

Women Physicians: 1850s-1970s Metadata Schema

	<u>Field name</u>	<u>DC element</u>	<u>Definition</u>	<u>Example/note</u>	<u>REQ?</u>	<u>source of data</u>	<u>vocab/values</u>
Set up information - adequate information for scanning technician and cataloguer to know what is needed							
Set up information	Administrative						
	Collection #	Relation.isPartOf	Accession number, preceded by "a" (lower case).	a126	Y	dbTrack	
	Collection name	Relation.isPartOf					
	Item #	Identifier	[accession#]_[sequence] See File naming rules.	a126_001	Y	dbTrack	
	Format Master	Format.Use	Electronic format of the resource being described. Record format of master file (typically tiff).		Y	Archivist	TIFF; JPG
	Format delivery	Format.Use.delivery	Format for online access and delivery. Typically jpeg.		Y	Archivist	JPG; GIF; PDF
	Resolution	Format.Creation	Resolution Scanning Technician should use for creation of master file.		Y	Archivist	
	Bit depth	Format.Creation.depth	Bit depth Scanning Technician should use for creation of master file.		Y	Archivist	8-bit; 24-bit
	Mode	Format.Creation.mode	Mode Scanning Technician should use for creation of master file.		Y	Archivist	RGB; grayscale; bi-tonal
	Full text item	NOT DC	Record whether item has been designated for full text search and display and in what mode it will be captured. Key=needs to be transcribed.			Archivist and/or dbTrack	KEY; OCR
Full text identifier	Relation.hasVersion	File name for associated text file. See file naming rules.			Archivist		
Set up information	Basic bibliographic/descriptive						
	Title of item	Title	Title or line describing item. Pull from dbTrack according to title creation rules.		Y	dbTrack	
	Author	Creator	Primary entity responsible for creation of physical item. Pull from dbTrack according to rules for assigning names.			dbTrack	Name authority file where possible, local otherwise.
	Type of item	Type	High level category of item: collection; physical object; text; sound; image.		Y	Archivist determines according to physical item and dbTrack.	DC Type
	Size of original	Format.Extent.size	Dimensions of physical object expressed in cm, w x h.	65x60	Y		
	Genre of original	Format.Extent.genre	Source type further break down of nature of the item - photograph; diary; journal; ledger; correspondence; article; clipping			Archivist determines according to physical item and dbTrack.	Local list based on TGMII
Condition of original	Description.condition	Physical condition of item. Record only if relevant to scanning or condition requires conservation.				Free text.	

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Set up information	Structural							
	Number of pages	Format.Extent	Total number of pages to be scanned. Include cover, front, body, back matter that will be captured.			Archivist determines according to physical item and dbTrack		
	Divisions	Relation.hasPart	Title of designated division(s), for navigation.	Chapters, articles, diary dates, meeting dates.				
	Series ID	Relation.isPartOf						

Scanning information - input at time of scanning							
Scanning information	Scanned by	NONE	Initials of person scanning.		Y		
	Scan date	Date.Digital	Date of digital capture, YYYYMMDD.	20040601	Y	from scanning process	
	Scan device	Format.Creation.device	Name of scanner used for capture.		Y	from scanning process	Epson1640XL; other scanner to be named.
	Image size	Format.Creation.extent	Pixel dimensions of scanned image, h x w.	150 x 245	Y	from scanning process	
	Sharpening	Format.Creation.unsharp	Level of unsharp masked used, if any.	Unsharp mask: 50% radius 1		from scanning process	
	Compression	Format.Creation.compress	Record level of compression of TIFF (archive) master. Default is "Uncompressed."		Y	from scanning process	
	Post-processing	Format.Creationpost	Free text listing any post processing of image file. Always include that file was saved uncompressed with IBM byte order. Include tonal, cropping or color adjustments.		Y, if any	from scanning process	

Further bibliographic information							
Further bibliographic	Names associated	Contributor	Entities responsible for making contributions to the content of the resource. At the item level this could include the person to whom the collection belongs, where they are not the creator of the specific item. See Author/Creator rules for entry of name.			Archivist determines according to physical item, digital image and dbTrack.	Name authority file where possible, local otherwise.
	Subject	Subject	A topic describing the content, including personal or corporate names. All items must first be associated with one of the five project subject categories.the set of subject headings making up one of the five subject categories.			Archivist determines according to physical item, digital image and dbTrack.	5 local terms (project subject categories); LC Subject headings; MeSH if needed.

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Further bibliographic	Subject - geographic	Subject	Geographic location represented in the content.			Archivist determines according to physical item, digital image and dbTrack.	LC Subject headings; MeSH if needed.
	Date of physical object	Date.Physical	Date of creation of physical item, YYYYMMDD.	20040601	Y		
	Publisher	Publisher	An entity responsible for making the resource available.			Archivist determines according to physical item, digital image and dbTrack.	
	Preservation data		Free text description of migration schedule or cycle for checking of data integrity.			Archivist	
	Link to coll record	Bibliographic	URL of collection level record in INNOPAC. Use canned search string by Accession number.		Y	Archivist - can we automate later?	

Future data							
	Changes	Date.Digital.Modified	Date of modifications to file.				