Metadata Application Profile
Grey Highlands Public Library Digitization Project

Entering metadata into the Ontario Images interface (VITA III)

Metadata Fields for Agnes Macphail Digital Collection

Mandatory	Essential	Recommended	Optional
Contributing Partner	Citation	Creator Role	Contributor Name & Role
Copyright Status	Collection	Copyright Holder Contact Information	Custodial History
Language of Description	Copyright Date	Description	Date(s) of Event Depicted
Media Type	Copyright Holder Name	Geographic Coverage	Inscription
Title	Copyright Statement	Local identification Number	Location of Original
	Creator Name	Item Type	Mystery Question
	Date(s) of Original	Language of Item	Notes
	Donor	Physical Description	Place of Publication
	Earliest Year	Subject	Publisher
	Latest year		Reproduction Notes
			Terms of Use
			Transcription

Status Terms Defined

In general, the best record for any digital item has as much information as possible. The fields are assigned a "status" that ranges from mandatory to optional. Completion of the Mandatory fields is essential for identification and display purposes but contributes only the bare minimum of required information whereas providing information in the Essential, Recommended, and Optional fields will provide the user with a more robust sense of the object.

Mandatory	Required information in every record. Fields must be filled in.
Essential	Data that is considered extremely important for the GHPL records. Fields must be filled in whenever possible.
Recommended	Data that is considered important to the GHPL records. Fields should be filled in whenever possible to make the object easier to find.
Optional	Data that is considered auxiliary to the GHPL records. Fields should be filled in whenever possible to make the object easier to find and to enhance the users' understanding of the object, its history and its content.

VITA III Fields Definitions and Best Practice

Mandatory Fields	
Element Name: **Contributing Partner**	
Label:	Contributing Partner
Definition:	Identifies the names of organizations or private donors who have contributed material to the web site.
Comment:	Each Contributing Partner will be set up as a separate Agency with OurOntario. This means that the field will not appear on the web form but items must be entered under the agency who contributed them to the collection.
Status:	Mandatory
Input Guidelines:	Organizational Contributing Partners will be recognized by being delegated as a distinct agency within the system. Individuals who are Contributing Partners should be identified by name in the Donor field, and noted as "Private" in the Collection field.
Element Name: **Copyright Status**	
Label:	Copyright Status
Definition:	Describes the copyright status as being: public domain, copyrighted, licensed, contracted, or unknown.
Comment:	Identifies the status of the item according to copyright restrictions.
Status:	Mandatory
Input Guidelines:	The intention of the field is to allow users to limit their search by copyright status; therefore, select one of the following statements: • "Public domain" • "Copyrighted" • "Licensed" • "Contracted" • "Unknown" Default is "Unknown" A copyright statement will automatically be generated according to which status is selected in this field.
Element Name: **Language of Description**	
Label:	Language of Description
Definition:	Identifies the language of the description (record) about the digital object.
Comment:	Information is used for searching only, but is not displayed.
Status	Mandatory
Input Guidelines:	Use W3C standards, i.e. English (EN), French (FR). Default is English (EN).
Element Name: **Media Type**	
Label:	Media Type
Definition:	A high-level data value chosen from a predefined list that includes: Text, Image, Audio, Video.
Comment:	This field is intended to establish the item being described. Once a Media type is chosen, the data entry form template and the element

	values will change according to the preferred checklists associated with those Media Types. Other Media types can be added to the checklist by an administrator.
Status	Mandatory
Input Guidelines:	The provided terms are Dublin Core compliant. Multi-media objects will require mixing the Media Type with Category to describe the main components of the item. Otherwise, use Item Type to describe the object more fully. Examples: If the people in a group photograph are being described y that defines that description would be "Audio".

Element Name: **Title**	
Label:	Title
Definition:	Provides a word or phrase that clearly identifies the content of and names the resource.
Comment:	Typically, Title will be a name by which the resource is formally known.
Status:	Mandatory
Input Guidelines:	Use any original Title available before explicitly creating a new one for the object.

Essential Fields

Element Name: **Collection**	
Label:	Collection
Definition:	Identifies the collection of which the represented object is a part.
Comment:	Use this field to distinguish between multiple collections within Contributing Partner or Agency designations.
Status:	Essential
Input Guidelines:	The collection name will be dictated by the repository records if it is from an organizational collection. If the collection is donated by an individual, the collection name may be that individual's name (if the donor is willing to be identified) or "Private", if their identity is to remain private.

Element Name: **Copyright Date**	
Label:	Copyright Date
Definition:	Date of copyright of original resource.
Comment:	Use this field to refine user searches.
Status:	Essential
Input Guidelines:	This is a restricted numeric field. Copyright date must be entered as a four-digit numeral e.g. 1929 and must not contain the copyright symbol ©. If no copyright date is established, leave this field blank.

Element Name: **Copyright Holder Name**	
Label:	Copyright Holder
Definition:	Name of person or organization having copyright of the original resource represented by the digital object.
Comment:	Use this field whenever the information is available, even if material

	is not copyrighted or is in the public domain.
Status:	Essential
Input Guidelines:	Personal names should be entered as follows: last name, first name, middle name or initial with dates of birth and/or death if known, e.g. Macphail, Agnes Campbell (1890-1954). Organizational names should be entered as the full direct form of name e.g. Globe & Mail Inc.
Element Name: Copyright Statement	
Label:	Copyright Statement
Definition:	Provides a full statement about the copyright status of the material.
Comment:	Not to be confused with Copyright Status, this field records a full statement about the copyright status of the resource.
Status:	Essential
Input Guidelines:	Statements may be created by Contributing Partners for their collection material; if provided, use those designated statements. If no statement is provided, use the default statements entered by the site administrator into the database; these will be automatically generated once a Copyright Status is selected
Element Name: Creator Name	
Label:	Creator Name & Role
Definition:	Records the name of the person, family, corporate body, or service responsible for the creation of the original resource represented by the digital object.
Comment:	Do not mistake this field for that of digital creator. Secondary and additional contributors can be added in the Additional Contributor field.
Status:	Essential
Input Guidelines:	Use LC Name Authority, Canadiana Authorities, or a local name authority file. Enter personal names as follows: last name, first name, middle name or initial with dates of birth and/or death if known e.g. Macphail, Agnes Campbell (1890-1954). Enter organizational names using full direct form of name. Corporate names should reflect the hierarchy of the organization, listing the parts from largest to smallest, separated by full stops and a space. In any case, when in doubt, record the name as it appears and do not invert. If Creator Name is unknown, leave field blank, but assign a Creator Role nevertheless.
Element Name: Date(s) of Original	
Label:	Date of Original
Definition:	A single date or inclusive dates that indicates when the original resource represented by the digital object was created.
Comment:	The values in this field are not used for searching, but are displayed. Note that this date should refer to the material object being described, not the content of that object e.g. a postcard of a work of

	classical art is dated according to the production of the postcard whereas the artwork may be identified in the Date(s) of Event Depicted field.
Status:	Essential
Input Guidelines:	This is an unstructured field. Use the following W3C Date and Time Formats: a single date (YYYY), a date range (YYYY-YYYY), a broken date range (YYYY-), approximate (c.YYYY), uncertain [YYYY-], or undated [n.d.]
Element Name: Donor	
Label:	Donor (Private Display) /Donor (Public Display)
Definition:	Records information about the most recent donor of the records or resources to the digital collection
Comment:	In this field, record information only about the holder immediately prior to the transfer to the contributing partner; previous ownership information should be recorded in the Custodial History field.
Status:	Essential
Input Guidelines:	Enter Donor information in appropriate field according to whether or not the name will be made public or remain private. Personal names should be entered as follows: last name, first name, middle name or initial with dates of birth and/or death if known, e.g. Macphail, Agnes Campbell (1890-1954). Organizational names should be entered as the full direct form of name e.g. Globe & Mail Inc. If Donor name is unknown, leave both fields blank.
Element Name: Earliest Year	
Label:	Earliest Year
Definition:	Records the first possible date that the original resource being represented in digital form was created.
Comment:	The values in this field are not displayed, but provide parameters for searching.
Status:	Essential
Input Guidelines:	This is a restricted numeric field. The Earliest Year must be entered as a four-digit numeral e.g. 1929. If the resource was created on a fixed date, enter one year on either side of that date in the Earliest and Latest Year fields. E.g. Original date 1949, Earliest year 1948, Latest Year 1950.
Element Name: Latest Year	
Label:	Latest Year
Definition:	Records the last possible date that the original resource being represented in digital form was created
Comment:	The values in this field are not displayed, but provide parameters for searching
Status:	Essential
Input Guidelines:	This is a restricted numeric field. The Latest Year must be entered as a four-digit numeral e.g. 1929. If the resource was created on a fixed date, enter one year on either side of that date in the Earliest

	and Latest Year fields. E.g. Original date 1949, Earliest year 1948, Latest Year 1950.
Element Name: **Recommended Citation**	
Label:	Citation
Definition:	A provided statement showing how to cite the digital resource.
Comment:	Ideally, the citation example will be provided in the two most common styles: APA and MLA
Status:	Essential
Input Guidelines:	This is a free text field. Either: create two formal citations according to APA and MLA electronic resource citation style guidelines, or use link to citation generator—best practice to be determined.
Recommended Fields	
Element Name:	**Copyright Holder Contact Information**
Label:	Copyright Holder Contact Information
Definition:	Element indicates the record of an address and other contact information of the person or corporate body holding copyright for the resource.
Comment:	This is a public field and while the information will be used primarily for administrative purposes to aid the library in contacting and tracing resource history in the future the field should only include contact information when permission has been granted.
Status:	Recommended
Input Guidelines:	Include in this field as much of the following information as possible using clear indications of each area within the field: • contact name or department • complete mailing address • phone number(s) • fax number • email address
Element Name: **Creator Role**	
Label:	Creator Name & Role
Definition:	Describes the "type" or function of the creator in relation to the item
Comment:	The Creator Role further describes the relationship between the item and its creator. Designation of a Creator Role will also help users refine their searches.
Status:	Recommended
Input Guidelines:	Once a Media Type is selected, a list of preferred terms will populate the Creator Role field. Select one Creator Role designation per item. The "Blank" selection will eliminate the Creator Role field from the public display. Additional Creator Roles can be selected by typing in the term and updating the file to add that role to the Quicklist. Complete this field even if the creator's name is unknown.
Element Name: **Description**	
Label:	Description

Definition:	Description content may include, but is not restricted to: • abstract • tables of contents • reference to a graphical representation of content • free-text account of the content
Comment:	Allows for entry of full text and key terms that describe the content of the digital object. The contents of this field are used in the general search index so any and all information recorded in the Description field will make the resource more findable. A Description should not include information already included in the other specific fields, but should use terms or subject headings that are not assigned formally to the collection.
Status:	Recommended
Input Guidelines:	When creating a Description, use full sentences; copy or extract material from original if possible. If the Description is large and complex, HTML tags may be used to format the block of text, but use these only if necessary.
Element Name: **Geographic Coverage**	
Label:	Geographic Coverage
Definition:	Describes the geographic area represented in the original resource.
Comment:	The Geographic Coverage field is intended to help searching and refining searches for resource content by place names. Once a place name is assigned, a Google Map will be generated to display the location; however, the record creator must assure that the map depicts the actual location and use the grab-and-drag function to hone latitude and longitude designation.
Status:	Recommended
Input Guidelines:	Embedded in the application is the Canadian Gazetteer. Type in the place name and select the most appropriate place name from the drop down list. International place names will have to be entered manually using latitude and longitude so as to be as specific as possible. A Quicklist of place names will be created according to the needs of the collection and can be assigned using radio buttons thereafter.
Element Name: **Item Type**	
Label:	Item Type
Definition:	Further describes the higher level Media Type designation of the resource.
Comment:	Item Types are chosen from a predefined list of object "types" that describe the item with more granularity than Media Type and which appear according to the selected Media Type, e.g. photograph (describes "Image"), book (describes "Text"), etc. The Item Types are an option for user Advanced Searches.
Status:	Recommended
Input Guidelines:	Select most appropriate Item Type from the list. Additional Item Types can be assigned using the thesaurus and updating the record,

	or else can be assigned to the agency site by the site administrator.
Element Name: Language of Item	
Label:	Language(s) in Item
Definition:	Records the language associated with the content of the original resource represented by the digital object; or, the "language of the intellectual content of the resource" (Dublin Core).
Comment:	This field is designed to enable faceted searching. If multiple languages are used in the original item, the field is repeatable. Select languages other than French and English from the thesaurus provided.
Status:	Recommended
Input Guidelines:	Choose language code from WC3 standard list (provided).
Element Name: Local Identification Number	
Label:	Local Identification Number
Definition:	Records any unique reference or control number for the item, if available.
Comment:	The content of this field may be determined by previous records attached to the original material, and so a format cannot be predetermined. Examples may include but are not restricted to local identifiers, accession or call numbers, or related numbers or identifiers.
Status:	Recommended
Input Guidelines:	Whenever possible, use a formal identification system such as URI; local numbers can also be assigned (e.g. ID numbers or Call Numbers); do not use this field to identify the metadata record itself.
Element Name: Physical Description	
Label:	Overall Dimensions; Images Dimensions; Width, Height, Length, Depth, Unit of Measurement; Image Width; Image Height; Playing Time; Map: Scale; Map: Projection, etc.
Definition:	Various fields that indicate, according to Media Type, the extent, size of duration, measure, etc. of the original resource represented by the digital object
Comment:	Preferred checklists will be generated once Media Type is selected, but the physical object measurements are generally recorded within every Media Type designation.
Status:	Recommended
Input Guidelines:	Best practice is to use metric measurements for physical objects; use "Pixels" for born digital images. Overall Dimensions represents the complete size of a physical object (e.g. a framed photograph) whereas Image Dimensions represents the size of the picture itself (i.e. without margins, frames, etc.)
Element Name: Subjects	
Label:	Subjects
Definition:	Subject term(s) are assigned to provide keyword discovery of the content of the original resource represented by the digital object.

Comment:	Subject headings are best assigned using the Library of Congress thesaurus embedded in the web form (using either the drop down menu or the tab "List of Assigned Subject Terms"). Once a body of terms is assigned, a Quicklist of those terms appears for selection and de-selection during the editing process. Preferred terms will be used wherever other terms are not assigned in the thesaurus.
Status:	Recommended
Input Guidelines:	Whenever possible, use the most appropriate subject headings from the Library of Congress list of subject headings. If a term is unavailable, it may be added as an unauthorized subject heading, using the box provided. Personal or corporate names should be added using the same form as for Creator or Contributor; all subject terms should begin with a capital letter. Update Record or Enter must be pressed after each subject term is entered to add the heading to the Quicklist.

Optional Fields

Element Name:	**Contributor Name & Role**
Label:	Additional Contributor name & role
Definition:	Records the name of any additional persons or organization who contributed to the intellectual content of the material.
Comment:	Do not confuse this field with the Contributing Partner field.
Status:	Optional
Input guidelines:	Record information in this field only when pertinent, such as when multiple creators contributed to a work, but one is assigned the Creator title. Personal or corporate names should be added using the same form as for Creator. For best practice see Creator or Publisher. Multiple Contributors are allowed and more fields will open upon clicking Update record. See Creator Role for Input Guidelines.

Element Name: **Custodial History**	
Label:	Custodial History
Definition:	Records the custodial history or Provenance of the digital object, as applicable, and the history of ownership, custody, or control of the original resource.
Comment:	This is a publicly viewable field about the history of the object being represented. Do not record donor information here.
Status:	Optional
Input Guidelines:	This is a free text field. Record as much information as clearly and concisely as possible. Examples: Provenance="This copy once owned by Benjamin Spock"; Provenance="Estate of Hunter Thompson"; Provenance="Stolen in 1999; recovered by Museum in 2003"

Element Name: **Date(s) of Event Depicted**	
Label:	Date of Event Depicted
Definition:	Records, when known, the date of the event being depicted by the original resource.

Comment:	Information in this field is displayed, and also aids user searching.
Status:	Optional
Input Guidelines:	This is an unstructured field. Use the following W3C Date and Time Formats: a single date (YYYY), a date range (YYYY-YYYY), a broken date range (YYYY-), approximate (c.YYYY), uncertain [YYYY-], or undated ([n.d.]). See Date of Original for input guideline example.
Element Name: **Inscription**	
Label:	Inscription
Definition:	Records any auxiliary information printed on the image.
Comment:	Used primarily for images, but may apply to inscriptions in other Media Types. Any names or dates from the inscription should also be included in the Description or other searchable fields.
Status:	Optional
Input Guidelines:	Record inscriptions exactly as written. If the creator of the inscription is known but not written on the item, include their name in square brackets, e.g. [Agnes Macphail]. Any inscriptions on the back of an image should be preceded by "reverse" and, when possible, a secondary image of the reverse side provided using the "additional files associated with this record" option (on File/Tech Data form).
Element Name: **Location of Original**	
Label:	Location
Definition:	Records information indicating where the original resource is housed.
Comment:	This information may already be covered by the Collection, Contributor, or Custodial History.
Status:	Optional
Input Guidelines:	Use name of repository or organization rather than geographical place name. If item has been donated by a private individual, enter "Private". Whenever possible, identify the repository or collection in another, mandatory field like Collection or Contributing Partner.
Element Name: **Mystery Question**	
Label:	Mystery Question
Definition:	Records and displays any query about the digital object that you would like users to contribute information about.
Comment:	This is an interactive element to the interface that is useful for identifying people or events that are otherwise unknown, or for verifying uncertain information.
Status:	Optional
Input Guidelines:	To answer the Mystery Question, users respond in the Comments field on the web page and they must agree to make the comment public beforehand. Before the comment is publicly displayed, the administrator or contributing partner is alerted to review the comments and authorize their display.

Element Name: **Notes**	
Label:	Notes
Definition:	Provides any contextual history that has been useful in identifying or describing the resource.
Comment:	This is a searchable, free text field. Data in this field should further inform the user about the resource material, but not reiterate what is already available in other fields. Use this field to supply any additional information about the original resource that may have informed how data was attributed to that object, e.g. evidence used to date an image.
Status:	Optional
Input Guidelines:	This is a searchable, free text field. Use keywords and dates that will improve user searching whenever possible.
Element Name: **Place of Publication**	
Label:	Place of Publication
Definition:	Records the geographical place name where the original resource was published.
Comment:	Use exact place name provided on the original resource.
Status:	Optional
Input Guidelines:	This is a searchable, free text field. Use only if place name is supplied.
Element Name: **Publisher**	
Label:	Publisher
Definition:	Provides the name(s) of the corporate body or entity responsible for making the original resource available.
Comment:	Use only if the entity is not the same as Contributing Partner or Creator.
Status:	Optional
Input Guidelines:	Use LC Name Authority, Canadiana Authorities, or a local name authority file. If the Creator name and the Publisher name are the same, only enter data in the Creator Name field. If the responsibility is ambiguous, use Contributor. If unpublished, do not input into field.
Element Name: **Reproduction Notes**	
Label:	Reproduction Notes
Definition:	Provides notes designed to be useful for users to create reproductions from the original object.
Comment:	Use only if distinctly different from Location of Original. This field is not for use to define copyright or other terms governing the use of the item.
Status:	Optional
Input Guidelines:	This is a free text field. Notes should only provide concrete information e.g. numbers or locations of copy negatives, replica items in different repositories, etc.
Element Name: **Terms of Use**	

Label:	Terms of Use
Definition:	Records any guidelines or restrictions for the use or reproduction or publication of the material.
Comment:	This field is auxiliary to other fields like Copyright Status, Copyright Statement, and Reproduction Notes. Some repositories will supply terms of use, such as required credit lines.
Status:	Optional
Input Guidelines:	Do not use this field to define Copyright Status. This is a free text field. List any information relating to: literary rights, patent rights, or donor terms that may restrict use or reproduction that have not already been described in other fields.
Element Name: **Transcription**	
Label:	Transcription
Definition:	Provides a written transcription of the content of audio or video files.
Comment:	Usually used for audio and video files, but could be used to show transcriptions of text files to improve full text searching where OCR files are not complete or legible.
Status:	Optional
Input Guidelines:	This is a free text field. Record content exactly from the original file, whether this means transcribing or indexing spoken word material, or the exact content of a text document. Do not use for Inscriptions.

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