

Field Name	DC Map	Mandatory	Repeatable	Public	Searchable	Description	Example
Identifier	Identifier	Yes	No	Yes	Yes	Use file name. Formerly an identifier indicating the folder, call number, box number and number (ordinal) of scan.	HC_421\x_Metzler4
Item Title	Title	Yes	No	Yes	Yes	Transcribe the prominent title showing on the cover or first page of a document. Add qualifiers such as 'Brochure:' before the title or 'Memo from [name of sender] to [name of recipient]' before the subject title of a memo.	Metzler notes: Black Panther Interview
Alternative Title	Title-Alternative	No	Yes	No	Yes	Alternative title/s by which the item might be known.	Black Panther document [Fall 1969]
Document Title	Relation-Is Part Of	No	No	Yes	Yes	Collective title for multi-page objects.	Black Panthers emerge - U of O supports OSU
Description	Description	No	No	Yes	Yes	A brief summary about the item, including some physical description and purpose.	3 p. A typed document on manila paper, with some hand written notes. The document seems to contain excerpts from an interview with an African American student, Howard Anderson, as well as Ken Metzler's notes on the subject.
Number of pages	Description	No	No	Yes	No	Number of pages in multi-page items.	3
LC Subject	Subject	Yes	Yes	Yes	Yes	Subject headings taken from the Library of Congress Subject	Black militant organizations; African American political activists;

						Headings (LCSH). Use space-hyphen-hyphen-space for headings with subdivisions.	
TGM Subject	Subject	No	Yes	Yes	Yes	Subject headings taken from the Thesaurus for Graphic Materials (TGM).	Black power; African Americans; Activists;
Theme	Subject	No	Yes	Yes	Yes	A broad category of the aboutness of the item.	Civil Rights and Race;
People	Subject	No	Yes	Yes	Yes	Name/s of person/s depicted in the contents of the item. Use controlled form of names.	Anderson, Howard; Winchester, Jack; Eaglin, Ray;
Corporate Names	Subject	No	Yes	Yes	Yes	Name/s of corporate body/ies depicted in the contents of the item. Use LC Authorities when possible.	United States. Dept. of Defense United States. Army. Reserve Officers' Training Corps
Place Names	Subject	No	Yes	Yes	Yes	Name/s of primary place/s depicted or described in the contents of the item. Use controlled form of names.	Eugene, Oregon
Author	Creator	No	Yes	Yes	Yes	Name/s of person/s primarily responsible for the intellectual content of the item. Use controlled form of names.	Clark, Robert Donald, 1910-2005
Contributors	Contributors	No	Yes	Yes	Yes	Name/s of person/s or corporate body/ies who have contributed to the intellectual content of the item. Use controlled form of names.	Metzler, Ken
Date of Original	Date	No	No	Yes	No	Date showing on the original	1969

						item (enter in the form YYYY-MM-DD if year, month and day is available, YYYY if year only). If unsure of the date, give an approximate date with a question mark at the end.	
Rights	Rights	Yes	No	Yes	No	Statement specifying copyright restrictions and use of the resource.	(c) University of Oregon. Items in this collection are licensed under a Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 United States License (http://creativecommons.org/licenses/by-nc-nd/3.0/us/). Acknowledgement of the University of Oregon Libraries as a source is required. If linking, please use the "reference url" for an item, to create the most stable link. Those documents authored by individuals or entities outside of the University of Oregon may be subject to copyright restrictions by the authors or their assigns.
Repository	Relation-Is Part Of	Yes	No	Yes	Yes	The entity holding the original collection from which the digital collection is derived.	University of Oregon Libraries - Special Collections and University Archives
Collection Title	Relation-Is Part Of	Yes	No	Yes	Yes	Collection title assigned by the University Archives.	Ken Metzler Papers
Collection Identifier	Relation-Is Part Of	Yes	No	Yes	Yes	Collection number assigned by the University Archives.	1999-467
Box Number	Relation-Is Part Of	Yes	No	Yes	Yes	Box number assigned by the University Archives.	2
Folder Number	Relation-Is Part Of	Yes	No	Yes	Yes	Folder number assigned by the University Archives.	#3 About UO (A-B)

Ambrosia Folder	None	Yes	No	Yes	Yes		Metzler4
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/	Text
Format	Format	Yes	No	Yes	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 application/pdf
Language	Language	No	Yes	Yes	No	Primary language in which the contents of the resource is expressed. Select a value from either RFC 4646 (http://www.ietf.org/rfc/rfc4646.txt) or from the LC's Marc Code List for Languages (http://www.loc.gov/marc/languages/language_name.html). Use the spelled out name of the language.	english
Full Text	Description	Yes	No	Yes	Yes	OCR'd text associated with the documents. Automatically entered upon ingest.	Auto-fill
Additional	Relation-	No	No	Yes	No	No longer used. Other physical	Print version available;

Physical Formats Held by UO	Has Version					formats in which the resource is made available by the UO Libraries. Mostly print.	
Date-Digital	Date	Yes	No	Yes	Yes	The date the digital object was created from the original. MM/DD/YYYY	2/9/2005
Capture method	Format	No	No	Yes	No	No longer used as separate field. Include in Processing History. Details about the scanning method – e.g. what type of scanner.	Scanned from original document using Silverfast AI 6.0 on UMAX Powerlook III flatbed scanner. Scanned image saved as 16 bit grayscale tiff.
File size	Format	No	No	Yes	No	No longer used. Size of digital image in kilobytes	207.373 kb
Image Width	Format	No	No	No	No	No longer used. Image width in pixels.	800
Image Height	Format	No	No	No	No	No longer used. Image height in pixels.	1128
Color Space	Format	No	No	Yes	No	No longer used as separate field. Include in 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.	8 bit - Gray Gamma 2.2 - grayscale
Resolution	Format	No	No	No	No	No longer used as separate field. Include in Processing History. Image resolution in dots per inch.	400 dpi

Processing History	Format	No	No	Yes	Yes	Details of scanning and digitization process.	Omnipage 14.0 used to OCR 8 bit greyscale tiff and generate text files for full text access. 16 bit greyscale tiff edited in Photoshop 6.0: cropped, rotated, reduced in size, levels adjusted for contrast, bit depth reduced to 8 and JPEG created.
Metadata Creator	None	Yes	No	Yes	Yes	Initials of person who entered the metadata for the described resource.	kdb
Image Scanner	None	Yes	No	Yes	Yes	Initials of person who scanned the image.	cc
Image Editor	None	Yes	No	No	No	Rarely used. Initials of person who edited the image.	
Cataloging status	None	No	No	No	Yes	Indicate whether item is uncataloged or cataloged or in the process of being cataloged.	cataloged
Catalogers Notes	None	No	No	No	No	Use if you have questions, concerns, or specific information to be relayed on which your cataloging judgments were made.	
Load Date	None	No	No	No	Yes	Do not use. Automatically filled in by application. Retained only because of previous entries.	
Publisher	Publisher	Yes	No	Yes	No	The entity responsible for making the digitized item available to the public.	University of Oregon Libraries;
Digital Collection	Relation-Is Part Of	Yes	No	Yes	Yes	Name assigned by the University Archives and Special Collections	University of Oregon. Libraries. University of Oregon Office of the President.

						to the digital collection.	
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