






## DESCRIPTIVE DATA

Create new record: [with uploaded file, without upload](#) (Duplicate) [Create new template](#) [View entry in public site](#)

Display File/Tech **Description** Geography Admin Groups Links Delete

The descriptive data fields provide information about the intellectual content of the original resource. These data elements are the ones most used by the public to identify and locate the digital resources. Be consistent in your practice and provide as full a description as possible.

The      icons indicate which metadata fields are necessary for Dublin Core, RSS feeds, Atom feeds, Google Earth and Podcasting applications, respectively. For more information about these features, see the Site Administration Guide on the [VITA Toolkit Help](#) site.

Descriptive Data: St. George's Square (id: 1388)

Update

Public Display? [Help](#)  
 Yes  No

Media Type [Help](#)  
**Image**  
This value determines a number of other options for this record. To change it [click here](#).

Secondary Media Types [Help](#)  
 Text  Video  Object  Audio  Genealogical Resource  Newspaper  Place

Item Type [Help](#)  
 Postcards  Charts  Drawings  Linocuts  Lithotints  Photocopies  Photographs  Printing stones  Stereographs  Wood engravings  
Enter item type:

Title [Help](#)  
St. George's Square

Publication Title [Help](#)  
Enter publication:   
Use this field when the record being entered belongs to a Publication, e.g. a newspaper clipping or an individual article from a serial publication. If the title of the publication isn't available [add it here first](#).

Pagination [Help](#)  
Edition:   
Section:   
Page:  Column:

Collation [Help](#)

Creator Name & Role [Help](#)  
**Name:** George Smith  
**Role:**  Artist  Illustrator  Lithographer  Photographer  Stereotyper  Correspondent  [n/a]

Contributor Names & Roles [Help](#)  
Margaret Smith: Recipient [\[edit\]](#) [\[delete\]](#)

Additional Contributor  
**Name:**   
**Role:**  Artist  Illustrator  Lithographer  Photographer  Stereotyper

Subjects [Help](#)  
 Memorabilia

Assign Subject Term(s) from Thesaurus:  
Enter subject:

Add New Subject Term: (not in Thesaurus)  
  
Enter a term here if it will not appear in the subject lookup boxes above.

## Descriptive data fields

Status legend for data elements:

- Mandatory
- Essential
- Recommended
- Optional

### 2.3.1 MEDIA TYPE

Definition	A high-level data value depicting the type (genre) of resource represented by the digital object.
Options	Audio, Image, Text, Video, Collection, Object, Genealogical Resource, Newspaper
Status	Mandatory
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>• The media type you selected in the entry screen should be displayed here. The media type affects the template screens that are used to enter data, as the templates use different data fields and values depending on the media type selected.</li><li>• If you want to change the media type you selected during the initial entry, change it here.</li><li>• Use "text" to indicate a digital object comprised of scanned text, not image.</li><li>• Terms are Dublin Core Type Vocabulary compliant.</li></ul>

### 2.3.2 SECONDARY MEDIA TYPE

Definition	A high-level data value depicting the subsidiary type (genre) of resource represented by the digital object.
Options	Audio, Image, Text, Video, Collection, Object, Genealogical Resource, Newspaper
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>• Records describing multi-media objects or records from groups of material need to be browsable from each media type designated for their contents, but the primary media type controls the data entry template for record creation.</li></ul>

	<ul style="list-style-type: none"> <li>• Use Secondary Media Type to further distinguish the content of the object being described, e.g. a record showing pages of sheet music, that has an associated audio recording of that music, should have the Secondary Media Type "Audio".</li> <li>• Terms are Dublin Core Type Vocabulary compliant.</li> </ul>
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### 2.3.3 ROLE – ONLY APPEARS IF PRIMARY MEDIA TYPE IS PUBLICATION

Definition	For newspaper publication titles that will have issues associated with them.
Options	Yes/No
Status	Mandatory for newspaper publications
Publicly Displayed	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>• Must be <b>Yes</b> to trigger the calendar interface for newspaper publications</li> </ul>

### 2.3.4 ITEM TYPE

Definition	A more specific description of the type of object, for example, Image as photograph, Text as book
Options	<p>Displayed options (select list) are associated with the media type assigned during initial upload.</p> <p>If choosing another option (not from the list), then type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option.</p>
Status	Highly recommended
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>• Select multiple item types from list configured during agency set-up, or if choosing another option (not from the list), then type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option.</li> <li>• Item types are linked to standard vocabularies.</li> <li>• Used for browsing and refining (limiting) search</li> <li>• If an item type does not exist in the list, check if it exists in the subject headings list; if so, make a note of the subject heading</li> </ul>

	and ask Our Ontario staff to add it as an item type and to what media type it should be associated.
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### 2.3.5 TITLE

Definition	A word or short phrase identifying and naming the resource
Option	N/A
Status	Mandatory
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>• Used for search and display functionalities.</li> <li>• Transcribe the formal title if applicable</li> </ul>

### 2.3.6 PUBLICATION TITLE

Definition	The name of a publication to which issues, articles/clippings or BMDs are associated.
Option	Select from look-up list for Publication titles already entered using the Add Publication screen.
Status	Optional/Mandatory for newspaper collections
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>• A look-up list of available titles from all agencies is generated after typing three letters into the input box</li> <li>• If there is no Title (for the clipping), the object can be identified using publication title, publication place, pagination and date. This is done particularly with short clippings that have no headlines, especially as seen in 19th century newspapers.</li> <li>• If the object being described is a book, do not use Publication Title, but rather Title.</li> </ul>

### 2.3.7 PAGINATION

Definition	Identifies the number of pages associated with the object being described or the page or range of pages within of a serial publication where a text fragment occurs
Options	N/A
Status	Recommended
Publicly Displayed	Yes
Repeatable	No

Additional Notes	<ul style="list-style-type: none"> <li>• Content is displayed at the end of the title of the object</li> <li>• Recommended format: p.# or pp.#-#</li> </ul>
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### 2.3.8 CREATOR NAME AND ROLE

Definition	Enter the name of the person, family, or corporate body primarily responsible for the creation of the original resource represented by the digital object.
Options	<p>Roles - Displayed options (select list) derived from media type chosen during data entry.</p> <p>If choosing another option (not from the list), then type in the first three letters in the blank box - by inputting first three letters, a standardized list will appear. Scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option.</p>
Status	Essential
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>• Choose a creator role only if the creator is known.</li> <li>• Do not use the name of the creator of the digital version in this field (include as part of Technical Data).</li> <li>• Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file.</li> <li>• If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known.</li> <li>• For the name of a corporate body, enter the full direct form of the name. Select non-checklist roles from drop down menu</li> </ul>
Examples	<ul style="list-style-type: none"> <li>• Notman, William</li> <li>• Davidson, Peter H., 1854-1921</li> <li>• Eaton family</li> <li>• Liquor License Board of Ontario</li> </ul>

### 2.3.9 ADDITIONAL CREATOR NAME AND ROLE

Definition	A person or corporate body who contributed in some way to the content of the resource, such as an illustrator, editor, etc.
Options	<ul style="list-style-type: none"> <li>• Roles - Displayed options (select list) derived from media type chosen during data entry.</li> </ul>

	<ul style="list-style-type: none"> <li>If choosing another option (not from the list), then type in the first three letters in the blank box -- by inputting first three letters, a standardized list will appear. Scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option within the form.</li> </ul>
Status	Essential
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>Choose an additional contributor role only if the contributor is known.</li> <li>Do not use this field to document the name of the contributing institution, donor, or the creator of the digital object.</li> <li>Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file</li> <li>If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known.</li> <li>For the name of a corporate body, enter the full direct form of the name.</li> </ul>

### 2.3.10 SUBJECTS

Definition	Provide subject term(s) regarding the content of the original resource represented by the digital object.
Options	N/A
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>Subjects can be added three at a time. You need to click on Update Record button before you can assign another set of subject headings.</li> <li>Click on List of assigned subjects to see what subject headings have been used/assigned by other organizations using VITA.</li> <li>Highly recommended / best practice is to select authorized subject terms from the thesaurus provided. The basic set of terms are a subset from the Library of Congress subject headings (Thesaurus of Graphic Materials), which makes the database more compatible with other collections when users do cross-database searches.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assign Subject Term from Thesaurus - To search the thesaurus, type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Click enter and the subject heading will be added to the record.</li> <li>• Subjects that have been assigned to a record will appear under the "Subjects" label preceded by a check in the checkbox. To unassign a subject heading, uncheck the checkbox and save the record.</li> <li>• If you search for a subject that is not in the subject thesaurus, then either: <ul style="list-style-type: none"> <li>• A preferred term will appear instead. Example: "Chopping wood" use "Woodcutting" – if you enter "Chopping Wood", then "Woodcutting is automatically assigned as the preferred term.</li> </ul> </li> <li>OR</li> <li>• Add New Subject Term (Not in Thesaurus) - After entering the term here, use the "Assign Subject Term" box to actually assign it to a record.</li> <li>• If you must add a new subject heading, please note the term must have an initial capital and be in plural form where appropriate.</li> <li>• After adding a new subject heading, it will appear flagged as "unauthorized" in the data management view, not publicly.</li> </ul>
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### 2.3.11 PERSONAL NAMES

Definition	Personal names that describe people or occur as part of the intellectual content of the object
Options	Multiple names in one space separated by semi-colons
Status	Optional
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>• Enter names in natural or reverse order</li> <li>• Separate names with semicolons</li> <li>• Names will appear as links on public display and bring together all instances of records with that personal name associated</li> </ul>

### 2.3.12 CORPORATE NAMES

Definition	Corporate names that describe corporate groups that appear or occur in the intellectual content of the object
Options	Multiple corporate names in one space separated by semi-colons
Status	Optional
Publicly Displayed	Yes

Repeatable	Yes
Additional Notes	Enter corporate names in natural order e.g. Smith & Wesson or McCormack & Sons, Co. Ltd. Separate corporate names with semicolons Names will appear as links on public display and bring together all instances of records with that corporate name associated

### 2.3.13 DESCRIPTION

Definition	Provide a description of the original resource represented by the digital object - include the key terms of the subjects and topics represented.
Options	N/A
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>• Consider an extensive description, use terms and subjects that you don't intend to assign as formal subject headings, but that a user might use to find this record.</li> <li>• This field is included as part of the general search indexes.</li> <li>• Highly recommended field, as it is a mandated field for RSS feed.</li> <li>• In describing a company's association with an object be careful to avoid initials and abbreviations. Thus "the Grand Trunk Railway bridge" is more effectively searched for than "the GTR bridge" or "the G. T. R."</li> </ul>

### 2.3.14 NOTES

Description	Provide any contextual history useful in identifying and/or describing the resource.
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>• Use this field to supply any other information about the original resource represented by the digital object, such as evidence used to date the image, i.e. before 1917 because the hotel burned down on 1 January 1917.</li> <li>• Data in this field is included in the general search</li> </ul>



### 2.3.15 INSCRIPTION

Definition	Document any printed information on the image.
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>Recommended best practice: inscriptions on the reverse side of the image be preceded by "Reverse".</li> </ul>

### 2.3.16 TRANSCRIPTION

Definition	Used to provide a transcription of an audio or video file.
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>Generally, only used when describing an audio or video file.</li> <li>Option will only display if audio or video was chosen as media type.</li> <li>This is a searchable field.</li> </ul>

### 2.3.17 LANGUAGE(S) IN ITEM

Definition	Language associated with the original resource represented by the digital object.
Options	<ul style="list-style-type: none"> <li>More than one language is acceptable.</li> <li>Inputting first three letters and select from list of language codes.</li> <li>Choose appropriate language(s).</li> </ul>
Status	Yes
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>Choose from the standard ISO list provided (WC3 set).</li> <li>Can choose more than one language in item.</li> <li>Facilitates faceted search functionality.</li> </ul>

### 2.3.18 MYSTERY QUESTION

Definition	Any query about the digital object that you would like users to contribute information on.
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>Information from the community is gathered through the use of the comment feature.</li> <li>The person who submits the comment has to agree to make the comment public, and the Contributing Partner reviews the comment and gives permission for its publicly display</li> </ul>

### 2.3.19 OVERALL DIMENSIONS

Definition	Provide width and height of the overall dimensions of the object, including any matting or mounted borders.
Options	Centimetres (cm) or Inches (in) or Pixels (if original is a digital photo) or Not Applicable (na)
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>Recommended to use metric measurement.</li> <li>Enter the dimensions using metric measures to a single decimal place.</li> <li>Set the unit of measurement with the radio button. If the original image was a digital photograph, then select "pixels". Only enter a numeric value within the Width and Height text boxes (e.g. 7.5)</li> <li>This measure is for the overall item. Use Image Dimensions to enter the size of the image itself, if it is significantly smaller than the overall mount or matte + frame.</li> </ul>

### 2.3.20 IMAGE DIMENSIONS

Definition	Provide width and height of the dimensions of the original image without matting or mounted borders.
Options	Displayed options (select list) derived from media type chosen during data entry.
Status	Optional
Publicly displayed	Yes
Repeatable	No

Additional Notes	<ul style="list-style-type: none"> <li>• Recommended to use metric measurement.</li> <li>• Enter the dimensions using metric measures to a single decimal place.</li> <li>• Using the same unit of measurement as the Overall Dimensions, enter a numeric value within the Width and Height text boxes (e.g. 7.5)</li> <li>• This measure is for the image itself. Use Overall Dimensions to enter the size of the mount or matte + frame.</li> </ul>
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### 2.3.21 SCALE

Definition	Scale of map or drawing
Options	Displayed options derived from media type chosen during data entry.
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Generally, only used when describing maps.

### 2.3.22 PROJECTION

Definition	Projection of map or drawing
Options	Displayed options derived from media type chosen during data entry.
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Generally, only used when describing maps

### 2.3.23 TIME PLAYING (FOR AUDIO AND VIDEO FILES)

Definition	Length of recording
Optional	Displayed options derived from media type chosen during data entry
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Generally, only used when describing an audio or video file. Option will only display if audio or video was chosen as media type.

### 2.3.24 PUBLISHER

Definition	Name of the person or corporate body responsible for publishing the original resource.
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file.</li> <li>DO NOT use this field to document the owning institution (contributing partner).</li> </ul>

### 2.3.25 PLACE OF PUBLICATION

Definition	Place of publication
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No

### 2.3.26 DATES

#### Sortable date of publication

Definition	A sortable date, used for ordering multiple objects
Options	Recommended
Status	N/A
Publicly Displayed	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li><b>Must</b> be entered in the form: 20090224 (YYYYMMDD)</li> <li>If the date is unavailable the year/month can be entered in the form: 200902 (YYYYMM)</li> <li>If only the year is available, enter in the form: 2009 (YYYY)</li> <li>If a publication is seasonal or quarterly, enter in the month form using the first month of the season or quarter</li> <li>If there is no Date of Original, the Date of Publication will be transformed into the appropriate pattern for public display: 24 Feb 2009 or Feb 2009 or 2009</li> </ul>

## Date of Original

Definition	A single date or inclusive dates that indicates when the original resource represented by the digital object was created.
Options	Essential
Status	NA
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>• It is highly recommended that a date be supplied.</li><li>• Date may be a single date, a date range, a broken date range, approximate, uncertain, or undated.</li><li>• Refer to the appropriate content standard for information on how to record dates.</li></ul>

## Date of Event Depicted

Definition	Record of the date of the event being depicted by the original resource
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>• Date may be a single date, a date range, a broken date range, approximate, uncertain, or undated.</li><li>• Refer to the appropriate content standard for information on how to record dates.</li></ul>

## Earliest Year/Latest Year

Definition	A four-digit year – first possible date that indicates when the original resource represented by the digital object was created. A four-digit year – last possible date that indicates when the original resource represented by the digital object was created.
Options	NA
Status	Mandatory
Publicly Displayed	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>• Not for public display, but to facilitate date searching.</li><li>• It is mandatory that a date be supplied; otherwise we cannot have date search on the item.</li><li>• If it is a fixed known date, then enter the same date in both date search start and date search end fields.</li></ul>


### 2.3.27 FULL TEXT (FOR TEXT OBJECTS)

Definition	Full text entered here represents the text content of objects with media type Text and makes content available for display on the public view pages.
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>• Insert paragraph breaks using two returns (Enter + Enter)</li> <li>• Use basic HTML coding to format text content (e.g. &lt;p&gt;, &lt;br&gt;, &lt;b&gt;, &lt;i&gt;, &lt;table&gt;, &lt;tr&gt;, &lt;td&gt;, &lt;ul&gt;, &lt;li&gt;)</li> <li>• <b>Note:</b> Using HTML anywhere in the text block will override any double-return paragraph insertions</li> </ul>


If you are unsure about a data element, i.e., its status, whether or not it's publicly displayed, or even what type of information it should contain, just click on the **Help** button located beside each field:

Public Display? **Help** ←

Yes  No

Media Type  **Help** ←

**Image**  
This value determines a number of other options for this record. To change it [click here](#).


Secondary Media Types  **Help** ←

Text  Video  Object  Audio  Genealogical Resource  Newspaper  Place

Item Type **Help** ←

Postcards  Charts  Drawings  Linocuts  Lithotints  Photocopies  Photographs  Printing stones  Stereographs  Wood engravings

Enter item type:

Title  **Help** ←

St. George's Square

Publication Title **Help** ←

Enter publication:

Use this field when the record being entered belongs to a Publication, e.g. a newspaper clipping or an individual article from a serial publication. If the title of the publication isn't available [add it here first](#).

A help window will pop up with information about that particular data element. For example, if you are unsure what a Secondary Media type is, and which one applies to the item you are describing, simply click on Help:



### Secondary media type

Definition	A high-level data value depicting the subsidiary type (genre) of resource represented by the digital object.
Options	Audio, Image, Text, Video, Collection
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>• Records describing multi-media objects or records for groups of material need to be browse-able from each media type designated for their contents, but the primary media type controls the data entry template for record creation.</li><li>• Use Secondary Media Type to further distinguish the content of the object being described, e.g. a record showing pages of sheet music, that has an associated audio recording of that music, should have the Secondary Media Type "Audio".</li><li>• Terms are Dublin Core Type Vocabulary compliant.</li></ul>