VESSELS DATABASE
METADATA APPLICATION PROFILE

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ELEMENT STATUS DEFINITIONS

Mandatory	Required information in every record. Fields must be filled in.
Essential	Data that is considered extremely important for the Vessels Database records. Fields must be filled in whenever possible.
Recommended	Data that is considered important to the Vessels Database records. Fields should be filled in whenever possible to make the object easier to find.
Optional	Data that is considered auxiliary to the Vessels Database 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.

DESCRIPTIVE DATA

VESSEL NAME

The following data fields provide detailed information about the name of the vessel

ORIGINAL NAME

Definition	The first name assigned to the vessel
Options	Vessel name can include letters and numbers.
Status	Mandatory
Publicly Displayed	Yes
Repeatable	No

OTHER NAMES

Definition	List of names that the vessel was also referred to during its time frame
Options	Enter any other names that the vessel was known by, making sure to separate the names with semicolons. Vessel name can include letters and numbers.
Status	Recommended
Publicly Displayed	Yes
Repeatable	Yes

ALSO KNOWN AS

Definition	List of the alternate spellings or versions of the ship's name(s)

Options	Enter the other name variations for the vessel, making sure to separate the names with semicolons. Vessel name(s) can include letters and numbers.
Status	Recommended
Publicly Displayed	Yes
Repeatable	Yes

Provide technical information about the type of vessel that the ship in question was/has been

VESSEL TYPE

Definition	The type of ship in regards to what it carried, its design, etc.
Options	Select vessel type from drop-down list
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Options are part of a controlled vocabulary.

VESSEL TYPES OVER THE REST OF HER CAREER

Definition	A list of the other types of vessels that the ship had served as throughout the course of her career
Options	Click any of the checkboxes for the list of each vessel type. Select as many as need apply
Status	Optional

Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	Options are part of a controlled vocabulary.

NOTES

Definition	Additional notes about the type of vessel
Options	
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	This is an unstructured text field and will accept HTML for styling or links, etc.

MILLS NUMBER

Definition	Refers to a numbering scheme used by John M. Mills in what was originally published as *Canadian Coastal and Inland Steam Vessels, 1809-1930*, originally published in 1971, which was followed by four supplements, and then a "New Mills List"
Options	
Status	Optional
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	Field allows up to 15 characters John M. Mills has since passed away, so there are no new numbers being

	calculated. However, a Mills number can be entered or edited retroactively.

OFFICIAL NUMBER

Definition	The identification number(s) given to an assigned vessel
Options	First and second official number fields can be assigned, along with the registering country
Status	Mandatory
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	Field allows up to 20 characters. Additional numbers should be put in *Chronology*

BUILD YEAR

Definition	The year that the ship was built
Options	Enter build year using four digits in YYYY format. If applicable, use the radio buttons to assign a qualifier Before, After, Circa, or N/A
Status	Mandatory
Publicly Displayed	Yes
Repeatable	No

CONSTRUCTION AND OWNERSHIP

BUILD PLACE

CITY

Definition	The city where the ship was constructed
Options	
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 40 characters Values are searchable by general keyword. To support a Geographic Location search (and to display on the map), do not forget to add this location on the Geography tab, and add a label "Built at"

STATE/PROVINCE

Definition	The American state or Canadian province where the ship was constructed
Options	Select from the checklist of American states or Canadian provinces, or choose n/a if unknown.
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 20 characters Values are searchable by general keyword. To support a Geographic Location search (and to display on the map), do not forget to add this

	location on the Geography tab, and add a label "Built at"

COUNTRY

Definition	The country where the ship was constructed
Options	Pick Canada, US, select a country from the list, or choose n/a if unknown.
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Values are searchable by general keyword. To support a Geographic Location search (and to display on the map), do not forget to add this location on the Geography tab, and add a label "Built at"

BUILDER NAME

Definition	The name of individual or shipbuilding company that built the vessel
Options	
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 80 characters

MASTER CARPENTER

Definition	The person or carpentry team responsible for the construction of the

	vessel
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 120 characters

HULL MATERIALS

Definition	The material the ship's hull was made out of
Options	Use the radio buttons to choose the type of material: wood, composite, iron, steel, or unknown
Status	Recommended
Publicly Displayed	Yes
Repeatable	No

NUMBER OF DECKS

Definition	The number of decks on the ship
Options	Use radio buttons to select a number, undecked or unknown
Status	Recommended
Publicly Displayed	Yes
Repeatable	No

HULL NUMBER

Definition	The hull number assigned to the ship during construction
Options	Type in the digits for the hull number in the designated box

Status	Recommended
Publicly Displayed	No
Repeatable	No
Additional Notes	Field allows up to 20 characters

BUILT ON THE BOTTOM OF

Definition	This field refers to the name of the vessel whose original hull is a component part of the vessel being described.
Options	Enter original vessel name (of original vessel hull).
Status	Optional
Publicly Displayed	No
Repeatable	No
Additional Notes	Refers to the name of a previous vessel which had been seriously damaged but proved possible to salvage some part or most of the hull (the "bottom"). The resulting vessel was sufficiently different it was given a new name and (if it happened after 1868) a new official number. Field allows up to 80 characters

ORIGINAL OWNER AND LOCATION

NAME

Definition	The company or individual that originally commissioned or owned the ship
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 225 characters

LOCATION

Definition	The city and state where the company that owns the ship is located
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 225 characters

NOTES

Definition	Additional notes about the ownership of vessel
Options	

Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	This is an unstructured text field and will accept HTML for styling or links, etc.

POWER

TYPE

Definition	Type of power employed to propel the vessel
Options	Choose Yes or No to describe whether power type is: Sail, Unpowered, Mechanical
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 100 characters

PROPULSION

Definition	Identify the type of propulsion
Options	Choose from Sidewheel, Sternwheel, Screw/Propeller, or Unknown
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Include Notes to further describe the Propulsion mechanism

ENGINE AND BOILERS

ENGINE TYPE

Definition	Name of engine type used to power the ship
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 100 characters

CYLINDERS

Definition	The number of cylinders built within the ship's engines
Options	
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 40 characters

BOILERS

Definition	The number and type of boilers on the ship
Options	
Status	Recommended
Publicly Displayed	Yes

Repeatable	No
Additional Notes	Field allows up to 50 characters

PROPELLERS

Definition	The number of propellers used to power the ship
Options	Use the radio buttons to indicate the number of propellers (0-3) or unknown
Status	Recommended
Publicly Displayed	Yes
Repeatable	No

MASTS

Definition	The number of masts on the vessel
Options	Use the radio buttons to indicate the number of masts (0-5) on the vessel or unknown.
Status	Recommended
Publicly Displayed	Yes
Repeatable	No

DIMENSIONS

Provide information about size, weight and capacity of the vessel.

LENGTH

Definition	The distance between the forwardmost and aftermost parts of the ship
Options	Input the length of the vessel using feet and inches
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Feet can only be numbers (e.g. "100") or decimal fractions (e.g. "100.5"). Inches may include decimal or compound fractions.

BEAM

Definition	The width at the widest point of the ship
Options	Input the width of the vessel using feet and inches
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Feet can only be numbers (e.g. "100") or decimal fractions (e.g. "100.5"). Inches may include decimal or compound fractions.

DEPTH

Definition	The distance between the waterline and the bottom of the keel
Options	Input the depth of the vessel using feet and inches
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Feet can only be numbers (e.g. "100") or decimal fractions (e.g. "100.5"). Inches may include decimal or compound fractions.

NOTES ON DIMENSION

Definition	Additional notes about the dimensions of the vessel
Options	
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	This is an unstructured text field and will accept HTML for styling or links, etc.

TONNAGE

The following data fields provide technical information about how much the vessel weighed (in tons)

OLD STYLE

Definition	Weight of the vessel as measured before 1865
Options	Input the digits measuring old style tonnage into the designated box
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Only applicable if the vessel was built before 1865 Field allows up to 20 characters

GROSS TONNAGE

Definition	Weight of the volume of all space in the ship
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 20 characters

NET TONNAGE

Definition	Weight of the volume of all cargo carrying space of ship
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 20 characters

FINAL DISPOSITION

Provide technical information about the vessel's last location and its fate

FINAL LOCATION

Definition	The last known location of the vessel being described
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	This is an unstructured text field and will accept HTML for styling or links, etc.

FINAL DATE

Definition	The date when the ship sank, ran aground, or was scrapped
Options	Type in the digits for the ship's final date using the YYYYMMDD format
Status	Essential
Publicly Displayed	Yes
Repeatable	No

GPS

Definition	The geographic coordinates, in latitude and longitude, where the wreck lies.
Options	
Status	Essential

Publicly Displayed	Yes
Repeatable	No
Additional Notes	Enter the structured lat/long numerals; the resulting display will render as a text string, not generate a pin or a map. Use the geographic data screen to assign a pinned location on a map.

DEPTH

Definition	The depth, in feet, in which the sunken ship lies underwater
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 30 characters

HOW

Definition	Description of the fate of the ship
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 100 characters

FINAL CARGO

Definition	What the ship was carrying at the time she sank
Options	
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	This is an unstructured text field and will accept HTML for styling or links, etc.

CARGO NOTES

Definition	Additional notes about the cargo the ship was carrying
Options	
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	This is an unstructured text field and will accept HTML for styling or links, etc.

ARCHAEOLOGICAL SITE #S

Definition	The identification number for the archaeological site for the shipwreck or shipwreck site
Options	Type in the integer for the site number in the box
Status	Optional

Publicly Displayed	Yes
Repeatable	No
Additional Notes	Field allows up to 225 characters

FINAL NOTES

Definition	Additional notes about the final disposition of the vessel
Options	
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	This is an unstructured text field and will accept HTML for styling or links, etc.

HISTORY AND NOTES

Provide technical information about the major events that occurred during the vessel's history

HISTORY/CHRONOLOGY

Definition	The major events, by year, that took place during the ship's length of service
Options	Input the year number and corresponding event
Status	Essential
Publicly Displayed	Yes
Repeatable	No

Additional Notes	This is an unstructured text field and will accept HTML for styling or links, etc.

SOURCES

Definition	Reference to the sources/collections where information about the vessels was obtained
Options	Select a source from the drop-down list
Status	Essential
Publicly Displayed	Yes
Repeatable	Yes

DATES

Provide a date range for the vessel being described, from building or launch to sinking/scrapping

EARLIEST YEAR

Definition	The first year of ship's operation
Options	Input the year in YYYY format
Status	Optional
Publicly Displayed	No
Repeatable	No

LATEST YEAR

Definition	The last year of ship's operation
Options	Input the year number in YYYY format

Status	Optional
Publicly Displayed	No
Repeatable	No

GEOGRAPHIC DATA

The geographic data screen captures information about the vessel, and this data is necessary if you are making use of the Google Map feature of VITA.

GEOGRAPHIC LOCATION

Definition	The geographic area represented in/by the original resource
Options	A quick list of geographic options can be chosen during agency set-up.
Status	Optional, but Mandatory if using the Google Map feature
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	Quick list is a chosen subset from the GeoNames geographical database (but all terms are available). By inputting the first three letters, a standardized list of all matches will appear. Note that end users can both search by geographic coverage and also refine search results by geographic coverage. Add label to provide context, e.g. "Built", "Refit", "Wreck location"

ADMINISTRATIVE DATA

The following data fields provide information essential in managing the digital resources. Many of these fields will not publicly display

DATES

Definition	Date when the record was created and/or made public. Date when record was last modified
Options	N/A
Status	Mandatory
Publicly Displayed	No
Repeatable	No
Additional Notes	Dates and Times are automatically generated.

LANGUAGE OF DESCRIPTION

Definition	Language(s) of the description (record)
Options	Select one language: English, French, or input first three letters of another language and select from list of language codes. Choose appropriate language(s)
Status	Mandatory
Publicly Displayed	No
Repeatable	No
Additional Notes	English is the default for this field. If you do not choose any option, the template generator will select English. Data is used for searching purposes only.

LOCAL IDENTIFIER

Definition	Provide any unique reference or control number, used within the context of your institution to manage/administrate, if available.
Options	N/A
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Local ID would be used to find original records at the organization (i.e. not the vessel)

RECOMMENDED CITATION

Definition	Statement on how to cite the digital resource
Options	A standard citation can be chosen during agency set-up and generated as part of the template.
Status	Optional
Publicly Displayed	Yes
Repeatable	No

COLLECTION

Definition	The group or "collection" the resource is a part of
Options	
Status	Optional
Publicly Displayed	Yes

Repeatable	No

DONOR (PUBLIC DISPLAY)

Definition	Information about the donor of the resource
Options	
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Use only if the donor has agreed to make his/her name public

DONOR (PRIVATE DISPLAY)

Definition	Information about the donor of the resource
Options	
Status	Essential
Publicly Displayed	No
Repeatable	No
Additional Notes	Use the Private donor field to capture contact information for public and private donor names.

CUSTODIAL HISTORY

Definition	The custodial history/provenance of the digital object. .
Options	
Status	Optional

Publicly Displayed	No
Repeatable	No
Additional Notes	Provide information on any successive transfers of ownership, custody, or control of the resource Do not record Donor information here

LOCATION OF ORIGINAL (PUBLIC)

Definition	Location of the original resource depicted by the digital object.
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Not searchable

LOCATION OF ORIGINAL (PRIVATE)

Definition	Location of the original resource depicted by the digital object for administrative purposes.
Options	
Status	Optional
Publicly Displayed	No
Repeatable	No
Additional Notes	Not searchable

REPRODUCTION NOTES

Definition	Use this field for notes useful for reproductions, for example numbers or location of copy negatives, etc.
Options	
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Do not use for terms governing use of the material

PRIVATE NOTES

Definition	Notes related to the administration of the collection; not intended to be shown to the public
Options	N/A
Status	Optional
Publicly Displayed	No
Repeatable	No
Additional Notes	**See descriptive data screen**

The following data fields provide information Essential in managing the digital resources. Many of these fields will not publicly display

CREATIVE COMMONS LICENSE

Definition	Assign Creative Commons to indicate to users how they can share, remix, or use objects from the collection in ways that are consistent with the copyright status assigned to the object.
Options	-Attribution only -Attribution-NoDerivatives -Attribution-NonCommercial-NoDerivatives -Attribution-NonCommercial -Attribution-NonCommercial-ShareAlike -Attribution-ShareAlike -Dedicated to or certified to be in the public domain -None = All rights reserved
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Creative Commons Licenses can only be assigned if the agency is the rightsholder to the physical object being described or to a new digital creation from objects it has rights to.

COPYRIGHT STATUS

Definition	Copyright status of the resource.
Options	Public domain Copyrighted Licensed Contractual Unknown
Status	Essential

Publicly Displayed	Yes
Repeatable	No
Additional Notes	Default text is associated with the copyright terms according to Canadian copyright law. These default statements can be changed in Agency management screens.

TERMS OF USE

Definition	Record any restrictions on the use and reproduction of the material. List any information relating to, literary rights, patent rights or donor terms that may restrict use or reproduction.
Options	
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Notes	A blanket Terms of Use statement can be assigned in Agency Management; this general statement can be customized at the record level

COPYRIGHT DATE

Definition	Date of copyright, most often used with printed material.
Options	
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Must provide a four digit numeric date. Do not put the copyright symbol as part

	of the date.

COPYRIGHT HOLDER

Definition	Name of the person or corporate body having copyright of the original resource represented by the digital object.
Options	
Status	Essential
Publicly Displayed	Yes
Repeatable	No
Additional Notes	If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known. For the name of a corporate body, enter the full direct form of the name.

COPYRIGHT HOLDER CONTACT INFORMATION

Definition	Address and other contact information of the person or corporate body holding copyright.
Options	
Status	Optional
Publicly Displayed	No
Repeatable	No