

**Athletics and the Academy**

Field Name	DC Map	Mandatory	Repeatable	Public	Searchable	Description	Example
Item Title	Title	Yes	No	Yes	Yes	This will now serve double-duty as the title on object information for photographs and the assigned title for textual documents. Title information in this field will be taken from the original source objects or their containers. For images, use title if available. If not, create a simple descriptive title and enter here. As a best practice for images, use the “Notes on Back” and truncate to the most relevant information for an image. Do not list photographer or gift information in the item title.	1896 football team  1960 U.S. men’s Track Team Olympic Exhibition Meet Souvenir Program
Descriptive Title	Title	No	No	Yes	Yes	This field is supplied by the cataloger for images only. Documents should already have a title which will be listed in the “Item Title” field. The intent is to provide access to an item if the Item title is not sufficient. The title must reflect content in the image. If a title/caption appears in the Oregana, put the caption here and site the Oregana and volume in the “Source of Descriptive Title”	Coach Sisley and Pitcher Peg Rees
Source of Descriptive Title	None	No	No	No	Yes	In most cases the cataloger will leave this field blank, implying that the title was created by the cataloger, usually from information easily seen in the photo or its	Oregana 1925

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						accompanying metadata (such as “Notes on Back”). If a quotation is used as a source, that should be noted in this field, e.g. “Blow blow thou winter wind” (Shakespeare)	
Description	Description	No	No	Yes	Yes	The descriptive notes will briefly describe the photograph giving pertinent information about what is seen in the photo or about the subject of the photo, if known. Details such as “the orange ball is three inches from the maple wood floor” will no longer be given.  If photo appeared in a publication, note that here.	Softball Coach Becky Sisley discusses game strategy with Duck pitcher Peg Rees
Collection Title	Relation-Is Part Of	Yes (if known)	No	Yes	Yes	The collective title as registered in the library catalog or official Special Collections title. The collection refers to the physical collection that the object belongs to.	University Photographic Collection
Collection Identifier	Relation-Is Part Of	Yes	No	Yes	Yes	Identifying code for the collection title as registered in Special Collection.	PH349
Folder Name	Relation-Is Part Of	Yes	No	Yes	Yes	Name of folder in Special Collections that houses item.	Bowerman
Box Number	Relation-Is Part Of	Yes	No	Yes	Yes	Number of box in Special Collections that houses item.	2

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Identifier	Identifier	Yes	No	Yes	Yes	Photo identifier assigned by Special Collections or Image Services.	PH349_001
Notes on Back	Description	Yes (if present)	No	Yes	Yes	The exact transcription on the back of the photograph, including captions and signatures and any other objects stating related information. Required if present. Do not correct incorrect information.	Gerlinger 1924. Gift of the Smith Family.
Photographer	Creator	Yes (if known)	Yes	Yes	Yes	Should be supplied for images, if known, and established according to the guidelines for personal, corporate or conference names outlined at: <a href="http://libweb.uoregon.edu/inc/data/catdept/meta/Authors_names_input.pdf">http://libweb.uoregon.edu/inc/data/catdept/meta/Authors_names_input.pdf</a>	Cronise, Ralph R.
Author	Creator	Yes	Yes	Yes	Yes	Author of documents should be supplied, if available, and established according to the guidelines for personal, corporate or conference names outlined at: <a href="http://libweb.uoregon.edu/inc/data/catdept/meta/Authors_names_input.pdf">http://libweb.uoregon.edu/inc/data/catdept/meta/Authors_names_input.pdf</a>  Multiple authors are entered in the same field, separated by semi-colons.	Thompson, Robert M.
Publisher	Publisher	Yes	No	Yes	No	The publisher of the photograph in digital format.	University of Oregon Libraries

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Date of Photo	Date	Yes (if known)	No	Yes	Yes	Use the date the photo was taken if known. Put date in DCMI format (yyyy-mm-dd). If date is unknown, or approximate use AACR2 guideline. E.g. 197?	<u>1975</u>
Date of Original	Date	Yes	No	Yes	No	Use for documents	
Exhibition Theme	None	No	Yes	Yes	Yes	Use controlled vocabulary. The Exhibition Theme is related to the content organization on the Leadership & Legacy website.	<a href="#">Women's Athletics</a>
People	Subject	Yes (if available)	Yes	Yes	Yes	This field is a subject field, indicating the important people who are depicted or mentioned in an image or document. The document or image should be ABOUT or OF the person named in this field. Catalogers should not attempt to identify every individual in an image nor to list every person mentioned in a document. For images, provide entries for people who are easily identified. For documents, provide entries for people who are significant in UO history. Documents are full-text searchable so anyone mentioned in a document can be found whether an entry has been made in the "Names" field or not. The cataloger will do limited research to establish the form of name	Sisley, Becky L. Rees, Peg

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						and add the new name to the “People” field. Forms of names should be established according to the guidelines for personal, corporate, or conference names located at:  <a href="http://libweb.uoregon.edu/inc/data/catdept/meta/Authors_names_input.pdf">http://libweb.uoregon.edu/inc/data/catdept/meta/Authors_names_input.pdf</a>	
Names X-Refs	Subject	No	Yes	No	Yes	Catalogers will add here cross references for personal names, these should be references from nicknames or variant forms of name that are significantly different from the established form of the name. Particular attention should be paid to names that would not file right before or right after the established name.	Meacham, Curly.
LC Subject	Subject	Yes	Yes	Yes	Yes	This field is mapped to Dublin Core subject. Terms used in this field should describe what the document or image is ABOUT or OF. Catalogers will select appropriate terms from the controlled vocabulary to describe the major elements of the image or document. If there is a need to add a new term from the LCSH vocabulary, catalogers will enter the new term directly in the “LC Subject” field. Do not add cross-references anywhere. Cross-references will be added as part of the periodic post-cataloging authority work.	<a href="#">Softball players</a>

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						Only add subjects for prominent features in an image or document. You do not need to add broader terms if a more specific term is sufficient.	
TGM Subject	Subject	Yes	Yes	Yes	Yes	This field is mapped to Dublin Core subject. Use this field only for images and not for textual documents, even if the document contains illustrations. Terms used in this field should describe what the document or image is ABOUT or OF. Catalogers will select appropriate terms from the controlled vocabulary to describe major elements of the image. If there is a need to add a new term from the TGM vocabulary, catalogers will enter the new term directly in the "TGM Subject" field. Do not add cross-references anywhere. Cross-references will be researched and added as part of the periodic post-cataloging authority review. Only add subjects for prominent features in an image or document. You do not need to add broader terms if a more specific term is sufficient.	Softball players Coaches (Athletics)
Corporate Names	Subject	No	Yes	Yes	Yes	This field maps to Dublin Core subject. Use this field for corporate entities that appear as a significant portion of a document or image.	Olympic Games (16th : 1956 : Melbourne, Vic.) Hayward Field

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						<a href="http://libweb.uoregon.edu/inc/data/catdept/meta/Authors_names_input.pdf">http://libweb.uoregon.edu/inc/data/catdept/meta/Authors_names_input.pdf</a>	(Eugene, Or.)
Corporate X-refs	Subject	No	Yes	No	Yes	Use if known. For example, Oregon Agricultural College may be used in the corporate names field for an item from the time OSU was OAC, then put the "Oregon State University" reference in this field.	Oregon State University.
Place	Subject	Yes	Yes	Yes	Yes	This field is mapped to Dublin Core subject. Terms used in this field should describe what the document or image is ABOUT or OF. If you don't know where the photo was taken or if the document is not clearly about a place, leave the field blank rather than putting "unknown". This is now a controlled vocabulary. Please follow subject guidelines when creating new place names, as outlined at:  <a href="http://libweb.uoregon.edu/inc/data/catdept/meta/subj_access_background_rev1205.pdf">http://libweb.uoregon.edu/inc/data/catdept/meta/subj_access_background_rev1205.pdf</a>	Eugene, Oregon
Time Period	Subject	Yes	Yes	Yes	Yes	"Time Period" and "Date of Photo" map to different underlying Dublin Core fields. "Time Period" maps to a field treated as a subject. This field is mapped to Dublin Core subject. Terms used in this field should describe what the document or	1970-1979

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						image is ABOUT or OF. "Date of Photo" maps to a temporal coverage field. The dates supplied in these fields will often be identical, but not always. Years should be written with four digits, and no slashes should be used.	
Type	Type	Yes	No	Yes	No	Describes the nature or genre of the content of the resource. Select a value from the working draft list of Dublin Core Types.  <a href="http://dublincore.org/documents/dcmi-type-vocabulary/">http://dublincore.org/documents/dcmi-type-vocabulary/</a>	Image
Format	Format	Yes	No	Yes	No	Describes the nature or genre of the content of the resource. Select a value from the working draft list of Dublin Core Types.  <a href="http://dublincore.org/documents/dcmi-type-vocabulary/">http://dublincore.org/documents/dcmi-type-vocabulary/</a>  After this, also add the extension of the filename separated with a slash.	Image/Jpeg
Source	Source	No	No	Yes	No	The source of the item. Information may be provided in other fields, so this field may be blank.	
Language	Language	Yes	Yes	Yes	No	Use for documents.	Eng

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Relation	Relation	No	Yes	Yes	No	Reference to a related resource. For example other items in the series, physical location of related item, or online presentation relating to item.	
Rights	Rights	Yes	No	Yes	Yes	States the year of digital capture and the copyright holder of the document.  All items pre 1923 require a public domain statement. Other items will either have a Creative Commons license or information for an external rightsholder.	(c) University of Oregon. Items in this collection are licensed under a Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 United States License ( <a href="http://creativecommons.org/licenses/by-nc-nd/3.0/us/">http://creativecommons.org/licenses/by-nc-nd/3.0/us/</a> ). Acknowledgement of the University of Oregon Libraries as a source is required. If linking, please use the "reference url" for an item, to

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							create the most stable link. Those items created by individuals or entities outside of the University of Oregon may be subject to copyright restrictions by the creators or their assigns.
Source Condition	None	Yes	No	Yes	No	Brief but detailed description of the faults in the original document. If the document is not faulty, it should state 'good'.	line drawn down center of runner
Source Format	Source	Yes	No	Yes	Yes	The accurate name of the photographic process with which the photograph was made.	<u>black</u> and <u>white print</u>
Number of Pages	Description	No	No	Yes	No	Use for documents	
Donor	None	Yes (if can be determined)		Yes	Yes		
Original Publisher	Publisher	No	No	Yes	Yes	Use if known. Primarily used for documents.	

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Repository	Relation-Is Part Of	Yes	No	Yes	Yes	The institution where the item is physically located.	University of Oregon Libraries - Special Collections and University Archives
Color Space	None	No	No	Yes	No	The color space data of the photograph version included on the page. Must include color depth, color model and working space, in this order, separated by two hyphens. Non-searchable.	8 bit -- RGB -- sRGB IEC61966-2.1
Capture Date	Date-Created	Yes	No	Yes	Yes	The date of digitizing the document. Should be in the following order: year, month, day.	2007-07-17
Processing History	Format	Yes	Yes	Yes	No	This field must include:  Detailed description of the digitization of the document. Must include the initial properties of the original document and mention each step of adjustment in the digitization process, including the program used, right until saving the file in the final format found on the website.  Scanned image enters Photoshop. Archived tiff is saved. Adobe Photoshop used to reorient and crop image, set and neutralize shadow and highlight point, and adjust midtone contrast. Second	

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					<p>production tiff saved, retaining adjustments layers. Photoshop used to convert color profile from Gray Gamma 2.2 to sRGB, set resolution to 125 dpi and resize the larger pixel dimension to 875. Display jpeg saved after resizing.</p> <p>The size of the photograph version included on the page, stating the size in bytes. Non-searchable.</p> <p>213.599 KB</p> <p>The width of the photograph version included on the page, stating it in pixels. Non-searchable.</p> <p>875 pixels</p> <p>The height of the photograph version included on the page, stating it in pixels. Non-searchable.</p> <p>603 pixels</p> <p>The color space data of the photograph version included on the page. Must include color depth, color model and working space, in this order, separated by two hyphens. Non-searchable.</p>	
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						<p>8 bit -- RGB -- sRGB IEC61966-2.1</p> <p>Detailed description of the scanning process, including the software and hardware used. Description of any possible adjustments in color/lighting levels must be added here.</p> <p>Scanned in reflective mode with Silverfast AI 6.0 on Epson 10000XL. Levels adjusted from 0 - 1.00 - 255 to 14 - 1.00 - 221 prior to capture</p> <p>The resolution of the photograph version included on the page, stating it in dots per inch (DPI). Non-searchable.</p> <p>125 DPI</p>	
Metadata Creator	None	Yes	No	No	Yes	The initials of the person responsible for adding metadata to the image. Use lower case and three letters when possible.	<a href="#">kme</a>
Image Scanner	None	Yes (if known)	No	No	Yes	The initials of the person responsible for scanning the image. Use lower case and three letters when possible.	<a href="#">kme</a>
Other Numbers	None	No	Yes	Yes	No		