

Case Western Reserve University / Digital Case Depositor Asset Description Form

Consistency and uniformity in describing assets that are ingested to Digital Case is key to the success of the Digital Case repository. To manage this process, Digital Case uses varying levels of metadata: data that describes other data. One of the keys to adding descriptive metadata to Digital Case assets is, of course, accurate descriptions of the asset. That is where your knowledge, as a depositor, is critical. By filling out the form below, you ensure as accurate a description as possible for the asset that you are depositing. If you have any questions about the form contents, a descriptive document entitled Dublin Core Data Dictionary is attached as an appendix.

Description Fields

Title:	
Creator:	
Publisher:	
Date:	
Description:	
Subjects:	
Coverage:	
Resource Type:	
Contributor:	
Source:	
Rights:	
Relation:	
Format:	
Language:	

Appendix

Metadata: DUBLIN CORE DATA DICTIONARY for Digital Case - Kelvin Smith Library April 2007

<i>Dublin Core</i>	<i>Comments</i>
Title	<p>A name given to the resource. Typically, a Title will be a name by which the resource is formally known.</p> <p><u>Examples</u> <i>Title: Freedman Center Video Tutorials - Planetary.</i></p> <p><i>Title: Seattle Brewing and Malting Co., brew house, Seattle.</i></p> <p><i>Title: Klondikers waiting for a pilot to shoot the rapids at Miles Canyon and Whitehorse Rapids, Yukon Territory.</i></p>
Creator	<p>An entity primarily responsible for making the content of the resource. Examples of a Creator include a person, an organization, or a service.</p> <p>Input <i>Lastname, Firstname</i> for all personal names.</p> <p><u>Examples</u> <i>Hegg, Eric A.</i> <i>Kinsey & Kinsey</i> <i>Asahel Curtis Studio</i></p>
Publisher	<p>An entity responsible for making the resource available. Examples of a Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity.</p> <p><u>Examples</u> Chicago : University of Chicago Press</p>
Date	<p>A point or period of time associated with an event in the lifecycle of the resource. The date the original photograph was taken. In cases where a painting, engraving, or architectural drawing was photographed, the date the artwork was created. For a published text, the date of publication.</p> <p>The date should be a specific year. If the date is unknown, an attempt should be made to assign an approximate date, using the form "ca." (circa).</p>

	<p><u>Example</u> <i>Date: ca. 1904</i></p>
Description	<p>An account of the content of the resource (i.e. an abstract, a table of contents, summary of collection, etc) A detailed narrative description of the image; additional title information; no prescribed format.</p> <p><u>Example</u> <i>Contents Note:</i> v. 1. The first to the seventeenth dynasties -- v. 2. The eighteenth dynasty <i>Summary:</i> Present the results of a project aimed at identifying, locating and analyzing a set of occupations which will provide substantial and suitable job opportunities for public housing recipients and welfare recipients.</p> <p>In Digital Case, Description displays as Summary in Results display and Object Summary.</p>
Subjects	<p>The topic of the resource. Typically, the topic will be represented using keywords, key phrases, or classification codes. Recommended best practice is to use a controlled vocabulary when possible. Art & Architecture Thesaurus, LC <i>Thesaurus for Graphic Materials I: Subject Terms (LC TGM I)</i>. LC Subject Headings</p> <p><u>Examples</u> Literature, American Acropolis (Athens, Greece)</p>
Coverage	<p>The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.</p> <p>Spatial topic may be a named place or a location specified by its geographic coordinates. Temporal period may be a named period, date, or date range. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies. Recommended best practice is to use a controlled vocabulary such as the Thesaurus of Geographic Names [TGN]. When possible, named places or time periods can be used in preference to numeric identifiers such as sets of coordinates or date ranges.</p> <p><u>Format</u> <i>Cleveland, Ohio</i> <i>19th century</i> <i>Canada—Yukon—Dawson</i></p>
Resource	<p>The nature or genre of the resource.</p>

Type	<p data-bbox="381 252 511 283"><u>Examples</u></p> <table border="1" data-bbox="600 346 1429 1858"> <tr> <td data-bbox="609 357 836 472">text</td> <td data-bbox="836 357 1421 472">Examples include books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.</td> </tr> <tr> <td data-bbox="609 483 836 577">sound</td> <td data-bbox="836 483 1421 577">Examples include a music playback file format, an audio compact disc, and recorded speech or sounds.</td> </tr> <tr> <td data-bbox="609 588 836 766">image</td> <td data-bbox="836 588 1421 766">Examples include images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. Note that Image may include both electronic and physical representations.</td> </tr> <tr> <td data-bbox="609 777 836 976">event</td> <td data-bbox="836 777 1421 976">Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, and responsible agents associated with an event. Examples include an exhibition, webcast, conference, workshop, open day, performance, battle, trial, wedding, tea party, conflagration.</td> </tr> <tr> <td data-bbox="609 987 836 1081">interactive resource</td> <td data-bbox="836 987 1421 1081">Examples include forms on Web pages, applets, multimedia learning objects, chat services, or virtual reality environments.</td> </tr> <tr> <td data-bbox="609 1092 836 1186">service</td> <td data-bbox="836 1092 1421 1186">Examples include a photocopying service, a banking service, an authentication service, interlibrary loans, a Z39.50 or Web server.</td> </tr> <tr> <td data-bbox="609 1197 836 1249">software</td> <td data-bbox="836 1197 1421 1249">Examples include a C source file, MS-Windows .exe executable, or Perl script.</td> </tr> <tr> <td data-bbox="609 1260 836 1354">dataset</td> <td data-bbox="836 1260 1421 1354">Examples include lists, tables, and databases. A dataset may be useful for direct machine processing.</td> </tr> <tr> <td data-bbox="609 1365 836 1459">collection</td> <td data-bbox="836 1365 1421 1459">An aggregation of resources. A collection is described as a group; its parts may also be separately described.</td> </tr> <tr> <td data-bbox="609 1470 836 1648">still image</td> <td data-bbox="836 1470 1421 1648">Examples include paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type Text to images of textual materials. Instances of the type Still Image must also be describable as instances of the broader type Image.</td> </tr> <tr> <td data-bbox="609 1659 836 1795">moving image</td> <td data-bbox="836 1659 1421 1795">Examples include animations, movies, television programs, videos, zoetropes, or visual output from a simulation. 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	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> object </div> or surrogates for, these objects should use Image, Text or one of the other types.
Contributor	<p>A person or organization not specified in the Creator field who has made a significant contribution to the resource, but whose contribution is secondary to any person or organization specified in the Creator field.</p> <p><u>Example</u> <i>Examples of a Contributor include a person, an organization, or a service.</i></p>
Source	<p>The institution where the original item is physically located. A Reference to a resource from which the present resource is derived</p> <p><u>Example</u> <i>University of Washington Libraries, Special Collections, Manuscripts and University Archives Division Western reserve Historical Society/Crawford Auto Museum Museum of Natural History, Cleveland</i></p>
Rights	<p>Information about rights held in and over the resource.</p> <p><u>Example</u> Public domain note:</p> <p>This work is in the public domain and may be freely downloaded for personal or academic use.</p> <p>Restricted note:</p> <p>Kelvin Smith Library, Case Western Reserve University, Cleveland, Ohio, provides the information contained in Digital Case, including reproductions of items from its collections, for non-commercial, personal, or research use only. All other use, including but not limited to commercial or scholarly reproductions, redistribution, publication or transmission, whether by electronic means or otherwise, without prior written permission is strictly prohibited. For more information contact Digital Case at digitalcase@case.edu.</p>
Relation	<p>A reference to a related resource and/or collection.</p> <p><u>Example</u> WPA Prints in Special Collections</p> <p>Series: Ancient records ; 2nd ser</p>

Format	<p>The physical or digital manifestation of the resource</p> <p>Note: Use MIME content-type/subtype (http://www.iana.org/assignments/media-types/) for file formats.</p> <p><u>Example</u> 24 p. : ill. ; 23 cm. application/pdf image/jp2 text/xml</p>
Language	The language of intellectual content of the resource.