10-20-2005

Metadata and the technical services librarian

Katherine Rankin
University of Nevada, Las Vegas, katherine.rankin@unlv.edu

Follow this and additional works at: http://digitalscholarship.unlv.edu/libfacpresentation

Part of the Cataloging and Metadata Commons

Repository Citation

Available at: http://digitalscholarship.unlv.edu/libfacpresentation/64
Metadata and the Technical Services Librarian

Katherine L. Rankin
Special Formats Catalog Librarian
University of Nevada, Las Vegas Libraries
Krankin@ccmail.nevada.edu
Introduction

- Early Las Vegas Digital Project
- Background on project
- Version 1—Used MARC Records
- Version 2—Used Dublin Core in Contentdm software
Topics of Discussion

- Deciding on which Dublin Core field names to use
- Deciding what goes in which field and setting up the template with default values
- Working with controlled vocabulary
- Entering, checking, uploading, and changing the metadata
Dublin Core Field Names

- Had to use Mountain West Digital Library guidelines
- Made up table of fields
- Entered field names and properties in Contentdm
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Dublin Core Mapping</th>
<th>Data Type</th>
<th>Large field</th>
<th>Searchable</th>
<th>Hidden</th>
<th>Controlled Vocabulary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Photographer/Artist/Creator</td>
<td>Creator</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Original Date</td>
<td>Date</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Original Dates</td>
<td>Date</td>
<td>Date</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Summary/Description</td>
<td>Description</td>
<td>Text</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Subject</td>
<td>Subject</td>
<td>Text</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Full Text</td>
<td>None</td>
<td>Full Text</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Coverage</td>
<td>Coverage</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Project Name</td>
<td>None</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Image Number</td>
<td>Identifier</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Access and Ordering Information</td>
<td>Rights</td>
<td>Text</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Date Digitized</td>
<td>Date</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Donor</td>
<td>None</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Format Use</td>
<td>Format</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Default Values and Data Dictionary

- Writing data dictionary
- Setting up default values for template
- Writing instruction sheet for entering metadata
- Working with controlled vocabulary
Metadata and the Technical Services Librarian

The image shows a template creator interface for creating metadata templates. The interface allows users to select fields and data types, as well as default values for these fields. The table below illustrates the fields and their corresponding properties and default values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Default Properties</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Photographer/Artist</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Original Date</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Original Dates</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Summary/Description</td>
<td>Text</td>
<td>Early Las Vegas</td>
</tr>
<tr>
<td>Subject</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Full Text</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Coverage</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>Text</td>
<td>Early Las Vegas</td>
</tr>
<tr>
<td>Image Number</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Access and Restrictions</td>
<td>Text</td>
<td>Not to be reproduced without permission. To purchase copies of images and text for</td>
</tr>
<tr>
<td>Date Digitized</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Donor</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td>Format/Use</td>
<td>Text</td>
<td>Image/jpeg xxx kb</td>
</tr>
<tr>
<td>Digital</td>
<td>Text</td>
<td>Tiff master</td>
</tr>
</tbody>
</table>

The interface includes buttons for OK and Cancel to save or discard changes, respectively.
Entering Metadata

- Checking and uploading records
- Adding to controlled vocabulary
- Editing records after posting to the server
Comparison of MARC and Dublin Core

- Dublin Core easier for non-catalogers to use
- MARC has more fields to convey information
- Still need authority control at least within project
**Collection:** The Cottages  

**Title:** Railroad cottages, Las Vegas.  

**Photographer/Artist/Creator:**  

**Original Date:** 1911  

**Summary/Description:** Negative is a row of railroad cottages in Clark's Las Vegas Townsite, the view is looking northeast to the corner of Third Street and Garces Street. The original image was from a Wharton Drug Co. postcard. 64 railroad cottages were built between 1909 and 1911 by the Las Vegas Land and Water Company for employees of the San Pedro, Los Angeles and Salt Lake Railroad.  

**Subject:**  

Houses -- Nevada -- Las Vegas -- 1910-1920  
Streets -- Nevada -- Las Vegas -- 1910-1920  
Clark's Las Vegas Townsite (Las Vegas, Nev.) -- 1910-1920  
Third Street (Las Vegas, Nev.) -- 1910-1920  
Garces Street (Las Vegas, Nev.) -- 1910-1920  
Negatives -- Nevada -- Las Vegas -- 1910-1920  

**Full Text:**  

**Coverage:** Nevada--Las Vegas  

**Project Name:** Early Las Vegas. The Cottages  

**Image Number:** 0001 0107  

**Access and Ordering Information:** Not to be reproduced without permission. To purchase copies of images and/or for copyright information, contact University of Nevada, Las Vegas Libraries, Special Collections.  

**Donor:**  

**Format. Use:** Image/jpeg 42kb  

**Digital Reproduction Information:** Tiff master image; 800 dpi; AGFA Duoscan T1200 scanner; AGFA FotoLook 32 V3.50.0 scanning software scanner; *** scanning software  

**File Name:** 0001_0107.jpg
B23278080

Last updated: 06-28-01 Created: 06-27-01 Revision: 2
01 LANG: 04 COPIES: 1 06 BCODE1: m 08 BCODE3: -
02 SKIP: 0 05 CAT DA:06-27-01 07 BCODE2: k 09 COUNTRY: nvu
03 LOCATION: unls
10 001 46957612
11 005 20010627151309.0
12 007 kh b--
13 008 010516s1911 nvunnn e kn dnkm1a
14 040 UNL|cUNL
15 043 n-us-nv
16 049 UNLS
17 099 0001 0107 N2G
18 245 00 [Railroad cottages, Las Vegas|h[graphic]
19 246 1 San Pedro, Los Angeles and Salt Lake Railroad employees' homes
20 260 |c1911
21 300 1 negative :|bb&w ;|c4 x 5 cm
22 500 From the Ferron Bracken Collection
23 500 Title supplied by cataloger
Call Number: 0001 0107 N2G
Title: Railroad cottages, Las Vegas.
Alternate Title(s): San Pedro, Los Angeles and Salt Lake Railroad employees' homes
Date: 1911
Physical Description: 1 negative : b&w ; 4 x 5 cm.
Other Versions: 5 x 8 copy photograph also available.
Collection: From the Ferron Bracken Collection (Lied Library)
Summary: Negative is a row of railroad cottages in Clark's Las Vegas Townsite, the view is looking northeast to the corner of Third Street and Garces Street. The original image was from a Wharton Drug Co. postcard.
Notes: 64 railroad cottages were built between 1909 and 1911 by the Las Vegas Land and Water Company for employees of the San Pedro, Los Angeles and Salt Lake Railroad.
Summary of Role of Librarian in Metadata

- Need librarians to help choose metadata fields
- Librarians choose what goes into fields
- Librarians provide authority control and quality control