

Iowa Heritage Digital Collection (IHDC): Photographs

Data Dictionary – November 1, 2004

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
1	Title	Title	245	<ul style="list-style-type: none"> Title given to the image If supplied by cataloger, include note in Description [brackets optional] Do not include date (unless part of title i.e. Flood of 1965) If family name, put individual names, if known in the subject headings 	Text	Yes	No	No	Yes
	Other Title	Title	245	<ul style="list-style-type: none"> Use if have multiple titles 	Text	Yes	No	No	Yes
2	Photographer	Creator	1xx	<ul style="list-style-type: none"> Name of the Photographer or Studio that created the image Search IHDC for previous use of name Use LC format of LastName, FirstName for individuals Studio names enter in direct order Add to subject headings (Photographer and/or Studio) 	Text Follow LC Name Authorities (LCNAF)	Yes	No	No	Yes, if known
	Other Creator(s)	Creator	1xx	<ul style="list-style-type: none"> Use separate <i>Creator</i> elements to enter multiple creators. Secondary authors, editors, etc. may be entered using the <i>Contributor</i> element. 	Text	Yes	No	No	No
	Studio Name, Location	Creator	1xx	<ul style="list-style-type: none"> Name of the Studio and the location if known 	Text large	Yes	No	No	No
3	Date Original	Date	260\$c	<ul style="list-style-type: none"> Date the object was created, if known Year: YYYY (1997 for the year 1997) Year/month: YYYY-MM (1997-07 for July 1997) Complete date: YYYY-MM-DD (1997-07-16 for July 16, 1997) For range: 1910-1920 For estimate: 1890? See date range field 	Text Formatted DC recommends ISO 8601 - format YYYY-MM-DD	Yes	No	No,	Yes, if known

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4	Description	Description	5xx 545	<ul style="list-style-type: none"> A brief description of the image to provide context: who, what, where, when, other important data. Add "Title supplied by cataloger" when appropriate Note: every single word is searchable. Brief biographical note about the creator 	Text Large	Yes	No	No	Yes, if available
5	Notes			<ul style="list-style-type: none"> Administrative notes about the image, such as condition, other formats available, signatures Include references to sources used for researching the image - MLA format 	Text	No	No	No	No
6	Subject	Subject	6xx 651	<ul style="list-style-type: none"> Subject headings Put each subject in a separate line Include genre headings Please note: local subject headings will need to be added to the local thesaurus before using Geographic area covered/discussed 	Text Large	Yes	No	Yes, LCSH, TGM, AAT, Local Thesaurus	Yes
7	Location Depicted	Coverage		<ul style="list-style-type: none"> Address of the location depicted in the image Street address, town, county, state [1517 South, Davenport, Scott County, Iowa] Regional heading will go in Subject headings, i.e. Davenport (Iowa) 	Text Large Formatted	Yes	No	No	Strongly Recommended, if known
8	Ordering Info			<ul style="list-style-type: none"> Contact information for requesting reproductions, include URL or email (may choose to state "reproductions not available.") 	Text	No	No	No	Yes
9	Image Number	Identifier		<ul style="list-style-type: none"> Unique image number relating back to original photograph and digital image (the purpose being so can find original and related scan again.) 	Text Formatted local	No	No	No	Strongly Recommended

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10	Repository	Source	590	<ul style="list-style-type: none"> Name of the institution holding the original image 	Text Large	No	No	No	Yes
11	Repository Collection	Relation		<ul style="list-style-type: none"> Name of the collection that includes the original image within the institution 	Text	Yes	No	No	Strongly Recommended
	Finding Aid	Relation		<ul style="list-style-type: none"> Which finding aid the object is a part of, especially useful if finding aid has url 	Text	No	No	No	No
12	Physical Location		090	<ul style="list-style-type: none"> Where the original image is located within the institution 	Text	No	Yes	No	No
13	Object Description	Format	3xx	<ul style="list-style-type: none"> Description of the original image including dimensions and format 	Text Formatted AACR2/APPM (i.e: 1 glass negative: b & w ; 5 x 7 in.)	No	No	No	Yes
14	Digital Reproduction Info	Format		<ul style="list-style-type: none"> Statement of how the image was digitally reproduced including the scanner, resolution, format, etc. 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 	Text	No	No	No	Yes
15	Date Digital	Date		<ul style="list-style-type: none"> Date image was scanned Follow examples in Date Original 	Text Formatted YYYY-MM-DD	Yes	No	No	Yes
	Acquisition			<ul style="list-style-type: none"> Statement describing how the original image was acquired, such as by purchase or donation 	Text	No	Yes	No	No
	Contributor	Contributor	7xx	<ul style="list-style-type: none"> Other entities involved in creating item's contents but whose contribution is secondary to those in Creator element, such as: editor 	Text	Yes	No	No	No

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16	Restrictions	Rights		<ul style="list-style-type: none"> Fair use statement: use your institutional one or one of the options provided by IHDC IHDC Rights Statements.PDF Legal copyright owner and status of the copyright 	Text	No	No	No	Yes
17	Date Range	Date		<ul style="list-style-type: none"> Enter range of dates to assist searching 	Text Formatted 5 years on either side of date, or decade for estimated dates	Yes	Yes	No	Strongly Recommended
	Publisher	Publisher	260\$b		Text	No	No	No	No
18	Coverage.Temporal	Coverage		<ul style="list-style-type: none"> Significant time periods such The Great Depression, or the Civil War Use IHDC terms when appropriate 	Text IHDC, LCSH or local	Yes	No	No	Strongly Recommended, when appropriate
19	File Name	Identifier		<ul style="list-style-type: none"> Name of the digital image file 	Text	Yes	No	No	Yes
20	Type	Type	5xx	<ul style="list-style-type: none"> Use template name: photographs, documents, artifacts, art works 	Text	Yes	No	No	Yes
21	Date/Time Record Created	Date		<ul style="list-style-type: none"> Date and time the record was created 	Date	No	Yes	No	Strongly Recommended
22	Date/Time Record Modified	Date		<ul style="list-style-type: none"> Date and time the record was modified 	Date	No	Yes	No	Strongly Recommended
23	Record Created By			<ul style="list-style-type: none"> Name of person creating the record 	Text Initials	No	Yes	No	Strongly Recommended
24	Record Modified By			<ul style="list-style-type: none"> 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, 2nd ed.

APPM = Archives Personal Papers and Manuscripts

(Possible online substitute: Introduction to Archival Organization and Description <http://schistory.org/getty/>)

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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/

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://lcweb.loc.gov/rr/print/tgm2/toc.html>

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

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