

Iowa Heritage Digital Collection (IHDC): Audio

Data Dictionary – November 1, 2004

Listed in recommended order of online template

<i>Recommended order of online template</i>	<b>Field Name</b>	<b>Maps To Dublin Core</b>	<b>Marc</b>	<b>Description</b>	<b>Data Type</b>	<b>Searchable</b>	<b>Hidden</b>	<b>Controlled Vocabulary</b>	<b>Mandatory</b>
<b>1</b>	<b>Title</b>	<b>Title</b>	245	<ul style="list-style-type: none"> <li>Title given to the image</li> <li>If supplied by cataloger, include note in Description [brackets optional]</li> <li>Do not include date (unless part of title i.e. Flood of 1965)</li> <li>If family name, put individual names, if known in the subject headings</li> </ul>	Text	Yes	No	No	<b>Yes</b>
	<b>Other Title</b>	<b>Title</b>	245	<ul style="list-style-type: none"> <li>Use if have multiple titles</li> </ul>	Text	Yes	No	No	<b>Yes</b>
<b>2</b>	<b>Creator</b>	<b>Creator</b>	1xx	<ul style="list-style-type: none"> <li>Name of the person or corporation that created the sound</li> <li>Search IHDC for previous use of name</li> <li>Use LC format of LastName, FirstName for individuals</li> <li>Corporate names enter in direct order</li> <li>Add subject headings (Person and/or Corporation)</li> </ul>	Text Follow LC Name Authorities (LCNAF)	Yes	No	No	<b>Yes, if known</b>
	Other Creator(s)	Creator	1xx	<ul style="list-style-type: none"> <li>Use separate <i>Creator</i> elements to enter multiple creators.</li> <li>Secondary authors, editors, etc. may be entered using the <i>Contributor</i> element.</li> </ul>	Text Large	Yes	No	No	No
<b>3</b>	<b>Date Original</b>	<b>Date</b>	260\$c	<ul style="list-style-type: none"> <li>Date the original recording was made</li> <li>Year: YYYY (1997 for the year 1997)</li> <li>Year/month: YYYY-MM (1997-07 for July 1997)</li> <li>Complete date: YYYY-MM-DD (1997-07-16 for July 16, 1997)</li> <li>For range: 1910-1920</li> <li>For estimate: 1890?</li> <li>See date range field</li> </ul>	Text Formatted  DC recommends ISO 8601 - format YYYY-MM-DD	Yes	No	No	<b>Yes, if known</b>
<b>4</b>	<b>Description</b>	<b>Description</b>	5xx	<ul style="list-style-type: none"> <li>A brief description of the sound recording to provide context: who, what, where, when, other important data.</li> <li>Note: every single word is searchable.</li> </ul>	Text Large	Yes	No	No	<b>Yes, if available</b>

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5	Notes			<ul style="list-style-type: none"> <li>Administrative notes about the sound recording, such as condition, other formats available</li> <li>Include references to sources used for researching the sound recording - MLA format</li> </ul>	Text	No	No	No	No
6	<b>Subject</b>	<b>Subject</b>	6xx  651	<ul style="list-style-type: none"> <li>Subject headings</li> <li>Put each subject in a separate line</li> <li>Include genre headings</li> <li>Please note: local subject headings will need to be added to the local thesaurus before using</li> <li>Geographic area covered</li> </ul>	Text Large	Yes	No	<b>Yes</b> LCSH, TGM, AAT, Local Thesaurus	<b>Yes</b>
7	Coverage	Coverage		Not generally used for audio	Text Formatted	Yes	No	No	No
8	<b>Ordering Info</b>			<ul style="list-style-type: none"> <li>Contact information for requesting reproductions, include URL or email (may choose to state “reproductions not available.”)</li> </ul>	Text	No	No	No	<b>Yes</b>
9	Identifier	Identifier		<ul style="list-style-type: none"> <li>Unique image number relating back to original recording and digital image (the purpose being so can find original and related scan again.)</li> </ul>	Text	No	No	No	Strongly Recommended
10	<b>Repository</b>	<b>Source</b>	590	<ul style="list-style-type: none"> <li>Name of the institution holding the original audio</li> </ul>	Text Large	No	No	No	<b>Yes</b>
11	Repository Collection	Relation		<ul style="list-style-type: none"> <li>Name of the collection that includes the original within the institution</li> </ul>	Text	Yes	No	No	Strongly Recommended
	Finding Aid	Relation		<ul style="list-style-type: none"> <li>Which finding aid the object is a part of, especially useful if finding aid has url</li> </ul>	Text	No	No	No	No
12	Physical Location			<ul style="list-style-type: none"> <li>Where the original is located within the institution</li> </ul>	Text Formatted Local	No	Yes	No	No
13	<b>Object Description</b>	<b>Format</b>	3xx	<ul style="list-style-type: none"> <li>Description of the original image</li> </ul>	AACR2/APPM (i.e: 1 glass negative: b & w ; 5 x 7 in.)	No	No	No	<b>Yes</b>

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14	Digital Reproduction Info	Format		<ul style="list-style-type: none"> <li>Statement of how the image was digitally reproduced including the scanner, resolution, format, etc.</li> <li>Include file size, quality (resolution, bit depth), extent (pixels), compression, checksum value, preferred presentation, object producer, operating system, creation hardware, creation, software, and creation methodology</li> </ul>	Text	No	No	No	Yes
15	Date Digital	Date		<ul style="list-style-type: none"> <li>Date image was scanned (digitalized)</li> <li>Follow examples in Date Original</li> </ul>	Text Formatted YYYY-MM-DD	Yes	No	No	Yes
	Acquisition			<ul style="list-style-type: none"> <li>Statement describing how the original was acquired, such as by purchase or donation</li> </ul>	Text	No	Yes	No	No
	Contributor	Contributor	7xx	<ul style="list-style-type: none"> <li>Other entities involved in creating item's contents but whose contribution is secondary to those in Creator element, such as: editor.</li> </ul>	Text	Yes	No	No	No
16	Restrictions	Rights		<ul style="list-style-type: none"> <li>Fair use statement: use your institutional one or one of the options provided by IHDC. <a href="#">IHDC Rights Statements.PDF</a></li> <li>Legal copyright owner and status of the copyright</li> </ul>	Text Large	No	No	No	Yes
17	Date Range	Date		<ul style="list-style-type: none"> <li>Enter range of dates to assist searching</li> </ul>	Text Formatted 5 years on either side of date, or decade for estimated dates	Yes	Yes	No	Strongly Recommended
	Publisher	Publisher	260\$b	Entity responsible for making the item available	Text	No	No	No	No

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<i>Recommended order of online template</i>	Field Name	Maps To Dublin Core	Marc	Description	Data Type	Searchable	Hidden	Controlled Vocabulary	Mandatory
18	Coverage.Temporal	Coverage		<ul style="list-style-type: none"> <li>Significant time periods such The Great Depression, or the Civil War</li> <li>Use IHDC terms when appropriate</li> </ul>	Text IHDC, LCSH or local	Yes	No	No	Strongly Recommended when appropriate
	Language	Language		<ul style="list-style-type: none"> <li>Language of item; Indicate language using two-letter codes</li> <li>May include in description</li> <li>Example: in German and English</li> </ul>	Text formatted Two letter codes defined by ISO 639	Yes	No	No	Strongly Recommended if known
<b>19</b>	<b>File Name</b>	<b>Identifier</b>		<ul style="list-style-type: none"> <li>Name of the digital file</li> </ul>	Text	Yes	No	No	<b>Yes</b>
<b>20</b>	<b>Type</b>	<b>Type</b>		<ul style="list-style-type: none"> <li>Use template name: photographs, documents, artifacts, art works</li> </ul>	Text	Yes	No	<b>No</b>	<b>Yes</b>
21	Date/Time Record Created	Date		<ul style="list-style-type: none"> <li>Date and time the record was created</li> </ul>	Date	No	Yes	No	Strongly Recommended
22	Date/Time Record Modified	Date		<ul style="list-style-type: none"> <li>Date and time the record was modified</li> </ul>	Date	No	Yes	No	Strongly Recommended
23	Record Created By			<ul style="list-style-type: none"> <li>Name of person creating the record</li> </ul>	Text Initials	No	Yes	No	Strongly Recommended
24	Record Modified By			<ul style="list-style-type: none"> <li>Name of person modifying the record</li> </ul>	Text Initials	No	Yes	No	Strongly Recommended

Based on document create by the Upper Mississippi Valley Digital Image Archive, February 2003.

## Abbreviations:

AACR2 = Anglo-American Cataloging Rules, 2<sup>nd</sup> ed.

APPM = Archives Personal Papers and Manuscripts

(Possible online substitute: Introduction to Archival Organization and Description <http://schistory.org/getty/>)DC = Dublin Core <http://dublincore.org/>LC = Library of Congress <http://www.loc.gov/>MLA = Modern Language Association Style : <http://www.mla.org/style>AAT = Art and Architecture Thesaurus [http://www.getty.edu/research/conducting\\_research/vocabularies/aat/](http://www.getty.edu/research/conducting_research/vocabularies/aat/)

Includes terms used to describe art, architecture, decorative arts, material culture, and archival materials.

LCNAF=Library of Congress Name Authority Headings: <http://authorities.loc.gov/help/name-auth.htm>Includes Personal authors and creators, including *editors, performers, photographers, artists, etc.*Group authors and creators, including *corporate entities, government bodies, conferences, jurisdictions, etc.*LCSH = Library of Congress Subject Headings: <http://authorities.loc.gov/help/subj-auth.htm>TGMI =Thesaurus for Graphic Materials I: Subject Terms (TGMI) <http://www.loc.gov/rr/print/tgm1/>

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may be used to index subjects represented in a variety of still image media and formats, including prints, photographs, drawings, posters, architectural drawings, cartoons, and pictorial ephemera. The thesaurus provides a controlled vocabulary for describing a broad range of subjects depicted in such materials, including activities, objects, types of people, events, and places.

TGMII = Thesaurus for Graphic Materials II: Genre & Physical Characteristic Terms (TGMII) <http://lcweb.loc.gov/rr/print/tgm2/toc.html>

“Coverage. Temporal” terms based on Iowa history benchmarks. <http://fp.uni.edu/iowaonline/2.htm>

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|----------------------------|--|---|
| 1. Geology                 | 8. Immigration                               | 15. World War I Era   |
| 2. Native Americans        | 9. Education                                 | 16. Depression and World War II                               |
| 3. European Contacts       | 10. Religion                                 | 17. Post-war Adjustments, 1955-1980s                          |
| 4. Pioneer Life            | 11. Agriculture and Rural Life               | 18. Transition to the 21 <sup>st</sup> Century, 1990 to today |
| 5. Government and Politics | 12. Urbanization                             |   |
| 6. Transportation          | 13. Technological Change (note: all periods) |   |
| 7. Civil War Era           | 14. Business, Industry, and Trades           |   |