



**Base Metadata Framework  
(LCDL-BMF)  
v.1.7**

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**Reviewed and Updated Annually**

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**Maintained by the Lowcountry Digital Library  
& the College of Charleston**

## Introduction

This metadata manual is compatible and fully crosswalks to both MODS and Dublin Core schemas and has been vetted against national best practices and standards for the highest quality assurance purposes. This schema will also accommodate inclusion in the South Carolina Digital Library (SCDL) and the upcoming Digital Public Library of America (DPLA) Hubs Pilot Project proposed metadata elements set.

The purpose of this manual is to:

- Ensure the interoperability of our project partners' diverse digital collections
- Establish and maintain minimum descriptive standards for our materials
- Implement a descriptive standard that fosters accurate user access to digitized materials
- Support efficient processing and ingestion of digital materials into the LCDL

This manual establishes the base metadata standards for the LCDL. Projects that require more extensive or customized descriptive metadata are therefore not addressed in this publication. However, that does not mean that these needs will not be addressed. If you have any specific metadata needs that are not addressed in this manual, please contact Heather Gilbert at the Lowcountry Digital Library ([gilberthj@cofc.edu](mailto:gilberthj@cofc.edu)) and she will assist you in accommodating your proposed metadata fields.

For information on digitization requirements and best practices or on LCDL transcription guidelines, please refer to our other documentation materials located on our website at <http://lcdl.library.cofc.edu/materials>.

## LCDL Metadata Element Set - Quick Look

<i>Element</i>	<i>Status</i>
Access Note	<b>Required, currently under review</b>
Access Statement (replaces Rights)	<b>Recommended, currently under review</b>
Contributing Institution	<b>Required</b>
Copyright Status Statement (replaces Rights)	<b>Required, currently under review</b>
Creator Name (Personal)	Recommended
Creator Name (Corporate)	Recommended, only if there is a corporate creator
Date	Recommended
Date Digital	<b>Required</b>
Description	Recommended
Digitization Specifications	<b>Required</b>
File Name – Audio/Video	<b>Required</b> only for audio/video items
File Name – Item	<b>Required</b> , includes PDF transcripts for audio/video files (eg: oral histories)
File Name – Thumbnail	<b>Required</b>
File Name – Transcript	Recommended for manuscripts, <b>Required</b> for audio/video materials
Format	<b>Required</b>
Language	<b>Required</b> only for items with visible text.
Media Type	<b>Required</b>
S.C. County	<b>Required</b> only for items that have SC county content.
Subject – Geographic	Recommended
Subject – Personal or Corporate name	Recommended
Subject – Topical	Recommended
Resource Locator (Source)	Recommended
Rights	<b>Deprecated, do not use. See Access and Copyright Status Statements above.</b>
Title	<b>Required</b>
Type	<b>Required</b>

## LCDL Metadata Element Set – Detailed Descriptions

### \*\*\*NEW ELEMENTS UNDER REVIEW\*\*\*

#### Access and Copyright Status Statement, Access Note

**Status:** Required, specific to your rights and usage requirements

**Repeatable:** No

**Controlled Vocabulary:** Yes, specific to your institution and rights and usage requirements.

**Notes:** These three fields together will form a complete rights and access statement (similar to the old Rights field).

**These fields are currently under review.** As this is can be a confusing subject, a complete guide to Copyright and Access statements is currently being written. If you are working on a new collection, you must contact your Project Coordinator to determine the correct Copyright Status, Access Statement and Note for your materials.

#### Copyright Status Statement entry options:

- Public domain.
- Copyright © *[insert copyright holder name here]*.
- Copyright status undetermined.
- No known copyright restrictions.

#### Access Statement entry options:

- All rights reserved.
- This work is licensed for use under a *[insert Creative Commons license here – See Creative Commons License grid on next page for explanation and format]*.
- This work is licensed for educational use only.

More Creative Commons License information can be found here:

<http://creativecommons.org/licenses/>

#### Access Note entry options:

- For attribution information contact *[insert holding institution name and address here]*.
- For more information and reuse requirements contact *[insert copyright holder or holding institution name and address here]*.
- For more information contact *[insert holding institution name and address here]*.

**Contributing Institution**

**Status:** Required

**Repeatable:** No

**Controlled Vocabulary:** Yes, LCDL Provided. See example for complete list.

**Notes:** This field should contain the name of your institution.

**Example:**

Avery Research Center at the College of Charleston  
 Barbados Museum & Historical Society  
 Beaufort County Library  
 Catholic Diocese of Charleston Archives  
 Charleston Library Society  
 Coastal Carolina University  
 College of Charleston Libraries  
 Drayton Hall: A National Historic Trust Site  
 Friends of the Hunley  
 Gibbes Museum of Art  
 Margareta Childs Archives at Historic Charleston Foundation  
 Middleton Place Foundation  
 Patriots Point Naval and Maritime Museum  
 South Carolina Historical Society  
 The Charleston Archive at CCPL  
 The Charleston Museum Archives  
 The Citadel Archives & Museum  
 Waring Historical Library (MUSC)

**Creator Name (Personal)**

**Status:** Recommended

**Repeatable:** Yes

**Controlled Vocabulary:** When available use Library of Congress NAF - <http://authorities.loc.gov/> otherwise follow formatting guidelines below.

**Notes:** Separate multiple entries with a semi-colon and no spaces.  
 Entry ideally is formatted like this: Last Name, First Name, YYYY-YYYY  
 If dates are unavailable, please omit. If creator is unknown, please do not use the term "unknown", just leave the field blank.

**Example:** Pertwee, John, 1919-1996

**Creator Name (Corporate)**

**Status:** Recommended only if there is a corporate creator

**Repeatable:** Yes

**Controlled Vocabulary:** When available use Library of Congress NAF - <http://authorities.loc.gov/> otherwise follow example below.

**Notes:** Separate multiple entries with a semi-colon and no spaces. This field is only used if the creator was a corporate entity. If creator is unknown, please do not use the term "unknown", just leave the field blank. See below for example.

**Example:** Weyland-Yutani Corporation

**Date**

**Status:** Recommended

**Repeatable:** Yes

**Controlled Vocabulary:** ISO 8601 formatting is required.

ISO 8601 formatting examples: YYYY-MM-DD, YYYY-MM or YYYY

**Notes:** This is the date the physical item was created. Please use ISO 8601 formats. Do not use the terms "circa" or "c." or "ca." – if a hard date is unknown, but you have a "circa" date, you may list a decade based date range. For example, ca. 1852 can be recorded as 1850-1859. LCDL can also provide the option of "To" and "From" date fields if the material warrants it (such as a diary or journal). Contact us for an amended template.

For materials that have multiple dates, separate multiple entries with a semi-colon. If the date is unknown, please do not use the term "unknown", just leave the field blank.

**Example:** 1947-07-08

**Date Digital**

**Status:** Required

**Repeatable:** No

**Controlled Vocabulary:** ISO 8601 formatting is required.

ISO 8601 formatting examples: YYYY-MM-DD, YYYY-MM or YYYY

**Notes:** This is the date the physical item was digitized. Please use ISO 8601 formats only.

**Example:** 2012-02-17

**Description**

**Status:** Recommended

**Repeatable:** No

**Controlled Vocabulary:** No

**Notes:** A free text account of the intellectual content of the resource. Can also include detailed description of the physical properties of the object, but only if necessary. Contact your project coordinator if you are unsure. If you require additional description fields for information such as citations, biographical information or data that you feel is inappropriate for the description field, please contact LCDL for detailed instructions.

**Example:** Black and white photograph of an unidentified man standing in front of the Cuyahoga River at midday, 4" x 6".

**Digitization Specifications**

**Status:** Required

**Repeatable:** No

**Controlled Vocabulary:** No

**Notes:** This is the scanner, digitization settings and formats used for the digitization process. See below for example.

**Example:** 600 dpi, 24-bit depth, color, Epson Expression 10000XL, Archival masters are tiffs.

**File Name – Audio/Video**

**Status:** Required only for audio/video items

**Repeatable:** No

**Controlled Vocabulary:** See information on naming conventions at the end of this manual.

**Notes:** This field is only used for audio or video files, like oral histories.

**Example:** sample001.mp3

**File Name – Item**

**Status:** Required

**Repeatable:** Yes, only in the instance of multi-image objects, like postcards  
(see your project coordinator for detailed instructions)

**Controlled Vocabulary:** See information on naming conventions included in the digitization manual

**Notes:** This is the item file name. This should either be a PDF or a JPG. If you are providing LCDL with Tiff files only, LCDL will create the Jpegs for you. For audio/video items, such as oral histories, this is the field in which the PDF file name is entered. Separate multiple entries with a semi-colon and no spaces.

**Example:** cofc\_sample\_001.jpg

**Example:** cofc\_letter\_001a.jpg;cofc\_letter\_001b.jpg;cofc\_letter\_001c.jpg

**File Name – Thumbnail**

**Status:** Required

**Repeatable:** Yes, only in the instance of multi-image objects  
(see your project coordinator for detailed instructions)

**Controlled Vocabulary:** See information on naming conventions included in the digitization manual

**Notes:** This field should have the same content as the File Name – Item, but with the word "icon" added to the front. Separate multiple entries with a semi-colon and no spaces. LCDL can create these thumbnail files for you. If LCDL is creating your thumbnail images for you, LCDL can fill out this field.

**Example:** icon\_cofc\_sample\_001.jpg



**File Name – Transcript**

**Status:** Recommended for manuscripts. Required for audio/video items.

**Repeatable:** No

**Controlled Vocabulary:** See information on naming conventions included in the digitization manual. Please follow transcription guidelines provided in your packet.

**Notes:** This is the file name of the transcript. Note: all transcripts are now saved as xml files, with MODS headers. Please see LCDL's transcription guidelines for more details.

**Example:** transsample001.xml

**Format**

**Status:** Required

**Repeatable:** Yes

**Controlled Vocabulary:** Yes, IMT ([IANA Media Type registry](#)). The IANA website is more complicated than it needs to be for our purposes. LCDL's most commonly used IMTs are listed below. Please contact your project coordinator if you do not see a media type that fits your digital objects.

application/pdf  
 audio/mpeg  
 image/jpeg  
 video/mpeg  
 video/mp4  
 text/xml

**Notes:** Separate multiple entries with a semi-colon. Please keep all IMT's lower case.

**Example:** image/jpeg

**Language**

**Status:** Required, only for items that have text

**Repeatable:** Yes

**Controlled Vocabulary:** No

**Notes:** Separate multiple entries with a semi-colon. Spell out the language, e.g. Spanish. Please note that the language entries begin with a capital letter and are singular. List the most prominent language first.

**Example:** Spanish;English

**Media Type**

**Status:** Required

**Repeatable:** Yes

**Controlled Vocabulary:** Yes (case sensitive): Architectural Drawings, Audio, Books, Documents, Film, Images, Manuscripts, Maps, Newspapers, Periodicals, Objects, Oral Histories, Pamphlets, Postcards, Sheet Music, Yearbooks

**Notes:** Separate multiple entries with a semi-colon.

**Example:** Images

**Resource Locator**

**Status:** Recommended

**Repeatable:** Yes

**Controlled Vocabulary:** No

**Notes:** This field may contain any information that the viewer could use to locate the item in the physical archive (such as the MSS#). We would recommend that the MSS#, the Box#, the Folder# and the Item# be recorded if possible using the following format: MSSXXX-BXX-FXX-XXX (replace X with appropriate number). Please record as much of the above information as possible. This allows both the user and the archive to easily locate the physical item for research.

**Example:** MSS1001-B01-F02-02

(This example represents Mss# 1001, Box 1, Folder 2, item 2)

**S.C. County**

**Status:** Required, only for items that have SC county content

**Repeatable:** Yes

**Controlled Vocabulary:** Yes, When available use Library of Congress NAF -

<http://authorities.loc.gov/>

Otherwise, please follow example below.

**Notes:** Separate multiple entries with a semi-colon. Supply South Carolina County information to reflect the geographical content of the material, not the location of the holding institution. Use established headings for SC County name, available via the Library of Congress Authority File

**Example:** Charleston County (S.C.)

**Subject – Geographic**

**Status:** Recommended

**Repeatable:** Yes

**Controlled Vocabulary:** Yes, when available use

LCSH <http://authorities.loc.gov/> and

TGN <http://www.getty.edu/research/tools/vocabularies/tgn/>

Otherwise, please follow standard LCSH formatting.

**Notes:** Separate multiple entries with a semi-colon only. Notice that there are **no spaces** between the subjects and the double dashes. Please remove any periods included at the end of a subject heading. Please make sure your spreadsheet application is NOT converting the double dashes to a single Em dash. The double dash is correct.

**Example:** Marion Square--Charleston--South Carolina

**Subject – Personal or Corporate name**

**Status:** Recommended

**Repeatable:** Yes

**Controlled Vocabulary:** Yes, when available use LCSH

<http://authorities.loc.gov/>

Otherwise, please follow standard LCSH formatting.

**Notes:** Separate multiple entries with a semi-colon only. Notice that there are **no spaces** between the subjects and the double dashes. Please remove any periods included at the end of a subject heading. Please make sure your spreadsheet application is NOT converting the double dashes to a single Em dash. The double dash is correct.

**Example:** United States. Army--Postal Service

**Subject – Topical**

**Status:** Recommended

**Repeatable:** Yes

**Controlled Vocabulary:** Yes, LCSH, LCC, MeSH

LCSH <http://authorities.loc.gov/>

**Notes:** Separate multiple entries with a semi-colon only. Notice that there are **no spaces** between the subjects and the double dashes. Please remove any periods included at the end of a subject heading. Please make sure your spreadsheet application is NOT converting the double dashes to a single Em dash. The double dash is correct.

**Example:** Cthulhu (Fictitious character)--Fiction;Horror fiction, English

**Title**

**Status:** Required

**Repeatable:** No

**Controlled Vocabulary:** No

**Notes:** Title of the resource.

**Example:** Letter from Thomas Baker to Peter Davison, 1984.

**Type**

**Status:** Required

**Repeatable:** No

**Controlled Vocabulary:** Yes, (case sensitive):

Text

StillImage

PhysicalObject

Sound

MovingImage

**Notes:** Each record will have only one type. Please note that each controlled vocabulary term contains no spaces. Audio or video oral histories should select Sound or MovingImage, respectively.

**Example:** StillImage