

Field Name	DC Map	Mandatory	Repeatable	Public	Searchable	Description	Example
Photo Number	Identifier	Yes	No	Yes	Yes	Use the photo number assigned by Special Collections. Typically includes Collection Identifier, a hardspace and the serial number of the photo.	PH001_0008
Additional Numbers	Identifier	No	Yes	No	Yes	Additional identifying numbers for the item.	H43; 762
Descriptive Title	Title-Alternative	Yes	No	Yes	Yes	Title assigned by the cataloger	A page from the Roy Andrew's photograph album that displays photographs of the Creswell School, School District #40
Source of Descriptive Title	None	No	No	No	No	Indicate which part of the item the descriptive title came from or other sources.	Reverse of photograph
Title on Object	Title	No	No	Yes	Yes	A caption visible on the photo. Do not include the name of the photographer (e.g. a signature) or property information if these are included in the caption.	Alaska's first real mining town Founded 1880 First real American Settlement
Title on Envelope	Title-Alternative	No	No	Yes	Yes	Title appearing on the envelope in which the photograph was sent and received.	Portrait of Cowboy Round-Up, 1915

Published Title	Title-Alternative	No	No	No	Yes	Searchable but not displayed. Title used for a previously published photograph.	Ainu rowing boat, Saru River from The Ainu group at the Saint Louis exposition , by Frederick Starr
Title	Title	Yes	No	Yes	Yes	A short title assigned by the cataloger.	Loren's Barber Shop 744 Willamette Street, Eugene 1973
Notes	Description	No	No	Yes	Yes	A few descriptive sentences that include these elements: who or what and where. Should be a few sentences with a detailed description of all significant things visible in the picture.	Elevated view of Juneau, Alaska and surrounding landscape situated next to a waterfront. Various residential and commercial building structures with chimneys, porches and windows are visible. Electrical poles can be seen situated next to street. Three small boats are docked to a pier on the lower left hand side of the print. Mountains and trees are visible in the background.

Notes on Back	Description	No	No	Yes	Yes	The exact transcription on the back of the photograph, including captions and signatures and any other objects stating related information.	Juneau Alaska 1915 Capital of the territory-Blue ink stamp reading: Photo by C.L. Andrews Seattle, Washington.
Artist Statement	Description	No	No	Yes	Yes	Additional descriptive notes given by the photographer.	Loren's Barbershop at 747 Willamette Street in Eugene (on the east side of Willamette) was a ground floor business that was part of a building called the Brass Rail building. This was a two story building, on the east side of it's ground floor was the Brass Rail Tavern. Directly above the Brass Rail Tavern was an apartment that one of the tavern owners; Steve Hessel; owned. Above the barbershop on the second floor was the loft apartment of artist and University of Oregon art professor, Frank Okada.

Subject	Subject	Yes	Yes	Yes	Yes	<p>The list of terms in this field is comprised of things to be found in the picture. Form and genre terms are not included in this field. Subject terms and phrases are displayed as a list in this field, with each subject in a separate row but with no blank lines between terms.</p> <p>Consult UO Libraries' guidelines for assigning subjects:</p> <p>http://libweb.uoregon.edu/catdept/meta/digsubj.html</p>	<p>Buildings; Shipping; Waterfronts; Cityscapes; Landscape; Mountains; Dwellings; Water; Electric lines; Electrical apparatus; Electricity; Utility poles; Streets; Porches; Chimneys; Windows; Piers & wharves; Boats; Trees</p>
Names	Subject	No	Yes	Yes	Yes	<p>Names of people identified in the photograph. Use LC Authorities when possible.</p>	<p>Amundsen, Roald, 1872-1928</p>
Corporate Names	Subject	No	Yes	Yes	Yes	<p>Names of corporations identified with the photograph. Use LC Authorities when possible.</p>	<p>Perkins Hotel (Portland, Oregon)</p> <p>American Automobile Association</p>
Place	Subject	No	Yes	Yes	Yes	<p>The geographical location where the picture was shot. It should represent the place as closely as possible. Input <i>settlement/region name</i> then <i>country name</i>. Only use place if it is represented</p>	<p>Juneau, Alaska</p>

						in the content of the image.	
Genre	Subject	No	No	Yes	Yes	The photographic genre	Outdoor landscape Family Portraits
New Subject Terms	None	No	No	No	No	Do not use. Retained because of previous entries. This field was intended for internal use – to keep track of new subject terms.	Yakama Indians (LC); Yakama women (LC)
New CrossReferences	None	No	No	No	No	Do not use. Retained because of previous entries. This field was intended for internal use – to keep track of new subject terms.	Yakima Indians USE Yakama Indians (LC); Women, Yakama USE Yakama women (LC); Yakima women USE Yakama women (LC);
Photographer	Creator	Yes	No	Yes	Yes	The name of the photographer associated with the creation of the image in hand. It should represent as closely as possible the creator’s name. Input <i>Last name</i> , <i>First name</i> and <i>middle name</i> for all personal names. Consult the UO Libraries’ guidelines on using personal names in digital collections: http://libweb.uoregon.edu/inc/data/catd/ept/meta/Authors_names_input.pdf	Andrews, Clarence Leroy
Date of Photo	Coverage-	No	No	Yes	Yes	The date the picture was taken. It should	1915

	Temporal					represent the date as accurately as possible. It could be a year or a range of years. For full date information use the pattern YYYY-MM-DD. Enter as much information as known.	1899 to 1900
Rights	Rights	Yes	No	Yes	Yes	Consult the Digital Collections Coordinator for Appropriate Rights Statement.	This item is in the public domain. Acknowledgement of the University of Oregon Special Collections & University Archives as a source is requested.
Repository	Relation-Is Part Of	No	No	Yes	Yes	The institution where the item is physically located.	University of Oregon Libraries - Special Collections and University Archives
Collection Title	Relation-Is Part Of	Yes	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. Typically either a photographer's or donor's name or a thematic term.	C.L. Andrews
Collection Identifier	Relation-Is Part Of	Yes	No	Yes	Yes	Identifying code for the collection title as registered in Special Collection.	PH001
Provenance	None	No	Yes	No	No	Name of person or corporation who donated the item to the library or a	McClain, Mabel

						statement of the item’s purchase by the library.	Purchased by the University of Oregon Library in the summer of 1954.
Artwork Dimensions	Format	No	No	Yes	No		20x24
Materials/Techhnique	Format-Medium	No	No	Yes	Yes	Substance used to create original work or image: more details may be provided in description field, i.e. "acrylic ink,". Use AAT for source of CV.	Black and White Photograph, 3 negatives composite
Source Dimensions	Source	No	No	Yes	No	States the width and height of the original photograph in inches.	8 X 6 inches
Source Condition	None	No	No	Yes	No	Brief but detailed description of the faults in the original document. If the document is not faulty, it should state ‘good’.	Photograph has 1.5 inch tear at top and both left and right lower corners of the print are missing.
Source Format	Source	No	No	Yes	Yes	The accurate name of the photographic process with which the photograph was made.	silver gelatin print
Type	Type	Yes	No	Yes	No	Describes the nature or genre of the content of the resource. Select a value from the DCMI Type Vocabulary. http://dublincore.org/documents/dcmi-type-vocabulary/	Image

Format	Format-Medium	Yes	No	No	No	Describes the file format of the resource. Select a value from the list of Internet Media Types [MIME]. http://www.iana.org/assignments/media-types/ After this, also add the extension of the filename separated with a slash.	image/jpeg
Image (File) Size	Format-Extent	No	No	Yes	No	No longer used. The size of the photograph version included on the page, stating the size in bytes. Non-searchable.	287,123 bytes
Image Width	None	No	No	Yes	No	No longer used. The width of the photograph version included on the page, stating it in pixels.	875 pixels
Image Height	None	No	No	Yes	No	No longer used. The height of the photograph version included on the page, stating it in pixels.	651 pixels
Color Space	None	No	No	Yes	No	No longer used as separate field. Add to Processing History. 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.	24 bit -- RGB -- sRGB IEC61966-2.1

Capture Date	Date-Created	No	No	Yes	Yes	The date of digitizing the document. Should be in the following order: year, month, day.	2003-10-03
Capture Method	Format	No	No	Yes	No	No longer used as separate field. Add to Processing History. 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.	Scanned in transmissive mode with Silverfast AI 6.0 on UMAX PowerLook III flatbed scanner (Scanner B). Levels adjusted from 0 - 1.00 - 255 to 43 - 1.00 - 193 prior to capture.
Resolution	Format-Medium	No	No	Yes	No	No longer used as separate field. Add to Processing History. The resolution of the photograph version included on the page, stating it in dots per inch (DPI). Non-searchable.	125 DPI
Processing History	Format	No	No	Yes	No	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 with negative polarity and have a reversed orientation. Archived tiff is saved. Adobe Photoshop used to reorient and crop image, invert image to positive polarity, set and neutralize shadow and

							highlight point, adjust midtone contrast, and desaturate color information. Second production tiff saved, retaining adjustments layers. Photoshop used to convert color profile from Adobe 1998, to sRGB, set resolution to 125 dpi and resize the largest pixel dimension of the image to 875. Display jpeg saved after resizing.
Additional Physical Formats Held by UO	Relation-Has Version	No	Yes	Yes	Yes	States any other possible versions of the scanned file other than the version found on the website. The description must include: type, filename with extension, color depth, working space, width and height in pixels, resolution in DPI and filesize in bytes, in this order, all separated by double hyphens.	nitrate negative -- PH003_N580 -- 3.5 X 2.5 inches // Silver gelatin print-- PH001_0008--8X6 inches //
Additional Digital Formats Held by UO	Relation-Has Version	No	Yes	Yes	No	No longer use. Full resolution auto filled in by system. The description of the photograph version that is found on the library website. Includes the original	Archived tiff -- PH01_0008.tif -- 43 bit, Adobe RGB (1998) -- 4739 X 3524 pixels -- 600 dpi -- 100,221,840 bytes //

						photographic process, photo number and original source dimensions, in this order, all separated by double hyphens.	Production tiff -- PH001_0008td.tif -- 24 bit, Adobe RGB (1998) -- 4739 X 3524 pixels -- 600 dpi -- 101,253,404 bytes //
Additional Formats Held Elsewhere	Relation-Has Version	No	Yes	No	No	Description of any other formats found elsewhere.	A framed 8 X 10 silver gelatin print is hanging on the 4th floor of the Knight Library.
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.	hms
Image Scanner	None	Yes	No	Yes	No	The initials of the person responsible for scanning the image. Should be in lower case. Non-searchable.	td
Image Editor	None	Yes	No	Yes	No	The initials of the person responsible for editing the image. Should be in lower case. Non-searchable.	td
Cataloger's Notes	None	No	Yes	No	No	Use if you have questions, concerns, or specific information to be relayed on which your cataloging judgments were made.	Additional curation/cataloging needed - scanned slides with accompanying audio lecture.
Cataloging Status	None	Yes	No	No	No	Administrative field. Enter "uncat" for items uncataloged and "cataloged" for	

						complete cataloging	
Donor	Contributors	No	Yes	No	Yes	Name of person(s) or corporations who contributed the photograph to the collection.	Dan Powell
Publisher	Publisher	Yes	No	Yes	Yes	The publisher of the photograph in digital format.	University of Oregon Libraries
Digital Collection	Relation-Is Part Of	Yes	No	Yes	Yes	Name of digital collection as assigned by the University of Oregon Libraries.	University of Oregon. Libraries. Historical Photographs