

University of North Texas Libraries Input Guidelines for Descriptive Metadata

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Input Guidelines for Descriptive Metadata

Introduction

These are the current UNT Libraries' guidelines for creating metadata, broken down by individual fields. They are based on a modified Dublin Core structure, but include more specific local instructions and precedents that wider standards do not address.

Field Guide

Each of the input guideline pages is divided into the following sections:

- **Element Name:** Name of element that is used in the public display.
- **Definition:** A brief statement that represents or defines the element.
- **Where Can the [Element] Information be Found?:** Where to find the information for the field.
- **How [Element] Works in the Metadata Form:** The kinds of fields in the element and whether or not the element repeats.
- **How Should the [Element] be Filled in?:** Detailed usage notes, explanations, and clarifications of exceptions that facilitate understanding and practical application of the element.
- **Other Examples:** Sample values for the field.
- **Comments:** Additional information about the element, including intended use or how values may be obtained.
- **Resources:** Links to relevant vocabularies or tools that may be useful for the particular field.

Metadata Input Guidelines:

- Title
- Creator
- Contributor
- Publisher
- Date
- Language
- Description
- Subject

- Primary Source
- Coverage
- Source
- Citation
- Relation
- Collection
- Institution
- Rights
- Resource Type
- Format
- Identifier
- Degree
- Note
- Meta

Title

Definition

A name given to the resource.

Where Can the Title Information be Found?

In some cases, titles may come from accompanying or supplementary information; generally titles may be found on the item, such as:

Item Types	Information Sources
For text	<ul style="list-style-type: none">• title page (use the title page unless there isn't one)• front cover• copyright page• spine of cover
For images	<ul style="list-style-type: none">• title written on the back of a photograph• captions• an envelope, slip cover, or case
For maps	<ul style="list-style-type: none">• title caption on map• notes around the outside of the map
For music scores	<ul style="list-style-type: none">• title page or header• top of first page• front cover
For videos	<ul style="list-style-type: none">• title screen(s)• container cover• label on disc
For sound files	<ul style="list-style-type: none">• title on disc/cassette• container information

Item Types	Information Sources
For computer files	<ul style="list-style-type: none"> • title page/screen • title at top of document • title in HTML header

How Title Works in the Metadata Form

Parts:

1. Title qualifier – drop-down menu
2. Title – text field

Repeatable?

Yes - to include multiple titles, click 'Add' to repeat all field parts

Required?

Yes - a Main Title is required (more information)

How Should the Title be Filled in?

General Title Rules

- Every record must have one Main Title, also called an “official title”
- Some records may have multiple titles (see below under [Special Titles](#) for more clarification about when to use other titles)
- For each title, be sure to choose the appropriate qualifier from the controlled vocabulary

Guideline	Examples
<ul style="list-style-type: none"> • Write out the title the way it appears • Do not put the call number, file name, or other identifiers in the title 	Reminiscences of the Terry Rangers

Guideline	Examples
<ul style="list-style-type: none"> • Capitalize the first word and proper nouns • Keep other capitalization the same as it is on the item • If a title is written in all caps, change it to title case • Use the same capitalization for all titles in a record unless there is a reason not to do so (e.g., authorized series titles) 	<p>Difficulties of a Mexican revenue officer in Texas</p>
<ul style="list-style-type: none"> • Change Roman numerals to Arabic numbers (when a change is made to the printed title, the original version be added as a display note) • Write out numbers through 100 • (Note that an alternate title may be appropriate if the numbers are important to the title) 	<ul style="list-style-type: none"> • <i>Title:</i> Laws of the Republic of Texas in two volumes. Volume 1 • <i>Note:</i> "Vol. I." <p>Two Ladies in Beauty Shop</p>
<ul style="list-style-type: none"> • Write out abbreviations or acronyms • (Abbreviations may be included in an alternate title or display note) 	<ul style="list-style-type: none"> • <i>Main:</i> Documents pertaining to the case of Eliza Miller vs. Texas & New Orleans Railroad Company, cause no. 547, 1902 • <i>Alternate:</i> Documents pertaining to case of Eliza Miller vs. T & NORR Co.
<ul style="list-style-type: none"> • Separate title and subtitles with a colon 	<p>Deaf Smith County Schools: 1893-2003</p>
<ul style="list-style-type: none"> • In some cases, it may make sense to separate long titles with commas (e.g., normalized periodical titles) or periods 	<p>An Assessment of the Social and Special Effects of Siting a Low-Level Radioactive Waste Disposal Facility in Texas: Phase 1. Historical and Sociodemographic Dimensions</p>
<ul style="list-style-type: none"> • If there is no title on the item: <ul style="list-style-type: none"> ◦ Use a title from a library catalog or similar resource (including OCLC Worldcat) ◦ Create a title in [square brackets] that is both succinct (roughly ~10 words or less) and descriptive 	<ul style="list-style-type: none"> • [Calf-Roping in Groups at Cowtown Coliseum] • [Bus Transfer Ticket #020137] • [Certificate of Appointment of K.K. Legett as Delegate]
<ul style="list-style-type: none"> • It is preferred that titles include more than a personal name only (for items that do not have titles) 	<ul style="list-style-type: none"> • [Stan Kenton Reading a Score] • [Portrait of Susan R. Theodore] • [Obituary for I. M. Cummings]

Guideline	Examples
<ul style="list-style-type: none"> Any time a printed title does not accurately reflect the item (e.g., multiple, titled maps printed on one page), create an appropriate title in [square brackets] Original title(s) may be included as added titles 	<ul style="list-style-type: none"> [Correspondence between Meyer Bodansky and A. O. Gettler - 1940] [Maps of the United States, New England, and Principal U.S. Cities]
<ul style="list-style-type: none"> Clarifying information can be added to a title using [square brackets] in order to identify differing versions or provide context for users 	<ul style="list-style-type: none"> Texas Board of Law Examiners Annual Financial Report: 2016 [Audited] Standard Varieties of Chickens: [Part] 1. The American Class
<ul style="list-style-type: none"> In some cases, it may be appropriate to add a number in [square brackets] when there are near-identical copies This may also apply to situations where titles are being created (e.g., near-identical portraits taken during a photo shoot), but should generally not take the place of creating unique, descriptive titles when content is different 	<ul style="list-style-type: none"> Conrad & Menefee's Subdivision of Lot Number 2, Block Number 146, Abilene, Taylor County, Texas [#2] [Aerial View of Workers Digging a Channel #1]

Standardized Titles

- For some materials, we often use a standardized format for convenience and consistency
 - When dates are included in titles, they should be written out in "human readable" form

Guideline	Examples
<ul style="list-style-type: none"> For letters: [Letter from {name} to {name} - {date}] <ul style="list-style-type: none"> Separate correspondence information from the date with a dash or comma Also see Correspondence Guidelines 	[Letter from John C. Brewer to Emma Davis - April 21, 1879]
<ul style="list-style-type: none"> For clippings: [Clipping: {article title}] 	[Clipping: Forced Sale!]
<ul style="list-style-type: none"> For funeral programs: [Funeral Program for {full name}, {date of funeral}] 	[Funeral Program for Cottrell Brackett, Jr., October 10, 2012]

Guideline	Examples
<ul style="list-style-type: none"> For an invoice/receipt: [{Invoice/Receipt for {item/ summary}, {date}] 	<ul style="list-style-type: none"> [Invoice for Cooking Materials, May 18, 1894] [Receipt for Kinsel Motor Payment, October 1936]
<ul style="list-style-type: none"> For items related to court cases: Documents pertaining to the case of {name/case name}, Cause No. {#} 	<p>Documents pertaining to the case of Garner Williams & Co. vs. J. E. Ennis, Cause No. 507, 1867</p>
<ul style="list-style-type: none"> For serials: {title}, Volume #, Number, {date} Other normalized values may be appropriate for specific serials, see Serials Guidelines 	<p>AACOG Region, Volume 5, Number 9, November 1978</p>
<ul style="list-style-type: none"> Note that these standardized formats may not apply to all items When appropriate, adjust titles to accurately reflect the content and type of materials, e.g.: <ul style="list-style-type: none"> When information is unknown (generally omit) Business or organizational correspondence (e.g., form letters) that may not have correspondents If there are multiple items (e.g., a reply added to the bottom of a letter or multiple clippings on a sheet of paper) 	<ul style="list-style-type: none"> [Letter from Betty Scrivner to her Mother] [Correspondence Concerning a Marriage License] [Front Page of 'The Washington Blade,' August 4, 2000] [Newspaper Clippings About Dr. May Owen and a TMA Meeting]

Special Titles

Does the item need multiple titles?

If...	Add:
<ul style="list-style-type: none"> The title has alternate spellings, omissions, abbreviations, or acronyms 	<p>an alternate title</p>
<ul style="list-style-type: none"> The item is in a non-English language The item is a translation from another language 	<p>a parallel title</p>
<ul style="list-style-type: none"> The item has multiple versions of a title listed in different places (e.g., title page, cover, and/or spine) 	<p>an added title</p>

If...	Add:
<ul style="list-style-type: none"> The item is a serial publication (e.g., yearbooks, newsletters, journals, magazines, etc.) Also see Serial Guidelines if the serial also has: 	a serial title
a. a different title on the cover or title page	an added title
b. no sequence number (e.g., an index) that should sort with other issues non-alphabetically	a sort title
<ul style="list-style-type: none"> The item is part of a series (also see Series Guidelines) 	a series title
<ul style="list-style-type: none"> The item has been published under other titles (e.g., music pieces, Shakespeare's works, some serials) 	a uniform title

Formatting special titles:

Guideline	Examples
If the item is part of a serial (see the serial guidelines for more information)	
<ul style="list-style-type: none"> Formulate a standardized main title format, which will be the same for each issue Include the title, volume/issue numbers, and date(s) in main title (as relevant) Add a serial title that represents the entire publication (i.e., no issue-level information) Include the title from the title page as an "added title" when relevant 	<p><i>Main:</i> Prickly Pear, Yearbook of Abilene Christian College, 1945</p> <p><i>Serial:</i> Prickly Pear</p> <p><i>Added:</i> The 1945 Prickly Pear</p>
<ul style="list-style-type: none"> If a serial has multiple titles over time <ul style="list-style-type: none"> Use the serial title that matches the individual issue A note may be added regarding former or later titles but this may be handled by title records when there are at least 10 issues of any serial 	

Guideline	Examples
<ul style="list-style-type: none"> • If alphabetical sorting of titles is not logical <ul style="list-style-type: none"> ◦ A sort title may be added to order items ◦ This is particularly useful for indexes or special editions that may not sort with numbered issues ◦ It may be used when serials have no volume or issue number/s, but is not necessary if the same order may be achieved by sorting chronologically 	<ul style="list-style-type: none"> • <i>Main</i>: The Debates and Proceedings in the Congress of the United States, Fourth Congress, Second Session • <i>Serial</i>: The Debates and Proceedings in the Congress of the United States • <i>Sort</i>: Annals of Congress, Congress 4, Session 2
If the item is part of a series or part of a sub-collection	
<ul style="list-style-type: none"> • Use the title on the item (or an appropriately-created unique title) • Add a series title that represents the entire series 	<ul style="list-style-type: none"> • <i>Main</i>: [Glass with picture of an oil well] • <i>Series</i>: Commemorative glasses • <i>Main</i>: [War Tax Receipt, June 1862] • <i>Series</i>: Judge Harris Masterson I Papers (MS 468)
If the item is in a non-English language, or is a translation	
<ul style="list-style-type: none"> • For a non-English-language item, add a parallel title with the English translation (if known) • If the translation is not included on the item, enclose the parallel title in [square brackets] 	<ul style="list-style-type: none"> • <i>Main</i>: Estado libre de Coahuila y Tejas • <i>Parallel</i>: [Free State of Coahuila and Texas]
<ul style="list-style-type: none"> • If the item is a translation into English (or a second language, add a parallel title in the original language 	<ul style="list-style-type: none"> • <i>Main</i>: The Mexican Soldier, 1837-1847 • <i>Parallel</i>: El Soldado Mexicano, 1837-1847
If the item title has abbreviations, acronyms, or alternate spellings	
<ul style="list-style-type: none"> • Write out full words in the main title • Add an alternate title with the abbreviations 	<p><i>Main</i>: Barnhart Southwest Quadrangle</p> <p><i>Alternate</i>: Barnhart SW Quadrangle</p>
<ul style="list-style-type: none"> • If the acronym is well-known or significant to the context, it can be used in the main title with the fuller version added as an alternate title 	<ul style="list-style-type: none"> • <i>Main</i>: FCC Record, Volume 12, No. 20, Pages 11370 to 11956, July 28-August 8, 1997 • <i>Alternate</i>: Federal Communications Commission Record, Volume 12, No. 20, Pages 11370 to 11956, July 28-August 8, 1997
If a published item has multiple titles	

Guideline	Examples
<ul style="list-style-type: none"> • Use the title on the primary title page • Include other titles as added titles, if relevant (e.g., from the front cover, spine, secondary title page, or sub-section) 	<ul style="list-style-type: none"> • <i>Main:</i> A Memorial and Biographical History of Navarro, Henderson, Anderson, Limestone, Freestone and Leon Counties, Texas • <i>Added:</i> The Lone Star State
If an item has multiple parts or sections	
<ul style="list-style-type: none"> • Create an inclusive title that describes the entire item • Include piece titles as added titles 	<ul style="list-style-type: none"> • <i>Main:</i> [Maps of Canada] • <i>Added:</i> Quebec • <i>Added:</i> Ontario
If the same item has been published under multiple titles	
<ul style="list-style-type: none"> • Use the title on the item as the main title • Add a generic uniform title that represents all versions • Uniform titles generally come from catalog records 	<ul style="list-style-type: none"> • <i>Main:</i> Six suites for violincello solo • <i>Uniform:</i> Suites, violoncello, BMV 1007-1012 • <i>Main:</i> 1980 census of population and housing. Census tracts. Abilene, Tex., standard metropolitan statistical area. • <i>Uniform:</i> Census of population and housing (1980). Census tracts.
If the item is a serial with a complex title pattern	
<ul style="list-style-type: none"> • Use the main title and serial title according to serial guidelines • Add a generic uniform title that represents all versions • Uniform titles generally come from catalog records 	<ul style="list-style-type: none"> • <i>Main:</i> Texas Eleventh Court of Appeals Annual Financial Report: 2011 • <i>Uniform:</i> Financial report for ... fiscal year

Note: In the Digital Collections, serial and series titles show up as a facet used for narrowing search results, so adding a series is one way to create a subset or grouping of items within an established collection. Also see [Serials and Series](#) for more information.

Other Examples

Hand-carved cross

Main: [Wooden Cross]

US Geological Survey map

Main: Map of the Woodbine Artesian Reservoirs of the Black and Grand Prairies of Texas including the Eastern and Western Cross Timbers

Letter

Main: [Letter from Jose Maria Viesca to Lorenzo de Zavala, April 14, 1828]

Yearbook

- *Main:* The Swarm, Yearbook of Howard Payne University, 2005
- *Serial:* The Swarm
- *Added:* Building the Future, Howard Payne University 2005 Swarm, Volume 94, Brownwood, Texas

Legislative Journal

- *Main:* Journal of the House of Representatives of the Regular Session, Volume 2, and First Called Session of the Fifty-Ninth Legislature
- *Serial:* Journal of the House of Representatives, Texas Legislature
- *Uniform:* Journal of the House of Representatives of the...session of the...Legislature of Texas.
- *Series:* 59th Legislature of Texas
- *Sort:* Journal of the House of Representatives of the State of Texas, Legislature 59, Regular Session, Volume 2
- *Added:* Journal of the House of Representatives of the Regular Session of the Fifty-Ninth Legislature of the State of Texas, Volume 2
- *Added:* Journal of the House of Representatives of the First Called Session of the Fifty-Ninth Legislature of the State of Texas

Plat Map

- *Main:* K. K. Legett's Subdivision of Lot Number 4 & a Part of Lot Number 5 of the Benjamin Austin Survey Number 92, Taylor County, Texas
- *Alternate:* K. K. Legett's Subdivision of Lot No. 4 & a Part of Lot No. 5 of the Benj. Austin Sur. No. 92, Taylor Co., Texas

Technical Report

- *Main:* Fuel Cycle Program Progress Report: Eleventh Quarter, January-March 1963
- *Added:* Fuel Cycle Program. A Boiling Water Reactor Research and Development Program: Eleventh Quarterly Progress Report, January-March, 1963
- *Serial:* Fuel Cycle Program Progress Report
- *Sort:* Fuel Cycle Program Progress Report, Quarter 11, 1963
- *Series:* AEC research and development report
- *Series:* Atomic Energy Commission Reports
- *Series:* General Electric Company Atomic Power Reports
- *Added:* General Electric Atomic Power Equipment Department Report GEAP-4215

Comments

Glossary of Title Types:

Code	Examples	Definition
officialtitle	Main Title	The most appropriate title to represent the individual item
alternatetitle	Alternate Title	Reflects alternate spellings, terms, or omissions (including abbreviations, acronyms, and enumerations)
paralleltitle	Parallel Title	Used for items written in non-English languages or translations from a second language
serialtitle	Serial Title	Representative of an entire serial publication
seriestitle	Series Title	Representative of an entire series of separate but related items
uniformtitle	Uniform Title	A generalized title when an item has been published under different titles
addedtitle	Added Title	Reflects additional titles or significant subsections

Resources

- [UNT Title Qualifier Controlled Vocabulary](#)
- [OCLC Worldcat](#)
- [Worldcat via FirstSearch](#) (UNT staff/students can get to OCLC records through electronic resources)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Creator

Definition

A person, agency, or organization primarily responsible for creating the intellectual content of the resource.

Where Can the Creator Information be Found?

In some cases, creators may come from accompanying or supplementary information, but they may also be found on:

Item Types	Information Sources
For text	<ul style="list-style-type: none">• title page• cover• end of document• copyright statement• acknowledgments
For images	<ul style="list-style-type: none">• notes on bottom or back of a photograph• envelope, slip cover, or case
For maps	<ul style="list-style-type: none">• statement in a caption• notes around the outside of the map
For music scores	<ul style="list-style-type: none">• title page or header• top of page• table of contents
For videos	<ul style="list-style-type: none">• label on disc• container cover• title screen(s) or credits
For sound files	<ul style="list-style-type: none">• information on disc/cassette• container information

Item Types	Information Sources
For computer files	<ul style="list-style-type: none"> • title page/screen • statement in a header/footer

How Creator Works in the Metadata Form

Creator
Help

The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource

Used to designate if a creator is an individual or an organization

Creator Type ▾

The role that the person or organization played in the creation of the item

Creator Role ▾

Additional information about the creator related to the specific item

TC
ψ
+
×

Parts:

1. Creator name – text field
2. Creator type – drop-down menu
3. Creator role – drop-down menu
4. Creator information – text field

Repeatable?

Yes - to include multiple creators, click 'Add' to repeat all field parts

Required?

No (more information)

How Should the Creator be Filled in?

General Creator Rules

- If no creator information is readily available, leave the field blank
- Only include individuals/organizations who were primarily responsible for the creation of the item
 - Secondary “creators” (e.g., agents responsible for only a portion of the work) should be entered as contributors instead

- A name should never be entered as both a creator and a contributor; if an agent acts in multiple capacities, see the [Role](#) section for clarification
- For more information about when a person/organization is a creator or a contributor, see our [definition page](#)
- An entity **must** have a direct relationship to the item that can be explicated in order to be included as a creator (or contributor)
 - If there is information about a person/organization that cannot be expressed as a role, it may be appropriate to add it elsewhere, such as a [Note](#) or [Info](#) in relation to an established creator
- Include as many creators as are readily available
 - Place them in order of importance
 - If creators are equally important, list them in the order that they appear
 - If a document lists individuals as “et al.” include names of every individual author that is known for the item
 - If a document has an excessively large number of creators or authors (e.g., several hundred researchers) include the parent organizations as creators and the individual persons as contributors
- For each creator the name, type, and role are **required**
- If possible, consult an authority file to find the correct form of the name, such as:
 - The [UNT Name App](#)
 - The [Library of Congress Authorities](#)
 - A locally-developed utility
- Note that organizational names generally reflect the name of the agency at the time the item was created – e.g., Texas (Republic) vs. Texas, or North Texas State University vs. University of North Texas – however, if possible, personal names will generally reflect a single, most current version when multiple names (initials, maiden names, etc.) are known to be used by a specific person

Creator Names

Personal Names

Guideline	Examples
If known, use the authorized form of the name from the Library of Congress Authorities	Kittrell, Norman G. (Norman Goree), 1849-1927
If no authorized version is available, enter the most complete version of the name that is known using proper formatting:	
a. Invert names (Last, First, Middle)	Hébert, Rachel Bluntzer

Guideline	Examples
b. Use initials if the full name(s) are not known	Reid, Samuel C.
c. Do not change the order of names	Davis, J. Mark
d. Use spaces between initials	Blackburn, J. K. P.
e. Separate hyphenated first names with a hyphen instead of a space if only initials are known	Hsieh, P.-C.
f. Put additional middle names after the first name	Briscoe, Mary Jane Harris
g. Keep hyphenated "last names" and compound surnames together	<ul style="list-style-type: none"> • Donahue-Smith, James A. • Hasanul Basher, A. M.
h. Consider multiple parts (von, de la, etc.) as part of the last name	de la Peña, L. R.
If it is unclear which part of the name is the surname, enter the name as it appears on the item	
Use appropriate abbreviations:	
a. Only include known titles (Dr., Rev., Capt., etc.) before the first name if: <ul style="list-style-type: none"> • The title is necessary for clarification of the name (e.g., if the given name for a married woman is unknown) • The title is the only part of the name known (aside from a surname) 	<ul style="list-style-type: none"> • Morris, Mrs. Harry Joseph • Ross, Lieutenant
b. Include suffixes that are a part of the name (Jr., Sr., etc.) at the end of the name after a second comma	Roberts, Frank H. H., Jr.
<ul style="list-style-type: none"> • Do not include: <ul style="list-style-type: none"> ○ nicknames ○ abbreviations ○ titles that do not fit the criteria above ○ job or educational qualifiers (C.E., D.D.S., Ph.D., etc.) 	<i>Name:</i> Parera, Mahendra <i>Info:</i> M.B.B.S., Ph.D., M.D., MRCPsych, FRANZCP; Albert Road Clinic, Melbourne, Australia

Guideline	Examples
<ul style="list-style-type: none"> • Some common historical personal name abbreviations: <ul style="list-style-type: none"> ◦ Chas. = Charles ◦ Geo. = George ◦ Jas. = James ◦ Jno. = John ◦ Thos. = Thomas ◦ Wm. = William • Alternate versions and omitted information may be added to the “info” section 	<p><i>Name:</i> James, Thomas Leroy</p> <p><i>Info:</i> Thos. L. James</p>
<ul style="list-style-type: none"> • If the same person is responsible for multiple items: <ul style="list-style-type: none"> ◦ Enter the name as consistently as possible in every record ◦ Use the fullest form of the name that is available 	
<ul style="list-style-type: none"> • If the name changes and it is <i>certainly</i> the same person: <ul style="list-style-type: none"> ◦ Use the later/most current version ◦ Include the former name in the info section if that version is used in the text • When in doubt, enter the name as it appears on the item 	<p><i>Name:</i> Gaines, Ann</p> <p><i>Info:</i> Ann Sanders</p>
<ul style="list-style-type: none"> • Only include the names of specific persons (or organizations) • In cases where the name is not known (e.g., “Staff Photographer”), either: <ul style="list-style-type: none"> ◦ Leave the creator field blank ◦ Include the name of the parent organization and add details in the “info” section 	<p><i>Name:</i> Texas. Department of Transportation.</p> <p><i>Info:</i> Staff Photographer</p>

Organization Names

Guideline	Examples
<ul style="list-style-type: none"> • If known, use the authorized form of the name from the Library of Congress Authorities • Otherwise, use these formatting guidelines: 	<p>Geological Survey (U.S.)</p>
<p>For non-government or single-level bodies:</p>	
<ul style="list-style-type: none"> • Use the name as it appears in the item 	<p>Dallas Heritage Village</p>

Guideline	Examples
<ul style="list-style-type: none"> Do not invert personal names that are parts of organizational names 	R. L. Polk & Co.
<ul style="list-style-type: none"> Write out names rather than using acronyms 	Monsoon Asia Integrated Regional Study
For hierarchical agencies or entities:	
<ul style="list-style-type: none"> List agency or body parts in hierarchical order, starting at the highest level and ending with the most specific 	Texas State College for Women. College of Industrial Arts.
<ul style="list-style-type: none"> Separate the elements of the hierarchy with periods 	Dallas (Tex.). Police Department.
<ul style="list-style-type: none"> Preface the name of government agencies with the name of the country or state 	Washington (State). State Building Code Advisory Council. Energy Code Committee.
<ul style="list-style-type: none"> If a hierarchy is unclear, record the name as it appears on the item 	
For United States agencies:	
<ul style="list-style-type: none"> Spell out “United States” unless there is an authorized version that abbreviates it 	United States. Bureau of Mines.
<ul style="list-style-type: none"> In the case of a long (well-known) name, it may be shortened by eliminating unnecessary parts <ul style="list-style-type: none"> For example, the Library of Congress Authorities often omit upper-level intermediary divisions, such as the secondary level in “United States. National Security Council. Central Intelligence Agency.” 	United States. Central Intelligence Agency.
For non-U.S. agencies:	
<ul style="list-style-type: none"> When using an authorized form of the name, it may be appropriate to add notes to the “info” section: <ul style="list-style-type: none"> If the name is written in a language other than English, add the English translation (if known) If the name is written in English, additional forms from the item may be added 	<p><i>Name:</i> Han’guk Kwahak Kisurwŏn</p> <p><i>Info:</i> Korea Advanced Institute of Science and Technology</p>
<p>China (Republic : 1949-). Huan jing bao hu shu.</p>	

Guideline	Examples
<ul style="list-style-type: none"> If there is no authorized form, follow general formatting rules 	

Creator Type

- Choose the appropriate creator type:

Guideline	Examples
If the creator is an individual	Personal
If the creator is a company, organization, association, agency, or other institution	Organization
<p>If it is unclear whether the creator name belongs to an individual or an organization, use "Personal" and format the name appropriately</p> <ul style="list-style-type: none"> (If it is important to document or clarify this choice, use a Non-Display Note) 	

- In some rare and very specific cases, other options may apply:

Guideline	Examples
<p>If the creator is a conference or other event that produces papers and materials (as an entity rather than named individual participants or a hosting organization)</p> <ul style="list-style-type: none"> For example: a statement drafted by all members of a symposium or conference as part of the activities of the meeting There are other ways to represent an event related to the creation of an item, such as <i>Source</i>, when the event <i>itself</i> is not the creator 	Event
<p>If the creator is a computer program that generates data or files independently</p> <ul style="list-style-type: none"> E.g.: an automatically-generated file created while a computer program was running 	Software

Creator Role

Entering Roles

- Choose the appropriate creator role from the controlled vocabulary

Guideline	Examples
If the role is not listed:	

Guideline	Examples
<ul style="list-style-type: none"> Choose “Other” Include clarification in the “Info” section 	<p><i>Name:</i> Phillips, Nelson</p> <p><i>Role:</i> Other</p> <p><i>Info:</i> Speaker; Associate Justice or the Supreme Court</p>
If more than one role applies to the creator:	
<ul style="list-style-type: none"> Choose the primary or most encompassing role (or the one listed first) Explain the details in the info section 	<p><i>Name:</i> Harden, Leland</p> <p><i>Role:</i> Editor</p> <p><i>Info:</i> Executive Editor; Sponsor</p>

Assigning Roles

- Although the same list of roles is available for both creators and contributors, some roles will generally only apply to contributors:
 - Agents who only had responsibility for a part, e.g., author of introduction, etc.; witness; consultant; expert
 - Agents who had an indirect relationship, e.g., funder, sponsor, former owner, donor
 - Additional explanation is on our creator and contributor [definition page](#)
- The role should describe the action that the agent took in creating the item and it may not align with job titles or credentials, for example:

	Agents	Role	Field	Example
“Director”	director of a performance (film, play, concert, etc.)	Director	Creator	<p><i>Name:</i> Homer, Paula</p> <p><i>Type:</i> Personal</p> <p><i>Role:</i> Director</p> <p><i>Info:</i> UNT Opera Theater</p>

	Agents	Role	Field	Example
	executive director of an agency with no apparent personal contribution to the item	n/a	Creator	<i>Name:</i> Texas. Department of Transportation. <i>Type:</i> Organization <i>Role:</i> Author <i>Info:</i> Phil Wilson, Executive Director
	executive director of an agency with a described or understandable role (e.g., author of transmittal letter)	Author of introduction, etc. (or another appropriate role)	Contributor	<i>Name:</i> Camargo, Gene <i>Type:</i> Personal <i>Role:</i> Author of introduction, etc. <i>Info:</i> Director of Building Inspections
"Performer"	<ul style="list-style-type: none"> • musician in a recital or concert • actor in a play or movie 	Performer	Creator	<i>Name:</i> North Texas Wind Symphony <i>Type:</i> Organization <i>Role:</i> Performer
	a person/organization that "performed" work or research (aside from, or in addition to, specific person/s who authored a report or created some product of the work)	Originator, Researcher, or another appropriate role	Creator	<i>Name:</i> Quigg, Antonietta Salvatrice <i>Type:</i> Personal <i>Role:</i> Author

	Agents	Role	Field	Example
			Contributor	<i>Name:</i> Texas Water Development Board <i>Type:</i> Organization <i>Role:</i> Originator
"Consultant"	a consulting company or person that authors a report	Author	Creator	<i>Name:</i> Kerley, Gerald Irwin <i>Type:</i> Personal <i>Role:</i> Author <i>Info:</i> Kerley Technical Consultant, Appomattox, VA)
	<ul style="list-style-type: none"> • a consultant who provided information as a contribution to a report • a consultant who spoke during recorded/transcribed proceedings (could also be an "expert" or "witness" depending on the context) 	Consultant	Contributor	<i>Name:</i> Kanto, Leonard E. <i>Type:</i> Personal <i>Role:</i> Consultant <i>Info:</i> State of Texas Professional Engineer; Consultant Engineer

Creator Info

- Info is not required as part of the creator entry
- This field is only for information about the creator listed in or directly related to the object
- The info field is not intended for biographies or lengthy descriptions of the agent
- It is not necessary to do research to find information; this field is only used for readily-available notes

Guideline	Examples
<ul style="list-style-type: none"> • Include information that clarifies the role of the creator 	<p>Co-Editor</p>
<ul style="list-style-type: none"> • Include other relevant information known about the creator that relates to the object, such as: <ul style="list-style-type: none"> ◦ Additional forms of the creator’s name ◦ Addresses ◦ Birth and death dates (not part of an authorized name) ◦ Organizational affiliations ◦ Other information associated with the name 	<ul style="list-style-type: none"> • Geo. S. Anderson • 1906-2005 • Ph.D.; Texas A & M University Real Estate Center • “By his son, the late Wilson Gregg” (d. 1899)
<ul style="list-style-type: none"> • For an agency, the info may include: <ul style="list-style-type: none"> ◦ Persons associated with the organization who did not have another role (e.g., directors) ◦ Acronyms, abbreviations, or alternative name forms ◦ Additional omitted hierarchical components (e.g., for some federal agencies) 	<ul style="list-style-type: none"> • LLNL • U.S. Department of Agriculture, Office of Experiment Stations; W. O. Atwater, Director
<ul style="list-style-type: none"> • There are no strict formatting requirements for info, but here are some suggestions: <ul style="list-style-type: none"> ◦ List each name, fact, or statement individually and separate them with semicolons or periods ◦ Use sentence form when relevant, or when taken directly from the item ◦ Quotation marks may be used when quoting information directly from the item 	<ul style="list-style-type: none"> • California Univ., Berkeley, CA (United States). Dept. of Geology and Geophysics Lawrence Berkeley Lab., CA (United States) • Freegift Vandervoort, of Carrizo Springs, Texas ; F. Vandervoort • Member of the Association of American Directory Publishers”

Other Examples:

Book

- *Name:* Farrar, R. M.
- *Type:* Personal
- *Role:* Author

Yearbook

- *Name:* North Texas Laboratory School
- *Type:* Organization
- *Role:* Author

- *Name:* Mays, Sharon
- *Type:* Personal
- *Role:* Editor
- *Information:* Co-Editor

- *Name:* Wyss, Margaret
- *Type:* Personal
- *Role:* Editor
- *Information:* Co-Editor

Genealogical newsletter

- *Name:* Texas State Genealogical Society
- *Type:* Organization
- *Role:* Author

- *Name:* Pryor, Frances
- *Type:* Personal
- *Role:* Editor

Atlas

- *Name:* Geological Survey (U.S.)
- *Type:* Organization
- *Role:* Author
- *Information:* U.S. Department of the Interior, Geological Survey; J. W. Powell, Director

- *Name:* Dutton, Clarence E.
- *Type:* Personal
- *Role:* Author
- *Information:* Capt. Clarence E. Dutton U.S.A. - Author of "Tertiary History of the Grand Canon District"

Collection of legal papers

- *Name:* Blades, J. R.
- *Type:* Personal
- *Role:* Compiler
- *Information:* Clerk, District Court, Henderson County

Painting

- *Name:* Seurat, Georges, 1859-1891
- *Type:* Personal
- *Role:* Artist
- *Information:* French

Research report

- *Name:* Moris, Marlene C.
- *Type:* Personal
- *Role:* Author
- *Information:* International Centre for Diffraction Data

- *Name:* McMurdie, Howard F.
- *Type:* Personal
- *Role:* Author
- *Information:* International Centre for Diffraction Data

- *Name:* Evans, Eloise H.
- *Type:* Personal
- *Role:* Author
- *Information:* International Centre for Diffraction Data

- *Name:* Paretzkin, Boris
- *Type:* Personal
- *Role:* Author
- *Information:* International Centre for Diffraction Data

- *Name:* Parker, Harry S.
- *Type:* Personal
- *Role:* Author
- *Information:* International Centre for Diffraction Data

- *Name:* Panagiotopoulos, Nicholas C.
- *Type:* Personal
- *Role:* Author
- *Information:* International Centre for Diffraction Data

- *Name:* Hubbard, Camden R.
- *Type:* Personal
- *Role:* Author
- *Information:* National Measurement Laboratory, National Bureau of Standards, Washington D.C.

Map

- *Name:* Hill, Robert Thomas, 1858-1941
- *Type:* Personal
- *Role:* Cartographer
- *Information:* "By Robert T. Hill"

Opera score

- *Name:* Smith, Julia, 1905-1989
- *Type:* Personal
- *Role:* Composer
- *Information:* Music by Julia Smith

Laws of Texas

- *Name:* Texas (Republic). Secretary of State.
- *Type:* Organization
- *Role:* Compiler

City directory

- *Name:* Morrison & Fourmy Directory Co.
- *Type:* Organization
- *Role:* Compiler
- *Information:* Compilers, Publishers and Proprietors

Committee report

- *Name:* Texas. Legislature. House of Representatives. Committee on Business and Industry.
- *Type:* Organization
- *Role:* Author

Photograph

- *Name:* Dallas (Tex.). Police Department.
- *Type:* Organization
- *Role:* Photographer
- *Information:* Staff photographer

Comments

- Name fields are connected to the [UNT Name App](#), which will try to match text against local authority files. Editors should always choose an authorized form from the list if it is available.
- The creator field is not constrained by the AACR2 practice of limiting creators to three or fewer names. Include as many creators as are readily available.
- If the creator and the publisher are the same, repeat the name in the :doc: *Publisher* </fields/publisher> element.
- Individuals or organizations with lesser responsibility for creation of the intellectual content of the resource should be recorded in the :doc: *Contributor* </fields/contributor> element instead of the creator element. Some examples of contributors are collector, donor, section editor, etc.
- The creator roles come primarily from MARC [relator codes](#); not all of the Library of Congress roles are included in the UNT system and several local codes have been added to the UNT list.

Resources

- [UNT Creator Role controlled vocabulary](#)
- [UNT Creator Type controlled vocabulary](#)
- [Creator and Contributor Definitions](#) (how to choose which one to use)
- [UNT Name App](#)
- [Library of Congress](#)
 - [Authorities](#)
 - [Linked Data Service](#)
- [OCLC Worldcat](#)
- [Worldcat via FirstSearch](#) (Accessible to UNT staff/students)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Contributor

Definition

A person, agency, or organization that has played an important but secondary role in creating the content of the resource and is not specified in the creator element.

Where Can the Contributor Information be Found?

In some cases, contributors may come from accompanying or supplementary information, but they may also be found on:

Item Types	Information Sources
For text	<ul style="list-style-type: none">• title page• cover• end of document• copyright statement• acknowledgments
For images	<ul style="list-style-type: none">• notes on bottom or back of a photograph• envelope, slip cover, or case
For maps	<ul style="list-style-type: none">• statement in a caption• notes around the outside of the map
For music scores	<ul style="list-style-type: none">• title page or header• top of page• table of contents
For videos	<ul style="list-style-type: none">• label on disc• container cover• title screen(s) or credits
For sound files	<ul style="list-style-type: none">• information on disc/cassette• container information

Item Types	Information Sources
For computer files	<ul style="list-style-type: none"> • title page/screen • statement in a header/footer

How Contributor Works in the Metadata Form

Contributor
Help

The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource

Used to designate if a contributor is an individual or an organization

Contributor Type ▾

The role that the person or organization played in the creation or lifecycle of the item

Contributor Role ▾

Additional information about the contributor related to the specific item

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Parts:

1. Contributor name – text field
2. Contributor type – drop-down menu
3. Contributor role – drop-down menu
4. Contributor information – text field

Repeatable?

Yes - to include multiple contributors, click 'Add' to repeat all field parts

Required?

No (more information)

How Should the Contributor be Filled in?

General Contributor Rules

- If no contributor information is readily available, leave the field blank
- Only include individuals/organizations who had secondary responsibility for the item, or who were only responsible for a portion of the work
 - Primary “contributors” should be entered as creators instead
 - A name should never be entered as both a creator and a contributor; if an agent acts

in multiple capacities, see the [Role](#) section for clarification

- For more information about when a person/organization is a creator or a contributor, see our [definition page](#)
- An entity **must** have a direct relationship to the item that can be explicated in order to be included as a contributor
 - If there is information about a person/organization that cannot be expressed as a role, it may be appropriate to add it elsewhere, such as a [Note](#) or [Info](#) in relation to an established contributor
- Include as many contributors as are readily available
 - Place them in order of importance
 - If contributors are equally important, list them in the order that they appear
 - If a document has an excessively large number of creators or authors (e.g., several hundred researchers) include the parent organizations as creators and the individual persons as contributors
- For each contributor the name, type, and role are **required**
- If possible, consult an authority file to find the correct form of the name, such as:
 - The [UNT Name App](#)
 - The [Library of Congress Authorities](#)
 - A locally-developed utility
- Note that organizational names generally reflect the name of the agency at the time the item was created – e.g., Texas (Republic) vs. Texas, or North Texas State University vs. University of North Texas – however, if possible, personal names will generally reflect a single, most current version when multiple names (initials, maiden names, etc.) are known to be used by a specific person

Contributor Names

Personal Names

Guideline	Examples
If known, use the authorized form of the name from the Library of Congress Authorities	Agapkin, Vasiliĭ Ivanovich, 1884-1964
If no authorized version is available, enter the most complete version of the name that is known using proper formatting:	
a. Invert names (Last, First, Middle)	McCaleb, Walter Flavius
b. Use initials if the full name(s) are not known	Henderson, Charles V.
c. Do not change the order of names	Mitchell, A. Cameron

Guideline	Examples
d. Use spaces between initials	Blackburn, J. K. P.
e. Separate hyphenated first names with a hyphen instead of a space if only initials are known	Fang, H.-C.
f. Put additional middle names after the first name	Sonneck, Oscar George Theodore
g. Keep hyphenated “last names” and compound surnames together	Ala’i-Rosales, Shahla S. Martinez Fischer, Ferdinand Frank
h. Consider multiple parts (von, de la, etc.) as part of the last name	de Almeida Lobo, Adriana
<ul style="list-style-type: none"> • If it is unclear which part of the name is the surname, enter the name as it appears on the item 	
Use appropriate abbreviations:	
<p>a. Only include known titles (Dr., Rev., Capt., etc.) before the first name if:</p> <ul style="list-style-type: none"> • The title is necessary for clarification of the name (e.g., if the given name for a married woman is unknown) • The title is the only part of the name known (aside from a surname) 	<ul style="list-style-type: none"> • Hastings, Mrs. F. S. • Jones, Dr.
b. Include suffixes that are a part of the name (Jr., Sr., etc.) at the end of the name after a second comma	Williams, J. F. C., Jr.
<ul style="list-style-type: none"> • Do not include: <ul style="list-style-type: none"> ○ nicknames ○ abbreviations ○ titles that do not fit the criteria above ○ job or educational qualifiers (C.E., D.D.S., Ph.D., etc.) 	<p><i>Name:</i> Alwin, Lawrence F. <i>Info:</i> CPA; State Auditor</p>

Guideline	Examples
<ul style="list-style-type: none"> • Some common historical personal name abbreviations: <ul style="list-style-type: none"> ◦ Chas. = Charles ◦ Geo. = George ◦ Jas. = James ◦ Jno. = John ◦ Thos. = Thomas ◦ Wm. = William • Alternate versions and omitted information may be added to the “info” section 	<p><i>Name:</i> Dunlap, George P. <i>Info:</i> Geo. P. Dunlap</p>
<ul style="list-style-type: none"> • If the same person is responsible for multiple items: <ul style="list-style-type: none"> ◦ Enter the name as consistently as possible in every record ◦ Use the fullest form of the name that is available 	
<ul style="list-style-type: none"> • If the name changes and it is <i>certainly</i> the same person: <ul style="list-style-type: none"> ◦ Use the later/most current version ◦ Include the former name in the info section if that version is used in the text • When in doubt, enter the name as it appears on the item 	<p><i>Name:</i> Gaines, Ann <i>Info:</i> Ann Sanders</p>
<ul style="list-style-type: none"> • Only include the names of specific persons (or organizations) • In cases where the name is not known (e.g., “Staff Photographer”), either: <ul style="list-style-type: none"> ◦ Leave the contributor field blank ◦ Include the name of the parent organization and add details in the “info” section 	<p><i>Name:</i> Associated Press <i>Info:</i> Staff Photographer</p>

Organization Names

Guideline	Examples
<ul style="list-style-type: none"> • If known, use the authorized form of the name from the Library of Congress Authorities • Otherwise, use these formatting guidelines: 	<p>Geological Survey (U.S.)</p>
<p>For non-government or single-level bodies:</p>	
<ul style="list-style-type: none"> • Use the name as it appears in the item 	<p>Camp Wolters Public Relations Branch</p>
<ul style="list-style-type: none"> • Do not invert personal names that are parts of organizational names 	<p>Julis Bien & Co.</p>

Guideline	Examples
<ul style="list-style-type: none"> Write out names rather than using acronyms 	<p><i>Name:</i> New York University <i>Info:</i> NYU</p>
For hierarchical agencies or entities:	
<ul style="list-style-type: none"> List agency or body parts in hierarchical order, starting at the highest level and ending with the most specific 	University of Texas. Bureau of Research in the Social Sciences.
<ul style="list-style-type: none"> Separate the elements of the hierarchy with periods 	Osk Ridge National Laboratory. Chemical Technology Division.
<ul style="list-style-type: none"> Preface the name of government agencies with the name of the country or state 	Martin County (Fla.). Board of Commissioners.
<ul style="list-style-type: none"> If a hierarchy is unclear, record the name as it appears on the item 	
For United States agencies:	
<ul style="list-style-type: none"> Spell out “United States” unless there is an authorized version that abbreviates it 	<ul style="list-style-type: none"> United States. Navy. Training Division. Bureau of Aeronautics. U.S. Coast and Geodetic Survey
<ul style="list-style-type: none"> In the case of a long (well-known) name, it may be shortened by eliminating unnecessary parts <ul style="list-style-type: none"> For example, the Library of Congress Authorities often omit upper-level intermediary divisions, such as the secondary level in “United States. National Security Council. Central Intelligence Agency.” 	United States. Central Intelligence Agency.
For non-U.S. agencies:	
<ul style="list-style-type: none"> When using an authorized form of the name, it may be appropriate to add notes to the “info” section: <ul style="list-style-type: none"> If the name is written in a language other than English, add the English translation (if known) If the name is written in English, additional forms from the item may be added 	<p><i>Name:</i> Han’guk Kich’o Kwahak Chiwŏn Yŏn’guwŏn <i>Info:</i> Korea Basic Science Institute; Taejon, Republic of Korea</p>
	Instituto de Investigaciones Geológicas (Chile)

Guideline	Examples
<ul style="list-style-type: none"> If there is no authorized form, follow general formatting rules 	Mexico. Secretaría de la Economía Nacional Dirección General de Minas y Petróleo.

Contributor Type

- Choose the appropriate contributor type:

Guideline	Examples
If the contributor is an individual	Personal
If the contributor is a company, organization, association, agency, or other institution	Organization
<p>If it is unclear whether the contributor name belongs to an individual or an organization, use “Personal” and format the name appropriately</p> <ul style="list-style-type: none"> (If it is important to document or clarify this choice, use a Non-Display Note) 	

- In some rare and very specific cases, other options may apply:

Guideline	Examples
<p>If the contributor is a conference or other event that produces papers and materials (as an entity rather than named individual participants or a hosting organization)</p> <ul style="list-style-type: none"> For example: a statement drafted by all members of a symposium or conference as part of the activities of the meeting There are other ways to represent an event related to the creation of an item, such as Source, when the event <i>itself</i> is not the contributor 	Event
<p>If the contributor is a computer program that generates data or files independently</p> <ul style="list-style-type: none"> E.g.: an automatically-generated file created while a computer program was running 	Software

Contributor Role

Entering Roles

- Choose the appropriate contributor role from the controlled vocabulary

Guideline	Examples
If the role is not listed:	

Guideline	Examples
<ul style="list-style-type: none"> Choose "Other" Include clarification in the "Info" section 	<p><i>Name:</i> Caffey, Wiley L. <i>Role:</i> Other <i>Info:</i> Business Manager</p>
<p>If more than one role applies to the contributor:</p>	
<ul style="list-style-type: none"> Choose the primary or most encompassing role (or the one listed first) Explain the details in the info section 	<p><i>Name:</i> Etter, Amanda Perez <i>Role:</i> Editor <i>Info:</i> Managing Editor; Sponsor</p>

Assigning Roles

- Although the same list of roles is available for both creators and contributors, some roles will generally only apply to contributors:
 - Agents who only had responsibility for a part, e.g., author of introduction, etc.; witness; consultant; expert
 - Agents who had an indirect relationship, e.g., funder, sponsor, former owner, donor
 - Additional explanation is on our contributor and contributor [definition page](#)
- The role should describe the action that the agent took in creating the item and it may not align with job titles or credentials, for example:

	Agents	Role	Field	Example
"Director"	director of a performance (film, play, concert, etc.)	Director	Creator	<p><i>Name:</i> Homer, Paula <i>Type:</i> Personal <i>Role:</i> Director <i>Info:</i> UNT Opera Theater</p>

	Agents	Role	Field	Example
	executive director of an agency with no apparent personal contribution to the item	n/a	Creator	<i>Name:</i> Texas. Department of Transportation. <i>Type:</i> Organization <i>Role:</i> Author <i>Info:</i> Phil Wilson, Executive Director
	executive director of an agency with a described or understandable role (e.g., author of transmittal letter)	Author of introduction, etc. (or another appropriate role)	Contributor	<i>Name:</i> Camargo, Gene <i>Type:</i> Personal <i>Role:</i> Author of introduction, etc. <i>Info:</i> Director of Building Inspections
"Performer"	<ul style="list-style-type: none"> • musician in a recital or concert • actor in a play or movie 	Performer	Creator	<i>Name:</i> North Texas Wind Symphony <i>Type:</i> Organization <i>Role:</i> Performer
	a person/organization that "performed" work or research (aside from, or in addition to, specific person/s who authored a report or created some product of the work)	Originator, Researcher, or another appropriate role	Creator	<i>Name:</i> Quigg, Antonietta Salvatrice <i>Type:</i> Personal <i>Role:</i> Author

	Agents	Role	Field	Example
			Contributor	<i>Name:</i> Texas Water Development Board <i>Type:</i> Organization <i>Role:</i> Originator
"Consultant"	a consulting company or person that authors a report	Author	Creator	<i>Name:</i> Kerley, Gerald Irwin <i>Type:</i> Personal <i>Role:</i> Author <i>Info:</i> Kerley Technical Consultant, Appomattox, VA
	<ul style="list-style-type: none"> • a consultant who provide information as a contribution to a report • a consultant who spoke during recorded/transcribed proceedings (could also be an "expert" or "witness" depending on the context) 	Consultant	Contributor	<i>Name:</i> Kanto, Leonard E. <i>Type:</i> Personal <i>Role:</i> Consultant <i>Info:</i> State of Texas Professional Engineer; Consultant Engineer

Contributor Info

- Info is not required as part of the contributor entry
- This field is only for information about the contributor listed in or directly related to the object
- The info field is not intended for biographies or lengthy descriptions of the agent
- It is not necessary to do research to find information; this field is only used for readily-

Guideline	Examples
<ul style="list-style-type: none"> • Include information that clarifies the role of the contributor, e.g.: <ul style="list-style-type: none"> ◦ For composers, the name of the piece(s) ◦ For journals or compiled documents, the title(s) of pieces authored by the contributor 	<ul style="list-style-type: none"> • Consulting Engineer • Trio for Piano, Violin and Cello in C Major, K. 548 (1788) • Baby Lore: The Why and Wherefore of It
<ul style="list-style-type: none"> • Include other relevant information known about the contributor that relates to the object, such as: <ul style="list-style-type: none"> ◦ Additional forms of the contributor's name ◦ Addresses ◦ Birth and death dates (not part of an authorized name) ◦ Organizational affiliations ◦ Other information associated with the name 	<ul style="list-style-type: none"> • Judge Sam'l A. Roberts • LMSW; Manager, Purchased Health Services Unit • Houston, Texas
<ul style="list-style-type: none"> • For an agency, the info may include: <ul style="list-style-type: none"> ◦ Persons associated with the organization who did not have another role (e.g., directors) ◦ Acronyms, abbreviations, or alternative name forms ◦ Additional omitted hierarchical components (e.g., for some federal agencies) 	<ul style="list-style-type: none"> • CEA • U.S. Department of the Interior, Bureau of Mines
<ul style="list-style-type: none"> • There are no strict formatting requirements for info, but here are some suggestions: <ul style="list-style-type: none"> ◦ List each name, fact, or statement individually and separate them with semicolons or periods ◦ Use sentence form when relevant, or when taken directly from the item ◦ Quotation marks may be used when quoting information directly from the item 	<ul style="list-style-type: none"> • Rev. R. G. Mood, M.A., D.D. ; Secretary and Editor of the North Texas Conference • "Under Four Flags on Texas Soil, By A. Garland Adair, Editor, The Mexia Daily News"

Other Examples:

Book

- *Name:* Ben C. Jones & Co.
- *Type:* Organization
- *Role:* Printer
- *Information:* "Printers, Electrotypers and Binders, Austin."

Yearbook

- *Name:* Richards, Olan
- *Type:* Personal
- *Role:* Editor
- *Information:* Art Editor

- *Name:* American Beauty Cover Company
- *Type:* Organization
- *Role:* Artist

- *Name:* Abilene Printing and Stationery Company
- *Type:* Organization
- *Role:* Printer

- *Name:* Thurman's Studio
- *Type:* Organization
- *Role:* Photographer

- *Name:* Southwest Engraving Company
- *Type:* Organization
- *Role:* Engraver

Journal issue

- *Name:* Baldwin, Dan
- *Type:* Personal
- *Role:* Editor
- *Information:* Assistant Editor

- *Name:* Riddle, Peggy
- *Type:* Personal
- *Role:* Editor
- *Information:* Assistant Editor

Research report

- *Name:* Texas Water Development Board
- *Type:* Organization
- *Role:* Sponsor

- *Name:* Guadalupe-Blanco River Authority (Tex.)
- *Type:* Organization
- *Role:* Funder

- *Name:* Upper Guadalupe River Authority
- *Type:* Organization
- *Role:* Funder

- *Name:* Headwaters Groundwater Conservation District
- *Type:* Organization
- *Role:* Consultant

- *Name:* Cow Creek Groundwater Conservation District
- *Type:* Organization
- *Role:* Consultant

- *Name:* Kendall County Water Control and Improvement District #1
- *Type:* Organization
- *Role:* Consultant

- *Name:* Kerr County (Tex.)
- *Type:* Organization
- *Role:* Consultant

- *Name:* Kendall County (Tex.)
- *Type:* Organization
- *Role:* Consultant

Map

- *Name:* United States. Bureau of Naval Personnel. Educational Services Section.
- *Type:* Organization
- *Role:* Distributor
- *Information:* [United States.] Navy Dept. BuPers. Educational Services Section.; Navy distribution. Washington, D. C.

- *Name:* Harrison, Richard Edes
- *Type:* Personal
- *Role:* Cartographer
- *Information:* Base map for "Pacific War in the Air" drawn by Richard Edes Harrison. Copyright, Fortune.

- *Name:* United States. Office of Strategic Services.
- *Type:* Organization
- *Role:* Cartographer
- *Information:* Map of South Burma and Thailand "prepared in the R and A Branch, O.S.S."

Legal estate transfer

- *Name:* Sayles, Mary E.
- *Type:* Personal
- *Role:* Other
- *Information:* Transferee

- *Name:* Turnee, Sam
- *Type:* Personal
- *Role:* Author
- *Information:* Notary Public

- *Name:* Collins, E. H.
- *Type:* Personal
- *Role:* Witness

Dissertation

- *Name:* Wilhelm, Ronald
- *Type:* Personal
- *Role:* Chair or Major Professor
- *Information:* Major Professor

- *Name:* Ausbrooks, Carrie Y.
- *Type:* Personal
- *Role:* Committee member
- *Information:* Minor Professor

- *Name:* Cowart, Melinda
- *Type:* Personal
- *Role:* Committee member

Opera score

- *Name:* Harding, Bertita
- *Type:* Personal
- *Role:* Librettist

- *Name:* Ballenger, Kenneth L.
- *Type:* Personal
- *Role:* Author of introduction, etc.
- *Information:* Prof. Kenneth L. Ballenger; Author of synopsis (page ii).

Comments

- Name fields are connected to the [UNT Name App](#), which will try to match text against local authority files. Editors should always choose an authorized form from the list if it is available.
- The contributor field is not constrained by the AACR2 practice of limiting contributors to three or fewer names. Include as many contributors as are readily available.
- If the contributor and the publisher are the same, repeat the name in the [Publisher](#) element.
- Individuals or organizations with greater or complete responsibility for creation of the intellectual content of the resource should be recorded in the [Creator](#) element instead of the contributor element. Some examples of creators are author, editor, compiler, etc. (when applicable to the whole item)
- The contributor roles come primarily from MARC [relator codes](#); not all of the Library of Congress roles are included in the UNT system and several local codes have been added to the UNT list.

Resources

- [UNT Contributor Role controlled vocabulary](#)
- [Contributor and Contributor Definitions definition page](#) (how to choose which one to use)
- [UNT Name App](#)
- [Library of Congress](#)
 - [Authorities](#)
 - [Linked Data Service](#)
- [OCLC Worldcat](#)
- [Worldcat via FirstSearch](#) (Accessible to UNT staff/students)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Publisher

Definition

An entity responsible for making the resource available: the publisher of the original work.

Where Can the Publisher Information be Found?

- A publisher can be a publishing house, an organization, a service, a corporate body, a government agency, a museum, a historical society, a university, a project, a repository, a person, etc. and may be found on:
 - a copyright page
 - an inside cover of a book
 - a colophon
 - a logo stamped on a photograph, map, or cover of a book
 - accompanying or supplementary information

How Publisher Works in the Metadata Form

The screenshot shows a metadata form titled "Publisher". At the top right, there is a "Help" button. The form contains three text input fields with the following labels:

- The name of the person or organization that published the item*
- The place of publication of the original work*
- Additional information about the publisher related to the specific item*

At the bottom right of the form, there are four buttons: "TC" (green), "ψ" (blue), "+" (green), and "x" (red).

Parts:

1. Publisher name – text field
2. Publisher location – text field
3. Publisher information – text field

Repeatable?

Yes - to include multiple publishers, click 'Add' to repeat all field parts

Required?

No (more information)

How Should the Publisher be Filled in?

General Publisher Rules

- If no publisher statement is present on the resource or its documentation, leave the field blank
- When relevant, multiple publishers can be included, but it may be appropriate for a second publisher to be listed as a contributor instead (for example, a “printer” or “distributor”)

Publisher Names

Guideline	Examples
<ul style="list-style-type: none">• If known, use the authorized form of the name from the Library of Congress Authorities	United States. Government Printing Office.
<ul style="list-style-type: none">• If no authorized version is available, enter the most complete version of the name that is known using proper formatting:	
<ul style="list-style-type: none">• Do not invert names of individuals (for self-publishing)	Roberta Wright Rylander
For non-government or single-level bodies:	
<ul style="list-style-type: none">• Use the name as it appears in the item	Lewis Publishing Company
<ul style="list-style-type: none">• Do not invert personal names that are parts of organizational names	A. C. Baldwin & Sons
<ul style="list-style-type: none">• Put [square brackets] around publisher names if it is important to clarify components that do not come from the resource itself	[Houston] Chamber of Commerce
<ul style="list-style-type: none">• Write out names rather than using acronyms	<i>Name:</i> University of North Texas <i>Info:</i> UNT

Guideline	Examples
For hierarchical agencies or entities:	
<ul style="list-style-type: none"> List agency or body parts in hierarchical order, starting at the highest level and ending with the most specific 	Fort Wolters (Tex.). United States Army Primary Helicopter School.
<ul style="list-style-type: none"> Separate the elements of the hierarchy with periods 	American Chemical Society. Division of Chemical Information.
<ul style="list-style-type: none"> Preface the name of government agencies with the name of the country or state 	Texas. Legislature. Senate. Committee on Transportation.
<ul style="list-style-type: none"> If a hierarchy is unclear, record the name as it appears on the item 	
For United States agencies:	
<ul style="list-style-type: none"> Spell out “United States” unless there is an authorized version that abbreviates it 	<ul style="list-style-type: none"> [United States.] Army Information Branch. United States. Department of Commerce. Office of Technical Services.
<ul style="list-style-type: none"> In the case of a long (well-known) name, it may be shortened by eliminating unnecessary parts <ul style="list-style-type: none"> For example, the Library of Congress Authorities often omit upper-level intermediary divisions, such as the secondary level in “United States. National Security Council. Central Intelligence Agency.” 	United States. Central Intelligence Agency.
For non-U.S. agencies:	
<ul style="list-style-type: none"> When using an authorized form of the name, it may be appropriate to add notes to the “info” section: <ul style="list-style-type: none"> If the name is written in a language other than English, add the English translation (if known) If the name is written in English, additional forms from the item may be added 	<p><i>Name:</i> Japan. Kankyōshō.</p> <p><i>Info:</i> [Japan] Ministry of the Environment</p> <p>China (Republic : 1949-). Huan jing bao hu shu.</p>
<ul style="list-style-type: none"> If there is no authorized form, follow general formatting rules 	

Publisher Location

Guideline	Examples
<ul style="list-style-type: none"> • Enter the place of publication listed on the resource • Write out city and state names 	<p>Sewanee, Tennessee Austin, Texas</p>
<ul style="list-style-type: none"> • If multiple places are associated with the publisher, use the first place listed 	<p>London, England</p>
<ul style="list-style-type: none"> • If no place of publication is listed: <ul style="list-style-type: none"> ◦ Leave the location blank ◦ A less specific location (e.g., country or state only) may be used if it can be reasonably inferred 	<p>United States Idaho</p>
<ul style="list-style-type: none"> • Put the place of publication in [square brackets] if it is known but not listed on the item 	<p>[Washington D.C.]</p>

Publisher Info

- Info is not required as part of the publisher entry
- This field is only for information about the publisher listed in or directly related to the object
- It is not necessary to do research to find information; this field is only used for readily-available notes

Guideline	Examples
<ul style="list-style-type: none"> • Include other relevant information known about the publisher that relates to the object, such as: <ul style="list-style-type: none"> ◦ Additional forms of the publisher's name ◦ Dates of existence ◦ Other/multiple locations listed for a company ◦ A publishing statement printed in the resource 	<p>Raphael Tuck & Sons Co., Ltd.</p> <p>“A Multipro Reprint”</p> <hr/> <p>Printed by The Bandera Bulletin for Frontier Times Museum</p>

Other Examples:

Children's book: More Fun For Everyone

- *Publisher:* Raphael Tuck & Sons
- *Location:* London, England
- *Information:* “London, Paris & New York. Designed at the Studios in England and printed at the Fine Art Works in Bavaria.”

Photo-journal: A Camera Trip Through Camp Wolters: a picture book of the camp and its activities

- *Publisher:* The Ullman Company
- *Location:* Brooklyn, New York
- *Information:* "This book planned and printed in Gravure by the Ullman Company, Brooklyn, N. Y."

Lion's Roar, Yearbook of the North Texas Laboratory School, 1958

- *Publisher:* North Texas Laboratory School
- *Location:* Denton, Texas

- *Publisher:* Taylor Publishing Co.
- *Location:* Dallas, Texas
- *Information:* "Lithographed by Taylor Publishing Co."

U.S. Geological Survey Map: Locations and Depths of the Artesian Wells of the Black and Grand Prairies of Texas

- *Publisher:* A. Hoen & Co.
- *Location:* Baltimore, Maryland
- *Information:* "Lith. by A Hoen & Co."

French opera score: Nouvelles Poesies Morales sur Les Plus Beaux Airs de la Musique Francoise et Italienne avec la Basse.[...]

- *Publisher:* N. Lottin & J. H. Butard
- *Location:* Paris, France
- *Information:* "Chez Ph. N. Lottin, & J. H. Butard, Imprimeur - Libraries, rue Saint Jacques, proche de S. Yves, à la Verité"

World War II Poster: This man is your friend: Dutch sailor: he fights for freedom

- *Publisher:* United States. Government Printing Office.
- *Location:* Washington D.C.

Inventory of county records, Young County courthouse, Graham, Texas

- *Publisher:* North Texas State University. Center for Community Services.

- *Location:* Denton, Texas

- *Publisher:* Texas State Library. Archives Division.
- *Location:* Austin, Texas
- *Information:* Printer [and distributor]

Pamphlet: An Appeal to the People of Massachusetts, on The Texas Question.

- *Publisher:* Charles C. Little and James Brown (Firm)
- *Location:* Boston, Massachusetts

Comments

- Name fields are connected to the [UNT Name App](#), which will try to match text against local authority files. Editors should always choose an authorized form from the list if it is available.
- If the publisher and the creator are the same, repeat the name in the [Creator](#) element.
- In the case of outsourcing, the name of the contract agency performing digital services for a publisher could be recorded in the [Note](#) element.
- Publishing information about a resource from which the current resource is derived should be placed in the [Source](#) element.
- For place(s) associated with the intellectual content of the resource, use the Coverage [Place Name](#) sub-element.

Resources

- [UNT Name App](#)
- [Library of Congress](#)
 - [Authorities](#)
 - [Linked Data Service](#)
- [OCLC Worldcat](#)
- [Worldcat via FirstSearch](#) (Accessible to UNT staff/students)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Date

Definition

Dates associated with events in the life cycle of the resource.

Where Can the Date Information be Found?

In some cases the date may come from accompanying or supplementary information.

Information Sources	Creation date for this kind of item is the date or range of dates when:
<i>For text</i>	
<ul style="list-style-type: none">• title page• copyright page• cover or inside cover page	the text was published, printed, or revised
<i>For maps</i>	
<ul style="list-style-type: none">• title in a caption or legend• notes around the outside of the map	the map was printed
<i>For music scores</i>	
<ul style="list-style-type: none">• top/bottom of page• title page• table of contents	the music was finished (handwritten) or printed
<i>For videos</i>	
<ul style="list-style-type: none">• title or credit screen(s)• label on disc• container cover	the video was recorded or publicly released
<i>For sound files</i>	

Information Sources	Creation date for this kind of item is the date or range of dates when:
<ul style="list-style-type: none"> • information on disc/cassette • container information 	the disc/tape was recorded or publicly released
<i>For computer files</i>	
<ul style="list-style-type: none"> • title page/screen • statement in a header/footer 	the content was finished

How Date Works in the Metadata Form

Parts:

1. Date qualifier – drop-down menu
2. Date – text field

Repeatable?

Yes - to include different kinds of date information, click 'Add' to repeat all field parts; each individual date type (creation, submission, harvested, etc.) should not be repeated

Required?

No - also see [more information](#) about required fields

How Should the Date be Filled in?

General Date Rules

- If no date can be found, leave the field blank
- For each date, be sure to choose the appropriate date type from the [controlled vocabulary](#)
- The [Special Dates](#) section provides more information about choosing the most relevant format type
- Always format dates appropriately:

Guideline	Pattern	Examples
<i>Basic Format: A single year, month, or day</i>		
<ul style="list-style-type: none"> Write dates Year-Month-Day, separating the sections with a single hyphen 	YYYY-MM-DD	1985-03-27
<ul style="list-style-type: none"> Include partial dates when only the year or only month and year are known 	YYYY	2006
	YYYY-MM	1865-05

- Unless specifically noted, other date types can be any level of specificity (year, month, day), but patterns and examples will not reflect all possible combinations

Guideline	Pattern	Examples
<i>Date Ranges: Inclusive period from a start through an end date</i>		
<ul style="list-style-type: none"> Follow the same basic format, but separate start and end dates with a slash mark 	YYYY-MM-DD/YYYY-MM-DD	1941-12/1945-08
<ul style="list-style-type: none"> If part of the date range is unknown, one date can be replaced with a double-dot to designate an “open” range 	YYYY-MM-DD/..	1889-05-13/..
	../YYYY-MM-DD	../1914-06
<i>One of a Set: Specific unknown date during a known time period (e.g, sometime between 1900 and 1905) or among several options (e.g., July 1980 or 1981)</i>		
<ul style="list-style-type: none"> Dates are enclosed in [square brackets] Separate dates with commas for a list of possible dates or a double-dot for a range 	[YYYY,YYYY,YYYY]	[1909,1919,1929]
	[YYYY-MM,YYYY-MM]	[1980-07,1981-07]
	[YYYY..YYYY]	[1939..1945]
Two periods in the set represents specific point within all of the years before/after two dates:		
<ul style="list-style-type: none"> Between 1897 and 1901 	[YYYY..YYYY]	[1897..1901]
<ul style="list-style-type: none"> Before or during 1897 	[..YYYY]	[..1897]

Guideline	Pattern	Examples
<ul style="list-style-type: none"> During or after 1901 	[YYYY..]	[1901..]
<p>Please note: since [square brackets] are used for this notation, they cannot be used to represent dates added from a source other than the item (see Comments for more information)</p>		
<p><i>Multiple Dates: Inclusive, separate dates that are not a single range (e.g., 4th of July 1850 and 1851)</i></p>		
<ul style="list-style-type: none"> Dates are enclosed in {curly brackets} Separate dates with commas for a list or a double-dot for a range (same as one of a set) 	{YYYY,YYYY,YYYY} {YYYY-MM,YYYY-MM} {YYYY..YYYY,YYYY}	{1970,1980,1990} {1850-07-04,1851-07-04} {1939..1945, 2001}
<p><i>Uncertain Dates: Partially-known or approximate dates</i></p>		
<ul style="list-style-type: none"> For a single, uncertain date, add a question mark at the end 	YYYY-MM-DD?	1958-09?
<ul style="list-style-type: none"> If a date is approximate (e.g., “circa” dates), add a tilde at the end 	YYYY-MM-DD~	1879-03-29~
<ul style="list-style-type: none"> Any unknown digit can be replaced with “X” A decade can be represented as YYYYX Dates with unknown digits cannot also be approximate 	YYYYX YYYY-MX-DD	189X 1924-1X-17
<p><i>Seasons: For seasonal dates (such as quarterly publications)</i></p>		
<ul style="list-style-type: none"> In place of a month, use the season code: <ul style="list-style-type: none"> 21 – Spring 22 – Summer 23 – Autumn 24 – Winter 	YYYY-SS	1926-21 1991-23
<p><i>Dates with Timestamps: Dates with time precision (requires a specific day)</i></p>		
<ul style="list-style-type: none"> Separate the date and time with “T” 	YYYY-MM-DDThh:mm:ss	2008-05-02T15:07:51
<p><i>B. C. Dates: Prehistoric dates (will be year only)</i></p>		

Guideline	Pattern	Examples
<ul style="list-style-type: none"> • Add a hyphen at the front of the date • Years must have at least 4 digits 	-YYYY	-0601
	-YYYYY	-50000

*For more information about implementation of the date standard, see the [Comments](#) below.

Complex Dates

If you have dates that are approximate, uncertain, or complicated in other ways, it can be difficult to choose the most appropriate formatting. This chart is framed for “creation” dates, but applies to any kind of date, to help explain which format is best to express a date. (For example, [coverage dates](#) would be reflect “If the item is about” rather than “If the item was created.”)

If the item was created:	Such as:	Use:	Example:	This means:
During a known time of year	A serial issue from fall 2004 (no listed publication month)	Seasonal date	2004-23	Autumn 2004
During a known decade	A hat from the 1920s	Unknown digit	192X	1920s
At an approximate date	A manuscript written circa 1846	Approximate date	1846~	Approximately 1846
At a specific but uncertain date	A photograph believed to have been taken in 1963 based on context	Uncertain date	1963?	Possibly 1963?
During an approximate uncertain date	A map believed to have been drawn circa 1910	Uncertain/ approximate date	1910%	Approximately 1910?

If the item was created:	Such as:	Use:	Example:	This means:
Over a period of time	A scrapbook compiled 1980-1985	Date range (interval)	1980/1985	1980 to 1985
During an approximate decade	A photograph taken circa 1940s	Date range (interval)	1940~/1949~	Approximately 1940 to approximately 1949
During any approximate date range	A letter written circa 1887-1890	Date range (interval)	1887~/1889~	Approximately 1887 to approximately 1889
At a particular time within a known range	A map drawn sometime between 1900 and 1920	One of a set	[1900..1920]	Between 1900 and 1920
	A photograph taken at an event held September 12-15, 1974	One of a set	[1974-09-12..1974-09-15]	Between September 12, 1974 and September 15, 1974
At a specific time during a number of dates	A photograph in December, either 1954 or 1958	One of a set	[1954-12,1958-12]	December 1954 or December 1958
At multiple known dates or range(s)	A page with two newspaper clippings from 1902 and November 12, 1920	Multiple dates	{1902,1920-11-12}	1902 and November 12, 1920
	A scrapbook compiled during a student's senior year 1927-1928 with notes from the start of the next fall	Multiple dates	{1927-08..1928-05,1928-09}	August 1927 to May 1928 and September 1928

Determining Creation Dates

- Whenever possible, enter an original resource creation date
- Be sure to select “Creation” as the date type from the drop-down menu
- If the creation date is unknown, leave the field blank
- When the resource being described is a collection, a date range can be used to describe the creation date range of all the resources

Creation date refers to the date of the exact item described in the record, even if it is a derivation:	
If the item is a reprint or revision of an original text:	<ul style="list-style-type: none">• Use the date of the reprint/revisions• Include a note about the original text and printing date
If the item is a copy negative:	<ul style="list-style-type: none">• Use the date that the <i>copy negative</i> was created• The date of the original photographs may be used in coverage
A note about postcards and greeting cards:	
If there is no letter or message written on the card:	<ul style="list-style-type: none">• The item is treated as a photograph or piece of artwork• Use the date that the photograph or image was made
If the card has a letter or message written on/in it:	<ul style="list-style-type: none">• The item is treated as a piece of correspondence• Use the date that the card was written/postmarked.• If it is important, the date of the picture can be included as part of the coverage

Non-Creation Dates

- Use other types of dates only when they are relevant:
 - **Date Harvested** - Date that a web-resource was captured for archival purposes
 - **Submission Date** - Date that the item was submitted for approval by an organization, institution, or agency
 - **Acceptance Date** - Date that the item was approved by an organization, institution, or agency
- Submission and acceptance dates are primarily used for patents, but may be used for other items when appropriate
 - For patents, the acceptance/approval date and creation date are the same. This may not be true for all items.
- In certain cases, items cannot be made publicly available due to publisher requirements, privacy issues, or other strictures. The **Embargo Until Date** represents the first date that an item will become accessible to the public or a pre-specified user group. It is used in

conjunction with an Embargo note. See also [Rights Access](#)

Other Examples

[Letter from Zavala to Santa Anna, March 7, 1829]

Original Resource Creation Date: 1829-03-07

Painting: A Scene from “The Beggar’s Opera”

Original Resource Creation Date: [1728..1729]

Digital photograph: [Bull riding at the Cowtown Coliseum]

Original Resource Creation Date: 2003-12-27T09:16:40

Court case: Documents pertaining to B. C. Wallace as the receiver of the estate and guardian of Campbell minors, cause no. 532, 1896-1904

Original Resource Creation Date: 1896-11-13/1904-12-08

Farmer’s bulletin: Diseases of sheep and goats.

Original Resource Creation Date: 1943-09

University catalog: Catalog of Hardin-Simmons University, 1989-1990 Undergraduate Bulletin

Original Resource Creation Date: 1989

Photograph: Crazy Theatre With Car

Original Resource Creation Date: 1914~

Postcard: [Hamilton Hotel, Laredo, Texas]

Original Resource Creation Date: 1910-01-23

Archived website: U.S.-Canada Power System Outage Task Force

- *Original Resource Creation Date:* 2004
- *Date Harvested:* 2009-07-01

Patent: Improvement in Medical Compounds or Bitters for Treating Chills and Fever.

- *Original Resource Creation Date:* 1873-05-20
- *Submission Date:* 1873-04-05
- *Acceptance Date:* 1873-05-20

Comments

- To express the time period(s), date, or date range associated with the intellectual content of the resource, use the [Coverage](#) element.

- For example, a book published in 1976 that is about Texas history from first statehood to 1964 would have an original resource creation date of 1976, but a coverage date range of 1846 - 1964.
- Recommended best practice for encoding the date value is defined in the ISO-approved extension, available at from the Library of Congress: *Extended Date/Time Format* <<http://www.loc.gov/standards/datetime/edtf.html>>
 - As of November 2020, the UNTL edit system validates against the approved standard rather than the draft specifications
 - Currently all levels (0 through 2) are supported by UNT Libraries metadata guidelines
 - As of April 2013, the use of [brackets] to represent dates from a source other than the item is *no longer permitted* in order to support Level 2 functionality
 - This notation has been common practice in traditional library cataloging (using AACR2)
 - To document the fact that a creation/publication date has been added by a metadata creator, a [Display Note][] can be added with text such as “Publication date is not printed on the {item type}.”
 - Local standards for uncertain dates differ slightly from level-1 EDTF extensions:
 - It is valid for the two right-most digits to be “unknown” (e.g., YYXX) however, it is preferred that the date represent at least a decade-level date in order to be helpful for users.
 - This rule also applies to month and day, but it is preferred to revert to the known date level with the assumption that additional granularity/specificity is unknown, e.g.:
 - Represent a year with an unknown month (YYYY-XX) as a year only: YYYY
 - Represent a year and month with an unknown day (YYYY-MM-XX) as a year and month only: YYYY-MM
 - Additionally, the extension allows for ranges to be “unknown” by leaving one side of the range blank vs. “open” using a “..” in place of one date. Generally, local standards prefer the “open” option to denote an explicit choice vs. accidental “/” punctuation.

Resources

- UNT Date Qualifier Controlled Vocabulary
- Library of Congress [Extended Date/Time Format](#)
- UNT Extended Date/Time Format [Validation Service](#)

Language

Definition

The language(s) of the intellectual content of the resource.

Where Can the Language Information be Found?

Language is determined by reading/examining the item:

Item Types	Information Sources
For text	<ul style="list-style-type: none">• title page• text/content
For images	<ul style="list-style-type: none">• notes on bottom or back of a photograph• visible items (people, surroundings, objects, etc.)• captions
For maps	<ul style="list-style-type: none">• statement in a caption or legend• notes around the outside of the map• place/physical feature labels
For music scores	<ul style="list-style-type: none">• title page or header• table of contents• lyrics
For videos	<ul style="list-style-type: none">• label on disc• container cover• title screens or content
For sound files	<ul style="list-style-type: none">• information on disc/cassette• container information• content of audio (spoken/sung words)

Item Types	Information Sources
For computer files	<ul style="list-style-type: none"> • title page/screen • text of document (content)

How Language Works in the Metadata Form

Parts:

Language – drop-down menu

Repeatable?

Yes - to include multiple language, click 'Add' to repeat the field

Required?

Yes - also see (more information) about required fields

How Should the Language be Filled in?

Guideline	Examples
<ul style="list-style-type: none"> • Choose the appropriate language(s) from the controlled vocabulary 	eng - English
<ul style="list-style-type: none"> • Include all relevant languages <ul style="list-style-type: none"> ◦ (do not include languages that are merely referenced or only appear as single words of text in another language) 	<ul style="list-style-type: none"> • spa - Spanish • ger - German
<ul style="list-style-type: none"> • For visual images that do not have a textual caption or text within the image, choose “no language” 	nol - No Language

Guideline	Examples
<ul style="list-style-type: none"> If there are special circumstances or additional information about the language uses of the item, include it in the <code>:doc: note <note></code> field of <code>:doc: description <description></code> field, as appropriate 	<ul style="list-style-type: none"> eng - English spa - Spanish Note: Book is printed in two sections, the first is Spanish and the second is the English translation
<ul style="list-style-type: none"> If the only text on the item consists of persons' names, choose "no language" and the text can be described in the <code>content description</code> or a display note 	<ul style="list-style-type: none"> nol - No Language Note: The name "Bartimaeus" is carved into the top of the box.
<ul style="list-style-type: none"> If the language of the item is not on the controlled vocabulary list (or cannot be determined from available resources), choose "other" and include a display note in the record Notify the metadata administrators if the language is not on the list 	<p>oth - Other</p> <hr/> <p>Note: Language is unknown.</p> <hr/> <p>Note: Text is in the Kutenai Indian language.</p>

Other Examples:

French map

Language: fre - French

Laws of the Republic of Texas

Language: eng - English

Photograph of Berlin showing marquees and shop windows

Language: ger - German

Adding machine with a label saying, "Made in America"

Language: eng - English

Landscape photograph

Language: nol - No Language

Audio recording of testimony in Czech and German

Language: cze - Czech *Language:* ger - German

Video in Hebrew with English subtitles

- Language:* heb - Hebrew
- Language:* eng - English
- Note:** Performed in Hebrew with English subtitles.

Article in Amharic with English translations

- *Language:* oth - Other
- *Language:* eng - English
- *Note:* In Amharic with English translations in parallel columns.

Proceedings and abstracts in English and Spanish

- *Language:* eng - English
- *Language:* spa - Spanish
- *Note:* Papers presented in Spanish or English with abstracts in English.

Recording of a music recital sung in Italian and French

- *Language:* fre - French
- *Language:* ita - Italian

Comments

- Preferred usage is to utilize a standard schema for language names as defined by ISO639-2:
 - Three letter language codes, followed optionally by a two-letter country code (taken from the ISO 3166 standard).
 - To simplify data entry, the system does not currently support the addition of a country code to the language code.
- For less common languages that are not documented in the ISO standard, codes will come from [Glottolog](#)
 - Undocumented languages may be added to Glottolog according to their requirements.

Resources

- UNT Language [Controlled Vocabulary](#)

More Guidelines:

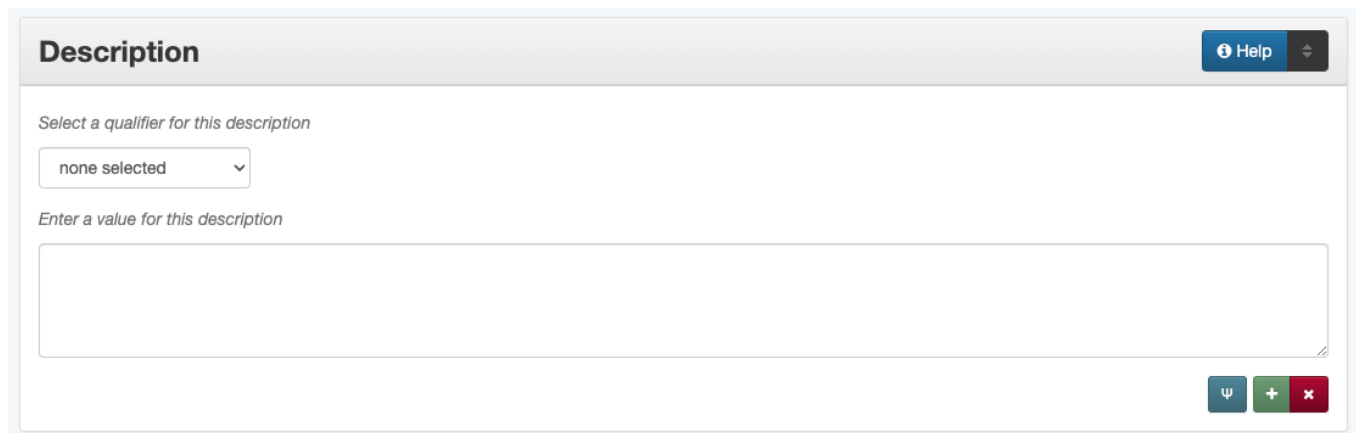
- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Description

Description Definition

Description of the content attributes of the resource (content description) or physical attributes of the resource (physical description).

How Content Description Works in the Metadata Form



The screenshot shows a form titled "Description". At the top right of the form is a "Help" button. Below the title, there is a prompt "Select a qualifier for this description" and a dropdown menu currently showing "none selected". Below that is a prompt "Enter a value for this description" and a large text input field. At the bottom right of the form are three buttons: a blue button with the Greek letter psi (Ψ), a green button with a plus sign (+), and a red button with an 'x'.

Parts:

1. Description type – drop-down menu
2. Description – text field

Repeatable?

Yes - clicking 'Add' repeats all field parts; there should only be two description fields (one for content and one for physical description)

Required?

Yes - a content description is required; a physical description is highly recommended. Also see more information about required fields

Note: Given the significant differences for entering description information, guidance sections are repeated separately for content descriptions and physical descriptions below.

Element Name: Content Description

Where Can the Content Description Information be Found?

In some cases a content description may come from accompanying or supplementary information; however, generally, the item must be read/examined to describe the content, such as:

Item Type	Information Sources
For text	<ul style="list-style-type: none">• titles• abstracts• tables of contents• section/chapter headings• text (e.g., ,introduction, scope, etc.)
For images	<ul style="list-style-type: none">• bottom or back of a photograph• visible elements (people, surroundings, objects, etc.)• illustration title/captions
For maps	<ul style="list-style-type: none">• statement in a caption• notes around the outside of the map• geographic area and time period of the map
For music scores	<ul style="list-style-type: none">• title page• table of contents• lyrics• usage notes/instructions
For videos	<ul style="list-style-type: none">• label on disc• container cover• title screens• introduction/content
For sound files	<ul style="list-style-type: none">• information on disc/cassette• container information• introduction/content
For computer files	<ul style="list-style-type: none">• title page/screen• text of document• readme file or file metadata

How Should the Content Description be Filled in?

- Describe the subject matter of the item

- Use complete sentences with proper grammar and punctuation
- Avoid any commentary on or interpretation of the item being described (e.g., unless quoting directly, a description should never include “I” or “we” statements)

Guidelines	Examples
The description should start with a statement of the item type	Photograph of ... Yearbook for Central University ...
Be descriptive, include details that would be helpful to users, and focus on what the <i>item</i> is about, rather than context:	
For photographs, artwork, and other images	
Provide a description of any important elements that are visible in the image (e.g., people, buildings, foreground/background, etc.)	Photograph of a cowboy riding a brown bull in an arena. A rodeo clown is standing on the right side of the image, and behind him, spectators are watching from the other side of a red fence.
For general text	
Give a brief overview of the topic and what information is included	Biography of Alexander Gregg, including background information about his family as well as a sketch of his life and involvement in the church throughout his career until his death in 1893.
For letters	
Be sure to state who the letter is to and from, giving a brief overview of the content	Letter from James E. Sutherlin to his family describing his plans for saving money to buy a new car once he gets home.
For postcards	
Describe them as photographs/images if there is nothing written on the back on the back	Postcard depicting tents of the New Hampshire camp at Ft. McIntosh in Laredo, Texas.
If the postcard has a message on the back, describe the image and the correspondence	Postcard of the Custom House building in Nuevo Laredo, Mexico. A handwritten thank-you note on the back is addressed to Capt. Elmer C. Croom from L. R. de la Peña.
For serials (newsletters, journals, annual reports, yearbooks, etc.)	
A generic description of the kind of content can be used in every record, but may include themes for specific volumes, references to indexes, special issue topics, etc.	Quarterly publication containing genealogical information about families in East Texas including fifth generation charts, family histories, and lists of records (births, deaths, etc.)
Journal [...]. This issue focuses on “Dallas Goes to War: Life on the Homefront.”	
For maps	

Guidelines	Examples
State the region depicted as well as: important features noted on the map, shading or color that has significance, insets, relief or elevations, and other relevant details	Map of the western hemisphere including North and South America with the surrounding areas. Bodies of water and geographic features are marked pictorially. There are illustrations of ships in various places around the map.
When applicable, the scale of the map can be included at the end of the of the description (as a proportion of inches). If the scale is known but not stated on the map, it can be included in [brackets]; approximate scale can be included as "Scale ca. 1:#"	Map of [...]. Scale 1:24,000. Map showing parts of North America including most of New Britain (Canada), the United States, and the northern portion of Mexico. U.S. states and territories are shaded in various colors and labeled. Some major cities, bodies of water, and geographic features are marked (with relief shown by hachures). Scale [ca. 1:19,008,000].

Other suggestions:

Guidelines	Examples
Cite any statements taken directly from the item(s) to use in the description	"Official publication of the Parks and Wildlife Department, dedicated to protecting and conserving natural resources; to providing and maintaining an excellent park system; and to improving hunting and fishing in Texas" (p. 2).
If the text has an index, include a statement at the end of the description	<ul style="list-style-type: none"> • Index starts on page 254. • Index starts after page 18.
When referring to a company, organization, school, military installation, etc., the abbreviated version of the name can be used, but the full name must appear at least once in the record (preferably the content description or as a keyword)	<p>Photograph of the central stairs inside the North Texas State University A. M. Willis, Jr. Library. The photograph was taken on the first floor looking up at the second.</p> <p><i>Description:</i> Postcard of buildings at Ft. McIntosh. [...] <i>Keyword:</i> Fort McIntosh</p>
Regarding contextual information (e.g., about a person or place in an image):	<p><i>Description:</i> Portrait of Elwin L. Skiles, who was president of Hardin-Simmons University from 1966 to 1977. He is visible from from the shoulders up and is wearing a dark-colored suit with a tie that has diagonal stripes.</p> <p><i>Display Note:</i> Additional biographical description from accompanying information: Ida Loving Turner was a chosen delegate from Texas to represent the Board of Lady Managers at the 1893 World's Columbian Exposition in Chicago. She served as Postmistress in Fort Worth; one of the founders of of Fort Worth Children's Hospital (now [2018] Cook County Children's Hospital); and thoroughly involved in many other civic endeavors in Fort Worth. The Alma Turner Building in Fort Worth is named after Ida's daughter, Alma.</p>

Guidelines	Examples
<ul style="list-style-type: none"> Brief amounts of information may be incorporated into the description, particularly if it is relevant to the specific image/item and if the description is not already lengthy Generally, add contextual statements (e.g., biographies, history of building ownership, name or location changes, event details, etc.) in a <code>[display note]</code> instead of the description 	<p><i>Display Note:</i> Additional context: Coca Cola was one of 19 industrial and private exhibitors that participated in HemisFair, held in San Antonio, Texas, from April to October 1968.</p>
<ul style="list-style-type: none"> It is not necessary to research the item unless outside information is required to understand or locate the item Put information from research in a <code>display note</code> instead of the description if it is important to understand the item Cite any source that you reference 	<p><i>Display Note:</i> The chautauqua movement was a “popular U.S. movement in adult education that flourished during the late 19th and early 20th centuries...At first entirely religious in nature, the program was gradually broadened to include general education, recreation, and popular entertainment” - from Encyclopedia Britannica</p>

Other Content Description Examples

Directory of the City of Fort Worth 1905-06.

Content Description: Directory to the city of Fort Worth, Texas includes lists of important institutions and locations as well as address listings for businesses and individuals. Index to Advertisements is on page 5; Table of Contents is on page 8.

The Texas Spring Palace

Content Description: This pamphlet includes a guide to the Texas Spring Palace including particular sites and places in Texas. Additionally, the Texas and Southwestern Railway Guide starts on page 59 with printed timetables for the train schedules.

Digital photograph: [Bull Riding at Cowtown Coliseum]

Content Description: Photograph of a cowboy, wearing a helmet, riding a brown and white bull in an arena. A cowboy in red stands on the floor, off to the left. People watch from the other side of a red fence.

Quilt pieces

Content Description: 39 cotton quilt squares for making pieced quilt; 4 small blocks make up each large one, each small block being composed of 2 triangles and one central arrow-

shaped piece.

The Bronco, Yearbook of Hardin-Simmons University, 2007

Content Description: Yearbook for Hardin-Simmons University in Abilene, Texas includes photos of and information about the university, student body, professors, and organizations. Name index starts on page 156.

Legacies: A History Journal for Dallas and North Central Texas, Volume 1, Number 1, Spring, 1989

Content Description: Biannual publication “devoted to the rich history of Dallas and North Central Texas” as a way to “examine the many historical legacies—social, ethnic, cultural, political—which have shaped the modern city of Dallas and the region around it” (p. 3). This issue focuses on “Dallas Then, Dallas Now.”

Photograph: Cattle

Content Description: Photograph of cattle on a farm next to a feeder.

[Map showing the geographical location of Fort Worth, Tex. and Rail Roads]

Content Description: Map accompanying the book, *The capitalist, or, The city of Fort Worth: a parody on the Mikado*. The map shows railroad lines all over the U.S.

Recueil d'opera

Content Description: Collection of opera excerpts in manuscript (in an unidentified hand).

Moving image: Forget Not These Children

Content Description: This film discusses children with mental disabilities and the people and institutions that help them become functioning members of their communities. Schools include: New Lisbon State Colony; Woodbind State Colony; Vinalyn State School; Totowa North Jersey Training School.

World War II poster: making America strong: competitive companies co-operate to produce important instruments for military aircraft.

Content Description: Black and white poster features comic-book style drawings of an industrial worker, managers, and buildings, and a large outline map of the U.S. containing additional text.

Color slide: [Sydney Harbour and Opera House]

Content Description: Photograph of the Sydney Opera House. In the foreground, the harbor and several ships are visible; the buildings of Sydney, Australia are visible in the background behind the opera house.

Element Name: Physical Description

Where Can the Physical Description Information be Found?

- Physical description comes from physically examining the item including:
 - physical dimensions
 - pagination
 - printing methods or process (tintype, daguerrotype, woodcut, etc.)

How Should the Physical Description be Filled in?

- Enter physical descriptions including: dimensions, extent, pagination, and related physical and process details
- When dimensions are given, specify the units, e.g., “cm.” for centimeters or “in.” for inches
- When possible, follow AACR2 rules including exact punctuation (**extent : physical details ; dimensions + accompanying materials**)
- “Extent” should always be included but “Physical details” may be shortened or left out if not apparent and “Dimensions” can be omitted if not available
- Physical description rules are explained by item type:

Books, pamphlets, and printed sheets

Guidelines	Examples
extent = number of pages of content	
<ul style="list-style-type: none"> • total numbered pages • different kinds of pagination (e.g., Roman numbers, numbers, etc.) can be separated by commas in the order that they appear • if the item does not have page numbers, the total pages of content can be included in [brackets] <ul style="list-style-type: none"> ◦ also see citation when this applies to serials with continuous pagination • folded pamphlets may be described as “1 pamphlet” with an option to include the number of pages in parentheses (e.g., if there are numbered panels or pages rather than a single folded sheet) 	30 p. iv, 320 p. A-M p. [41 p.] 182-536 p. 1 pamphlet (12 p.)
physical details = illustrations within the text, including photographs	
<ul style="list-style-type: none"> • black-and-white illustrations (e.g., drawings, clip art, photos, etc.) • colored illustrations (noted as col.) • significant illustrations can be listed alphabetically by type as they apply, separated by commas: coats of arms, facsims. (facsimilies), forms, genealogical tables, maps, music, plans, ports. (portraits) – note that LC Genre/Form Terms may also be helpful for searching • if the item is entirely or mostly illustrations: “all [ill. or type]” or “chiefly [ill. or type]” 	: col. ill. : ill. (some col.) : maps, ports. : ill., col. maps : all ill. : chiefly ports. : ill.
dimensions = height, or height x width in cm.	

Guidelines	Examples
<ul style="list-style-type: none"> • height, rounded up to the next whole centimeter (cm.) • if the width is much less than the height, give: h x w cm. • if the text is folded (e.g., a pamphlet), include total dimensions and folded dimensions 	; 23 cm. ; 28 x 10 cm. ; 22 x 28 cm., folded to 22 x 10 cm.

Examples:

- [41] p. : ill. ; 18 cm.
- 680 p. ; 28 cm.
- xi, 83 p. : col. ill., maps ; 36 cm.
- 1 pamphlet : ill. ; 22 x 28 cm., folded to 22 x 14 cm.
- [3] p.

(If the text is not illustrated and the dimensions are unknown, only the number of pages will be in the description.)

Also see [Other Examples](#).

Photographs and other “graphic” materials

Guidelines	Examples
extent = number and kind(s) of items	
<ul style="list-style-type: none"> • choose from this list of item types: activity card, art original, art print, art reproduction, chart, filmstrip, filmstrip, flash card, lip chart, photograph, picture, postcard, poster, radiograph, stereograph, study print, technical drawing, transparency, wall chart <p>Note: for slides, we treat the digital image as a “photograph” since the physical slide is not scanned</p>	1 photograph 2 art prints 1 postcard
physical details = medium & color usage	
<ul style="list-style-type: none"> • include appropriate details, separated by commas • for photographs, include medium (when not a print), e.g.: negative, tintype, positive, glass photonegative, ambrotype, digital (when born-digital, only), etc. • add notes about colors (col., b&w, sepia, tinted) for all items except art originals, radio graphs and technical drawings – list up to two specific colors (for items using 1-2 colors), or use “col.” for more colors • for original artworks include [1] medium and base: chalk/oil/pastel on board/canvas/fabric, etc., [2] process of production/reproduction for prints and technical drawings: engraving, lithograph, photogravure, collotype, blueprint, photocopy, etc. 	: sepia : positive, b&w : col. : blue and white : negative, col. : blueline : engraving, tinted

Guidelines	Examples
dimensions = height x width	
<ul style="list-style-type: none"> • give height x width rounded up to the next whole cm. • if the image is mounted or framed, include the image size, followed by the size of the entire item, using the words “on sheet,” “in frame,” “on mat,” etc. <p>Exceptions:</p> <ul style="list-style-type: none"> • for standard photograph sizes (as defined in the Comments section), use “in.” or “mm.” as the units • if the standard size includes fractions, include the decimals, but do not use “.0” for numbers that are not fractions, or decimals for any other sizes • for born-digital images only, provide the size in pixels (px.) when known <p>Note: For photos/images on individual scrapbook pages, use # scrapbook page(s) ; h x w of whole page in cm.</p>	; 10 x 14 cm. ; 35 mm. ; 10 x 8 in. ; 1648 x 2464 px. ; 13 x 21 cm., on mat 22 x 27 cm. ; 17 x 22 cm., in frame 21 x 26 cm.

Examples:

- 1 postcard : b&w ; 8 x 13 cm.
- 1 photograph : positive, col. ; 35 mm.
- 1 art print : lithograph, b&w ; 21 x 26 cm.
- 1 photograph : b&w ; 13 x 21 cm., on mat 22 x 27 cm.
- 1 photograph : hand col. ; 25 x 20 cm.
- 1 photograph : col.
- 1 photograph : b&w ; 8 x 6 cm., in folder 10 x 14 cm., folded to 10 x 7 cm.

(In some cases, particularly with born-digital photographs, the dimensions may not be known.)

Also see [Other Examples](#).

Maps and other cartographic materials

Guidelines	Examples
extent = number and kind(s) of items	
<ul style="list-style-type: none"> • when possible, choose from this list of terms: atlas, diagram, globe, map, model, profile, remote-sensing image, section, view • specify multiple maps or parts • for an atlas, include pagination and plates in parenthesis (same format as books) 	1 globe 5 maps on 1 sheet 1 atlas (57 p.)
physical details = layout, production, color, etc.	

Guidelines	Examples
<p>Add relevant details in the following order, separated by commas:</p> <ol style="list-style-type: none"> 1. layout: both sides 2. production method: photocopy, blueline, computer printout, blueprint, white print 3. number of maps, etc. in an atlas: give an exact or approximate (using “ca.”) number of maps, views, etc. in the atlas 4. color: refers only to the color of the map (not outside it); can be “col.,” “some col.,” “hand col.,” etc. 5. medium: pencil or ink used to draw or color a map; for printed works, hand-coloring 6. material: what the map is printed on, if not paper 7. mounting: if the map is mounted, indicate how 	<p>: both sides : blueprint 1 atlas (23 p.) : 14 maps : hand col. 1 atlas (25 p.) : 20 col. maps, ink : col., wood 1 globe : col., wood, on brass stand</p>
<p>dimensions = height x width in centimeters</p>	
<ul style="list-style-type: none"> • for two-dimensional maps, add h x w cm., rounded up to the next whole cm. • if the size of the map is significantly different than the page it is printed on (especially if there is text, illustrations, etc. outside the map), include the map size, followed by the size of the entire page • for atlases, give the height in cm. 	<p>; 22 x 41 cm. ; 16 x 22 cm., on sheet 28 x 22 cm. ; 45 cm.</p>

Examples:

- 1 map : hand col. ; 44 x 60 cm.
- 3 maps on 1 sheet ; 47 x 77 cm.
- 1 atlas (30 p.) : some col. ; 52 cm.

Also see [Other Examples](#).

Manuscripts (maps, musical scores, and other documents that are handwritten)

- Formatting is essentially the same as for books and other texts:

Guidelines	Examples
<p>extent = number of pages of content</p>	
<ul style="list-style-type: none"> • list the number of leaves or pages using brackets when necessary • include number of lines or columns in parentheses when applicable 	<p>vi, 25 p. [24] leaves, bound 19 leaves (2 columns, 32-56 lines)</p>
<p>physical details = illustrations within the text, materials</p>	

Guidelines	Examples
<ul style="list-style-type: none"> include notes about illustrations in the same way as they are used for text include the material, if it is not printed on paper 	: col. ill., maps : vellum, ill. : parchment, ill., maps
dimensions = height, or height x width in cm.	
<ul style="list-style-type: none"> height, rounded up to the next whole centimeter (cm.) if the width is much less than the height, give: h x w cm. if it is kept folded, include total dimensions and folded dimensions 	; 36 cm. ; 31 x 15 cm. ; 42 x 71 cm., folded to 11 x 16 cm.

Examples:

- 60 p. ; 26 cm.
- [3] p. : parchment ; 29 cm., folded to 12 x 22 cm.

Also see [Other Examples](#).

Music

Guidelines	Examples
extent = number of scores or parts	
<ul style="list-style-type: none"> list the number of scores or parts, using the terms: score, condensed score, close score, miniature score, piano [violin, etc.], conductor part, vocal score, piano score, chorus score, part include page numbers when applicable 	1 score 1 cello part (5 p.)
physical details = illustrations within the text, materials	
<ul style="list-style-type: none"> include notes about illustrations in the same way as they are used for text include the material, if it is not printed on paper 	: parchment, col. ill.
dimensions = height, or height x width in cm.	
<ul style="list-style-type: none"> height, rounded up to the next whole centimeter (cm.) if the width is much less than the height, give: h x w cm. 	; 36 cm.

Examples:

- 1 score ; 31 cm.

- 1 vocal part (3 p.) ; 28 cm.
- 1 score : ill. ; 41 cm.

Also see [Other Examples](#).

Sound recordings

Guidelines	Examples
extent = number and kind(s) of items, duration	
<ul style="list-style-type: none"> • list the number and kind(s) of items from this list: sound cartridge, sound cassette, sound disc, sound tape reel, sound track film • for born-digital or unknown physical types, “recording” or “sound recording” can be used as a generic type • give playing time in hours (hrs.), minutes (min.), and seconds (sec.) in parentheses after the type • do not zero-pad numbers or include any “0” value • prefer hours over total minutes (e.g., 1 hr., 20 min. vs. 80 min.) • use “ca.” if the runtime is approximate 	1 sound disc (20 min.) 2 sound reels (1 hr., 4 min.) 1 recording (1 hr., 25 sec.)
physical details = medium & physical characteristics	
<ul style="list-style-type: none"> • include relevant details in the following order, separated by commas: type of recording; playing speed, groove characteristic (analog discs); track configuration (sound track films); number of tracks (tapes); number of sound channels; recording and reproduction characteristics 	: digital : analog, 33 1/3 rpm
dimensions = physical size	
<ul style="list-style-type: none"> • give diameter of discs in inches (in.) • give the gauge (width) of film in millimeters (mm.) • give dimensions of cartridges as height x width in inches (in.) • born-digital recordings will not have a physical size 	; 12 in. ; 4 3/4 in. ; 16 mm.

Examples:

- 1 sound disc (56 min.) : digital ; 4 3/4 in.
- 1 recording (1 hr., 3 min., 50 sec.) : digital

Also see [Other Examples](#).

Motion pictures and videorecordings

Guidelines	Examples
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Guidelines	Examples
extent = number and kind(s) of items, duration	
<ul style="list-style-type: none"> list the number and kind(s) of items from this list: film cartridge, film cassette, film loop, film reel, videocartridge, videocassette, videodisc, videoreel for born-digital or unknown physical types, “recording” or “video recording” can be used as a generic type give playing time in hours (hrs.), minutes (min.), and seconds (sec.) in parentheses after the type do not zero-pad numbers or include any “0” value prefer hours over total minutes (e.g., 1 hr., 20 min. vs. 80 min.) use “ca.” if the runtime is approximate 	<p>1 videodisc (1 hr., 45 min.) 1 cassette (VHS) (1 hr., 20 min., 10 sec.) 1 film (2 hr., 58 sec.) 1 video recording (57 min., 24 sec.)</p>
physical details = color & sound	
<ul style="list-style-type: none"> include audio details: sd. (sound) or si. (silent) include color details: col. (color) or b&w (black-and-white) if projection speed is important and non-standard, it can be added using frames per second (fps) 	<p>: sd., col. : si., b&w : sd., b&w, 25 fps</p>
dimensions = physical size	
<ul style="list-style-type: none"> for videodiscs: give diameter of discs in inches (in.) for motion pictures: give the gauge (width) of film in millimeters (mm.), and for 8 mm. state: single, standard, super, or Maurer for born-digital recordings use “digital” and, optionally, other information in parentheses 	<p>; standard 8 mm. ; 1/2 in. ; 8 in. ; digital</p>

Examples:

- 1 film (28 min.) : sd., b&w ; 16 mm.
- 1 recording (30 min., 9 sec.) : sd., col. ; digital

Also see [Other Examples](#).

Three-dimensional objects

Guidelines	Examples
extent = number and kind(s) of items	

Guidelines	Examples
<ul style="list-style-type: none"> list the number and kind(s) of items when appropriate, use the terms: art original, art reproduction, braille cassette, diorama, exhibit, game, microscope slide, mock-up, model if none of those terms fits, state the kind of object as concisely as possible include the number of parts or pieces in parentheses when applicable (use “various pieces” when it would be difficult to count them) 	1 jug 2 shoes 1 game (1 board, 80 cards, 2 dice) 14 beads
physical details = materials & colors	
<ul style="list-style-type: none"> include known details, separated by commas: <ol style="list-style-type: none"> material information about color, when important – list up to two specific colors (for items using 1-2 colors) or use “col.” for more colors 	: clay : balsa wood and paper : glass, col. : porcelain, green and white
dimensions = physical size	
<ul style="list-style-type: none"> give height x width x depth rounded up to the next whole centimeter (cm.) if clarification is necessary, include a word to indicate which dimension is given include dimensions of a container, if applicable 	; 20 cm. long ; 18 cm. in diam. ; 26 x 30 x 6 cm. ; 16 x 32 x 3 cm., in case 17 x 34 x 6 cm.

Examples:

- 1 magnifying glass : gold, glass, and mother-of-pearl ; 6 x 11 cm.
- 1 plate : blue and white ; 25 cm.
- 1 figurine : wood
- 1 pair glasses : glass and metal ; 12 x 3 cm.
- 2 candlesticks : brass
- 1 set of blocks ; in case (3 x 15 x 28 cm.)
- 1 petticoat : silk
- ca. 64 marbles : ceramic

Also see [Other Examples](#).

Accompanying material

- Accompanying material only refers to multiple pieces included within the same digital object
- Any time that an item has an additional piece (e.g., a book with an audio CD, a score with separate parts, a globe with a teacher’s guide, etc.) the information for the supplementary item can be included at the end of the description for the main item
- Describe the main item, add each supplementary item with a “+”

- For supplemental information, use the rules for the type of item that it is and state the extent followed by physical details and/or dimensions in parentheses

Examples:

- 1 score (35 p.) ; 33 cm. + 4 parts (12 p. ; 30 cm.)
- 1 globe : col., wood, on metal stand ; 37 cm. in diam. + 1 teacher's guide (14 p. : ill. ; 20 cm.)
- 1 score (47 p.) : ill. ; 32 cm. + 2 parts (30 p. each ; 32 cm.)
- [1] p. ; 28 cm. + 1 envelope (10 x 17 cm.)

Other Physical Description Examples

Directory of the City of Fort Worth 1905-06.

Physical Description: 550, vi, 5-38 p. : ill. ; 24 cm.

The Texas Spring Palace

Physical Description: [128] p. : ill. ; 23 cm.

Digital photograph: [Bull Riding at Cowtown Coliseum]

Physical Description: 1 photograph : digital, col. ; 1648 x 2464 px.

Quilt pieces

Physical Description: 1 quilt block : cotton ; 21 x 23 cm.

The Bronco, Yearbook of Hardin-Simmons University, 2007

Physical Description: 160 p. : ill. ; 29 cm.

Legacies: A History Journal for Dallas and North Central Texas, Volume 1, Number 1, Spring, 1989

Physical Description: 40 p. ; 26 cm.

Photograph: Cattle

Physical Description: 1 photograph : b&w ; 11 x 7 in.

[Map showing the geographical location of Fort Worth, Tex. and Rail Roads]

Physical Description: 1 map : col. ; 26 x 36 cm.

Recueil d'opera

Physical Description: 1 ms. vocal score ([318] p.) : ill. ; 38 cm.

Forget Not These Children

Physical Description: 1 film (18 min.) : col. ; 16 mm.

World War II poster: making America strong: competitive companies co-operate to produce

important instruments for military aircraft.

Physical Description: 1 poster : b&w ; 28 x 36 cm.

Color slide: [Sydney Harbour and Opera House]

Physical Description: 1 photograph : positive, col. ; 35 mm.

Scrapbook pages (depending on content)

- *Physical Description:* 1 scrapbook page ; 33 x 26 cm.
- *Physical Description:* 4 photographs : b&w ; 14 x 8 cm., or smaller, on page 35 x 24 cm.
- *Physical Description:* 1 clipping : ill. ; 19 x 10 cm., on sheet 28 x 22 cm.

Newsletter with continuous pagination

Physical Description: 137-181, iii p. ; 28 cm.

[Funeral Program for Wilbert Charles Sheffield, February 11, 2014]

Physical Description: 1 pamphlet (12 p.) : col. ill. ; 28 cm. + 1 card (col. ill. ; 22 x 14 cm.)

Digital video

Physical Description: 1 recording (4 min., 16 sec.) : sd., col. ; digital (Apple iPhone 6 Plus)

Brochure: Coletto Creek Park and Reservoir

Physical Description: 1 pamphlet : col. ill. ; 23 x 41 cm., folded to 23 x 10 cm.

Comments

- For format (text, image, etc.), use the [Format](#) element.
- Since the physical description element corresponds to the [300] field in the MARC records used by many library catalogs, it is recommended to follow AACR2 rules, when possible/applicable.
- For our purposes, **standard photograph sizes** refer to the following:

Prints	Negatives
4 x 6 in.	35 mm.
5 x 7 in.	1.375 x 1.265 ("sixteenth plate")
8 x 10 in.	6 x 4.5 cm.
11 x 14 in.	2 x 2.5 in. ("ninth plate")
16 x 20 in.	6 x 6 cm.
20 x 24 in.	6 x 7 cm.
24 x 36 in.	2.75 x 3.25 in. ("sixth plate")
	6 x 9 cm.
	3.25 x 4.25 in. ("quarter plate")
	4 x 5 in.
	4.25 x 6.5 in. ("half plate")
	5 x 7 in.
	6.5 x 8.5 in. ("whole plate" or "full plate")
	8 x 10 in.

([Back](#) to photograph physical description rules.)

Resources

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Subject

Definition

The subjects or topics that succinctly describe the content of the resource.

Where Can the Subject Information be Found?

In some cases, subjects may come from accompanying or supplementary information; generally the item must be read/examined to assign subjects and keywords, such as:

Item Types	Information Sources
For text	<ul style="list-style-type: none">• titles• abstracts• tables of contents• section/chapter headings• introduction/scope statements/text content
For images	<ul style="list-style-type: none">• notes on bottom or back of a photograph• visible items (people, surroundings, objects, etc.)• illustrations
For maps	<ul style="list-style-type: none">• statement in a caption• notes around the outside of the map• geographic area and time period of the map (content)
For music scores	<ul style="list-style-type: none">• title page or header• table of contents• lyrics
For videos	<ul style="list-style-type: none">• label on disc• container cover• title screens or content

Item Types	Information Sources
For sound files	<ul style="list-style-type: none"> • information on disc/cassette • container information • content of audio
For computer files	<ul style="list-style-type: none"> • title page/screen • text of document (content)

How Subject Works in the Metadata Form

Parts:

1. Subject qualifier – drop-down menu
2. Subject – text field

Repeatable?

Yes - to include multiple subjects, click 'Add' to repeat all field parts

Required?

Yes - two subject terms are required (more information)

How Should the Subject be Filled in?

General Subject/Keyword Rules

- Information in the subject field should describe what the content is “about” answering questions like: who, what, where, and when
- Add as many terms as necessary to capture subject content:
 - Two subjects (any type) are required, but an average of five subject/keyword entries is recommended (number varies depending on content)
 - Avoid terms that are too general to describe a particular item

- Only include geographic subjects when the particular place is significant to the content
- Generally do not repeat information that is represented in other fields (e.g., material/resource type, geographic names that are identical to coverage locations)
- The use of controlled vocabularies is not required (except UNTL-BS terms for items in the Portal)
- Proper names can be subjects (persons, places, titles, etc.)
- Follow the general formatting rules for consistency:
 - Use appropriate capitalization, punctuation, etc. depending on the type of subject
 - Terms from controlled vocabularies must use the exact formatting prescribed by the source
 - Choose the appropriate subject type from the controlled vocabulary

Keywords and Phrases (KWD)

Formatting Keywords

Guideline	Examples
<ul style="list-style-type: none"> ● Add informal keywords as needed to help users locate the resource ● Do not repeat terms from controlled vocabularies as keywords 	puppies
<ul style="list-style-type: none"> ● Keywords should be lowercase 	costumes
<ul style="list-style-type: none"> ● Only capitalize proper nouns 	Cretaceous geologic period
<ul style="list-style-type: none"> ● Use punctuation when applicable 	long-range planning
<ul style="list-style-type: none"> ● If needed, including multiple versions with different spacing/punctuation 	<ul style="list-style-type: none"> ● man-made lakes ● manmade lakes
<ul style="list-style-type: none"> ● Do not add quotation marks to titles 	Romeo and Juliet
<ul style="list-style-type: none"> ● Use plural forms of keywords 	clothespins
<ul style="list-style-type: none"> ● The singular form may be used when there is no reasonable plural 	quilting

Guideline	Examples
When referring to a company, organization, school, military installation, etc., the abbreviated version of the name can be used, but the full name must appear at least once in the record (e.g., the content description or subject)	<ul style="list-style-type: none"> • <i>Description:</i> Postcard of buildings at Ft. McIntosh. • <i>Keyword:</i> Fort McIntosh <p style="text-align: center;">UNT</p>
Prefer applicable controlled terms when they are readily- available (e.g., for more specific material information)	<ul style="list-style-type: none"> • <i>LCGFT:</i> Portraits • <i>TGM:</i> Cabinet photographs • <i>Keyword:</i> quarterly reports

Assigning Keywords

- When assigning keywords, keep in mind that they should help users find the item you're describing and also help the item be found with other, similar items
- Follow all formatting guidelines (e.g., generally lowercase and plural)
- Here are some suggestions:

Guideline	Instead of:	Consider:
Keep keywords short – break up long, complex phrases	ACI service awards for Austin and Dallas airports	<ul style="list-style-type: none"> • Airport Council International • ACI • service awards • airports
	crude oil and petroleum products markets	<ul style="list-style-type: none"> • crude oil • oil products • petroleum products • fuel markets
Split up proper names and abbreviations/acronyms	National Environmental Policy Act (NEPA)	<ul style="list-style-type: none"> • National Environmental Policy Act • NEPA
Remove unnecessary articles	the DREAM Act	DREAM Act
Reorder words to create shorter phrases, when appropriate	disposal of waste	waste disposal
	books in astronomy	astronomy books

Guideline	Instead of:	Consider:
Every keyword should have a noun	horseback	<ul style="list-style-type: none"> horseback riding horseback riders
Add descriptors if the term is extremely vague	processing	<ul style="list-style-type: none"> data processing grain processing water processing financial processing agricultural processing

Named Animals (namedAnimal)

- If an identified pet or other animal is visible in a photo or a primary subject of a text, the name can be added as a “Named Animal”

Guideline	Examples
Include the name exactly as written/punctuated	Rolph
	Dox Happy Rx
	Bit O'Man

Named Persons (named_person)

- ‘Named persons’ refers to people who are significant in some way to the content of the item (see below for clarification)
- Only include names as ‘named persons’ if a surname is known
- If only a first name, first and middle names, or nickname is known:
 - Use the name in the content description (if relevant)
 - Use the name in the title (if relevant)
- All names should have the same format:

Guideline	Examples
Invert the name (Last, First Middle)	Lott, Leanna Ivory
Use any known part of the name, including initials) if the full name is unknown	Thompson, J. D.
Include additional names as middle names	Williams, Mary Deline Xenia Buchanan

Guideline	Examples
Names that are hyphenated or have multiple parts are all considered “last names”	<ul style="list-style-type: none"> • Smith-Jones, John • van Tyen, Jan
<ul style="list-style-type: none"> • Include known titles before the first name (optional when not necessary to identify the specific person, as these may change over time) • Include known suffixes at the end of the name after a second comma 	<ul style="list-style-type: none"> • Steever, Col. Edgar Z. • Petersen, Mrs. P. J. • Stolte, Hugo C., Jr.
Nicknames can be included in parentheses at the end of the name	Wind, Ellis (Pee Wee)
If a person has an alternate name or alias, include their real name under “named person” and aliases as keywords	<ul style="list-style-type: none"> • <i>Named Person:</i> Cody, William Frederick • <i>Keyword:</i> Buffalo Bill
<ul style="list-style-type: none"> • If an authorized name (from the Library of Congress) is known, it may be used in the named person entry • Alternately, if the authorized version does not include information (such as “Jr.”) that could be helpful, it may be included as an LCSH term, with fuller version in named person 	<p><i>Named Person:</i> Austin, Stephen F. (Stephen Fuller), 1793-1836</p> <ul style="list-style-type: none"> • <i>LCSH:</i> Johnson, Lady Bird, 1912-2007 • <i>Named Person:</i> Johnson, Claudia Alta Taylor (Lady Bird)
If a person is identified with both a married name and a prior name, include a separate named person entry for each surname	<ul style="list-style-type: none"> • Buchanan, Menvil Mae • Seastrunk, Menvil Mae

Should someone be a ‘named person’?

- For images, the person must physically be part of the content
- For text, part of the content must be “about” the person
- Here are some general guidelines:

Named Person	Not a Named Person	Instead:
Person definitely identified in a photograph	Person hesitantly identified (S. M. Garvin?)	Add name as a keyword
	Person is not physically visible in a photograph	
	Statue or likeness of a person	

Named Person	Not a Named Person	Instead:
Plaintiff or defendant in a court case	Person mentioned once in court transcript	(Not included)
Person who is the subject of an entire or significant portion of a book	Person mentioned in a paragraph or two of a book	(Not included)
Author of an autobiography	Author of texts not about themselves	Add author as creator (or contributor)
Personal author and addressee of a letter	Person mentioned in passing in a letter	(Not included)

UNT Libraries Browse Subjects (UNTL-BS)

- UNTL-BS terms are used for records in The Portal to Texas History
- For records about Portal objects, include at least one subject (preferably more) from the UNT Libraries Browse Structure
- Choose as many appropriate terms as necessary from the [UNTL-BS list](#)

Guideline	Examples
Terms in the UNTL browse subjects are separated by a single dash and spaces (Term - Term)	Sports and Recreation - Riding - Bulls
<ul style="list-style-type: none"> • For subject strings that have several levels, do not include each part separately – only use the most specific or relevant string(s) • For example, not: <ul style="list-style-type: none"> ◦ Social Life and Customs <i>and</i> ◦ Social Life and Customs - Customs <i>and</i> ◦ Social Life and Customs - Customs - Weddings 	Social Life and Customs - Customs - Weddings
<ul style="list-style-type: none"> • Only use UNTL-BS terms starting with “Places” when: <ul style="list-style-type: none"> ◦ The place itself is important to the content of the item – i.e., it is “about” the place” – such as a map or travel book ◦ The place is not duplicated in the coverage place field – such as U.S. regions or historic locations that are in the UNTL-BS but cannot be coverage places ◦ And/or there are not other, more relevant terms 	Places - United States - Midwestern Region Places - Republic of Texas

Note: Additional subjects are added to the UNTL-BS when there are enough items to warrant it, so the number of subjects is consistently growing. If you would like to suggest a new subject, please notify Hannah Tarver (hannah.tarver@unt.edu).

Subjects from Other Established Thesauri or Controlled Vocabularies

- The UNT Libraries schema supports a number of controlled vocabularies and encourages the

use of any readily-available subjects (e.g., from established thesauri or discipline-related word lists) that would be helpful for users

- Editors are never required to include terms from external controlled vocabularies
- When included, the vocabulary used should be identified for each term
- Do not use terms that duplicate resource types, e.g., “Photographs”
- If the name of the controlled vocabulary is not in the list, choose “other” and notify the [metadata administrators](#)

Library of Congress Subject Headings (LCSH)

Guideline	Examples
<ul style="list-style-type: none"> • Subject strings must be formulated according to Library of Congress rules • Terms are separated by a double dash (Term – Term) 	<ul style="list-style-type: none"> • Bee culture - Equipment and supplies • Fort Wolters (Tex.) • Capote, Truman, 1924-
<ul style="list-style-type: none"> • If the item has been previously described in a library catalog record, that may be a good source of relevant subjects • You may need to tweak the formatting depending on how the subjects are displayed 	Costume – China – History – Ming-Qing dynasties, 1368-1912
<ul style="list-style-type: none"> • Generally prefer terms that don’t duplicate other information, e.g.: <ul style="list-style-type: none"> ◦ Consider leaving out geographic subdivisions that overlap with coverage place(s) ◦ Use separate LCGFT terms rather than form subdivisions 	<ul style="list-style-type: none"> • <i>LCSH</i>: Texas. Department of Transportation – Evaluation • <i>LCGFT</i>: Periodicals • <i>LCGFT</i>: Annual reports

Library of Congress Genre/Form Terms (LCGFT)

- If there are relevant genre/form terms (e.g., taken from an LCSH subject string), they may be added as subjects
- Note that unlike other subjects, these terms describe the *physical* item or *type* of content rather than what the item is about

Guideline	Examples
<ul style="list-style-type: none"> • Subject terms must come from the LCGFT thesaurus • Add one (or more) terms if they add more information • Do not add LCGFT terms that only duplicate the resource type (e.g., Photographs or Postcards) • Terms that provide <i>more specific</i> information may be included (e.g., <i>type</i>) 	Blank forms
	Greeting cards
	Cadastral maps

Guideline	Examples
of map, book, photo)	
	Handbooks and manuals
	Statistics

Other Examples:

Navy pamphlet: The Texas Navy.

- *UNTL-BS*: Military and Wars - Wars - Texas Revolution
- *UNTL-BS*: Military and War - Transportation - Ships
- *LCSH*: Texas – History, Naval
- *LCSH*: Texas – History – Republic, 1836-1846
- *KWD*: independence
- *KWD*: battleships
- *KWD*: schooners
- *KWD*: naval vessels
- *KWD*: Nimitz

Photograph: [Look-out Tower at Fort Davis]

- *LCSH*: New Deal, 1933-1939
- *LCSH*: Davis Mountain State Park (Tex.)
- *UNTL-BS*: Architecture - Civil Works
- *UNTL-BS*: Landscape and Nature - State and National Parks
- *KWD*: Civilian Conservation Corps
- *KWD*: overlooks
- *KWD*: scenery
- *KWD*: mountains
- *KWD*: deserts

Photograph: Jim Goin and Mr. [Fred] Cummings. Ice delivery in Aubrey

- *UNTL-BS*: People - Individuals
- *UNTL-BS*: Business, Economics and Finance - Transportation - Automobiles
- *KWD*: cars
- *KWD*: wagons
- *named_person*: Goin, Jim
- *named_person*: Cummings, Mr. Fred

Letter to Cromwell Anson Jones, 19 May 1869

- *UNTL-BS*: People - Individuals - Mary Jones
- *UNTL-BS*: Social Life and Customs - Correspondence
- *LCGFT*: Personal correspondence

- *LCSH*: Jones, Mary Smith McCrory, 1819-1907
- *named_person*: Jones, Cromwell Anson

Map of the Missouri, Kansas and Texas Railway

- *UNTL-BS*: Landscape and Nature - Geography and Maps
- *UNTL-BS*: Business, Economics and Finance - Transportation - Railroads
- *LCSH*: Missouri, Kansas and Texas Railway

Texian Campaigne plate

- *UNTL-BS*: Military and War - Wars - Mexican War
- *UNTL-BS*: Social Life and Customs - Furnishings - Dishes
- *NMC (Chenhall's)*: Food T&E
- *NMC (Chenhall's)*: Tools & Equipment for Materials
- *KWD*: ceramics
- *KWD*: plates
- *KWD*: Texian Campaigne

Surgical Scalpel, 19th Century

- *UNTL-BS*: Science and Technology
- *OTH*: Devices, Medical
- *KWD*: surgical knife
- *KWD*: surgical knives

Thesis: An 8-step program: Shaping and fixed-time food delivery effects on several approximations and undesired responses in goats

- *LCSH*: Clicker training (Animal training)
- *LCSH*: Goats – Training
- *LCSH*: Operant conditioning
- *KWD*: shaping

Music score: Daisy: Opera in Two Acts

- *LCSH*: Low, Juliette Gordon, 1860-1927 – Drama
- *LCSH*: Girl Scouts
- *LCSH*: Operas
- *LCGFT*: Scores
- *KWD*: Girl Scouts of America
- *KWD*: music
- *KWD*: conductors
- *KWD*: voices
- *KWD*: instruments

Photograph: [Portrait of Jessie Bogle Hubbard]

- *LCSH*: Bogle family

- *UNTL-BS*: People - Individuals
- *UNTL-BS*: Social Life and Customs - Customs - Weddings
- *KWD*: wedding dresses
- *LCGFT*: Portraits
- *named_person*: Bogle, Jessie
- *named_person*: Hubbard, Jessie Bogle

Architectural Drawing: Elementary School Building, Fort Stockton, Texas: Ceiling Plans

- *LCSH*: Public schools – Designs and plans
- *UNTL-BS*: Architecture - Buildings
- *UNTL-BS*: Education - Schools - Buildings
- *AAT*: elementary schools (buildings)
- *KWD*: Fort Stockton Independent School District

Comments

- Since the “subject and keywords” element may describe both what the object is about and the format in some cases, subject-related information may be repeated in other elements:
 - An image with a **Resource Type** “Photograph” could have a more specific subject term such as “cabinet card,” (keyword), “Panoramic photographs” (TGM), or “group portraits” (AAT)
 - To describe a resource, such as an autobiography, that is about its creator, place the creator’s name in both the subject/keyword element and the **Creator** element.
 - Although geographic terms are normally handled by the `:doc: Coverage <coverage>` (Place Name) element, subject fields could include geographic terms as well if the location is significant to the content, or if there are variant names.
- When using an established controlled vocabulary, follow all rules related to scope and formatting
 - E.g., the scope for the *LCGFT* includes the following disciplines: moving images (films, television programs, and video recordings), spoken-word recorded sounds, legal materials, and cartographic materials

Resources

- [UNT Subject Qualifier Controlled Vocabulary](#)

Resources for Selected Vocabularies:

Controlled Vocabulary	UNTL Code	Links to Resources
-----------------------	-----------	--------------------

Controlled Vocabulary	UNTL Code	Links to Resources
University of North Texas Libraries Browse Subjects	UNTL-BS	University of North Texas Libraries Browse Subjects
Art and Architecture Thesaurus (Getty)	AAT	Art and Architecture Thesaurus
Library of Congress (LC)		Thesauri and Controlled Vocabularies Classification Web (Accessible to UNT staff/students)
<ul style="list-style-type: none"> Legislative Subject Terms 	LST	Legislative Subject Terms
<ul style="list-style-type: none"> Library of Congress Subject Headings 	LCSH	Library of Congress Authorities Library of Congress Subject Headings
<ul style="list-style-type: none"> LC Genre/Form Terms 	LCGFT	Library of Congress Genre/Form Terms
<ul style="list-style-type: none"> LC Medium of Performance Thesaurus 	LCMPT	Library of Congress Medium of Performance Thesaurus
<ul style="list-style-type: none"> LC Thesaurus for Graphic Materials 	TGM	Thesaurus for Graphic Materials I: Subject Terms Thesaurus for Graphic Materials

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Primary Source

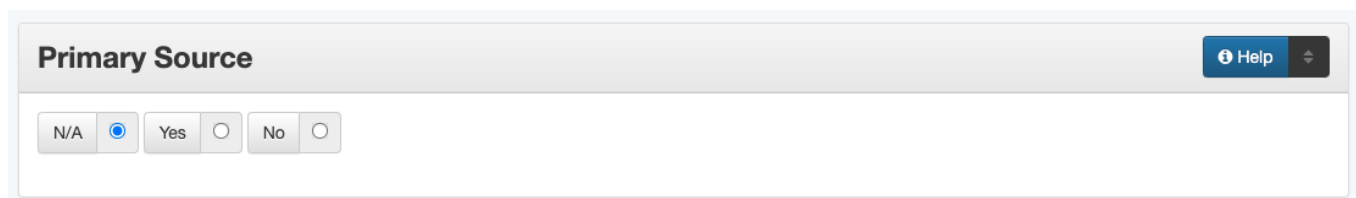
Definition

The primary source field designates firsthand accounts of historical subjects.

Where Can the Primary Source Information be Found?

- Whether or not an item is a primary source is determined by examining the item
- For our purposes, primary sources are firsthand accounts or archival copies of historical items

How Primary Source Works in the Metadata Form



The screenshot shows a metadata form titled "Primary Source". In the top right corner, there is a "Help" button. Below the title, there are three radio button options: "N/A" (which is selected), "Yes", and "No".

Parts:

1. N/A – radio button
2. Yes – radio button
3. No – radio button

Repeatable?

No

Required?

No (more information)

How Should the Primary Source be Filled in?

- If the resource is a primary source, click the radio button marked “Yes” on the metadata entry form
- If the resource is not a primary source, click the radio button marked “No”
- If the item contains components that are both primary and secondary, choose “No” and include a note

- If it is unclear whether the item is a primary source or if it cannot be determined, choose the radio button marked “N/A” (not applicable)

Is the item a primary source?

Primary Source	Not a Primary Source
autobiographies	biographies
a personal collection of original school photographs	yearbooks
journal article written in 1943 about WWII	journal article written in 2008 about WWII
original census data published by the government	written history that quotes census numbers

For more clarification about a particular item:

- See if the item fits one of the example categories in the next section
- Try reading the [Scholars' Definitions](#) of Primary Sources

Other Examples:

- Diaries, personal journals, letters, memos, postcards, manuscripts, memoirs, autobiographies, oral histories
- Private papers, deeds, wills
- Speeches, interviews, personal accounts, oral histories
- Documentary photographs, audio recordings, movies, or videos
- Government records, proceedings, court records, census data, patents
- Records of organizations (e.g., minutes, reports, correspondence)
- Public opinion polls, consumer surveys
- Scientific experiments, field notes, artifacts, schematic drawings, technical reports
- City directories
- Maps
- Paintings, sculptures, jewelry
- Published materials (books and magazine/newspaper articles) written AT THE TIME about a particular event
- Reprinted primary sources (often in reference books such as *Speeches of the American Presidents* or *Documents of American History*)

Comments

- To describe the category of the resource, use the [Resource Type](#) element.

Resources

- [Scholars' Definitions](#) of Primary Sources

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Coverage

Definition

Geographic and temporal information related to the content of the resource.

Where Can the Coverage Information be Found?

In some cases, coverage information may come from accompanying or supplementary information; generally the item must be read/examined to find coverage information, such as:

Item Types	Information Sources
For text	<ul style="list-style-type: none">• titles• abstracts• tables of contents• section/chapter headings• introduction/scope statements/text content
For images	<ul style="list-style-type: none">• notes on bottom or back of a photograph• visible items (people, surroundings, objects, etc.)• illustrations
For maps	<ul style="list-style-type: none">• statement in a caption• notes around the outside of the map• geographic area and time period of the map (content)
For music scores	<ul style="list-style-type: none">• title page• table of contents
For videos	<ul style="list-style-type: none">• label on disc• container cover• title screens or content
For sound files	<ul style="list-style-type: none">• information on disc/cassette• container information• content of audio

Item Types	Information Sources
For computer files	<ul style="list-style-type: none"> • title page/screen • text of document (content)

How Coverage Works in the Metadata Form

Parts:

1. Coverage type – drop-down menu
2. Coverage – text field

Note: Some coverage information opens in a pop-up modal

Repeatable?

Yes - to include different kinds of coverage information, click 'Add' to repeat all field parts

- Coverage location (**Place Name**, **Place Box or Point**) can be repeated to include multiple places
- Coverage eras (**Time Period**) can be repeated to include multiple eras
- Coverage **dates** should be expressed in a *single entry* as an individual date or date range(s)

Required?

No (more information)

How Should the Coverage be Filled in?

General Coverage Guidelines

- Multiple places and time periods may be included when relevant
- Coverage is about the content of the item
 - For some items (e.g., original photographs) the coverage date will be the same as the

creation date

- For text items dates and locations may overlap with creation dates and publisher locations but are often different
- For reproductions, consider that the content and creation may not match regardless of type (e.g., a copy negative would have a different creation date than the coverage date, which will match the original photo)

Place Name(s)

- Place names include sovereign political entities (such as countries) and continent-level regions

Guidelines	Examples
Include any places relevant to the content of the item	United States France
Note that most locations will already have an established form that should be chosen from the searchable modal. If the location name is not in the system, follow the instructions below. Use a hierarchical format of the current place name in the Geonames Database :	
<i>General Format</i>	
<ul style="list-style-type: none">• Separate elements of the hierarchy with a space followed by a hyphen and then another space ([text] - [text])• Begin with the largest (“country” level) and proceed to the smallest relevant geographical unit	Canada - Ontario Province England - Brighton and Hove Unitary Authority - Brighton Poland - Lower Silesia Province - Lubin County - Lubin Gmina - Lubin
<ul style="list-style-type: none">• Write out “County”, “Parish”, “Province”, and other relevant descriptors (<i>not</i> “State”)• For most places in the United States, this form should be used: United States - [state] - [county] County - [city]	Italy - Latium Region - Rome Province - Rome United States - Louisiana - Caddo Parish - Shreveport United States - Illinois - Cook County - Chicago
<i>Levels of Specificity</i>	
If the place is a territory or “dependent state,” treat it as a country and do not include the parent nation in the hierarchy	Guam

Guidelines	Examples
<p>When item content covers continents rather than countries (e.g., maps), use continent names based on the CIA World Factbook (also listed in the Comments section)</p>	<p>North America Central America and Caribbean</p>
<p>For content about the entire United Kingdom rather than the individual countries, use the “nation” name</p>	<p>United Kingdom</p>
<p>Do not include political groups (e.g., the European Union, United Nations, etc.); instead list the relevant member countries based on the content/time of publication</p>	<p>France England Germany etc.</p>
<p>For bodies of water (lakes, rivers, oceans, etc.) and geographic landmarks (e.g., mountains):</p> <ul style="list-style-type: none"> • Include the most specific location that is relevant (e.g., country, region, county, state, etc.) <i>or</i> • Leave the coverage place blank for oceans or landmarks that are not contained in a specific region 	<p><i>Coverage Place:</i> United States - Texas</p> <p><i>Keyword:</i> Neches River</p> <p><i>Keyword:</i> Atlantic Ocean</p>
<p>Do not include:</p> <ul style="list-style-type: none"> • Any levels smaller than the “city” or populated place levels (parks, neighborhoods, etc.) • Names of military installations that are not also designated as “populated places” • Geographic regions other than continents (e.g., Midwest) <p>Proper names can be included as keywords</p>	<p><i>Coverage Place:</i> United States - Texas - Palo Pinto County - Mineral Wells</p> <p><i>Keyword:</i> Crazy Park</p> <p><i>Keyword:</i> New England</p>
<p>For a neighborhood, subdivision, or other non-populated place:</p> <ul style="list-style-type: none"> • Use the smallest appropriate level (usually a county or city) • Add the name of the area as a keyword, using the full name/designation 	<p><i>Coverage Place:</i> United States - Texas - Taylor County - Abilene</p> <p><i>Keyword:</i> Brook Hollow Subdivision</p> <p><i>Coverage Place:</i> United States - Texas - Taylor County</p> <p><i>Keyword:</i> Camp Barkeley</p>

Guidelines	Examples
<ul style="list-style-type: none"> A colonia or “Census Designated Place” (CDP) is treated the same as a city Other forms of the name (e.g., with the CDP note) can be added as keywords <p><i>Note: A CDP is defined according the `U.S. Census Bureau <https://data.census.gov>`_ and is noted in their database</i></p>	<p><i>Coverage Place: United States - Webb County - Ranchitos Las Lomas</i></p> <p><i>Coverage Place: United States - Webb County - Village East Colonia</i></p> <p><i>Keyword: Ranchitos Las Lomas CDP, Texas</i></p>
<i>Name Changes</i>	
<ul style="list-style-type: none"> If the region being described has changed names or restructured, use the current name Variant names may be included as keywords and may be used in other text fields when describing the item/content <p>If the previous hierarchy or version of a place name is important, it may also be added as a historic place name</p>	<p><i>Coverage Place: Puerto Rico</i> <i>Keyword: Porto Rico</i></p> <p><i>Coverage Place: Vietnam - Ho Chi Minh Municipality - Ho Chi Mihn City</i></p> <p><i>Historic Place Name: Vietnam - Saigon</i></p>

Exceptions

Guidelines	Examples
<ol style="list-style-type: none"> New York City encompasses five different counties, so the “county” part of the hierarchy should be omitted New York boroughs can be included at the level below “city” (with the relevant county) 	<p>United States - New York - New York City</p> <p>United States - New York - Kings County - New York City - Brooklyn Borough</p>
<ol style="list-style-type: none"> For “Hollywood” do not include “Los Angeles” as the city 	<p>United States - California - Los Angeles County - Hollywood</p>
<ol style="list-style-type: none"> The District of Columbia should be written as “Washington D.C.” 	<p>United States - Washington D.C.</p>

Guidelines	Examples
<p>5. Within the United States, do not include places in the hierarchy between “county” and “city” e.g.:</p> <ul style="list-style-type: none"> • United States - Texas - Galveston County - Galveston Island - Galveston • United States - Indiana - Hancock County - Vernon Township - McCordsville 	<p>United States - Texas - Galveston County - Galveston</p> <p>United States - Indiana - Hancock County - McCordsville</p>
<p>6. Places classified as “Independent Cities” will not have counties</p>	<p>United States - Missouri - St. Louis Independent City - St. Louis</p>
<p>7. There is no need to include a descriptor such as “Department” or “National District” if it already appears in the name (Distrito Federal, etc.)</p>	<p>France - Île-de-France Region - Département de Ville de Paris - Paris</p> <p>Portugal - Distrito de Lisboa - Lisbon</p>

Historic Place Name

- For places that have changed names, it may be appropriate to include a historic place name, so that users can still search the location in the coverage field
- Generally, historic place name(s) will be added in addition to coverage place value(s) that use the current version of the location’s name
- In some cases, it may be more appropriate to put the name in a keyword instead, such as the name for a body of water (which is excluded from place names), even if it is a historic usage

Guidelines	Examples
<ul style="list-style-type: none"> • Add the historic name of the location • If known, use a hierarchical format to provide context 	Yugoslavia - Brod
	United States - Indian Territory - Canadian County - El Reno
	U.S.S.R.
	France - Alsace Region - Bas-Rhin Department - Herrlisheim
	New Spain

Geocoordinates

- Place point and place box are used to represent specific coordinates when available

information is more specific than a place name (e.g., place points should not be dropped in a city center unless that is the actual location of the content)

- Values may be approximate, but should be as accurate as possible
- After choosing place point or place box in the drop-down menu, clicking in the text area will pop up with a Google Maps interface
 - Follow the instructions in the modal to place a precise point or to draw a box representing the area
 - Click “Insert” to save the information (the coordinates will automatically be saved in the record)
- Geocoordinate options are repeatable, but multiple point(s) or box(es) should be used sparingly, and only when this level of specificity is appropriate
- Since these represent different/more specific information, geocoordinate entries should only be use along with the appropriate place name(s)

Place Point

- Place points are appropriate to denote a specific location such as:
 - The vantage point of an image (generally from ground level)
 - Marking the center of a building for an interior photo (or unknown vantage point of a known building)
 - Textual content about a building or specific location
 - Audio/video recorded at a known location (e.g., a building or vantage point)

Place Box

- Place boxes are appropriate when content encompasses an entire area, such as:
 - A map
 - An aerial photograph
 - An architectural drawing
 - A technical report about the survey of a specific area
 - A pamphlet/guide for a park, historic estate, etc.

Multiple Geocodes

- In specific cases where the content encompasses multiple points/areas place points and place boxes are repeatable, such as:
 - A photo/image collage of multiple buildings or locations-
 - A technical report of study about multiple discreet areas
 - A map (box) with an inset photo (point)
 - Different maps printed on two sides of the same sheet

Time Period

- Time period refers specifically to the browse structure used for Portal records
- Time period(s) should be chosen from the **controlled vocabulary** to reflect the era(s) of the content
- In cases where the years of the time periods overlap, always use the most generic era unless a more specific one applies
- It is important to include the time period whenever possible in Portal records for browsing

Dates

- Use the 'Coverage Date' qualifier for date(s) represented or discussed in the content
- Note that coverage dates will often be broader than the creation date for textual materials (do not copy the creation date as the coverage date unless it matches the content)
- Include exact dates when applicable
- Only use a *single coverage date entry*, even when documenting multiple dates or ranges
- Use proper formatting:

Guidelines	Examples	
<ul style="list-style-type: none"> • Write dates using the format YYYY-MM-DD, separating sections with a single hyphen 	A photograph taken February 16, 1958	1958-02-16
<ul style="list-style-type: none"> • Include partial dates if content discusses a whole year (YYYY) or month (YYYY-MM), or if that is the most specific date that can be determined 	A calendar of events for August 2001	2001-08
	An annual report for calendar year 1972	1972
	A letter written sometime in 1852	1852
<i>Uncertain Dates</i>		
<ul style="list-style-type: none"> • If a date is uncertain, use a question mark at the end • If the specific year is unknown (e.g., a decade), the last digit can be replaced by "X" 	A map documenting a survey, believed to have occurred in 1720	1720?
	A book discussing trends of the 1970s	197X
<ul style="list-style-type: none"> • Approximate ("circa") dates are represented with a tilde at the end 	A letter written mid-May 1862, discussing general news without specific dates	1862-05~
<ul style="list-style-type: none"> • For B. C. dates, include a hyphen at the front of the date • The year must have at least 4 digits 	A report on archeological findings from 601 BC	-0601

Guidelines	Examples	
<i>Date Ranges</i>		
<ul style="list-style-type: none"> For a single, inclusive date range, use the interval notation 	A journal with article content ranging 1908-1928	1908/1928
	An interview discussing events from roughly 2013 until 2018, when it was recorded	2013~/2018
	Annual financial report for fiscal year 2003	2002-09-01/2003-08-31
<ul style="list-style-type: none"> To represent a particular date within a known range, use one-of-a-set notation (This generally applies to photos, where the content matches the creation date) 	A photograph taken at an event held September 12-15, 1974	[1974-09-12..1974-09-15]
<ul style="list-style-type: none"> For multiple (inclusive) dates or date ranges that are <i>not consecutive</i>, use multiple date notation with {curly brackets} 	Report documenting data collected in 1900, 1950, and 2000	{1900,1950,2000}
	Thesis comparing various aspects of WWI and WWII	{1914-07..1918-11, 1939-09..1945-09}

For additional date formats and examples, see [General Date Rules](#).

Other Examples

Drawing: Bird's eye view of Denton, Denton County, Texas: 1883

- *Place Name*: United States - Texas - Denton County - Denton
- *Time Period*: new-sou: New South, Populism, Progressivism, and the Great Depression, 1876-1939
- *Coverage Date*: 1883

Map: Hispania nova

- *Place Name*: Spain
- *Place Name*: Mexico
- *Time Period*: eur-tex: European Explorers in Texas, 1519-1689

Letter to Cromwell Anson Jones, May 19, 1869

- *Place Name*: United States - Texas - Galveston County - Galveston
- *Time Period*: civ-war: Civil War and Reconstruction, 1861-1876
- *Coverage Date*: 1869-05

Photograph: 1918 Morning After

- *Place Name:* United States - Texas - Denton County - Aubrey
- *Time Period:* new-sou: New South, Populism, Progressivism, and the Great Depression, 1876-1939
- *Coverage Date:* 1918-04-15

[Bell County Ex-Confederate Association Ledger]

- *Place Name:* United States - Texas - Bell County - Belton
- *Time Period:* new-sou: New South, Populism, Progressivism, and the Great Depression, 1876-1939
- *Coverage Date:* 1888~/1920

Map: Bachman Lake Park: Hike and Bike Trail Plan

- *Place Name:* United States - Texas - Dallas County - Dallas
- *Place Box:* N:32.8683058054, E:-96.8294005002, S: 32.8437915023, W:-96.8905119504
- *Time Period:* mod-tim: Into Modern Times, 1939-Present
- *Coverage Date:* 1983-03

[Letter to Johnson Moorhead from H. T. Hathaway]

- *Place Name:* United States - Kansas - Reno County - Turon
- *Time Period:* new-sou: New South, Populism, Progressivism, and the Great Depression, 1876-1939
- *Coverage Date:* 1888

French World War I poster

- *Place Name:* France
- *Coverage Date:* 1914/1917

[House at 911 N. Sycamore]

- *Place Name:* United States - Texas - Anderson County - Palestine
- *Place Point:* 31.7671795871, -95.6326822933
- *Time Period:* mod-tim: Into Modern Times, 1939-Present
- *Coverage Date:* 1991-06

Map: Abernathy Quadrangle

- *Place Name:* United States - Texas - Lubbock County - Abernathy
- *Place Name:* United States - Texas - Hale County
- *Place Box (map boundaries):* N:33.88, E:-101.75, S: 33.75, W:-101.88
- *Place Point (center of quadrangle):* 33.81, -101.81
- *Time Period:* tex-land: The Texas Landscape

Map: Encinal County

- *Place Name*: United States - Texas - Webb County
- *Historic Place Name*: United States - Texas - Encinal County
- *Time Period*: tex-fron: The Texas Frontier, 1846-1861
- *Time Period*: tex-land: The Texas Landscape

Photograph: The Arsenal - Kremlin offices

- *Place Name*: Russia - Moscow Federal City - Moscow
- *Historic Place Name*: U.S.S.R.
- *Coverage Date*: 1985
- *Place Point*: 55.752042, 37.617935
- *Time Period*: mod-tim: Into Moder Times, 1939-Present

Comments

- Note: As of February 2014, we are using the [GeoNames Database](#) as the authority for place names rather than the Getty Thesaurus of Geographic Names.
- Although the coverage element appears to repeat information that could also be placed in other elements, such as [subject/keywords](#) and [date](#), it is needed to provide the best interoperability with other metadata and resource-sharing systems. To reduce duplication, it is recommended to use coverage for any relevant *content* information and only duplicate it when it is applicable to the *creation* (e.g., the creation date/coverage date for original photographs).
- It is strongly recommended that both coverage place(s) and coverage time period(s) be included when known (or reasonably inferred) in order to facilitate the browse structure for Portal records, and to provide the best interoperability with other metadata and resource-sharing systems.
- Recommended best practice for encoding the date value is defined in the proposed standards from the Library of Congress: [Extended Date Time Format](#)
 - For more information about date implementation and local practices, see the [Date guidelines](#) and the notes in the [Comments](#) section.
- For coverage place names, the following continent names can be used in place of countries (derived from the [CIA World Factbook](#)):
 - Africa
 - Antarctica
 - Arctic*
 - Australia/Oceania
 - Central America and Caribbean
 - Central Asia
 - East & Southeast Asia
 - Europe
 - Middle East
 - North America

- South America
- South Asia

Note: Although the “Arctic” is not on the list of continents, it is used as a regional term for maps in the Factbook; it can be used when the item is related to the whole Arctic region rather than specific continents/countries

Based on the browse features in the [CIA World Factbook](#) the following countries are in the three Asian regions:

Central Asia	East & Southeast Asia	South Asia
<ul style="list-style-type: none"> • Kazakhstan • Kyrgyzstan • Russia • Tajikistan • Turkmenistan • Uzbekistan 	<ul style="list-style-type: none"> • Brunei • Burma • Cambodia • China • Hong Kong • Indonesia • Japan • Laos • Macau • Malaysia • Mongolia • North Korea • Papua New Guinea • Paracel Islands • Philippines • Singapore • South Korea • Spratly Islands • Taiwan • Thailand • Timor-Leste • Vietnam 	<ul style="list-style-type: none"> • Afghanistan • Bangladesh • Bhutan • British Indian Ocean Territory • India • Maldives • Nepal • Pakistan • Sri Lanka

[Back](#) to Coverage Place Names

Resources

- [UNT Coverage Qualifier Controlled Vocabulary](#)

Dates

- [UNT Coverage Time Period Controlled Vocabulary](#)
- [Library of Congress Extended Date Time Format](#)

Places

- [GeoNames Database](#)
- [Getty Thesaurus of Geographic Names](#)
- [CIA World Factbook](#)
- [Member Countries of the European Union](#)
- [U.S. Census Bureau](#)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Source

Definition

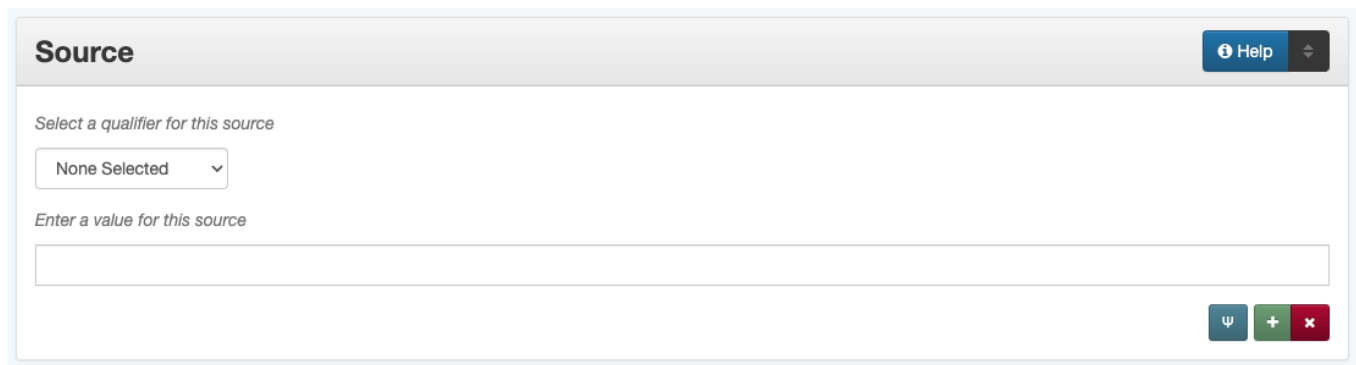
Information about a resource from which the current resource is derived.

Where Can the Source Information be Found?

For any type of item, source describes an original (physical or digital) resource from which the current resource is derived and may be found:

- by examining the item
- in accompanying or supplementary information

How Source Works in the Metadata Form



The screenshot shows a metadata form titled "Source". At the top right, there is a "Help" button. Below the title, there is a prompt "Select a qualifier for this source" followed by a dropdown menu currently showing "None Selected". Below that is a prompt "Enter a value for this source" followed by a large text input field. At the bottom right of the form, there are three buttons: a blue button with the Greek letter psi (ψ), a green button with a plus sign (+), and a red button with an 'x'.

Parts:

1. Source qualifier – drop-down menu
2. Source – text field

Repeatable?

Yes

Required?

No (more information)

How Should the Source be Filled in?

- This field is only used if the item is:
 - a derivation (a single map from a book, an article from a journal, etc.)
 - an item that was part of a larger event (a presentation from a conference, a piece from an exhibition, etc.)
- Formatting is not strictly enforced in this field, but it is helpful to list information consistently:
 - include any known relevant information
 - use a standard citation format, if applicable

Guideline	Example
<p><i>For a publication, give any bibliographic information necessary to identify the original resource</i></p> <ul style="list-style-type: none">• title• format• standardized number/identifier• publisher and/or publication date• etc.	Marshall City Directory, 1937. Rochester: Keiter Directory Co., 1937. V. 1.
<p>For serials, include:</p> <ul style="list-style-type: none">• title• volume and/or issue• publication date• etc.	Anabiosis: the Journal for Near-Death Studies, 3(2), International Association for Near-Death Studies, December 1983, pp. 203-206
<p>For an event, include information such as:</p> <ul style="list-style-type: none">• title of event• location• dates held• etc.	14th International Conference on Knowledge Management, November 9-10, 2018. Vancouver, Canada

- Choose the appropriate relation qualifier from the controlled vocabulary
- Note that published conference proceedings should be treated as a publication source (book or journal), while non-published components (e.g., posters or presentations) should use the conference or event as the source
- If none of the qualifiers applies to the item, choose "Other"

Other Examples:

Scanned map from a book

Book: "From the German edition of P.F.X. Charlevoix, Histoire general des voyages, 1754." –
Almagre books, list 47A.

Article from a conference

Conference: Annual Conference of the North American Chapter of the Association for Computational Linguistics (NAACL), 2010, Los Angeles, California, United States

Article published in a journal

Journal: Government Information Quarterly, 2008. p. 66-89

Presentation from a preconference

Conference: 3rd Annual Digitization Expo [Pre-conference], Texas Library Association (TLA) Annual Convention, 2010, San Antonio, Texas, United States

Map from an atlas

Atlas: Geologic Atlas of the United States, Llano-Burnet Folio No. 183, Washington: Geological Survey (U.S.), 1912

Clipping/article from a newspaper

Newspaper: "King State Dependent on South Parkers," Forward Times, Houston Texas, August 9, 1975, pp. 7A-8A

Assignment from a class course

Academic Course: JOUR 5260 Qualitative Research Methods, University of North Texas Dallas, Fall 2016

Photograph from an art exhibit

Exhibition: Young Latino Artists, Mexic-Arte Museum, Austin, Texas, June 13-September 7, 2014

Output from a grant program

Grant: National Science Foundation (NSF), Ethics Education in Science and Engineering (EASE) Grant, Award #1252692

Photograph from a non-defined type of event

Other: Three Minute Thesis (3MT®) Final Competition, University of North Texas, Denton, Texas, November 17, 2018

Comments

- To specify other resources which are judged to be significantly related to the current resource in some fashion, use the [Relation](#) element.
- Information in this field may also overlap with information entered in the [Citation](#) element.

Resources

- [OCLC Worldcat](#)
- [Worldcat via FirstSearch](#) (UNT staff/students can get to OCLC records through electronic resources)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Citation

Definition

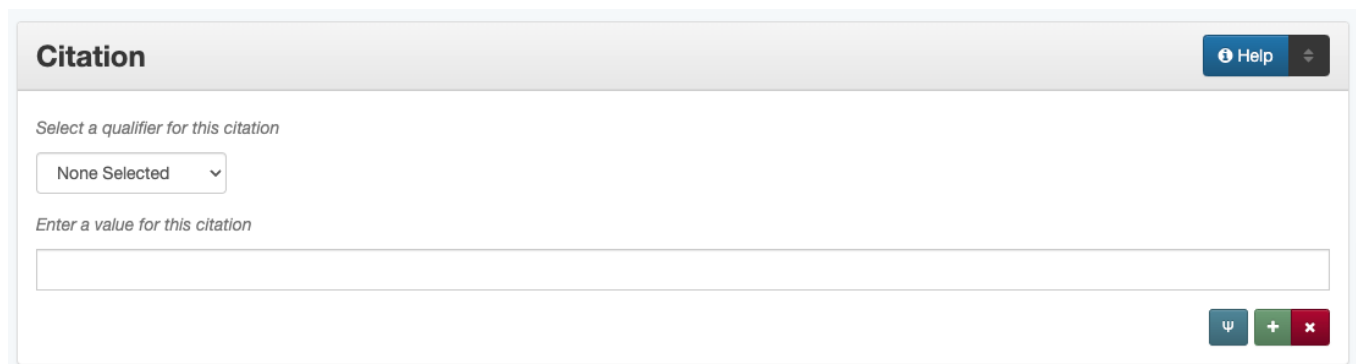
Information about a serial item, a resource from which the current resource is derived, or peer-reviewed status of items.

Where Can the Citation Information be Found?

Citation information can be found in several places including:

- a title page
- page headers or footers
- in accompanying or supplementary information

How Citation Works in the Metadata Form



The screenshot shows a metadata form titled "Citation". In the top right corner, there is a "Help" button with a question mark icon. Below the title, the instruction "Select a qualifier for this citation" is followed by a dropdown menu currently showing "None Selected". Below that, the instruction "Enter a value for this citation" is followed by a large text input field. In the bottom right corner of the form, there are three buttons: a blue button with the Greek letter psi (Ψ), a green button with a plus sign (+), and a red button with an 'x'.

Parts:

1. Citation type – drop-down menu
2. Citation – text field

Note: Some citation information (Peer Reviewed) opens in a pop-up modal

Repeatable?:

- Yes - to include different kinds of citation information (up to ten), click 'Add' to repeat all field parts; each individual information type (publication title, pages, volume, edition, etc.) cannot be repeated

Required?

No (more information)

How Should the Citation be Filled in?

General Citation Guidelines

- Only include subfield parts that are relevant
- For items expressed by numbers (pages, volume, issue, etc.), do not include additional text, for example *not* “Vol. 1”

Publication Title

Guidelines	Examples
<ul style="list-style-type: none">• Use the title of the publication• This will be the same as the serial title for full issues• Generally do not include the publication title unless other components apply (e.g., a volume and/or issue number)	Chemical Information Bulletin
	Proceedings of the International Conference on Dublin Core and Metadata Applications

Pages

Guidelines	Examples
List the total number of pages as a whole number	12
For an item that does not start at page 1, include a range: <ul style="list-style-type: none">• Label the page number of the first page as “Page Start”• Label the page number of the last page as “Page End”	<i>Page Start: 165</i> <i>Page End: 176</i>
<ul style="list-style-type: none">• When appropriate, page numbers can be expressed both as: (1) a total number of pages <i>and</i> (2) a range of page numbers (using page start/page end)• To reduce duplication, another option is to include total pages in the physical description for users and the start & end pages in citation for searchability	<i>Page Start: 123</i> <i>Page End: 143</i> <i>Physical</i> <i>Description: [21]</i> p.

Volume/Issue

Guidelines	Examples
<ul style="list-style-type: none"> When relevant, include the volume and/or issue numbers Use Arabic numerals If the volume or issue numbers are written in Roman numerals on the item add them in a Display Note 	<p><i>Volume: 27</i></p> <p><i>Issue: 2</i></p> <p><i>Note: "Volume XXVII."</i></p>

Edition

Guidelines	Examples
If the item has an edition number, include it as an Arabic number	3
If the item has a seasonal edition, include the season or month as it appears on the item	Fall

Peer Reviewed

- If the item has been peer-reviewed (or juried, or refereed), choose "True" from the drop-down menu
- If the item has not been peer-reviewed, choose "False" from the drop-down menu
- If it is unclear whether the item has been peer-reviewed, do not include this sub-element

Author String

- This field should only be included if all of the authors (or creators) are not listed on the item or accompanying information
 - If all of the authors (or creators) are named individually, include them in the [Creator](#) field according to the guidelines
- List the authors exactly as their names appear on the item, e.g.: Smith, Jones, et al.

Preferred Citation

- This field should only be included if the item or accompanying information includes a preferred citation, e.g., "Cite this article as..."
- List the citation exactly it as it appears on the item or accompanying information

Other Examples

Paper Published in Conference Proceedings

- Publication Title:* Proceedings of the International Conference on Dublin Core and

Metadata Applications

- *Page Start:* 165
- *Page End:* 176
- *Pages:* 12
- *Peer Reviewed:* True

Photograph

- *Preferred Citation:* Please credit: USDA - Soil Conservation Service

Article Published in a Journal

- *Publication Title:* Journal of Vaishnava Studies
- *Volume:* 19
- *Issue:* 1

Full Serial Issue

- *Publication Title:* Chemical Information Bulletin
- *Volume:* 27
- *Issue:* 2

Revised Reference text

- *Edition:* 3

Comments

- This field may be used in conjunction with the [Source](#) field
- This field may repeat information from other fields including [Source](#) and [Title](#) (in order to parse the citation components for search engines)

Glossary of Citation Qualifiers:

Code	Name	Definition
authorString	Author String	A list of creator names that cannot be broken into individual persons or organizations (often including "et al.")
edition	Edition	Numeral or seasonal edition of the publication
issue	Issue	Issue number of the publication
pageEnd	Page End	The last page number on the item
pages	Pages	The total number of pages of content in the item
pageStart	Page Start	The first page number on the item
peerReviewed	Peer Reviewed	Whether or not the item has been peer-reviewed, juried, or otherwise refereed

Code	Name	Definition
preferredCitation	Preferred Citation	A full citation for an item in a preferred format or a crediting statement to be used in citations, not documented elsewhere in the record
publicationTitle	Publication Title	Title of the serial publication
volume	Volume	Volume number of the publication

Resources

- [UNT Citation Qualifier Controlled Vocabulary](#)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Relation

Definition

Information about another resource that is related to the current resource.

Where Can the Relation Information be Found?

- Relation information provides a reference to a related resource which may be found on:
 - a title page
 - accompanying or supplementary information

How Relation Works in the Metadata Form

Relation Help

Select a qualifier for this relation

None Selected

Enter a value for this relation

ψ + x

Parts:

1. Relation type – drop-down menu
2. Relation – text field

Repeatable?

Yes - to include multiple relationships, click 'Add' to repeat all field parts

Required?

No (more information)

How Should the Relation be Filled in?

- Enter information about known relationships in the records for both items

- It is not necessary to do research to find related resources
- If the relationship is unclear, uncertain, or otherwise questionable, the information may be entered into a [note](#) instead

Guideline	Examples
<ul style="list-style-type: none"> • Include the title of the related item 	Experiment Station Record Volume 61
<ul style="list-style-type: none"> • Optionally, include a unique identifier or additional information if it is important to identify the item <ul style="list-style-type: none"> ◦ If one item has multiple identifiers, both can be included together 	81-01796a-20_02 and 81-01796b-20_02
<ul style="list-style-type: none"> • Include the permalink (ARK) from the related item <ul style="list-style-type: none"> • Since ARKs are assigned at the time of upload, they cannot be added until after items are online • When an ARK is added to the relation field, the system will automatically create a link to that item 	ark:/67531/metaph38109

- Choose the appropriate relation qualifier from the [controlled vocabulary](#)
- Generally both halves of the reciprocal relation should be represented so that each record references the other
 - In some cases, if there are a large number of related items on one side (usually has part/is part of), the child items should all reference the parent, but the reciprocal may be eliminated
 - The direction of the relationship should reflect which of the items was created first or is a more original version
 - If you cannot determine which is the more original/first created item, default to the one uploaded first (first ARK, sequentially)
- If more than one qualifier applies (e.g., transcription and translation), choose one and explain as needed in a [display note](#)
- If none of the qualifiers applies to the items, the qualifier can be left blank, but consider whether the information might be more appropriate in another field such as:
 - [Description](#)
 - [Display note](#)
 - [Source](#)

Relationship	Description	Examples	
Is based on / Is	To show that an item has	<i>Is based on</i>	<i>Is basis for</i>

Relationship	Description	Examples	
basis for	an intellectual relation to another	A creative adaptation or modernization	An original, creative work
		An executive summary	A separately-published report or document
		A linguistic analysis	An original text or transcript
Is format of / Has format	To show that the item has the same content in a different format	<i>Is format of</i>	<i>Has format</i>
		A photographic print	An original negative
		A print manuscript	A born-digital text file
Is part of / Has part	<ul style="list-style-type: none"> To show that the item is part of a larger resource To show that the item is a duplication of partial content from another resource 	<i>Is part of</i>	<i>Has part</i>
		A chapter from a book or report	The complete volume
		An individual map	A book or atlas containing the same map
Is version of / Has version	To show that an item has multiple identical or near-identical copies in the same format	<i>Is version of</i>	<i>Has version</i>
		An annotated legal document	A plain copy of the same document
		Identical copies of a postcard, perhaps with different notes	
		Multiple prints of the same photo image with different cropping/enlargement	
References / Is referenced by	<ul style="list-style-type: none"> To show that an item is intellectually interrelated To show that an item is cited or sourced in the content of another resource 	<i>References</i>	<i>Is referenced by</i>
		A letter	Separated, cited enclosures
		A news script	An accompanying video clip
		A report	Separately-published appendices, figures, or indexes
		A research publication	A separate dataset analyzed in the document

Relationship	Description	Examples	
Replaces / Is replaced by	To show that a later version overrides an earlier one	<i>Replaces</i>	<i>Is replaced by</i>
		A revised policy	An older version of the same policy
		Any updated document	A previous version/edition
Requires / Is required by	To show that an item needs another component		
Has transcription / Is transcription of	To show that a handwritten item has a transcript	<i>Has transcription</i>	<i>Is transcription of</i>
		Any handwritten document, e.g., letter, ledger, organizational minutes, etc.	A typed version of the same content
		A printed document written in calligraphy or fancy script, such as German Fraktur	A plain-text or simple type version
Has translation / Is translation of	To show that an item has versions in different languages	<i>Has translation</i>	<i>Is translation of</i>
		Any item written in any language (e.g., pamphlet, letter, book, etc.)	The same document or content published or made available in another language
Conforms to	To show that an item is compliant with a set of standards <ul style="list-style-type: none"> This relationship is not currently used; see the Comments section below 		

Other Examples:

Detailed volumes with a separate summary

The summary report:	<i>Is based on:</i> Texas House Legislative Budget Estimates: 2016-2017 Biennium, Articles 1-3, ark:/67531/metaph641220
	<i>Is based on:</i> Texas House Legislative Budget Estimates: 2016-2017 Biennium, Articles 4-10, ark:/67531/metaph640727

Each complete report:	<i>Is basis for:</i> Summary of Texas House Legislative Budget Board Estimates: 2016-17 Biennium, ark:/67531/metaph839391
-----------------------	---

Map with copies in multiple formats

Map of North Park Addition to Abilene, Texas [#1]:	<i>Has format:</i> Map of North Park Addition to Abilene, Texas [#2], OKHPB_0470, ark:/67531/metaph77939
	<i>Has format:</i> Map of North Park Addition to Abilene, Texas [#3], OKHPB_0491, ark:/67531/metaph77960
Map of North Park Addition to Abilene, Texas [#2]:	<i>Is format of:</i> Map of North Park Addition to Abilene, Texas [#1], OKHPB_0468, ark:/67531/metaph77936
	<i>Is format of:</i> Map of North Park Addition to Abilene, Texas [#3], OKHPB_0491, ark:/67531/metaph77960
Map of North Park Addition to Abilene, Texas [#3]:	<i>Is format of:</i> Map of North Park Addition to Abilene, Texas [#1], OKHPB_0468, ark:/67531/metaph77936
	<i>Is format of:</i> Map of North Park Addition to Abilene, Texas [#2], OKHPB_0470, ark:/67531/metaph77939

Application materials with photos duplicated as separate items

For complete application document:	<i>Has part:</i> [Alexander Lowe House Photograph #1], ark:/67531/metaph495135
	<i>Has part:</i> [Alexander Lowe House Photograph #2], ark:/67531/metaph495293
For each individual photo:	<i>Is part of:</i> [Historic Marker Application: Alexander Lowe House], ark:/67531/metaph477613

City ordinances repeated in multiple volumes

For ordinances 1-20:	<i>Has version:</i> [City of Clarendon Ledger: Ordinances 1-103], ark:/67531/metaph38109
For ordinances 1-103:	<i>Is version of:</i> [City of Clarendon Ledger: Ordinances 1-20], ark:/67531/metaph38130

A series of volumes with a cumulative index

For the general index:	<i>References:</i> Experiment Station Record Volume 61, ark:/67531/metadc5095 (repeated with information for each volume)
For each volume:	<i>Is referenced by:</i> Experiment Station Record General Index to Volumes 61-70, ark:/67531/metadc5055

A handwritten letter with a typed transcription

Original letter:	<i>Has transcription:</i> [Transcript of letter from Josephus Moore to Charles Moore, February 16, 1865], CBM_2079-019-004, ark:/67531/metaph203126
Transcription:	<i>Is transcription of:</i> [Letter from Josephus Moore to Charles Moore, February 16, 1865], CBM_2079-019-004, ark:/67531/metaph203348

A Texas document published in both English and Spanish

For the English version:	<i>Has translation:</i> Boletín de Noticias, Primavera 2013, ark:/67531/metaph640173
For the Spanish version:	<i>Is translation of:</i> Texas Talking Book News, Spring 2013, ark:/67531/metaph653584

Comments

- To make observations about related subject matter in the intellectual content of another resource (for example, photographs of the same storm-damaged building taken from different viewpoints), use the [Note](#) element.
- Items may also have other content-based connections that are not represented best by a formal “Relation.” For example, materials may have topical, geographic, or temporal relationships represented in the [Date](#), [Coverage](#), [Subject](#), or other appropriate fields.
- Relationships are drawn primarily from Dublin Core Metadata Initiative (DCMI) standards (a full list of fields and controlled vocabulary terms can be accessed [here](#).
 - The relationships for transcription and translation are locally added
 - We include “Conforms To” within our controlled vocabulary as a DCMI relationship, but it is not currently used within the system.
- Local practice is to use the Relation field specifically for reciprocal references between items in the Digital Collections, rather than describing relationships between an item in the Digital Collections and an external resource.
- Although only the ARK is technically required to establish a relationship, it is highly encouraged to include a title or other identifying information for clarity and to increase metadata shareability (e.g., for harvesting)

Resources

- [UNT Relation Qualifier Controlled Vocabulary](#)
- [Dublin Core Metadata Initiative \(DCMI\) Homepage](#)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Collection

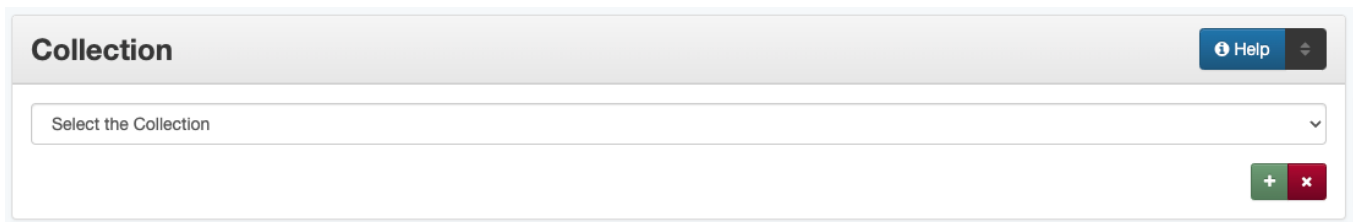
Definition

Collection refers to a larger group of resources with a unique collective title to which the resource being described belongs.

Where Can the Collection Information be Found?

This information comes from the institution or from the project manager.

How Collection Works in the Metadata Form



The screenshot shows a form field titled "Collection". In the top right corner of the field, there is a blue "Help" button with a question mark icon and a small downward arrow. Below the title, there is a large text input area with the placeholder text "Select the Collection" and a small downward arrow on the right side. At the bottom right of the input area, there are two small buttons: a green one with a plus sign and a red one with an 'x' sign.

Parts:

Collection name – drop-down menu

Repeatable?

Yes - to include multiple collections, click 'Add' to repeat the field

Required?

Yes (more information)

How Should the Collection be Filled in?

- Select the correct collection name from the controlled vocabulary
- When relevant, include multiple collections
- It is **important** that the correct collection name(s) be entered for the item

Examples

Photograph: Perini Well #1 Coming In

Collection: ABPHC - Abilene Photograph Collection

Rare book: Rhymes, for infant minds

Collection: UNTRB - Rare Book and Texana Collections

Pamphlet: Control of sugar-beet nematode by crop rotation.

- *Collection:* ATOZ - Government Documents A to Z Digitization Project
- *Collection:* USDAFB - USDA Farmers' Bulletins

1936 General Highway Map of Bosque County, Texas

Collection: SG07 - Rescuing Texas History, 2007

Music USA Recording Schedule, 1962-1973

Collection: MLCC - Music Library Conover Collection

Newspaper issue: The Caldwell News and the Burleson County Ledger (Caldwell, Tex.), Vol. 64, No. 45, Ed. 1 Friday, June 8, 1951

- *Collection:* TDNP - Texas Digital Newspaper Program
- *Collection:* CNBCL - Caldwell News and Burleson County Ledger:
- *Collection:* TFG - Tocker Foundation Grant

Comments

- Collections are determined based on a large group of related items, intended to facilitate browsing, such as:
 - Topical groupings
 - Historic events
 - Serial sets – especially full runs of a publication during which the title changes
 - Projects sponsored by a grant or special funding
- In some cases, all items from one institution may also belong to a single collection; however, large, distinctive groups may have their own collection
- Although some archival collections may have a corresponding “collection,” small collections or archival series may also be represented as [series titles](#)

Resources

- UNT Collections Controlled Vocabulary

More Guidelines:

- Quick-Start Metadata Guide

- [Metadata Home](#)

Institution

(Also called 'Partner' within The Portal to Texas History)

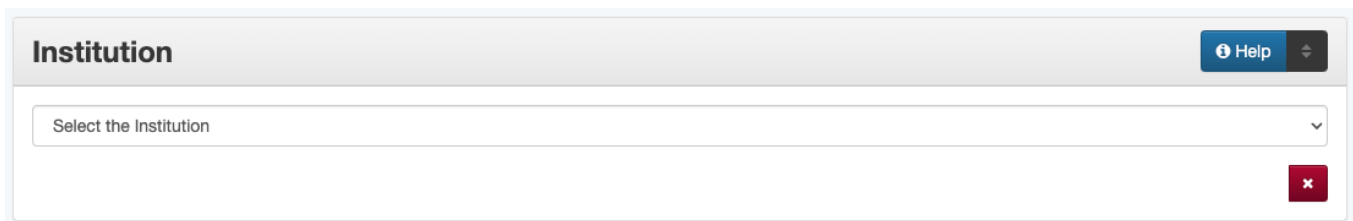
Definition

A consistent reference to the institution or administrative unit that owns the original resource for which metadata was created, or that retains rights and responsibilities related to the item and its usage.

Where Can the Institution Information be Found?

This information comes from the institution or from the project manager.

How Institution Works in the Metadata Form



The screenshot shows a metadata form for 'Institution'. At the top left is the label 'Institution'. To the right is a blue 'Help' button. Below the label is a dropdown menu with the placeholder text 'Select the Institution'. A red 'X' button is located at the bottom right of the dropdown menu.

Parts:

Institution name – drop-down menu

Repeatable?

No - only one organization owns an object

Required?

Yes (more information)

How Should the Institution be Filled in?

- Select the correct institution name from the controlled vocabulary
- For items created in the UNT community, the Institution will be the name of the College that contains the discipline or department

- It is **important** that the correct institution name be entered for the item

Examples

Book: Directory of Texas Industries from Official Sources

Institution: ASPL - Austin Public Library

The Totem, Yearbook of McMurry College, 1977

Institution: MMUL - McMurry University Library

[Portrait of Cleo Hearn]

Institution: CWTC - Cowtown Coliseum

Newspaper: The Tulia Herald (Tulia, Tex.), Vol. 9, No. 38, Ed. 1, Friday, September 20, 1918

Institution: SWCL - Swisher County Library

Copy negative: Parade

Institution: HSUL - Hardin-Simmons University Library

Genealogical newsletter: Stirpes, Volume 20, Number 1, March 1980

Institution: TSGS - Texas State Genealogical Society

Lusterware pitcher

Institution: STAR - Star of the Republic Museum

Comments

- For copyright-related information use the [Rights](#) element.
- Institution is based on who possesses the physical items or has the authority to license usage of the content or digital copies.
- In some cases (including microfilm), “institution” will refer to the partner responsible for the digitization whether they possess the items or not.

Resources

- [UNT Institutions Controlled Vocabulary](#)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Rights

Definition

Rights information provides information about rights held in and over the resource; describes the conditions under which the work may be used, distributed, reproduced, etc.; how these conditions may change over time; and whom to contact regarding the copyright of the work.

There are four aspects of rights information:

- access (level of access that will be allowed to users)
- license (if there is a license or rights for the resource)
- holder (individual/organization that holds the rights to the item)
- statement (other notes or details about the rights or licensing)

Where Can the Rights Information be Found?

For published (copyrighted or CC licensed) materials, rights statements or holders may be printed at the beginning or end of the text (e.g. on a copyright page, title page, front matter, etc.)

For any item, rights information generally comes directly from the institution and may be included in the:

- copyrights information form
- agreement form
- resource owner information
- accompanying or supplementary information

How Rights Works in the Metadata Form

Rights
Help

Select a qualifier for this rights

None Selected
▼

Enter a value for this rights

ψ
+
×

Parts:

1. Rights type – drop-down menu
2. Rights information – text field
3. Note: Some rights information (access and license) open in a pop-up modal

Repeatable?

Yes - to include different kinds of rights information (up to four), click “Add” to repeat all field parts; each individual information type (access, holder, license, statement) cannot be repeated

Required?

No (more information)

How Should the Rights be Filled in?

Rights Access

- Select the correct access level from the [controlled vocabulary](#)

Public	access is open or there are no restrictions to view the content of the item
UNT	access is restricted to users associated with the University of North Texas
UNT-Strict	access is restricted to the UNT Community (strictly enforced)
UNT-Libraries	access is restricted to users physically located within the Libraries’ buildings

Rights License

- Select the correct access level from the [controlled vocabulary](#)

Copyright	
Attribution	Attribution Share Alike

	Attribution No derivatives
	Attribution Non-commercial
	Attribution Non-commercial Share Alike
	Attribution Non-commercial No Derivatives
Public-Domain	

Rights Holder

Guideline	Examples
<ul style="list-style-type: none"> Enter the name of the rights holder 	Daniel, John Kelly
<ul style="list-style-type: none"> The rights holder may or may not be the same as the institution 	University of North Texas Libraries

Rights Statement

Guideline	Examples
<ul style="list-style-type: none"> An explicit statement from the item may be included, particularly to include information about: <ul style="list-style-type: none"> Rights held in and over the resource Conditions under which the work may be used, distributed, reproduced, etc. Information about how the rights conditions may change over time Whom to contact regarding the copyright of the work 	Copyright is held by the author, unless otherwise noted. All rights reserved.
	Material may not be reproduced without permission.
	Fiscal Notes is not copyrighted and may be reproduced. The Texas Comptroller of Public Accounts would appreciate credit for material used and a copy of the reprint.

Other Examples:

Electronic dissertation: Comparisons of Improvement-Over-Chance Effect Sizes for Two Groups Under Variance Heterogeneity and Prior Probabilities

- *Access:* public - Public
- *License:* copyright - Copyright
- *Holder:* Alexander, Erika D.
- *Statement:* Copyright is held by the author, unless otherwise noted. All rights reserved.

World War II poster: For freedom's sake: buy war bonds.

- *Access:* public - Public
- *License:* pd - Public Domain

Ensemble concert recording: Faculty Recital: 2006-02-05 - David Sundquist, tenor

- *Access:* unt - Use restricted to UNT Community

Electronic thesis: Development of a Hybrid Molecular Ultraviolet Photodetector based on Guanosine Derivatives

- *Access:* unt_strict - Use restricted to UNT Community (strictly enforced)
- *License:* copyright - Copyright
- *Holder:* Liddar, Harsheetal
- *Statement:* Copyright is held by the author, unless otherwise noted. All rights reserved.

Technical report: Evaluation of Ground-Water Resources in the Lower Rio Grande Valley, Texas

- *License:* by - Attribution
- *Statement:* Authorization for use or reproduction of any original material contained in this publication, i.e., not obtained from other sources, is freely granted. The Board would appreciate acknowledgement Authorization for use or reproduction of any original material contained in this publication, i.e., not obtained from other sources, is freely granted. The Board would appreciate acknowledgement.

Magazine: Texas Highways, Volume 46, Number 4, April 1999

- *License:* copyright - Copyright
- *Holder:* Texas Department of Transportation

Comments

- It is necessary to establish who the rights holder of a resource is for situations where there is a question of what can or can't be done or whom to contact regarding the copyright of the work.
- As a general rule, the Rights field is only used when it is important to assert information beyond the boilerplate rights statement in the user interface.

Resources

- UNT Rights Access [Controlled Vocabulary](#)
- UNT Rights License [Controlled Vocabulary](#)
- [Creative Commons Licenses](#)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Resource Type

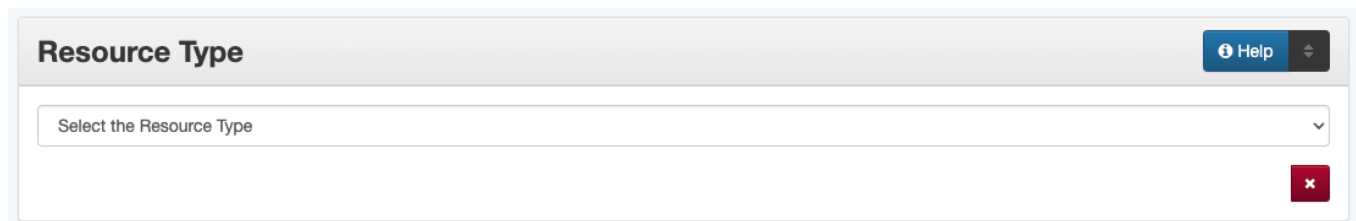
Definition

The type or category of the primary content of the resource

Where Can the Resource Type Information be Found?

Resource type is determined by examining the physical item

How Resource Type Works in the Metadata Form



Parts:

Resource Type – drop-down menu

Repeatable?

No

Required?

Yes - also see [\(more information\)](#) about required fields

How Should the Resource Type be Filled in?

Guideline	Examples
Select the correct resource type from the controlled vocabulary	image_score - Musical Score/Notation
Use the most specific resource type that is relevant	<ul style="list-style-type: none">• image_photo - Photograph (not “image”)• text_letter - Letter (not “text”)

Guideline	Examples
If the particular kind of resource is not on the list, use a generic type	<ul style="list-style-type: none"> • image - Image • text - Text

If it is difficult to determine the resource type:

1. Check the glossary (in the [Comments](#) section) for clarification.
2. Note that the type may reflect the *content* rather than the *format* if they are different, for example:
 - Page images of textual items should be entered as “Text” not “Image”
 - A series of negatives/photographs should be entered as “Photograph”
 - “Papers” are documents about special topics similar to reports, not items *made* of paper
 - Born-digital types may not “match” the file format, e.g., not all content saved as a .xml is a “Dataset”
3. A page with both text and images should be entered based on which portion is most dominant or important, i.e.,
 - Does it seem like ‘text’ with accompanying images(s) – e.g., photos or illustrations in a letter or printed page?
 - Does it seem like ‘photograph(s)’ or illustrations with inscriptions and accompanying text?
4. Consider whether someone would expect to find the item if they limit their search to one particular type

Other Examples

Proceedings of a convention (booklet)

Resource Type: text_book - Book

Handwritten tally of voters from 1836

Resource Type: text - Text

Advertisement (with illustrations)

Resource Type: image_artwork - Artwork

U.S. Geological Survey Map

Resource Type: image_map - Map

Tintype

Resource Type: image_photo - Photograph

Opera score

Resource Type: image_score - Musical Score/Notation

Organizational chart

Resource Type: image - Image

Event flyer

Resource Type: text_pamphlet - Pamphlet

Comments

Glossary of Resource Types

Primarily Text-Based Materials

Resource Type	Code	Use for:
Article	text_article	A full article from a periodical, such as a journal, magazine, or newsletter
Book	text_book	A book, atlas, photojournal, ledger, etc.
Book Chapter	text_chapter	A full chapter that is part of an anthology or larger, multi-chapter text
Clipping	text_clipping	Newspaper clippings and partial excerpts from other published materials
Thesis or Dissertation	text_etd	Thesis or dissertation
Journal / Magazine / Newsletter	text_journal	An issue of a periodical such as a journal, magazine, newsletter, bulletin, etc.
Legal Document	text_legal	Court or government legal documents, e.g., affidavits, deeds, wills, land grants, warrants, etc.
Legislative Document	text_leg	Materials generated by state and federal legislatures, such as text of bills and resolutions, or session proceedings
Letter	text_letter	Correspondence
Newspaper	text_newspaper	Full issue of a newspaper
Pamphlet	text_pamphlet	A non-serial publication under 50 pages including booklets, brochures, flyers, etc.
Paper	text_paper	Written composition such as an essay, working/discussion paper, white paper, etc.
Patent	text_patent	A government-issued patent including a description and often diagram(s)
Poem	text_poem	A poem or text written in verse
Prose Fiction	text_prose	A literary composition not classified as poetry, such as a novel, novella, or short story

Resource Type	Code	Use for:
Report	text_report	A research, statistical, technical, or summary report written by an individual, organization, or other agency
Review	text_review	A written commentary on an item (books, artwork, journals, etc.) or an event (performances, conferences, exhibitions, etc.)
Script	text_script	Text of plays, speeches, etc., meant to be read or performed
Yearbook	text_yearbook	Serial yearbook or annual documenting members of a class or organization
Text	text	A certificate, handwritten note, or other text item not specified above (e.g., printed forms, business cards, invoices, tickets, receipts, ballots, unbound meeting minutes/agendas, etc.)

Primarily Image-Based Materials

Resource Type	Code	Use for:
Artwork	image_artwork	Two-dimensional images such as a painting, drawing, engraving, graphic design, plan, etc.
Map	image_map	An individual map or unbound map sheet
Musical Score/Notation	image_score	Sheet music or score
Photograph	image_photo	Photographic print, negative, or slide
Postcard	image_postcard	Postcard (with or without written notes)
Poster	image_poster	Broadside or poster
Presentation	image_presentation	Images or text used as visual aids for a speech, lecture, seminar/webinar, or other presentation
Technical Drawing	image_drawing	Architectural or engineering illustrations
Image	image	Other type of still image not specified above (e.g., logos, charts graphs, etc.)

Other Materials

Resource Type	Code	Use for:
Collection	collection	Group or compilation of items
Dataset	dataset	Statistical data files, CD-ROMs of data, databases, etc.

Resource Type	Code	Use for:
Interactive Resource	interactive-resource	Video game, interactive virtual exhibits, etc.
Physical Object	physical-object	Museum piece (such as furniture, dishes, tools), architectural structure, monument, three-dimensional object (including sculptures, etc.
Sound	sound	Audio recording
Software	software	Application software such as presentation viewers, word processors, etc.
Specimen	specimen	Scientific sample
Video	video	Analog or digital animation, moving image, television program, etc.
Website	website	Webpages

Resources

- [UNT Resource Type Controlled Vocabulary](#)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Format

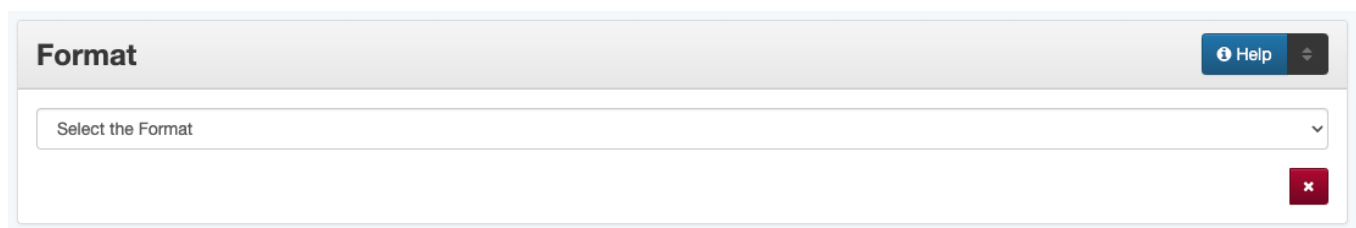
Definition

The digital manifestation of the resource

Where Can the Format Information be Found?

Format is determined by examining the item

How Format Works in the Metadata Form



The screenshot shows a metadata form field titled "Format". At the top right of the field is a blue "Help" button with a question mark icon. Below the title is a large white input area with a light gray border. Inside this area, there is a drop-down menu with the placeholder text "Select the Format" and a small downward arrow on the right. At the bottom right corner of the input area, there is a small red square button with a white "x" icon, likely for clearing the field.

Parts:

Format – drop-down menu

Repeatable?

No

Required?

Yes - also see [\(more information\)](#) about required field

How Should the Format be Filled in?

- Select the correct format from the [controlled vocabulary](#)

Guideline	Examples
The format should match the broad resource type for the item:	
<ul style="list-style-type: none">• Books, yearbooks, letters, newspapers, theses and dissertations and other text	text - Text

Guideline	Examples
<ul style="list-style-type: none"> • Artwork, posters, maps, photographs, scores, etc. 	image - Image
<ul style="list-style-type: none"> • For “physical object” use the format “image” 	image - Image
<ul style="list-style-type: none"> • If none of the format types fits, choose “other” 	other - Other

Other Examples:

Yearbook

Format: text - Text

Architectural drawing

Format: image - Image

Transferware plate

Format: image - Image

Musical recording

Format: audio - Audio

U.S. Department of Agriculture bulletin

Format: text - Text

Postcard

Format: image - Image

Comments

- For physical (as opposed to digital) nature, including size and duration of the original resource, use the [Physical Description](#) element.
- For categorizing the primary content of the resource (to aid in searching) use the [Resource Type](#) element.
- Format is important because choice of appropriate preservation strategies depends on knowing the structural type of the digital manifestation

Glossary of Formats

Format	Code	Use for:
--------	------	----------

Format	Code	Use for:
Audio	audio	Sound files
Image	image	Two-dimensional, graphic representations
Text	text	Written or printed documents
Video	video	Moving images
Website	website	Collection of webpages
Other	other	An other items

Resources

- UNT Format [Controlled Vocabulary](#)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Identifier

Definition

A numeric or alphanumeric string or a URL that identifies the item in a particular context.

Where Can the Identifier Information be Found?

Identifier information can be found in several places including:

Item Types	Information Sources
For text	<ul style="list-style-type: none">• a title page• a documentation page• the cover of a report or book
For webpages or online resources	<ul style="list-style-type: none">• a website• a URL
For any item type	<ul style="list-style-type: none">• a library catalog record• an OCLC record• local accession records• the physical item• accompanying or supplementary material

How Identifier Works in the Metadata Form

The screenshot shows a metadata form titled "Identifier". At the top right, there is a "Help" button. Below the title, there is a label "Select a qualifier for this identifier" followed by a dropdown menu currently showing "None Selected". Below that is a label "Enter a value for this identifier" followed by a large text input field. At the bottom right of the form, there are three buttons: a blue button with the Greek letter psi (Ψ), a green button with a plus sign (+), and a red button with an 'x'.

Parts:

1. Identifier type – drop-down menu
2. Identifier – text field

Repeatable?:

Yes - to include multiple identifiers, click 'Add' to repeat all field parts

Required?

No (more information)

How Should the Identifier be Filled in?

Guidelines	Examples
<ul style="list-style-type: none"> • Enter the identifier exactly as it is found on the item or record 	M1500.G68 A4
<ul style="list-style-type: none"> • Include one or more relevant identifiers when they are available • Include additional identifiers if they aid information-gathering 	b2695683 50684665 Z232.A56 J67 1853z
<ul style="list-style-type: none"> • For Local Control Numbers include the Institution code followed by an underscore (_) before the number • Local practice (within UNT Digital Projects) is to change some punctuation of locally-assigned numbers when they are used as filenames during scanning (see About Unique Identifiers) 	<i>Original:</i> 76-085.071 <i>Local Control Number:</i> PBPM_76-085-071
<ul style="list-style-type: none"> • Select the correct identifier type from the controlled vocabulary. 	LCCN - Library of Congress Control Number
<ul style="list-style-type: none"> • If the appropriate identifier type is not on the list, choose "other" and notify the metadata administrators. 	OTHER - Other

Other Examples

Book: The Forgotten Colony: San Patricio de Hibernia: The History, the People and the Legends of the Irish Colony of McMullen-McGloin

- CALL-NO: F392.S237 H43 1981
- UNTCAT: b2047410
- ISBN: 0890152934
- ISBN: 9780890152935
- LCCN: 88103244
- OCLC: 18258092

Journal issue: Chemical Literature, Volume 27, Number 1, Spring 1975

- *ISSN*: 0364-1929
- *OCLC*: 1553979

Department of Agriculture pamphlet: Production of pumpkins and squashes.

- *SUDOC*: A 1.35:141
- *OCLC*: 68565990
- *UNTCAT*: b3064507

Architectural Drawing: Birdseye Perspective from Northwest, Restoration Legation de France, Austin, Texas, For Daughters of the Republic of Texas

- *LOCAL-CONT-NO*: FRLM_810-1169

Music score: Ballet du Temple de la paix

- *CALL-NO*: M1520.L87 B3
- *OCLC*: 23032723
- *OTHER*: LWV 69
- *RISM*: RISM A/I, L 3049
- *UNTCAT*: b1373221

Congressional report: Merit Pay for Elementary and Secondary School Teachers: Background Discussion and Analysis of Issues

- *CRS*: 83-541S
- *LOCAL-CONT-NO*: 83-541S 1983-09-14

Map: Location and Depths of the Artesian Wells of the Black and Grand Prairies of Texas

- *OCLC*: 25650057

Office of Technology Assessment report: Informing the Nation: Federal Information Dissemination in an Electronic Age

- *SUDOC*: Y 3.T 22/2:2 In 3/9/sum.
- *OCLC*: 18605251
- *REP-NO*: OTA-CIT-397

Comments

- Identifiers provide information needed to retrieve a file from the storage system, to access a bitstream within a file, or to locate a physical object.
- Library of Congress Control Numbers should be verified as current, then normalized by:
 - zero-padding the right-most number if necessary to make it 6 digits long
 - removing all spaces and punctuation
 - examples:

Original				Final
12-35651		12 035651		12035651
2001-214515	>>	2001 214515	>>	2001214515
sc 85-7042		sc 85 007042		sc85007042

Glossary of Identifier Qualifiers

Code	Name	Definition
ARK	Archival Resource Key	A persistent, unique number systematically assigned to an item for archival purposes
BRAC-NUM	BRAC Number	A document identification number assigned to items held by the Base Reassignment and Closure Commission (BRAC)
CALL-NO	Call Number	An alphanumeric code assigned to each item in a library to classify and indicate its location on the shelves
CASI	Center for AeroSpace Information Number	A document identification number assigned to items held by the Center for AeroSpace Information (including NASA/NACA technical reports)
CRS	CRS Report Number	A number assigned to Congressional Research Service reports
DOI	Digital Object Identifier	The string used as an identifier by the DOI System for an intellectual property entity
GOVNO	Government Document Number	Designates documents published by government agencies, excluding more specific identifier types, e.g., SuDoc and TxDoc numbers
GRANTNO	Grant Number	A number assigned to a grant by the granting agency
ISBN	International Standard Book Number	A unique, machine-readable identification number for books ISBNs are defined in ISO Standard 2108
ISSN	International Standard Serial Number	An eight-digit number which identifies periodical publications, including electronic serials
LCCN	Library of Congress Control Number	Coded numbers assigned by the Library of Congress to item records
LOCAL-CONT-NO	Accession or Local Control Number	Accession numbers assigned by a museum, archive, or special collection, or local numbers used by a collector to identify elements of a personal collection
OCLC	OCLC Accession Number	The unique identification number listed in the Online Computer Library Center (OCLC) WorldCat record as part of their worldwide cataloging and interlibrary loan database

Code	Name	Definition
OSTI	Office of Scientific & Technical Information Report Number	A document identification number assigned to items published or held by the U.S. Office of Science & Technology Information
PAT-NO	Patent Number	A number assigned to a patent application by the patent office
REP-NO	Report Number	A publisher-supplied number identifying a report, usually within a series of similar reports A report number may be a standard technical report number formulated to the ANSI/NISO Z39.23 standard, or a less standardized number designed to work within an organizational scheme of the issuing agency's publications
RISM	RISM Number	A unique identifier within Répertoire International des Sources Musicales (RISM), the International Inventory of Musical Sources
SERIESNO	Series Number	A sequence number assigned to a publication that is part of a series or serial, but is not a Report Number
SUDOC	SuDoc Number	Superintendent of Documents Classification (SuDoc) numbers are assigned to federal documents to group government publications by authoring agencies
TXDOC	TxDoc Number	Texas Document Classification (TxDoc) numbers are assigned to Texas state documents as unique identifiers for publications of the state government
UNTCAT	UNT Catalog Number	The bibliographic record number for a specific UNT library record
URL	Uniform Resource Locator	The global address of the document or resource on the World Wide Web
URN	Uniform Resource Name	A persistent resource identifier (including PURLs)
UUID	Universally Unique Identifier	An identifier used in software construction
OTHER	Other Identifier	Used for identifiers that do not fit into another category

Resources

- UNT Identifier Type [Controlled Vocabulary](#)
- Library of Congress [Catalog](#)
- [OCLC Worldcat](#)
- [Worldcat via FirstSearch](#) (Accessible to UNT staff/students)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Degree

Definition

Information about theses/dissertations and other items created at the University of North Texas.

Where Can the Degree Information be Found?

Degree information can come from the following parts of a thesis or dissertation:

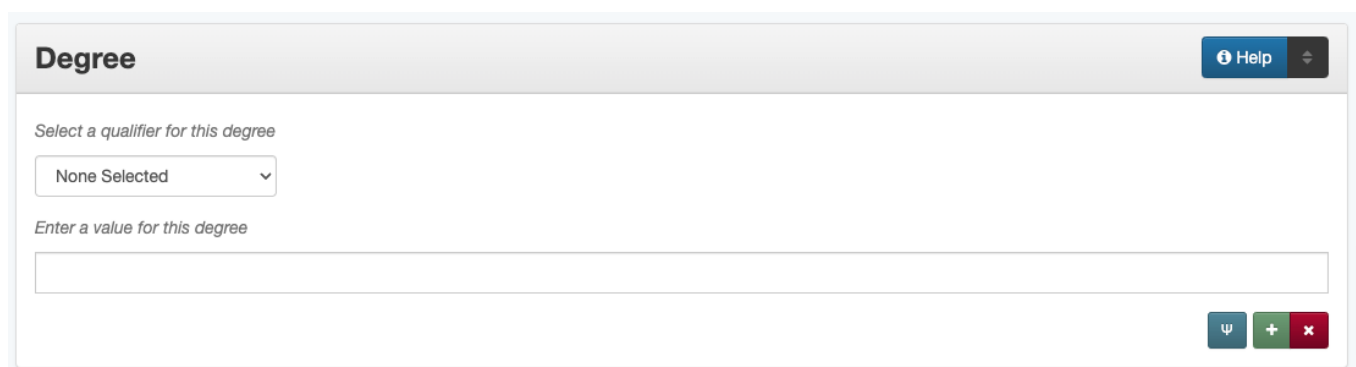
- the title page
- an abstract page

Or from the following parts of a College of Music recital:

- a recital program
- the front/back cover of a CD case
- the top of a CD

For other items, this information may be found on (or inferred from) the item or accompanying information.

How Degree Works in the Metadata Form



The screenshot shows a metadata form titled "Degree". At the top right, there is a "Help" button. Below the title, there are two input fields. The first is a drop-down menu with the label "Select a qualifier for this degree" and the text "None Selected" inside. The second is a text field with the label "Enter a value for this degree". At the bottom right of the form, there are three buttons: a blue button with the Greek letter psi (ψ), a green button with a plus sign (+), and a red button with an 'x'.

Parts:

1. Degree qualifier – drop-down menu
2. Degree information – text field

Repeatable?

Yes - to include multiple kinds of degree information (up to six) click 'Add' to repeat all field parts; "department" can be repeated as necessary, but other information types (level, discipline, grantor, etc.) cannot be used more than once

Required?

No (more information)

How Should the Degree be Filled in?

General Degree Rules

- This section is only used for:
 - theses and dissertations
 - degree recitals in the UNT College of Music
 - other output from the UNT community
- For each document, include all relevant parts

Degree Name

Guideline	Examples
<ul style="list-style-type: none">• Enter the degree name as it appears on the title page or equivalent• Fully spell out the degree name	Master of Music

Degree Level

Guideline	Examples
<ul style="list-style-type: none">• Select the degree level from the controlled vocabulary<ul style="list-style-type: none">◦ (The degree name will start with "Doctor" or "Master">)	Doctoral Master's
<ul style="list-style-type: none">• For senior recitals, the level will be "Bachelor's"	Bachelor's

Degree Publication Type

Guideline	Examples
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Guideline	Examples
<ul style="list-style-type: none"> Select the degree publication type from the controlled vocabulary 	Doctoral Dissertation Master's Thesis Problem in Lieu of a Master's Thesis

Degree Discipline

Guideline	Examples
<ul style="list-style-type: none"> Enter the name of the program (or major discipline) as it appears on the title page or equivalent 	Elementary Education

Academic Department

- This subfield may be used for any items created at the University of North Texas
- For theses and dissertations, this should be the same as the department chair listed on the title page
- For items other than theses and dissertations, use the current department associated with the creator(s)
 - The department will not be changed retroactively if the creator moves to a different department

Guideline	Examples
<ul style="list-style-type: none"> Record the name of the department or school associated with the work Use the short form of the department name (omitting "Department of") 	Political Science
<ul style="list-style-type: none"> If the item has multiple creators from different departments, include each one separately 	Library and Information Science Digital Projects

Degree Grantor

Guideline	Examples
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Guideline	Examples
<ul style="list-style-type: none"> Record the name of the degree-granting institution as it appears on the title page or equivalent 	University of North Texas

Other Examples:

Doctorate in Physics

- *Name:* Doctor of Philosophy
- *Level:* Doctoral
- *Publication Type:* Doctoral Dissertation
- *Discipline:* Physics
- *Department:* Physics
- *Grantor:* University of North Texas

Master's in Visual Arts

- *Name:* Master of Arts
- *Level:* Master's
- *Publication Type:* Problem in Lieu of a Master's Thesis
- *Discipline:* Sculpture
- *Department:* School of Visual Arts
- *Grantor:* University of North Texas

Master's in Political Science

- *Name:* Master of Science
- *Level:* Master's
- *Publication Type:* Master's Thesis
- *Discipline:* Political Science
- *Department:* Political Science
- *Grantor:* University of North Texas

Doctorate in Literature

- *Name:* Doctor of Philosophy
- *Level:* Doctoral
- *Publication Type:* Doctoral Dissertation
- *Discipline:* English
- *Department:* English
- *Grantor:* North Texas State University

Artist Certificate

- *Name:* Graduate Artist Certificate
- *Level:* Certificate

- *Discipline*: Flute
- *Department*: Music
- *Grantor*: University of North Texas

Comments

- If feasible, compiling controlled vocabularies for degree name and discipline facilitate consistency.
- In some cases, Academic Department will also be related to the [Institution](#) element.

Resources

- UNT Degree Level [Controlled Vocabulary](#)
- UNT Degree Publication Type [Controlled Vocabulary](#)

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Note

Definition

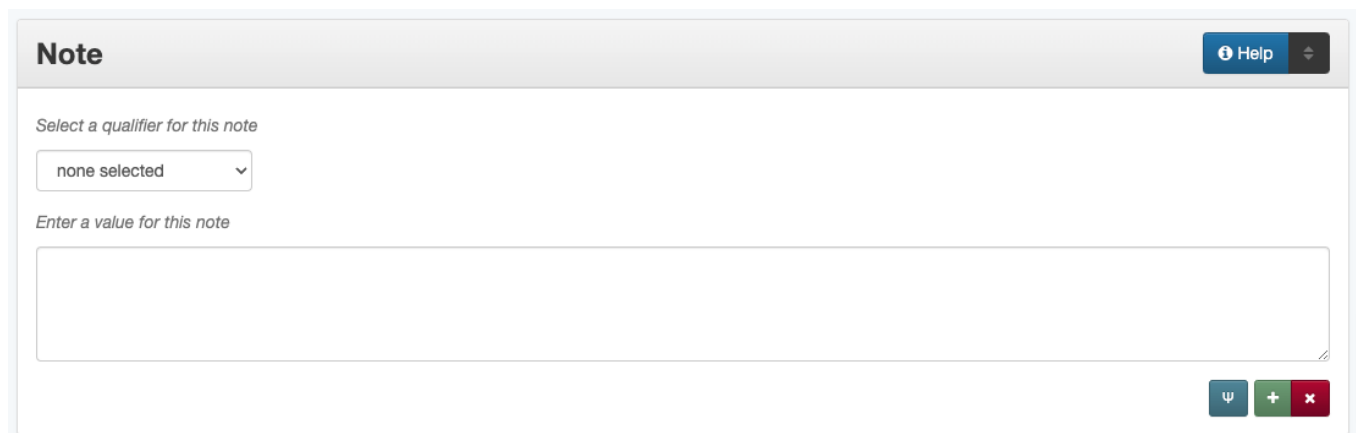
A “catch-all” field for additional information that cannot be entered or does not fit well in other elements.

Where Can the Note Information be Found?

For any item type, information that goes into the note field can come from any part of the item including:

- the cover
- the title page
- table of contents
- handwritten notes on pages or images
- examining or reading the text of the item (e.g., inconsistent page numbers)
- supplementary or accompanying information

How Note Works in the Metadata Form



The screenshot shows a metadata form titled "Note". At the top right, there is a "Help" button. Below the title, there is a prompt "Select a qualifier for this note" followed by a dropdown menu currently showing "none selected". Below that is a prompt "Enter a value for this note" followed by a large text input field. At the bottom right of the form, there are three buttons: a blue button with a psi symbol (Ψ), a green button with a plus sign (+), and a red button with an X.

Parts:

1. Note type – drop-down menu
2. Note – text field

Repeatable? : Yes - clicking 'Add' repeats all field parts

Required?

No (more information)

How Should the Note be Filled in?

General (Display) Note

Guidelines	Examples
<ul style="list-style-type: none">• Include any important information about the item that does not fit in other fields• As appropriate, include a contextual statement to clarify the information source	The original contains a silk fiber sample.
<ul style="list-style-type: none">• Put information in quotations when it is copied directly from the source	<ul style="list-style-type: none">• “Issued May 11, 1918.”• Text at top of map: “A three-mile breakwater, seventeen feet above mean low tide, sixteen feet at the base and five feet at top.”
<ul style="list-style-type: none">• Include Roman numerals from the title <p>(Also see Serials and Series regarding normalized titles.)</p>	<ul style="list-style-type: none">• “Vol. IV.”• “Vol. II, No. 3.”
<ul style="list-style-type: none">• Include notes about non-standard or inconsistent page numbers, missing pages or other oddities	<ul style="list-style-type: none">• The original document is missing pages 15 and 16.• “Volume LXX” on title page is a misprint. It should be “Volume LXXI.”
<ul style="list-style-type: none">• When relevant, include accompanying information that may have come from another source or physical container, e.g., text written on the sleeve of a negative	<ul style="list-style-type: none">• “S1-JR-41” written on sleeve.• Accompanying information: “Tractor given to him by Mrs. Dick Mitchell.”
<ul style="list-style-type: none">• It might be useful to include background information that relates to the item that is not directly part of the content, e.g.:<ul style="list-style-type: none">◦ biographical information about	Additional historical context: The Tower of Americas was constructed for the World’s Fair of 1968, known as HemisFair ‘68, which was held from April to October, 1968.

Guidelines	Examples
<ul style="list-style-type: none"> the creator or person in an image o history of a pictured building or location o collection-level or contextual information o etc. 	<p>Additional information about the publisher: An important publisher of children’s books during the mid-1800’s in New England. Babcock was particularly known for “toy books” - short, small pamphlets and chapbooks with simple wood cut illustrations.</p>

Metadata (Non-Displaying) Note

- Non-display notes are not visible to the public, but are used for any information important to internal maintenance of records or relevant to the original items

Guidelines	Examples
<p>This may be an appropriate place to include notes about:</p> <ul style="list-style-type: none"> • decisions to include (or not include) particular information • preservation information about the physical items • donor or provenance information • relevant private personal information (e.g., addresses or contact information) that should not be public • sources of information found by editor • administrative or digitization information 	<p>Shortened title was chosen for official title to facilitate discovery.</p> <hr/> <p>Conserved in 2002 with donation funds.</p> <hr/> <p>Provenance: ca. Guerrero.</p> <hr/> <p>Date of image based on movie release in 1953, per imdb.</p>

Other Examples

Display Notes

- Digitization completed by Digital Daring Inc. under contract to the University of North Texas Libraries.
- Performed in Hebrew with English subtitles.
- “Volume II.”
- Pages numbered consecutively though each volume.
- A related image is available in the Portal at 4.0084c.
- Earlier images of this site are available in Mr. Goin’s collection at 4.0123a and 6.0018b.
- Distributed to some depository libraries in microfiche.
- At head of title: Committee print.
- Does not show western Texas beyond 7 miles west of San Antonio.
- Purchased with funds provided by the Friends of the UNT Libraries.
- “HR-2555”

Non-Displaying Notes

- There was accompanying information not included in the record because it did not appear to match the item.
- Unverified creator due to conflicting information on duplicate copies.
- This does not appear to actually be a photo of the Livingston-Hess House, though it is similar.

Resources

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)

Meta

Definition

Information captured by the digital library system.

Comments

- Meta information is data captured automatically by the digital library system about a specific digital object including:
 - date the digital object was uploaded
 - original metadata creator (pre-upload)
 - last editor to change the metadata record
 - date of last changes to the metadata record
 - other information stored in the system about the metadata or digital object
- The meta information is not related to the physical objects in any way
- Meta information cannot be changed or added by metadata editors
- Meta information is only visible to metadata editors with access to system records and is located at the end of each metadata record

Resources

More Guidelines:

- [Quick-Start Metadata Guide](#)
- [Metadata Home](#)