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Metadata for Compound Objects

Marina Georgieva

University of Nevada, Las Vegas, marina.georgieva@unlv.edu

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METADATA FOR COMPOUND OBJECTS

training for metadata creators

AGENDA

Metadata element set

- Overview

- Do not use

- Pre-filled

- Focus on

Metadata for compound objects

- Parent specific

- Parent vs. Children

- Metadata approach

Hands-on activities

Q&A

MARINA GEORGIEVA

Visiting Digital Collections Librarian
and Interim Student Supervisor

UNLV Libraries

March 4, 2020

METADATA ELEMENT SET

overview

1. Identifier (ARK)
2. Digital Identifier
3. Physical Identifier
4. Citation
5. Collection Guide
6. Archival Collection
7. Project Name
8. Title
9. Alternative Title
10. Description
11. Date
12. Time Period
13. Creator
14. Contributors
15. Interviewer
16. Narrator
17. Subject
18. Extent
19. Format
20. Resource Type
21. Language
22. Place Name
23. Geographic Map
24. Geographic Coordinate
25. Publisher
26. Standardize Rights Statement
27. Rights
28. Rights Holder
29. Staff Note
30. Digital Provenance
31. Conversion Specifications
32. Date Digitized
33. Transcription
34. Material Type
35. Digital Processing Note
36. AS_sameAs
37. AS_partOf
38. Restrictions

METADATA ELEMENT SET

do not use fields

1. Identifier (ARK)
2. Digital Identifier
3. Physical Identifier
4. Citation
5. Collection Guide
6. Archival Collection
- ~~7. Project Name~~
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'Do not use' fields are either for legacy collections or the values are auto generated by the system

METADATA ELEMENT SET

pre-filled fields

1. Identifier (ARK)
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'Pre-filled' fields have pre-populated values by the metadata manager and they import with your batch

METADATA ELEMENT SET

focus on

1. Identifier (ARK)
2. Digital Identifier
3. Physical Identifier
4. Citation
5. Collection Guide
6. Archival Collection
- ~~7. Project Name~~
- 8. Title**
- ~~9. Alternative Title~~
- 10. Description**
- 11. Date**
- 12. Time Period**
- 13. Creator**
- 14. Contributors**
- 15. Interviewer**
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- ~~36. AS_sameAs~~
- ~~37. AS_partOf~~
- ~~38. Restrictions~~

Fields metadata creators must focus on (in bold) and fields they should review and fill if necessary (in regular font)

METADATA FOR COMPOUND OBJECTS

parent specific

Mandatory

Each parent object must have

- Object ARK
- Digital ID
- Citation
- Archival collection
- Title
- Description
- Date
- Time period
- Subject (up to 5 topical terms)
- Format
- Resource type
- Publisher
- Standardize right statement
- Rights
- Staff note
- Digital provenance
- Material type

Required if any

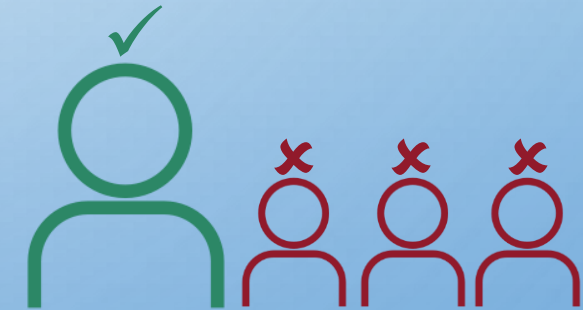
If available **must add to parent**

- Physical ID
- Collection ARK
- Creator
- Contributor
- Interviewer
- Narrator
- Language (for textual objects)
- Geo map
- Rights holder

Parent ONLY

Do not put any of these on children

- Object ARK
- Citation
- Collection ARK
- Archival Collection
- Publisher
- Standardize rights statement
- Rights
- Digital provenance



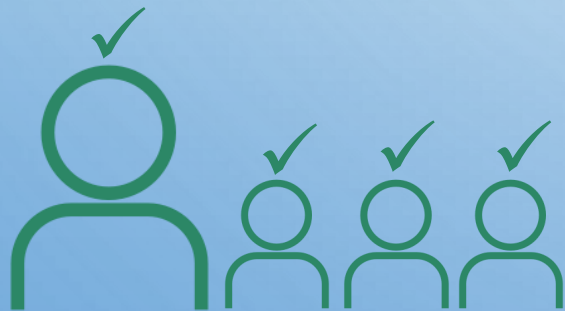
METADATA FOR COMPOUND OBJECTS

parent vs. children

Mandatory

Each **child** object **must have**

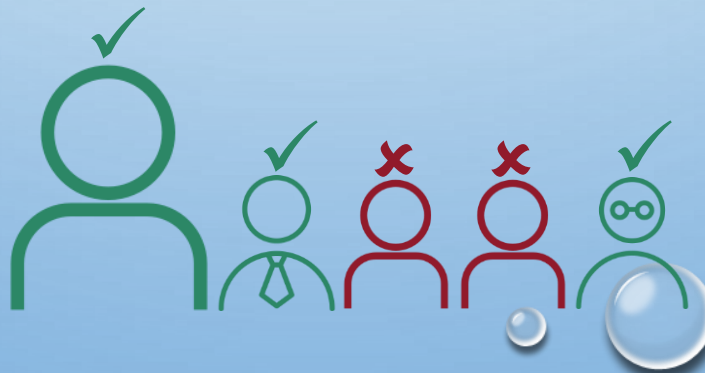
- Digital ID
- Title



Optional

Examine children for **unique** values

- Description
- Date
- Subject topical
- Subject **proper names**
- Format
- Resource Type
- Language
- Geographic Map
- Material Type



Empty children

- Children that don't have anything different from parent
- Totally fine to upload 'empty' children
- Remember each empty child still gets *Digital ID* and *Title*!



METADATA FOR COMPOUND OBJECTS

metadata approach



Different

- Date
- Time period
- Subject topical
- Format (letter)



Different

- Subject (name)
- Description
- Location



- Create metadata for all PARENT ONLY fields (slide 6)
- Create metadata for all PARENT Mandatory fields (slide 6)
- Examine the children **quickly**
 1. Capture **similarities** first (they go on **parent level**)
 - Are topical subjects similar?
 - subject field
 - Are all children the same type?
 - format | resource type | material type
 - Are all children on the same location?
 - geo map field
 2. Determine and record **differences** (on child level)
 - Is there any specific child-related description?
 - description field
 - Do children have specific date?
 - date
 3. Determine and record **differences** (on child + parent level)
 - Are there any proper names to be pulled from description?
 - subject (names)
 4. **Rule of thumb:** Parents get all the metadata, except for *description – date – subject (names)*

New approach

- Top to bottom
- First parent, then children
- Children get only
 - Unique description
 - Unique dates
 - Subject (names)
- Children automatically inherit the parent metadata – do not repeat it

SUPPORTING DOCUMENTATION

[Metadata simplified \(a.k.a. cheat sheet\)](#)

[Element set obligation and examples \(spreadsheet\)](#)

[Metadata application profile](#)

HANDS-ON ACTIVITIES

4 compound objects

- **pho033724** Las Vegas Bugle Photograph Collection on Lesbian, Gay, Bisexual, and Transgender History (PH-00336)
- **pho028771** Dennis McBride Photograph Collection (PH-00263)
- **pho034641** Emily Higby Powell Photograph Album (PH-00114)
- **pho034145** Harvey's Hotel and Casino Postcard Collection (PH-00367)

Additional for discussion in time allows

- **ent001667** Ffolliott "Fluff" LeCoque Papers <http://d.library.unlv.edu/digital/collection/ent/id/49220/rec/1>

HANDS-ON ACTIVITIES

Compound object 1 | pho033724



child 1

child 2

child 3

child 4

child 5

child 6

child 7

child 8

Discuss fields and parent vs. child level metadata

- Title
- Description
- Date / Time period
- Subject
- Format
- Resource type
- Geo map
- Material type

What we know

Title: Coco at the Cave Nightclub in Las Vegas, Nevada: photographic prints

Collection: Las Vegas Bugle Photograph Collection on Lesbian, Gay, Bisexual, and Transgender History, 1993-2002

Description: Cave nightclub - 8 (eight) images of "Coco", a drag performer. Located at 5740 W. Charleston Blvd., Las Vegas. (1994).

HANDS-ON ACTIVITIES

Compound object 2 | pho028771

Discuss fields and parent vs. child level metadata

- Title
- Description
- Date / Time period
- Subject
- Format
- Resource type
- Geo map
- Material type

What we know

Title: Statue of Rafael Rivera at the entrance of Old Vegas: photographic prints

Collection: Dennis McBride Photograph Collection 1900-2000s

Description: U.S. Bureau of Reclamation. Statue of Rafael Rivera located at the entrance of Old Vegas, an amusement park located in Henderson, NV. (1978)



child 1



child 2

HANDS-ON ACTIVITIES

Compound object 3 | pho034641



child 1

Discuss fields and parent vs. child level metadata

- Title
- Description
- Date / Time period
- Subject
- Format
- Resource type
- Geo map
- Material type



child 2



child 3



child 4



child 5



child 6



child 7

What we know

Title: Landscape views: photograph album

Collection: Emily Higby Powell Photograph Album, 1910-1920

Description: From the Emily Higby Powell Photograph Album (PH-00114) -- contains black-and-white photographs taken by Emily Higby Powell on a trip from New York to the West coast.

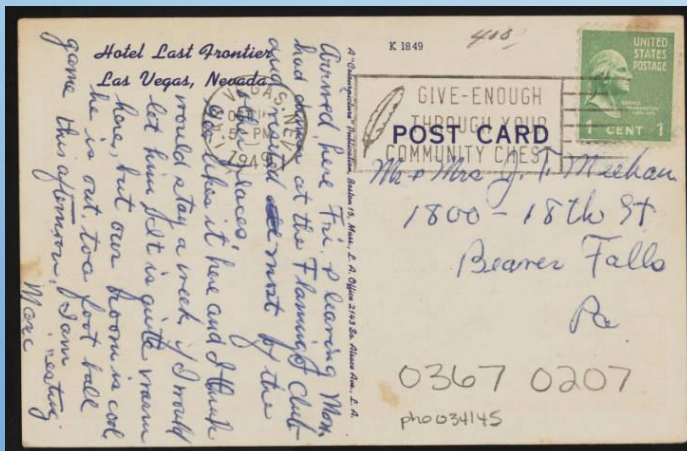
*Album has 55 children

HANDS-ON ACTIVITIES

Compound object 4 | pho034145



child 1



child 2

Discuss fields and parent vs. child level metadata

- Title
- Description
- Date / Time period
- Subject
- Format
- Resource type
- Geo map
- Material type

What we know

Title: Artistic rendition of the "21 Club" Casino in the Hotel Last Frontier in Las Vegas, Nevada: postcard

Collection: Harvey's Hotel and Casino Postcard Collection , 1940-1990

Description: From Harvey's Hotel and Casino Postcard Collection (PH-00367)

Thank You



MARINA
GEORGIEVA

Visiting Digital Collections Librarian

University of Nevada - Las Vegas

University Libraries

Tel: 702-895-2310

marina.georgieva@unlv.edu

www.marina-expertise.com