



Metadata Schema & Guidelines

Version 2016

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SCDL Metadata Schema – Introduction

The element descriptions presented here represent the Dublin Core fields for the item-level records created and maintained for the South Carolina Digital Library. These guidelines are based on the [Dublin Core Metadata Initiative](#) (DCMI), OCLC's [Best Practices for CONTENTdm and other OAI-PMH compliant repositories: creating shareable metadata](#), version 3.1, June 2013, and the Digital Public Library of America (DPLA) [guidelines](#).

The purpose of establishing these standards is to ensure maximum interoperability of descriptive materials across institutions throughout the state. If you require instructions on how to use these guidelines, please contact the South Carolina Digital Library or your regional scanning center.

After setting up your metadata template, please review your template with your regional coordinator. Be sure to bring up any questions you have, especially if you want to include some information but do not know which metadata fields would be appropriate for it. There are always exceptions to the guidelines that your Scanning Center will alert you to.

In this version of the metadata schema we have provided you with Dublin Core mappings for SCDL metadata elements. If you are a repository manager, please make sure your field mapping is compliant with an existing SCDL OAI map. SCDL OAI maps are available for viewing [here](#).

In addition to the complete element set, we have provided below a quick look at the fields covered in this document and their associated status.

SCDL Metadata Element Set - Quick Look

<i>Element</i>	<i>Status</i>
Alternative Title	Optional
Approximate Date	Optional
Citation	Optional
Contributing Institution	Required
Contributor Name	Recommended
Creator Name	Recommended
Date	Recommended
Date Digital	Recommended
Description	Recommended
Digital Collection Name	Required
Digitization Specifications	Recommended
Extent	Optional
Format	Recommended
Geographic Information	Optional
Language	Required (when available)
Media Type	Recommended
Note	Optional
Resource Identifier	Required
Rights	Required
SC County	Recommended
Source	Recommended
Subject	Recommended
Time Period	Optional
Title	Required
Type	Required
Website	Optional

SCDL Metadata Element Set

Element Name	<i>alternative</i>
Label	Alternative Title
Required?	Optional
Repeatable?	No
Entry Rules	Follow IFLA's International Standard Bibliographic Description (ISBD) rules for capitalization, punctuation, etc. http://www.ifla.org/files/assets/cataloguing/isbd/isbd-cons_2007-en.pdf
How to Use	Use this field for subtitles, foreign language titles, titles with ampersands spelled out, etc.
Refinements	Refines <i>title</i>
Example	Moderne Probleme der Pharmakopsychiatrie
DC mapping	Do not map
QDC Mapping	dcterms:alternative

Element Name	<i>approximateDate</i>
Label	Approximate Date
Required?	Optional
Repeatable?	No
Entry Rules	We recommend indicating circa dates by using the word “circa” rather than the abbreviations “c.” or “ca.”.
How to Use	<p>This field should be used to indicate approximate dates only. Entries in this field could encompass a single approximate date or a date span.</p> <p>Note: If the date of the material is known, please use the Date field and NOT the Approximate Date field.</p>
Refinements	None
Example Entries	<p>circa 1935</p> <p>circa 1750-1765</p>
DC mapping	Do not map
QDC Mapping	Do not map

Element Name	<i>citation</i>
Label	Citation
Required?	Optional
Repeatable?	Yes
Entry Rules	Enter each citation in one field, separated by a multi-value separator (e.g., a semicolon).
How to Use	The preferred citation of the resource
Refinements	None
Example Entry	"Growing Up Jewish in Beaufort," audio panel discussion moderated by Dale Rosengarten, 24 October 1998, Mss 1035-204, Special Collections, College of Charleston, Charleston, SC, USA.
DC mapping	Do not map
QDC Mapping	Do not map

Element Name	<i>contributingInstitution</i>
Label	Contributing Institution
Required?	Required
Repeatable?	No
Entry Rules	<i>Controlled vocabulary:</i> See Appendix A
How to Use	<p>This field should contain the name of the holding institution responsible for making the resource available or providing access to the resource.</p> <p><i>Note:</i> Please let SCDL know the preferred title for your institution so that we may add it to Appendix A.</p>
Refinements	None
Example Entry	College of Charleston Libraries
DC mapping	dc:publisher
QDC Mapping	dc:publisher

Element Name	<i>contributor</i>
Label	Contributor Name
Required?	Recommended
Repeatable?	Yes
Entry Rules	<p><i>Preferred name controlled vocabulary:</i> Library of Congress Name Authority Files (LOC-NAF) http://authorities.loc.gov/</p> <p>Otherwise, follow LOC-NAF formatting guidelines: <i>personal name:</i> Last Name, First Name, YYYY-YYYY <i>corporate name:</i> Corporate name in full direct form</p> <p><i>Note:</i> If dates are unavailable for personal names, please omit.</p> <p><i>Role controlled vocabulary:</i> MARC Code List for Relators http://id.loc.gov/vocabulary/relators.html</p>
How to Use	<p>Use this field for entities that had a secondary role in the intellectual content of the original item, and are not listed in Creator field. Separate entries with a multi-value separator (e.g., a semicolon).</p> <p>If there are multiple contributors who function in separate roles, you may indicate that in parentheses after the name: <i>personal name:</i> Last Name, First Name, YYYY-YYYY (Role) <i>corporate name:</i> Corporate name in full direct form (Role)</p>
Refinements	None
Example Entries	International Art Publishing Co. (Publisher) Smith, Robert J. (Colorist) Bonneville, Nancy E., 1935-1993 (Illustrator)
DC mapping	dc:contributor
QDC Mapping	dc:contributor

Element Name	<i>creator</i>
Label	Creator Name
Required?	Recommended
Repeatable?	Yes
Entry Rules	<p><i>Preferred name controlled vocabulary:</i> Library of Congress Name Authority Files (LOC-NAF) http://authorities.loc.gov/</p> <p>Otherwise, follow LOC-NAF formatting guidelines: <i>personal name:</i> Last Name, First Name, YYYY-YYYY <i>corporate name:</i> Corporate name in full direct form</p> <p>Separate entries with a multi-value separator (e.g., a semicolon).</p> <p><i>Note:</i> If dates are unavailable for personal names, please omit.</p>
How to Use	<p>Refers to the entity responsible for the intellectual content of the item.</p> <p><i>Note:</i> If creator is unknown, please do not use the term "unknown", just leave the field blank.</p>
Refinements	None
Example Entry	Bowie, David, 1947-2016
DC mapping	dc:creator
QDC Mapping	dc:creator

Element Name	<i>date</i>
Label	Date
Required?	Recommended
Repeatable?	Yes
Entry Rules	<p>ISO 8601 formatting is required.</p> <p>Year: YYYY Year and month: YYYY-MM Year, month and day: YYYY-MM-DD</p>
How to Use	<p>Refers to the date the physical item was created.</p> <p>If you only know the approximate date of the item (e.g., “c. 1763”), you may opt to use the Approximate Date field <i>instead of</i> this field.</p> <p>Note: If the date is unknown, please do not use the term “unknown”, just leave this field blank.</p>
Refinements	None
Example Entries	1763-07-23 1987 1851-04
DC mapping	dc:date
QDC Mapping	dc:date

Element Name	<i>dateDigital</i>
Label	Date Digital
Required?	Recommended
Repeatable?	No
Entry Rules	Follow W3c date time profile of ISO 8601 <i>Year: YYYY</i> <i>Year and month: YYYY-MM</i> <i>Year, month and day: YYYY-MM-DD</i>
How to Use	Refers to the date the physical item was digitized.
Refinements	None
Example Entries	2015-01-25 2013-02 2016
DC mapping	Do not map
QDC Mapping	Do not map

Element Name	<i>description</i>
Label	Description
Required?	Recommended
Repeatable?	No
Entry Rules	None
How to Use	A free text summary account of the intellectual content of the resource. Entries can be quoted from the item itself, or be composed by the metadata creator.
Refinements	None
Example Entry	Photograph of First Scots Presbyterian Church [57 Meeting Street] after the tornadoes of September 29, 1938, showing the damage done to the building. The Nathaniel Russell House can be seen in the background. Cars are parked on the street in front of the church.
DC mapping	dc:description
QDC Mapping	dc:description

Element Name	<i>collectionName</i>
Label	Digital Collection Name
Required?	Required
Repeatable?	No
Entry Rules	None
How to Use	Use this field to record the name of the digital collection in the host repository. <i>Note:</i> If you are participating with a regional repository, this field may already be supplied for you. Please check with your host repository to determine if this is the case.
Refinements	None
Example Entry	USDA Historical Soil Survey Maps of South Carolina
DC mapping	dc:relation
QDC Mapping	dcterms:isPartOf

Element Name	<i>digitizationSpecifications</i>
Label	Digitization Specifications
Required?	Recommended
Repeatable?	No
Entry Rules	None
How to Use	Use this field to record the resolution, color settings, equipment and formats used for the digitization process.
Refinements	None
Example Entry	600 dpi, 24-bit depth color, Epson Expression 10000XL. Archival masters are tiffs.
DC mapping	Do not map
QDC Mapping	Do not map

Element Name	<i>extent</i>
Label	Extent
Required?	Optional
Repeatable?	No
Entry Rules	Please use standard Resource Description & Access (RDA) rules. This field is very similar to MARC 21's 300 \$a \$b and/or \$c fields.
How to Use	The size and/or duration of the original item.
Refinements	None
Example Entries	149 p. ; 23 cm 74 p. of ill., 15 p. ; 28 cm
DC mapping	Do not map
QDC Mapping	dcterms:extent

Element Name	<i>format</i>
Label	Format
Required?	Recommended
Repeatable?	No
Entry Rules	Controlled vocabulary: Internet Media Types (MIME). http://www.iana.org/assignments/media-types/ <i>Note:</i> Correct entries are composed of a media type and sub-type separated with a slash (/) (e.g., “image/jpeg”).
How to Use	Refers to the access copy of the item. <i>Note:</i> Some commonly used MIME types are application/pdf, audio/mpeg, image/jpeg, video/mpeg, and video/mp4.
Refinements	None
Example Entry	image/jpeg
DC mapping	dc:format (1st instance only)
QDC Mapping	dc:format

Element Name	<i>geoInformation</i>
Label	Geographic Information
Required?	Optional
Repeatable?	Yes
Entry Rules	<p>While a specific controlled vocabulary is not recommended, it is advised that one is used. Commonly used geographic controlled vocabularies include: GeoNames.org, Getty Thesaurus of Geographic Names, and Library of Congress Subject Headings. Of these, GeoNames.org is currently the only vocabulary that allows for the public to add or edit locations.</p> <p>When possible, it is recommended to include a hierarchical string of location data, listing most specific (e.g. city, monument, building, etc.) to most broad (e.g. country) from left to right with latitude and longitude (in decimal degrees) included last, at far right. Use only commas to separate fields within one location, not semicolons. Semicolons are used to indicate multiple locations. For ContentDM users, be careful to not include a semicolon at the end of location data if it is not followed by another location.</p>
How to Use	<p>Use this field to record the spatial topic of the resource.</p> <p><i>Note on street addresses:</i> Currently the DPLA has no way to ingest street address information. Therefore it is not recommended to include street address information in the dc:coverage or dcterms:spatial field. Partners are still able to include this, street address, information in their metadata but it is recommended to leave it in an unmapped field.</p>
Refinements	None
Example Entries	<p><i>Place names only:</i> Myrtle Beach, Horry County, South Carolina, United States</p> <p><i>Latitude/longitude only:</i> 34.6767, -82.83653</p> <p><i>Latitude/longitude and place name:</i> Myrtle Beach, Horry County, South Carolina, United States, 33.68906, -78.88669</p>
DC mapping	Do not map
QDC Mapping	dcterms:spatial

Element Name	<i>language</i>
Label	Language
Required?	Required (when available)
Repeatable?	Yes
Entry Rules	Language entries must begin with a capital letter and are singular. List the most prominent language first. Separate entries with a multi-value separator (e.g., a semicolon).
How to Use	The language of the resource.
Refinements	None
Example Entries	Spanish English;German
DC mapping	dc:language
QDC Mapping	dc:language

Element Name	<i>mediaType</i>
Label	Media Type
Required?	Recommended
Repeatable?	Yes
Entry Rules	<p><i>Controlled vocabulary:</i> Getty Art and Architecture Thesaurus (AAT) http://www.getty.edu/research/tools/vocabularies/aat/index.html</p> <p>Recommended terms list is available in Appendix B of this document.</p> <p>Separate entries with a multi-value separator (e.g., a semicolon). Capitalize the first word of each media type entered.</p>
How to Use	Use this field to describe the nature of the original object (what it is and not what it is about). An item described with the term “Photographs” is an actual photograph, not a book about photographs.
Refinements	None
Example Entries	Images;Color photographs Manuscripts;Correspondence Oral histories
DC mapping	dc:format (2nd instance only)
QDC Mapping	dcterms:medium

Element Name	<i>note</i>
Label	Note
Required?	Optional
Repeatable?	No
Entry Rules	Enter entire note in one field only.
How to Use	Use this field for any additional pertinent information about the digital or original object that does not fit into the Description field, such as biographical information or contextual information about the item or the creator of the item.
Refinements	Refines <i>description</i>
Example Entry	This interview is part of the COHP's "Charleston and the Long Civil Rights Movement" series. These interviews explore how community activism continues to shape modern life in the South. The digital recordings and transcripts are part of The Citadel Oral History Program Collection at The Citadel Archives & Museum.
DC mapping	Do not map
QDC Mapping	Do not map

Element Name	<i>identifier</i>
Label	Resource Identifier
Required?	Required
Repeatable?	No
Entry Rules	None
How to Use	<p>This field should contain a URI that can be used to link to the resource in the host repository.</p> <p>Additional identifier fields may be created as needed for local use, such as call number, filename, etc. However, only the identifier that contains the URI leading back to the resource should be mapped to dc:identifier because of the possibility of confusion for harvesters. Do not map these additional identifiers.</p> <p>Note: Many digital asset management systems (e.g., CONTENTdm, Digital Commons, etc.) automatically create, populate and map the main identifier field. This main identifier is a URL for the resource. In CONTENTdm, for example, it has the format <code>http://[domain]/cdm/ref/collection/[alias]/id/[CONTENTdm number]</code> and serves as the “Reference URL” of the resource.</p> <p>If you are a manager of a self-hosted partner repository, please check your OAI feed to ensure that this information is being made accessible to SCDL for harvesting.</p>
Refinements	None
Example Entries	http://lcdl.library.cofc.edu/lcdl/catalog/lcdl:41971 http://digital.tcl.sc.edu/cdm/ref/collection/gdp2/id/4
DC mapping	dc:identifier
QDC Mapping	dc:identifier

Element Name	<i>rights</i>
Label	Rights
Required?	Required
Repeatable?	No
Entry Rules	<p>We recommend that entries follow the following format:</p> <p>[Copyright status/ copyright holder statement]. [Restrictions and use statement (optional)]. For more information contact [department name (if applicable)], [institution name], [city, state zip].</p>
How to Use	<p>Used to contain information about rights held in and over the resource. Should contain copyright status and when applicable copyright holder information. Restrictions and use statement optional. Should contain contact information about the holding institution.</p> <p>Note: This field should be used to reflect the actual copyright status of the original object. Please do not use the phrase “Digital image copyright...”</p> <p>See Appendix C for more information on public domain, copyright for digitized cultural heritage materials and how to correctly use this field.</p>
Refinements	None
Example Entries	<p>Copyright © College of Charleston Libraries. All rights reserved. For more information contact Special Collections at the College of Charleston, Charleston, SC.</p> <p>Copyright © College of Charleston Libraries. For educational use only. For more information contact The South Carolina Historical Society, Charleston, SC 29401.</p> <p>Public domain. For more information contact the Beaufort County Library, Beaufort, SC 29902.</p>
DC mapping	dc:rights
QDC Mapping	dc:rights

Element Name	<i>scCounty</i>
Label	S.C. County
Required?	Recommended
Repeatable?	Yes
Entry Rules	Controlled vocabulary: Library of Congress Subject Headings http://authorities.loc.gov/ Separate entries with a multi-value separator (e.g., a semicolon).
How to Use	Use this field to record South Carolina county information that reflects the intellectual content of the resource. Do not use this field to record the county in which the physical object is located.
Refinements	None
Example Entry	Richland County (S.C.)
DC mapping	dc:coverage
QDC Mapping	dc:coverage

Element Name	<i>source</i>
Label	Source
Required?	Recommended
Repeatable?	Yes
Entry Rules	Separate entries with a multi-value separator (e.g., a semicolon).
How to Use	This free text field may contain any information that the viewer could use to locate the item in the physical archive (such as the manuscript number).
Refinements	None
Example Entry	Mss# 1001, Box 1, Folder 2
DC mapping	dc:source
QDC Mapping	dc:source

Element Name	<i>subject</i>
Label	Subject
Required?	Recommended
Repeatable?	Yes
Entry Rules	<p>Preferred controlled vocabulary: Library of Congress Subject Headings (LCSH) http://authorities.loc.gov/</p> <p>Other controlled vocabularies: National Library of Medicine’s Medical Subject Headings (MeSH) https://www.nlm.nih.gov/mesh/meshhome.html</p> <p>Getty’s Art and Architecture Thesaurus http://www.getty.edu/research/tools/vocabularies/aat/index.html</p> <p>Separate entries with a multi-value separator (e.g., a semicolon).</p>
How to Use	<p>Use this field to describe what the content of the resource is <i>about</i>, expressed by headings, phrases, names, or other terms for significant people, places, and events, etc.</p> <p>Note: There are no spaces between LCSH subjects and the double dashes. When creating metadata in spreadsheets, please make sure your spreadsheet application is NOT converting the double dashes to a single Em dash.</p>
Refinements	None
Example Entry	Right of way--South Carolina--Charleston County;Highway planning--South Carolina--Charleston County;Lost architecture--South Carolina--Charleston County
DC mapping	dc:subject
QDC Mapping	dc:subject

Element Name	<i>timePeriod</i>
Label	Time Period
Required?	Optional
Repeatable?	Yes
Entry Rules	<p>Approved controlled vocabulary:</p> <ul style="list-style-type: none"> Classic Antiquity (700BC -600AD) Medieval Europe (600 – 1300 AD) Renaissance Europe (1300 – 1600) Colonial Period (1600-1764) Colonial Unrest, American Revolution, & New Republic (1765-1789) Early Republic & War of 1812 (1790-1815) Antebellum South (1816-1860) U.S. Civil War (1861-1865) Reconstruction (1866-1877) Industry & the Gilded Age (1878-1889) Turn of the Century (1890-1913) World War I (1914-1918) Jazz Age (1919-1929) Great Depression (1930-1938) World War II (1939-1945) Post-War America (1946-1954) Civil Rights Era (1955-1969) The Modern State (1970-present) <p>Separate entries with a multi-value separator (e.g., a semicolon).</p>
How to Use	Use this field for recording time period covered by the intellectual content of the original item (not the publication date), but use only for date and time-based events when the time element is critical for identification (e.g., a photograph), and there is no appropriate subject term.
Refinements	None
Example Entry	World War II (1939-1945)
DC mapping	Do not map
QDC Mapping	dcterms: temporal

Element Name	<i>title</i>
Label	Title
Required?	Required
Repeatable?	No
Entry Rules	None
How to Use	Title of the resource. If the work has no discernible title, title may be supplied by the metadata creator. Project leader may determine conventions for supplying titles.
Refinements	Refinement: <i>alternative</i>
Example Entries	Letter from Thomas Baker to Peter Davison, June 5, 1984 Greenville Woman's College Catalog, 1857 - 1858
DC mapping	dc:title
QDC Mapping	dc:title

Element Name	<i>type</i>
Label	Type
Required?	Required
Repeatable?	Yes
Entry Rules	<p>Controlled vocabulary: DCMI Type Vocabulary http://dublincore.org/documents/2003/11/19/dcmi-type-vocabulary/</p> <p>Separate entries with a multi-value separator (e.g., a semicolon). Please use the label values of the DCMI Type vocabulary.</p>
How to Use	<p>The nature of the resource.</p> <p>Note: If the resource is an image of text (such as a scan of a newspaper article or a typed letter), use the term Text</p>
Refinements	None
Example Entries	Still Image
DC mapping	dc:type
QDC Mapping	dc:type

Element Name	<i>website</i>
Label	Website
Required?	Optional
Repeatable?	No
Entry Rules	None
How to Use	Use this field to record the URL to the collection home page.
Refinements	None
Example Entries	http://www.sc.edu/library/digital/collections/rosenberg.html
DC mapping	Do not map
QDC Mapping	Do not map

Appendix A: Controlled Vocabulary for Contributing Institution Field

Allen University
Anderson Museum
Avery Research Center at the College of Charleston
Barbados Museum & Historical Society
Beaufort County Library
Brookgreen Gardens
Catholic Diocese of Charleston Archives
Cayce Historical Museum
Charleston Library Society
Chester County Historical Society Archives
Clemson University Libraries
Coastal Carolina University, Horry County Archives Center
College of Charleston Libraries
Colleton County Memorial Library
Drayton Hall: A National Historic Trust Site
Erskine College
Fairfield County Museum
Friends of the Hunley
Florence County Public Library
Furman University, Special Collections and Archives
Georgetown County Library
Gibbes Museum of Art
Greenville County Library System
Greenville Hospital System

Lander University
Margaretta Childs Archives at Historic Charleston Foundation
McKissick Museum
Patriots Point Naval and Maritime Museum
Pendleton District Commission
Presbyterian College
Richland Library
South Carolina Department of Archives and History
South Carolina Historical Society
South Carolina State Library
South Carolina State Museum
Spartanburg County Public Libraries
The Charleston Archive at CCPL
The Charleston Museum Archives
The Citadel Archives & Museum
University of South Carolina Aiken
University of South Carolina Beaufort
University of South Carolina Lancaster
University of South Carolina School of Law
University of South Carolina School of Medicine
University of South Carolina. Government Information Library
University of South Carolina. Irvin Department of Rare Books and Special Collections
University of South Carolina. Moving Image Research Collections
University of South Carolina. Music Library
University of South Carolina. South Carolina Political Collections

University of South Carolina. South Caroliniana Library Manuscripts Division
University of South Carolina. South Caroliniana Library Oral History Division
University of South Carolina. South Caroliniana Library Published Materials Division
University of South Carolina. South Caroliniana Library Visual Materials Division
University of South Carolina. South Caroliniana Library Visual Materials Division
University of South Carolina. University Archives
Waring Historical Library (MUSC)

Appendix B: Recommended AAT Vocabulary Terms for Media Type

This is a list of recommended terms for use in the Media Type field. For more terms, please use the Getty's Art and Architecture Thesaurus located here: <http://www.getty.edu/research/tools/vocabularies/aat/>

Term	Definition
Aerial photographs	Photographs of the earth taken from aircraft.
Architectural drawings	Drawings of architecture and drawings for architectural projects, whether the project was executed or not. The term may also refer to any image in a two-dimensional medium that serves this same purpose, including prints and computer images.
Atlases	Volumes of maps, with or without descriptive text, which may be issued to supplement or accompany texts or be published independently.
Bible records	Family records of births, baptisms, marriages, and deaths written on blank or printed form-like pages of Bibles.
Books	Items comprising a collection of leaves of paper, parchment, wood, stiffened textile, ivory, metal tablets, or other flat material, that are blank, written on, or printed, and are strung or bound together in a volume.
Broadsides	Sizeable single-sheet notices or advertisements printed on one or both sides, often chiefly textual rather than pictorial, and printed to be read unfolded. For the format in which the sheet is not folded, use "broadsheet (format)."
Chapbooks	Small books or pamphlets, usually cheaply printed and containing such texts as popular tales, treatises, ballads, or nursery rhymes, formerly peddled by chapmen.
Children's books	Books written specifically as entertainment for children, generally under age 12. These are often illustrated. This definition excludes comic books, books of cartoons, reference or school books.
City directories	City directories usually contain an alphabetical list of businesses and residents for a municipality.
Clippings	Illustrations, pages, articles, or columns of text removed from books, newspapers, journals, or other printed sources and kept for their informational content.
Correspondence	Any forms of addressed and written communication sent and received, including letters, postcards, memorandums, notes, telegrams, or cables.
Diaries	Refers to books containing the daily, personal accounts of the writer's own experiences, attitudes, and observations. Use "journals (accounts)" when referring to an individual's or an organization's account of occurrences or transactions.
Documents	Physical or digital representations of a body of information designed with the capacity to communicate. In its broadest sense, "documents" include any item amenable to cataloging and indexing, that is, including non-print media.
Drawings	Visual works produced by drawing, which is the application of lines on a surface, often paper, by using a pencil, pen, chalk, or some other tracing instrument to focus on the

	delineation of form rather than the application of color. This term is often defined broadly to refer to computer-generated images as well.
Ephemera	Items created, manufactured, or used for a specific, limited use, and usually intended to be discarded thereafter.
Fire insurance maps	Maps prepared primarily for fire insurance underwriters, showing information, such as type of construction, about structures in a given area.
Glass plate negatives	Sheets of glass coated with light-sensitive emulsion that have been exposed and developed, and that are intended as matrices for the creation of positive photographic prints on another support.
Images	Depictions and representations on a surface in two dimensions or low relief, or digital, whether the optical counterpart exists in reality or only in imagination. For example, the term may refer to a depiction as distinguished from its support, as when referring to a drawing as distinct from the paper upon which it is drawn.
Journals	Books containing accounts of an individual's or organization's occurrences or transactions, including records of financial transactions. Use "diaries" when referring to personal accounts of the writer's experiences, attitudes, or observations.
Lantern slides	Transparent positive images made or mounted on glass for projection, usually but not necessarily photographic, measuring 3 1/4 to 3 1/2 by 4 inches for projection onto a screen by means of a specialized projector.
Manuscripts	Handwritten documents, particularly books and other documents created before the invention of the printing press. May also be used to distinguish certain documents from published or otherwise printed documents, as in the cases of typed personal letters or a typescript from which printed versions are made.
Maps	Refers to graphic or photogrammetric representations of the Earth's surface or a part of it, including physical features and political boundaries, where each point corresponds to a geographical or celestial position according to a definite scale or projection.
Memoirs	Narratives or histories autobiographical in nature or stressing the author's personal experience of the events. For works that are written daily or on a frequent basis, laying out a day's events and experiences, use "diaries."
Menus	Lists of dishes to be served or available for meals.
Minutes (administrative records)	Records of what was said and done at meetings or conferences.
Motion pictures (visual works)	Works presented in the form of a series of pictures carried on photographic film or videotape, presented to the eye in such rapid succession as to give the illusion of natural movement.
Negatives (photographs)	Photographs in which the tones or colors are reversed from their appearance in nature, usually on a transparent support of celluloid, acetate, or on paper, intended for the purpose of producing positive prints. For finished prints in which tones or

	colors are reversed, see "negative prints."
Newspapers	Serials published at stated, frequent intervals, such as daily or weekly, and containing news, editorials, features, advertisements, and other items of current interest.
Newsreels	Nonfiction motion pictures originally released to theaters in periodic issues, each issue consisting of a number of news stories reporting or commenting on recent events. Typically American newsreels ran for about ten minutes and were issued twice weekly. They were first produced by French filmmakers in the mid-1890s. Their principal years of production in the U.S. ran from 1910 to the 1960s.
Oral histories	Works that record interviews conducted to preserve the recollections of persons whose experience or memories are representative or are of special historical or social significance.
Paintings (visual works)	Unique works in which images are formed primarily by the direct application of pigments suspended in oil, water, egg yolk, molten wax, or other liquid, arranged in masses of color, onto a generally two-dimensional surface.
Pamphlets	Independent publications consisting of a few leaves of printed matter folded or fastened together but not bound, often with no cover or a paper cover. For smaller printed works, of one sheet folded and not stitched or bound, use "leaflets."
Periodicals	Publications issued at regular intervals, but not daily, containing articles on various subjects by different authors for the general reader.
Photographs	Refers to still images produced from radiation-sensitive materials (sensitive to light, electron beams, or nuclear radiation), generally by means of the chemical action of light on a sensitive film, paper, glass, or metal. It does not include reproductive prints of documents and technical drawings, for which descriptors found under "<reprographic copies>" are more appropriate. Photographs may be positive or negative, opaque or transparent.
Photograph albums	Albums made up of mounted photographs, with or without identifying information.
Postcards	Cards on which a message may be written or printed for mailing without an envelope, usually at a lower rate than that for letters in envelopes.
Posters	Notices, usually decorative or pictorial, intended to be posted to advertise, promote, or publicize an activity, cause, product, or service; also, decorative, mass-produced prints intended for hanging. For small printed notices or advertisements intended for distribution by hand, use "handbills."
Prints (visual works)	Pictorial works produced by transferring images by means of a matrix such as a plate, block, or screen, using any of various printing processes. When emphasizing the individual printed image, use "impressions." Avoid the controversial expression "original prints," except in reference to discussions of the expression's use. If prints are neither "reproductive prints" nor "popular prints," use the simple term "prints." With regard to photographs, see "photographic prints"; for types of reproductions of technical drawings and documents, see terms found under "reprographic copies."
Programs (documents)	Brief outlines or explanations of the order to be pursued, criteria for participation, or the subjects embraced in a given event or endeavor. Includes lists of the features

	composing a dramatic or other performance, with the names of participants.
Quadrangle maps	Maps, as those published by the United States Geological Survey, which show tracts of a country on a series of sheets and according to a specified scale.
School yearbooks	Annual publications of schools that provide information and often photographs relating to activities and the students at the school during the previous year.
Scores	Original and entire drafts or transcripts of musical compositions or arrangements, with the parts of all the different instruments or voices written on staves one above another, so that they can be read at a glance.
Scrapbooks	Blank books or albums designed so that a variety of items may be affixed to the pages, including photographs, clippings, and other memorabilia.
Sheet music	Music printed on unbound sheets of paper.
Speeches	Documents containing the text of any public address or talk.
Soil maps	Charts or maps indicating various existing soils in an area and often indicating particular soil use.
Sound recordings	Discs, tapes, filaments, or other media on which sound has been recorded.
Stereographs	Refers to the most popular and common form of stereoscopic photographs, which are double photographs of the same image taken from two slightly different perspectives. Stereographs are distinctive among other stereoscopic photographs because they are photographic prints mounted on cards, while other types could be daguerreotypes, negatives, or unmounted prints. From 1856 they were produced with twin-lens cameras, creating a three dimensional effect when viewed through a stereoscope. Stereographs were especially popular during the Victorian period.
Topographic maps	Refers to maps representing a region at a level of detail or scale between a plan, which is a small area, and a chorographic map, which is a large regional map. Topographic maps include accurate representations of the location and shape of both natural and manmade features.
Transportation maps	Maps that represent the routes and other features of a transportation system; usually restricted to ground transportation although routes for ferries and other water transportation may be included.
Transcripts	Written, printed, or typed copies of an original text or of words originally spoken, such as of court proceedings, broadcasts, or oral histories. Transcripts are extremely accurate copies with any editorial explanations or notations clearly distinguished from the original, including indications of misspellings or editorial omissions. For less formal copying, or for short documents or single words such as in a vocabulary, use "transcriptions."

Appendix C: The Rights Field, Public Domain, Copyright & Digitized Cultural Heritage Materials

Is it Public Domain? Some Helpful Information About Public Domain Requirements

First, determine if the object is “published” or “unpublished” material. This determination refers to the intent of the work. Was the work intended for wide distribution? If so, regardless of whether that actually happened or not, the work is considered “published” for the purposes of determining copyright status.

Published Or Unpublished?	
Probably Published	Probably Unpublished
<p>Books</p> <p>Posters</p> <p>Brochures</p> <p>Pamphlets</p> <p>Broadsides</p> <p>Advertisements</p>	<p>Correspondence</p> <p>Some Photographs</p> <p>Diaries</p> <p>Journals</p> <p>Ledgers</p>
Postcards	

Public Domain Requirements for Published Works (as of 1/1/2016)

- Published before 1923 (or)
- Published between 1923 & 1977 without a copyright notice (or)
- Published between 1923 & 1963 with a copyright notice and the copyright was not renewed (or)
- Published between 1978 & March 1, 1989 without a copyright notice and without subsequent registration within 5 years

Public Domain Requirements for Unpublished Works (as of 1/1/2016)

Never Published, Never Registered Works		
Type of Work	Copyright Term	Public Domain as of 2016-01-01
Unpublished	Life of the author + 70 years	Works from authors who died before 1946
Unpublished anonymous or pseudonymous	120 years from date of creation	Works created before 1896
Unpublished, death date of author unknown	120 years from date of creation	Works created before 1896

Government works are (usually) public domain. “Uncopyrightable” works are (usually) public domain.

Examples of “uncopyrightable works” include: titles, names, short phrases and slogans, familiar symbols, numbers, ideas, facts, processes, and systems. Please note that some of the above may be protected under different laws such as trademark, patent or trade secret.

Who Holds the Copyright? Some Helpful Information About Copyright and Archives

When a collection is donated to an archive, there is usually a donor agreement or a deed of gift form in which is indicated if the donor signs copyright of the donated materials over to the archive. It is important to recognize a few things about transactions of this nature.

1. A donor cannot legally sign over copyright of materials that they do not hold the copyright for. For example, if I donate my aunt's letter to an archive and indicate on the deed of gift that I sign copyright over to that archive, that doesn't mean that the archive now holds the copyright to these letters. In most circumstances, copyright is held by the creator. Therefore, in this example, I didn't have the right to sign over copyright of those materials to the institution. Copyright is held by the letter's creator (my aunt) and should be indicated as such in the metadata (Copyright © My Aunt. All rights reserved. For more information, contact Special Collections at the College of Charleston, Charleston, SC.). There may be exceptions to this rule (for example, if copyright was explicitly transferred to another party in a will or other legal document), but the above situation holds true as a good rule of thumb.
2. If copyright is correctly donated to an institution, it extends only until the natural end of the copyright term. This means that when the copyright protected work is eligible to enter the public domain, the institution no longer holds the copyright to the work.
3. There is no such thing as a "digital image copyright." The nature of copyright is transformative and requires originality. In [Bridgeman Art Library v. Corel Corp.](#), 36 F. Supp. 2d 191 (S.D.N.Y. 1999), the United States District Court for the Southern District of New York ruled that exact photographic copies of public domain images could not be protected by copyright in the United States because the copies lack originality. Even though accurate reproductions might require a great deal of skill, experience and effort, the key element to determine whether a work is copyrightable under U.S. law is originality.

Rights Field Examples and Statements

We recommend that Rights field entries consist of two to three parts (in the below order):

1. Copyright status/copyright holder statement.
2. Optional restrictions and use statement.
3. For More Information statement.

The total entry would be comprised of a string containing the fields thusly:

[Copyright status/copyright holder statement]. [Restrictions and use statement (optional)]. For more information, contact [department name (if applicable)], [institution name], [city, state zip].

Entry Options for #1 could include:

- Copyright © (Copyright Holder name).
- Copyright Status Undetermined.
- Public Domain.
- No Known Copyright Restrictions.

The Restrictions and Use Statement (#2) should only be used if the item is in copyright and has a known copyright holder. If the item is out of copyright or the copyright status is undetermined, then you should skip this step.

Options for #2 could include:

- For educational use only.
- All rights reserved.
- This work is licensed for use under a Creative Commons Attribution Non-Commercial No Derivatives License (CC BY-NC-ND). (or another creative commons license of the copyright holder's choosing).
- No restrictions on use.

Below are some examples of correct and incorrect implementations of a Restrictions and Use Statement within a local rights statement.

1. **Correct usage:** "Copyright © College of Charleston Libraries. All rights reserved. For more information, contact Special Collections at the College of Charleston, Charleston, SC."
This example makes sense because the institution holds copyright and is choosing to reserve all rights to usage.
2. **Correct usage:** "Copyright © College of Charleston Libraries. For educational use only. For more information, contact Special Collections at the College of Charleston, Charleston, SC."
This example makes sense because the institution holds copyright and is choosing to license the work for educational use.
3. **Correct usage:** "Copyright © College of Charleston Libraries. This work is licensed for use under a Creative Commons Attribution Non-Commercial No Derivatives License (CC BY-NC-ND). For more information, contact Special Collections at the College of Charleston, Charleston, SC."
This example makes sense because the institution holds copyright and is choosing to license the work using a specific Creative Commons license.
4. **Incorrect usage:** "Public domain. All rights reserved. For more information, contact Special Collections at the College of Charleston, Charleston, SC."
This example doesn't make any sense because the holding institution does not actually hold the (copy)right to reserve.
Corrected statement should read: "Public domain. For more information, contact Special Collections at the College of Charleston, Charleston, SC."
5. **Incorrect usage:** "Copyright status undetermined. All rights reserved. For more information, contact Special Collections at the College of Charleston, Charleston, SC."
This example doesn't make any sense because the holding institution has not determined if they actually hold the (copy)right to reserve.
Corrected statement should read: "Copyright status undetermined. For more information, contact Special Collections at the College of Charleston, Charleston, SC."

More Examples of Correctly Applied Rights Statements

Example: A blank postcard printed in 1911. Part of a collection donated with copyright to Colleton County Library.

Rights Statement: Public domain. For more information, contact Colleton County Library, Walterboro, SC.

Example: A letter written by Robert Smith in 1936. Mr. Smith donated copyright to the South Carolina Historical Society when he donated the letter to the archive.

Rights Statement: Copyright © South Carolina Historical Society. All rights reserved. For more information, contact the South Carolina Historical Society, Charleston, SC, 29424.

Example: An undated drawing by an unknown author. Donated with copyright by someone other than the artist to the Richland County Public Library.

Rights Statement: Copyright status undetermined. For more information, contact the Richland County Public Library, Columbia, SC.

Example: A painting by William Bell, painted in 1823. Mr. Bell donated copyright to the College of Charleston when he donated the collection to the archive in 1880.

Rights Statement: Public domain. For more information, contact Special Collections at the College of Charleston Libraries, Charleston, SC, 29424.

Example: A photograph taken by David Robert Jones in 1986. Mr. Jones donated copyright to Clemson University Libraries when he donated the photograph to the library. Clemson would like to make the letter accessible via Creative Commons licensing.

Rights Statement: Copyright © Clemson University Libraries. This work is licensed for use under a Creative Commons Attribution Non-Commercial No Derivatives License (CC BY-NC-ND). For more information, contact Clemson University Libraries, Clemson, SC.

Copyright Disclaimer:

It must be stated that the above information does not constitute legal advice. These are simply suggested formatting guidelines for you to apply to your materials to best describe the copyright information that you and your institution have determined to be accurate. If you are unsure about the copyright status of an item in your collection, please check your collection documentation and paperwork (deeds of gift are a great place to start) and/or your institution's legal counsel.

For more information about copyright, creative commons licensing, public domain and digitized cultural heritage materials, check Appendix D: Further Reading.

Appendix D: Further Reading

Copyright, Creative Commons Licensing and Public Domain

[Center for the Study of the Public Domain](#) at Duke Law is the home of [Public Domain Day](#). This website provides simple explanations of the value of the Public Domain, why public domain matters and what is the public domain.

[Columbia University Copyright Advisory Office's "Copyright Basics"](#) website provides some entry-level discussion of what copyright is, how it is established and what qualifies as "fair use." This resource also includes a [Fair Use Checklist](#), which is a valuable resource in determining risk associated with digitization.

[Copyright and Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives, and Museums](#) (PDF) is a fantastic book on the copyright challenges faced in digitization efforts. It addresses the basics of copyright law and the exclusive rights of the copyright owner, the major exemptions used by cultural heritage institutions, and stresses the importance of "risk assessment" when conducting any digitization project.

[Cornell's Copyright Term and the Public Domain in the United States](#) is a great quick reference that is updated annually to reflect the latest information on when materials enter the public domain.

[Creative Commons](#) is a nonprofit organization that enables the sharing and use of creativity and knowledge through free legal tools. They offer free, easy-to-use [copyright licenses](#) that provide a simple, standardized way to give the public permission to share and use your creative work — on conditions of your choice. Creative Commons licenses are not an alternative to copyright. [They work alongside copyright](#) and enable you to modify your copyright terms to best suit your needs.

[OCLC's Well-intentioned Practice for Putting Digitized Collections of Unpublished Materials Online](#) strives to establish a reasonable community of practice that increases and significantly improves access to collections of unpublished materials by placing them online for the purpose of furthering research and Learning.

[Rightsstatements.org](#) is a joint initiative of the Digital Public Library of America and Europeana to provide a set of standardized rights statements that can be used to communicate the copyright and re-use status of digital objects to the public. These rights statements have been designed with both human users and machine users (such as search engines) in mind and make use of semantic web technology. SC DL will be incorporating these rights statements as a separate, additional rights field in the future.

[Stanford University Libraries Copyright and Fair Use guide](#) provides an introduction to copyright, fair use, the public domain and copyright research.

Dublin Core Metadata Initiative

The Dublin Core Metadata Initiative (DCMI) supports shared innovation in metadata design and best practices across a broad range of purposes and business models. DCMI is home to the Dublin Core metadata element set.

The [Dublin Core Metadata Element Set](#) is a vocabulary of fifteen properties for use in resource description. The fifteen element "Dublin Core" described in this standard is part of a larger set of metadata vocabularies and technical specifications maintained by the Dublin Core Metadata Initiative (DCMI). The full set of vocabularies, [DCMI Metadata Terms](#) [DCMI-TERMS], also includes sets of resource classes (including the [DCMI Type Vocabulary](#) [DCMI-TYPE]), vocabulary encoding schemes, and syntax encoding schemes. The terms in DCMI vocabularies are intended to be used in combination with terms from other, compatible vocabularies in the context of application profiles and on the basis of the DCMI Abstract Model [DCAM].

GeoNames.org

GeoNames is a publically accessible geographical database which contains over 10 million geographical names and consists of over 9 million unique features. All features are categorized into one out of nine feature classes and further subcategorized into one out of 645 [feature codes](#). GeoNames is integrating geographical data such as names of places in various languages, elevation, population and others from a [multitude of sources](#). All lat/long coordinates are in WGS84 (World Geodetic System 1984). Users may manually edit, correct and add new names. Other benefits include the support of both current and historical place names while being linked data ready.

Getty Art & Architecture Thesaurus

The [Art & Architecture Thesaurus](#)® (AAT) is a structured vocabulary that can be used to improve access to information about art, architecture, and material culture. Terms in AAT may be used to describe art, architecture, decorative arts, material culture, and archival materials. The target audience includes museums, libraries, visual resource collections, archives, conservation projects, cataloging projects, and bibliographic projects.

[Getty Thesaurus of Geographic Names \(TGN\)](#)

TGN is a structured vocabulary containing names and other information about places. Names for a place may include names in the vernacular language, English, other languages, historical names, names and in natural order and inverted order. Among these names, one is flagged as the preferred name. Note that TGN is not a GIS (Geographic Information System). While many records in TGN include coordinates, these coordinates are approximate and are intended for reference only.

Library of Congress Vocabulary and Thesauri

Subject cataloging depends on lists of controlled subject access vocabulary and thesauri. Library of Congress catalog records generally feature subject access points from one or more thesauri and headings

lists, including (but not limited to) Library of Congress Subject Headings (LCSH), Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT) and [Thesaurus for Graphic Materials \(TGM\): Subject and Genre Terms](#). All three of these resources can be searched directly from the [Library of Congress Authorities](#) website.

Medical Subject Headings (MeSH)

MeSH, maintained by the [National Library of Medicine \(NLM\)](#), is the thesaurus of controlled vocabulary terms used to catalog and index materials relating to the life sciences. The thesaurus includes sets of terms naming descriptors arranged in an alphabetized and hierarchical structure. The hierarchy or “tree” is comprised of a set of 16 terms at its broadest level and includes a set of nearly 250,000 Supplementary Concept Records (SCRs), or specific examples of chemicals, diseases, and drug protocols to accompany related descriptors. The MeSH thesaurus also includes a set of entry terms to aid users in retrieving appropriate terms.

Open Archives Initiative Protocol for Metadata Harvesting

The [Open Archives Initiative Protocol for Metadata Harvesting](#) (OAI-PMH) provides an application-independent interoperability framework based on *metadata harvesting*. There are two classes of participants in the OAI-PMH framework:

- *Data Providers* administer systems that support the OAI-PMH as a means of exposing metadata
- *Service Providers* use metadata harvested via the OAI-PMH as a basis for building value-added services