Metadata Implementation Guidelines
for North Carolina Digital State Documents in CONTENTdm
2008, rev. 11-2015

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Introduction

The NC Dublin Core Implementation Guidelines for N.C. Digital State Documents provide a set of rules for the creation of Dublin Core metadata records for state documents which may be cataloged (with full MARC records) in OCLC's Connexion, then crosswalked to Dublin Core and uploaded to CONTENTdm and subsequently edited in CONTENTdm. Records may also be created directly in CONTENTdm instead of being uploaded from Connexion. The State Library of North Carolina wants to ensure consistency of description for all digital publications with Dublin Core metadata records. These guidelines are consistent with the more general *NC ECHO Dublin Core Implementation Guidelines*, but focus on issues specific to this project's digital needs. This document assumes the user is already familiar with the above guidelines.

Purpose and Scope

These guidelines focus on creating metadata for the digital state documents of the State Library of North Carolina. They encourage those creating the records to focus their energies in areas that promote resource discovery. This document uses the Qualified Dublin Core element set as defined by the Dublin Core Metadata Initiative (DCMI), http://www.dublincore.org. Metadata records created will be available in the State Library's CONTENTdm collection. Qualified Dublin Core was selected as the metadata standard for digitized/born digital materials because it represents the lowest common denominator for creating metadata to facilitate maximum accessibility of resources across a broad spectrum of institution types. It is simple to create and easy to share. Additionally, it is one of the few metadata standards supported by CONTENTdm at this time. For more information on Dublin Core and other standards in North Carolina, please see the *NC ECHO Dublin Core Implementation Guidelines,* available at http://www.ncecho.org/ncdc/ncdublincore.htm.

Additionally, some non-Dublin Core fields are included in this guideline. These fields are usually for local record maintenance purposes.

General Input Guidelines

The best practice is to follow the general grammatical rules of the language involved when entering descriptive information about resources. In addition, it may be useful to consult the *Anglo-American Cataloging Rules, 2nd Edition* for more information and details on general rules and guidelines for data entry. Dublin Core metadata also involves syntax that makes it easier for the computer to understand the metadata information. Separating content and input is important in understanding the relationship between metadata and traditional modes of description. Below are a few general input guidelines.

Punctuation
Avoid complicated punctuation in describing your resource. Use consistent English punctuation rules. In transcribing information from the resource itself, follow the punctuation present in the resource.

Abbreviations
In general, the following abbreviations are allowed: common or accepted abbreviations (such as "St." for "Saint"); designations of function (such as "ed." for "Editor"); terms used with dates (such as "b." for "born" or "fl." for "flourished"); and distinguishing terms added to names of persons, if they are abbreviated on the item (such as "Mrs."). These are particularly important when part of a controlled vocabulary. For fields crosswalked from the MARC record, you may retain other traditional "cataloging" abbreviations (such as "ca." for "circa" and "et al." for "et alia"). However, you need not apply these abbreviations to fields input directly in CONTENTdm, as they may be confusing for non-catalogers. When creating metadata, keep in mind that users of these collections may not search by abbreviations, so where appropriate, spell out names, titles, etc.

Capitalization

In general, capitalize the first word (of a title, for example) and proper nouns (place, personal, and organization names) as capitalization is used in the English language. If a resource is in another language, follow the capitalization rules for the language of the resource (i.e., capitalizing all nouns in German). Capitalize content in the description element according to normal rules of English language writing. For all other elements, enter content in lower case except for acronyms, which should be entered in capital letters. For titles, follow the "down-caps" or "sentence" styles of capitalization, in which only the first letter of the sentence or phrase is capitalized and all words after that (except for proper nouns) are written in lower case.

Initial Articles
Omit initial articles at the beginning of the title, such as: the, a, an, le, la, los, el, der, die, das, etc. This is extremely important as CONTENTdm cannot skip initial articles automatically.

Keywords versus Subject Terms
Subject terms must be taken from a controlled vocabulary whenever possible for more accurate retrieval and collocation of resources. However, other non-controlled terms or keywords that identify the resource with some precision can be added to a record to enhance resource retrieval and discovery, especially in cases where such terms are too new to be included in controlled vocabularies, or "vernacular" terms are not accommodated by the controlled vocabulary. The Description element provides a free-text arena in which to include keywords that will enhance retrieval.

Controlled Vocabulary
The State Library of North Carolina will rely when possible on nationally-used controlled vocabularies, including Library of Congress Subject Headings (LCSH), the Library of Congress Name Authority File (LCNAF), etc. Employing terminology from a standard set of controlled terms ensures consistency and will improve the quality of search results, while reducing the likelihood of spelling errors when inputting metadata records. However, some locally-created thesauri will be used in limited fields for specific searching needs, including a North Carolina Agency Thesaurus (for N.C. state agency names) and a North Carolina Geographic Thesaurus (based on USGS thesaurus terms). Controlled vocabularies used in this project include the following:

Element	Controlled Vocabulary Thesaurus
Agency	NCAT
Audience	GEM
Collection	SLNC Collection List
Contributor	LCNAF
Creator	LCNAF
Digital Collection	SLNC Digital Collection List
Digital Format	MIME Media Types
Hosted By	[Host List??]
Language	Local thesaurus
Metadata Creator	Metadata Creator List
Place	NCGT
Format	AAT
Subjects	LCSH, LCNAF
Type	DCMI Type Vocabulary

See the individual element descriptions below for further details about their respective controlled vocabularies.

Mandatory elements

The following elements are mandatory in all metadata records created for this project. Other fields should be

used when they are applicable to the piece being cataloged and the information is readily available.

Mandatory	
Agency	Pres File Name AND Pres Local File Path
Collection	Metadata Creator
Digital Characteristics	Rights
Digital Collection	Subjects
Digital Format	Title
Hosted By	Type

Guidelines for the application of each element follow.

Dublin Core Metadata Element Set

Each element is described in detail below, including its mandatory status and whether or not it can be repeated. "Repeatable" in this context means that multiple values can be entered into the element (rather than multiple iterations of the element in a single record). Each value is separated by a semicolon-space.

Information regarding how the data will be "crosswalked" from a specific MARC field into the Dublin Core record is included, and the controlled vocabulary for the element is listed (when applicable). A brief description of the intended content of the field is then given.

Finally, input guidelines are detailed for creating the content of the particular element. If there is any confusion regarding the guidelines, please contact the Documents Cataloger (Eve Neville) or the Head of Cataloging and Metadata Services (Kate Kluttz).

Abstract

Element: Description.abstract
Mandatory: No
Repeatable: Yes

Crosswalks: 520##ab$u
                   5203#ab$u

Controlled vocabulary: none

Description: Free-text abstract or summary of the content of the item.

Input guidelines:
1. This field should be crosswalked from the MARC record summary note (520) when 520 is present.

2. If no 520 is present in the MARC record, and the nature of the publication is not already apparent from the title, the inputter may enter an optional free-text summary in the Description field (not Abstract).

Example:

Abstract: This document is a Board produced copy of the North Carolina Psychology Practice Act; selected rules from Title 21, Chapter 54 of the North Carolina Administrative Code (21 NCAC 54); and additional information related to psychology licensure.

Agency-Current

Element: Creator
Mandatory: Yes
Repeatable: Yes

Crosswalk: N/A

Controlled vocabulary: Based on currently available organization data for agencies (researched by the RMS branch)

Description: North Carolina state agency or agencies primarily responsible for creating the intellectual content of the resource. While this field will frequently contain data already entered in the Creator or Contributor element, the Agency field is necessary for specialized searching abilities. Vocabulary is created in house and is based on available hierarchical data via agencies' websites, North Carolina State Publications Classification Scheme, etc., and is given as main agency and one level down (division, office, etc.). This allows us to pull together all publications published under one major agency, but also by different divisions, branches, sections, etc.
The form of the agency name used in the Agency element may differ from the form used in Creator and Contributor (LCNAF), which may be more precise in its designation.

Input guidelines:
1. Choose the agency names from the Agency-Current vocabulary. Please enter entire string to the field, if the name entry includes both a smaller and larger entity. The form of the name may differ from the LCNAF form used in other fields.

2. Creator, Contributor and Publisher fields may be useful to determine the agency or agencies responsible for creating the content of the resource.

3. **If a name does not appear in the vocabulary, please do not enter the term yourself – notify the Documents Cataloger or Assistant Documents Cataloger. For the sake of consistency, currency, and cleanliness of the vocabulary, they will provide you with the proper term and will add it to the vocabulary.**

4. This element is input directly in the DC record.

5. Separate multiple agency names with a semicolon-space.

6. For state agencies that have changed name, *one* form will be chosen as the "authoritative" form (as CONTENTdm cannot accommodate complex cross-references).

7. For no longer existing agencies (these are not agencies that have been moved or restructured, rather no longer existing in any capacity in North Carolina state government), use the latest available name.

    Example: Eugenics Board of North Carolina

Examples:

Agency-Current: North Carolina Department of Public Instruction

Agency-Current: North Carolina Communications and Information Division, Department of Public Instruction
Agency-Current: Cape Fear Community College, North Carolina Community College System

Agency-Current: North Carolina Division of Highways, Department of Transportation

Agency-Current: North Carolina Governor (2009-2013 : Perdue), Office of the Governor

Agency-Current: North Carolina Division of Public Health, Department of Health and Human Services;   University of North Carolina at Chapel Hill, University of North Carolina (System)

Audience

Element: Audience
Mandatory: No (but recommended for educational materials)
Repeatable: Yes

Crosswalk: N/A

Controlled vocabulary: GEM (Gateway to Educational Materials) thesaurus. GEM terms are as follows:

Grades: Kindergarten,1,2,3,4,5,6,7,8,9,10,11,12

Educational level: All, Unspecified, Adult/continuing education, Community College, Higher education, Preschool education, Vocational education

Description: Intended audience level of the content of the item. Generally used for educational items intended for specific grade levels. Based on codes from the Gateway to Educational Materials Project: http://www.thegateway.org/about/documentation/gem-controlled-vocabularies/vocabulary-grade

Input Guidelines:
1. Enter the appropriate code from the controlled vocabulary list.

2. The MARC record fields 521 and Audn, while not crosswalked into Dublin Core, may provide a guideline for this field. Also examine the item itself to see if a grade level is suggested.

3. For materials whose audience level covers multiple grades, enter all grades. Separate multiple values with semicolon-space.

Example:

Audience: K; 1; 2; 3

Collection

Element: Source
Mandatory: No (recommended for digitized materials)
Repeatable: Yes

Controlled Vocabulary: SLNC Collection List:

Genealogy Collection. State Library of North Carolina
General Collection. State Library of North Carolina
Federal Documents Collection. State Library of North Carolina
Newspaper Collection. State Library of North Carolina
North Carolina Department of Labor Library
North Carolina Environmental Resources Library
North Carolina Executive Mansion Library
North Carolina Legislative Library
North Carolina Museum of Art Library
North Carolina State Archives
North Carolina State Documents Collection. State Library of North Carolina
Reference Collection. State Library of North Carolina
Serials Collection. State Library of North Carolina
Video Collection. North Carolina Department of Labor Library
Video Collection. North Carolina Environmental Resources Library
Video Collection. State Library of North Carolina

Description: Use this element to name the physical collection from which the digital resource was derived, either in whole or in part. The Source element focuses only on physical and analog collections, and only describes a specific kind of derivative relationship. Any and all other kinds of relationships should be described in the Relation element.

Input Guidelines:

1. The Source element will consist of a combination of descriptive aspects, such as the name of the institution holding the physical item combined with the name of the physical collection to which the item belongs (if applicable).

2. For digital state documents received through the Clearinghouse, use "North Carolina State Documents Collection. State Library of North Carolina."

Examples:
Collection: North Carolina State Documents Collection. State Library of North Carolina
Collection: Genealogy Collection. State Library of North Carolina

Contributor

Element: Contributor
Mandatory: No
Repeatable: Yes

Crosswalk: 700?#abcdgj$q
                  710?#abcdgn
                  711?#acdegn$q
                  720?#$a

Controlled vocabulary: LCNAF (with modifications)

Description: Persons or organizations who made significant intellectual contributions to the resource, but whose contribution is usually secondary to the person or organization specified in the Creator element. Examples include co-author, editor, transcriber, translator, illustrator, etc. Any names in 7xx fields in the MARC record will crosswalk to a Contributor field in DC.

Input Guidelines:
1. Separate multiple contributor names with semicolon-space.

2. Use the LCNAF authority form of the name (http://authorities.loc.gov) (but see #4 below).

3. If the name does not appear in the authorities file, establish a heading as instructed in the Creator element and in *Anglo American Cataloging Rules, 2nd Edition, 2002 Revision*. For personal names, this will usually be in the form "Last, First." For corporate names or state agency names, this would be described in Chapter 23 (corporate headings).

4. For state agencies (or other entities) that have changed name, *one* form will be chosen as the "authoritative" form (as CONTENTdm cannot accommodate complex cross-references). It may be necessary to edit the form of the name that was crosswalked from the MARC record to match the authoritative form in the CONTENTdm controlled vocabulary.

Examples:

Contributor: White, Julie

Contributor: Mulkey Engineers and Consultants

Contributor: North Carolina. Dept. of Cultural Resources; Cooper, Sandra

Creator

Element: Creator
Mandatory: No
Repeatable: No

Crosswalk: 100?#abcdgj$q
                    110?#abcdgn
                    111?#acdegn$q

Controlled vocabulary: LCNAF (with modifications)

Description: Entity primarily responsible for creating the intellectual content of the resource, whether individual and corporate body. This data is crosswalked from the 1xx field in the MARC record.

Input Guidelines:

1. Enter the individual, family, or corporate body primarily responsible for the creation of the resource, using the authoritative form of the name. Use national standards as set forth by the LCNAF (http://authorities.loc.gov) to find the authoritative form.

2. Enter additional creators in the Contributor element.

3. If the name does not appear in the LCNAF, establish a heading as instructed in the *Anglo American Cataloging Rules, 2nd Edition, 2002 Revision*. For personal names, this will usually be in the form "Last, First." For corporate names or state agency names, this would be described in Chapter 23 (corporate headings).

4. For state agencies (or other entities) that have changed name, *one* form will be chosen as the "authoritative" form (as CONTENTdm cannot accommodate complex cross-references). It may be necessary to edit the form of the name that was crosswalked from the MARC record to match the authoritative form in the CONTENTdm controlled vocabulary.

5. For materials created by several corporate bodies playing different roles (e.g., "Prepared by the North Carolina Division of Water Quality on behalf of the Frank Porter Graham Institute"), follow local documents cataloging guidelines for determining when to place these entities in Creator and Contributor fields.

Examples:

Creator: N.C. Occupational Safety and Health Division, Dept. of Labor

Creator: Doyle, Arthur Conan, Sir, 1859-1930.

Crosswalked Date

Element: Date.issued
Mandatory: No
Repeatable: Yes

Crosswalk: 260??$c

Controlled vocabulary: none

Description: The date of the publication or issuing of the item, crosswalked from the MARC record. This field is hidden from public view and is not searchable. The field is necessary because crosswalked data from 260$c may not be "clean" enough to be searched/sorted properly in CONTENTdm without further editing (i.e., they may include brackets, copyright symbol, etc.). Time lags between crosswalking and editing require that the data not be immediately made searchable so that CONTENTdm's date search continues to function.

Input Guidelines:

1. The year will be crosswalked from 260$c in the MARC record. If 260 does not contain a $c, transcribe a date (or date range) from the "Dates" fixed field instead.

2. There is no need to perform further editing on the data in this field. You may need to edit it when you copy it to the Date field, however.

Date

Element: Date.issued
Mandatory: No
Repeatable: Yes

Crosswalked: N/A

Controlled vocabulary/input standard: Uses ISO 8601 W3C Date Time Format standard.

Description: The date of the publication or issuing of the item.

Input Guidelines:

1. Use the ISO 8601 W3C Date Time Format as the input standard for this element. See the table below for guidelines, or see http://www.w3.org/TR/NOTE-datetime

2. Take the date from the Crosswalked Date field in the metadata record. If the Crosswalked Date field is empty, transcribe a date from the MARC record's Date fixed field or from the item itself as necessary.

3. If the Crosswalked Date field contains multiple years (example: $c 2007, c2006), include all dates.

4. Remove brackets from dates when they are present (e.g., "[c2006]" should be entered as "2006").

5. Also remove "extra" characters from a date (e.g., "c2008" should be entered as "2008"; "1975-" should be entered as "1975")

6. If a more specific date of issuance is available in the item, update the Date.issued field with the more specific date. These dates may be present in a 500 note in the MARC record (example: "March 15, 2007").

7. To enter a range of years, use the following guidelines:
   a. <u>CONTENTdm Acquisitions Module</u>- Use the yyyy-yyyy standard. Upon saving your metadata, the CONTENTdm Acquisitions Station will break out every date in the range.
   b. <u>CONTENTdm Web Module</u>- Type every single year in the date range separated by semicolon-space.

8. There is no way to express date ranges to include months and/or days, so just enter the range of years in the Date element. Then, in the Description element list the date range as it appears in the document.

Date Format Examples

Date Type	Date on Publication	Enter This in Date Element
Single dates	July 4, 2003	2003-07-04
	July, 2003	2003-07
	2003	2003
Range dates	July 4, 2003 – July 10, 2003	2003
	July 2001 – July 2003	2001-2003 OR 2001; 2002; 2003
	July 2000 – current	2000

Description

Element: Description
Mandatory: No
Repeatable: Yes

Crosswalks:
250##ab	[edition statement]
256##$a	[computer file characteristics]
310##ab	[current publication frequency—serials]
321##ab	[former publication frequency—serials]
362?#az	[dates of publication and volume sequence—serials]
500##$a	[general note]
504##$a	[bibliography and index note]
508##$a	[credits—videos]
5110#$a;1#$a	[participant/performer—videos and sound recordings]
513##$a	[type of report, period covered]
515##$a	[numbering peculiarities—serials]
516?#$a	[type of computer file]
518##$a	[date/time and place of event—videos and sound recordings]
536##$a	[funding information]
550##$a	[issuing body—serials]
552##$u	[entity/attribute information]

Controlled vocabulary: N/A

Description: A textual description of the content of the resource, such as a summary not entered in the Abstract field, keywords, statement of responsibility, etc. Additionally, information from various MARC fields (edition statement, numbering statement) is crosswalked into this field.

Input Guidelines:

1. Several notes are crosswalked from the MARC record into a single Description field.

2. Enter the statement of responsibility from the 245$c of the MARC record. Begin the statement with a capital letter and end it with a period. Remove brackets around a statement of responsibility.

3. For additional description : enter here any specialized information not included in other elements. Examples of information that can be entered into the Description element include:
   a. holdings information for serials. Enter the date range of the digital holdings in CONTENTdm. For serials that are no longer published, use a beginning and end date (example: 1974-2000). For serials that are currently published, include a statement of the beginning date: "Electronic holdings begin in 2001." This note should be added even if the Description field already contains data crosswalked from the 362 field, as that data applies to the print version, and the metadata record will require separate holdings information for the digital holdings in CONTENTdm.
   b. keyword terms not available in the Subject-based thesaurus, when necessary (remember that full-text searching of the documents will usually make this unnecessary)
   c. distinguishing features or inscriptions on the library's copy

3. Separate multiple values with periods or with semicolon-space, according to your judgment. The Description field should be coherent and readable, but punctuation need not be completely consistent.

Examples:

Description: Holdings begin in 2002

Description: Produced by The Dept. of Environment, Health and Natural Resources; Holdings are current

Description: Prepared by John T. Ambrose, updated by David R. Tarpy. Caption title.

Description: In Spanish with abstract in English.

Digital Characteristics

Element: Format.extent
Mandatory: Yes [except for serial "main records"]
Repeatable: Yes

Crosswalked: N/A

Controlled vocabulary: N/A

Description: The electronic format of the resource being described. For digital assets, format may include the extent of the digital resource, such as file size or playtime.

Input Guidelines:

1. Include file size in kilobytes (KB), megabytes (MB), etc. Round to the nearest kilobyte or tenth of a megabyte. This information is usually available by looking at the Properties box of the object. For digital audio and video, include playtime of the resource.

2. If the digital object is in a format with easily ascertained page numbers, include the number of pages. Separate this information from the file size with semicolon-space. If the software program and the page numbers in the content of the document are different, use the page numbers listed on the software program.

3. Do NOT include this field in the "main metadata record" for serial publications. Leave the field blank. The data will be entered in the metadata records for individual serial issues.

Examples:

Digital Characteristics: 50 KB; 35 p.

Digital Characteristics: 1.4 MB; 20 p.

Digital Collection

Element: Relation.IsPartOf
Mandatory: Yes
Repeatable: Yes

Crosswalked: N/A

Controlled vocabulary: (TBD by DIMP) [SLNC Digital Collections List?] :
Era of Promise and Progress
Eugenics in North Carolina
From Crossroads to Capital: The Early History of Raleigh, North Carolina
Influenza: 1918-1919
Malaria Data for North Carolina: 1900-1940
North Carolina Digital State Documents Collection [Clearinghouse and non-Clearinghouse publications]
North Carolina in World War I

Description: Use this element to name the digital collection(s) in which the resource resides. The Relation.IsPartOf element focuses only on the digital collections. Any information on the item's relationship to physical collections should be described in the Source element.

Input Guidelines:
1. The Digital Collection field will consist of the name of the digital collection or collections to which the item belongs.

2. A resource may be in multiple collections. For example, some items in the Malaria Data collection are state publications that are therefore also part of the Digital State Documents collection. Separate multiple Digital Collection values with semicolon-space.

Examples:

Collection: North Carolina Digital State Documents Collection

Digital Format

Element: Format.medium
Mandatory: Yes
Repeatable: Yes

Crosswalked: 85640$q

Controlled vocabulary: IANA's MIME Media Types (MIME)
http://www.iana.org/assignments/media-types/

Description: The electronic format of the resource being described. For digital assets, format is the electronic media-type and file format.

Input Guidelines:

1. This field will be crosswalked from the MARC record 856$q field. However, $q is absent from many MARC records, so this element will frequently need to be input directly in the Dublin Core record.

2. Select electronic format terms from the *Internet Media Types* standardized list, also known as MIME types. New media types and applications are always emerging. If you cannot find the MIME type on the list below, look online at: http://www.w3schools.com/media/media_mimeref.asp.

3. Enter the file name without capital letters.

4. To choose the term from the table below:

    a. Look at the file extension at the end of the file name of the document being cataloged.
    b. Locate this file extension in the **File Extensions** column in the table.
    c. Input the digital format term from the **Element/Value** column in the table.

Examples from Internet Media Types for Format.Medium (Digital)

File Extensions	Element/Value
avi	video/x-msvideo
bas	text/plain
bmp	image/bmp
c	text/plain
dll	application/x-msdownload
doc, dot	application/msword
gif	image/gif
h	text/plain
htm, html	text/html
jpeg, jpg, jpe	image/jpeg
mdb	application/x-msaccess
mov	video/quicktime
mp2	video/mpeg
mp3	audio/mpeg
mpeg, mpa, mpe, mpf, mpv2	video/mpeg
pdf	application/pdf
pot,	application/vnd.ms-powerpoint
ppt, pps	application/vnd.ms-powerpoint
pub	application/x-mspublisher
qt	video/quicktime
ra, ram	audio/x-pn-realaudio
rtf	application/rtf
swf	application/x-shockwave-flash
stm	text/html
tif, tiff	image/tiff
txt	text/plain
wav	audio/x-wav
xls, xla, xlc, xlm, xlt, xlw	application/vnd.ms-excel
zip	application/zip

Format

Element: Format.medium
Mandatory: No (but recommended for digitized materials)
Repeatable: Yes

Crosswalked: N/A

Controlled vocabulary: modified form of AAT, *Art and Architecture Thesaurus,,*
http://www.getty.edu/research/conducting_research/vocabularies/aat/ (see complete local vocabulary in
CONTENTdm)

Description: The form of the resource; the overall category of material of the resource's contents.

Input Guidelines:

1. Use the State Library's selected terms from the *Art and Architecture Thesaurus* when describing
   original medium format. See table below for common *AAT* terms. You may also refer to the file
   defining AAT format terms

2. Separate multiple values in this field with semicolon-space.

3. Use multiple values whenever you deem it necessary. For example, a publication that consists of a
   statistical report should use both "Statistics" and "Reports."

4. Do not use "Documents" from the AAT vocabulary for state documents. Use a more specific term.
   "Reports" is the most common fallback term for a publication that does not fall in a more specific
   category.

Common Terms from *Art and Architecture Thesaurus* for Format.Medium (Original)
Be sure to check the controlled vocabulary in CONTENTdm itself for the most current list of terms.

Element/Value	Definition
Annual reports	Documentation summarizing the activities of an organization over the course of a year. Ex.: *Annual report to the General Assembly…*
Atlases	Volumes of maps, with or without descriptive text. Ex.: *Beaufort County canoe/kayak paddle trails : trail guide and complete atlas.*
Audits	Final reports following formal examinations of accounts. Also use the term "Reports" when you use "Audits." Ex.:
Directories	Lists of names, addresses, and other data about specific groups of persons or organizations; may appear in alphabetic or graphic format.
Environmental impact statements	Documents required by state and federal law that contain an analysis and report of the effects of major projects or programs on the quality of human, plant, or animal habitats; used for FONSI/environmental assessment reports, usually from the Dept. of Transportation.
Ephemera	Items manufactured for a specific, limited use, and usually intended to be discarded thereafter.

Exhibition catalogs	Lists of items usually arranged systematically, with descriptive details, specifically relating to organized displays, especially of works of art or objects of human manufacture. May be in book or pamphlet form, on cards, or online.
Government policy	Used for materials documenting official government policies. Is this still in there?
Guides	Guides are tools that are often the best possible resources to use for a certain task. Guides can cover a vast array of subject areas including guides to pamphlets, periodicals, newspapers, and government documents.
Informational pamphlet	Publications which give the reader information about a specific subject and range in length from a few pages to 50 pages.
Instructional materials	Materials intended for the purpose of imparting instructional information including standards, guidelines, and educational/curriculum support material.
Legal documents	Documents having legal relevance, including legislative materials.
Maps	Graphic or photogrammetric representations of the Earth's surface or a part of it, including physical features and political boundaries, where each point corresponds to a geographical or celestial position according to a definite scale or projection. For bound collections of maps, use Atlases.
Newsletters	From the 20th century through the present, periodic reports on the activities of an organization.
Posters	Notices intended for advertising, promoting, or publicizing an event, cause, product, or service; also, decorative, mass-produced prints intended for hanging. For small printed notices or advertisements intended for distribution by hand, use Handbills.
Programs	Brief outlines or explanations of the order to be pursued, criteria for participation, or the subjects embraced in a given event or endeavor.
Reports	Documents containing presentations of facts or the record of some proceeding, investigation, or event. If the event falls in a more specific category (e.g., annual reports), use the specific category instead.
Speeches	Documents containing the content of any public address or talk.
Statistics	Used for publications consisting chiefly of statistics. Also include "Reports" for these publications.
Technical reports	Reports giving details and results of a specific investigation of a scientific or technical problem.

Vital statistics records	Public records kept by a government, under a statutory provision, of births, deaths, marriages, etc.

Examples:

Physical Format: Books

Physical Format:: Books; Microfiche

Hosted By

Element: Publisher
Mandatory: Yes
Repeatable: No

Crosswalked: N/A

Controlled vocabulary: TBD by the DIMP

Description: Entity or entities that make the resource available as part of their digital repositories.

Input Guidelines:

1. This field will always contain an entry for the State Library of North Carolina. Other institutions may also be listed if it is known that they are including the item in their digital repository.

Examples:

Hosted By: State Library of North Carolina

Language

Element: Language
Mandatory: No (recommended for all text/audio/video-based materials)
Repeatable: Yes

Crosswalked: Lang (fixed field),546##ab

Controlled vocabulary: locally-created thesaurus

Description: Indicates the language(s) of the intellectual content of the resource. This is the language(s) in which a text is written or the spoken language(s) of an audio or video resources. Visual images do not usually have a language unless there is significant text in a caption or in the image itself.

Input Guidelines:
1. Separate multiple language values with semicolon-space.

2. Indicate language using the terms from the controlled vocabulary. Change crosswalked MARC language codes (eng, spa) to the forms in the CV (English, Spanish).

3. Because the Language element requires the use of controlled vocabulary, any data crosswalked from the MARC record's 546 field must be removed from Language and placed in Description instead. The cataloger may also create an additional free-text statement about the language of the item and place it in the Description element when necessary.

Examples:

Language: English

Language: Spanish; English

Metadata Creator

Element: N/A [not a Dublin Core field]
Mandatory: Yes
Repeatable: Yes

Controlled Vocabulary: Metadata Creator list in CONTENTdm. The Metadata Creator list consists of the names of individuals who enter metadata, including:

> Allen, Christy
> Cronquist, Michelle
> Davison, Jennifer
> Hancock, Tom
> Kluttz, Kate
> McLean, Swayzine
> Grunberg, Eve
> Ricker, Jennifer
> Rudersdorf, Amy

Description: The name of the individual who input the metadata record. Does not use a Dublin Core element, as it is for local maintenance purposes only.

Input Guidelines:
1. Enter Last name, First name in a consistent manner: "Doe, Jane" or "Smith, John." Do not enter "Smith, John" on one record and "Smith, Johnny" on another.

2. This can be set as a default on each Acquisitions Station for records created or edited through the Acquisitions Station. Otherwise, type in the name or choose it from the controlled vocabulary list.

Examples:

MetadataCreator: Ricker, Jennifer
MetadataCreator: Grunberg, Eve

OCLC number-original

Element: N/A [not a Dublin Core field]
Mandatory: No
Repeatable: ?

Controlled Vocabulary: N/A

Description: The OCLC record number of the existing WorldCat record, usually for the print version of the resource. This field can be edited by staff, unlike the **OCLC number** field, which is system-supplied.

This field is used for *Ensuring Democracy* project records when it is necessary to point from a compound object in CONTENTdm to the OCLC records

Input Guidelines:
    1. Enter OCLC number for the appropriate record without any prefix or symbols.

    2. Alternatively, this field may be auto-populated by data from the digitization process?

Examples:

OCLC number-original: 389012354

Other Title

Element: Title.Alternative
Mandatory: No
Repeatable: Yes

Crosswalked: 130?#adgkmnoprs$t   [uniform title]
              240??adgkmnoprs   [uniform title]
              246??abgn$p   [alternative title]
              247??abgn$[[former title]

Controlled vocabulary: N/A

Description: Alternative title of the resource. May be supplied on the item itself, or by the cataloger.

Input Guidelines:

    1.   For alternative titles crosswalked from the MARC record: Initial articles have already been omitted, as they are not used in the crosswalked fields. Capitalize only the first letter of the title and proper nouns contained within the title.

    2.   The title element should be used only once and all other title elements should be expressed as Other Title. The element Other Title can be used for alternative titles useful for access, i.e., subtitles, caption title, spine title, former title, collection title, translation of title, titles spelling out abbreviations, and other variations of the title. Other titles can make searching much easier, so be generous with them.

    3.   Separate multiple Other Title values with semicolon-space.

Examples:

Title: Administration news: employee news
Other Title: Employee news

Title: Guide to safety in confined spaces
Other Title: Safety in confined spaces

Title: North Carolina Alcoholic Beverage Control Commission rules
Other Title: ABC rules; Administrative code Title 4

Physical Characteristics

Element: Format.extent
Mandatory: No (but recommended for digitized materials)
Repeatable: Yes

Crosswalked: 300##abcefg
533##ae

Controlled vocabulary: N/A

Description: The physical description of the original document, if the digital item being described also appears in printed or other non-digital format.

Input Guidelines:
1. This data is crosswalked from the physical description field in the MARC record (usually 300).

2. For items that do not exist in another format (usually print, possibly videorecording or other format), this field may be omitted.

Examples:

Physical characteristics: xi, 362 pages : col. ill. ; 28 cm + 1 CD-ROM (4 ¾ in.)

Place

Element: Coverage.spatial
Mandatory: No (but recommended for any items about specific locations)
Repeatable: Yes

Controlled vocabulary: United States and Territories: Geographic Names Information System (GNIS), with *The North Carolina Gazetteer* (William Powell and Michael Hill, UNC Press) as secondary source; International: NGA GEOnet Names Server (GNS);

Description: Geographic location covered by the content of the document. Input in the record, drawing on controlled vocabulary.

Input guidelines:
1. Choose Place values based on the locations significantly discussed in the item.

2. Some fields in the MARC record (043, 651) may be useful for determining the location, but often you will need to refer to the item itself for more specific places.

3. Locations may include cities and towns, counties, creeks and rivers, or any other entities that can be located in the controlled vocabularies.

4. The format of each location is as follows:

   For contemporary locations
   Locations in the US
   Place, X County, State, United States
   [Be as specific as seems reasonable. You may choose to only begin the term with the county or the state]

   For locations outside of the US:
   Approved Name, ADM1, Country
   [Be as specific as seems reasonable. You may choose to only begin the term with ADM1 or the Country. If both an approved and a short or conventional term are included, choose the short or conventional term – whatever is most commonly used. Omit phrases like "City of" or "general".]

   For historical locations
   [Same as above, except "(historical)" inserted right after the part of the location that is historical. See examples below.]

5. Geographic places that span multiple counties, states, or countries are broken out into multiple discreet terms per county/state/country. For locations such as these, choose as many values as necessary to cover the entire geographic area discussed in the publication.

Examples:

Place: Zebulon, Wake County, North Carolina, United States

Place: Lake Mattamuskeet, Hyde County, North Carolina, United States

Place: Davidson County, North Carolina, United States

Place: North Carolina, United States

Place: Bethany (historical), Davidson County, North Carolina, United States

Place: Bedale, North Yorkshire, United Kingdom; Berlin Anhalter Bahnhof, Berlin, Germany

Place: Verdun, Midi-Pyrénées, France

Pres File Name

Element: Identifier.local
Mandatory: Yes
Repeatable: Yes
Crosswalk: N/A
Controlled vocabulary: N/A
Description:

Input guidelines: The file name of the master copy of the digital resource managed by the State Library of North Carolina in preservation storage.

1. Cataloging staff will create preservation file names according to the established naming schema.
2. For digitized documents made up of multiple files: consecutively-named ranges will be given as {first file}-{last file}. Non-consecutively-named ranges: list each file name.
3. Pres File Name values should be entered for all files, including individual issues of serials.

Examples:
[born-digital state pub]: Pres File Name: pubs_artseducationteacher052003.pdf

[digitized state pub]: Pres File Name:
pubs_education_familymilkcow1958_0001.tif- pubs_education_familymilkcow1958_0008.tif

pubs_udev_carytownmap1982_0001.tif; pubs_udev_carytownmap1982_0004.tif -
pubs_udev_carytownmap1982_0012.tif

Pres Local File Path

Element: Identifier.local
Mandatory: Yes
Repeatable: Yes

Crosswalk: N/A

Controlled vocabulary: N/A

Description: Path information identifying the location of the master copy of the file maintained for preservation purposes by the State Library of North Carolina.

Input guidelines:
1. Do not include the name of the drive, as this may change when files are moved or accessed differently.
2. For digitized state pubs
   a. Begin the unique folder name with "pubs_".
   b. Follow "pubs_" with either:
      i. a few meaningful words from the title of the item, *for single-item objects.*
      ii. a few meaningful words representing the name of the project, *for multi-publication projects.*
3. The path will be the same for all items in a single CONTENTdm project, so you may add the path name to the template for the project in the Project Client so the field will be automatically populated.

Examples:

[born digital state pub] Pres Local File Path:
\Preservation_content\StatePubs\pubs_borndigital\images_master\
Note: this Pres Local File Path value is used for ALL born-digital state pubs

[digitized state pub – single pub] Pres Local File Path:
\Preservation_content\StatePubs\pubs_familymilkcow\images_master\

[digitized state pub with multiple pubs] Pres Local File Path:
 \Preservation_content\StatePubs\pubs_urbandev\images_master\

Publisher

Element: Publisher
Mandatory: No
Repeatable: Yes

Crosswalked: 260??$b

Controlled vocabulary: N/A

Description: Entity or entities that make the resource available.

Input Guidelines:

1. If the title is held in a print copy at the State Library, use the publisher's name as it appears in the State Library's OCLC record. This information should crosswalk from the MARC record's 260$b.

2. If the publisher is the same as the creator, enter the name in both elements. This will be true for most North Carolina State Documents; the same state agency would be listed in both elements.

Examples:

Publisher: North Carolina. Division of State Library; North Carolina Dept. of Administration

Relation

Element: Relation [no refinement]
Mandatory: No
Repeatable: Yes

Crosswalked: 525##$a   [supplement]
555##,0#,8#au   [index/finding aids]
580##$a   [relation complexity note]
700?2abcdgjkmnopqrs$t   [analytic entries]
710?2abcdgkmnoprs$t   [analytic entries]
711?2acdegknpqs$t   [analytic entries]
730??adgkmnoprs$t   [uniform title]
740??an$p   [uncontrolled related/analytic title]
775??abcdos$t   [other edition]
776??abcdos$t   [other format]
787??abcdos$t   [nonspecific relationship]
85641qu   [electronic format type and URL of electronic version of the item]
85642qu   [URL and format type of related electronic object]

Controlled vocabulary: N/A

Description: The various Relation elements contain information necessary to find or to link to a related resource. This may include an identifier, such as an URL; information about the nature of the relationship between the two resources; etc. A resource may be related to other resources in a variety of ways that require more than one Relation element to describe. The same resource can be part of a larger resource while simultaneously containing a smaller resource within itself; it can be a different version of another resource; or contain the same intellectual content as another resource, but in a different format.

The general Relation element (with no refinement) contains various miscellaneous relationships between the item being described and other items. Includes "analytic" entries (smaller entities contained within the item), other editions, etc.

Input Guidelines:

1. Link digital publication records to the print publication records by adding PURL from our catalog record showing the relationship between paper and digital format and availability of paper format publication
2. Separate multiple Relation values with semicolon-space

Examples:

Relation: 2010 Brunswick County comprehensive transportation plan – library has also paper format of this publication – shows by adding permalink to the field: http://catalog.ncdcr.gov/vwebv/holdingsInfo?bibId=328414

Release Date

Element: Date.available
Mandatory: No (but recommended when the release of the item was delayed)
Repeatable: No

Crosswalked: 307##ab
3078#ab

Controlled vocabulary: N/A

Description: For publications with a delayed release date, the date on which the publication will be available.

Input Guidelines:
1. This element will rarely be present in state documents.

2. Determine the date available from the item itself.

3. Express dates using the ISO 8601 W3C Date Time Format (also called "normalizing" dates). Use the table below, or view the complete standard online at http://www.w3.org/TR/NOTE-datetime

Date Format Examples

Date Type	Date on Publication	Enter This in Date Element
Single dates	July 4, 2003	2003-07-04
	July, 2003	2003-07
	2003	2003
Range dates	July 4, 2003 – July 10, 2003	2003
	July 2001 – July 2003	2001-2003 OR 2001; 2002; 2003
	July 2000 – current	2000

Requirements for Use

Element: Relation.Requires
Mandatory: No
Repeatable: Yes

Crosswalked: 538##au

Controlled vocabulary: N/A

Description: Explains hardware and software requirements for the use of the item.

Input guidelines:
1. This element is crosswalked from MARC field 538 (System requirements).

2. In some cases, it may be preferable to delete this field from the DC record if it is redundant or no longer makes sense in the CONTENTdm context.

3. Following cross walked statement from MARC record: "System requirements: Adobe Acrobat Reader ; current access available via PURL" should be deleted from DC record.

Rights

Element: Rights
Mandatory: Yes
Repeatable: Yes

Crosswalked: N/A

Controlled Vocabulary: N/A

Description: This element gives a rights management or usage statement, a URL that links to a rights management statement, or a URL that links to a service providing information on rights management for the resource. A rights management statement may contain information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images, etc.

Input Guidelines:
1. Enter either a textual statement or a URL pointing to a use and access rights statement for digital resources on the Internet.

2. If the object has a copyright statement attached to it, permission will need to be obtained before the State Library can post the object. The statement should provide who holds the copyright and what permissions are granted for the object.

3. For State Documents, the text of the rights statement should read:
    Public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people—G.S. 132, consequently the State Library of North Carolina considers this item to be in the public domain according to U.S. copyright law (see Title 17, U.S.C.). Responsibility for making an independent legal assessment of an item and securing any necessary permissions ultimately rests with persons desiring to use the item.

    This statement is used for any document whose Transmittal Form has "no" checked for copyright.

4. For Public Domain Materials, the text of the rights statement should read:
    The State Library of North Carolina considers this item to be in the public domain according to U.S. copyright law (see Title 17, U.S.C.). Responsibility for making an independent legal assessment of an item and securing any necessary permissions ultimately rests with persons desiring to use the item.

    This statement is used for public domain materials (those published prior to 1923).

5. For Copyrighted Materials, the text of the rights statement should read:
    This item is made available online with the permission of *the copyright owner*. The State Library of North Carolina is providing access to this item for educational and research purposes. Responsibility for making an independent legal assessment of an item and securing any necessary permissions ultimately rests with persons desiring to use the item. The written permission of *the copyright holder(s)* and/or other rights holders (such as for publicity or privacy rights) is required for the distribution, reproduction, or other use of protected items beyond that allowed by fair use or other statutory exemptions. Please contact the State Library if you need help identifying the rights holders(s).

    This statement is used for materials whose Transmittal Form indicates that it is copyrighted.

Examples:

Rights: Public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people—G.S. 132, consequently the State Library of North Carolina considers this item to be in the public domain according to U.S. copyright law (see Title 17, U.S.C.). Responsibility for making an independent legal assessment of an item and securing any necessary permissions ultimately rests with persons desiring to use the item.

Rights Release

Element: Rights
Mandatory: No
Repeatable: Yes

Crosswalked: N/A

Controlled Vocabulary: N/A

Description: This element is used for copyrighted items that have been released for public access by the copyright holder.

Input Guidelines:

1. This element will contain a link to a locally-held digital version of the copyright release form (in a separate CONTENTdm collection).

2. This information will be conveyed by the Documents Library Clerk.

Examples:

Release: http:// documents.dcr.state.nc.us/rights/release1603.pdf

Serial Title

Addition Date: December 2010

Element: Relation-Is Part Of
Mandatory: No
Repeatable: Yes

Crosswalked: N/A

Controlled vocabulary:
Locally created, based on the list of serial titles added to the collection as a monographic compound objects, instead of serial compound objects (most serials are added this way). New titles should be verified and approved by person(s) responsible of metadata at the State Library.

Description:
Used largely for a statement indicating that the item is part of a serial, for serial issues which will be ingested into the collection as individual monographic elements because of their large file sizes. Helps tie individual serial issues together under one unified serial title.

Input guidelines:
1. Use name or label given to the source by the creator or publisher; may also be identifying phrase or name of the object supplied by the holding institution.
2. Capitalize only the first letter of the title and proper nouns contained within the title
3. Do not use articles at the beginning of the title
4. Separate multiple Serial Title values with semicolon-space
5. Enter the appropriate title from controlled vocabulary list when adding additional issues related to this title

Examples:
Public documents of North Carolina
North Carolina session laws

Series

Element: Relation.IsPartOf
Mandatory: No (but recommended if item is part of a series)
Repeatable: Yes

Crosswalked:

    440#?anpv
[controlled series statement]

    490?#av
[uncontrolled series statement]

    773??abdost
[host item]

    800?#abcdegjkmnopqrstuv
[controlled series statement; begins with personal author's name]

    810?#abcdegkmnoprstuv
[controlled series statement; begins with corporate author's name]

    811?#acdegknpqstu$v
[controlled series statement, beginning with conference name]

    830??adgkmnoprstv
[controlled series statement, beginning with title]

Controlled vocabulary: N/A

Description: Used largely for a statement indicating that the item is part of a series.

Input guidelines:

1. This field should crosswalk from the series statement fields in the MARC record.

2. If the MARC record contains a 490/8XX pair, delete the 490 statement from the Series field (unless it seems essential for keyword searching).

4. Separate multiple Series values with semicolon-space.

5. Volume numbers are separated from the series title with space-semicolon-space.

Examples:

Series: AG (Series) ; 308

Series: Another example here would be nice!

Standard Number

Element: Identifier
Mandatory: No
Repeatable: Yes

Description: Standard numbers associated with the item that are crosswalked from the MARC record.

Crosswalked: 020##$a   [ISBN]
  022?#$a   [ISSN]
  024??$a   [Other standard identifier]

Controlled Vocabulary: N/A

Input Guidelines:

1. This field will crosswalk from the MARC record.

2. Separate multiple values with semicolon-space.

3. Add a prefix to each ISBN or ISSN so that users can tell what kind of number it is.
   a. ISBNs are in MARC field 020 and may be 10 digits or 13 digits. A single record may include both 10- and 13-digit ISBNs. Include both in the metadata record. Precede the ISBN(s) with "ISBN:"
   b. ISSNs are in MARC field 022 and are 8 digits long. Precede the ISSN with "ISSN:"
   c. If a standard number is not in 020 or 022 in the MARC record, do not add a prefix.

Examples:

Standard Number: ISBN: 1560114452; 9781560114452

Standard Number: ISSN: 43328980

Subjects

Element: Subject
Mandatory: Yes
Repeatable: Yes

Crosswalked: 086???   [gov docs call number]
           090##ab   [LCC call number]
           092?#ab   [Dewey call number]
           099#?$a   [locally-defined call number]
           600?0abcdefghjklmnopqrstuvxyz [personal name as subject]
           610?0abcdefghklmnoprstuvxyz [corporate name as subject]
           611?0acdefghklnoprstvxy$z   [conference as subject]
           630?0adeghklmnoprstvxyz [title as subject]
           650?0abcdevxy$z   [LCSH topic]
           650?7abcdevxy$z   [subject headings from a non-LCSH thesaurus]
           651#0aevxyz   [geographic place heading]
           653?#$a   [uncontrolled subject headings]

Controlled vocabulary: Library of Congress Subject Headings (LCSH) for topical headings; Library of Congress Name Authorities (LCNAF) for name headings.

Description: What the content of the resource is about or what it is, expressed by topical, personal, corporate, or geographic terms for significant people, places, organizations, events, and topics reflected.

Input Guidelines:
1. Separate multiple values in this field with semicolon-space.

2. Separate subdivisions in a single subject heading string with double dashes.

3. Use controlled vocabularies for the Subjects element. Keywords can be input into the description area for keyword access.

4. Delete any call numbers that are crosswalked into this field from the MARC record's 086, 090, 092, and 099 fields.

5. Delete any subject headings that are crosswalked into this field from non-LCSH fields (i.e., 650 with 2nd indicator 7). Some records may have MeSH headings that should be removed from the metadata record (though they should remain in the MARC record in WorldCat).

6. Subjects can include:
   a. Personal names (LCNAF)
   b. Corporate names, including state agencies (LCNAF)
   c. Topics (LCSH)
   d. Places (LCSH)
   e. Events, such as conferences (LCSH)

7. Only use the creator as a subject if the object is **about** the creator. For instance, a departmental newsletter is created by the department, and is also about that department. However, a publication about nematodes may be created by the Agronomic Division, but it not about the Division.

8. Subjects can describe what the resource is about or what the resource is, but prefer the Format field

for "what the resource is" when possible.

9. To facilitate searching in CONTENTdm, be sure to enter subject headings that are sufficiently general to bring together materials on the same topic (while accommodating CONTENTdm's search capabilities). These headings may be entered *in addition to* more specific subject headings. For example, a work about control of Africanized honeybees in North Carolina might receive specific subject headings such as "Africanized honeybee—Control—North Carolina," but it should *also* receive the **general subject headings** "Agriculture—North Carolina" and "Environmental sciences—North Carolina."

Select general subject headings from the list below:

African Americans--North Carolina.
Agriculture--North Carolina.
Arts--North Carolina.
Biotechnology--North Carolina.
Children--North Carolina.
Ecology--North Carolina.
Education--North Carolina.
Environment (USE Environmental Sciences)
Environmental sciences--North Carolina.
Environmentalism (USE Ecology)
Genealogy.
Government. (USE Political Science--North Carolina.)
Handicrafts--North Carolina.
Health--North Carolina.
Hispanic Americans--North Carolina.
Indians of North America--North Carolina.
Iraq War, 2003-.
Medical Sciences--North Carolina.
Minorities--North Carolina.
Music--North Carolina.
Natural Resources--North Carolina.
Persian Gulf War, 1991.
Political Science--North Carolina.
Spanish-American War, 1898
Textile industry--North Carolina.
Tobacco--North Carolina.
Tuscarora Indians--Wars, 1711-1713.
United States--History--Civil War, 1861-1865.
United States--History--Revolution, 1775-1783.
United States--History--War of 1812.
Veterans--North Carolina.
Weather--North Carolina.
Women--North Carolina.
World War, 1914-1918.
World War, 1939-1945.

Examples:

Subjects: Africanized honeybee

Subjects: North Carolina Low-Level Radioactive Waste Management Authority

Submitted by

Element: [non-DC]
Mandatory: No
Repeatable: Yes

Crosswalks: N/A

Controlled vocabulary: N/A

Description: A field to facilitate direct submission of digital documents by the issuing agencies.

Input guidelines:
1. This information is entered by the agency itself when submitting electronically. Contact information for submitters will be maintained in a separate database.
2. Names are entered as "First Name Last Name."

Table of Contents

Element: Description.tableOfContents
Mandatory: No
Repeatable: Yes

Crosswalks: 505??agrt$u

Controlled vocabulary: N/A

Description: A contents note.

Input guidelines:
1. This field should be crosswalked from the MARC record table of contents note (505).

2. If the MARC record does not include a 505, but the item has an easily-determined and useful table of contents, add this field to the Dublin Core record.

3. Do not input a Description.tableOfContents field if the contents are simply "chapter 1 – chapter 2 – chapter 3" etc. Only input a table of contents if the chapter titles give more information.

4. Use spacing and punctuation as outlined in *AACR2r* 1.7B18.

Example:

Table of Contents: 1st rept. Organization and methods of research and study -- 2nd rept. Finance and fiscal control -- 3rd rept. Personnel management -- 4th rept. Cultural & historical development

Time Period

Element: Coverage.temporal
Mandatory: No
Repeatable: Yes

Crosswalk: N/A

Controlled vocabulary: Local thesaurus based on LEARN NC vocabulary.

Description: Time period covered by the content of the document.

Input guidelines:
1. Choose Coverage.temporal elements based on the time periods significantly discussed in the item. Refer to the item itself to determine temporal coverage.
2. Separate multiple values with semicolon-space.
3. If time periods in the controlled vocabulary overlap, and the content of the resource falls within that overlap, include both terms (e.g., the headings for Post War/Cold War era and Civil Rights era).

Examples:
> **Time period**: (1990-current) Contemporary

Title

Element: Title
Mandatory: Yes
Repeatable: No

Crosswalked: 245??abfgknps

Controlled vocabulary: N/A

Description: Name or label given to the resource by the creator or publisher; may also be identifying phrase or name of the object supplied by the holding institution.

Input Guidelines:
1. This field should be crosswalked from the title field (usually 245 $a and $b) in the MARC record. The title is transcribed from the item, and should follow these guidelines:
   a. Capitalize only the first letter of the title and proper nouns contained within the title.
   b. In general, use the punctuation provided with the title. However, you are allowed to change punctuation when necessary to make the title easier to read.

2. DELETE INITIAL ARTICLES! CONTENTdm cannot skip these automatically, so you will have to manually delete an article at the beginning of the title (a, an, the; for non-English titles, check specific guidelines for that language).

3. You may retain brackets surrounding a "cataloger-supplied" title. Brackets are used in MARC cataloging to indicate that the item itself did not contain a title, and the cataloger has supplied one. Brackets will not affect searching or alphabetic filing in CONTENTdm.

Examples:

Title: Administration news: employee news

Title: Governor Michael F. Easley's executive budget summary for the fiscal year 2004-2005

Title Replaced By

Element: Relation.IsReplacedBy
Mandatory: No (recommended when title has changed)
Repeatable: Yes

Crosswalked: 785??$o;785?2$abcds$t

Controlled vocabulary: N/A

Description: An element used largely for serial publications that undergo title changes. Indicates when the item being described is replaced by a subsequent title. For more information on linking fields in general, see http://www.oclc.org/bibformats/en/7xx/76x-78x.shtm in *Bibliographic Formats and Standards.*

Input guidelines:
1. While this field is theoretically crosswalked from the MARC record, it only crosswalks very limited data. Most current MARC records will not use 2nd indicator 2, so there will rarely be any crosswalked data. OCLC may change this practice in the future.

2. If data from the 785 MARC fields is not crosswalked, enter it in the metadata record.
   a. Enter the data as a free-text note.
   b. Be sure to remove subfield delimiters if you copy & paste from the MARC record.
   c. If the linked title is also available in CONTENdm, include the reference URL for the linked title in this field.

Examples:

Title Replaced By: Wildlife in North Carolina

Title Replaces

Element: Relation.Replaces
Mandatory: No (but recommended when title has changed)
Repeatable: Yes

Crosswalked: 780??$o;780?$abcds$t

Controlled vocabulary: N/A

Description: An element used largely for serial publications that undergo title changes. Indicates when the item being described replaces a previous title. For more information on linking fields in general, see http://www.oclc.org/bibformats/en/7xx/76x-78x.shtm in *Bibliographic Formats and Standards.*

Input guidelines:
1. While this field is theoretically crosswalked from the MARC record, it only crosswalks very limited data. Most current MARC records will not use 2nd indicator 2, so there will rarely be any crosswalked data. OCLC may alter this in the future.

2. If data from the 780 MARC fields is not crosswalked, enter it in the metadata record.
   a. Enter the data as a free-text note.
   b. Remove any subfield delimiters and other MARC coding if you copy & paste from the MARC record.
   c. If the linked title is also available in CONTENTdm, include the reference URL for the linked title in this field.

Examples:

Title Replaces: Continues: North Carolina wildlife conservation

Type

Element: Type
Mandatory: Yes
Repeatable: Yes

Crosswalked: N/A

Controlled vocabulary: DCMI Type Vocabulary
                                    http://dublincore.org/documents/dcmi-type-vocabulary/

Description: A broad term drawn from a controlled vocabulary that describes the genre or nature of the resource.

Input Guidelines:
1. Use the DCMI Type Vocabulary (below) to establish the type value for a resource.

2. Some digital objects may involve more than one Type, i.e. a manuscript collection may have text, image, sound, etc. Separate multiple Type values with semicolon-space.

DCMI Type Vocabulary List

DCMI Type	Definition
Collection	A collection is an aggregation of items. The term collection means that the resource is described as a group; its parts may be separately described and navigated. This refers only to online collections
Dataset	A dataset is information encoded in a defined structure (for example, lists, tables, and databases), intended to be useful for direct machine processing.
Event	An event is a non-persistent, time-based occurrence.
Image	An image is a primarily symbolic visual representation other than text. (**This is the preferred term for image materials.)**
Interactive Resource	An interactive resource is a resource which requires interaction from the user to be understood, executed, or experienced.
Service	A service is a system that provides one or more functions of value to the end-user.
Software	Software is a computer program in source or compiled form which may be available for installation non-transiently on another machine.
Sound	A sound is a resource whose content is primarily intended to be rendered as audio.
Text	A text is a resource whose content is primarily words for reading.
Physical Object	An inanimate, three-dimensional object or substance.
MovingImage	A series of visual representations that, when shown in succession, impart an impression of motion.

*For more information see: http://dublincore.org/documents/dcmi-type-vocabulary/

Examples:

Type: Text
Type: Image

Automatically Populated Fields

A number of fields will be present in the CONTENTdm metadata record that are automatically populated, rather than crosswalked from the MARC record or input by staff. While staff probably will not need to edit these fields, here is a list of the elements.

Only the OCLC Number element uses a Dublin Core field. The rest are for local maintenance purposes only, and do not map to Dublin Core.

CONTENTdm File Name

CONTENTdm Number
Item ID number, which appears in the item's CONTENTdm URL. The item ID, combined with the collection ID, serve as the unique identifier for each item. This number is automatically assigned and cannot be edited.

Date Created
Date that the metadata record is created.

Date Modified
Date that the metadata record was last edited.

Full Resolution / Archival File
File path as stored on CONTENTdm's servers. Do not alter this field, as it is used by CONTENTdm technical support staff.

Full Text
The full text of the electronic resource (if it contains text). Enables searching of the full text of the resource.

OCLC Number (element: Identifier)
 The OCLC record number of the MARC record created in WorldCat.