

**University Historical Photographs Collection
DATA DICTIONARY
Version 1.0**

by

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Introduction

The University Historical Photographs Collection Data Dictionary governs the metadata used to describe individual digital images from the University Historical Photographs Collection (UHPC) held in the Colorado State University Libraries Institutional Repository (CSUL-IR), and is based on the CSU Core Data Dictionary v. 1.0, October 2007 (CSU Core). Modifications have been made to the CSU Core to apply to the UHPC and are documented in this data dictionary.

Comments:

The size of the UHPC (5,000-6,000 glass plate negatives, 3,000 silver nitrate print cards, and 150 lantern slides), coupled with the need to expedite the digitization of, and metadata for, the fragile originals to minimize potential damage from handling, has led to a number of streamlined processes for the metadata. The specific changes are incorporated into each of the element instructions that follow, which also include unchanged portions of the CSU Core.

The metadata for the UHPC has been designed by Nancy Hunter (Metadata Librarian) in consultation with Janet Bishop (Coordinator of Archives and Special Collections), Diane Lunde (Coordinator of Metadata and Preservation Services), Kate Legg (Project Archivist), the Metadata Best Practices Task Force (Patty Rettig, Shu Liu, and Allison Level), and the Digital Unit. The metadata will be created in an Excel spreadsheet as determined in the **Metadata Responsibility** instructions for each element. The Metadata Librarian will review the metadata for quality control weekly, and prior to ingest to the CSUL-IR. At intervals defined by Digital Repositories, the images and their associated metadata will be loaded into the CSUL-IR. Each element is mapped to a Dublin Core element for purposes of loading into the CSUL-IR and for potentially exposing to OAI harvesters.

The metadata for the UHPC will be created by several different individuals in different units. A significant amount of the descriptive metadata will be taken directly from the UHPC finding aid, which will be written by the Project Archivist. The metadata will be transcribed exactly as written in the finding aid, including punctuation (including brackets), capitalization, and spelling, except as noted in the individual metadata element descriptions. Additional metadata may be created/entered by the Metadata Librarian, Digital Unit staff, or Copy Cataloging staff, using conventional American-English spelling and capitalization, except as noted in the individual metadata element descriptions. In all cases *Chicago Manual of Style, 15th ed., 2003* will be used for punctuation.

The Project Archivist will be responsible for identifying any personal or corporate names, time periods, or geographic locations associated with any particular image.

The UHPC Data Dictionary does not include decisions about the display labels for the elements. Most of the element names are based on Dublin Core element names, and are not necessarily the label for the element to be displayed to end users. When display labels are mentioned, the assumption is that the Coordinator of Digital Repositories, in consultation with the Coordinator of Archives and Special Collections, will make the final determination of the display label to use.

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Notes:

1. The UHPC digital images will be stored in the DigiTool software currently being used for the CSUL-IR. This data dictionary assumes the functionality and limitations of DigiTool. Enhancements to DigiTool, or the use of a different digital asset management system, may require modifications to the metadata and this data dictionary.
2. Details on Obligation and Repeatability are included in the discussion of each element and its refinements.
3. For the purposes of final decision-making regarding the UHPC metadata, the Coordinator of Archives and Special Collections is the project manager.
4. By using element names based on Dublin Core (DC), and by mapping to DC, the metadata is prepared for OAI harvesting or as MODs XML files. The output of the metadata is governed by the structure of DigiTool. Digital Repositories and Research and Development staff will ascertain DigiTool capacities to output DC metadata for OAI harvesting and MODs for Alliance Digital Repository metadata sharing.

Coverage

Using LC terms

Element Name	Coverage - (Spatial + temporal) from Finding Aid
Standard Referenced	CSU Core
Obligation	Mandatory if applicable
Repeatable	Yes
Definition	The spatial or temporal topic of the original resource, the spatial applicability of the original resource, or the jurisdiction under which the original resource is relevant.
Comment	<ul style="list-style-type: none"> ○ Spatial topic will be named place. A jurisdiction may be used. Use LCSH for named places; if no LCSH exists, use TGN [TGN]. If the place does not exist in either thesaurus, the Metadata Librarian will create the name using the LCSCM guidelines for creating place names. ○ Temporal period may be a named period, date, or date ranges. ○ Use only when the image is clearly identified as to place or date.
Refinements	<p>REQUIRED (Use only as a qualified element)</p> <p>Coverage.Spatial: Geographic or place name characteristics of the intellectual content of the resource.</p> <p>Coverage.Temporal: Date/time characteristics of the intellectual content of the resource.</p>
Schema	<p>LCSH for place names and time periods</p> <p>TGN for place names <i>Thesaurus for Geo. Names</i></p> <p>LCSCM for locally defined place names</p> <p>ISO 8601, as defined by the World Wide Web Consortium profile at "W3C" records http://www.w3.org/TR/Note-datetime.html and as explained in Input <i>date & time</i> Guidelines</p> <p>Locally defined named periods</p>
Metadata Responsibility	<p>Metadata Librarian and/or Project Archivist for determining the elements' values</p> <p>Copy Cataloging staff to input values</p>
Audience	Manager, Staff User, End User
Simple DC Mapping	Coverage

Input Guidelines:

1. Use only as a refined element. Use separate elements for each geographic or spatial value.
2. Temporal characteristics include those aspects of time that relate to the intellectual content of a resource and not its lifecycle.
3. Represent a known date in **Coverage.Temporal** as YYYY, YYYY-MM or YYYY-MM-DD to the extent that the date is known (note that there is no space surrounding the hyphen).
4. To represent a range of dates in **Coverage.Temporal**, separate the ranges with space hyphen space (-). Enter the dates as YYYY - YYYY or YYYY-MM - YYYY-MM or YYYY-MM-DD - YYYY-MM-DD.

4000-6000 images before 1945

Photographs, lantern slides, etc.

OIS = Office of Instructional Services

Creator Not known, then put CSU

LC
authority
file.
or if new
AACR₂
standards
(1945-)

Element Name	Creator <i>author, photographer</i> <i>Pre-1927 usually public domain</i>
Standard Referenced	CSU Core
Obligation	Mandatory
Repeatable	No
Definition	The Creator element contains the names of persons or entities primarily responsible for the intellectual or artistic content of the digital resource.
Comment	The human creator of original objects cannot always be known. The photographer is unknown for most of the early images in the University Historic Photographs Collection; for those images. If there is no known creator, Colorado State University will be entered in the Creator element.
Refinements	None
Schema	LCAF AACR2 (for creator names constructed by the Metadata Librarian for those names not included in the LCAF)
Metadata Responsibility	Metadata Librarian to determine authorized form of name, or to create an AACR2 form of name. Copy Cataloging staff to input metadata
Audience	Manager, Staff User, End User
Simple DC Mapping	Creator

Input Guidelines:

1. Known **Creator** values are unlikely for images prior to 1945. When there is no known **Creator** (as determined by the Project Archivist), Colorado State University will be entered in the **Creator** element. If there is a known **Creator**, only the individual's name will be entered into the **Creator** element. In the unlikely event that multiple people or entities are equally responsible for the intellectual or artistic content of the resource, enter the names of all in a single **Creator** element, separated by space semicolon space (;).
2. The form of name should be used consistently in all occurrences, across all resources in the CSUL-IR. The LCAF will be used to determine the established form of a name of a person or entity. If no authority record exists, the Metadata Librarian will consult Sage or other locally developed lists for previously used form of name. Care should be taken to make the name unique and consistent in the database, using AACR2 guidelines for resolving conflicts. Enter personal names as last, first, middle, (dates) as appropriate. Enter corporate body names as established or according to AACR2.
3. All terms used in this element, whether from an existing thesaurus or locally established, will be listed and maintained in a separate document that will constitute Appendix B, *Controlled Terms*, to this data dictionary. Additions to Appendix B will not be considered a revision of the data dictionary.

Date

Element Name	Date ^{digital} original
Standard Referenced	CSU Core
Obligation	Mandatory
Repeatable	No (within refinements)
Definition	The date that the digital resource was created or that the original resource was created.
Comment	<i>Date.Original</i> will be the date the original analog resource was created, taken from the finding aid for the collection. <i>Date.Digital</i> will be the date the digital master image of the original analog resource was created. The value for <i>Date.Digital</i> will be taken from the digital image itself during the ingest process into the CSUL-IR.
Refinements	REQUIRED (Use only as a qualified element) <i>Date.Digital</i> : The date that the digital image was created <i>Date.Original</i> : The date of the original resource was created
Schema	ISO 8601, as defined by the World Wide Web Consortium profile at http://www.w3.org/TR/Note-datetime.html and as explained in Input Guidelines.
Metadata Responsibility	The Project Archivist (via UHPC finding aid or other instructions) to determine value for <i>Date.Original</i> Copy Cataloging to input <i>Date.Original</i> . DigiTool to add <i>Date.Digital</i> as part of the technical metadata extraction during ingest
Audience	System, Manager, Staff User, End User
Simple DC Mapping	<i>Date.Digital</i> to Date.Created (maps to a qualified DC element due to DigiTool requirements) <i>Date.Original</i> [TBD]

Input Guidelines:

1. *Date* must always be used with a refinement. At present, only the refinements *.Digital* and *.Original* are part of the UHPC Data Dictionary.
2. Per the ISO 8601 standard as defined by the W3C, *Date.Digital* should be formatted as: YYYY-MM-DDThh:mm:ss.sTZD, where YYYY is the four digit year, MM is the two digit month, DD is the two digit day of the month, T notes the beginning of time notation, hh is the two digit hour based on a 24 hour clock, mm is the two digit minute, ss is the two digit second, .s is the single digit 1/10th of a second, and TZD is the time zone expressed as relates to Coordinated Universal Time (UTC).
3. *Date.Digital* will be extracted from the digital image during the ingest process.
4. *Date.Original* will be taken from the finding aid for the UHPC. The date of the original resource will be entered into *Date.Original* and will conform to ISO 8601 to the extent that the date is known, i.e., YYYY-MM-DD, or YYYY-MM, or YYYY, where YYYY is the four-digit year, MM is the two-digit month, and DD is the two-digit day of the month.

Description

Element Name	Description
Standard Referenced	CSU Core
Obligation	Mandatory
Repeatable	No
Definition	A general description of the intellectual or artistic content of the digital resource.
Comment	The <i>Description</i> element for the UHPC will be a <u>brief</u> (one or two sentence) description of the activity/event/objects depicted in the image. Descriptive comments about the original object that cannot be observed in the digital resource should be entered in the <i>Source</i> element.
Refinements	None
Schema	None
Metadata Responsibility	Copy Cataloging staff will create a <u>brief</u> description and enter into the element field..
Audience	Manager, Staff User, End User
Simple DC Mapping	Description

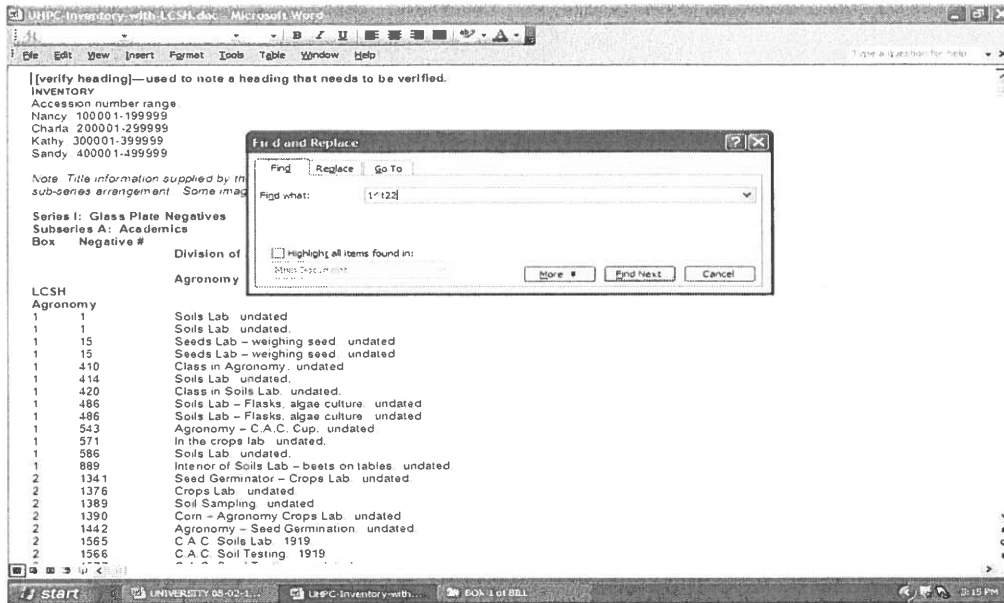
Input Guidelines:

1. Briefly describe the events, people, objects, etc. depicted in the digital image.
2. This element can be limited to the transcribed or supplied (bracketed) title from the finding aid, can be an expansion of the transcribed or supplied (bracketed) title when that title is brief, or can be one or two sentences describing the digital image when the transcribed or supplied (bracketed) title is very brief.
3. Enter here specialized information not included in other elements; for example, description, technique, and distinguishing features if observable in the digital resource and inscriptions. Features not observable in the digital resource should be included in the *Source* element.

Examples:

- **Description:** Man standing at a laboratory table with testing equipment. [Image title: Soils Lab (transcribed)]
- **Description:** Cherry tree in west College orchard. [Title as listed in finding aid, copied into the description element. Title is sufficient to describe the image.]
- **Description:** *Carolina Poplars – Double row on Plum St.* Trees now crowding, soon too dense shade. Image of one house and two partial houses with snow. [Italicized text = Finding aid title, shortened from what was written on the enclosure. Underlined text = additional title from the enclosure, transcribed into the metadata spreadsheet by the Digital Unit when the glass plate negative was scanned. Plain text = additional description created by Copy Cataloging staff after viewing the image.] N.b. Italicized and underlined text is used to illustrate the sections of the description; actual description would be entered in plain text.

spreadsheet
Finding Aid
Spreadsheet



- 1 221 Class in Entomology – outdoor work. undated.
- 1 22 Interior of greenhouse growing tomatoes. undated.
- 31 220 Calf fattened for show. 27 May 1901.

If you get a window that says Word has finished searching, would you like to search from the beginning of the document, answer Yes

IV. Fill in the Excel spreadsheet as follows:

ELEMENT	EXAMPLE	Extra notes
*Initials	cmw	
Negative number		Provided for by DBM
*Identifier	UHPCS01A200001	Charla's nos. 200000 – 299999
File name (I enter)	UHPC_[2000].tif	name of image from box listings. No brackets in file name (okay if in title).
*Title	In the Forge Room	Over right title with title from <u>Finding Aid</u> (with capitalization). No date. No period at end of title. Alternative title done by NCH
*Relation.IsFormatOf	Negative # 4775. Boys and Girls Club. 23 June 1926.	Date and title from Finding Aid.
*Description		BRIEF: Up to 2 sentences to describe image ; can use title, if appropriate.
*Relation.IsPartOf	University Historic Photograph Collection, Archives and Special Collections, Colorado State University;	The source collection for the image from Archives and Special Collections, including

	Series I: Glass Plate Negatives, 1880s-1930 and undated ; Subseries E: Colorado Agricultural Experiment Station, 1915-1930 and undated.	Subseries.
*Source	ex. Original: glass plate negatives ; black and white ; 5 in. x 7 in. ; portrait;	Take info Orientation and Condition. Copy into Source field. Condition entered only if there is some specific problem with the source (i.e. chipped in right corner). (H x W): Landscape is 5 in. x 7 in. Portrait is 7 in. x 5 in.
Orientation	Provided by DBM	
Condition	Provided by DBM	
*Subject (x4)	Division of Agriculture Animal Husbandry <u>LCSH:</u> Animal culture Domestic animals Livestock	Found in <u>Finding Aid</u> under LCSH after the general subject heading; use those applicable to image only ; up to 4 subjects
*Coverage Temporal (Time)	For undated glass plate negatives use 1914 – 1918 ; Otherwise use dates found in <u>Finding Aid</u>	Don't use circa dates, unless provided.
Coverage Spatial (Geographic)	Fort Collins (Colo.), if we know image was taken on campus. Otherwise, use "Colorado"	NCH to provide a list of appropriate Colorado narrower terms.
*Date Original yyyy-mm-dd		
*Language	Text ; Still Image	
*Type	Still Image	
*Metadata Schema	UHPC Data Dictionary v. 1.0 (February 2008)	
*Publisher		If unknown, Colorado State University Libraries
*Creator	Author/Photographer	Unknown: use Colorado State University (before 1927, public domain)
*Rights		

For more detailed information view the University Historical Photographs Collection : Data Dictionary Version 1.0 by Nancy Chaffin Hunter.

Remember:

1. [space];[space] between separate sub-elements
2. Intellectual group = series / subseries
3. If file image title for .tif incorrect – call Debbie McClelland.
4. Any questions regarding image, email NCH and continue with the next image.
5. Date is found in:
 - RelationIsFormatOf
 - Date Original
 - Coverage TemporalDate is found in the Finding Aid. It can be specific (1930-10-05), general (1930) or undated.

UNIVERSITY HISTORICAL PHOTOGRAPHS COLLECTION PROJECT

02/19/08

ELEMENT		
*Initials	Put in cmw	
Negative number	Provided for by DBM	
*Identifier (I create)	UHPCS01A200001	
IFile name (I enter)	name of image from box listings	UHPC_[2000].tif
*Title	Take title from <u>Finding Aid</u>	Alternative title: NCH does
*Relation.IsFormatOf	"	
*Description	up to 2 sentences to describe image ; can use	title if appropriate.
*Relation.IsPartOf		
*Source	Take info from next to columns (Orientation/Condition) and copy into this field	
Orientation	Provided by DBM	
Condition	Provided by DBM	
*Subject (x4)	Found in <u>Finding Aid</u> ; use those applicable to image only ; up to 4 subjects	
*Coverage Temporal (Time)	1914 – 1918	Don't use cira dates, unless provided.
Coverage Spatial (Geographic)	NCH does	
*Date Original yyyy-mm-dd	Found in <u>Finding Aid</u> 1914 - 1918	"Date created" is created by DigiTool
*Language	Text ; Still Image	
*Type		
*Metadata Schema	UHPC Data Dictionary v. 1.0 (February 2008)	
*Publisher		
*Creator	Author/Photographer	Unknown: use Colorado State University (before 1927, public domain)
*Rights		

Identifier

Element Name	Identifier
Standard Referenced	CSU Core
Obligation	Mandatory
Repeatable	Yes
Definition	The <i>Identifier</i> is a character string (alphabetic and/or numeric) that is <u>unique within the repository</u> and references the digital resource.
Comment	A character string or record number that clearly and uniquely identifies a digital resource. The <i>Identifier</i> element ensures that individual digital resources can be accessed, managed, stored, recalled, and used reliably.
Refinements	None
Schema	handle.net, Input Guideline #3.
Metadata Responsibility	DigiTool for the system-generated <i>Identifier</i> (PID). Handle-server for the handle <i>Identifier</i> . Copy Cataloging staff for the locally defined <i>Identifier</i> . Digital Unit for the <i>Identifier</i> containing the file name.
Audience	System, Manager; Staff User; End User (primarily for the handle.net <i>Identifier</i>)
Simple DC Mapping	Identifier

Input Guidelines:

1. Use separate *Identifier* elements to enter multiple identifiers.
2. DigiTool will generate a unique *Identifier* when the digital object is ingested into the system that is akin to an accession number. The term used by DigiTool is PID.
3. A handle will be generated by the handle server for digital resources in DigiTool.
4. The following input guidelines apply to manually created and entered *Identifiers* and support logical collections in DigiTool:
 - a. The *Identifier* will consist of a structured string of characters comprised of 3 components; each component of the *Identifier* will be a fixed length:
 - i. First component: Fixed length of 4 characters. Value: UHPC. This identifies the image as belonging to the University Historical Photographs Collection.
 - ii. Second component: Fixed length of 4 characters. Includes notation as to Series and Subseries as arranged in the finding aid. To build the second component of the *Identifier*:
 1. The 1st character is S and stand for Series
 2. The 2nd and 3rd characters are a number that stands for the Series number in the finding aid. Although the finding aid uses Roman numerals, in order to use only two characters for the Series number, record as an Arabic numeral. Precede a single digit Series number with a leading zero (0)
 3. The 4th character is the alphabetic designation assigned to the Subseries; A, B, C, etc. For Series lacking Subseries arrangement use zero (0) for the 4th character.

University Archives
Historical
Photo
Collection

UHPC

SOIC
/
series

image no = 6 digit
accession
numbers

I'll have a specific range 2.....

3. 600041 is the accession number assigned by the metadata creator, who was given the accession number range 600001-699999 to use when creating *Identifier* elements
 - UHPC_20041.tif [file name of the digital master image]
- 1720 (Hypothetical example)
 - “1720 is the digital object’s PID as assigned by DigiTool upon ingest
- <http://hdl.handle.net/10217/1720> (Hypothetical example)
 - <http://hdl.handle.net/10217/1720> is a handle created by the handle server using the PID (1720) and our handle server (10217). The handle becomes a shorter URL to the digital object than the URL generated by DigiTool:
http://digitool.library.colostate.edu:80/webclient/DeliveryManager?application=DIGITool-3&owner=resourcediscovery&custom_att_2=simple_viewer&user=GUEST&pds_handle=&pid=1720&con_lng=ENG&search_terms=2002&rd_session=http://digitool.library.colostate.edu:80/R/3FGU55K4A528B5PEH4JS4TVHLMG47UKE4KXQVR6G6SXP LHYMUV-00579

N.b. The handle server is still in the implementation stage, but this example illustrates what is anticipated.

MetadataSchema

Element Name	Metadata Schema
Standard Referenced	CSU Core
Obligation	Mandatory
Repeatable	Yes
Definition	The <i>MetadataSchema</i> identifies the data dictionary (title and version or date) used to create the metadata.
Comment	The element <i>MetadataSchema</i> is recorded for quality assurance, to assist in evaluating the metadata in the future, and to aid in any future migration of the metadata.
Refinements	None
Schema	UHPC Data Dictionary v. 1.0 (February 2008). A link to the digital version of the data dictionary will be added when the e-version is posted to the Institutional Repository.
Metadata Responsibility	Copy Cataloging staff
Audience	Manager, Staff User
Simple DC Mapping	None

Input Guidelines:

1. Use the exact title following to record the *MetadataSchema* for this collection: UHPC Data Dictionary v. 1.0 (February 2008) *will be spelled out.*
2. The link to the data dictionary will be entered into the *MetadataSchema* element after the data dictionary has been loaded to the Institutional Repository.
3. If changes are made to the data dictionary during the course of the project, the changes will be recorded in a separate data dictionary, with different version and date, and metadata built using that version will use the new version in *MetadataSchema*.
4. Additions and changes to Appendix B *Controlled Terms* of this data dictionary do **not** constitute a revision of the data dictionary.
5. Each version will be maintained in the Institutional Repository. Superseded versions will be clearly labeled superseded, and their metadata will include a Relation.IsReplacedBy element.

Example:

- None given; refer to Input Guidelines above.

Relation

Element Name	Relation
Standard Referenced	CSU Core
Obligation	Mandatory
Repeatable	No (within refinements)
Definition	This element contains a reference to a related resource, i.e., information necessary to describe, find, or link to a related resource.
Comment	Relation.IsPartOf identifies the collection in which the original image resides, including URL link to the finding aid for the collection. Relation.IsFormatOf identifies the negative number and title of the original image as recorded in the finding aid
Refinements	REQUIRED (Use only as a qualified element) Relation.IsPartOf: The collection name Relation.IsFormatOf: The negative number and title of the original image as recorded in the finding aid
Schema	URL for finding aid; See Input Guidelines for other exact language
Metadata Responsibility	Copy Cataloging staff
Audience	End User, Staff User, Manager
Simple DC Mapping	Relation (both Refinements)

Input Guidelines:

name of collection, series, subseries

1. Refinement is required for the **Relation** element. At present, only **.IsPartOf** and **.IsFormatOf** are defined by this data dictionary.
2. **Relation.IsPartOf** defines the image as part of the UHPC. The value for this field will be: University Historic Photograph Collection, Series X; Subseries Y, where:
 - a. Series X is the Series number and name as defined in the finding aid
 - b. Subseries Y is the Subseries letter and name as defined in the finding aid. If there is no Subseries, leave blank.

Transcribe the Series and Subseries exactly, including punctuation, capitalization, and spelling. Include any dates associated with the Series or Subseries. Do not record Box information. Follow the citation for the collection with the URL to the finding aid.

3. **Relation.IsFormatOf** will be the Negative number followed by the title of the image as recorded in the finding aid. Use the number symbol (#) to stand for the word 'number'. Follow the Negative number with a period (.). If the Negative number is bracketed, include brackets. Transcribe the title exactly as it is given in the finding aid, including punctuation, spelling, and capitalization.
4. Note that **Source** is used specifically to describe the physical characteristics or conditions of the original. Do not repeat that information in either of the **Relation** elements.

Examples:

Relation.IsPartOf

- University Historic Photograph Collection, Archives and Special Collections, Colorado State University; Series I: Glass Plate Negatives, 1880s-1930 and undated; Subseries E:

Rights

Element Name	Rights
Standard Referenced	CSU Core
Obligation	Mandatory
Repeatable	Yes
Definition	The <i>Rights</i> element contains a statement of copyright permission or special conditions for use of the digital resource.
Comment	The value of the <i>Rights</i> element is defined by the Coordinator of Archives and Special Collections, and will consist of a URL link to the rights statement.
Refinements	None
Schema	URL
Metadata Responsibility	Coordinator of Archives and Special Collections (to develop the rights statement and make it available via a URL) Copy Cataloging staff (to input the URL in the metadata record)
Audience	Manager, Staff User, End User
Simple DC Mapping	Rights

Input Guidelines:

Public Domain

1. The ***Rights*** element will be a hyperlink to the rights statement relevant to this collection. The UHPC rights statements will be: <http://www.acns.colostate.edu/?page=copyright> [A link to the Colorado State University copyright statement on the ACNS web site.]
2. Specific rights information may be added to the ***Rights*** element as free text when conditions warrant, which will be determined by the Coordinator of Archives and Special Collections. Use a single ***Rights*** element to record both the URL above and any specific rights statements. Separate the URL from the text with space semicolon space (;).

Examples:

- None given; refer to Input Guidelines above.

Examples:

- Glass plate negative no. 1207
 - **Source:** Original: glass plate negative ; black and white ; 5 in. x 7 in. ; landscape ; portrait
or
small corner chip.
 - **Relation.IsFormatOf:** Negative # 1207. Model Kitchen. 1917. [Original glass plate negative number and title as listed on the finding aid within the collection cited in **Relation.IsPartOf.**]
 - **Relation.IsPartOf:** University Historic Photograph Collection; Series I: Glass Plate Negatives, 1880s-1930 and undated; Subseries A: Academics, 1903-1930 [The source collection for the image from Archives and Special Collections, including Subseries.
- Magic lantern slide no. 20116
 - **Source:** Original: magic lantern slide ; hand-colored ; 3¼ x 4 inches. The magic lantern slides are in fair condition. The majority are cracked due to improper handling in the past. Almost all of the slides are dirty as the emulsion is sandwiched in between two pieces of glass and over time dirt and dust has become trapped underneath the glass. All of the slides have black tape around the edges to hold everything together. (Kate supplied)
 - **Relation.IsFormatOf:** Negative # [20116]. [School building]. Undated [Original magic lantern slide negative number and title as listed on the finding aid within the collection cited in **Relation.IsPartOf.**]
 - **Relation.IsPartOf:** University Historic Photograph Collection; Series VI: Magic Lantern Slides from Christopher Sargent's presentation, undated [The source collection for the image from Archives and Special Collections; Series has no Subseries.]

Technical Metadata

Standard Referenced	CSU Core
Obligation	Mandatory in DigiTool only; individual elements are not specified in this Data Dictionary beyond <i>Type</i> , <i>Format</i> , and <i>Format.Extent</i> .
Comment	Technical metadata is important for the long term management of digital resources. Virtually all technical metadata is embedded within the resource itself; however, the design model adopted by Z39.87 presumes that technical metadata will be stored outside the digital resource.
Metadata Responsibility	DigiTool
Audience	System, Manager
Simple DC Mapping	Type, Format

Input Guidelines:

1. The embedded JHOVE software in DigiTool will record all the technical metadata for the UPHC image .tiff masters.
2. Only *Type*, *Format*, and *Format.Extent* are mapped to simple Dublin Core for OAI harvesting. See the metadata guidelines for those elements.

Type

Element Name	Type
Standard Referenced	CSU Core
Obligation	Mandatory
Repeatable	No
Definition	The nature or genre of the content of the resource.
Comment	The <i>Type</i> element lists terms describing general categories, functions, genres, or aggregation levels for content. To describe the physical or digital manifestation of the resource, use the <i>Format</i> element.
Refinements	None
Schema	DCMI Type Vocabulary http://dublincore.org/documents/dcmi-type-vocabulary/
Metadata Responsibility	Metadata Librarian (to determine value) Copy Cataloging staff (for input)
Audience	Manager, Staff User, End User
Simple DC Mapping	Type


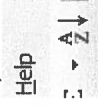
Input Guidelines:

1. Images of written language are assigned as "Text" in *Type*.
2. Some digital resources may require more than one *Type*, such as a digital image containing both a picture and text. In such cases, enter both terms in the same field, separated by space semicolon space (;).
3. All digital images that can be considered 'photographs' or 'pictures' will be assigned the *Type* "Still Image".

Examples:

- *Type*: Still Image ; Text [for the image "Photo of Egg [diagram]" which is a drawn cross section of an egg with the various parts labeled.]
- *Type*: Still Image [for the image "Montmorency cherry tree, well-loaded" which is a picture of a tree in an orchard.]

Excel Navigation

Action	Keyboard	Menu	Mouse
To Find specific text	1) Ctrl-F 2) Key in the text you want to find	1) Edit>Find 2) Key in the text you want to find	N/A
To return to Column A	Home*	N/A	1) User cursor to bottom scroll left 2) Select the cell in Column A you want
To Copy text in a cell	Ctrl-C	Edit>Copy	Right click>Copy
To Paste text in a cell	Ctrl-V	Highlight text, Edit>Paste	Right click>Paste
To Copy <u>selected</u> text in a cell	Highlight text, Ctrl-C	Highlight text, Edit>Paste	Highlight text, Right click>Copy
To Paste <u>selected</u> text in a cell	Ctrl-V	Edit>Paste	Highlight text, Right click>Paste
To Edit existing text in a cell	F2	Click on the formula bar	Double click the cell
To select All the cells and columns	Ctrl-A	N/A	Click the Select All button 
To Sort entire worksheet on only one column	N/A	1) Click the Data menu 2) Select Sort 3) Choose the field you want to sort by 4) Select Ascending (default) or Descending 5) Click "OK" Note: If only column Letters are showing, select Header Row at the bottom of the window	1) Click a cell in the column you want to sort by 2) click the sort icon 
To Sort entire worksheet on more than one column	N/A	1) Click the Data menu 2) Select Sort 3) Choose the first field you want to sort by; Select Ascending (default) or Descending 4) Repeat 3) up to 2 times 5) Click "OK" Note: If only column Letters are showing, select Header Row at the bottom of the window	N/A
To Move from one cell to the next	Tab*	N/A	Click in the next cell
To Save your work	Ctrl-S	File>Save	Click on the Save button

*These commands only work if the full cell is selected (i.e. if you are editing a cell from the formula bar, the commands do not work).

Other Excel features:

AutoFill. Use, but use with caution. Make sure the text AutoFill want to use is what you want to put in! If there is a long distance between the cell you are writing in and the cell with the text you want to use, AutoFill may not 'know' that.
Undo in Excel does not have as long a history as in Word.