

Field	DC Map	Mandatory	Repeatable	Public	Searchable	Description	Example
Identifier	Identifier	Yes	No	Yes	Yes	Use the file name based on the photo number assigned by Special Collections. Typically includes Collection Identifier, a hardspace and the serial number of the photo.	ORU_PH035_9572
Title	Title	Yes	No	Yes	Yes	A caption visible on the photo. If it includes the name of the photographer (e.g. a signature) or property information that should not be included.	101 - Celilo Falls, Columbia River, on line of O. W. R. & N. Co.
Document Title	Relation-Is Part Of	Yes	No	Yes	Yes	A linking title field for multi-page documents.	King of Northwestern Waters Index 6617
Title Alternative	Title-Alternative	No	Yes	Yes	Yes	Other titles by which the object is known.	River Front, Arlington, Oregon
Description	Description	Yes	No	Yes	Yes	A few descriptive sentences that include these elements: the type of image , & who or what and where.	Colored image of two men standing on the shoreline looking at Celilo Falls on the Columbia River.

Number of Pages	Description	No	Yes	Yes	Yes	Used for multi-page documents.	30
Citation	Relation-Has Version	No	Yes	Yes	Yes	A citation to indicate that the digital resource is a version, edition, or adaptation of the referenced resource. Used for published documents	Columbia River power and the Northwest. Bonneville Power Administration. 1940.
TGM Subject	Subject	Yes	Yes	Yes	Yes	Data in this field are taken from the <i>Thesaurus for Graphic Materials</i> compiled by the Library of congress. Generally, it is a list 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. For the thesaurus, check http://www.loc.gov/rr/print/tgm1/	Rivers Waterfalls Rocks Mountains Men
LC Subject	Subject	Yes	Yes	Yes	Yes	Data in this field are taken from LCSH. As with the TGM Subject field, the values in this field are generally one-word terms for things to be found in the picture. In some cases, subjects are entered as strings separated by two hyphens.	Cities and towns Waterfronts Riparian areas Buildings Architecture, Domestic Outhouses Railroads -- Trains

People Depicted	Subject	No)	Yes	Yes	Yes	Names of people written about in a document or depicted in pictures. Enter in inverted form.	Thompson, David, 1770-1857
Corporate Names	Subject	No	Yes	Yes	Yes	Lists any corporate names captioned on the photo. If those are abbreviated, the complete corporate name must be included.	Oregon-Washington Railroad and Navigation Company
Place Names	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.	Columbia River Celilo Falls, Oregon
Genre	Subject	No	Yes	Yes	Yes	The photographic genre. Internally-created controlled vocabulary.	Aerial photograph Government Document Journal Article Letter to the Editor Map Non-fiction Outdoor landscape Poem
Author	Creator	No	Yes	Yes	Yes	This creator field is generally used for document objects in the collection. Use inverted form or LC form whenever possible.	United States. Army. Corps of Engineers Harts, W. W. (William Wright), 1866-1961
Photographer	Creator	No	No	Yes	Yes	Name of person who took the	Lorraine, Madison Johnson,

						photograph. [Inverted form]	1853-
Cartographer	Creator	No	No	Yes	Yes	Name of person who prepared any maps included in the item.	Habersham, Robert A.
Illustrator	Creator	Yes	Yes	Yes	Yes	Name of the entity responsible for an illustration. It can be the same as the creator of the accompanying text.	Rogers, W. A.
Contributor	Contributors	No	Yes	Yes	Yes	Name of entity/ies who contributed to the creation of the object.	United States. Army. Corps of Engineers
Original Publisher	Publisher	No	Yes	Yes	Yes	Name of entity that published the original item that is digitized.	Bonneville Power Administration US Army Corps of Engineers
Date of Original	Date	No	No	Yes	Yes	The publication year showing on the title page (or other sources of information) in the original document.	1874
Coverage	Coverage-Temporal	No	No	Yes	No	A year, a range of years or the century to denote the time period that the item covers.	1913-1915 20 th century
Date-Digital	Date	No	Yes	Yes	Yes	The date the item was digitized. Should be in the following format:	2004-08-04

						YYY-MM-DD.	
Language	Language	Yes	Yes	Yes	Yes	The language field is required for text objects and items with inscriptions. Use ISO 639-2 alpha-3 language three letter abbreviation. http://www.loc.gov/standards/iso639-2/php/code_list.php	eng
Publisher	Publisher	Yes	No	Yes	Yes	The publisher of the photograph in digital format.	University of Oregon Libraries
Rights	Rights	Yes	No	Yes	No	Get the appropriate rights statement from the Digital Collections Coordinator.	This item is in the public domain. Acknowledgement of the University of Oregon Libraries as a source is requested.
Repository	Relation-Is Part Of	No	Yes	Yes	Yes	The institution, department and (where applicable) collection where the item is physically located.	University of Oregon Libraries - Special Collections and University Archives University of Oregon Libraries - Document Center - Map & Aerial Photography Collection
Collection Title	Relation-Is Part Of	Yes	Yes	Yes	Yes	The collective title as registered in the library catalog or official Special Collections title. The collection	Angelus Studio Collections

						refers to the physical collection that the object belongs to. Typically either a photographer's or donor's name or a thematic term.	Print Collection
Collection Identifier	Relation-Is Part Of	Yes	No	Yes	Yes	Identifying code for the collection title as registered in Special Collection.	PH035
Additional Digital Formats Held by UO	Relation-Has Version	No	Yes	Yes	No	No longer used; full resolution autofill instead. 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. Non-searchable.	Archived tiff -- PH035_9572.tif -- 16 bit, Adobe RGB (1998) -- 6484 x 4048 pixels -- 1200 dpi -- 157,497,792 bytes // Production tiff -- PH035_9572jc.tif -- 16 bit, Adobe RGB (1998) -- 6484 x 4048 pixels -- 1200 dpi -- 472,468,652 bytes //
Additional Physical Formats Held by UO	Relation-Has Version	No	Yes	Yes	No	No longer used. List any non-digital formats of the item held by UO (generally print versions).	Print Version Available
Type	Type	Yes	No	Yes	Yes	Describes the nature or genre of the content of the resource. Select	Image

						a value from the DCMI Type Vocabulary. http://dublincore.org/documents/dcmi-type-vocabulary/	Text
Format	Format	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
Capture Method	Format	Yes	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 reflective mode with Silverfast AI 6.0 on UMAX PowerLook III flatbed scanner (Scanner C). Levels adjusted from 0 - 1.00 - 255 to 37 - 1.00 - 214 prior to capture.
File Size	Format-Extent	Yes	No	Yes	No	No longer used. The size of the photograph version included on the page, stating the size in bytes. Non-searchable.	157,052 bytes
Image Width	Format-	No	Yes	No	No	No longer used. Image width in	551 pixels

	Extent					pixels	
Image Height	Format-Extent	No	Yes	No	No	No longer used. Image height in pixels	875 pixels
Color Space	Format	Yes	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.	8 bit -- RGB -- sRGB IEC61966-2.1
Resolution	Format	No	Yes	No	No	No longer used as separate field. Add to Processing History. Resolution in dpi	400 dpi
Processing History	Format	Yes	Yes	Yes	Yes	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 as 16 bit RGB. Archived tiff is saved. Adobe Photoshop used to reorient and crop image, set and neutralize shadow and highlight point, adjust midtone contrast. Second production tiff saved, retaining ...
Metadata Creator	None	Yes	No	No	Yes	Initials of person who created the metadata.	kdb

Image Scanner	None	Yes	No	No	Yes	Initials of person who scanned the image.	amb
Image Editor	None	No	No	No	No	Rarely used. Initials of person who edited the image.	cah
Contributing Institution	None	No	No	No	No	Name of library contributing the item to the WWDL project.	University of Oregon Libraries
Cataloging Status	None	No	No	Yes	Yes	Uncat for minimal cataloging, and Cataloged for complete cataloging	Cataloged uncat
Link to Video	None	No	No	Yes	No	URL to a video.	http://libweb.uoregon.edu/catdept/digcol/wwdl/video.php?name=KahnSteve31a_256k&title=Stephen%20Kahn%20Interview%20-%20Segment%201
Full Text	Description	Yes	No	Yes	Yes	Should automatically populate on upload.	[full text of text documents]
Load Date	None	Yes	No	No	Yes	Do not use. <i>[Retained because of several previous entries but do not use.]</i>	Automatically supplied by system.
Digital Collection	None	Yes	No	Yes	Yes	The name of the digital collection. Uniform for all items in the collection.	University of Oregon. Libraries. Western Waters Digital Library