

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>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 “Title supplied by cataloger” [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
	<b>Other Title</b>	<b>Title</b>	245	<ul style="list-style-type: none"> <li>Use if have multiple titles</li> </ul>	Text
<b>2</b>	<b>Creator</b>	<b>Creator</b>	1xx	<ul style="list-style-type: none"> <li>Name of the Cartographer or Compiler</li> <li>Search IHDC for previous use of name</li> <li>Use LC format of LastName, FirstName for individuals</li> </ul>	Text Follow LC Name Authorities (LCNAF)
	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
<b>3</b>	<b>Date Original</b>	<b>Date</b>	260\$c	<ul style="list-style-type: none"> <li>Date the original image was taken</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>	DC recommend ISO 8601 - format YY MM-DD
<b>4</b>	<b>Description</b>	<b>Description</b>	5xx	<ul style="list-style-type: none"> <li>A brief description of the image to provide context: who, what, where, when, other important data.</li> <li>“Human words”</li> <li>“Title supplied by cataloger” if true</li> <li>Note: every single word is searchable.</li> </ul>	Text Large
5	Notes			<ul style="list-style-type: none"> <li>Administrative, lib-related notes about the condition of the image</li> </ul>	Text
<b>6</b>	<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 or separate with a semicolon</li> <li>Can add local term, e.g., “Hogs”</li> <li>For the atlas, no need to use “Iowa-Maps”</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>Regional heading will go here, i.e. Davenport (Iowa)</li> </ul>	Text Large
7	Coverage	Coverage		<ul style="list-style-type: none"> <li>Specific location depicted in the image or by the map</li> <li>Repeat county names here</li> </ul>	Text Formatted Town, county, state, ie. Tipton, Cedar County, Iowa
<b>8</b>	<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> <li>May use local convention</li> </ul>	Text

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9	Identifier	Identifier		<ul style="list-style-type: none"> <li>Unique image number relating back to original photograph and digital image (the purpose being so can find original and related scan again.)</li> </ul>	Text
<b>10</b>	<b>Repository</b>	<b>Source</b>	590	<ul style="list-style-type: none"> <li>Name of the institution holding the original image</li> <li>Can use formal address</li> </ul>	Text Large
11	Repository Collection	Relation		<ul style="list-style-type: none"> <li>Where the original image is located within the institution</li> <li>E.g., name of original atlas and call number, and link to the INfoHawk record [online catalog record]</li> </ul>	Text
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
<b>13</b>	<b>Object Description</b>	<b>Format</b>	3xx	<ul style="list-style-type: none"> <li>Description of the original image including dimensions and format, scale</li> <li>For maps put in map info., e.g., size of original, scale,</li> </ul>	Text AACR2/AL (i.e.: b & w size and sc:
<b>14</b>	<b>Digital Reproduction Info</b>	<b>Format</b>		<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
<b>15</b>	<b>Date Digital</b>	<b>Date</b>		<ul style="list-style-type: none"> <li>Date image was scanned (digitized)</li> <li>Follow examples in Date Original</li> </ul>	Text Form: YYYY-MM DD
	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
	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, illustrator</li> </ul>	Text
<b>16</b>	<b>Restrictions</b>	<b>Rights</b>		<ul style="list-style-type: none"> <li>Fair use statement: OK to use the one 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
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 date, or dec for estimat dates
	Publisher	Publisher	260\$b	<ul style="list-style-type: none"> <li>Entity responsible for making the item available</li> </ul>	Text
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, LC: or local
<b>19</b>	<b>File Name</b>	<b>Identifier</b>		<ul style="list-style-type: none"> <li>Name of the digital image file</li> </ul>	Text
<b>20</b>	<b>Type</b>	<b>Type</b>		<ul style="list-style-type: none"> <li>Use template name: mostly "maps" but could sometimes use "photographs"</li> </ul>	Text

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21	Date/Time Record Created	Date		<ul style="list-style-type: none"> <li>Date and time the record was created</li> </ul>	Date
22	Date/Time Record Modified	Date		<ul style="list-style-type: none"> <li>Date and time the record was modified</li> </ul>	Date
23	Record Created By			<ul style="list-style-type: none"> <li>Name of person creating the record</li> </ul>	Initials
24	Record Modified By			<ul style="list-style-type: none"> <li>Name of person modifying the record</li> </ul>	Initials

Based on document create by the Upper Mississippi Valley Digital Image Archive, February 2003, and modified by Mary McInroy, August 2004.

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

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