

Metadata Dictionary for the Pacific Northwest Political Marches, Rallies and Parades, 2017

Updated: August 2017

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| Dublin Core | Photograph Collections | Description |
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| DC.Title: searchable; public; <i>required field</i> . | Title | <p>The format for formulating photograph titles utilizes four facets in the following order: (1) Activity/Event (2) Object/Person (3)Space (4) Time - basically, what, who, where, when. For this collection, the name of the event is identified first in every photo related to that specific event.</p> <p>Abbreviate streets (Ave., St.,). Use number for numbered streets (4th Ave.). Avoid "crowd" unless it is really an actual shot of an entire crowd. Try to vary your titles - words like Marcher, Protestor, Demonstrator will be useful. Capitalize the first word of the second part of the title (Women's March on Seattle: Protestors...). Write titles in the active voice (e.g, <i>holding</i> instead of <i>holds</i>).</p> <p>Example Women's March on Seattle: Signs reading "Black Lives Matter" and "We will resist", Seattle, January 21, 2017</p> <p>Indivisible Stop Trumpcare Sign-Waving Demonstration: Protestor holding a sign reading "Healthcare for all - Heal the Sick", NE Pacific St. across from the University of Washington Medical Center, Seattle, Washington, July 12, 2017</p> |
| DC.Creator: searchable, public. | Photographer | <p>The photographer should be assumed to be the donor unless noted otherwise. Input <i>Lastname, Firstname</i>.</p> <p>Example Ansel, Adams</p> |
| DC.Date: Non-searchable, public/staff field; <i>required field</i> | Date | <p>A non-searchable text field. The year the original photograph was taken. For this collection, it should correspond to the date the event was held. 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 "circa". This field is used in combination with the Dates field to enable searching (see that entry for details). Specific dates (e.g., September 12, 1933; June 1912) are to be noted in the Notes field, and should also be incorporated in the Title field.</p> <p>Example Date: 2017 Date: circa 2015</p> |
| None: searchable, staff-only field; <i>required field</i> | Dates | <p>Reflects the Date field. If the date is a single year, it is the same in both the Date and the Dates fields.</p> <p>Example If the Date field reads "circa 1910,": Dates: 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915</p> |
| DC.Date: Non-searchable, staff-only field; <i>required field</i> | Date-EDTF | <p>Records the earliest and latest possible year, taken from the Dates field.</p> <p>Example If Dates: 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915 Then, Date-EDTF: 1905/1915 If Dates: 1910 Then, Date-EDTF: 1910</p> |

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| DC.Description: searchable, public | Notes | <p>Separate multiple notes with a double break (). Five types of notes are currently in use, in the following order:</p> <p>(1) Text on signs read, from left to right (if a sign contains text in a language other than English, translate if possible and use the following convention [Trans. from Arabic/Spanish/Hebrew etc: ____],</p> <p>(2) Sign depicts (for signs that are mostly symbols or images),</p> <p>(3) Images or text on clothing,</p> <p>(4) Additional Information – this note should be used to name individuals in the image if they are identified, to provide the full name and position (when applicable) of individuals mentioned in signs, and to provide additional information that is not in the title,</p> <p>(5) Always end with PH Coll #####. LastnameFirstInitialPhotoNumber [e.g PH Coll 1478. GerhardJ10].</p> <p>Selected examples of notes:</p> <p>(1) Text on signs read, from left to right: “Hands off our rights”, “Trump Urine Over Your Head”, “Don’t Give Up”.</p> <p>(2) Sign depicts: President Donald Trump’s head merged onto the end of a tobacco pipe. Text reads: “Ceci n’est pas un président”.</p> <p>(3) Image on clothing depicts: A black swastika on a white background, with President Donald Trump’s face superimposed over it. A red circle with a diagonal line through it covers the image.</p> <p>(4) Additional Information: Scott Pruitt is the 14th Administrator of the United States Environmental Protection Agency. Melania Trump is the First Lady of the United States of America. Caligari’s Cabinet refers to the 1920 German horror film, The Cabinet of Dr. Caligari.</p> |
| None: non-searchable, public/staff field | Contextual Notes | <p>Contextual notes should be a brief description of the event. Who were the main organizers, where was the event held, how many people attended, what were the the main issues.</p> <p>See previously completed events in the collection for examples.</p> |
| DC.Description: searchable, public/staff field | Issue Area | <p>Terms should be selected from the controlled vocabulary list. If no terms seem to apply, it is okay to leave this field blank. If you think a new term should be applied, be consistent with your usage.</p> |
| DC.Description: searchable, public/staff field | Organizations Mentioned | <p>Organizations should be listed if they are explicitly mentioned on a sign, a shirt, or in some other way. For example, if there is a contingent of marchers with union flags or banners, the name of their union should be added here. If a sign has the website for an organization, the full name of the organization should be listed here.</p> <p>Example <i>Black Lives Matter, U.S. Freedom Socialist Party, Showing Up for Racial Justice, Moms Demand Action for gun sense in America, International Socialist Organization, Planned Parenthood</i></p> |
| DC.Subject: searchable, public/staff field | Subjects (LCTGM) | <p>Leave blank. Cataloging department will fill this field.</p> |
| DC.Subject: searchable, public/staff field | Subjects (LCSH) | <p>Leave blank. Cataloging department will fill this field.</p> |
| DC.Spatial: searchable, public/staff field | Location Depicted | <p>The spatial characteristics of the intellectual content of the resource. Spatial coverage refers to a physical region. Places names are derived from the LC Authority File. Enter Country--State or Province--City.</p> <p>Example <i>United States--Washington (State)—Seattle</i> <i>United States--Alaska—Fort Yukon</i></p> |
| DC.Relation-Is Part Of; searchable, public/staff field | Digital Collection | <p>Pacific Northwest Political Marches, Rallies and Parades, 2017</p> |

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| DC.Identifier: searchable, public/staff field | Order number | Number that users can reference to order a copy of the digital image |
| None. Non-searchable, public/staff field. | Citation Information | The following citation format is preferred: University of Washington Libraries, Special Collections. Photo by [photographer's name], [Order number OR negative number]. |
| DC.Description: not searchable, public/staff field | Ordering information | To order a reproduction, inquire about permissions, or for information about prices see: http://www.lib.washington.edu/specialcollections/services/reproduction/reproduction Please cite the Order Number. |
| DC.Identifier: searchable, public/staff field | Negative number | The Negative number refers to the reproduction number assigned to the image for purposes of duplication. It is the unique number by which Special Collections identifies the image. It may be identical to another number in the record. If two negatives numbers are associated with an image, these are to be separated by a semicolon. Example <i>UW12456</i> |
| DC.Source: non-searchable, public/staff field | Repository | The institution where the item is physically located. Example <i>University of Washington Libraries, Special Collections.</i> |
| DC.Relation-Is Part of: searchable, public/staff field | Repository Collection | This field contains the collection name and its number. Example <i>Women's March Collection. PH Coll 1467</i> |
| None: non-searchable, public/staff field | Repository Collection guide | This field contains the URL link to the EAD finding aid. |
| DC.Format: searchable, public/staff field; required field | Digital Format | Format for the Access copy. When it is the same as Original Format, enter the mime type in both fields. Use media types listed at http://www.iana.org/assignments/media-types/index.html Example <i>Image/tiff; image/jpeg</i> |
| DC.Format: searchable, public/staff field; required field | Original Format | Enter the original format. When the original is digital, use media types listed at http://www.iana.org/assignments/media-types/index.html . When 'Original Format' is the same as the 'Digital Format,' enter the mime type in both fields. Example <i>Image/tiff; image/jpeg</i> |
| DC.Format: non-searchable, public/staff field | Physical Description | Physical description of the resource. Describe the original resource in accordance with RDA 3.4 "Extent" (access RDA using the RDA Toolkit). When 'Original Format' is a digital file, enter '1 online resource' as recommended by RDA3.4 Example <i>1 online resource</i> |
| DC.Format: non-searchable, public/staff field | Digital reproduction information | Describes the digital conversion process, beginning with the camera information (if available), date scanned, steps taken to resize or adjust the image, etc. When looking for camera information, try reading the Exif or XML metadata using a metadata reading software such as PY Exif Tool. Example <i>Captured with a Pentax K-3, enhanced and resized using Adobe Photoshop CS4 to 1200 ppi and saved in JPEG format at compression rate 5. 2017</i> |
| DC.Identifier: searchable, staff only field | Preservation File Identifier | This will have the file name for the preservation file, as well as the dimensions of the image (in parentheses). Example <i>PH1467Kinsey_123.TIFF, (1234 x 54678)</i> |

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| DC.Contributor: non-searchable, staff only field | Contributor | <p>A person or organization <i>not</i> specified in the Creator field or Photographer 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>Example <i>University of Washington Libraries, Special Collections.</i></p> |
| DC.Rights: non-searchable, staff-only field | Restrictions | <p>This field lists any restrictions on the use of an image.</p> <p>Use the following For information on permissions for use and reproductions please visit UW Libraries Special Collections "Reproductions: Order Photographs & Scans" page: http://www.lib.washington.edu/specialcoll/service/reproduction.html</p> |
| DC.Rights: non-searchable, staff-only field | Rights-URI | http://rightsstatements.org/vocab/InC/1.0 |
| DC.Type: searchable, staff-only field; <i>required field</i> | Type | <p>Describes the nature or genre of the content of the resource. Select a value from the Dublin Core Type Vocabulary at http://dublincore.org/documents/dcmi-terms/</p> <p>Example <i>StillImage</i></p> |
| DC.Provenance: searchable, staff-only field | Institution | Enter: Special Collections |
| None, searchable, staff-only field | Cataloging | Enter: xyz |
| None, searchable, staff-only field | Keyword | If any labor organizations are mentioned, enter "labor". |