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# *InfoSoup Memory Project Metadata Style Guide*

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## Introduction

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The purpose of this style guide is to assist organizations participating in the InfoSoup Memory digitization project as they create metadata for their digital objects. It also serves to ensure consistency across the various collections in InfoSoup Memory and will result in a better experience for the users. Consistent and complete metadata also makes it more likely that your digital objects will be found, especially when the data is integrated with other online digital collections.

Browse the **Infosoup Memory Project**: <http://memory.infosoup.org/>

## OWLS Contacts

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For help with detailed metadata issues, including item description and choosing appropriate subject headings, contact:

**Anne Paterson**

Catalog Librarian

Phone: 920-832-6386

Email: [apaterso@mail.owls.lib.wi.us](mailto:apaterso@mail.owls.lib.wi.us)

For help with project planning and management, general scanning and metadata issues, or item approval and indexing, contact:

**Bradley Shipps**

Continuing Education and Outreach Librarian

Phone: 920-832-6368

Email: [bshipps@mail.owls.lib.wi.us](mailto:bshipps@mail.owls.lib.wi.us)

Outagamie Waupaca Library System

225 North Oneida Street

Appleton, Wisconsin 54911

FAX: 920-832-6422

[www.owlsweb.info](http://www.owlsweb.info)

[www.infosoup.org](http://www.infosoup.org)

## Acknowledgements

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This guide is based on the Central New York Heritage Metadata Style Guide, which in turn was based on the Hudson River Valley Heritage metadata elements and the North Country Digital History Metadata Style Guide. Any misrepresentation of these sources or inaccuracies may be attributed to OWLS.

## Instructions

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Before you submit a complete collection, you must submit 2-10 metadata records to Bradley Shipps at OWLS for review. The number of records required depends on the size of the project and variety of objects. Contact Bradley for guidance.

- Before sending metadata to OWLS, be sure that all "Required" fields are filled in. If they are not, OWLS will return the metadata for completion.
- Do not use a field for anything other than for what it was intended. Cross-collection searching will break down if the use of a field varies from collection to collection.
- If you decide to use an optional field, then use that field in as many records as you can in your project. This consistency helps meet user expectations.
- Some fields will let you enter multiple values, but you must separate them with a semicolon and a space  
Ex. "Buildings; Automobiles; Animals;"
- Using the vocabulary lists...
  - When a controlled vocabulary is assigned, you **MUST** select a value from that list.
  - If the value you want to enter is not found in the vocabulary list, contact OWLS to add it to the vocabulary list. Please note, however, that some vocabulary lists are fixed standards and thus should not be expanded.
  - Fields for which you might want to add entries to the vocabulary list include Medium and Language.
  - Vocabulary lists that are unique to your collection can be created to speed up data entry and ensure consistency. You might find it useful to have vocabulary lists for the following fields: Local Subjects, Rights, and Contact Information. Ask OWLS to create these for you.
- Throughout this guide, metadata examples are enclosed in quotation marks. These are used to distinguish specific examples from general instructions. Do not put quotation marks around submitted metadata.
- If you have any questions as you prepare your metadata, please contact OWLS for guidance.

## List of Metadata Elements

	Element Name	Priority	Enforced Controlled Vocabulary	Recommended Controlled Vocabulary
1	Title	Required		
2	Creator	Required if available		Library of Congress Name Authority File (LCNAF)
3	Date	Required if available		
4	Description	Required		
5	Subject	Required	Thesaurus of Graphic Materials (TGM)	
6	Local subject	Optional		Local
7	Contributors	Optional		LCNAF
8	Publisher	Required if available		
9	Language	Optional	Languages	
10	Community	Required if available	Wisconsin Heritage Online (WHO) Communities	
11	County	Required if available	WHO Counties	
12	State	Required if available		
13	Type	Required	Dublin Core Metadata Initiative (DCMI) Type	
14	Format	Required	Internet Medium Type (IMT)	
15	Medium	Required	TGM	
16	Dimensions	Optional		
17	Submitter	Required	Local	
18	Digitization information	Optional		
19	Date digitized	Required		
20	File name	Required		
21	Digital collection	Required	Local	
22	Subcollection	Optional	Local	
23	Source	Recommended if applicable		
24	Rights	Required		Local
25	Contact	Required		
26	Hidden field	Optional		
27	Transcript	Recommended if applicable		

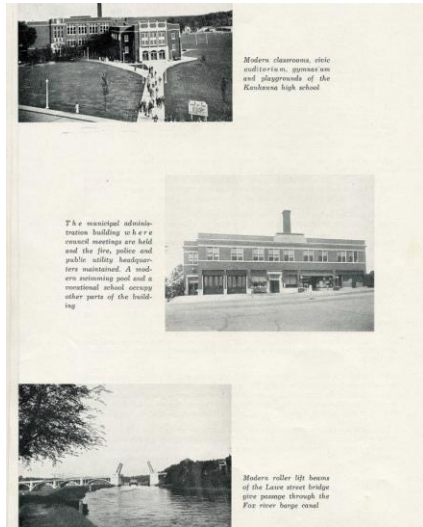
Enforced Controlled Vocabulary = a vocabulary displayed by CONTENTdm from which users choose values.

Recommended Controlled Vocabulary = a vocabulary (not displayed by CONTENTdm) from which users are advised to choose values.

Local vocabulary = a vocabulary set up for a collection to improve speed and consistency of data entry for fields with repetitious values.

## Sample Records

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**Title** Industrial Kaukauna  
**Creator** Bowman, Francis Favill, 1903-  
**Date** 1939  
**Description** A thirty two (32) page booklet containing a brief outline of the development of the city of Kaukauna, including the first deed. The rest of the booklet briefly describes the services, schools, churches, recreational parks, and industry the City of Kaukauna had to offer in 1939.  
**Subject** Industry; Commerce; Municipal services; Lumber industry

**Local subject** Fox River (Columbia County-Brown County, Wis.); Kaukauna (Wis.)—History

**Contributors** [This field left blank]

**Publisher** [This field left blank]

**Language** eng

**Community** Kaukauna

**County** Outagamie County

**State** Wisconsin

**Type** Still Image; Text

**Format** image/jpeg

**Medium** Books

**Dimensions** 11" H x 8" W

**Submitter** Kaukauna Public Library

**Digitization information** [This field left blank]

**Date digitized** 2010-07-18

**File name** KPL-IH-010.jpg

**Digital collection** Kaukauna Memory Project

**Source** Industrial Kaukauna - Kaukauna, Wisconsin 1939; KPL-LH FILE 0055

**Rights** This publication is in the public domain. There are no restrictions on the use of this digital resource.

**Contact** <http://www.kaukaunalibrary.org>



<b>Title</b>	Clintonville Times February 19, 1892
<b>Date</b>	1892-02-19
<b>Description</b>	February 19, 1892 edition of the Clintonville Times. There are four pages that contain articles, personal matters, city news and advertisements.
<b>Subject</b>	Advertisements [Subject headings can be minimal when transcripts are provided.]
<b>Local subject</b>	News and events [OWLS created this local subject because the TGM vocabulary did not provide an adequate term.]
<b>Publisher</b>	E.A. King
<b>Language</b>	eng
<b>Community</b>	Clintonville
<b>County</b>	Waupaca County
<b>State</b>	Wisconsin
<b>Type</b>	Text; Still Image;
<b>Format</b>	image/tiff
<b>Medium</b>	Newspapers
<b>Submitter</b>	Clintonville Public Library
<b>Date digitized</b>	2009-08-18
<b>File name</b>	CPLCT001.pdf
<b>Digital collection</b>	Clintonville Memory Project
<b>Rights</b>	This publication is in the public domain. There are no restrictions on the use of this digital resource.
<b>Contact</b>	Clintonville Public Library 75 Hemlock St. Clintonville, WI 54929

## Description of Metadata Elements

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### Title

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Element	<b>TITLE</b>
Definition	The name given to the resource.
Comment	Typically, Title will be a name by which the resource is formally known.
Priority	Required
Searchable	Yes

- The title is a brief, descriptive phrase. The title may be transcribed from the resource itself (inscriptions on a photograph, captions on a postcard, title of a painting from a label, etc.). Frequently the items won't have titles, and you will have to supply one.
- It is recommended that supplied titles not be enclosed in brackets.
- When possible, omit initial articles at the beginning of a title (The, An, A, etc.).
- Capitalize only the first word of the title and proper nouns.



## Creator

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Element	<b>CREATOR</b>
Definition	An entity primarily responsible for making the content of the original resource.
Comment	Examples of Creator include a photographer, painter, author, or composer. Creator may be a person or an organization.
Priority	Required if available
Searchable	Yes

- Enter personal names in inverted form: Last Name, First Name, Middle Name or initial, (include birth and death dates if known).  
Ex. "Kirkland, Samuel M., 1741-1808" and "McGinnis, Thomas J., 1935- "
- If the creator is unknown, leave the field blank.
- Separate multiple creators with a semicolon and one space.  
Ex. "Smith, John A.; Doe, Jane M."
- Always consult the Library of Congress Name Authority File (LCNAF) for the correct form of personal names, corporate names, and government agency names: <http://authorities.loc.gov> (help page available at: <http://authorities.loc.gov/help/name-auth.htm>)
- If there is no entry in LCNAF, consult the Union List of Artist Names (Getty) for the correct form of artists' names:  
<http://www.getty.edu/research/tools/vocabulary/ulan>
- If there is no entry in the LCNAF or ULAN...
  - Construct the most complete form of the name that is known, even if the attribution on the original resource uses a shorter version.
  - In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods. (Example: Syracuse University. Department of Music)
- If a name is likely to be used again in this or future collections record the format you have used and use the same, complete format every time.

## Date

---

Element	<b>DATE</b>
Definition	The creation date of the <i>original</i> resource.
Comment	Typically, this is a date associated with the creation or availability of the original resource.
Priority	Required if available
Searchable	Yes

- Dates should be entered in this format: YYYY-MM-DD. See the examples in the table below.
- If the Date of the original is not known, leave the field blank.
- Provide the date the work was created, the date it was published, or a reasonable estimate of the original date.
- If only an approximate date is known, place it in the **Description** field where qualifiers such as "ca.," "before," and "after" are allowed.
- If multiple dates are known for the work, you may enter them all in this field, separated by semicolons (e.g., "1805; 1925"), and explain any differences between them in the **Description** field (e.g., written in 1805 and published in 1925).

<i>Example</i>	<i>Comment</i>
1917-09-15	yyyy-mm-dd, exact date is known (= September 15, 1917)
1900-05	yyyy-mm, year and month are known (= May 1900)  Note: This example <b>does not</b> indicate the range of years from 1900-1905.
1921	yyyy, only the year is known (= 1921)
1915-1917	yyyy-yyyy, a date range  (CONTENTdm will expand this input to "1915;1916;1917;")
1805; 1810	two dates associated with this resource.

## Special Note on Recording Postcard Dates

<i>If my postcard has:</i>	<i>Record it as follows:</i>	<i>Examples:</i>
A date printed by the publisher	Record it in the <u>Date</u> field, using standard date format per the metadata style guide.	1916 1908-12 1963-04-01
A postmark	Record it in the <u>Description</u> field, reproducing the date format as it appears on the card.	Has postmark Dec. 29, 1905.
A handwritten date	Record it in the <u>Description</u> field, reproducing the date format as it appears on the card.	The date May 1, 1908 is handwritten on the front.
A date printed by the publisher AND a postmark or handwritten date, or all three.	Record the printed date in the <u>Date</u> field.	1922
	Record the postmark date and/or handwritten date in the <u>Description</u> field	Has postmark March 17, 1911. The year 1912 is handwritten on card.
Two different dates, both printed by the publisher.  Perhaps there is a date printed in the caption on the front and a different copyright date printed on the back.	Record both dates in the <u>Date</u> field.	1910; 1911
	Explain why there are two dates in the <u>Description</u> field.	The caption on the front of the card indicates a date of 1910. The copyright statement on the back of the card says 1911.

If you are not uploading images of the backs of your postcards, but you are recording information from the back of a postcard in its metadata, indicate where the information came from. "Has postmark Dec. 29, 1905 on back."

## Description

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Element	DESCRIPTION
Definition	Notes on the content, physical appearance, or condition of the original resource.
Comment	Examples of Description include, but are not limited to: an abstract, table of contents, or statement about the resource that is not covered by any other field.
Priority	Required
Searchable	Yes

- A descriptive summary of the resource.
- An abstract or table of contents may be transcribed directly from the original resource.
- Captions or inscriptions that are not used in the Title field may be included in the Description field.  
Ex. "Caption on original reads: Children enjoying the annual ice cream social."
- Names of people depicted in a photograph may be listed here in any format (no need to use last name, first name format).  
Ex. "Front row: John Smith, Jane Doe..."
- Any secondary markings on a resource added by the owner, vendor, or librarian after the original object was created should be noted and transcribed in the Description field.
- Approximate dates or other date clarifications may be entered here.
- Keywords that are not in the Subject controlled vocabulary should be used in the description field.
- Examples
  - Typewritten letter on AAFS stationery from A. Piatt Andrew to Henry E.M. Suckley, dated July 20, 1916, regarding new section equipped by the New York Stock Exchange through efforts of H.E.M. Suckley's uncle; Suckley's services are desired as the leader of a section of the American Ambulance Field Service.
  - Diary of Christine Ladd-Franklin, Vassar College Class of 1869. Describes her experience as a Vassar student, the challenges of financing her education, and her early years of teaching before beginning her graduate work in mathematics.
  - House to the north of Council House across the road, apparently after a lacrosse game. ca. 1905. The photograph is damaged from being folded. Back row: John Smith, Mary Jones, Front row: Billy Bob Gilligan.

## Subject

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Element	<b>SUBJECT</b>
Definition	A topic of the content of the resource.
Comment	Choose appropriate terms from a controlled vocabulary of subject headings to describe what the resource is about.
Priority	Required
Searchable	Yes

- Subjects reflect what the content of the resource is **about** rather than what the resource is.
- Select Subjects from the Thesaurus for Graphic Materials (TGM) vocabulary. See page 27 of this document for more information and links to TGM resources.
- If an appropriate term cannot be found in TGM, enter keywords in the Description field or the Local Subject field.
- There is no recommended limit on the number of subject terms assigned in this field. Include as many as are necessary to characterize the resource.
- Separate terms with a semicolon and one space.
- Community, County, and State should be recorded in the fields designed for those purposes.
- Examples: "Clothing & dress; Farm life; Animal shelters; Indian encampments; Soldiers"

## Local Subject

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Element	<b>LOCAL SUBJECT</b>
Definition	A topic of the content of the resource.
Comment	Choose appropriate terms from a locally developed controlled vocabulary of subject headings to describe what the resource is about.
Priority	Optional
Searchable	Yes

- **Consult with OWLS before creating a local vocabulary.**
- If you find that the TGM subject terms do not adequately describe the topics included in your digital collection, you may wish to create a local controlled vocabulary.
- If your local history collections have already been indexed or otherwise organized, you might use this field to include the terms that were used to describe the physical collection.
- Local Subject terms might include standardized forms for the names of local businesses and organizations; local geographic terms that do not belong in the Community or County fields; synonyms for TGM terms that better reflect local usage (and are therefore more likely to be entered as search terms).
- It is important to document this list of terms so that it will be used consistently across all of your collections.

### Examples:

- Charles A. Grignon Mansion
- Door County (Wis.)--Description and travel
- Fox River (Columbia County-Brown County, Wis.)
- Fox River Valley (Columbia County-Brown County, Wis.)
- Lawe Street Bridge
- Menominee Indians—History
- Paper mills--Wisconsin--History
- Thilmany Pulp & Paper Company

## Contributors

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Element	<b>CONTRIBUTORS</b>
Definition	A person or organization, other than the primary creator, who contributed to making the content of the original resource.
Comment	Examples of Contributor include an illustrator, translator, editor, or printer.
Priority	Optional
Searchable	Yes

- Consult LCNAF (<http://authorities.loc.gov>) or ULAN (<http://www.getty.edu/research/tools/vocabulary/ulan>) for correct forms of names.
- To construct an entry, see the instructions under Creator above.

## Publisher

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Element	<b>PUBLISHER</b>
Definition	A person or organization responsible for making the original resource available.
Comment	Examples of Publisher include a person, organization, or service.
Priority	Required if available
Searchable	Yes

- Enter a Publisher if the original item was published and if you know the name of the publisher.
- The name of the publisher -- even if it is a person -- should appear in this field exactly as it appears on the piece.
- If the original item was never published or you do not know the name of the original publisher, leave the field blank.

## Language

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Element	<b>LANGUAGE</b>
Definition	The language in which a work is expressed in writing or sound.
Comment	May be the languages of a written text or sound recording.
Priority	Optional
Searchable	Yes

- Choose from the list of codes below. Contact OWLS if you need codes for additional languages.

<i>Language code</i>	<i>Represents</i>
dut	Dutch
eng	English
fre	French
ger	German
spa	Spanish
zxx	No language - may be used for objects with no text at all (optional).

- Note that the codes are all three lowercase letters.
- There is no need to use this field if there are no words associated with the content of the item, no captions, and no inscriptions, but if you want to use a code for such non-language resources, use "zxx."



## Community

---

Element	<b>COMMUNITY</b>
Definition	Standardized name of the city, town, or village that is associated with the content of a resource.
Comment	Place depicted in a photograph, work of art, or as the subject of a text. Not the place of publication.
Priority	Required if available
Searchable	Yes

- Community names must be taken from a list of Wisconsin communities compiled by WHO.
- See the Metadata Resources Appendix at the end of this document for the current list.
- If your community's name does not appear in the list, please contact OWLS.

## County

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Element	<b>COUNTY</b>
Definition	Standardized name of the county that is associated with the content of a resource.
Comment	Place depicted in a photograph, work of art, or as the subject of a text.
Priority	Required if available
Searchable	Yes

- County names must be taken from a list of Wisconsin counties compiled by WHO.
- See the Metadata Resources Appendix at the end of this document for the current list.
- The word "county" must be included in the field.  
Examples: "Outagamie County", "Waupaca County"

## State

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Element	<b>STATE</b>
Definition	State covered by the content of a resource.
Comment	Place depicted in a photograph, work of art, or as the subject of a text.
Priority	Required if available
Searchable	Yes

- **Do not** abbreviate the name of the state.
- Example: "Wisconsin"

## Type

---

Element	<b>TYPE</b>
Definition	The nature or genre of the content of the original source.
Comment	Select from a controlled vocabulary of terms that characterize the manner in which the content of the resource is expressed. The enforced controlled vocabulary for this field is the DCMI Type vocabulary, which is provided in CONTENTdm.
Priority	Required
Searchable	Yes

- Select "Still Image" for non-textual images such as photographs and picture postcards.
- If the image contains just text, select "Text."
- If the image is a photograph and also contains text (printed or handwritten), select both "Still Image" and "Text" separated by a semicolon and a space, "Still Image; Text".
- Moving Image (video), Sound, and Physical Object are not valid "Type" values because InfoSoup Memory Project is not accepting submissions of these kinds of resources at this time.

## Format

---

Element	<b>FORMAT</b>
Definition	The internet media type used to encode the digital content of a resource.
Comment	Indicated by the file name extension, i.e. “.jpg” or “.tif”
Priority	<b>Required</b>
Searchable	Yes

- The enforced controlled vocabulary for this field is IMT (Internet Medium Type).
- Choose the term that describes your files:
  - Use “image/tiff” for TIFF images
  - Use “image/jpeg” for JPEG Images
  - Use “image/jp2” for JPEG2000 images
  - Use “application/pdf” for PDF files
- If the format of your object is not on the vocabulary list provided, ask OWLS to add the appropriate IMT term to the list.

## Medium

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Element	<b>MEDIUM</b>
Definition	Genre, format, and image process terms that describe the original object.
Comment	Choose appropriate terms from the Thesaurus for Graphic Materials (TGM).
Priority	Required
Searchable	Yes

- Medium terms describe the *original* object.
- Medium terms reflect what the object **is** rather than what it is about.
- OWLS has selected terms from The Thesaurus for Graphic Materials (TGM) for the vocabulary list.
- If you need a term added to the list, please contact OWLS. These changes/additions will only be done on a limited basis.
  - Ex. There is no TGM term for "Finding aids" so if you want to use it you would need to ask OWLS to add it to the controlled vocabulary.
- Whenever possible, use as specific a term as you can find (for example, for a daguerreotype photograph, use "Daguerreotypes" rather than "Photographs"). You may use both terms if you wish.
- See the Metadata Resources Appendix at the end of this document for the current list.

## Dimensions

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Element	<b>DIMENSIONS</b>
Definition	Describes the physical characteristics of the original resource.
Comment	May include the size and extent of the physical item.
Priority	Optional
Searchable	No

- Recommended: include the physical dimensions, size, or length of the original resource (height x width, height x width x depth, number of pages, duration of audio/video, etc). Examples:
  - 11" H x 8.5" W
  - 6.5" H x 9.5" W x 0.75" D; 24 pages

## Submitter

---

Element	<b>SUBMITTER</b>
Definition	Name of the institution responsible for the digital collection and/or where the original item is physically located.
Comment	Include the full name or title of the institution
Priority	Required
Searchable	Yes

- The controlled vocabulary is provided to ensure that institution names are entered in the same format whenever they are used.
- If you enter the name incorrectly, CONTENTdm will display an error message.
- Examples: Appleton Public Library; Clintonville Public Library; Kaukauna Public Library

## Digitization Information

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Element	<b>DIGITIZATION INFORMATION</b>
Definition	Notes on the digitization process that created this resource.
Comment	May include specifics about the digital process or digital attributes of the resource. May include name of person or agency that performed the digitization.
Priority	Optional
Searchable	No

- Describe your scanning process and settings so that they can be duplicated in the future if necessary.
- Example: "Scanned paper photograph to a TIFF file at 600 ppi using an Epson V700 flatbed scanner by James Hooper. Straightened, cropped, and sharpened slightly in Photoshop Elements 7 to improve online appearance."

## Date Digitized

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Element	<b>DATE DIGITIZED</b>
Definition	Date digital file was created.
Comment	Enter the date in this format: YYYY-MM-DD.
Priority	Required
Searchable	No

- Format as described in the Date field above.
  - 2010-06-15, yyyy-mm-dd, exact date
  - 2010-05, yyyy-mm, year and month
  - 2006, yyyy, only the year is known
- If you created your files over a period of days, the "Date Digitized" will vary. You might then choose to enter only the month and year into the project template in the Project Client.

## File Name

---

Element	<b>FILE NAME</b>
Definition	An identifier code assigned to this resource that is unique within a given context.
Comment	Best practice is to identify the resource by means of a string or number conforming to a formal identification system.
Priority	Required
Searchable	No

- Define your file naming convention before scanning.
- CONTENTdm uploads items by file name in ascending order. This is especially important when working with compound objects.
- Carefully consider how your file naming convention will affect future access to both the digital files and the physical collection by staff and patrons who were not involved in the digitization process.
- Local naming conventions are acceptable, however OWLS strongly recommends adapting the following three-part naming convention to your library's and collection's needs:
  1. Three-letter library code
  2. Project identifier: generally an abbreviation of the project title or name
  3. Item identifier: examples could include page numbers, call numbers, accession numbers, or scanning sequence numbers

Example:

KAU = Kaukauna Public Library

IK = Industrial Kaukauna project

001 = image number, may or may not correspond to page number

Therefore, file name = KAU\_IK\_001.tif

- Consult with OWLS on the naming of files for compound objects.

## Digital Collection

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Element	<b>DIGITAL COLLECTION</b>
Definition	Name of the digital collection in InfoSoup Memory Project of which this resource is a member
Comment	May be different from the name of physical collection. A single library might have subcollections in their digital collection.
Priority	Required
Searchable	Yes

- Select the name of your collection from the vocabulary list provided.
- If it does not appear there, ask OWLS to add it to the list.
- Examples:
  - Appleton Memory Project
  - Clintonville Memory Project
  - Kaukauna Memory Project
- If you would like to set up a subcollection, contact OWLS.

## Source

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Element	<b>SOURCE</b>
Definition	Related resource of which the described resource is a version, edition, adaptation or direct reproduction. Or the source from which this digital resource was copied or excerpted.
Comment	Include the repository name, call number or accession number of the item that was digitized to create this digital resource.
Priority	Recommended if applicable
Searchable	Yes

- This field is used to record any information that will aid in locating the physical resource at the holding institution (location, call number, accession number, box and folder numbers, etc.).
- This field may be used to record the name of the physical collection from which the original resource is derived.
- Examples:
  - Liverpool Public Library, Rare Book Room, wp\_lc06620.1917.04
  - Kaukauna Public Library, Local History Room, FILE 0055
  - Photograph scanned from page 5 of ISBN 1-59863-543-3
  - Detail scanned from large map, accession no. 002.3.44



## Rights

---

Element	<b>RIGHTS</b>
Definition	Information about rights held in and over the resource.
Comment	Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights.
Priority	<b>Required</b>
Searchable	No

- The appropriate rights statement should be determined at the beginning of a project, before time is invested in scanning or creating metadata.
- Detailed copyright statements may be provided to make explicit the copyright status of the object or to express the conditions of use specified by the copyright owners.
- Please see the "InfoSoup Memory Project Guide for Contributors" for more information on clearing copyright.

## Contact

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Element	<b>CONTACT</b>
Definition	Contact information for the holding institution.
Comment	This is the contact information that patrons will use for their inquiries about resources found on the InfoSoup Memory Project site. Should include all of the following: mailing address, phone number, email address and/or URL to the organization's Web site.
Priority	<b>Required</b>
Searchable	No

- Ex. "Clintonville Public Library, 75 Hemlock St., Clintonville, WI 54929, 715-823-4563, [www.clintonvillelibrary.org](http://www.clintonvillelibrary.org)"

## Hidden Field

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Element	<b>HIDDEN FIELD</b>
Definition	Information recorded by the contributing institution for internal use.
Comment	May contain information about the status of the metadata or further processing needed.
Priority	Optional
Searchable	No

### Examples:

- Originally scanned at 200 dpi only. Should be rescanned at 600 dpi.
- The original was returned to the archives after scanning on Feb. 12, 2009 by John Carter.
- Metadata still needs to be checked by a cataloger.

## Transcript

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Element	<b>TRANSCRIPT</b>
Definition	Transcript of the text of a resource.
Comment	The Transcripts field is indexed by CONTENTdm which facilitates full-text searching.
Priority	Highly recommended if applicable
Searchable	Yes

- Use the Transcript field for text that was originally part of the item.
  - The message and address added on a postcard should be put into the Transcript field.
  - Do not use this field to record markings/text that were added later by an owner, library, or other (unknown) person. Ex. "Wisconsin Room Collection" handwritten at the top of a pamphlet.
  - Put such "added text" in the **Description** field.
- CONTENTdm does not support any formatting of the text files.
- Clarifying information may be included inside square brackets, [ ]
- There are several ways to extract a transcript from an image file and several ways to enter text into the Transcript field. Contact Bradley at OWLS to discuss your options.

## Appendix: Metadata Resources

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### Standard Controlled Vocabularies Used in InfoSoup Memory Project

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These are widely accepted controlled vocabularies that provide limited sets of carefully defined terms used for names or people, places and subjects.

**LCNAF** = Library of Congress Name Authority File

<http://authorities.loc.gov/>

**TGM** = The Thesaurus for Graphic Materials is a tool for indexing visual materials by subject and genre/format. The thesaurus includes more than 7,000 subject terms to index topic shown or reflected in pictures, and 650 genre/format terms to index types of photographs, prints, design drawings, ephemera and other categories. New terms are added regularly. TGM is searchable through the Prints and Photographs Online Collection (PPOC).

- Search: <http://www.loc.gov/pictures/collection/tgm/>
- Alphabetical List:  
<http://www.loc.gov/pictures/collection/tgm/index/terms/>

### Standards-Based Vocabulary Lists

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These are widely accepted sets of terms designed to provide consistency of data entry in specific domains of meaning.

- Type = Dublin Core Metadata Initiative (**DCMI**) Type  
<http://www.dublincore.org/documents/dcmi-type-vocabulary/>
- Format = **Internet Media Types (IMT)**  
<http://www.iana.org/assignments/media-types/>
- Language = **ISO 639-2 Language Codes**  
[http://www.loc.gov/standards/iso639-2/php/code\\_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php)

## Vocabulary List for MEDIUM Field

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Abstract paintings  
Abstract photographs  
Aerial photographs  
Albums  
Almanacs  
Ambrotypes  
Architectural photographs  
Blueprints  
Books  
Broadsides  
Circulars  
Clippings  
Correspondence  
Daguerreotypes  
Digital photographs  
Documents  
Drawings  
Ephemera  
Fashion photographs  
Film stills  
Fire insurance maps  
Fliers  
Glass negatives  
Group portraits  
Handbills  
Identification photographs  
Interviews  
Landscape paintings  
Landscape photographs  
Lantern slides  
Leaflets  
Maps  
Memorial photographs  
Mixed media  
Negatives  
Newspapers

Night photographs  
Oil paintings  
Paintings  
Pamphlets  
Panoramic photographs  
Periodicals  
Photocopies  
Photograph albums  
Photographs  
Plats  
Portrait paintings  
Portrait photographs  
Postcards  
Posters  
Publicity photographs  
Registries  
Scrapbooks  
Sketchbooks  
Slides  
Snapshots  
Sound recording  
Stereographs  
Still life photographs  
Telephone directories  
Timetables  
Topographic maps  
Video recording  
Watercolors

*Additional TGM terms can be added to this list upon request.*

## WHO Communities Vocabulary List

---

### **A**

Abbotsford  
Abells Corners  
Abrams  
Ackerville  
Ada  
Adams  
Adams Beach  
Addison  
Adell  
Adella Beach  
Advance  
Aetna  
Afton  
Alaska  
Alban  
Albany  
Albertville  
Albion  
Alden  
Alderley  
Algoma  
Allouez  
Alma  
Altoona  
Amery  
Antigo  
Appleton  
Arcadia  
Arena  
Argyle  
Ash Ridge  
Ash Ridge Village  
Ashippun  
Ashland  
Ashley  
Ashwaubenon  
Athens  
Aubrey Corners  
Augusta

### **B**

Baileys Harbor  
Baldwin  
Balmoral  
Baraboo  
Barnes  
Barron  
Basswood  
Bayfield  
Bayside  
Bear Valley  
Beaver Dam  
Belgium

Bellevue  
Belmont  
Beloit  
Benton  
Berlin  
Berry  
Bevent  
Black Creek  
Black Earth  
Black River Falls  
Bloom City  
Bloomer  
Blooming Grove  
Bloomville  
Boaz  
Bon  
Boscobel  
Bosstown  
Bowen's Mill  
Bradley  
Brighton  
Brillion  
Bristol  
Brodhead  
Brokaw  
Brookfield  
Brooklyn  
Brule  
Buchanan  
Buck Creek  
Bundy  
Burke  
Burlington  
Buzzardville  
Byrd's Creek

### **C**

Caledonia  
Callon  
Cambria  
Cambridge  
Campbellsport  
Cassville  
Cazenovia  
Cedarburg  
Centerville  
Chase  
Cherokee  
Chilton  
Chippewa Falls  
Clayton  
Cleveland  
Clifford  
Clinton

Clintonville  
Cloverland  
Colby  
Columbus  
Conover  
Corinth  
Cornelia  
Cottage Grove  
Cross Plains  
Cuba City  
Cudahy  
Cumberland

### **D**

Dale  
Dancy  
De Pere  
Deerfield  
DeForest  
Delafield  
Delavan  
Denmark  
Doering  
Dog Hollow  
Dudley  
Dunn  
Durand

### **E**

Eagle  
Eagle Corners  
East Troy  
Eau Claire  
Edgar  
Elderon  
Elk Mound  
Elkhorn  
Elm Grove  
Elroy  
Empire  
Ephraim  
Evansville  
Excelsior

### **F**

Fairwater  
Farmington  
Fennimore  
Fenwood  
Ferryville  
Fifield  
Fitchburg  
Five Points  
Fond du Lac

Fontana  
Fox Lake  
Fox Point  
Francis Creek  
Franklin  
Fredonia  
Freedom  
Fremont  
Fulton

### **G**

Galloway  
Gays Mills  
Genesee  
Germantown  
Gibraltar  
Gillett  
Gillingham  
Gilman  
Glandon  
Gleason  
Glendale  
Gotham  
Grafton  
Grand Chute  
Grand Rapids  
Granite Heights  
Grantsburg  
Green Bay  
Greendale  
Greenfield  
Greenville

### **H**

Halder  
Hales Corners  
Hammond  
Hancock  
Harrison  
Hartford  
Hartland  
Hatley  
Hazel Green  
Heafford Junction  
Henrietta  
Hewitt  
Hiles  
Hillsboro  
Hobart  
Hogarty  
Holland  
Holt  
Horicon

Hortonville  
Howard  
Hub City  
Hudson  
Hustisford

**I**

Independence  
Iola  
Irma  
Ithaca

**J**

Jackson  
Janesville  
Jefferson  
Jim Town  
Johnson Creek  
Juneau

**K**

Kalinke  
Kaukauna  
Kelly  
Kendall  
Kenosha  
Keyesville  
Kickapoo  
Kildare  
Kimberly  
Knowlton

**L**

La Crosse  
La Valle  
Lac du Flambeau  
Lake Geneva  
Lake Mills  
Lake Tomahawk  
Lakewood  
Lancaster  
Ledgewood  
Liberty  
Liberty Grove  
Linn  
Lisbon  
Little Chicago  
Little Chute  
Little Eau Claire  
Little Rose  
Little Wolf  
Lodi  
Lone Rock  
Loyd  
Luxemburg

**M**

Madison

Manawa  
Manitowish Waters  
Manitowoc  
Marathon  
March Rapids  
Marinette  
Marion  
Marshall  
Marshfield  
Mason  
Mauston  
Mayville  
Mazomanie  
McCord  
McFarland  
Medford  
Menasha  
Menomonee Falls  
Menomonie  
Mequon  
Merrill  
Merrimac  
Merton  
Middleton  
Milan  
Milton  
Milwaukee  
Mineral Point  
Minocqua  
Minong  
Mondovi  
Monona  
Moon  
Morrison  
Mosinee  
Mount Horeb  
Mount Pleasant  
Mount View  
Mukwonago  
Muscodia  
Muskego

**N**

Nashotah  
Naugart  
Navarino  
Neenah  
Neillsville  
Neptune  
New Berlin  
New Glarus  
New Holstein  
New Lisbon  
New London  
New Richmond  
Newbold  
Newburg  
Norrie

North Fond du Lac  
North Prairie  
Norway  
Nutterville

**O**

Oak Creek  
Oconomowoc  
Oconomowoc Lake  
Oconto Falls  
Omro  
Onalaska  
Oostburg  
Oregon  
Orfordville  
Orion  
Oshkosh  
Ottawa

**P**

Peplin  
Perry  
Peshtigo  
Pewaukee  
Phillips  
Pine River  
Plain  
Pleasant Prairie  
Pleasant Springs  
Plover  
Plymouth  
Polk  
Poniatowski  
Port Andrew  
Port Edwards  
Port Washington  
Portage  
Prairie Du Chien  
Prairie du Sac  
Prentice  
Prescott  
Princeton

**R**

Racine  
Randolph  
Rangeline  
Readstown  
Redgranite  
Reedsburg  
Rhineland  
Rib Falls  
Rib Mountain  
Rice Lake  
Richfield  
Richland Center  
Richland City

Richmond  
Ringle  
Rio  
Ripon  
River Falls  
Riverview  
Roberts  
Rochester  
Rockbridge  
Rocky Corners  
Rome  
Rothschild  
Round Lake  
Rozellville  
Rudolph

**S**

Sabin  
Salem  
Sampson  
Sand Lake  
Sand Prairie  
Saukville  
Scandinavia  
Scott  
Sevastopol  
Sextonville  
Seymour  
Sharon  
Sheboygan  
Shelby  
Sheridan  
Sherwood  
Shiocton  
Shorewood  
Shorewood Hills  
Shullsburg  
Silver Lake  
Sister Bay  
South Milwaukee  
Sparta  
Spiderlake  
Spooner  
Spring Green  
Springdale  
Springfield  
St. Francis  
St. Joseph  
St. Nazianz  
Stella  
Stephenson  
Stevens Point  
Stockton  
Stoughton  
Sturgeon Bay  
Sturtevant  
Suamico  
Sun Prairie

Superior  
Sussex  
Sylvan  
Syresville

**I**

Tavera  
Thiensville  
Three Lakes  
Tigerton  
Trego  
Trempealeau  
Trenton  
Turtle  
Turtle Lake  
Twin Bluffs  
Twin Lakes  
Two Rivers

**U**

Union  
Unity

**V**

Vernon  
Verona  
Vienna  
Viola  
Viroqua

**W**

Wales  
Walworth  
Wascott  
Washburn  
Waterford  
Waterloo  
Watertown  
Waukesha  
Waunakee

Waupaca  
Waupun  
Wausau  
Wausau Junction  
Wautoma  
Wauwatosa  
Wayne  
Webster  
Wescott  
West Allis  
West Bend  
West Kraft  
West Lima  
West Salem  
Weston  
Westport  
Weyauwega  
Whitefish Bay  
Whitewater  
Whiting

Wien  
Williams Bay  
Wilson  
Wind Point  
Windsor  
Winneconne  
Wisconsin Dells  
Wisconsin Rapids  
Woodstock  
Wrightstown  
Wuertsburg

**Y**

York  
Yuba

**Z**

Zion City

## WHO Counties Vocabulary List

---

### **A**

Adams County  
Ashland County

### **B**

Barron County  
Bayfield County  
Brown County  
Buffalo County  
Burnett County

### **C**

Calumet County  
Chippewa County  
Clark County  
Columbia County  
Crawford County

### **D**

Dane County  
Dodge County  
Door County  
Douglas County  
Dunn County

### **E**

Eau Claire County

### **F**

Florence County  
Fond du Lac County  
Forest County

### **G**

Grant County  
Green County

Green Lake County

### **I**

Iowa County  
Iron County

### **J**

Jackson County  
Jefferson County  
Juneau County

### **K**

Kenosha County  
Kewaunee County

### **L**

La Crosse County  
Lafayette County  
Langlade County  
Lincoln County

### **M**

Manitowoc County  
Marathon County  
Marinette County  
Marquette County  
Menominee County  
Milwaukee County  
Monroe County

### **O**

Oconto County  
Oneida County  
Outagamie County  
Ozaukee County

### **P**

Pepin County  
Pierce County  
Polk County  
Portage County  
Price County

### **R**

Racine County  
Richland County  
Rock County  
Rusk County

### **S**

Sauk County  
Sawyer County  
Shawano County  
Sheboygan County  
St. Croix County

### **T**

Taylor County  
Trempealeau County

### **V**

Vernon County  
Vilas County

### **W**

Walworth County  
Washburn County  
Washington County  
Waukesha County  
Waupaca County  
Waushara County  
Winnebago County  
Wood County