

12/22/2008

Field Name	DC Map	Mandatory	Repeatable	Public	Searchable	Description	Example
Title	Title	Yes	No	Yes	Yes	The title of the item. Capitalize the first letter of the title and proper nouns only. For those items in a clear series, follow by a hyphen and X of X. Use "untitled" for images without a title or that you are uncomfortable titling.	Librarian with students - 5 of 6
Photographer	Creator	Yes	No	Yes	Yes	The photographer of the image if known. Format as last name, first name. If the photographer is unknown but the provider is known, use "[the division name] Photographer". If no information for the photographer is available, use "unknown".	Larson, Lesli Image Services Photographer unknown
Subject	Subject	Yes	Yes	Yes	Yes	Keyword descriptions of significant items, objects or concepts represented. A post-coordinated controlled vocabulary will be generated after our first phase. After that new terms must be submitted for approval.	libraries; librarians; students
Building	Subject	No	Yes	Yes	Yes	Use the proper University name of the building if known. The following list may help but may not be fully accurate: http://libweb.uoregon.edu/guides/architecture/oregon/index.html#buildings	Knight Library
Event	Subject	No	No	Yes	Yes	Use this field for major events only. Double-check existing records for the format of an event name.	U.S. Olympic Trials summer 2008.
Description	Description	No	No	Yes	Yes	Brief description of the content and/or action of the image. If the concept can be better represented as a subject, then enter it there and use this for a longer description of information in the image.	Students studying in the reading room.
Season	None	No	No	Yes	Yes	winter, spring, summer, fall	winter
Genre	None	No	Yes	Yes	Yes	Category of image. Use controlled vocabulary provided. art; editorial;	sports

Fields in green may be left for a cataloger or filled in by image services staff.

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						entertainment; historical; news; sports	
Notes	None	No	No	No	No	Enter important notes or items here that should not be displayed to the public. Names of particular students should be entered here.	Karen Estlund '01
People in Image	Subject	Yes	No	Yes	Yes	Enter "yes" if people appear in image, otherwise enter "no".	yes
Publisher	Publisher	Yes	No	Yes	No	The publisher of the digital object.	University of Oregon Libraries
Date	Date	Yes	No	Yes	Yes	The date of the original image. Use the format: YYYY-MM-DD. If only the decade is known, enter YYYY?.	2007-12-10 199?
Type	Type	Yes	No	Yes	No	The kind of object. Use the DCMI type vocabulary. http://dublincore.org/documents/dcmi-type-vocabulary/	image
Format	Format	Yes	No	Yes	No	The format of the digital object being displayed. Use the Internet MIME Media Types. http://www.iana.org/assignments/media-types/	image/jpeg
Orientation	None	Yes	No	Yes	Yes	The orientation of the image: horizontal, vertical.	Vertical
Color information	None	Yes	No	Yes	Yes	The value of color for the image: black and white, color, sepia.	black and white
Identifier	Identifier	Yes	No	Yes	Yes	The unique identifier for the image. Use the file name. Make sure file naming conventions are being applied.	sto_ger_scie_002
Source	Source	No	No	Yes	No	Identification of the physical item. Use only for scanned images.	Original version: 35 mm print of UO football team, Special Collections & University Archives, Box 33, Folder 2.
Relation	Relation	No	Yes	Yes	No	Link or reference to a related object. For images published in campus publications, refer to the publication here.	Reproduced in: Building Knowledge, winter 2008, pg. 10.

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Issuing Department	Source	Yes	No	Yes	Yes	The campus department that provided the photos.	Libraries; Admissions
Processing History	None	Yes	No	No	No	The technical details of processing an image for the collection.	Scanned in reflective mode with Silverfast AI 6.0 on UMAX PowerLook III flatbed. Archived tiff is saved. Adobe Photoshop used to reorient and crop image, set and neutralize shadow and highlight point, and adjust midtone contrast. 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.
Date of Digitization	None	No	No	Yes	No	The date the image was scanned. Use the format: YYYY-MM-DD. Mandatory for digitized images.	2007-12-31
Rights	Rights	Yes	No	Yes	No	Any copyright information for the item. For the copyright date, use the date associated with the creation of the physical image if applicable.	[Creative Commons license text]
Metadata Cataloger	None	Yes	Yes	No	No	The initials of the metadata cataloger. Use all three initials if possible. If items are edited by multiple individuals, separate entries with semicolons.	kme
Imaging Technician	None	No	Yes	No	No	The initials of the scanning and image manipulation technician(s). Use all three initials if possible. If items are processed by multiple individuals, separate entries with semicolons.	kme
Cataloging status	None	Yes	No	No	No	Uncat for minimal cataloging, and cataloged for complete cataloging	Cataloged

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