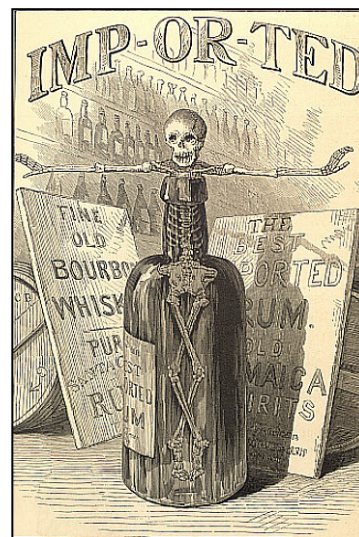The Curse of Drink: or Stories of Hell's Commerce. Elton Raymond Shaw (ed.), 1909.

Broken Fetters, the Light of Ages on Intoxication. by Charles Morris. 1888.

An Old Story: A Temperance Tale in Verse, by S.C. Hall. (n.d.)

Alcohol History Collection

Data Dictionary

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December 9, 2013

Introduction

This paper proposes a Data Dictionary for use in describing and providing online access to the Alcohol History Collection (AHC), an archival collection currently being digitized by staff at the Center of Alcohol Studies Library (CASL), a special library within the Rutgers University Libraries system. A literature review and analysis of Data Dictionaries used for similar projects provides context for design of the AHC Data Dictionary. Included in this paper is a brief description of the digitization project with specific focus on metadata requirements and constraints imposed upon the metadata schema design.

About the Alcohol History Collection

The Alcohol History Collection is an assortment of over 500 monographs encompassing a wide range of topics relating to the American Temperance and Prohibition movements. Themes that appear frequently include social and domestic problems caused by inebriety, legislation and enforcement of laws, physiological and psychological effects of alcohol, moral and ethical discussions, and the alcohol beverage industry.

Most of the materials in the collection date from the 1830s to the early 1960s, concentrating mostly in the 19th and early 20th centuries. A few works are translations or revisions of originals dating back to the 1600s. The collection contains works written for the general public, students, educators, physicians, and researchers in alcohol studies.

Many of the monographs are accompanied by bibliographies, charts, graphs, illustrations, maps, and statistical tables. Additional materials include biographical sketches, personal testimonies, fiction, religious and ethical treatments, scientific or medical essays, and retrospective accounts of influential organizations. The collection also includes images

in the form of drawings, engravings, photographs, and portraits, in addition to samples of temperance regalia and banners.

Most items in the collection are English-language and printed in North America or parts of the United Kingdom, but there are occasional foreign-language items from Europe (Rees, 2005; Toohey, Page, & Cooke, 1999).

In 1999, The Alcohol History Database was developed on the local area network at the Alcohol Studies Library to provide bibliographic access to the documents contained in the Alcohol History Collection. The Alcohol History Database provided access to materials by author, title, series title, format, date, publisher, and subject content. Many records also contained a keyword-searchable note field with other descriptive information, and some records included an illustration field was searchable by type of illustration and by subject content (Toohey et al., 1999).

In spring 2000, a web version of the database was created with the help of the Scholarly Communications Center at the Alexander Library at Rutgers University. This website is currently offline (Rees, 2005; Toohey et al., 1999). Currently the database exists as two flat files; a file with 595 bibliographic records and an accompanying file consisting of 119 image records.

Project goals

Current digitization efforts for the AHC collection are focused on migration of the

bibliographic and image records from the original database into a new electronic document

management system. The metadata schema proposed for this collection is based on Qualified

Dublin Core, and is designed to include metadata already contained within the original database

along with additional descriptive metadata to facilitate access to content and related resources.

Additional administrative data is also proposed to record information about the digitization

process.

In addition to an expanded metadata schema, access to the collection will be expanded

through the addition of links to corresponding resources within the Google Books project, as

well as links to related journal articles from CASL's own archive of articles published within

the *Journal of Studies on Alcohol and Drugs*. Additional archival content including pamphlets,

broadsides, and other ephemera will be added to the database after migration of the initial

database records is complete.

Literature Review

When designing a metadata schema to facilitate access to collections, the fundamental

information retrieval concepts of aggregation and discrimination are critical. Eklund (2011)

points out that the data fields needed to disambiguate descriptive catalog records varies

depending on the type of item; however, there are basic categories of information that are

considered "core" for certain work types. These core categories answer the same basic questions:

- What is it called? (Title)
- What is it (Work type)
- Who made it? (Creator)
- When was it made? (Date)
- Where was it made/where was it found/where is it now? (Location)
- What is it of or about? (Subject)
- Who owns it? (Rights) (p. 15)

In the following case studies, each institution designed a metadata schema based on

Dublin Core to answer these questions in a manner that met the needs of their institution, library

staff, and users within the inevitable constraints of their respective digital asset management

systems. Although these digitization projects were presented in depth in a previous paper, they

are presented here as examples of Data Dictionaries created by institutions with collections

similar to the AHC. Decisions made by these institutions—which elements were included,

additional elements that were added, how DC's 1:1 principle was implemented, level of

granularity, etc.—informed the design of the ACH Data Dictionary.

Appalachian College Association Central Library – Digital Library of Appalachia

The metadata schema utilized for the Digital Library of Appalachia (DLA) was designed

to describe and provide access to archival and historical images held by multiple libraries.

In order to facilitate the creation of virtual collections from libraries with different archival

practices and different staffing levels, only seven fields were required. As can be seen in Table 1,

multiple fields were created and mapped to Dublin Core elements:

- *Publisher* and *Holding Library* both map to DC *Place*

- *Time Period* and *Place* both map to DC *Coverage*

- *Subject* and *Category* both map to DC *Subject*

These additional fields serve to provide more semantically meaningful field labels for

users and to disambiguate information for library staff (Parker, 2005).

Table 1: Case studies: metadata schemas and DC mapping (elements in bold are mandatory)

Digital Library of Appalachia		AFLH Collection		Century 21 collection	
Field label	DC mapping	Field label	DC mapping	Field label	DC mapping
Title	Title	Title	N/A	**Title**	Title
Author	Creator	Creator	N/A	**Photographer**	Creator
Description	Description	Contributor	N/A	**Architect**	Creator
Subject	Subject	Description.Contents	N/A	**Artist**	Creator
Category	Subject	Publisher.Of.Original	N/A	**Author**	Creator
Identifier	Identifier	Date.Created	N/A	**Subjects (LCSH)**	Subject
Holding library	Publisher	Type.Genre	N/A	**Description**	Description
Alternative title	Title	Coverage.Geographic	N/A	**Date**	Date.Created
Contributor	Contributor	Coverage.Time	N/A	**Browse by**	None
Time Period	Coverage	Subject.Keyword	N/A	**Notes**	Description
Place	Coverage	Language	N/A	**Date Digital**	None
Date	Date	Source.Collection	N/A	**Type**	Type
Format	Format	Source.Series	N/A	**File format**	Format
Note	None	Source.Publication	N/A	**Measurements**	Description
Publisher	Publisher	Accession number	N/A	**Digitization Specifications**	Description
Relation	Relations	Rights.Access	N/A	**Identifier**	Identifier
Rights	Rights	Format	N/A	**Source**	Source
Type	Type	Total number of image files	N/A	**Collection**	Relation.IsPart Of
Full text	Full text	Dimensions	N/A	**Rights Management**	Rights
		File range	N/A	**Copyright status**	Rights
		File sequence	N/A	**Contributing institution**	None
		Total size	N/A		
		Resolution	N/A		
		Equipment	N/A		
		Date.Digitized	N/A		
		Scanning technician	N/A		
		Notes	N/A		
		Publisher.Of.Digital	N/A		
		Rights.Copyright	N/A		

University of Alberta Libraries – Alberta Folklore and Local History (AFLH) collection

The metadata schema used for the University of Alberta's AFLH collection is structured to contain descriptive and administrative metadata specifically for an archival collection described at the file level. The generous use of qualifiers reflects the need to provide sufficient access points for users in order to offset the lack of full text searching capabilities.

Although a detailed Data Dictionary is not available for this collection, it is evident from the field labels (see Table 1) that library staff chose not to follow Dublin Core's 1:1 recommendation—both the original resource and the digitized resource are both described in one record. In most cases, the same element was used, but with different qualifiers for the original and the digital version. Looking at the descriptive metadata fields, it is interesting to note how the Dublin Core *Source* element was used with three different local qualifiers to provide collection and series information instead of using the *Relation* element. The *Type* element was also qualified with the local qualifier *Genre*, which likely serves to clarify the meaning of the element for users (Banski, 2002).

Seattle Public Library – Century 21 collection

As with the previous case studies, increased granularity was needed within the Dublin Core metadata schema for the Seattle Public Library's Century 21 Collection. As shown in Table 1, library staff mapped multiple field labels for the following elements:

- *Photographer, Architect, Artist,* and *Author* all map to DC *Creator*

- *Description, Measurements, Notes,* and *Digitization Specifications* all map to DC *Description*

- *Rights Management* and *Copyright Status* both map to DC *Rights* (Guza, 2011)

The use of multiple field labels within this Data Dictionary serves the need for increased granularity in the type of creator, as well as with rights management metadata. The *Description* element seems to be used as a catch-all for various types of information, a common strategy used to keep the number of metadata elements low. It is interesting to note how the LCSH vocabulary schema was integrated into the *Subjects* field label. This is a common solution to indicate the use of a controlled vocabulary within the interface.

The case studies presented above provide interesting solutions to the need for increased granularity within the Dublin Core metadata schema. Some of these solutions have been incorporated into the AHC metadata schema, detailed below.

Alcohol History Collection (AHC) metadata schema

As with all digitization projects, the metadata schema designed for the AHC needs to satisfy specific requirements for retrieval, while also working within the constraints of available time, budget, staff, and technology. Since there is already an existing database of metadata for this collection, library staff need not catalog every resource over again; the metadata will be imported into the new database and indexed according to the new metadata schema.

The existing metadata used for the AHC database includes the following elements, listed in Table 2, below:

Table 2: Original metadata for the Alcohol History Collection

Images	Bibliographic records	
Record_ID	Record_ID	Publisher
JpegName	Title	Date
ImageName	Author	Subject
ImageDescription	Group_title	Format
	Series_title	Illustration
	Description	Notes

The original metadata schema was based on Dublin Core and included elements that provided basic bibliographic description for monographs, which were the only resource digitized at the time, along with a select number of illustrations found within them. Within the database, images were linked to bibliographic records.

Going forward, the metadata schema will need to accommodate the existing monographs as well as additional archival materials such as pamphlets, broadsides, articles, and other ephemera. It has been decided that only minimal administrative metadata need be recorded within each record. At this time, the collection will not be exposed for harvesting, however the AHC Data Dictionary does provide mapping to simple Dublin Core in the event that library staff choose to include the metadata in a repository or other system.

As seen in Appendix A, multiple fields are mapped to DC creator in order to provide increased granularity for description, similar to the Century 21 collection. Another similarity to both the AFLH and Century 21 collections is the inclusion and qualification of dates for both the original and digitized resource to provide additional clarity. Another convention modeled on the AFLH schema is the use of multiple *Source* fields to further designate the type of source. A local element was also added with the field name *Workflow status* which is not viewable for users, and a *Repository* element, which will include the library's name, in the event that the records are moved outside the context of the current collection.

Conclusion

The review of relevant literature and case studies provided valuable information and strategies that informed the design of the AHC metadata schema. Once the current database is migrated and additional resources are added to the collection, library staff will be able to evaluate how well the schema meets the needs of users in their efforts to access the collection.

In the future, additional Data Dictionaries can be modeled after the AHC Data Dictionary. If library staff ever wishes to include the metadata schema in a registry, the AHC Data Dictionary could easily be expanded into a full Application Profile.

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APPENDIX A: FIELD PROPERTIES

*Elements in bold are mandatory

Index field(s)	DC mapping	Data type	Repeatable	Searchable	Viewable	CV
Title	Title	Text	No	Yes	Yes	No
Alternative title	Alternative	Text	No	Yes	Yes	No
Creator	Creator	Text	Yes	Yes	Yes	Yes
Author	Creator	Text	Yes	Yes	Yes	Yes
Photographer	Creator	Text	Yes	Yes	Yes	Yes
Artist	Creator	Text	Yes	Yes	Yes	Yes
Subject	Subject	Text	Yes	Yes	Yes	Yes
Description	Description	Text	No	Yes	Yes	No
Publisher	Publisher	Text	No	Yes	Yes	No
Type	Type	Text	Yes	Yes	Yes	Yes
Date of original	Date	Text	No	Yes	Yes	Yes
Date digitized	Date	Text	No	Yes	No	Yes
File format	Format	Text	Yes	Yes	Yes	Yes
Medium	Medium	Text	Yes	Yes	Yes	Yes
Extent	Extent	Text	No	Yes	Yes	No
Source	Source	Text	Yes	Yes	Yes	No
Source: collection	IsPartOf	Text	Yes	Yes	Yes	No
Source: series	IsPartOf	Text	Yes	Yes	Yes	No
Coverage	Coverage	Text	Yes	Yes	Yes	No
Citation	bibliographicCitation	Text	No	Yes	Yes	No
Access	AccessRights	Text	No	No	No	No
Rights	Rights	Text	Yes	Yes	Yes	No
Identifier	Identifier	Text	No	Yes	Yes	Yes
Related images	hasPart	Text	Yes	Yes	Yes	No
Workflow status	None	Text	No	Yes	No	No
Repository	None	Text	No	Yes	Yes	No

APPENDIX B: AHC DATA DICTIONARY

This Data Dictionary serves as a Description Set Profile and includes Usage Guidelines

for the Alcohol History Collection (AHC) as set forth in the *Guidelines for Dublin Core*

Application Profiles. Data Dictionaries created by the following institutions have been adapted

for use in this document:

- Collaborative Digitization Program

- Mountain West Digital Library

- Seattle Public Library

- University of Illinois at Chicago, Illinois

Introduction:

Metadata records created through use of the ACH Data Dictionary do not follow the

1:1 principle recommended by the Dublin Core Metadata Initiative; information about both the

original object as well as the digitized image is included within the same record. The AHC Data

Dictionary uses specific field names to clearly differentiate between the original object and

the digital resource. While this violates the 1:1 principle, it is more user-friendly and easy to

implement.

General Input Guidelines:

Content formatting should follow the Anglo-American Cataloguing Rules (AACR2),

with exceptions as noted.

Required fields:
- Title
- Creator
- Subject
- Description

- Type
- Date: original
- File format
- Source: publication
- Rights
- Access
- Identifier
- Contributing institution

Mandatory if applicable fields:
- Source: collection
- Source: series

Element attribute	Description
Label(s)	Commonly assigned names for the field in the metadata record.
DC definition	Definition as stated in the [DCMI Metadata Element set](#)
DC comment	Comment as stated in the [DCMI Metadata Element set](#)
CAS Library definition	Local definition for non-DCMI elements.
DC mapping	The underlying Dublin Core element for the field.
Simple DC mapping	The simple Dublin Core to which this element maps for metadata sharing via OAI harvesting.
MARC mapping	Tags are provided to clarify the type of data contained in a field as well as to facilitate mapping data from MARC records to Dublin Core records.
Obligation	Indicates the extent to which this field is required in a record: **Required:** Field *must* be included in record. **Mandatory if applicable:** If the data is known, field must be included in record. **Optional:** Inclusion of field is optional.
Repeatable	States whether the element may be repeated: - Repeatable - Non-repeatable
Vocabularies	Identifies controlled vocabulary or format convention used to structure data contained in the field.
Viewable	States whether the field is viewable by the public.
Input guidelines	Provides guidance about entering and encoding values for the element.
Examples	Examples of how the element is used.

Element attribute	Description
Label(s)	Title
DC definition	A name given to the resource.
DC mapping	Title
Simple DC mapping	Title
MARC mapping	245 subfields a and b
Obligation	Required
Repeatable	Non-repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Transcribe the title, if there is one, from the resource itself, such as a caption from a photograph or a title on a map. When no title is found on the resource itself, use a title assigned by the contributing institution or found in reference sources. For more guidance in constructing titles, consult *Anglo-American Cataloging Rules (AACR2).*
Examples	• View from Grand Lake • Ancient man in North America

Element attribute	Description
Label(s)	Alternative title
DC definition	An alternative name for the resource.
DC comment	The distinction between titles and alternative titles is application-specific.
DC mapping	Alternative
Simple DC mapping	Title
MARC mapping	246, subfield a and b; also, may use 210, 222, 240, 242, 243, and 247
Obligation	Optional
Repeatable	Repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Use for any additional titles to be given to the resource, such as: • Secondary titles or subtitles that might be considered the title of the resource • Translations in other languages • Objects commonly known by a title that does not appear on the resource
Examples	• The second mouse gets the cheese • Good enough

Element attribute	Description
Label(s)	Creator
DC definition	An entity primarily responsible for making the resource.
DC comment	Examples of a Creator include a person, an organization, or a service.
DC mapping	Creator
Simple DC mapping	Creator
MARC mapping	100 1# (Main Entry--Personal Name), or 110 2# (Main Entry--Corporate Name), 111 1# (Main Entry--Conference Name) or 700/710/711
Obligation	Required
Repeatable	Repeatable
Vocabularies	LC Name Authority File (LCNAF)
Viewable	Yes
Input guidelines	Enter multiple creators in the order in which they appear on the resource or in order of their importance. *If name is not listed in LCNAF, give name in the following format:* Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen.
Examples	- Graw, Renata - Lew, Michael S., 1965- - Smith, John C. (John Charles), 1948- C. F. Myrick, Jr. Studio - International Business Machines Corporation

Element attribute	Description
Label(s)	Author
DC definition	None
CAS Library definition	The author primarily responsible for creating the intellectual content of the resource.
DC mapping	Creator
Simple DC mapping	Creator
MARC mapping	100 1# (Main Entry--Personal Name)
Obligation	Required
Repeatable	Repeatable
Vocabularies	LC Name Authority File (LCNAF)
Viewable	Yes
Input guidelines	Use "Author" for written documents. *If name is not listed in LCNAF, give name in the following format:*

	Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen.
Examples	• Webb, E.B. • Madonna, 1958-

Element attribute	Description
Label(s)	Photographer
DC definition	None
CAS Library definition	The photographer primarily responsible for creating the intellectual content of the resource.
DC mapping	Creator
Simple DC mapping	Creator
MARC mapping	100 1# (Main Entry--Personal Name)
Obligation	Required
Repeatable	Repeatable
Vocabularies	LC Name Authority File (LCNAF)
Viewable	Yes
Input guidelines	Use "Photographer" for photographs. *If name is not listed in LCNAF, give name in the following format:* Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen.
Examples	• Adams, Ansel • Maplethorpe, Robert

Element attribute	Description
Label(s)	Artist
DC definition	None
CAS Library definition	The artist primarily responsible for creating the intellectual content of the resource.
DC mapping	Creator
Simple DC mapping	Creator
MARC mapping	100 1# (Main Entry--Personal Name)
Obligation	Required
Repeatable	Repeatable
Vocabularies	LC Name Authority File (LCNAF)
Viewable	Yes
Input guidelines	Use "Artist" for works of art.

	If name is not listed in LCNAF, give name in the following format: Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen.
Examples	• Toulouse-Lautrec, Henri de, 1864-1901 • Picasso, Pablo

Element attribute	Description
Label(s)	Subject
DC definition	The topic of the resource.
DC comment	Typically, the subject will be represented using keywords, key phrases, or classification codes. Recommended best practice is to use a controlled vocabulary.
DC mapping	Subject
Simple DC mapping	Subject
MARC mapping	650, 600, 651, 610, 653
Obligation	Required
Repeatable	Repeatable
Vocabularies	AOD Thesaurus
Viewable	Yes
Input guidelines	Enter multiple subjects or classification codes in the order of their importance.
Examples	A225:Alcoholism - Diagnosis A230:Alcoholism - Etiology, Definitions and Theoretical Aspects

Element attribute	Description
Label(s)	Description
DC definition	An account of the resource.
DC comment	Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource.
DC mapping	Description
Simple DC mapping	Description
MARC mapping	520, 545, 300, 500
Obligation	Required
Repeatable	Non-repeatable
Vocabularies	None
Viewable	Yes

Input guidelines	Descriptive text, remarks, and comments about the resource. Use description as a way to provide additional information about the resource that is not available in other fields.
Examples	• Title is taken from first essay • Leather binding

Element attribute	Description
Label(s)	Publisher
DC definition	An entity responsible for making the resource available.
DC comment	Examples of a Publisher include a person, an organization, or a service.
DC mapping	Publisher
Simple DC mapping	Publisher
MARC mapping	260 subfield b (if born digital) or 533 subfield c (if reformatted)
Obligation	Required
Repeatable	Non-repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Enter the entity responsible for publishing the original resource.
Examples	• Random House, Inc. • Rutgers University Press

Element attribute	Description
Label(s)	Type
DC definition	The nature or genre of the resource.
DC comment	Recommended best practice is to use a controlled vocabulary such as the DCMI Type Vocabulary [DCMITYPE]. To describe the file format, physical medium, or dimensions of the resource, use the Format element.
DC mapping	Type
Simple DC mapping	Type
MARC mapping	655 #7 subfield a (Index Term--Genre/Form)
Obligation	Required
Repeatable	Repeatable
Vocabularies	DCMI Type Vocabulary
Input guidelines	Best practice is to only use the DCMI Type Vocabulary. This will be

	primarily "image" and "text:" • Text: images of textual materials • Image: images and photographs of physical objects If the resource consists of more than one type (e.g., an interview with sound and text files), use multiple type terms as needed to describe, separating them with a semicolon and a space.
Examples	Collection , Dataset , Event , Image , InteractiveResource , MovingImage , PhysicalObject , Service , Software , Sound , StillImage , Text

Element attribute	Description
Label(s)	Date of original
CAS Library definition	Creation date for the original resource (from which the digital object was derived).
DC mapping	Date
Simple DC mapping	Date
MARC mapping	260 ## subfield c (Date of publication, distribution, etc.)
Obligation	Required
Repeatable	Non-repeatable
Vocabularies	ISO 8601
Viewable	Yes
Input guidelines	The date of the creation of the original work, not the digital reproduction or the reprographic work. • For resources created in a non-digital format and converted to digital format, use the date the non-digital resource was first created. • For resources that have always been in digital format and never converted, use the date the digital resource was created. • For resources that were first created in one digital format, then converted to another digital format, use creation date of the first digital format
Examples	• 1997-07-16 • 1879

Element attribute	Description
Label(s)	Date digitized
CAS Library definition	Date of creation or availability of the digital resource.
DC mapping	Date
Simple DC mapping	Date

MARC mapping	None
Obligation	Required
Repeatable	Non-repeatable
Vocabularies	ISO 8601
Viewable	Yes
Input guidelines	Enter the date the resource was digitized.
Examples	• 2013-12-8 • 2013

Element attribute	Description
Label(s)	File format
CAS Library definition	Electronic format of the digital file (describes access file, not master).
DC mapping	Format
Simple DC mapping	Format
MARC mapping	340; 856 subfield q
Obligation	Required
Repeatable	Repeatable
Vocabularies	Internet Media Types [MIME]
Viewable	Yes
Input guidelines	Describe the file format of the resource using the Internet Media Type (IMT) schema. Use of the schema will imply the software needed to display or operate the resource. Some digital objects may involve more than one format. For example, an oral history interview may consist of both an audio file (audio/mp3) and text transcription (application/pdf). In cases such as this, two different formats would be listed (audio/mp3; application/pdf;). New media types and applications are always emerging. If the resource format being described is not yet part of the MIME type list, follow the MIME convention by selecting a broad category of object format (audio, video, application, etc.) for the first part of the MIME type. For the second half of the MIME type, use the file extension that is usually attached to files of this format.
Examples	audio/mp3 image/jp2 application/pdf

Element attribute	Description
Label(s)	Medium

DC definition	The material or physical carrier of the resource.
DC mapping	Format
Simple DC mapping	Format
MARC mapping	300
Obligation	Required
Repeatable	Repeatable
Vocabularies	Local controlled vocabulary
Viewable	Yes
Input guidelines	Select terms from the local controlled vocabulary list.
Examples	Author Portrait, Cartoons, Charts, Diagrams, Drawings, Engravings, Etchings, Fold-out, Frontispiece, Graphs, Maps, Photographs, Plates, Political Cartoons, Portraits, Scenes, Tables

Element attribute	Description
Label(s)	Extent
DC definition	The size or duration of the resource.
DC mapping	Format
Simple DC mapping	Format
MARC mapping	300 subfield a
Obligation	Mandatory if applicable
Repeatable	Non-repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Use terms or phrases to describe the physical manifestation of the resource. For dimensions, express in the order: Height x Width x Depth in inches. If metric measurements are known, they may follow parenthetically.
Examples	• 8 x 8 in. • 65 p.

Element attribute	Description
Label(s)	Source
DC definition	A related resource from which the described resource is derived.
DC comment	The described resource may be derived from the related resource in whole or in part.
DC mapping	Source
Simple DC mapping	Source

MARC mapping	534
Obligation	Required
Repeatable	Repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Record the name of the publication from which the resource belongs.
Examples	• Journal of Studies on Alcohol and Drugs • Addiction

Element attribute	Description
Label(s)	Source: Collection
DC definition	A collection from which the described resource is derived.
DC comment	The described resource may be derived from the related resource in whole or in part.
DC mapping	Source
Simple DC mapping	Source
MARC mapping	534
Obligation	Mandatory if applicable
Repeatable	Non-repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Record the name of the collection from which the resource belongs.
Examples	• Alcohol History Collection • CARRF Collection • Journal of Studies on Alcohol and Drugs • Summer School Records Collection

Element attribute	Description
Label(s)	Source: Series
DC definition	A series from which the described resource is derived.
DC comment	The described resource may be derived from the related resource in whole or in part.
DC mapping	Source
Simple DC mapping	Source
MARC mapping	534
Obligation	Mandatory if applicable
Repeatable	Non-repeatable

Vocabularies	None
Viewable	Yes
Input guidelines	Record the name of the series from which the resource belongs.
Examples	• Addiction and recovery • Public Policy Previews

Element attribute	Description
Label(s)	Coverage
DC definition	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
DC comment	Spatial topic and spatial applicability may be a named place or a location specified by its geographic coordinates. Temporal topic may be a named period, date, or date range. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies. Recommended best practice is to use a controlled vocabulary such as the Thesaurus of Geographic Names [TGN]. Where appropriate, named places or time periods can be used in preference to numeric identifiers such as sets of coordinates or date ranges.
DC mapping	Coverage
Simple DC mapping	Coverage
MARC mapping	Spatial: 651 #0 (for LCSH place names) or #7 with the specific vocabulary source provided in subfield 2 (TGN, for example)
Obligation	Optional
Repeatable	Repeatable
Vocabularies	Thesaurus of Geographic Names [TGN] Library of Congress Subject Headings (LCSH)
Viewable	Yes
Input guidelines	**Spatial:** use to state the place or area that is described or represented by the resource, not the place where the resource was published. May name a place or specify geographic coordinates. **Temporal:** Use to describe the time period covered or represented by the resource, not the date when the resource was published. Temporal topic may be a named period, date, or date range. If using a named period, use a controlled vocabulary if possible such as Library of Congress Subjects (LCSH). Where appropriate, time periods can be used in preference to numeric identifiers such as date ranges. A **jurisdiction** may be a named administrative entity or a geographic place

	to which the resource applies.
Examples	Spatial • North America • Rocky Mountains Temporal • 15th century • 1776-07-04

Element attribute	Description
Label(s)	Citation
DC definition (citation)	A bibliographic reference for the resource.
DC comment	Recommended practice is to include sufficient bibliographic detail to identify the resource as unambiguously as possible.
DC mapping	bibliographicCitation
Simple DC mapping	Identifier
MARC mapping	None
Obligation	Optional
Repeatable	Non-repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Citations should include these fields, if available: *Creator, Title, Identifier, Collection name.*
Examples	Collins, John. Stem Cells and Microstructures in 3D Gel, The Image of Research (2008) (University of Illinois at Chicago).

Element attribute	Description
Label(s)	Access
DC definition (citation)	Information about who can access the resource or an indication of its security status.
DC comment	Access Rights may include information regarding access or restrictions based on privacy, security, or other policies.
DC mapping	accessRights
Simple DC mapping	Rights
MARC mapping	None
Obligation	Required
Repeatable	Non-repeatable
Vocabularies	None

Viewable	No
Input guidelines	This element is currently only used with the CARRF collection.
Examples	• Available to the public • Private

Element attribute	Description
Label(s)	Rights
DC definition	Information about rights held in and over the resource.
DC comment	Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights.
DC mapping	Rights
Simple DC mapping	Rights
MARC mapping	None
Obligation	Required
Repeatable	Repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Use *Rights* to describe the copyright status of the access file, its copyright holder and contact information (if applicable), and physical ownership rights (if applicable). Enter information about rights management and/or usage, which may relate to accessibility, reproduction, permissions, fees, copyright, etc. If the rights information is complicated, a URL may be used in this field to link to the rights information.
Examples	*For images that are in the public domain or where the copyright has been consigned to the Library:* • This image may be used freely, with attribution, for research, study and educational purposes. For permission to publish, distribute, or use this image for any other purpose, please contact [contact information]. *For images that the Library may display in physical or electronic form, but with whom the copyright remains with the creator:* • Contact photographer/creator for use rights. *For images that the Library may display in physical or electronic form under the terms of section 404 of the Digital Millennium Copyright Act, but copyright status is undetermined:* • This image may be used freely, with attribution, for research, study and education purposes. The University of Illinois at Chicago (UIC) Library does not claim exclusive ownership of the copyrights to all

	the original documents. We are simply granting permission to use images in our collections. This permission is nonexclusive, and nontransferable. Additional permissions may be required from the holder of copyrights in the original document. For more information, please contact [contact information].

Element attribute	Description
Label(s)	Identifier
DC definition	An unambiguous reference to the resource within a given context.
DC comment	Recommended best practice is to identify the resource by means of a string conforming to a formal identification system.
DC mapping	Identifier
Simple DC mapping	Identifier
MARC mapping	None
Obligation	Required
Repeatable	Non-repeatable
Vocabularies	Local accession number
Viewable	Yes
Input guidelines	Use accession numbers provided from the original database.
Examples	123.6

Element attribute	Description
Label(s)	Workflow status
CAS Library definition	The status of the resource within a defined workflow.
DC mapping	None
Simple DC mapping	None
MARC mapping	None
Obligation	Required
Repeatable	Non-repeatable
Vocabularies	None
Viewable	No
Input guidelines	Enter one of the following options: • In progress • Complete
Examples	• In progress • Completed

Element attribute	Description
Label(s)	Related images
CAS Library definition (IsReferencedBy)	A reference to a related resource which is contained within the resource being described.
DC mapping	hasPart
Simple DC mapping	Relation
MARC mapping	None
Obligation	Optional
Repeatable	Repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Enter related URLs or filenames.
Examples	- A monograph may have specific volumes - A reel of negatives may have specific frame numbers - A book may have specific illustrations - A scrapbook may contain specific articles

Element attribute	Description
Label(s)	Repository
CAS Library definition (IsReferencedBy)	A consistent reference to institutions that contributed to the creation, description, and/or dissemination of digital resource.
DC mapping	None
Simple DC mapping	None
MARC mapping	None
Obligation	Required
Repeatable	Non-repeatable
Vocabularies	None
Viewable	Yes
Input guidelines	Enter the name of the institution that digitized the resource.
Examples	Ex: Rutgers Center of Alcohol Studies Library