


10-20-2005

Metadata and the technical services librarian

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Repository Citation

Rankin, K. (2005, October). Metadata and the technical services librarian. Presentation at Nevada Library Association Annual Meetin, Reno, NV.

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Metadata and the Technical Services Librarian

Katherine L. Rankin

Special Formats Catalog
Librarian

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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



CONTENTdm Field Properties

Click on a field name to edit the properties for that field:

Field Name	Dublin Core Mapping	Data Type	Large field	Searchable	Hidden	Controlled Vocabulary
Title	Title	Text	No	Yes	No	No
Photographer/Artist/Creator	Creator	Text	No	Yes	No	No
Original Date	Date	Text	No	No	No	No
Original Dates	Date	Date	No	Yes	Yes	No
Summary/Description	Description	Text	Yes	Yes	No	No
Subject	Subject	Text	Yes	Yes	No	Yes
Full Text	None	Full Text Search	Yes	Yes	No	No
Coverage	Coverage	Text	No	Yes	No	No
Project Name	None	Text	No	Yes	No	No
Image Number	Identifier	Text	No	No	No	No
Access and Ordering Information	Rights	Text	No	No	No	No
Date Digitized	Date	Text	No	Yes	Yes	No
Donor	None	Text	No	Yes	No	No
Format Use	Format	Text	No	Yes	No	No

Default Values and Data Dictionary

- Writing data dictionary
- Setting up default values for template
- Writing instruction sheet for entering metadata
- Working with controlled vocabulary

Field Name	Default Properties	Default Value
Title	Text	
Photographer/Artist	Text	
Original Date	Text	
Original Dates	Date	
Summary/Description	Text	
Subject	Text	
Full Text	Text	
Coverage	Text	
Project Name	Text	Early Las Vegas.
Image Number	Text	
Access and Ordering	Text	Not to be reproduced without permission. To purchase copies of images and/or for
Date Digitized	Text	
Donor	Text	
Format.Use	Text	Image/jpeg ****.kb
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OK Cancel

Entering Metadata

- Checking and uploading records
- Adding to controlled vocabulary
- Editing records after posting to the server

CONTENTdm Acquisition Station - [Media Editor]

File Edit Acquire Tools Imaging Administration Help

New Project Open Project TWAIN Import File Batch Add Import URL Search Help

Edit Metadata

Title	
Photographer/Artist/Cre	
Original Date	
Original Dates	
Summary/Description	
Subject	
Full Text	
Coverage	
Project Name	Early Las Vegas.
Image Number	
Access and Ordering	Not to be reproduced without permission. To purchase copies of images and/or for copyright information, contact University of
Date Digitized	
Donor	
Format.Use	Image/jpeg ***kb
Digital Reproduction	Tiff master image;***dpi;***scanner;***scanning software

Enter text into the metadata fields. Searchable fields within the collection are highlighted.

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

CONTENTdm Item Description - Microsoft Internet Explorer

File Edit View Favorites Tools Help

CONTENTdm Item Description [Add to My Favorites](#)

Railroad cottages, Las Vegas.

Image Description

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
 San Pedro, Los Angeles & Salt Lake Railroad Company -- Buildings -- 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
 Postcards -- Nevada -- Las Vegas -- 1910-1920.

Full Text:

Coverage: Nevada--Las Vegas

Project Name: Early Las Vegas. The Cottages

Image Number: 0001_0107

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Donor:

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File Name: 0001_0107.jpg

Slide 18 of 19

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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
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13 008 010516s1911 nvunnn e kn dnkmIa
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

Railroad cottages, Las Vegas - Microsoft Internet Explorer

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Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Messenger Real.com

Address http://www.library.unlv.edu/digproj/cottages/thumbnail/0001_0107_n2g_t.html Go Links



[Back to Gallery](#)

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

Page 1 Dec 1 1/2 [Language (U.S.)]

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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