

TENNESSEE STATE LIBRARY AND ARCHIVES REGIONAL SCANNING METADATA GUIDELINES

Training Manual



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What is Metadata?

Metadata is, literally, data about data. It is information about information. For purposes of digital imaging, metadata is information recorded about the creation of the digital image. It may also include information about the original object as well.

A metadata record consists of a set of elements necessary to describe a resource. For example, a metadata system common in libraries – the library catalog – contains a set of metadata records with elements that describe a book or other library item: author, title, date of creation or publication, subject coverage, and the call number specifying location of the item.

A metadata workform should be completed for each item that is brought in to be digitized. An item could be one scan (single object like a photograph) or an item could have several scans (compound object like a booklet).

Metadata Workform

This section to be completed by the institution/organization requesting scan.

Owner's Name and Contact Information: _____

Name of Institution/Organization Requesting Scan: _____

Name of Individual Representing Institution/Organization: _____

Item Title/Name: _____

Item Description: _____

Place: _____

Date of original: _____

Collection Name: _____

Storage Location: _____

Persons Pictured: _____

Size of Original: _____

This section to be completed by the Regional Scanning Specialist.

File Name: _____

Digital Type: Image Text

Digital Format: _____

Physical condition: torn creased worn edges faded
(circle all that apply) stained tape scratches fingerprints

Print type: Color Black & white Sepia Other

Physical condition notes: _____

Date form created _____ Created by _____

Date digitized _____ Digitized by _____

CORE METADATA ELEMENTS

Owner's Name and Contact Information

Purpose and Scope

This element contains the name of the individual/institution that has legal title of ownership over the original item.

Examples

Institution	Individual
Tennessee State Library and Archives	Jane Doe
403 7 th Ave. North	215 Lakeland Dr.
Nashville, TN 37243	Holladay, TN 38341
(615) 253-3457	(555) 867-5309

Name of Institution/Organization Requesting Scan

Purpose and Scope

This element contains the name of the institution or organization that brought the item in to be scanned. In some cases this will be the same as the owner's name.

Examples

Tennessee Historical Society
Benton County Genealogical Society
Cheatham County Historical and Genealogical Society
Clarksville-Montgomery County Public Library
Humphreys County Archives

Name of Individual Representing Institution/Organization

Purpose and Scope

This element contains the name of the individual, representing the institution or organization, that brought the items to the regional scanning location.

Examples

Laura K. Boyd
Robert M. Sanders
Thomas L. Greer

Item Title/Name

Purpose and Scope

This element provides a word or phrase by which the material being described is known or can be identified.

In the absence of a meaningful formal title, a title must be supplied.

General Rules

When supplying title information, compose a brief title that uniquely identifies the material, normally consisting of a topical segment.

Examples

Title: Andrew Jackson portrait

Title: Political cartoon on Reconstruction

Description

Purpose and Scope

A textual description of the content of the object, including abstracts in the case of document-like objects or content descriptions in the case of visual resources.

General Rules

Descriptive information can be taken from the item itself if there is no abstract or other structured description available. A description should usually be limited to one or two concise sentences. Include important keywords in the description.

Examples

For a photograph:

Five unidentified women on a two-mule-drawn hay wagon.

Comer Lee Baker of the 31st Infantry Division, in France during World War I, with monkey perched on his shoulder.

For a document:

First page of a narrative by Casper (Kaspar) Mansker, an early explorer of the Cumberland Valley of Tennessee, describing his pre-settlement explorations of Middle Tennessee.

For a map:

Hand-drawn map of the military prison at Johnson's Island in the bay of Sandusky, Ohio, where Confederate officers captured by the U.S. army were held. Prison buildings and grounds are labeled. Drawn by Capt. J.T. Hogane, Topographical Engineer, C.S.A., Gen. M. Jeff Thompson's Division. In upper left corner: "James S. Brown, Major 46th Regt. Tenn. Vol., Capt'd at Island No. 10 April 8, 1862 By Genl Popes command. Block 2, Mess 2, Room 1."

For a postcard:

Sam Paschal of Murfreesboro, Tennessee is pictured riding champion Tennessee walking horse Setting Sun. The owner of the horse is M. M. Bullard of Newport, Tennessee.

Place

Purpose and Scope

Defines the geographic location depicted or described in the original object. Can consist of a city, county, state, or other geographic name.

Examples

Bolivar (Tenn.)

Norris Lake (Tenn.)

Rutherford County (Tenn.)

Tennessee

Date of Original

Purpose and Scope

This is the date(s) on which the document being described was originally created or the date(s) that an event or image was captured in some material form.

General Rules

Single dates

If the materials fall within a single year, record that date or a more specific date therein.

1975

Exact single dates

For descriptions of a single item, record exact dates in a consistent and unambiguous fashion, preferably expressed as year-month-day.

1906 March 17

Estimated single dates

If no date can be found on or in the material itself or determined from any other source, estimate the nearest year, decade, century or other interval as precisely as possible. Record estimated dates in a consistent fashion.

probably 1867

approximately 1925

before 1867

after 1867 January 5

1892 or 1893

1890s

circa August 1975

No dates

When recording date(s) for objects, if the unit being described bears no date, use “**undated.**” Do not use the abbreviations “n.d.” or “s.d.”

Collection Name

Purpose and Scope

If the item being scanned belongs to a specific collection of an institution or organization, it should be listed here. A collection is defined as: 1. A group of materials with some unifying characteristic. 2. Materials assembled by a person, organization, or repository from a variety of sources. 3. The holdings of a repository.

Examples

Thomas Edward Abernathy Papers
Tennessee Postcard Collection
Governor John Sevier Papers
Clarksville Library Vertical File

Storage Location

Purpose and Scope

This element indicates the actual physical location of the original materials being digitized.

General Rules

Enter shelf location, box, and/or folder numbers as designated by the owning institution/organization.

Examples

Nashville Public Library, Drawer 21, Folder 6
Benton County Archives, X-M-6, Box 3, Folder 2
Sullivan County Genealogical Society, MAP 72
Tennessee Historical Society, III-F-4, Box 1, folder 15

Persons Pictured

Purpose and Scope

This element lists the persons pictured in a photograph or image.

General Rules

Enter the names of the persons pictured in an image. When order of persons is known, use l-r and/or 1st row, 2nd row, etc. before names.

Examples

John Doe, James Todd, Billy Kirby
l-r: James Todd, Billy Kirby, John Doe
1st row, l-r: James Todd, Billy Kirby; 2nd row: John Doe

Size of Original

Purpose and Scope

This element indicates the actual physical size of the original materials being digitized.

General Rules

Enter the length x width of the original item. All sizes should be recorded in centimeters. Dimensions are always given in centimeters for any catalog record, including MARC records. (A MARC record is a MACHine-Readable Cataloging record.)

Examples

160cm x 90cm

15cm x 7cm

80cm x 120cm

File Name

Purpose and Scope

A file name is a series of characters used to identify a data file in a system.

You could use a descriptive file name or you could choose to implement a non-descriptive file naming structure.

Examples

Descriptive file name: ReelfootLake.tif

Descriptive file name: YorkInstitute.tif

Descriptive file name: WilmaRudolph.tif

Descriptive file name: ReelfootLake01.tif

Descriptive file name: ReelfootLake02.tif

Non-descriptive file name: ClarksvilleLibrary001.tif

Non-descriptive file name: ClarksvilleLibrary002.tif

Non-descriptive file name: ClarksvilleLibrary003.tif

Non-descriptive file name: BentonCountyGenealogicalSociety001.tif

Non-descriptive file name: BentonCountyGenealogicalSociety002.tif

Non-descriptive file name: BentonCountyGenealogicalSociety003.tif

Non-descriptive file name: BCGS1.tif

Non-descriptive file name: BCGS2.tif

Non-descriptive file name: 33474.tif

Non-descriptive file name: 33475.tif

Digital Type

Purpose and Scope

This element is used to distinguish the type of the digital object from other objects. An object can be an image or text.

General Rules

Image = images such as photographs, maps, etc.

Text = documents

Circle the digital type on the form that applies to the object.

Digital Format

Purpose and Scope

Digital Format or File Format refers to types of image files. Typical file formats for digital imaging include **TIFF**, **JPEG**, and **GIF**.

General Rules

This will always be “**TIFF**” unless otherwise noted.

* See glossary for definitions of TIFF, JPEG, and GIF.

Physical Condition

Purpose and Scope

This element defines the condition the original object is currently in.

General Rules

Circle any given attributes which apply to the original object.

Physical Condition Notes

Purpose and Scope

This element provides information that cannot be accommodated in the defined Physical Condition field.

General Rule

Describe any specific conservation or physical handling needs.

Examples

Physical Condition Notes: Document is brittle

Physical Condition Notes: Document is fragile

Physical Condition Notes: Photograph has tape across the top, left corner

PUNCTUATION

Avoid extraneous punctuation. Do not use ending punctuation except in Item Description. Personal names are entered last name first. Corporate names follow Anglo-American Cataloging Rules, 2nd edition (AACR2) calling for direct order. See Library of Congress Name Authority File for correct form <http://authorities.loc.gov/>. State names are spelled out; department is abbreviated as Dept.

CAPITALIZATION

Capitalize Title according to AACR2 format; that is, capitalize first word and proper names only. Capitalize the Item Description element according to normal rules of writing.

Bibliography

This training manual was compiled using the various resources listed below:

Describing Archives: A Content Standard. (Chicago: Society of American Archivists, 2004).

Developing and maintaining practical archives: a how-to-do-it manual. Hunter, Gregory S. (New York: Neal-Schuman Publishers, 2nd edition, 2003).

Digital Imaging: A Practical Approach. Koelling, Jill Marie (Walnut Creek, Ca.: Altamira Press, 2004).

Minnesota Metadata Guidelines For Dublin Core Metadata: Training Manual. Quam, Eileen. (St. Paul, MN: Minnesota Department of Natural Resources, 2002).

APPENDIX A

Glossary

ACCESS POINT

A name, term, keyword, phrase, or code that may be used to search, identify, and locate an archival description.

AUTHORITY FILE

An organized set of authority records.

AUTHORITY RECORD

An entry in an authority file that contains the preferred form of a name or subject heading, and, for corporate bodies and persons, relevant administrative history or biographical information related to the entity named in the heading.

AUTHORIZED NAME

A standardized form of a name used in the description of archival materials or as an entry in an authority file.

CORPORATE BODY

An organization or association of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are societies, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, places of worship, and conferences.

DATA

Data is information. The word data is now generally used as both singular and plural.

DATE(S) OF PUBLICATION, DISTRIBUTION, ETC.

The date(s) of the various activities involved in making commercially issued, mass-produced items available to the public in some way, including publishing, distributing, releasing, and issuing of items.

DOCUMENT

Recorded information irrespective of medium.

ELEMENT

The word element is used to describe a specific type of data; for example, a date element is the date the digital image was created, and a subject element describes the subject of the image file. Elements are often called fields in database programs.

FILE FORMAT

File format refers to types of image files. Typical file formats for digital images include: TIFF, JPEG, and GIF.

FORMAL TITLE

A title that appears prominently on or in the material being described.

GIF (GRAPHIC IMAGE FILE)

GIF image files are strictly black-and-white images. There are no shades of gray in a GIF file, which makes this file format appropriate for line art but not recommended for photographs or other original objects for which capturing shades of gray or color is necessary. This file format is used almost exclusively for image files of published text. The file extension is gif.

GRAPHIC MATERIALS

Documents in the form of pictures, photographs, drawings, watercolors, prints, and other forms of two-dimensional pictorial representations intended to be viewed by reflected or transmitted light.

HEADING

A standardized name, word, or phrase that serves as an access point.

JPEG (JOINT PHOTOGRAPHIC EXPERT GROUP)

A JPEG is a compressed image file format, which means the file is shrunk and data is adjusted to make the file size smaller and therefore faster to transmit over the Internet and less bulky for storage. It is the preferred file format for digital image files posted on the Internet. The file extension is jpg, with the e in JPEG dropped for the extension.

Caution: Information may be lost due to the compression that occurs when creating a jpeg file.

A risk of long-term retrievability of the file itself is associated with using the JPEG file format for master files. Once a file is compressed, software is required to decompress the file properly in order to open it. As file formats change and software changes, it is risky to maintain master image files as compressed files. At some point, the file compression will require software no longer available, making the master files irretrievable.

MASTER IMAGE FILE

The master image file is the original computer file generated by the scanner or digital camera.

METADATA

Metadata is, literally, data about data. It is information about information. For the purposes of digital imaging, metadata is information recorded about the creation of the digital image. It may also include information about the original object as well.

ORIGINAL

1. The initial manifestation of something. 2. A prototype from which copies are made.

PROVENANCE

The relationships between records and the organizations or individuals that created, assembled, accumulated, and/or maintained and used them in the conduct of personal or corporate activity.

QUALITY CONTROL

Quality control is the act of comparing an image file to your established benchmarks. It is vital to carry out quality control on all image files, but most importantly master files.

SUPPLIED TITLE

A title provided by the archivist when there is no formal title for the unit being described, or where the formal title is misleading or inadequate.

TIFF (TAGGED IMAGE FILE FORMAT)

TIFF files are recommended file format for master image files. TIFF files are uncompressed and can be opened using both the Mac and PC operating systems. The file extension is tif (the second f is dropped).