DCMNY Metadata Requirements and Guidelines

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Introduction and How to Use These Guidelines

These guidelines are intended to be used for creating descriptive metadata for objects ingested into the <u>Digital Culture of Metropolitan New York</u> hosted collection site, a service of the <u>Metropolitan New York Library Council</u>.

The guidelines are to be used in conjunction with a DCMNY metadata spreadsheet. Columns in the metadata creation spreadsheet should correspond to field names in these guidelines, and partners provide METRO with completed spreadsheets (per collection) as part of the object ingest workflow. A DCMNY metadata spreadsheet template document will be provided to contributing institutions when onboarding as new DCMNY members, and as needed when preparing new collections for contribution to DCMNY.

Guidance on formulating and entering metadata values in spreadsheets can be found in the <u>individual field instructions</u> below.

Partners are encouraged to review these Requirements and Guidelines and to be in touch with DCMNY staff (Allison Sherrick and Diego Pino Navarro) in advance of embarking on a metadata creation project. Partners will have the opportunity to send sample spreadsheets to DCMNY prior to ingest for additional feedback, and DCMNY staff will be available to consult with partners throughout the metadata creation and object ingest process.

For additional information or questions please feel free to contact DCMNY staff at repositorysupport@metro.org.

General Metadata Requirements

Required Fields

The following fields are required (or required if applicable) for each record submitted to DCMNY:

- 1. Title
- 2. Archipelago Digital Object Type
- 3. Collection
- 4. Local Identifier
- 5. Date Created/Issued
- 6. Owning Institution
- 7. Rights
- 8. Part of *Required for Compound/Creative Work Series type Objects
- 9. Sequence ID *Required for Compound/Creative Work Series type Objects
- 10. <u>Files</u>

Recommended Fields

A number of additional fields are strongly recommended:

- 11. Description
- 12. <u>Creator/Contributor Personal Names</u> with corresponding Role terms
- 13. Creator/Contributor Corporate Names with corresponding Role terms
- 14. Subjects
 - a. Subject Topic
 - b. Subject Personal and Corporate Names
 - c. Subject Geographic
- 15. Coordinates
- 16. Getty AAT Genre
- 17. Language

Optional Fields

A number of additional fields are strongly recommended:

- 18. LCGFT Genre
- 19. <u>Note</u>
- 20. Publisher
- 21. Place of Publication
- 22. Publishing Note
- 23. Extent

- 24. Condition Note
- 25. Related Resource
- 26. Related Resource Link
- 27. Related Resource Note
- 28. Alternative Title

Field Overview

Field	Obligation	Metadata Element (Column Header/Key)
<u>Title</u>	Required	label
Type	Required	type
Collection	Required	ismemberof
<u>Description</u>	Strongly recommended	description
Local Identifier	Required	local_identifier
Date Created / Issued	Required (only one field)	date_created_edtf OR date_issued_edtf
Owning Institution	Required	owner
Rights	Required	rights
Part of	Required for Compound/Creative Work Series Type Objects	ispartof
Sequence ID	Required for Compound/Creative Work Series Type Objects	sequence_id
Files	Required	Different types of files should be placed into separate columns: - images - documents - models - videos - audios - texts (for transcript files)
Creator/Contributor Personal Names - with corresponding Role term if applicable	Strongly recommended	Separate columns for each Creator/Contributor based on Role type. Such as: - name_personal_creator_namepart - name_personal_author_namepar - name_personal_contributor_namepart - name_personal_photographor_namepart

Creator/Contributor Corporate Names - with corresponding Role term if applicable	Strongly recommended	Separate columns for each Creator/Contributor based on Role type. Such as: - name_corporate_creator_namepart - name_corporate_publisher_namepart - name_corporate_contributorr_namepart - name_corporate_photographer_namepart
Subject Topic	Strongly Recommended	subject_local - *To be used for reconciling against Library of Congress Subject Topics, Wikidata, or MeSH
Subject Personal and Corporate Names	Recommended	subject_local_names - *To be used for reconciling against LCNAF OR Wikidata Agents
Subject Geographic	Recommended	subject_geographic - *To be used for reconciling against Library of Congress Subject Personal and Corporate Names OR Wikidata Agents
Coordinates	Recommended	subject_cartographics_coordinates - *To be used for reconciliation against Open Street Maps geolocation for the Map Block
Getty AAT Genre	Recommended	subject_genre_getty - *To be be used for reconciling against Getty AAT Terms
Language	Recommended	language
LCGFT Genre	Optional	subject_genre_lcgft - *To be used for reconciling against Library of Congress Genre Format Terms
Note	Optional	note
<u>Publisher</u>	Optional*	Use <u>Creator/Contributor Corporate Name</u> with corresponding "publisher" Role term instead - name_corporate_publisher_namepart
Place of Publication	Optional	place_of_publication
Publishing Note	Optional	note_publishinginfo
Extent	Optional	physical_description_extent
Condition Note	Optional	physical_description_note_condition
Related Resource	Optional	related_item_host_title_info_title
Related Resource Link	Optional	related_item_host_location_url
Related Resource Note	Optional	related_item_note
Alternative Title	Optional	title_info_alternative_title

^{*}DCMNY Staff will coordinate with you on your preferred LoD Reconciliation mappings. You will have the chance to review and revise any LoD Reconciliation selections.

Field Requirements and Guidelines

Title

DCMNY Label	Title
Column Header (same JSON Key)	label
Source Definition	A word, phrase, character, or group of characters that constitutes the chief title of a resource, i.e., the title normally used when citing the resource.
Repeatable	No
Obligation	Required
Instructions	Create title describing resource or transcribe from source. Please use unique titles whenever possible, and please avoid naming multiple objects in your collection with the exact same title string. For 'Annual Reports' or other similar kinds of serials materials, please include the date, volume, or other information as part of the title to help better differentiate between multiple reports in browse and search results.
Examples	Blanca Snow in Puerto Rico Exhibition Brochure Carte de Visite, Heinrich Wilhelm Gottfried Waldeyer Annual Report of the Metropolitan Opera : 1986

Archipelago Digital Object Type

DCMNY Label	Туре
Column Header (same JSON Key)	type
Source Definition	Archipelago Digital Object or Compound Parent/Creative Work Series Types
Multiple Values Allowed	No
Obligation	Required
Instructions	Use the best corresponding Archipelago Digital Object Types
Options	Please review the "Object Type" Facet block on the top left of the <u>DCMNY search</u> page to review examples of the different Archipelago Digital Object Types, and/or the table listed in Appendex A below.

Collection

DCMNY Label	Collection
Column Header (same JSON Key)	ismemberof
Multiple Values Allowed	No
Obligation	Required
Recommended Vocabulary/Encoding	Standard Archipelago UUID. Your Collection will be created in DCMNY by METRO and your Collection UUID will be provided for you.
Instructions	Use for the collection to which a resource belongs.
Example	6de8e0f9-62d2-4d1a-8e25-956130cb9096

Description

DCMNY Label	Description
Column Header (same JSON Key)	description
Source Definition	A summary of the content of the resource.
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Description note 1 @ Second description note.
Obligation	Strongly Recommended
Instructions	Uses of this field include table of contents and free-text description of resource
Example	Business card illustration for P. Langevin depicting a well-dressed woman and young girl looking at a drawing. Langevin's business is listed as selling paintings, gildings and frames.

Local Identifier

DCMNY Label	Local Identifier
Column Header (same JSON Key)	local_identifier
Source Definition	Contains a unique standard number or code that distinctively identifies a resource; most typically corresponding to individual files comprising a digital object

Multiple Values Allowed	Yes (if object composed of multiple files with unique identifiers)	
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends	
Obligation	Required	
Instructions	Use for local identifier	
	Do not include file extension	
Example	hcc_acc_042 (photograph from Hostos Community College collection)	

Date Created / Issued

DCMNY Label	Date Created (EDTF) or Date Issued (EDTF)
Column Header (same JSON Key)	date_created_edtf or date_issued_edtf
Source Definition	The date of creation of the resource.
Multiple Values Allowed	No
Obligation	Required if applicable
Required Vocabulary/Encoding	<u>EDTF</u>
Instructions	Required use of EDTF formatting.
	Enter in form YYYY-MM-DD
	Dates can be abbreviated to YYYY or YYYY-MM.
	For date ranges, enter in form YYYY/YYYY or YYYY-MM-DD/YYYY-MM-DD.
	For approximate dates, use a ~before the date, i.e. ~1920.
	For questionable dates, use of a question mark following the date, i.e. 1985?
	Express centuries as a date range, i.e. for "19th century," use 1800/1899
	For decades, i.e. "1860s," express as a date range, ie. 1860/1869
Examples	~1948-06
	1909/1910

Owning Institution

DCMNY Label

Column Header (same JSON Key)	owner
Multiple Values Allowed	No
Obligation	Required
Recommended Vocabular	LCNAF
Instructions	This is the institution or repository that holds the original resource and/or where it is available. Prefer use of authorized form of name, if available. If no authorized form is available, apply consistently across your institution's collections.
Example	Metropolitan New York Library Council

Rights

DCMNY Label	Rights	
Column Header (same JSON Key)	rights	
Source Definition	Information about restrictions imposed on access to a resource.	
Multiple Values Allowed	Yes	
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends	
Obligation	Required	
Recommended	http://rightsstatements.org/	
Vocabulary/Encoding	Creative Commons	
Instructions	DCMNY will require use of statements from http://rightsstatements.org/ or Creative Commons .	
	Partners should include <i>at least</i> the appropriate rights statement in each contributed record so that DCMNY can add appropriate URI as part of metadata ingest process.	
	If the corresponding URI is included in contributed metadata, please make separate from the text statement.	
	Partners will also be able include links to policies/copyright information pages on institutional website, where applicable.	
	While best practices for implementing standardized rights statements alongside local statements continue to be developed, DCMNY staff will be available to consult on how to best apply these statements in your collection	

Examples	No Copyright - United States
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Part of

DCMNY Label	Part of
Column Header (same JSON Key)	ispartof
Source Definition	used for Parent-Child Object Relationships for children objects within a Creative Work Series (compound) object
Multiple Values Allowed	No
Obligation	Required for Compound/Creative Work Series Type Objects
Instructions	Enter the spreadsheet row number of the corresponding Parent Object
	This Child Object will be ingested into the Parent Object identified by this integer.
Examples	Ex: In your spreadsheet, Row 2 corresponds to a Compound Parent Book Object; for a Child Page Object in Row 3, the 'ispartof' column contains a value of '2'. The Child Page Object in Row 3 would be ingested as a part of the Parent Book Object in Row 2.

Sequence ID

DCMNY Label	Sequence ID (will not be displayed)
Column Header (same JSON Key)	sequence_id
Source Definition	Used to determine the sequence order for children objects within a Creative Work Series (compound) object
Multiple Values Allowed	No
Obligation	Required for Compound/Creative Work Series Type Objects
Instructions	Should be an integer only (ie, '1' and not 'Page 1') While technically a requirement for Compounds/Creative Work Series Child Objects, if not present, the objects will present in the original ingest order
Examples	1

Files

Column Headers	Different types of files should be placed into separate columns: - images - documents - models - videos - audios - texts (for transcript files)
Multiple Values Allowed	Yes
Obligation	Required
Instructions	Separate via a semicolon ; (such as 'file_1.jpg;file_2.jpg' for "images")
Examples	dcmny_document.pdf
	dcmny_photograph_001.jpg;dcmny_photograph_002.jpg

Creator/Contributor Personal Names

DCMNY Label	Creator/Contributor
Column Header	Column header will vary for different name types (personal, corporate, or family) and rolesany defined in LoC Relators. Use separate columns for each Creator/Contributor based on Role/Relator type. Such as:Such as: - name_personal_creator_namepart - name_personal_author_namepar - name_personal_contributor_namepart - Name_personal_photographor_namepart All column headers need to follow format of 'name_type_role_namepart'
Source Definition	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.
Multiple Values Allowed	Yes When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Recommended if applicable
Source Definition	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.
Recommended	LCNAF and LoC Relators

Vocabulary/Encoding	
Instructions	Check LCNAF for form of name and use if present
	If no controlled term exists, enter in form last name, first name, middle name or initial (if known). Include birth and death dates if known.
Examples	Saint-Gaudens, Augustus, 1848-1907
	Multiple names: Lastname, Firstname @ Other, Person

Creator/Contributor Corporate Names

DCMNY Label	Creator/Contributor
Column Header	Column header will vary for different name types (personal, corporate, or family) and rolesany defined in LoC Relators. Use separate columns for each Creator/Contributor based on Role/Relator type. Such as: - name_corporate_creator_namepart - name_corporate_publisher_namepart - name_corporate_contributorr_namepart - Name_corporate_photographer_namepart All column headers need to follow format of 'name_type_role_namepart'
Source Definition	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Recommended if applicable
Source Definition	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.
Recommended Vocabulary/Encoding	LCNAF and LoC Relators
Instructions	Check LCNAF for form of name and use if present
Examples	Hostos Community College
	Multiple names: Institution One@ Other Organization

Language

DCMNY Label	Language
Column Header (same JSON Key)	language
Source Definition	A designation of the language in which the content of a resource is expressed.
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Recommended if applicable
Recommended Vocabulary/Encoding	<u>iso639-2b</u>
Instructions	Require use of ISO 639-3, language label.
	Strongly recommended for textual material
	Do not use for the language of cataloging
Examples	English

Subject Topic

DCMNY Label	Subject Topic
Column Header	subject_local
Source Definition	A term or phrase representing the primary topic(s) on which a work is focused.
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Recommended
Controlled Vocabulary	LCSH, Wikidata, or MeSH
Instructions	Topic represented by the resource
	Terms should come from a controlled vocabulary: LCSH, Wikidata, or MeSH.
	Values entered in this field will be used for reconciling against Library of Congress Subject Topics, Wikidata, or MeSH.
Examples	Scrapbooks @ Mayors @ Local History

Subject Personal and Corporate Names

DCMNY Label	Subject-Personal Name
Column Header	subject_local_names
Source Definition	A name used as a subject.
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Recommended
Recommended Vocabulary	LCNAF
Instructions	Use for personal or corporate names used as a subject
	Check for controlled form of name and use if present
	If no controlled term exists, enter in form last name, first name, middle name or initial (if known). Include birth and death dates if known
	Names should come from a controlled vocabulary, recommend <u>LCNAF</u>
Examples	Martorell, Antonio, 1939-
	Multiple values: Hostos, Eugenio María de, 1839-1903 @ New York University

Subject Geographic

DCMNY Label	Subject Geographic
Column Header	subject_geographic
Source Definition	Used for geographic subject terms.
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. <i>Dogs</i> @ <i>Cats</i> @ <i>Pets</i> @ <i>Friends</i>
Obligation	Recommended
Recommended Vocabulary	LCNAF Geographic Names
Instructions	Captures aboutness
	Do not use for place where the resource is held or was digitized
	Terms should come from a controlled vocabulary, recommend <u>LCNAF Geographic</u>

	<u>Names</u>
Examples	New York (N.Y.)
	Multiple values: New York (N.Y.) @ Bronx (New York, N.Y.)

Coordinates

DCMNY Label	Coordinates
Column Header	subject_cartographics_coordinates
Source Definition	Contains a statement of coordinates covered by the resource.
Multiple Values Allowed	No
Obligation	Optional
Instructions	Record as a center point in form lat,long
Example	42.849503,-78.863924

Getty AAT Genre

DCMNY Label	Genre
Column Header	subject_genre_getty
Source Definition	A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc. Values in this field will be used for reconciling against the Getty AAT LoD authority source. Use exact Getty AAT terms as found
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Recommended
Recommended Vocabulary	Getty AAT
Instructions	Use to describe the form of the object, i.e. what the object is
	Use of controlled vocabulary, AAT. AAT terms should be entered in lowercase
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Examples	trade cards (advertising)

black-and-white photographs	
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LCGFT Genre

DCMNY Label	Genre
Column Header	subject_genre_lcgft
Source Definition	A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc. Values in this field will be used for reconciling against the LCGFT LoD authority source. Use exact LCGFT terms as found
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Optional
Recommended Vocabulary	LCGFT
Instructions	Use to describe the form of the object, i.e. what the object is
	Use of controlled vocabulary, <u>LCGFT</u> .
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Examples	trade cards (advertising)
	black-and-white photographs

Note

DCMNY Label	Note
Column Header (same JSON Key)	note
Source Definition	General textual information relating to a resource.
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Optional
Instructions	"Catch-all" element for information that does not fit elsewhere in guidelines

	Use for digitized by notes.
Examples	Digitized by the Metropolitan New York Library Council as part of the Culture In Transit project, funded by a grant from the John S. and James L. Knight Foundation.
	Text signed "Vincenzo Mignani"

Publisher

*Use <u>Creator/Contributor Corporate Name</u> with corresponding "publisher" Role term instead.

Place of Publication

DCMNY Label	Place of Publication
Column Header (same JSON Key)	place_of_publcation
Source Definition	Name of a place associated with the issuing, publication, release, distribution, manufacture, production, or origin of a resource.
Multiple Values Allowed	No
Obligation	Optional
Instructions	This is not to be used to record the place of digitization of the resource
Examples	New York (N.Y.)

Publishing Note

DCMNY Label	Publishing Note
Column Header (same JSON Key)	note_publishinginfo
Source Definition	General textual information relating to a resource.
Multiple Values Allowed	No
Obligation	Optional
Instructions	Use for notes related to publication of the original resource.
Examples	Originally published by Morton & Co. without plates.

Extent

DCMNY Label	Extent
Column Header (same JSON Key)	physical_description_extent
Source Definition	A statement of the number and specific material of the units of the resource that express physical extent.
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Optional
Instructions	Generally size or duration information
	Measurement in centimeters or inches
	Format: [number] [type] ; [height] x [width] cm
Examples	1 booklet ; 23 pages ; 4.5in x 7in

Condition Note

DCMNY Label	Condition Note
Column Header (same JSON Key)	physical_description_note_condition
Source Definition	A statement related to the that physical condition of the original object.
Multiple Values Allowed	No
Obligation	Optional
Instructions	Use for notes related to publication of the original resource.
Examples	Originally published by Morton & Co. without plates.

Related Resource

DCMNY Label	Related Resource
Column Header (same JSON Key)	related_item_host_title_info_title

Source Definition	Information that identifies other resources related to the one being described.
Multiple Values Allowed	Yes
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends
Obligation	Optional
Instructions	Title of the external (outside of DCMNY) resource(s) your materials are related to. Not to be used for your DCMNY Collection title.
Examples	Archipelago Documentation

Related Resource Link

DCMNY Label	Related Resource Link	
Column Header (same JSON Key)	related_item_host_location_url	
Source Definition	The URL for a remote resource related to the digitized object.	
Multiple Values Allowed	Yes	
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends	
Obligation	Optional	
Instructions	Provide the complete URL(s). Double check that the URLs are still active.	
Examples	https://docs.archipelago.nyc/1.0.0/	

Related Resource Note

DCMNY Label	Related Resource Note	
Column Header (same JSON Key)	related_item_note	
Source Definition	A statement relating to a remote resource	
Multiple Values Allowed	Yes	
	When entering terms in spreadsheet, please separate terms using the @ delimiter. i.e. Dogs @ Cats @ Pets @ Friends	
Obligation	Optional	
Instructions	Not to be used for your DCMNY Collection title, include information about external	

	(outside of DCMNY) resources you materials are related to.
Examples	Archipelago Documentation

Alternative Title

DCMNY Label	Alternative Title	
Column Header (same JSON Key)	title_info_alternative_title	
Source Definition	A word, phrase, character, or group of characters that constitutes the chief title of a resource, i.e., the title normally used when citing the resource.	
Repeatable	Yes	
Obligation	Required	
Instructions	Alternative title describing resource or transcribe from source.	
Examples	Exhibition of paintings and sculpture by members of the Whitney Studio Club	

APPENDIX A: Archipelago Digital Object Types and Corresponding Viewers

Default View Mode Mappings by JSON (Media/Digital Object) Type

Standard/Regular Digital Object Type	View Mode Name	Viewer Notes
3DModel	Digital Object with 3D Viewer	
Article	Digital Object with PDF Viewer	
AudioObject	Digital Object with Audio Player	
Book	Digital Object with Book Reader	
Card	Digital Object Full View	*OpenSeadragon
Conversation	Digital Object Oral History with Multiple Media	
Dataset	Default	*Will be automatically selected based on file format
DigitalDocument	Digital Object with PDF Viewer	
NewspaperIssue	Digital Object with Book Reader	
Manuscript	Digital Object with Mirador Viewer	
Мар	Digital Object with Mirador Viewer	
Movie	Digital Object with Video Player	
MusicRecording	Digital Object with Audio Player	
Page	Digital Object Full View	*OpenSeadragon
Painting	Digital Object with Mirador Viewer	
Photograph	Digital Object Full View	*OpenSeadragon
Poster	Digital Object Collection with Mirador Viewer	
PublicationIssue	Digital Object with Book Reader	
Report	Digital Object with Book Reader	
Sculpture	Digital Object with 3D Viewer	
Thesis	Digital Object with Book Reader	
VideoObject	Digital Object with Video Player	
WebPage	Digital Object with WARC Replay.web Widget	
VisualArtwork	Digital Object with Mirador Viewer	

Collection or Parent Compound / Creative Work Series Type	View Mode Name	Viewer Notes
Book (Compound Parent)	Digital Object with Book Reader	
Collection	Collection listing	
CreativeWorkSeries	Digital Object Creative Work Series with Mirador Viewer	
Newspaper	Collection listing	
Publication	Collection listing	