

DRAFT

**CSU AUDIO
DATA DICTIONARY
Version 1.0**

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By

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Introduction

Scope and Content

This document outlines and defines metadata elements for the Colorado State University (CSU) Audio Collection and provides metadata input guidelines and examples. It includes the following sections:

- Elements table of contents
- Data dictionary structure
- Summary of element attributes
- Attributes, input guidelines, and examples of each element
- An appendix of full Dublin Core (DC) descriptive metadata XML template in DigiTool
- An appendix of Sound Recording workflow

This data dictionary conforms to the CSU Core Data Dictionary (version 1.2), <http://hdl.handle.net/10217/3147> (to be updated), and applies to only CSU AUDIO. AUDIO, digitized in-house repurpose MARC data from the local catalog to MARC XML for DigiTool ingest (see http://lib.colostate.edu/staffwiki/index.php/Basic_Repurposing_MARC_Procedure).

Summary of Selected Elements Attributes

Element Name	Obligation	Repeatable	Full View
Identifier	Mandatory	Yes	No
Title	Mandatory	No	Yes
Date.Digital	Mandatory (system supplied)	No	No
Publisher	Mandatory	Yes	Yes
Rights	Mandatory	Yes	Yes
Subject/Keyword	Mandatory	Yes	Yes
Type	Mandatory	Yes	No
Format	Mandatory (system supplied)	No	No
Format.Extent	Mandatory (system supplied)	Yes	No
Additional Technical Metadata	Mandatory (system supplied)	Yes	No
MetadataSchema	Mandatory	Yes	No
Date.Original	Mandatory if Applicable	No	Yes
Creator	Mandatory if Applicable	No	Yes
Title.Alternative	Mandatory if Applicable	Yes	Yes
Language	Mandatory if Applicable	Yes	No
Description.Abstract	Mandatory if Applicable	Yes	Yes
Source	Mandatory if Applicable	Yes	No
Relation.IsFormatOf	Mandatory if Applicable	Yes	No
Relation.IsPartOf	Mandatory if Applicable	Yes	Yes
Relation.HasPart	Mandatory if Applicable	Yes	No
Relation.IsVersionOf	Mandatory if Applicable	Yes	No
Relation.IsReplacedBy	Mandatory if Applicable	No	No
Relation.Replaces	Mandatory if Applicable	No	No
Relation.IsRequiredBy	Recommended	Yes	No
Relation.Requires	Recommended	Yes	No
Coverage.Spatial	Recommended	Yes	No
Coverage.Temporal	Recommended	Yes	No
Description	Recommended	Yes	Yes
Contributor	Recommended	Yes	No
Contributor.Role	Optional	Yes	No
Relation.ConformsTo	Optional	Yes	No
Relation.HasVersion	Optional	Yes	No
Relation.References	Optional	Yes	No
Relation.IsReferencedBy	Optional	Yes	No
Audience	Optional	Yes	No
Description.TableOfContents	Optional	No	Yes
Relation.HasFormat	Optional	Yes	No
Relation (unqualified)	Optional	Yes	No
Transmission Data- Preservation			
Transmission Data – Access (Digital sound file)			
Genre			
Disc Number			

Notes:

1. The order of the elements in both the list above and in the text of the data dictionary is alphabetical and does not imply any hierarchy among the elements.
2. Elements with qualifiers are listed as separate elements for easier reading.
3. When an element has multiple values, a general guideline is to repeat the element and enter a single value in each repeated element in order to facilitate metadata harvesting. Elements of exception from this guideline in the AUDIO Collection
4. DigiTool has two different views of descriptive metadata.
 - a. Full view: a list of selected descriptive metadata displayed to end users before they access a digital object, which are determined by the Repository manager and are deemed useful for identifying the digital object.
 - b. Object viewer: a complete list of descriptive metadata assigned to a digital object.
5. Metadata configurations in DigiTool (e.g., metadata display in full view, customized DC metadata fields, MARC to DC mapping, etc.) apply to the whole repository. However, customized DC metadata fields may be added to individual collections when needed and do not affect other collections (e.g., "Artist" for the International Posters Collection) This is because a metadata field will only display when there is a value entered.
6. Unless the value in a metadata field is a sentence or ends with an abbreviation or an initial as part of a person's name, do not use any punctuation at the end. When the metadata value in a metadata field ends with a parenthesis, do not add a period at the end. These practices differ from *Anglo-American Cataloging Rules, 2nd Ed., 2002 Rev. (AACR2)* rules, especially for authorized name or subject headings.

Data Dictionary Structure

The CSU AUDIO Data Dictionary provides the following attributes for each metadata element listed above:

Element Attribute	Description
Element Name	The label of the element that is displayed to end users. When there is a difference between labels in DigiTool metadata full view and DigiTool object viewer of metadata, both labels are listed.
Standard Referenced	The metadata standard(s) consulted that served as a model for the element. One or more of the following: <ul style="list-style-type: none"> • Dublin Core Metadata Initiative (DC) • Collaborative Digitization Program Dublin Core Metadata Best Practices (CDP) (check for new version) • Networked Library of Digital Theses and Dissertations ETD-MS - an Interoperability Metadata Standard for Electronic Theses and Dissertations (ETD-MS) • Visual Resources Association VRA Core (VRA Core) • Institute of Electrical and Electronics Engineers Learning Object Metadata Standard (LOMS) • NISO/ANSI Z39.87: Technical Metadata for Digital Still Images (Z39.87) • PREMIS Data Dictionary (PREMIS) • AV materials • NISO moving images (Beth) • Other new?
Full view	States whether the element is displayed in DigiTool metadata full view.
Obligation	States whether the element is: <ul style="list-style-type: none"> • Mandatory • Mandatory if applicable • Recommended • Optional
Repeatable	States whether the element may be repeated: <ul style="list-style-type: none"> • Repeatable • Non-repeatable
Definition	A statement that represents the concept and essential nature of the term.
Comment	Additional information about the term or its application as applied in the CSU context.
Refinements	Lists valid qualifiers for the element.
Schema	Lists valid schema to be used in the element, either local or external.
Audience	Lists the intended audience for the element: <ul style="list-style-type: none"> • System • Manager (curator, repository manager) • Staff • End user
Simple DC Mapping	The simple (unqualified) Dublin Core to which the element maps for metadata harvesting.

DC-XML Mapping	Lists the DC XML tag of the element used by DigiTool, including local tags.
MARC Mapping	The MARC field to which this element maps for ingest.
Input Guidelines	Provides guidance about entering and encoding values for the element and its refinements.
Examples	Instances of how the element is used.

Examples:

Audience

Element Name	Audience
Standard Referenced	DC, LOM
Full view	No
Obligation	Optional
Repeatable	Yes <i>described digital</i>
Definition	A class of entity for whom the resource is intended or useful.
Comment	A class of entity may be determined by the creator or the publisher or a third party.
Refinements	None
Schema	Implementers are encouraged to develop local lists of values, and use them consistently.
Audience	Manager, staff user, end user
Simple DC Mapping	dc:audience
DC XML Mapping	<dcterms:audience/>
MARC Mapping	521\$a

Input Guidelines:

The Audience element has not been broadly used in digitization projects. However, the Task Force would like to include Audience as an optional element in anticipation of including learning objects developed by CSU faculty and students in the institutional Repository. Expansion of this element, the Input Guidelines, and the Examples is likely when CSU Libraries begins to receive or solicit these types of digital resources.

Examples:

Undergraduates [for a study guide]

Contributor

Element Name	Contributor
Standard Referenced	DC, CDP
Full view	Yes/Contributor
Obligation	Recommended
Repeatable	Yes
Definition	The person or organization that has made a contribution to the resource.
Comment	The person, organization, or service that has made a substantial creative contribution to the resource, BUT whose contribution is secondary to those defined as the <i>Creator</i> .
Refinements	Contributor.Role (Optional, Repeatable) This element contains the role of a specific Contributor. As long as the Contributor.Role cannot be directly linked to Contributor, this element is optional. Some projects may use a limited number of roles as the label for the Contributor element. Contributor.Role identifies the role a person or entity played in the creation or approval of the work. Examples: advisor, committee member, chair, co-chair, referee, juror, editor, illustrator, indexer, etc.
Schema	<ul style="list-style-type: none"> • <i>Oxford Music Online</i> (http://www.oxfordmusiconline.com/subscriber/) • <i>LC Authorities File (LCAF)</i>, http://authorities.loc.gov/
Audience	Manager, Staff User, End User
Simple DC Mapping	dc:contributor
DC XML Mapping	<dc:contributor/>
MARC Mapping	100, 110, 111, 700, 710, 711\$,e, 720\$,e [\$e is a relator code, equivalent to Contributor.Role. Note 1xx maps to Contributor.

Input Guidelines:

Verify the name is consistent with what appears on the resource, or what is known about the resource. (see Schema)

1. Enter each contributor in a separate Contributor element.
2. The form of name should be used consistently in all occurrences, across all projects. When possible, the name should be used consistently within the repository and be unique to contributions by that person/entity. The Task Force recommends using the Library of Congress Authority File (LCAF) to determine the established form of a name of a person or entity. If no authority record exists, consult Sage, the IR, or other locally developed lists for previously used form of name. When the name is not found in these sources, use the fullest form of the name, including birth and death dates, if known, for persons; use corporate body names following rules of subordination as stated in Anglo-American Cataloging Rules, 2nd Ed., 2002 Rev. (AACR2). Whenever possible, avoid conflicts (i.e., the same name representing two different people or entities). It is anticipated that there will be undifferentiated personal names, but the Task Force recommends keeping these to a minimum.
3. Enter personal names as [Last, First Middle, dates]. Enter corporate body names as established, following #2 above.
4. At the project level, the role of the Contributor may be specified in custom metadata labels. Customized labels will be created and maintained by Digital Repositories Services.

Examples:

Individuals

Performer: Hawkins, Coleman, 1904-1969.

Composer: Ellington, Duke, 1899-1974.

Ensembles

Clarence William's Blue Five quintet

Benny Goodman Trio

Coverage

Element Name	Spatial
Standard Referenced	DC, CDP
Full view	No
Obligation	Recommended
Repeatable	Yes
Definition	The spatial topic, spatial applicability, or the jurisdiction under which the resource is relevant.
Comment	Spatial topic may be a named place or a location specified by its geographic coordinates. Temporal period may be a named period, date, or date range. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies. Recommended best practice is to use a controlled vocabulary such as the Thesaurus of Geographic Names [TGN]. Where appropriate, named places or time periods can be used in preference to numeric identifiers such as sets of coordinates or date ranges.
Refinements	REQUIRED Coverage.Spatial -- Spatial characteristics of the intellectual content of the resource. Coverage.Temporal -- Temporal characteristics of the intellectual content of the resource.
Schema	<ul style="list-style-type: none"> • <i>LC Authorities File</i> (LCAF), http://authorities.loc.gov/ • <i>Library of Congress Subject Headings</i> (LCSH) and geographic subdivision, http://classificationweb.net/Menu/index.html • <i>Getty Thesaurus of Geographic Names Online</i> (TGN), http://www.getty.edu/research/conducting_research/vocabularies/tgn/ • <i>Oxford Music Online</i> (http://www.oxfordmusiconline.com/subscriber/) • <i>TGN</i>
Complex Object (Children-level metadata)	Yes
Audience	End user
Simple DC Mapping	dc:coverage
DC XML Mapping	<dcterms:coverage/>;<dcterms:spatial/>;<dcterms:temporal/>
MARC Mapping	255, 034, 522, 650\$z, 651, 662, 751, 752, 043\$c, 044\$c (for Coverage.Spatial) 033\$a, 533\$b (Coverage.Temporal) [lacks 600 \$y; 610 \$y; 650 \$y; 651 \$y for Coverage.Temporal]

Input Guidelines:

1. Use as a refined element. Use separate elements for each place or time period.
 - a. Spatial characteristics may include geographic names, latitude/longitude, or other established geo-referenced values.
 - b. Temporal characteristics include those aspects of time that relate to the intellectual content of a resource and not its lifecycle.
2. Use free text to input B.C.E. dates; e.g. 200 B.C.E.
3. For a range of dates, separate the ranges with space hyphen space (-). Enter the dates as YYYY - YYYY or YYYY-MM - YYYY-MM or

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YYYY-MM/DD - YYYY-MM-DD.

4. To show that a date is approximate, follow it with a question mark, as in 1997?; enter approximate date ranges as: YYYY? - YYYY?, as in 1902? - 1909?
5. If other than a month/day date is used (ex., Fall,), record only a year.
6. For folders and/or boxes of archival material where there is a gap in the time sequence in the intellectual content, indicate the gap with semicolon space: 1942 - 1945; 1965. The project manager may choose not to indicate gaps.
7. Subject may also contain either geographical or spatial coverage if warranted by LCSH; i.e., the time period is established in LCSH and/or the subject term may be subdivided geographically. If that is the case, repeat the coverage information in the appropriate refinement of the Coverage element, if possible.
- 7.8. GIS info should go into these elements – add detail.

Examples:

- Coverage.Spatial: New York [For a performance at the Cotton Club in New York]
- Coverage.Temporal: 19th century [LCSH time period for an image taken sometime in the 19th century, with exact date unknown, instead of the date range 1801-1900 or nineteenth century.]
- Coverage.Temporal: Middle Ages [For the image of an artifact from Medieval Europe; used instead of the date range: 600 – 1500.]
- Coverage.Temporal: 1923 [For a dated Fall, 1923.]
- Coverage.Temporal: 1902-10-03 [For a concert held on October 3, 1902.]
- Coverage.Temporal: 1961 - 1963; 1980 [For a range of concert dates with a gap in the date range of coverage.]
- Coverage.Temporal: 1961 - 1965 [For a collection of music.]
-

Creator

Element Name	Creator
Standard Referenced	DC, CDP
Full view	Yes, composers
Obligation	Mandatory, if applicable
Repeatable	No
Definition	The Creator element contains the name of the person or entity primarily responsible for the intellectual or artistic content of the digital resource.
Comment	The creator of original objects cannot always be known. For example, the photographer is unknown for most of the images in the University Historic Photographs Collection. When the creator is known, this element is mandatory.
Refinements	None
Schema	At the project manager's discretion. <ul style="list-style-type: none"> Oxford Music Online (http://www.oxfordmusiconline.com/subscriber/) LC Authorities File (LCAF), http://authorities.loc.gov/
Audience	Manager, Staff User, End User
Simple DC Mapping	Creator
DC XML Mapping	<dc:creator/>
MARC Mapping	[Creator element not used per LOC MARC to DC Crosswalk] For the I.R.: 100, 110, 111,

Input Guidelines:

- If multiple people or entities are equally responsible for the intellectual or artistic content of the resource, each will be listed in the **Creator** element, separated by space semicolon space (;).
- If there are mixed responsibilities, the **Creator** element should be used for the primary responsibility and the **Contributor** element should be used for the secondary responsibility.
- The form of name should be used consistently in all occurrences, across all projects. When possible, the name should be used consistently within the repository and be unique to resources created by that person/entity. The Task Force recommends using the Library of Congress Authority File (LCAF) to determine the established form of a name of a person or entity. If no authority record exists, consult Sage, the IR, or other locally developed lists for previously used form of name. When the name is not found in these sources, use the fullest form of the name, including birth and death dates, if known, for persons; use corporate body names following rules of subordination as stated in Anglo-American Cataloging Rules, 2nd Ed., 2002 Rev. (AACR2). Whenever possible, avoid conflicts (i.e., the same name representing two different people or entities). It is anticipated that there **will** be undifferentiated personal names, but the Task Force recommends keeping these to a minimum.
- Enter personal names as [Last, First Middle, dates]. Enter corporate body names as established, following #3 above.

Examples:

- Composer:**
 Creator: Henderson, Fletcher, |1897-1952.
 Creator: Carter, Benny.

Date

Element Name	Date
Standard Referenced	DC, CDP
Full view	Yes (Date.Original) ; No (Date.Digital)
Obligation	Mandatory (if applicable)
Repeatable	No (with refinement)
Definition	Specifies the date of composition, if available.
Comment	The date the original resource being described was created, digitized, or issued.
Refinements	Required: Date.Digital – The date the digital resource was created. (Mandatory, not repeatable) Date.Original – The date the original resource was created. (Mandatory, not repeatable) Date.Issued – The date the original resource was released to the public.
Schema	<ul style="list-style-type: none"> • <i>For actual dates, ISO 8601 as defined by the World Wide Web Consortium profile at http://www.w3.org/TR/Note-datetime.html</i> • <i>Oxford Music Online (http://www.oxfordmusiconline.com/subscriber/)</i> • <i>OCLC Bib File (supply OCLC number)</i>
Audience	System, Manager, Staff User, End User
Simple DC Mapping	Date
DC-XML Mapping	<dcterms:dateOriginal/>
MARC Mapping	260\$c\$g; 008 character positions 07-10

Input Guidelines:

Use the date(s) given in the resource, if available. Sometimes the dates are conjectural (see Schema)

1. Date must always be used with a refinement. At present, only the refinements .Digital and .Original are part of the CSU Core.
 2. Date.Digital will be extracted as part of the Technical Metadata from the digital object during ingest. [for access images only]
 3. When the date of the original artifact is known, the date in Date.Original will conform to the 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.
 4. When the date of the original artifact is unknown, a value of "undated" (without the quotation marks) should be entered in Date.Original.
 5. Circa dates may be assigned by the project manager. Represent circa date ranges as 1890? - 1900? And single circa dates as 1902?.
 6. For groups of material where there is a gap in the date sequence, indicate the gap with semicolon space: 1942 - 1945; 1965. The project manager may choose not to indicate gaps.
- Note: Circa dates present resource discovery barriers and have not yet been resolved. Further investigation is needed to solve the problem of how to ensure digital resources with circa dates in Date.Original will be discovered in date-limited searches, or in faceted displays using date metadata.

Examples:

Blue belles of Harlem, 1943.

Sweetie Dear/Maple Leaf Rag (1932, Vic. 23360)

Description

Element Name	Description
Standard Referenced	DC. CDP
Full view	Yes
Obligation	Recommended
Repeatable	Yes
Definition	A general description of the intellectual or artistic content of the resource.
Comment	Free-form text used for resource description, general notes, abstracts, or summaries.
Refinements	Description.Abstract (Mandatory if Applicable, Repeatable) Description.TableOfContents (Optional, Repeatable)
Schema	None
Audience	Manager, staff user, end user
Simple DC Mapping	Description (Description.TableOfContents)
DC-XML Mapping	<dc:description/><dcterms:tableOfContents/>
MARC Mapping	520 \$a;Description (unqualified <i>Description</i>) 505 \$a; 505 \$t, \$r (<i>Description.TableOfContents</i>)

Input Guidelines:

1. Use **Description** without refinement when the description is neither an abstract nor a table of contents.
2. Enter descriptive text, remarks, and comments about the digital resource. This information can be taken from the resource itself, taken from reference materials, or provided by the project manager.
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.
4. Include the refinement **Description.TableOfContents** when the table of contents is available and can be copied and pasted into the metadata. Use of this element should be decided at the project level; for example, the manager of a project that includes a digital moving image with chapter titles, or a single audio file containing six songs, might consider **Description.TableOfContents** to be a valuable element for resource discovery.
5. **For Complex Objects:** If providing **Description** at the page/item-level for complex objects, describe only the intellectual or artistic content of the digital object itself, not its parent or other siblings.

Examples:

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Format

Element Name	Format
Standard Referenced	DC, CDP
Full view	Yes/ File Size (in megabytes) (<i>Format.Extent</i>)
Obligation	Optional (DC) Mandatory (MARC)
Repeatable	No
Definition	The physical manifestation of the resource. Defines the various physical attributes of the resource. The file format, physical medium, or dimensions of the resource.
Comment	<ul style="list-style-type: none"> When creating DC metadata, Format information for the digitized copy can be automatically created by DigiTool technical metadata extraction and included in the technical metadata section. When repurposing MARC data, Format information is required in MARC 856 field subfield q in order for CSU Discovery to identify type(s) of the AUDIO ("Text", "Still Image", etc., that are normally identified by DC.Type). Because there is no appropriate place to add Type information in MARC data, CSU Discovery has used the Format information in 856 for this purpose instead. Recommended best practice is to use a controlled vocabulary such as the list of Internet Media Types [MIME].
Refinements	<i>Format.Extent</i> The size or duration of the digital resource. (Mandatory, Repeatable)
Schema	MIME Media Type at http://www.iana.org/assignments/media-types/
Audience	System, manager, staff, end user
Simple DC Mapping	Format (<i>Format</i> and <i>Format.Extent</i>)
DC XML Mapping	
MARC Mapping	340, 856\$q (<i>Format</i>) 300\$a,533\$e, (<i>Format.Extent</i>)

Input Guidelines:

1. The *Format* element is provided as part of the extracted technical metadata in DigiTool.
2. The extraction process in DigiTool will record the file size in bytes, but will display them as megabytes.
3. For audio and video formats, manually list duration (playing time) in a separate *Format.Extent* field. The playing time should be a numeric value with a caption that is used to qualify the numeric value. Use hour(s), minute(s), and second(s) as captions.

Examples:

Format.Extent: 10 minutes, 45 seconds

Format.Extent: 23 minutes, 05 seconds

Relation.Requires: Software required to play the file.

Identifier

Element Name	Identifier
Standard Referenced	DC, CDP
Full view	No ; Yes/Bookmarkable URL (for handles)
Obligation	Mandatory
Repeatable	Yes
Definition	A unique character string (alphabetic and/or numeric) that identifies the whole or parts of the resource.
Comment	A character string or record number that uniquely identifies a digital resource. The Identifier element ensures that individual digital resource can be accessed, managed, stored, recalled, and used reliably. Input the ISSN, ISBN, or other international standard numbers that have been assigned to an analog original in Source .
Refinements	None
Schema	URI, DOI, handle.net, purl.org, free text
Audience	System, manager, staff user, end user
Simple DC Mapping	Identifier
DC-XML Mapping	<dc:identifier/>
MARC Mapping	020\$a, 022\$a, 024\$a, 856\$u 592\$a [locally defined field]

Input Guidelines:

1. Enter multiple identifiers in separate elements.
2. The file name must precede the logical identifier for DC XML ingest in DigiTool.
3. Create and enter a logical identifier based on the instructions in the procedure (see Appendix A).

Examples:

Identifier: [Collection Code]F2008100001

Language

Element Name	Language
Standard Referenced	DC, CDP
Full view	No
Obligation	Mandatory (if applicable)
Repeatable	Yes
Definition	The language(s) of the creative or intellectual content of the resource.
Comment	This should be the primary language of the resource. To facilitate user discovery, there are normally two Language elements – one entered with a 3-letter code of the language, the other with the full English name. Recommended best practice is to use a controlled vocabulary.
Refinements	None
Schema	<ul style="list-style-type: none">• <i>ISO 639-2</i>, http://www.loc.gov/standards/iso639-2/php/English_list.php
Audience	Manager, staff user, end user
Simple DC Mapping	dc.language (ISO 639-2 only)
DC-XML Mapping	<dc:language/>
MARC Mapping	546

Input Guidelines:

1. Repeat the element if the resource contains more than one language.
2. Primary language (e.g., text in main body) should precede secondary language (e.g., text in abstract).
3. If an explanation is necessary to identify how a language relates to the thesis or dissertation, use a **Description** element to describe the situation.

Examples:

Language: eng
Language: English

Language: spa
Language: Spanish
Description: Text in Spanish; abstract in English

Language: eng
Language: English
Language: fre
Language: French
Description: Text in English and French

Metadata Schema

Element Name	Metadata Schema
Standard Referenced	None
Full view	No
Obligation	Mandatory
Repeatable	No
Definition	This is a local element used for identifying the data dictionary (title, version, and/or date) used to create metadata for the resource or collection/project.
Comment	The metadata element is recorded for quality assurance, to assist in evaluating the metadata in the future, and to aid in future migrations of metadata.
Refinements	None
Schema	Title and version of the Data Dictionary, link to the digital version.
Audience	Manager, Staff user
Simple DC Mapping	None
DC- XML Mapping	<dcterms:metadataschema/>
MARC Mapping	593\$a

Input Guidelines:

1. The title and version (or date) of the data dictionary governing the creation of the metadata should be recorded in unambiguous terms, but may be abbreviated or shortened. Additionally, provide a link to the data dictionary in the digital repository.
2. A project manager may choose to apply metadata using only CSU Core, in which case, CSU Core [version used] would be the value entered into **MetadataSchema**: however, there are several decisions left to project managers within the requirements of CSU Core, so the Task Force is expecting a minimum number of digital resources using CSU Core with no modifications.
3. If legacy metadata is used for migrated collections, and the metadata does not conform to CSU Core, the value "Pre-CSU Core" may be entered in this element. The Task Force assumes that during metadata migration project managers will attempt to edit the legacy metadata to meet the CSU Core, but recognizes that in some instances that may not be feasible, and that no data dictionary had been created for some pre-existing projects—hence the provision to accommodate the legacy metadata.

Examples:

Metadata Schema: AUDIO 1.0

Publisher

Element Name	Publisher
Standard Referenced	DC, CDP
Full view	Yes
Obligation	Mandatory
Repeatable	Yes
Definition	The entity responsible for making the resource available. Can be a person, organization, or service responsible for making a resource available to others.
Comment	Examples include a person, an organization, or a service.
Refinements	None
Schema	<ul style="list-style-type: none">• <i>LC Authorities File (LCAF)</i>, http://authorities.loc.gov/• <i>Oxford Music Online</i> (http://www.oxfordmusiconline.com/subscriber/)
Audience	Manager, Staff user, end user
Simple DC Mapping	Publisher
DC-XML Mapping	<dc:publisher/>
MARC Mapping	260\$b

Input Guidelines:

Verify the name is consistent with what appears on the resource, or what is known about the resource. (see Schema)

Examples:

Victor Records

Relation

Element Name	Is Part Of
Standard Referenced	DC, CDP
Full view	Detailed in table below
Obligation	See Relation Refinements Table: <ul style="list-style-type: none"> • MA (Mandatory if Applicable) • R (Recommended) • O (Optional)
Repeatable	See Relations Refinement Table
Definition	The described resource is a physical or logical part of the related resource.
Comment	The relationship may be one of intellectual content variation (<i>Relation.IsVersionOf/Relation.HasVersion</i>), part-to-whole (<i>Relation.IsPartOf/Relation.HasPart</i>), citation/reference (<i>Relation.References/Relation.IsReferencedBy, Relation.ConformsTo</i>), substitution (<i>Relation.Replaces/Relation.IsReplacedBy</i>), format variation (<i>Relation.HasFormat/Relation.IsFormatOf</i>), or dependency (<i>Relation.Requires/Relation.IsRequiredBy</i>). The element may consist of textual information about the related resource relevant to the specific refinement; it may also consist of an identifier, such as a URL, for linking directly to the related resource. Include the refinement in the label name, not the element value (e.g. a URI) or text (e.g. a short description). A relationship may be multi-directional (i.e., a described resource may reference one or more related resources) or one-directional even though a qualifier may exist to show reciprocity (see Relation Refinements Table).
Refinements	REQUIRED Use one of the following refinements to explain the nature of the relationship between the described resource (i.e. the digital resource being described by the metadata record) and the related resource (i.e. the resource being referred to in the specific Relation element): See Relation Refinements Table .
Schema	URI, URL, citation, free text
Audience	Manager, staff user, end user
Simple DC Mapping	Relation (all Refinements)
DC-XML Mapping	Detailed in table below
MARC Mapping	Detailed in table below

Relation Refinements Table

Refinement Name	Obligation; Repeatable	Definition	DCXML mapping	MARC mapping	Full View/ Label
Relation.IsPartOf	MA; Yes	The described resource is a physical or logical part of the	<dcterms:isPartOf/>	440, 490, 800,	Yes/ Series

		related resource.		810, 811, 830	
Relation. HasPart	MA; Yes	The described resource includes the related resource either physically or logically.	<dcterms: hasPart/>	774\$n\$t	No
Relation. IsVersionOf	MA; Yes	The described resource is a version, edition, or adaptation of the related resource. Changes in version imply substantive changes in content rather than differences in format.	<dcterms: isVersionOf/>	775 786\$n\$t	No
Relation. HasVersion	O; Yes	The described resource has a version, edition, or adaptation of the related resource.	<dcterms: hasVersion/>	775\$n\$t	No
Relation. IsFormatOf	MA; Yes	The described resource has the same intellectual content of the related resource, but is presented in another format.	<dcterms: isFormatOf/>	530 776\$n\$t	No
Relation. HasFormat	O; Yes	The described resource existed before the related resource, which is essentially the same intellectual content presented in another format.	<dcterms: hasFormatOf/>	530 776\$n\$t	No
Relation. IsReferenced By	O; Yes	The described resource is referenced, cited, or otherwise pointed to by the related resource.	<dcterms: isReferencedBy/>	510	No
Relation. References	O; Yes	The described resource references, cites, or otherwise points to the related resource.	<dcterms: references/>	NONE	No

Relation Refinements Table (con't.)

Refinement Name	Obligation; Repeatable	Definition	DCXML mapping	MARC mapping	Full View/ Label
Relation. IsPartOf	MA; Yes	The described resource is a physical or logical part of the related resource.	<dcterms: isPartOf/>	440, 490, 800, 810, 811, 830	Yes/ Series
Relation. HasPart	MA; Yes	The described resource includes the related resource either physically or logically.	<dcterms: hasPart/>	774\$n\$t	No
Relation. IsVersionOf	MA; Yes	The described resource is a version, edition, or adaptation of the related resource. Changes in version imply substantive changes in content rather than differences in format.	<dcterms: isVersionOf/>	775 786\$n\$t	No
Relation. HasVersion	O; Yes	The described resource has a version, edition, or adaptation of the related resource.	<dcterms: hasVersion/>	775\$n\$t	No
Relation. IsFormatOf	MA; Yes	The described resource has the same intellectual content of the related resource, but is presented in another format.	<dcterms: isFormatOf/>	530 776\$n\$t	No
Relation. HasFormat	O; Yes	The described resource existed before the related resource, which is essentially the same intellectual content presented in another format.	<dcterms: hasFormatOf/>	530 776\$n\$t	No
Relation. IsReferenced By	O; Yes	The described resource is referenced, cited, or otherwise pointed to by the related resource.	<dcterms: isReferencedBy/>	510	No
Relation. References	O; Yes	The described resource references, cites, or otherwise points to the related resource.	<dcterms: references/>	NONE	No

Input Guidelines:

1. Refinement is required for the ***Relation*** element. Select refinements from the above **Relation Refinements Table**.
2. Use separate relation elements to enter multiple relations.
3. A resource may relate to another resource in a variety of ways that can be described by using more than one ***Relation*** element.
4. Include sufficient information in the ***Relation*** element to enable users to identify, cite, and either locate or link to the related resource.
5. Note that ***Source*** is used specifically to describe the physical characteristics or conditions of the original. Do not repeat that information using the ***Relation*** element.

Rights

Element Name	Rights
Standard Referenced	DC, CDP
Full view	Yes/Rights
Obligation	Mandatory
Repeatable	Yes
Definition	Statement(s) of copyright permission(s), and special condition(s) if applicable, for access and use of the resource.
Comment	The Rights element may contain information concerning accessibility, reproduction of the digital resource, copyright holder, restrictions, securing permissions for use of sound, text, or images.
Refinements	Under discussion
Schema	None
Audience	Manager, staff user, end user
Simple DC Mapping	Rights
DC-XML Mapping	<dc:rights/>
MARC Mapping	506, 540

Input Guidelines:

1. The **Rights** element will minimally be a hyperlink to the rights statement relevant to that resource.
2. Specific rights information may be added to the **Rights** element as free text when conditions warrant.
3. The value of this element is normally "Copyright of the original work is retained by the author".
Correct
4. When the access is restricted to CSU IP, add a note stating "Access is limited to the Colorado State University community only."
5. Enter multiple statements in separate elements.

Examples:

Rights: Copyright of original work is retained by the author.

Rights: Copyright of original work is retained by the author.

Rights: Access is limited to the Colorado State University community only.

Rights

Rights Management

Element Name	Rights
Full view	Yes <i>1 Rights</i>
Obligation	Mandatory
Repeatable	Yes
Definition	Statement(s) of copyright permission(s), and special condition(s) if applicable, for access and use of the resource.
Comment	The Rights Management element may contain information concerning accessibility, reproduction of the digital resource, copyright holder, restrictions, securing permissions for use of sound, text, or images.
Schema	None
Complex Object (Children-level metadata)	Yes
Audience	Manager, staff user, end user
Simple DC Mapping	DC.Rights
DC XML tag	<dc:rights/>

MARC Mapping 506, 540
Input Guidelines:

1. The value of this element is normally "Copyright of the original work is retained by the author".
Correct
2. When the access is restricted to CSU IP, add a note stating "Access is limited to the Colorado State University community only."
3. Enter multiple statements in separate elements.

Examples:

Rights: Copyright of original work is retained by the author.

Rights: Copyright of original work is retained by the author.

Rights: Access is limited to the Colorado State University community only.

Standard Referenced DC, CDP
Refinements: NONE

UWashington: Sound recording often has more than 1 rights owner
Rights to work itself (composer, author, arranger, publisher)
rights to recorded performance (performers, etc.)
Rights to recorded product (recording co, distributor, artist, artwork, booklet text, etc.)

Source

Element Name	Source
Standard Referenced	DC, CDP
Full view	No
Obligation	Mandatory (if applicable)
Repeatable	Yes
Definition	Source from which the resource is derived.
Comment	The Source element describes physical characteristics of the original resource from which a digital resource is derived. The citation of the original is entered in Relation.IsFormatOf . Some digital resources are “born digital” and derive from no existing resource. In these cases, the Source element is not used. May describe the whole or in part.
Schema	<ul style="list-style-type: none">• <i>Oxford Music Online</i> (http://www.oxfordmusiconline.com/subscriber/)
Audience	Manager, staff user, end user
Simple DC Mapping	dc:source
DC-XML Mapping	<dc:source/>
MARC Mapping	534\$t, 786\$o\$t

Input Guidelines:

1. Enter source information in order of importance. Use separate Source elements to enter multiple sources. Usually there will be only one source from which the present digital resource has been derived.
2. Clarify the nature of the relationship between the two resources by using an initial phrase such as “Excerpted from;” “Original;” etc.
3. Information about the condition of the physical object may be included here, or may be included in a separate project-defined element.
4. When giving physical dimensions, use the unit of measurement most appropriate for the resource. Verify the information is consistent with the resource, or what is known about the resource. (see Schema)

Examples:

- Separate physical description from citation for the original:
Source: Original: 78 disc [Physical description of the original analog resource that was digitized.]
Relation.IsFormatOf: Cassette tape reproduction.
Relation.IsPartOf: Duke Ellington Collection. [The source collection for the image from Archives and Special Collections. Together with the **Relation.IsFormatOf**, the original glass plate negative can be easily located when necessary.]

Subject

Element Name	Subject
Standard Referenced	DC, CDP
Full view	Yes
Obligation	Mandatory
Repeatable	Yes
Definition	Term(s) used to describe the content of the resource.
Comment	The values in this element refer to the topical content of the resource; what it is about, or what it is, expressed by topical terms, headings, key terms, phrases, names, or other terms for significant people, places, events, etc. The application is to be determined at the project level. Specifies the appropriate Library of Congress Subject Heading(s) for the resource. Use a controlled vocabulary.
Refinements	None
Schema	Multiple controlled vocabularies, including: <ul style="list-style-type: none">• <i>Library of Congress Subject Headings</i>• <i>Music Thesaurus?</i>
Audience	Staff user, end user
Simple DC Mapping	dc:subject
DC XML tag	<dc:subject>
MARC Mapping	600, 610, 611, 630, 650, 653

Input Guidelines:

1. The use of **Subject** is to be determined at the project level, and listed in the project Data Dictionary, including any controlled vocabulary or vocabularies to be used.
2. The values for this element may come from either, a controlled vocabulary, uncontrolled terms, or both.
3. If both controlled vocabulary and uncontrolled terms are assigned to a digital resource, they should be entered into separate elements, i.e., controlled terms and uncontrolled terms should not exist in the same metadata field.
4. When a controlled vocabulary is used for the **Subject**, the display label may indicate the thesaurus/source used; when no controlled vocabulary is used, the display label may be: Key word.
5. If multiple controlled vocabularies are used for a digital resource, each vocabulary should be entered into separate elements, i.e., controlled terms from different vocabularies should not exist in the same metadata field.
6. Controlled terms can be taken from an established list of subjects, or can be a locally created and controlled list.

Examples:

Technical Metadata

Standard Referenced	?, PREMIS
Obligation	Mandatory
Comment	Technical metadata is important for the long term management of digital resources.
Audience	Manager, staff user, end user
Simple DC Mapping	See input guidelines for the specific element
DC-XML Mapping	See input guidelines
MARC Mapping	See input guidelines

Input Guidelines:

Examples:

Title:

Technical Metadata

Standard Referenced	Z39.87, PREMIS
Obligation	Mandatory
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, and this Data Dictionary applies that model to all digital formats, not just still images. (To date, Z39.87 is the only nationally approved and published technical metadata standard and is restricted to digital still images.)
Audience	System, Manager
Simple DC Mapping	See input guidelines for the specific element
DC-XML Mapping	See input guidelines
MARC Mapping	See input guidelines
Full View/Label	See input guidelines

Input Guidelines:

1. The Task Force reviewed the Z39.87 standard and the PREMIS data dictionary and recommends relying on JHOVE to extract technical metadata within DigiTool during the ingest process.
2. Only *Type*, *Format*, and *Format.Extent* are mapped to simple Dublin Core for OAI-type harvesting and to DCXML or MARC for ingest. For full View/Label, see the individual elements.

core

Title

Element Name	Title
Standard Referenced	DC, CDP
Full view	Yes/Title; Yes/Alternative title
Obligation	Mandatory
Repeatable	No
Definition	The title as it appears on the resource. The name given to the resource.
Comment	Typically, a Title will be a name by which the digital resource is formally known or the name given to the digital resource by the creator or publisher. Title may also be an identifying phrase or name of the resource supplied by the metadata creator, project manager, or the archivist. Neither Title nor Title.Alternative needs to be unique.
Refinements	Title.Alternative (Mandatory if Applicable, Repeatable) Any form of the title used as a substitute or alternative to the formal title of the digital resource.
Schema	None
Audience	Manager, staff user, end user
Simple DC Mapping	dc:title
DC-XML Mapping	<dc:title/>
MARC Mapping	For Title : 245; For Title.Alternative : 246; 240

Input Guidelines:

1. Transcribe the title if one is available from digital resource itself, or enter the title given by the project manager, archivist, EAD finding aid, or found in reference sources. For more guidance in constructing titles, the project manager should consult established cataloging rules such as Anglo-American Cataloging Rules (AACR2), Describing Archives: A Content Standard (DACS), or Cataloging Cultural Objects (CCO). It is recommended that only one of those sets of rules be used for each project. Do not enclose supplied titles in square brackets, unless the project manager identifies a need for the brackets.

2. To aid in title sorting of results, it is recommended that any initial article be removed and append to the end of the title, following a comma, for transcribed titles. Avoid using initial articles in supplied titles if at all possible. [Discuss consequences of leaving initial articles at the beginning. DigiTool does not ignore non-filing characters in MARC records. What should we say about that? Make all of this at the project manager's discretion?]

3. If the title is taken from a finding aid, capitalize according to the finding aid. If the title is supplied or taken from the resource itself, capitalize only the first letter of the title and proper nouns contained within the title. If a MARCXML record is used for the metadata for a resource, accept the MARCXML capitalization of the title. In general, use the punctuation provided with the title or, if the title is created by the project manager, use English language punctuation standards. The project manager may designate a standard style manual such as Chicago Manual of Style, University Style Manual (Colorado State University), etc.

4. The Title element is repeatable only with the refinement Alternative. The Title element should be used only once and all other Title elements should be expressed as Title.Alternative.

5. Title.Alternative can be used for other titles useful for access, i.e., caption title, former title, spine title, collection title, series title, artist's title, object name, translation of title, and other variations of the title.

6. File names, accession numbers, call numbers, or other identification schemes should be entered in the Identifier element.

Examples:

Transmission Data-Access (Digital Sound File)

Element Name	Format
Standard Referenced	
Full view	
Obligation	Mandatory
Repeatable	Yes
Definition	The format of the digital audio file.
Comment	
Refinements	
Schema	
Audience	Manager, Staff, End user
Simple DC Mapping	DC.Format
DC XML tag	<dc:format/>

Input Guidelines:

Examples:

Transmission Data-Preservation

Element Name	Format
Standard Referenced	
Full view	
Obligation	
Repeatable	
Definition	
Comment	
Refinements	
Schema	
Audience	Manager, Staff, End user
Simple DC Mapping	DC.Format
DC XML Mapping	<dc:format/>
MARC Mapping	

Input Guidelines:

Examples

Copy

Transmission Data-Access (Digital Sound File)

Element Name	Format
Full view / Label	
Obligation	Mandatory
Repeatable	Yes
Definition	The format of the digital audio file.
Comment	
Schema	
Complex Object (Children-level metadata)	
Audience	Manager, Staff, End user
Simple DC Mapping	DC.Format
DC XML tag	<dc:format/>

MARC Mapping
Input Guidelines:

Examples:

Standard Referenced
Refinements

ii Washington Enter the characteristics of the digital sound file available to the public (downloadable or streaming web file), separating each (optional) element with a semi colon.

ii Format of digital sound file / type of compression
ii MP3

Duration of audio sound file

Bits per sample (bit depth)

Sampling frequency (# samples/second)

Audio channel configuration (stereo, etc.)

File size (byte, kilobyte or megabyte)

Type

Element Name	Type
Standard Referenced	DC, CDP
Full view	No
Obligation	Mandatory
Repeatable	No
Definition	The nature or genre of the content of the resource. Specifies whether the resource is a Single or Collective work.
Comment	The Type 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 Format element.
Refinements	None
Schema	<i>Dublin Core Metadata Initiative (DCMI) Type Vocabulary, http://dublincore.org/documents/dcmi-type-vocabulary/; Library of Congress Subject Headings (LCSH)</i>
Audience	Manager, staff, end user
Simple DC Mapping	dc:type
DC XML Mapping	<dc:type/>
MARC Mapping	Leader06, Leader07, 655

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 scanned page containing both a picture and text. Multiple **Type** values should be separated by semicolon space (;).
3. Digital representations of three-dimensional objects should be assigned "Image", "Still Image", etc. as appropriate, rather than "Physical Object". The use of "Physical Object" is confined to databases describing the objects, not to their digital surrogates.

Examples:

12/12/12

Access Rights

Element Name	Access Rights
Full view / <i>label</i>	No
Obligation	Recommended
Repeatable	Yes
Definition	Information about who can access the resource or an indication of its security status.
Comment	Access Rights may include information regarding access or restrictions based on privacy, security, or other policies.
Schema	None
Complex Object (Children-level metadata) (children-level metadata)	No
Audience	Manager, Staff user, end user
Simple DC Mapping	DC.AccessRights
DC XML tag	<dcterms:accessRights/>

MARC mapping
Input Guidelines:

Examples:

Refinements
Standard Referenced.

All All Rights

Arranger

Element Name	Arranger
Full view	No
Obligation	Recommended
Repeatable	Yes
Definition	Resource has been adapted or changed from original. <i>person or org resp. for</i>
Comment	None
Schema	<ul style="list-style-type: none">• <i>Oxford Music Online</i> (http://www.oxfordmusiconline.com/subscriber/)• <i>LC Authorities File (LCAF)</i>, http://authorities.loc.gov/
Complex Object (Children-level metadata) (children- level metadata)	No
Audience	End user
Simple DC Mapping	DC.Description.Arranger
DC XML tag	<dcterms:arranger/>

Input Guidelines:

Verify that the arranger is consistent with what appears on the resource (see Schema)

Examples:

Strayhorn, Billy, (William Strayhorn), |1915-1967.
Ellington, Duke, (Edward Kennedy)|d 1899-1974.

Collection Title

Element Name	Collection Title
Full view	Yes
Obligation	Mandatory
Repeatable	No
Definition	The collection under which the Resource is relevant.
Comment	
Schema	<ul style="list-style-type: none"> • <i>LC Authorities File (LCAF)</i>, http://authorities.loc.gov/ • <i>Library of Congress Subject Headings (LCSH)</i> and geographic subdivision, http://classificationweb.net/Menu/index.html
Complex Object (Children-level metadata)	
Audience	End user
Simple DC Mapping	DC.Description.Collection Title <i>Source. Collection</i>
DC XML tag	<dcterms:collection/>

Input Guidelines:

Verify the name is consistent with what appears on the resource or what is known about the composer (see Schema)

Examples:

Dizzy Gillespie Collection
Charles W. Brown Jazz Collection

Source: A Washington

*Collection name and number, if applicable
If original recording belongs to a particular
collection (library, archives, or private collection),
enter collection name.
If number assigned, give that too.
Separate collection name and number with a comma*

Composer

Element Name	Composer
Full view	No
Obligation	Mandatory
Repeatable	No
Definition	The name of the person responsible for creating the creative or intellectual content of the Resource.
Comment	None
Schema	<ul style="list-style-type: none">• Oxford Music Online (http://www.oxfordmusiconline.com/subscriber/)• LC Authorities File (LCAF), http://authorities.loc.gov/
Complex Object (Children-level metadata)	No
Audience	End user
Simple DC Mapping	DC.Creator
DC XML tag	<dc:creator/>

Input Guidelines:

Verify the name is consistent with what appears on the resource or what is known about the composer (see Schema)

Examples:

- **Composer:**
Henderson, Fletcher, |18797-1952.
Carter, Benny, (Bennett Lester), |1907-

Disc Number

Element Name	Disc Number
Full view <i>Label</i>	Yes
Obligation	Recommended
Repeatable	No
Definition	<i>Number of the disc</i>
Comment	None <i>Transcribe the assigned number</i>
Schema	<ul style="list-style-type: none"> • Oxford Music Online (http://www.oxfordmusiconline.com/subscriber/) • OCLC Authority File (supply ARN number) • OCLC Bib File (supply OCLC number)
Complex Object (Children-level metadata)	No
Audience	Staff, End user
Simple DC Mapping	Identifier
DC XML tag	<dcterms:Identifier/>

Mark mapping

Input Guidelines:

Use information from the resource, if available (see Schema).

Examples:

Pathe 36333
 Bruns. 8344
 Riv. 280
 OK 830

*Standard Referenced
 Refinements*

Ensemble

Element Name	Ensemble
Full view <i>1 Label</i>	No
Obligation	Recommended
Repeatable	Yes
Definition	<i>Name of Orcestra</i>
Comment	None
Schema	<ul style="list-style-type: none">• Oxford Music Online (http://www.oxfordmusiconline.com/subscriber/)• OCLC Authority File (supply ARN number) OCLC Bib File (supply OCLC number)
Complex Object (Children-level metadata)	No
Audience	Manager, Staff, End user
Simple DC Mapping	Contributor
DC XML tag	<dcterms:contributor/>

Marc Mapping

Input Guidelines:

Use information from the resource, if available (see Schema)

Examples:

Clarence William's Blue Five quintet

Benny Goodman Trio

Seattle Symphony Orchestra

*Standard Referenced
Refinements*

Instrument Name

Element Name	Subject
Full view <i>Label</i>	No
Obligation	Mandatory
Repeatable	Yes
Definition	Name of instruments used to creates the resource.
Comment	Contains the name of musical instrument. Variant forms of the name are given.
Complex Object (Children-level metadata)	
Schema	<ul style="list-style-type: none">• <i>Library of Congress Subject Headings (LCSH);</i>• <i>Oxford Music Online</i> <i>(http://www.oxfordmusiconline.com/subscriber/)</i>
Audience	System, manager, staff user, end user
Simple DC Mapping	DC.Subject
DC XML tag	<dc:subject/>

MARC mapping
Input Guidelines

Use information from the resource, if available (see Schema)

Examples:

Tenor saxophone ; trumpet ; trombone

*Standard Referenced
Requirements*

Performer

Element Name	Performer
Full view / Label	Yes
Obligation	Mandatory (if applicable)
Repeatable	No
Definition	Person, groups of persons, organizations performing in the resource.
Comment	None
Schema	<ul style="list-style-type: none">• <i>Oxford Music Online</i> (http://www.oxfordmusiconline.com/subscriber/)• <i>LC Authorities File (LCAF)</i>, http://authorities.loc.gov/
Complex Object (Children-level metadata)	
Audience	Manager, Staff
Simple DC Mapping	Creator
DC XML tag	<dc:creator/>

More mapping

Input Guidelines:

Verify the name is consistent with what appears on the resource, or what is known about the resource.
(see Schema)

Examples:

Armstrong, Louis, trumpet

Rader, Don, (Donald Arthur), |d 1935-, trumpet

*Standard Referenced
Refinements*

Physical Description

Element Name	Format
Full view <i>/Label</i>	No
Obligation	Mandatory
Repeatable	No
Definition	The physical manifestation of the resource. Manually list duration (playing time) in a separate Format.Extent element. The playing time should be in a numeric value with a caption that is used to qualify the numeric value. Use hour(s), minute(s), and second(s) as captions.
Comment	
Schema	None
Complex Object (Children-level metadata)	No
Audience	Manager, Staff, User
Simple DC Mapping	Format
DC XML tag	<dc:format/>

MAEC Mapping
Input Guidelines:



Examples:

*Standard Referenced
Schema*

Physical Description	Format Searchable, public/staff field	<p>Physical characteristics of the original recording (for digital file details, use Transmission Data).</p> <p>Provide as many of the following format characteristics as possible, omitting information that is unavailable.</p> <p>Terms to use: sound disc (for analog vinyl and shellac discs) compact disc audio reel audio cassette tape cartridge</p> <p>Recommended practice: List the following characteristics as known, separating each element with a comma:</p> <p>--The side of the original physical recording that the audio resource is on (if applicable), plus number and name of the physical item (<i>On 1 side of 1 audio reel</i>, for example)</p> <p>--Type of recording (analog or digital)</p> <p>--Playing speed for analog discs, in revolutions per minute (78 rpm, 45 rpm, 33 1/3 rpm)</p>	<p>1 audio cassette 2 sound discs 1 compact disc</p> <p><i>(Analog disc):</i> 1 sound disc, analog, 78 rpm, mono; 10 in.</p> <p><i>(Reel-to-reel tape):</i> 1 audio reel, analog, stereo, 7 in.</p> <p><i>(Audio cassette):</i> 1 audio cassette, analog, mono.</p> <p><i>(Compact disc):</i> 1 compact disc, digital, stereo.</p>
		<p>--Number of sound channels (mono, stereo, quad),</p> <p>--Dimensions of analog disc or audio reel, stated in inches (discs are generally 10 or 12 in.; audio reels are generally 3, 5, 7, or 10 in.).</p>	
Notes	Description Searchable, public/staff field	<p>Any remarks or notes that are not covered by the other fields.</p> <p>Briefly summarize significant information about the item that is not covered in other fields. Separate each note with a
</p> <p>Types of info to enter include: Source of bibliographic information; contextual information about the</p>	<p>World premiere; Introductory words by Katims</p> <p>Dubs from rehearsal tape; Sherwood Hall, La Jolla CA</p>

UWashington

Record Number

Element Name	Identifier
Full view	<i>/label</i>
Obligation	
Repeatable	
Definition	Number associated with the publication of the resource.
Comment	None
Schema	None
Complex Object (Children-level metadata)	
Audience	Manager, Staff, End user
Simple DC Mapping	DC.Identifier
DC XML tag	<dc:identifier/>

MARC Mapping

Input Guidelines:

Examples:

*Standard Referenced
Refinements*