

Metadata Standards: Digital Lecture Archives, Middlebury College

Metadata Catalogers: Richard Jenkins, Marlena Evans
 Consultants: Terry Simpkins
 Rev: 2009-12-02

Field Name	Dublin Core Mapping	Data Formatting & Other Comments
URI	Identifier	Required Uniform resource identifier <u>Example</u> http://maozi.middlebury.edu/cgi-bin/showfile.exe?CISOROOT=/diglectarc&CISOPTR=85
Lecturer	Creator (Controlled Vocabulary)	Required Use AACR2 format. Always check against MIDCAT or LC Authority file. If more than one lecturer or for panel discussion, add all names in this field, separated by semicolons. <u>Example</u> Nixon, Richard M. (Richard Milhous), 1913-
Title	Title	Required Omit initial articles to facilitate searching and indexing. If possible, copy and paste from opening screen. If title supplied by cataloger, put that information in Notes field. Include subtitle if applicable. <u>Example</u> Current state of constitutional law in Africa Afghan women : an emerging political force
Alternate Title	Title-Alternative	Required if applicable Record the remainder of the title and other title information. For conference and symposium titles, use the title of the annual event or conference topic (e.g., <i>Urban landscapes: the politics of expression</i>). The more general conference name (e.g., Nicholas R. Clifford symposium) should be recorded in the Series field. <u>Example</u> Urban landscapes: the politics of expression [This is the 2006 title of the Nicholas R. Clifford Symposium – Put the Clifford symposium in the Series field.]
Date of Lecture	Description	Required Enter date of lecture in form yyyy-mm-dd <u>Example</u> 2004-01-10
Year of Lecture	Date Issued	Add only the year of lecture (this is necessary for MARC conversion. Will appear in 260 \$c)
Synopsis	Description-Abstract	Required if available A short description of lecture content. <u>Example</u> Mintz examines reactions to the films Judgment at Nuremberg (1961) and The Pawnbroker (1965), and discusses how films have shaped the American perception of the Holocaust in popular culture.

Language	Language	<p>Required Especially important if lecture is in a language other than English. If introduction or any other part of recording is in a different language, record information here.</p> <p><u>Example</u> Spanish Lecture in Portuguese; introduction in English.</p>
Biographical Notes	Description	<p>Required if available</p> <p><u>Example</u> M. Taylor Fravel is Postdoctoral Fellow at the Olin Institute for Strategic Studies at Harvard University.</p>
Notes	Description	<p>Required if available Add additional information here if desired.</p> <p><u>Examples</u> Introduced by Armelle Crouzieres. Q & A session follows the lecture.</p>
Transcript	Description-Abstract	<p>Optional</p> <p>Add transcript if very brief (like a poem). Otherwise, provide a web link to transcript on server. (See Audrey Shendandoah lecture as example)</p>
Subject	Subject (Controlled Vocab.)	<p>Required Use LC Authorities via MIDCAT/Millennium, Connexion, or http://authorities.loc.gov. Use semicolon between headings. If subject heading has a subdivision, add 2 dashes without a space before and after. Do not put a period at the end.</p> <p><u>Example</u> Buddhism--Doctrines; Spiritual life--Buddhism; Buddhism and philosophy</p>
Genre	Type (Controlled Vocab.)	<p>Required When possible, choose from valid authorized thesauri: LC, Art & Architecture Thesaurus, Thesaurus for Graphic Materials, etc. Otherwise, create local genre type and be consistent.</p> <p><u>Examples</u> Lectures Concerts Panel discussions Readings</p>
Series	Relation-Is PartOf (Controlled Vocab.)	<p>Required if applicable</p> <p>Add name of series, conference, symposium, etc., even if it is a one-day/one-time-only event. If conference has a specific title for a particular year, add that in the Alternate title field. Omit dates (unlike MARC format for conference). Capitalize 1st word and proper nouns, as per title instructions.</p> <p><u>Examples</u> Charles S. Grant memorial lectureship Nicholas R. Clifford symposium</p>
Other Names (Dept. sponsors, etc.)	Contributors (Controlled Vocab.)	<p>Required if applicable Add as in <i>Lecturer</i> field. Use LC authority file. If more than one name, use semi-colons to separate.</p> <p><u>Example</u> Alvarez, Julia; Mirabal Reyes, Dedé Middlebury College. Dept. of French Atwater Commons</p>

Resource Type	Type	<p>Required Use term from DCMI Types document</p> <p><u>Example</u> Moving Image Sound</p>
Digital Reproduction Information	Relation-Requires	<p>Required Describes the digital conversion process, date scanned, file format, etc.</p> <p><u>Examples</u> RealPlayer</p> <p>Process: Digital streaming video filmed using mini-DV camcorder; captured & edited using FinalCut Pro, version 5.04 Format: video/realmedia; software: RealPlayer Plus, version 10</p>
Format of Original	Description	<p>Required Follow AACR2R rules. Begin with the number of units followed by a material designation, then length in parentheses followed by a colon, then sd., col. (if appropriate), space semicolon and width of tape.</p> <p><u>Examples</u> 1 sound cassette (80 min.) : analog 1 videocassette (35 min.) : sd., col. ; 1/2 in. 1 mini-dv. (55 min.) : sd., col.</p>
[Date Digital]	Description	<p>Optional Date original converted to digital format. May give approximate date.</p> <p><u>Example</u> Converted to digital on _____.] <i>Note: this field has not yet been implemented.]</i></p>
Rights Holder	Rights	<p>Required Use: Middlebury College. Library. Special Collections</p>
Restrictions	Rights	<p>Required if applicable</p> <p><u>Example</u> Access restricted to Middlebury College community</p>
Image Rights	Rights	<p>Required if applicable For thumbnail image or the audio/video selections</p> <p><u>Example</u> Image courtesy of Dr. Sallie McFague</p>
Recording Release	Rights	<p>Required if applicable</p> <p><u>Example</u> On file in DLIS office</p>
Date Record Created	None	<p>Required Enter as yyyy-mm-dd</p> <p><u>Example</u> 2006-09-16</p>
Cataloger	None	<p>Required Initials of original cataloger and/or reviewer.</p> <p><u>Example</u> pwh/rdj</p>

More detailed guidelines from the Collaborative Digitization Program (CDP) are available [here](#).