC: http://www.loc.gov/standards/sourcelist/genre-form.html.

Multiple genre terms must be separated with double pipes (||). See Appendix B.

6.2 – Genres – Genre URI

Mandatory

Linked data URI associated with the genre term selected in '6.1 – Genre' and derived from the same authorized list. URI's for LC controlled vocabularies can be searched at the LC Linked Data Service: http://id.loc.gov.

Separate multiple entries by double pipes (||). See Appendix B.

6.3 – Genres – Genre authority

Mandatory

Record the source code of the authority list consulted for 6.1 and 6.2. Separate multiple entries by double pipes (||).

7.1 – Origin – Dates – single and range

Mandatory

All dates are recorded in w3cdtf format: YYYY-MM-DD. Single dates are recorded in the 'Single date' field. For items created over or within a range of dates or for items known to fall within a certain time period record a beginning and ending date as precisely as possible and to the same specificity in 'Date range: start date' and 'Date range: end date' fields.

7.2 – Origin – Date qualifier

Mandatory if applicable

Select 'approximate', 'inferred', or 'questionable' if necessary. Definitions of these terms are available in the MODS User Guidelines:
http://www.loc.gov/standards/mods/userguide/generalapp.html#qualifier.

Date ranges are always qualified as questionable.

7.3 – Origin – Date type

Mandatory

Select either dateCreated, dateIssued, copyrightDate, or dateOther. Only use dateCreated or copyrightDate if there is clear evidence on or included with the item that a date is a date of creation or the date on which copyright was established. Otherwise use dateIssued.

If no date is available on the material, choose dateIssued.

7.4 – Origin – Publisher

Encouraged

Record the publisher's name as required by the chosen content standard.

7.5 – Origin – Place of publication

Encouraged

Record the place of publication as required by the chosen content standard.

7.6 – Origin – Issuance

Optional

Select 'monographic', 'single unit', 'multipart monograph', 'continuing', 'serial', or 'integrating resource' as appropriate. Definitions of these terms are available in the MODS User Guidelines:
http://www.loc.gov/standards/mods/userguide/origininfo.html#issuance.

8.1 – Languages – Language (text)

Mandatory if applicable

Recording the language of material is appropriate only when the item is chiefly composed of text, or

access to the text is integral to understanding the resource.

ISO 629-2 is the authority for languages used by DigiNole. It is maintained by LC: http://www.loc.gov/standards/iso639-2/php/code_list.php.

Copy and paste the entire contents of the third column ('English name of Language') into this field.

8.2 − Languages − Language (code)

Mandatory if applicable

This field is mandatory if 8.1 − Language (text) is used.

Copy and paste the three character code from the first column ('ISO 639-2 Code') into this field.

9.1 − Physical description − Extent

Mandatory

Record the extent as instructed by the selected content standard.

9.2 − Physical description − Dimensions

Mandatory if applicable

Record the dimensions of a resource as instructed by the selected content standard.

9.3 − Physical description − Physical description note

Optional

Use this field to record any information relating to the physical condition of the resource not recorded elsewhere.

9.4 − Physical description − Digital origin

Mandatory

Record 'born digital', 'reformatted digital', 'digitized microfilm', or 'digitized other analog' as appropriate.

Digital library objects created by digitizing an original non-digital source are recorded as 'reformatted digital'. Full definitions for these terms are available in the MODS User Guidelines: http://www.loc.gov/standards/mods/userguide/physicaldescription.html#digitalorigin.

10 − Description − Summary/Abstract

Encouraged

Provide any brief descriptive information as appropriate.

11 – Note

Optional

Notes can be used to record any information not recorded elsewhere. Some content standards restrict the type of notes that can be recorded. Consult the selected content standard for full instruction. Separate multiple notes with double pipes (||).

12 – Subjects

Subject headings describe the "about-ness" of an object as distinct from its physical and intellectual carriers. These carriers of materials are recorded as genres. For example, the genres of a pietà could be pietà, sculpture, and stonework. Subject headings appropriate to a pietà could be sorrow, loss, Christianity, martyrdom, motherhood, etc.

Assigning subject headings provides access on an intellectual rather than physical level. Be descriptive, but not to the detriment of project completion. An average of three subject headings per record is appropriate, and some items may not need any subject headings at all.

12.1 – Subjects – TGM subject heading

Encouraged

Subject headings from the Thesaurus of Graphic Material (TGM) can be searched through http://www.loc.gov/pictures/collection/tgm/ and http://id.loc.gov. Copy and paste the appropriate headings into the spreadsheet, separating distinct terms by double pipes (||).

Individual TGM terms can be both subjects and genres by definition but do not repeat any term as a subject already listed as a genre.

Use the most specific subject term that is applicable. Do not use both a subject and its broader term.

12.2 – Subjects – TGM subject URI

Mandatory if applicable

TGM linked data URIs are mandatory if a TGM subject is used in '12.1 – TGM Subject'.

Copy and paste the linked data value URI. TGM URI's are found on the LC Linked Data Service: http://id.loc.gov. Keep URIs aligned with their subject terms by separating them with double pipes (||).

12.3 – Subjects – LCSH subject heading

Optional

Record any LCSH subject headings following the rules for LCSH construction. Separate multiple entries by double pipes (||).

12.4 – Subjects – Other subject heading

Optional

Separate multiple entries by double pipes (||).

12.5 – Subjects – Other subject URI

Optional

Separate multiple entries by double pipes (||).

16.6 – Subjects – Other subject source code

Optional

Subject source codes are available from LC: http://www.loc.gov/standards/sourcelist/subject.html.

Separate multiple entries by double pipes (||).

12.7 – Subjects – Local subject heading

Optional

The use of local subjects is discouraged.

If necessary record locally defined subjects in this field. Separate distinct entries by double pipes (||).

12.8 – Subjects – Geographic code

Encouraged

Geographic codes are obtained from the Getty Thesaurus of Geographic Names: http://www.getty.edu/research/tools/vocabularies/tgn/. Be as geographically precise as needed when selecting a geographic code. Please copy and paste codes from the TGN directly into the spreadsheet.

The TGN code for Tallahassee is 7013938.

13 – Related item

Record the appropriate details of any items related to the material being described.

13.1 – Related items – Type

Mandatory if applicable

Select the relationship the material being described has to its related item:

- preceeding
- succeeding
- original
- host

- constituent
- series
- otherVersion

- otherFormat
- isReferencedBy
- reviewOf

These terms are defined in the MODS User Guidelines:
http://www.loc.gov/standards/mods/userguide/relateditem.html.

13.2 – Related items – Title of related item

Optional

13.3 – Related items – Location of related item

Optional

13.4 – Related items – Origin info for related item

Optional

13.5 – Related items – Link to finding aid

Optional

Copy and paste the URL to a published finding aid here.

14.1 – Access & Use – Use and reproduction

Mandatory

The following template has been designed to cover all materials hosted in DigiNole:

Use of this item is provided for non-commercial, personal, educational, and research use only. Florida State University Libraries is providing access to these materials for educational and research purposes and makes no warranty with regard to their use for other purposes. The written permission of the copyright owners and/or other rights holders (such as holders of publicity and/or privacy rights) is required for distribution, reproduction, or other use of protected items beyond that allowed by fair use or other statutory exemptions (see Title 17, U.S.C.). For information about the copyright and reproduction rights for this item, please contact **partner name here: contact URI**.

Simply plug your institution name, general geographic location, and URL to a permanent 'Contact Us'-type page where indicated. Please consult with the metadata librarian if you would like to deviate from this template.

14.2 – Access & Use – Rights URI

Mandatory

Include the appropriate URI from RightsStatements.org: http://rightsstatements.org/page/1.0/?language=en

14.3 − Access & Use − Restriction on access

Mandatory if applicable

Record any access restrictions.

15 − Location − Physical location

Required

Indicate the name and location of the institution holding the original materials depicted by the digital object. A list of locations is available in Appendix E: Locations.

16.1 − Record info − Description standard

Mandatory

Record the content standard followed for description in lower-case characters. Common entries are 'dacs', 'aacr', 'dcrmg' and 'rda'. A full list of description convention source codes is maintained by LC: http://www.loc.gov/standards/sourcelist/descriptive-conventions.html.

16.2 − Record info − Record creation date

Mandatory

Enter the date of record creation in w3cdtf format: YYYY-MM-DD.

Acknowledgments

These guidelines drew on the following documents for guidance:

DPLA Metadata Application Profile: http://dp.la/info/developers/map/

Connecticut Digital Archive Metadata Application Profile:
http://ctdigitalarchive.org/files/2014/04/CTDA_MAPV3_1.pdf

UCLA Digital Project Toolkit: http://library.ucla.edu/special-collections/programs-projects/digital-projects-special-collections

Appendix A: Web resources

- Thesaurus of Graphic Materials: http://www.loc.gov/pictures/collection/tgm/

- MARC relator: http://www.loc.gov/marc/relators/

- LC Name Authority File: http://authorities.loc.gov

- LC Linked data service: http://id.loc.gov

- Thesaurus of Geographic names: http://www.getty.edu/research/tools/vocabularies/tgn/

- ISO 639-2: http://www.loc.gov/standards/iso639-2/php/code_list.php

- MODS User Guidelines: http://www.loc.gov/standards/mods/userguide/index.html

- A comprehensive list of controlled Genre and Form vocabularies is available here: http://www.loc.gov/standards/sourcelist/genre-form.html

- Source codes for Vocabularies, Rules, and Schemas: http://www.loc.gov/standards/sourcelist/index.html

- Genre/Form Code and Source Codes: http://www.loc.gov/standards/sourcelist/genre-form.html

- Description Convention Source Codes: http://www.loc.gov/standards/sourcelist/descriptive-conventions.html

- Subject Heading and Term Source Codes: http://www.loc.gov/standards/sourcelist/subject.html

Appendix B: Use of double pipes

Some broad descriptive elements are divided into individual fields or spreadsheet cells. Multiple elements can be recorded in the same single set of fields, but they need to be separated from one other and maintain their order. This insures that all of the descriptive fields composing one element are drawn out and collected together. Double pipes separate instances of the same type of information in the same cell. The pipe is the vertical character on the same key as the backslash right above the enter key.

```
<name type="personal">
  <namePart>Lowry, Robert</namePart>
  <namePart type="date">1826-1899</namePart>
</name>
<name type="personal">
  <namePart>Doane, W. Howard (William Howard)</namePart>
  <namePart type="date">1832-1915</namePart>
</name>
<name type="personal">
  <namePart>Vincent, John Heyl</namePart>
  <namePart type="date">1832-1920</namePart>
</name>
```

Three name elements each composed of three name fields.

When one instance of an element has information in a field not matched by information from another instance, the word 'null' is used to mark the absence of information and maintain the ordinality of the fields.

Two names with equivalent information

PERSONAL NAMES								
Name part	Family name	Given name	Dates	Name authority (naf/local)	Role (text)	Role (code)	Role authority	Role URI
	Pascal|| Hofstadter	Blaise|| Douglas R.	1623-1662|| 1945-	naf||naf	Creator|| Arranger	cre||arr	marcrelator|| marcrelator	http://id.loc.gov/vocabulary/relators/cre|| http://id.loc.gov/vocabulary/relators/arr
	Names are:	Pascal, Blaise, 1623-1662						
		Hofsradter, Douglas R., 1945-						

Two names are recorded in this record. All information linked to Blaise Pascal is recorded in blue, while Douglas R. Hofstadter's information is recorded in red. Notice that the blue (Pascal's) metadata appears first, followed by two pipes (||) and then the red metadata for Hofstadter.

Three names with nonequivalent information

PERSONAL NAMES								
Name part	Family name	Given name	Dates	Name authority (naf/local)	Role (text)	Role (code)	Role authority	Role URI
	Pascal|| Miguez|| Hofstadter Names are:	Blaise|| Matthew R.|| Douglas R. Pascal, Blaise, 1623-1662 Miguez, Matthew R., 1984- Hofsradter, Douglas R., 1945-	1623-1662|| 1984-||1945-	naf||local||naf	Creator|| Cyclist|| Arranger	cre||null||arr	marcrelator|| local|| marcrelator	http://id.loc.gov/vocabulary/relators/cre|| null|| http://id.loc.gov/vocabulary/relators/arr

This is the same record as above, but with an additional name. Notice that for every field the blue metadata is followed by green which is followed by red. The word 'null' preserves the order of the metadata within the fields when such metadata is unavailable. The role 'Cyclist' lacks a role code and a role URI as it derives from a local authority. In the role code, 'null' is entered between 'cre' and 'arr' to demonstrate that the code 'arr' belongs to Hofstadter not Miguez. When processed this data will be ordered into three name elements:

```xml
<name type="personal" authority="naf">
   <namePart type="family">Pascal</namePart>
   <namePart type="given">Blaise</namePart>
   <namePart type="date">1623-1622</namePart>
   <role>
      <roleTerm type="text" authority="marcrelator" valueURI="URI01">
         Creator
      </roleTerm>
      <roleTerm type="code"authority="marcrelator" valueURI="URI01">
         cre
      </roleTerm>
   </role>
</name>
<name type="personal" authority="local">
   <namePart type="family">Miguez</namePart>
   <namePart type="given">Matthew R.</namePart>
   <namePart type="date">1984-</namePart>
   <role>
      <roleTerm type="text" authority="local" valueURI="null">
         Cyclist
      </roleTerm>
      <roleTerm type="code"authority="local" valueURI="null">
         null
      </roleTerm>
   </role>
</name>
<name type="personal" authority="naf">
   <namePart type="family">Hofstadter</namePart>
   <namePart type="given">Douglas R.</namePart>
   <namePart type="date">1945-</namePart>
   <role>
      <roleTerm type="text" authority="marcrelator" valueURI="URI02">
         Arranger
      </roleTerm>
      <roleTerm type="code"authority="marcrelator" valueURI="URI02">
         arr
      </roleTerm>
   </role>
</name>
```

Three name elements composed of multiple fields. Null values will be stripped from the record before ingest.

Appendix C: Selected list of controlled vocabularies

Genres

Name	Source code	URL/URI	Notes
Thesaurus for Graphic Materials	gmgpc	Search frontend: http://www.loc.gov/pictures/collection/tgm/ Linked Data URI: http://id.loc.gov/vocabulary/graphicMaterials	Must belong to the **Genre/Format** Term Type Category to be used as a genre
LC Genre/Form Terms	lcgft	http://id.loc.gov/authorities/genreForms	
Art & Architecture Thesaurus	aat	http://www.getty.edu/research/tools/vocabularies/aat/	URI's are not availble in the search interface, but take the pattern http://vocab.getty.edu/page/aat/ *+ID number*

Subjects

Name	Source code	URL/URI	Notes
Thesaurus for Graphic Materials	lctgm	Search frontend: http://www.loc.gov/pictures/collection/tgm/ Linked Data URI: http://id.loc.gov/vocabulary/graphicMaterials	Must belong to the **Subject** Term Type Category to be used as a genre
LC Subject Headings	lcsh	http://id.loc.gov/authorities/subjects	
OCLC's Faceted Application of Subject Terminology	fast	http://fast.oclc.org/searchfast/	FAST is an application of LCSH, unifying complex subject headings under a single URI.

Geographic Codes

Name	Source code	URL/URI	Notes
Thesaurus of Geographic Names	tgn	http://www.getty.edu/research/tools/vocabularies/tgn/	

- Library of Congress Subject Headings (LCSH) - http://id.loc.gov/authorities/subjects.html

- Library of Congress Name Authority File (LCNAF) - http://id.loc.gov/authorities/names.html

- Thesaurus for Graphic Materials (TGM) - http://id.loc.gov/vocabulary/graphicMaterials.html & http://www.loc.gov/pictures/collection/tgm/

- Art & Architecture Thesaurus (AAT) - http://www.getty.edu/research/tools/vocabularies/aat/

Appendix D: Common mappings to MODS

RDA Core elements

These are the common mandatory elements defined by LC RDA Core Elements mapped to MODS using the LC RDA to MODS 3.4 spreadsheet.

- Title proper (2.3.2) - `/titleInfo/title`
- Statement of responsibility (2.4.2) - `/name[role/roleTerm="Creator"]`
- Designation of edition (2.5.2) - `/originInfo/edition`
- Place of publication (2.8.2) - `/originInfo/place/placeTerm`
- Publisher's name (2.8.4) - `/originInfo/publisher`
- Date of publication (2.8.6) - `/originInfo/dateIssued`
- Copyright date (2.11) - `/originInfo/copyrightDate`
- Media type (3.2) - `/physicalDescription/form[@authority="rdamedia" & @type="media"]`
- Carrier type (3.3) - `/physicalDescription/form[@authority="rdacarrier" & @type="carrier"]`
- Extent (3.4) - `/physicalDescription/extent`
- Dimensions (3.5) - `/physicalDescription/extent`

DACS Single-level Minimum Description

These are the minimum requirements for single level description as defined by DACS followed by the mapping path to MODS.

- Reference Code Element (2.1) - `/identifier[@type="IID"]`
- Name and Location of Repository Element (2.2) - `/location`
- Title Element (2.3) - `/titleInfo/title`
- Date Element (2.4) - `/originInfo/dateCreated | dateIssued`
- Extent Element (2.5) - `/physicalDescription/extent`
- Name of Creator(s) Element (2.6) - `/name[role/roleTerm="Creator"]`
- Scope and Content Element (3.1) - `/abstract[@displayLabel="Summary"]`
- Conditions Governing Access Element (4.5) - `/accessCondition[@type="use and reproduction" | @type="restriction on access"]`
- Language and Scripts of the Material Element (4.5) - `/language`

Minimal-level records for DCRM(G)

From DCRM(G) Appendix D.

- Title proper (see especially 1B, 1F, or 1H) - `/titleInfo/title`
- General material designation (1C) - `/genre`
- Statement of responsibility, *if applicable* (see especially 1G1) -
    `/name[role/roleTerm='Creator']`
- Place of publication, distribution, production, etc. (see especially 4B1, 4B6, or 4B12) -
    `/originInfo/place/placeTerm`
- Name of publisher, distributor, etc., *if applicable* (see especially 4C1, 4C6, or 4C8) -
    `/originInfo/publisher`
- Date of publication, distribution, production, etc. (see especially (4D1, 4D3, or 4D4/4D5) -
    `/originInfo[dateCreated | dateIssued | copyrightDate]`
- Statement of extent and specific material designation (see especially 5B1 and 5B2) -
    `/physicalDescription/extent & /genre`
- Dimensions, *if applicable* (see especially 4D1) - `/physicalDescription/extent`
- Title proper of series, *if applicable* (see especially 6F1) - `/relatedItem/title`
- Source of title note (7B3.1) - `/note`

Appendix E: Locations & Rights statements

updated 2016-10-04

- Special Collections & Archives, Florida State University Libraries, Tallahassee, Florida.

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- Florida State University, Department of Art History, Tallahassee, Florida.

  - Rights: *use default Special Collections & Archives rights*

- The John and Mable Ringling Museum of Art, Sarasota, Florida.

  - Rights: *use default Special Collections & Archives rights*

- The Harold Goldstein Library, College of Communication & Information at Florida State University, Tallahassee, Florida.

  - Rights: *use default Special Collections & Archives rights*

- Warren D. Allen Music Library, Florida State University College of Music, Tallahassee, Florida.

  - Rights: *use default Special Collections & Archives rights*

- Institute on WWII and the Human Experience, Florida State University, Tallahassee, Florida.

- Rights: *use default Special Collections & Archives rights*