

Metadata

Describing digital objects

Descriptive standards

- Variety of standards exist
 - Dublin Core – flexible and useful for virtually any format or combination of formats; probably the most commonly used
 - EAD (encoded archival description) – often used for finding aids for archival collections
 - TEI – Text Encoding in Libraries – used for encoding full-text documents for full-text search capability

First steps

- Decide on a metadata standard
 - What types of materials are you scanning?
 - What is your goal for the project?
 - What sort of search capability do you need?
 - Will the scanned images be available only in-house or will they be shared or on the internet?
 - Is it possible that some time in the future you may want to do one of the above?

Dublin Core Metadata Standard

- Probably the most widely used and will meet the needs for most HRDP projects*
- Currently used by the Iowa Heritage Digital Project and for many other projects

*a major exception will be newspaper scanning projects



Eaton Photographic Collection — The University of Iowa Paleontology Repository

Title [People near cabin](#) at [ballast burning camp](#), [Maxon, Iowa](#), [late 1890s](#) or [early 1900s](#)

Creator [unknown](#)

Date Original [190-](#)

Topical Subject (LCTGM)

[Geology](#)

[People](#)

[Buildings](#)

Geographic Subject [United States -- Iowa -- Monroe County -- Maxon](#)

Chronological Subject [190-](#)

Type (DCMIType) [Still image](#)

Type (AAT) [Photographs](#)

Type (IMT) jpeg

Digital Collection [Calvin Geological Photographs](#)

Contributing Institution [University of Iowa. Dept. of Geoscience. Paleontology Repository](#)

Related Collections This digital collection contains the geology-related images originally digitized for the Dept. of Geosciences' Calvin web exhibit: <http://www.uiowa.edu/~calvin/calvin.htm> . Calvin's images of Iowa City can be viewed in the Iowa City Town and Campus Scenes Digital Collection: <http://digital.lib.uiowa.edu/ictcs>

Rights Management This digital image may be used for educational purposes, as long as it is not altered in any way. No commercial reproduction or distribution of this file is permitted without permission.

Contact Information Contact Tiffany Adrain (tiffany-adrain@uiowa.edu) at The University of Iowa Paleontology Repository <http://www.uiowa.edu/~geology/paleo>

Height (in.) 5 **Width (in.)** 7

Digitization Specifications Photographs scanned using Epson Expression 1680 scanner at 300 ppi, 8-bit greyscale.

Date Digital 2006-03-09 **Identifier** [1194](#)



Grinnell (Iowa) Public Library Archives

Title	Airplane in field with burning haystack
Photographer	Unknown
Date Original	ca. 1915
Description	Man in white clothing is Mac Crutchfield. They are burning the haystack to remove it from the airfield.
Subject	Stacks (Hay, grain, etc.) Airplanes
Ordering Info	Contact Grinnell Public Library http://www.grinnell.lib.ia.us
Repository	Grinnell Public Library Archives
Repository Collection	Billy Robinson Collection
Finding Aid	Collection 25, Box 2
Object Description	1 postcard : b&w ; 9 x 24 cm.
Digital Reproduction Info	150 dpi resolution
Date Digital	May 3, 2004
Contributor	Smith, Robert D.
Restrictions	This digital image may be used for educational purposes, as long as it is not altered in any way. No commercial reproduction or distribution of this file is permitted without written permission of Grinnell Public Library. See http://www.grinnell.lib.ia.us/files/copyright.htm
Theme	Aviation;Transportation;
File Name	aeroplane1
Type	Postcards Still image



© 1999 J.N. "Dirty" Darling Foundation

Cartoon Title All ready for those eating at the second table.

Creator Darling, Jay N. (Jay Norwood), 1876-1962

Date 1940/05/21

Contained Text The New Deal spenders; the 60 billion dollar feat; U.S. defenses; U.S. army; aviation; navy.

Subject Terms [Government](#)

[politics](#)

[spending](#)

[armaments](#)

[preparedness](#)

[budgets](#)

[New Deal](#)

[military](#)

Events [World War, 1939-1945](#)

Illustration Dinner table; Uncle Sam; fat lady.

Year [1940](#)

Era [1940s](#)

Collection The Editorial cartoons of J.N. "Ding" Darling [electronic resource] : The Cowles Collection, Drake University, 1912-1962

Repository Cowles Library, Drake University, 2507 University Ave., Des Moines, IA 50311-4505.

File # 400521.jpg

Rights Copyright is owned by the "Ding" Darling Wildlife Society; it is administered on behalf of the Society by The University of Iowa. While use within the classroom is encouraged without specific authorization, publishing this cartoon in any format requires written permission. See policy and permissions procedure at: http://www.lib.uiowa.edu/spec-coll/services/dingdarling_fees.html

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Streckfus wedding
[\[Captain John Streckfus family\]](#)
[\[Captain John Streckfus home\]](#)



[Captain John Streckfus family]

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Anna Streckfus wedding
[\[return to John Streckfus family\]](#)
[\[return to John Streckfus home\]](#)

Title: Anna Streckfus wedding
Photographer: Hostetler, J. B.
Studio Name/Location: Hostetler Studio, Davenport, Iowa
Date Original: ca. 1913
Description: Two photographs from a series taken on the wedding day of Anna Streckfus and Edward Thomas Manthey. Included is a group photograph of the Captain John Streckfus family and an exterior view of their home located at 725 23rd Street, Rock Island, Illinois.
Location Depicted: 725 23rd Street, Rock Island, Illinois
Subject: Streckfus, John, Captain
Streckfus, Anna
Families
Weddings
Marriage
Brides
Wedding costume
Clothing & dress
Bouquets
Houses
Dwellings
Automobiles
Rock Island (Ill.)
Group portraits
Photographic prints
Ordering Information: Please contact Davenport Public Library at (563) 326-7902 or scdpl@rbls.lib.il.us.
Image Number: X1016
Repository: Richardson-Sloane Special Collections Center, Davenport Public Library, 321 Main Street, Davenport, IA 52801
Repository Collection: Hostetler Studio Collection
Object Description: 2 photographs : b&w ; 10 x 8 in.
Digital Reproduction Information: Digital images captured using a Microtek ScanMaker 9600XL with transparent media adapter. TIFF files created from print photographs scanned at 8-bit grayscale 600ppi.

Dublin Core Basic Elements

- Title
- Creator
- Subject
- Description
- Publisher
- Contributor
- Date
- Type
- Format
- Identifier
- Source
- Language
- Relation
- Coverage
- Rights

Dublin Core Basics

- Fields are optional
- Fields are repeatable
- Fields can be used in any order
- As long as you keep track of your mapping, you can rename fields to meet your needs

Dublin Core – getting started

- Take a look at a good sample of individual items to be digitized
- With those items in mind, look at the resources on the IHDC website that discuss metadata standards for a variety of formats
- The [data dictionaries](#) on the IHDC website will be very useful, even if you decide not to use all the fields or to format the fields in a different manner.

Take the easy way!

- A personal suggestion: use the data dictionaries and instructions as given! The formatting is all based on standard cataloging practice; the guidelines for each format were carefully and thoroughly discussed by a committee of archivists and librarians; and they have been successfully used by a variety of organizations over the past 7 years or so. Don't struggle to reinvent the wheel!!

Discussion example of TITLE

- Discussions of the IHDC metadata committee went like this:
 - If cataloger supplies title, add note stating so?
 - Should title be searchable?
 - Should we include date with title?
 - For portraits, what format should we use for the individual's name?
 - For portraits, do we include the name in the subject headings?
 - Do we need a field for alternative title?

Do I have to use ContentDM?

- ContentDM is the software used by the Iowa Heritage Digital Collections project. If you join the project you will receive free access to the part of the software you will need to catalog and upload your items and they will be posted on the IHDC website (also free to you)
- No, you don't have to use it – but again, it's certainly a good option

Alternatives to contentDM

- Spreadsheet software: excel
- Database software: Access, SQL
- Just because you don't want to use ContentDM and be part of the IHDC doesn't mean that the metadata scheme they use won't be a great option for you.