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Metadata Committee Task 1 Update

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To: Joan Giesecke, Beth McNeil, & Mary Bolin
From: Margaret Mering, Charity Martin, Judith Wolfe
Re: Metadata Committee Task 1 Update
Date: May 16, 2006

1. Doorway Records.

Charity Martin, Margaret Mering, and Judith Wolfe developed guidelines for creating doorway records. Mary Ellen Ducey and Judy Winkler provided input. Appendix A includes a mock-up of a doorway record and descriptions of the elements.

2. Migration of architectural images from the online catalog to ContentDM.

The Laurence C. Gerckens American City Planning Collection has migrated from the online catalog to ContentDM. Judy Winkler has identified and assembled several other collections. Hopefully, by the time school starts next fall, the 17th and 18th Century European Architecture, the Women Architecture and Designers, Classic Modernists, and the Transportation collections will be completed. The collections for the fall semester are Furniture and Decorative Arts, Frank Lloyd Wright, Landslides, and Ancient Architecture.

Mary Bolin, Margaret Mering, and Judy Winkler identified several ways to streamline the project without sacrificing access to the images. Anita Kreps, Stacy Rickel, Steve Sall and Judy Winkler met to work on further automating the conversion of records from the online catalog to ContentDM.

In June, Technical Services staff will begin working on converting collections from the online catalog to ContentDM.

3. Registering ContentDM collections on WorldCat (OCLC)

Mary Ellen Ducey, Andy Jewell, and Margaret Mering have been working on preparing a ContentDM collection of University of Nebraska-Lincoln images to register on WorldCat. The metadata for ContentDM collections is somewhat in flux. The ContentDM Technical Committee is currently developing metadata guidelines which are influencing how a collection is prepared for OCLC.

Criteria for what collections will be registered on WorldCat should be established. Metadata guidelines should also be developed for ContentDM collections which will be registered in WorldCat. This may mean modifying the metadata guidelines currently being developed by the ContentDM Committee. For example, change: Date of digital image **(recommended; mandatory if ContentDM is being used as only image management tool)** to: Date of digital image **(recommended; mandatory if ContentDM is being used as only image management tool <u>or if a collection is going to be registered on WorldCat)</u>**

Appendix A

Sample Doorway Record for Larsen Tractor Text and Power Museum Collection

OCLC Save File	NEW 33		Expires in	28 days				

Visual Materials		**Rec Stat** n	**Entered** 20060511	**Replaced** 20060502150519.262				
Type k		**ELvl** I	**Srce** d	**Audn**	**Ctrl**		**Lang** eng	
BLvl m		**Form** s	**GPub** s	**Time** nnn	**MRec**		**Ctry** nbu	
Desc a		**TMat** i	**Tech** n	**DtSt** m	**Dates** 2005,9999			

007		c ‡b r ‡d c ‡e n
040		LDL ‡c LDL
099		MS Coll RG 08/07/05
049		[INTERNET] LDLL
245	00	Larsen Tractor Test and Power Museum ‡h [electronic resource] / ‡c Collection Creator Nebraska Tractor Test Laboratory ; Collection Collector Lester F. Larsen Tractor Test and Power Museum.
246	33	Nebraska Tractor Test Laboratory, Records
246	33	Records of the Nebraska Tractor Test Laboratory
260		Lincoln, Neb. : ‡b University Archives and Special Collections, University of Nebraska-Lincoln Libraries, ‡c 2005-
310		Updated irregularly
440	0	UNL Digital Collections
500		Title from UNL Digital Collections (viewed May 9, 2006)
500		Images digitized by Archives/Special Collections, 2005-
530		Original photographs housed in UNL Archives/Special Collections.
520		Collection contains photographs, glass plates slides, etc. of tractors, farm machinery and workers from the late 1800s to the mid 20th century.
506		Archives and Special Collections material is governed by the U.S. Copyright Law (Title 17 U.S. Code).
538		Mode of access: World Wide Web
650	_0	Antique and classic tractors ‡x Photographs.
610	10	Larsen Tractor Test and Power Museum ‡x Photograph collections.
650	_0	Agricultural machinery ‡x Photographs.
650	_0	Agricultural implements ‡x Photographs.
710	1	Nebraska Tractor Test Laboratory.
710	1	Larsen Tractor Test and Power Museum.
710	1_	University of Nebraska-Lincoln. ‡b Libraries ‡b University Archives/Special Collections.
856	40	‡u http://2000-contentdm.unl.edu.library.unl.edu/cdm4/browse.php?CISOROOT=/tractor
910		02My06CKM/JW/MM

006 fields for Serials Serial							
Freq	**Regl** x	**ISSN**	**SrTp** d	**Orig**			
Form s	**EntW**	**Cont**	**GPub** s	**Conf** 0	**Alph**	**S/L** 2	

006 fields for Computer Files Computer File			
Audn g	**File** c	**GPub** s	

Source	Workform	**Workflow Status**	**In-process**

Doorway Record Elements

Elements to describe the content of a collection:

Marc Tag	Element	Description
006	Format	Serial ; Monograph ; Computer file
007	Machine readable data	Item description
099	Identification Numbers	Collection number ; digital image number
1XX/7XX	Creator ; Collector ; Contributor	Who brought the collection together
245 / 246	Title	Collection title ; UNL Digital Collection title ; Variant / alternate titles
260	Publication Information ; Place ; Responsibility ; Date	Responsible body ; Collection began ; Range of date ; Digitized date
310	Frequency	Update frequency
440	Series statement	Name of location where collection is contained (ex. UNL Digital Collections)
506	Rights	Access restrictions
538	Mode of access	Access mode
520	Description	Description of collection, scope and physical description of original material / collection
530	Location	Where the collection resides
500 / 7XX	Relationship / status of collection	Archive copy of digital image ; title from information ; complete or ongoing
6XX	Subject	Group ; Subject ; Purpose ; Corporate bodies ; Persons
856	URL	Electronic URL