

Session nine: Metadata and digital description Practicum

INFO 7401 Archival Appraisal, Arrangement, and Access



JSTOR metadata vs. archival description

- Item-level, not collection/series/subseries level
- Non-hierarchical, does not preserve context well
- Collections not 1:1 reflections of repository archives arrangement
- Modified Dublin Core, not DACS

Dublin Core

A standard (ISO 15836, ANSI Z39.85) that defines metadata elements used to describe and provide access to online materials.

Dublin Core is often used to provide a common bridge between different metadata schemes, although some projects use Dublin Core as their native descriptive metadata. Originally intended to describe online resources, DC is often used to describe offline, nondigitized materials or digital surrogates of those materials.

JSTOR Community Collections



JSTOR

All Content

Images

Search journals, books, images, and primary sources



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Queens College Special Collections & Archives

Search 3,351 items in 11 collections

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Queens College Special Collections and Archives (SCA) is the repository for over 5,000 linear feet of college records, special collections, and rare books. For more complete descriptions of our collections search our finding aids at qcarchives.libraryhost.com.



Dublin Core Elements

JSTOR metadata elements

Title

Definition: A name given to the resource.

Notes: If devising a title, keep it succinct.

JSTOR metadata elements

Identifier

Definition: An unambiguous reference to the resource within a given context.

Notes: Use the file name for the resource. Current practice =
CollectionIdentifier_B###F##_Item##.

JSTOR metadata elements

Creator / Contributor

Creator Definition: An entity responsible for making the resource.

Contributor Definition: An entity responsible for making contributions to the resource.

Creator: Should this be Queens College? Should we create a Creative Services agent link?

Contributor: list photographer name if available, LAST NAME, FIRST NAME

JSTOR metadata elements

Date

Definition: Date the item was created.

Notes: Use ISO 8601 format, YYYY-MM-DD. If you can ascertain the date from the item itself that is ideal. Otherwise, it's better to make an educated guess than to put "undated." For example, "circa 1960s".

JSTOR metadata elements

DCMI Type

Definition: The nature or genre of the resource (very broad categories).

Notes: Use DCMI Type Vocabulary

<https://www.dublincore.org/specifications/dublin-core/dcmi-terms/#section-7>

JSTOR metadata elements

Description

Definition: A free text account of the resource.

Notes: Not all items require a description. A title and other metadata may be sufficient.

JSTOR metadata elements

Spatial Coverage

Definition: Geographic topic of the resource and/or place associated with the creation of the resource (named locations and/or latitude and longitude).

Notes: Use Getty Names thesaurus or LOC Authorities.

JSTOR metadata elements

Subject

Definition: Terms that identify and/or describe what is depicted in and by the work or item.

Notes: Use Library of Congress Subjects Headings, Names Authority, or Thesaurus for Graphic Materials. (Don't put geographic locations or time periods here; instead use spatial coverage field.)

JSTOR metadata elements

Subject

From TGM:

Most pictures are "**of**" something; that is, they depict an identifiable person, place, or thing. The most obvious exceptions are abstract works of art which depict different things in the eyes of different viewers.

Pictorial works are sometimes "**about**" something; that is, there is an underlying intent or theme expressed in addition to the concrete elements depicted. This is often true of works of art and cartoons; it is frequently harder to discern with documentary works.

JSTOR metadata elements

Subject

From TGM:

Subject cataloging must take into account both of these aspects if it is to satisfy as many search queries as possible.

Indexers should examine images, their captions, and accompanying documentation carefully to determine both the most salient concrete aspects (what the picture is "of") and any apparent themes or authorial intents (what the picture is "about"), taking care not to read into the images any subjective aspects which are open to interpretation by the viewer.

JSTOR metadata elements

Source

Definition: Archival collection from which the item is derived.

Notes: Name of collection (identifier) link.

JSTOR metadata elements

Repository

Definition: The name and geographic location of the repository that is currently responsible for the item.

JSTOR metadata elements

Rights Note

Note: Use to provide explanation of rights status and/or contact information for reproduction and publication requests.

(Hint: check existing Rights Notes on items in Life at Queens College Photographs collection)