

Iowa Heritage Digital Collection (IHDC): Documents

Data Dictionary – November 1, 2004

Listed in recommended order of online template

<i>Recommended order of online template</i>	Field Name	Maps To Dublin Core	Marc	Description	Data Type	Searchable	Hidden	Controlled Vocabulary	Mandatory
<b>1</b>	<b>Title</b>	<b>Title</b>	245	<ul style="list-style-type: none"> <li>Title given to the item</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>Author/Interviewee/Creator of the item's content</li> <li>Search IHDC for previous use of name</li> <li>Use LC format of LastName, FirstName for individuals</li> <li>Add subject headings (author and/or Interviewee)</li> </ul>	Text Follow LC Name Authorities (LCNAF)	Yes	No	No	<b>Yes, if known</b>
	Other Creator(s)	Creator		<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	Yes	No	No	<b>No</b>
<b>3</b>	<b>Date Original</b>	<b>Date</b>	260\$c	<ul style="list-style-type: none"> <li>Date the original item was (Date of creation)</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>

Iowa Heritage Digital Collection (IHDC): Documents

Data Dictionary – November 1, 2004

Listed in recommended order of online template

<i>Recommended order of online template</i>	Field Name	Maps To Dublin Core	Marc	Description	Data Type	Searchable	Hidden	Controlled Vocabulary	Mandatory
4	<b>Description</b>	<b>Description</b>	5xx  545	<ul style="list-style-type: none"> <li>A brief description of the content of the archival material, answering: who, what, where, when, other important data.</li> <li>Add “Title supplied by cataloger” when appropriate</li> <li>Note: every single word is searchable.</li> <li>Brief Biographical note about the creator</li> </ul>	Text (large)	Yes	No	No	<b>Yes</b> , if available
5	Notes			<ul style="list-style-type: none"> <li>Administrative notes about the item, such as condition, other formats available, signatures</li> <li>Include references to sources used for researching the item-- 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> </ul> Please note: local subject headings will need to be added to the local thesaurus before using <ul style="list-style-type: none"> <li>Geographic area covered/discussed</li> </ul>	Text (large)	Yes	No	Yes LCSH, TGM, AAT, Local Thesaurus	<b>Yes</b>
7	Coverage	Coverage		Not generally used for documents	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	Accession No.	Identifier		<ul style="list-style-type: none"> <li>Unique item number relating back to original and digital item (the purpose being so can find original and related scan again.)</li> <li>Accession Number</li> <li>Unique file name for digitalized item</li> </ul>	Text Formatted local	No	No	No	Strongly Recommended

Iowa Heritage Digital Collection (IHDC): Documents

Data Dictionary – November 1, 2004

Listed in recommended order of online template

<i>Recommended order of online template</i>	Field Name	Maps To Dublin Core	Marc	Description	Data Type	Searchable	Hidden	Controlled Vocabulary	Mandatory
10	Repository	Source	590	<ul style="list-style-type: none"> <li>Name of the institution holding the original item</li> </ul>	Text	No	No	No	Yes
11	Repository Collection	Relation		<ul style="list-style-type: none"> <li>Name of the collection that includes the original image 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		090	<ul style="list-style-type: none"> <li>Where the original item is located within the institution</li> <li>The call number</li> </ul>	Text Formatted Local	No	Yes	No	No
13	Object Description	Format	3xx	<ul style="list-style-type: none"> <li>Description of item including dimensions and format</li> </ul>	Text Formatted AACR2/APPM eg. 1 broadside; 21 x 28 cm. [4] p. on one folded leaf; 21 x 13 cm. 32 x 17 cm.	No	No	No	Yes
14	Digital Reproduction Info	Format		<ul style="list-style-type: none"> <li>Statement of how the item 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 item 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 item was acquired, such as by purchase or donation</li> </ul>	Text	No	Yes	No	No

Iowa Heritage Digital Collection (IHDC): Documents

Data Dictionary – November 1, 2004

Listed in recommended order of online template

<i>Recommended order of online template</i>	Field Name	Maps To Dublin Core	Marc	Description	Data Type	Searchable	Hidden	Controlled Vocabulary	Mandatory
	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, transcriber, illustrator</li> </ul>	Text	Yes	No	No	No
16	<b>Restrictions</b>	<b>Rights</b>		<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	No	No	No	<b>Yes</b>
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
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
19	<b>File Name</b>	<b>Identifier</b>		<ul style="list-style-type: none"> <li>Unique name for digital image file</li> </ul>	Text	Yes	No	No	<b>Yes</b>
20	<b>Type</b>	<b>Type</b>	5xx	<ul style="list-style-type: none"> <li>Use template name: photographs, documents, artifacts, art works</li> </ul>	Text	Yes	No	No	<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

Listed in recommended order of online template

Recommended order of online template	Field Name	Maps To Dublin Core	Marc	Description	Data Type	Searchable	Hidden	Controlled Vocabulary	Mandatory
22	Date/Time Record Modified	Date		• Date and time the record was modified	Date	No	Yes	No	Strongly Recommended
23	Record Created By			• Name of person creating the record	Text initials	No	Yes	No	Strongly Recommended
24	Record Modified By			• Name of person modifying the record	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/>

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://lweb.loc.gov/rr/print/tgm2/toc.html>“Coverage. Temporal” terms based on Iowa history benchmarks. <http://fp.uni.edu/iowaonline/2.htm>

- |                      |                            |                                |
|----------------------|----------------------------|--------------------------------|
| 1. Geology           | 5. Government and Politics | 9. Education                   |
| 2. Native Americans  | 6. Transportation          | 10. Religion                   |
| 3. European Contacts | 7. Civil War Era           | 11. Agriculture and Rural Life |
| 4. Pioneer Life      | 8. Immigration             | 12. Urbanization               |

## **Iowa Heritage Digital Collection (IHDC): Documents**

Listed in *recommended* order of online template

- 13. Technological Change (note: all periods)
- 14. Business, Industry, and Trades

- 15. World War I Era
- 16. Depression and World War II

## **Data Dictionary – November 1, 2004**

- 17. Post-war Adjustments, 1955-1980s
- 18. Transition to the 21<sup>st</sup> Century, 1990 to today