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## Metadata and the technical services librarian

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# Metadata and the Technical Services Librarian

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# Introduction

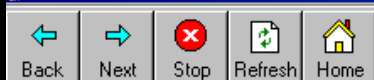
- Early Las Vegas Digital Project
- Background on project
- Version 1—Used MARC Records
- Version 2—Used Dublin Core in Contentdm software

# 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
<a href="#">Title</a>	Title	Text	No	Yes	No	No
<a href="#">Photographer/Artist/Creator</a>	Creator	Text	No	Yes	No	No
<a href="#">Original Date</a>	Date	Text	No	No	No	No
<a href="#">Original Dates</a>	Date	Date	No	Yes	Yes	No
<a href="#">Summary/Description</a>	Description	Text	Yes	Yes	No	No
<a href="#">Subject</a>	Subject	Text	Yes	Yes	No	Yes
<a href="#">Full Text</a>	None	Full Text Search	Yes	Yes	No	No
<a href="#">Coverage</a>	Coverage	Text	No	Yes	No	No
<a href="#">Project Name</a>	None	Text	No	Yes	No	No
<a href="#">Image Number</a>	Identifier	Text	No	No	No	No
<a href="#">Access and Ordering Information</a>	Rights	Text	No	No	No	No
<a href="#">Date Digitized</a>	Date	Text	No	Yes	Yes	No
<a href="#">Donor</a>	None	Text	No	Yes	No	No
<a href="#">Format Use</a>	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

Photographer/Artist/Creat	Original Date	Original Dates	Summary/Description
<b>Template Creator</b>			
Create a metadata template for items you import. Choose a field and data type from the Default Properties column. Enter text or a directory in the Default Value column where appropriate.			
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 data for	
Date Digitized	Text		
Donor	Text		
Format Use	Text	Image/jpeg xxxxkb	
Digital	Text	Tiff master	

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

**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

Slide 10 of 10

Start | Microsoft P... | Document1... | Microsoft P... | CONTENT... | Kathy's pro... | AnzioWin - ... | CONTENT... | 4:18 PM


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      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

File Edit View Favorites Tools Help

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



[Back to Gallery](#)

<b>Call Number</b>	0001 0107 N2G
<b>Title</b>	Railroad cottages, Las Vegas.
<b>Alternate Title (s)</b>	San Pedro, Los Angeles and Salt Lake Railroad employees' homes
<b>Date</b>	1911
<b>Physical Description</b>	1 negative : b&w ; 4 x 5 cm.
<b>Other Versions</b>	5 x 8 copy photograph also available.
<b>Collection</b>	From the Ferron Bracken Collection (Lied Library)
<b>Summary</b>	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.
<b>Notes</b>	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 1/2 100% [Icons] Microsoft Pow... Document1 - ... Microsoft Phot... Railroad co... Kathy's programs AnzioWin - in... 4:16 PM

# 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