

General Input Guidelines

Current practices for entering certain Dublin Core metadata values for the South Central Kansas Library System's Digital Library Initiative projects in Omeka.

Names

- Enter personal names in inverted form in most cases: last name, first name and middle name or initial.
Example: Roth-Mullet, Sarah E.
- Enter group or organization names in their complete form. Do not use abbreviations. If there is a hierarchy, list the name parts in order from largest to smallest, separated by a period and a space.
Examples: Hesston Public Library
South Central Kansas Library System. Digital Initiatives Committee.
The University of Notre Dame. College of Science. Department of Physics.

Dates

- When possible, enter dates in the form YYYY-MM-DD. This is in conformance to the date/time standard ISO 8601 (<http://www.w3.org/TR/NOTE-datetime.html>).
Examples:
Year only (YYYY): 1997
Year and month (YYYY - MM): 1925-11
Year, month, date (YYYY-MM-DD): 1985-09-14
- For a range of dates, enter the dates on the same line, separated with a space, hyphen, space.
Example: 1910 – 1920
- To represent a season or timeframe with a year, use only the year in the date field. Add the season or timeframe with the year in a title field or [source] field, as appropriate.
Example:
dc.date 1918
dc.title Wheat Harvest, summer 1918
- To show that the date is approximate, precede the date with the abbreviation for circa (ca.).
Example: ca. 1890

Diacritics and non-standard characters

- In general, enter all accent marks, diacritics and non-standard characters as needed. Omeka supports utf8 character encoding.
Example:
dc.creator Peña, José Manuel



Basic Genre Terms for Cultural Heritage Materials: a controlled vocabulary for Dublin Core Type Metadata

These terms are used in the Dublin Core “Type” field of an Omeka item record for the South Central Kansas Library System’s Digital Library Initiative projects. The field is restricted to selecting from these terms through use of the Simple Vocab plugin.

This list of terms has been adapted from the Library of Congress, American Memory Project Basic Genre Terms for Cultural Heritage Materials. <http://memory.loc.gov/ammem/techdocs/genre.html>

Advertisements	An item printed solely as a means of advertising a product or service, but not an event.
Albums	Bound or loose-leaf sets of pages. Includes handmade albums and published volumes of blank pages designed for the addition of images.
Audio	Spoken word sound recordings, such as interviews or narratives, or musical recordings.
Baseball Cards	Advertising or collectible cards that feature portraits of baseball players, other people, or topics associated with the game. Common sizes include 1.5 x 2.5 inches, 2.5 x 3.5 inches, and ca. 5 x 8 inches. The cards may be actual photographs mounted on card stock or photomechanically printed.
Blank forms	Forms that have been printed blank, which may or may not have been filled in; the document was typically meant to be returned to the publisher (e.g., subscription lists, petitions).
Books	Published non-periodical volumes in bound codex form, usually with 49 or more pages.
Cartoons (Commentary)	Pictorial images using wit to comment on such things as contemporary events, social habits, or political trends; usually executed in a broad or abbreviated manner.
Catalogs	Enumerations of items arranged systematically with descriptive details. May have prices.
Clippings	Objects with physical evidence suggesting extraction from a larger entity (e.g., books, newspapers).
Correspondence	Communication by the exchange of letters.
Diaries	A daily record, especially a personal record of events, experiences, and observations; a journal.
Drawings	Illustrations drawn by hand, in pencil, ink, crayon or other medium.
Ephemera	Transient everyday items, usually printed and on paper, that are manufactured for a specific limited use, then often discarded. Includes everyday items that are meant to be saved, at least for a while, such as keepsakes and stock certificates.
Essays	A short literary composition on a single subject, usually presenting the personal view of the author.
Landscapes	General or broad views of natural scenery, including inland bodies of water; may also include figures or man-made objects. Usually made from an elevated or distant vantage point.
Leaflets	Unbound volumes with fewer than five pages.



Manuscripts	A book, document, or other composition written by hand OR a typewritten or handwritten version of a book, an article, a document, or other work, especially the author's own copy, prepared and submitted for publication in print.
Maps	Graphic delineations at a set scale, of all or part of the earth or another celestial sphere indicating the relative position of selected artificial and natural features.
Miscellaneous Documents	A written or printed paper that does not fit into another genre.
Narratives	A narrated account; a story.
Paintings	Color paint applied by hand to a surface (support) such as paper, canvas, wood, glass, or other.
Pamphlets	Published non-periodical volumes with no cover or with a paper cover. Usually 5 or more pages and fewer than 49 pages.
Periodicals	Serials usually issued at regular intervals and more frequently than annually.
Photographs	A general designation for any photographic process. The narrower terms include both physical media and genre categories.
Physical Objects	Something perceptible by one or more of the senses, especially by vision or touch; a material thing.
Poetry	A piece of literature written in meter; verse.
Portraits	Graphic representations, especially of the face, of real persons, usually posed, living or dead. Pictures whose purpose is the portrayal of an individual or several people, not pictures that merely include people as part of an event or scene.
Postcards	Cards on which a message may be written or printed for mailing without an envelope; often include a pictorial, comic, or other scene on one side.
Posters	Single or multi-sheet notices made to attract attention to events, activities, causes, goods, or services; also, purely decorative posters. For posting, usually in a public place; chiefly pictorial. Intended to make an immediate impression from a distance.
Prints	Images formed by transfer from one surface or source to another. Usually created with ink(s) and produced in multiple impressions.
Programs	Lists of the events, pieces, performers, speakers, etc., of an entertainment, ceremony, or the like.
Scores	The written form of a composition for orchestral or vocal parts.
Scrapbooks	<i>Volumes composed of pages holding clippings, photos, notes, or other keepsakes.</i>
Stereographs	<i>A pair of stereoscopic pictures that gives a three-dimensional effect when viewed with a stereoscope.</i>
Transcriptions	Something that has been transcribed, especially: Music. An adaptation of a composition. A recorded radio or television program. Linguistics. A representation of speech sounds in phonetic symbols.
Video	Video recordings, television programs, digital video, motion pictures.
Yearbooks	Annual publication of school or other institution, usually including photos of students & faculty and information on academics and extracurricular activities.

