

Title:	Civil War and Reconstruction Governors of Mississippi Project Metadata Guidelines
Purpose:	Guidelines for creating metadata for CWRGM project
For:	CWRGM project partners and student workers
Maintained by:	Mississippi Digital Library Assistant Director
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Introduction

This document provides instructions for creating metadata for the Civil War and Reconstruction Governors of Mississippi (CWRGM) project.

Metadata records for the CWRGM project are written to comply with the Mississippi Digital Library's Metadata Best Practices and are based on the Dublin Core Metadata Initiative (DC) data element set. Other directives consulted for these guidelines include:

- *Archives, Personal Papers, and Manuscripts*
- *DACS: Describing Archives, A Content Standard*
- *Anglo-American Cataloging Rules*
- *Digital Public Library of America Metadata Quality Guidelines*

These guidelines contain specific formatting requirements and minute details, including punctuation and capitalization that are vital for the proper functionality of metadata. Please be vigilant and pay attention to these details.

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Object name

The Object Name field is necessary for our software to pair multiple files into one object (i.e. link multiple pages of a single letter together.) In this context, the Object name is the same as the identifier. See Identifier below.

Identifier

A unique identifier is assigned to each document. It contains an institutional identifier, as well as the file name identifying the collection and item. The institutional identifier for MDAH is mdah.

Example of a letter from the John J. Pettus Letters:

mdah_757-930-1-07

The Identifier is assigned to the digital object as a whole, whether it is a single page or a multi-page letter.

The staff at MDAH will assign the identifiers for all CWRGM materials as noted in the calendar.

Alternate ID

The Alternate ID is used when a document receives a new file name or identifier. The new file name is entered into the Identifier field and the old file name is entered into the Alternate ID field.

The Digital Collections staff at USM will assign an Alternate ID as necessary.

For this project, the Alternate ID field can be left blank unless specified otherwise.

Title

Titles should be noted on the calendars provided by MDAH.

Letters, Memos, and Other Correspondence – Letters should be named in the following basic format. Use this format also for Memos and other forms of correspondence.

Letter from _____ to _____; Date

Memo from _____ to _____; Date

Letter from Zoya Zeman to Erwin D. Zeman; March 5, 1964

Memo from Victoria Gray (Adams) to friends and supporters of MFDP; February 10, 1966

If there is no date on the document and it is not possible to confer a date, record [Undated].

Letter from Zoya Zeman to Erwin D. Zeman; Undated

Memo from MFDP to teachers; Undated

If there is no recipient listed on the document, record:

Letter from _____; Date

Letter from [author]; date

If there is no author listed on the document, record:

Letter to _____; Date

Letter to [recipient]; date

Alternate title(s)

Alternate titles are used for publications that have a secondary title or an alternate title in a foreign language.

In general, letters will not have an alternate title.

Replaces

The Replaces field is used when a serial's title has been changed and replaced by a new title. The old title is entered into the Replaces field.

In general, letters will not have a replaces title.

Replaced by

The Replaced by field is used when a serial's title has been changed and replaced by a new title. The new title is entered into the Replaced by field.

In general, letters will not have a replaced by title.

Description

This is a brief summary beginning with a standardized phrase. Individual documents begin with the name of the collection. Finding aids begin with a phrase using those words.

*From the Mississippi Department of Archives and
History Governor Pettus Collection.*

Follow the standardized phrase with a short abstract in full sentences with correct grammar and punctuation. Avoid editorial comments. If the document is a transcribed copy, note this at the beginning of the abstract information.

Transcribed copy of a letter ...

Descriptions should be noted in the calendar provided by MDAH and can be copied from there and added after the standardized phrase.

If any of the following terms appear in the Description and/or Title fields, update the terminology as follows:

Replace *colored* or *negro/es* with *African American/s*.

Replace *slave/s* with *enslaved person/people*

Use *enslaved man* when sex is identified.

Use *enslaved woman* when sex is identified.

Replace *enemy* with *United States Army*

Use *United States Navy* when applicable.

Use *United States forces* when it is unclear whether it is Army or Navy.

Replace *black Republican/s* with *Republican/s*.

Add *alleged* when referring to criminal activity.

When updating terms, follow these guidelines:

Pay attention to how the term is being used within that context and keep it consistent.

Keep the term's singular or plural form consistent.

Do not use the "find and replace" function to update terminology.

Examples:

Original Description: *Letter from Jno. B. Harnley to Mississippi Governor John J. Pettus seeking muskets to arm a home guard being raised to prevent a negro insurrection.*

Updated Description: *Letter from Jno. B. Harnley to Mississippi Governor John J. Pettus*

seeking muskets to arm a home guard being raised to prevent an alleged African-American insurrection.

Creator

The creator is the author of a letter. Information about the creator should be taken from the original document or the calendar. Record the name as:

Last name, First name, dates

If the author has a Library of Congress name authority record, use the name as it appears there. If not, use the name on the document. Examples:

Adams, Victoria Gray, 1926-

Bilbo, Theodore Gilmore, 1877-1947.

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

If the author/creator is unknown, enter Unknown. When the last name of the author/creator is unknown, enter the author's first name and [last name unknown].

Unknown

Thomas [last name unknown]

If an item has more than one creator, list each name in alphabetical order. Separate multiple entries with a semi-colon. List added authors in this manner. An item written by Zoya Zeman and Buster Brown would be recorded:

Brown, Buster, 1937-1975.; Zeman, Zoya, 1943-

Separate multiple entries with a semicolon. Do not add a semicolon following the last entry.

Date searchable

The Date Searchable field indicates the date the item was originally produced. Take the date from the original or the calendar (if a date is present). **If an item is undated, leave this field blank.** The international standard ISO 8601 is used to indicate date formats. Dates should be expressed as yyyy-mm-dd.

Other formatting rules include:

Dates must be valid for the given month and year. A date in February cannot be greater than 28 except in a leap year (29); a date in March cannot be greater than 31.

The year must be shown with four digits.

Date

The Date field indicates the date the item was originally produced. Take the date from the original or the calendar (if a date is present). The Date field should be used in conjunction with the Date Searchable field and it should be completed for every item. This field is viewable in the public interface.

If the date is simply unknown, record undated.

Undated

Coverage: (time period)

The Coverage field identifies the time period covered in each document and can be derived from the document itself. It is usually not one specific date.

If the time period covers several months in one year: [Year]

1964

Time period

The Time Period field is related to the Coverage Field. It is not visible in the public interface and is used primarily to build custom searches.

The Time Period is a controlled vocabulary field. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

Use the date/dates in the Coverage field to determine the appropriate decade/decades to select from the controlled vocabulary in the Time Period field. More than one decade can be selected from the controlled vocabulary.

1960s (1960-1969)

1950s (1950-1959); 1960s (1960-1969).

If the coverage is unknown, enter *Undated*.

Subject

Subject headings and Name Authority Records are taken from the Library of Congress Subject Headings and National Authority File (NAF).

Record four to eight subject headings in alphabetical order.

The subject field is a controlled vocabulary. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry. Subject headings should be followed with a period, unless the term ends with a dash (ex: Evers, Charles, 1922-).

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

Mississippi county

The Mississippi County field indicates the county in Mississippi that the item is about. Use this field only if the content of the item is about Mississippi. **If the item is not about Mississippi, leave blank.**

The county should be taken from the Library of Congress Subject Headings and National Authority File (NAF).

Lamar County (Miss.)

Hinds County (Miss.)

The Mississippi County field is a controlled vocabulary field. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

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

Geographic location

The Geographic Location field indicates the location that the item is about, other than the Mississippi county. It can be used to enter a city, region, state, county, or county for a state other than Mississippi.

If the geographic location is not known, leave the field blank. An item can have both the Mississippi county and a geographic location, if the information is known.

The geographic location should be taken from the Library of Congress Subject Headings and National Authority File (NAF).

Hattiesburg (Miss.)

Atlanta (Ga.)

Mobile County (Ala.)

Georgia

Brazil

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

The Geographic Location field is a controlled vocabulary field. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

Resource type

The Resource Type field indicates the format of the original item. Use more than one term if needed, listing them in alphabetical order.

Image refers to photographs or illustrations, not the digital image of a text document. Use both Text and Image for items that contain text and photograph(s).

Typically, letters will be listed as Text.

The resource type field is a controlled vocabulary field. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

Image

Interactive Resource [web pages]

Moving Image

Physical Object

Sound

Still Image

Text

Format

Format provides information about the format, dimensions, and length of the document. Fill in [x] based on the height and width of the item, and if applicable, the number of pages of the original item in its physical form.

Documents should include height, width, and number of pages.

Digital reproduction of a [x]" x [x]" [x]-page document.

Digital reproduction of an 8" x 10" 6-page document.

Media format

Media Format provides indicates the format of the original item. It is more specific than the Resource Type field. This field is not visible in the public web interface and is used to build searches

Image refers to photographs or illustrations, not the digital image of a text document. Use both

Text and Image for items that contain text and photograph(s).

The resource type field is a controlled vocabulary field. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

<i>Audio</i>	<i>Object</i>
<i>Cartoon</i>	<i>Oral history</i>
<i>Document</i>	<i>Page from publication</i>
<i>Film</i>	<i>Publication</i>
<i>Illustration</i>	<i>Scrapbook</i>
<i>Image</i>	<i>Text</i>
<i>Map</i>	<i>Video</i>
<i>Newspaper</i>	<i>Website</i>

Typically, letters will be listed as Document.

Language

Enter the Language for all documents, including those in English. Leave this field blank for documents for which Language does not apply, such as a photograph. For documents in a language other than English, enter the language.

Language code

Enter the language code for all documents, including those in English. Leave this field blank for documents for which Language does not apply, such as a photograph.

Language codes are expressed in compliance with the international standard ISO 639-2. Language codes are typically a three letter code.
i.e. eng for English

This field is hidden from the public interface.

Publisher

The Publisher field indicates the party responsible for publication of the physical item (if applicable)

The publisher of the physical item applies primarily to books and other published items. It should be listed first and followed by a period.

Houghton Mifflin.

Typically, letters are unpublished, so this field can be left blank.

Electronic Publisher

The electronic publisher field indicates the party responsible for the electronic publication of each item.

Every item will have a publisher of the electronic version. The MDL is listed first, followed by the home repository. Both terms should have the (electronic version) designation.

Mississippi Digital Library. (electronic version)

Mississippi Department of Archives and History. (electronic version)

The Electronic publisher field is a controlled vocabulary field (standardized text, but not associated with an authority record). Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

Contributors

The information in this field gives credit to other parties that contributed to the publication of the item. Separate multiple entries with a semi-colon.

Funding for this project provided by The Dale Center for Study of War and Society.

Notes

The Notes field is visible in the public web interface, so only include notes that are suitable for public viewing. There is also a hidden notes field for technical or administrative notes. The Notes field is not a controlled vocabulary.

The Notes field has been used to identify items as part of CWRGM project.

*This item is part of the Civil War and Reconstruction Governors of Mississippi Project;
<https://cwrqm.org/>*

Rights

Each item in Digital Collections is required to have a disclaimer and a rights statement in its metadata. The corresponding copyright statement should be entered into the rights field and the standard disclaimer in the disclaimer field.

The corresponding copyright statement should be entered in the rights field. Statements should be formatted as Title; URI (i.e. IN COPYRIGHT; <http://rightsstatements.org/vocab/InC/1.0/>).

I. IN COPYRIGHT

- URI: <http://rightsstatements.org/vocab/InC/1.0/>
- To be used for items we know are under copyright, and we know who owns said copyright.

II. IN COPYRIGHT - RIGHTS-HOLDER(S) UNLOCATABLE OR UNIDENTIFIABLE

- URI: <http://rightsstatements.org/vocab/InC-RUU/1.0/>
- To be used for items we know are under copyright, but we do not know who owns said copyright or we know who owns the copyright, but we do not have contact information.

III. NO COPYRIGHT – UNITED STATES

- URI: <http://rightsstatements.org/vocab/NoC-US/1.0/>
- To be used for items we know are in the public domain.

IV. NO COPYRIGHT – CONTRACTUAL RESTRICTIONS

- URI: <http://rightsstatements.org/vocab/NoC-CR/1.0/>
- To be used for items with no copyright restrictions, but contractual obligations, such as needing permission from the donor.

V. COPYRIGHT NOT EVALUATED

- URI: <http://rightsstatements.org/vocab/CNE/1.0/>
- To be used for items we have not yet attempted to determine copyright status. Should be used as a temporary statement.

VI. COPYRIGHT UNDETERMINED

- URI: <http://rightsstatements.org/vocab/UND/1.0/>
- To be used for items we cannot determine copyright status due to missing information such as not knowing the creator or creation date.

VII. NO KNOWN COPYRIGHT

- URI: <http://rightsstatements.org/vocab/NKC/1.0/>
- To be used for items we are reasonably sure have no copyright, but cannot conclusively state “No Copyright”.

For the majority of CWRGM letters the following rights statement can be entered:

NO COPYRIGHT - UNITED STATES; <http://rightsstatements.org/vocab/NoC-US/1.0/>

Disclaimer

This field provides a copyright disclaimer. Enter:

Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. Permission to publish or reproduce is required.

Contributing institution

This field identifies the repository where the item is owned and housed. The contributing institution field is a controlled vocabulary. Enter:

Item housed at Mississippi Department of Archives and History.

Collection

This field identifies the collection of which the item is a part. In the example below, xxx equals the Governor's name and yyy is the Series number. There is a period at the end of this statement, and no comma between the collection number and the title. The Collection field is a controlled vocabulary

xxx yyy.

Pettus Series 757.

Source

The Source field gives the physical location of the item within the collection of which it is a part.

Box 5, Folder 7

Digital repository

This field identifies the digital repository to which the item belongs. All items should include the Digital Repository. The Digital Repository field is a controlled vocabulary.

Enter:

Mississippi Digital Library.

Digital collection

This field identifies the digital collection to which an item belongs. All items should include the Digital Collection. The Digital Collection field is a controlled vocabulary

Enter:

Mississippi Department of Archives and History.

Date digital

The Date Digital field indicates the date that the item was digitized. This field is formatted as a date type field, and has the same formatting requirements as the Date Searchable field. This field is not visible in the public web interface.

Enter the date the file was created in YYYY-MM-DD format.

Example:

2020-06-01

Capture method

The Capture Method field indicates the method of digitization. If known, the scanner or camera used for digitization should be selected from the controlled vocabulary. For USM collections, the controlled vocabulary includes hardware in the USM Digital Collections lab. This field is not visible in the public web interface.

The Digital Collections staff at USM will complete the Capture Method field.

Master image

The Master Image field indicates the file extension and resolution of the master image. This field should be used only if the information about the master image is known. This field is a controlled vocabulary. This field is not visible in the public web interface.

300 dpi TIFF

Processing software

The Processing Software field indicates the software used to process images, such as Adobe Photoshop CS5. This field is a controlled vocabulary. This field is not visible in the public web interface.

The Digital Collections staff at USM will complete the Processing Software field.

Record created by

The Record Created By field indicates which user created the record. This field is not visible in the public web interface.

Enter your full name.

Hidden notes

The Hidden Notes field is a searchable field that is not visible in the public web interface, and it includes any notes not intended for public view.

Enter:
Needs Transcript

Custom searches

The Custom Searches field is used strictly for building custom searches. The field has a controlled vocabulary and is not visible from the public web interface.

Enter:
cwr gm

IP resolution

The IP Resolution field (intellectual property resolution) is used to manage permissions and copyright. The field has a controlled vocabulary and is not visible from the public web interface. Based on the contents of this field, the permissions may be set to restrict the item from public view.

For CWRGM letters, enter:
Permission Granted

Transcript

The Transcript field is used to upload full-text transcripts of select documents.

The Digital Collections staff at USM will complete the Transcript field as necessary for all materials.

File name

Enter the filename for the item (should match the identifier) including the file extension.

Example:

mdah_757-930-6-10

Change History

Revisions: Elizabeth La Beaud, Manager of Digitization Laboratory

Latest Revision: 2020-06-04

Revisions: Austin Justice, Visiting Digital Archivist

Latest Revision: 2020-07-24