

Field	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.	PH038-01-0001
Descriptive Title	Title	Yes	No	Yes	Yes	A brief sentence to describe the contents of the photograph, with special regard to the people on it.	Dean Jesse Baird, Berea, Ky.
Source of Descriptive Title	None	No	No	No	No	Indicates source of descriptive title.	Cataloger supplied Album notes
Old Title	None	No	No	No	Yes	Title used in the physical archive. Less qualified than the descriptive title.	Dean Jesse Baird
Notes	Description	No	No	Yes	Yes	A brief description of Notes provided with the photograph	Berea
Theme	Subject	No	Yes	Yes	Yes	Select from a small set of broad themes portrayed in the collection.	Rural portraits Berea College Craftsmen Craftswomen
People	Subject	No	Yes	Yes	Yes	Names of people identified in the photograph. Names appearing in	Allen, Charles Wesley

						the indexed terms are in inverted form.	
Corporate Names	Subject	No	Yes	Yes	Yes	Names of institutions identified with the photograph.	Berea College Hindman Settlement School
Place	Subject	No	Yes	Yes	Yes	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 in the content of the image.	Berea, Kentucky
LC Subject	Subject	No	Yes	Yes	Yes	Subject terms from LCSH. Use a double dash when subdividing a main subject term.	Photographers' models Portrait photography College students Women -- Portraits Appalachians (People)
Subject	Subject	No	No	No	Yes	Do not use. Retained because of a few terms already entered– mostly family names.	Willmott family
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'	Ulmann, Doris

						guidelines on using personal names in digital collections: http://libweb.uoregon.edu/inc/data/catdept/meta/Authors_names_input.pdf	
Date of Photo	Coverage-Temporal	No	No	Yes	Yes	Date photo was taken. Give the most specific date available.	1933 1934-07-04
Rights	Rights	Yes	No	Yes	No	States the year of digital capture and the copyright holder of the document.	This item is in the public domain. Acknowledgement of the University of Oregon Special Collections & University Archives as a source is requested.
Repository	Source	Yes	No	Yes	No	The institution where the item is physically located.	Special Collections & University Archives, University of Oregon Libraries
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.	Doris Ulmann Photograph Collection

Collection Identifier	Relation-Is Part Of	Yes	No	Yes	Yes	Identifying code for the collection title as registered in Special Collection.	PH038
Album	Relation-Is Part Of	Yes	No	Yes	Yes	Identifying code for the album as registered in Special Collection.	14
Source	Source	No	No	No	No	Do not use. Retained for administrative purposes only.	Ulmann project of SPC 1998-2002
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
Photo Format	Format	Yes	No	Yes	Yes	States the method of digitization, the accurate name of the photographic process with which the photograph was made and the original source dimensions in inches.	Scanned from fiber proof print, 8" x 6"
Scan Format	Format	Yes	No	No	No	State the scanning specifications used.	Scanned at 100 dpi 8-bit bitonal saved to JPEG
Metadata Creator	None	Yes	No	No	Yes	Initials of person creating the metadata for the digital object.	kdb
Cataloging	None	Yes	No	No	Yes	Indicate the cataloging status of	uncat

Status						the item, whether it is “in progress”, “test” or “uncat”.	
Cataloger 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.	seemed to be a test scan (values were all double lowercase letters, no actual data.) –kdb verify place name... may need to be changed from Tennessee to Kentucky. -kdb
Provenance	None	Yes	No	No	No	The source of funding for the project.	Gift of the Doris Ulmann Foundation
Related Images	Relation-Is Version Of	No	No	Yes	Yes	Appears to have been used but it’s not clear what this field represents. The entries are numbers – probably the number of related images.	5400
Banding	None	No	No	No	Yes	No longer banding: 2009- Image Rights option during import. Used to display copyright information. [Displays a band of color with copyright text at the bottom of your items. Uses only text.]	Indexed terms show “banding done” and “needs banding”.
Publisher	Publisher	Yes	No	Yes	Yes	Publisher of the digital collection	University of Oregon

							Libraries
Digital Collection	Relation-Is Part Of	Yes	No	Yes	Yes	Name of the collection as named by the University of Oregon Libraries.	University of Oregon. Libraries. Doris Ulmann Photographs