



Metadata Guidelines  
2023

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For:	MDL partners
Maintained by:	Mississippi Digital Library Staff
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## Introduction

This document provides instructions for creating metadata records for submission to the Mississippi Digital Library (MDL).

MDL's Metadata Best Practices are based on the Dublin Core Metadata Initiative (DC) data element set. Other directives consulted for these guidelines include:

- Archives, Personal Papers, and Manuscripts
- DACS: Describing Archives, A Content Standard
- Resource Description and Access
- Digital Public Library of America Metadata Quality Guidelines
- Library of Congress Authorities

These guidelines contain specific formatting requirements and minute details, including punctuation and capitalization, that are vital for the proper functionality of our system and discoverability of your materials. Please be vigilant and pay attention to these details.

Additionally, the fields are listed in a particular order. If you are working in a spreadsheet, please be careful not to rearrange the fields/columns. Improper order will cause issues in your metadata.

Guidelines for creating metadata records are reviewed annually and are subject to change as necessary.

## List of Metadata Fields

The order of these elements is consistent across all institutions.

1. Object name
2. Identifier
3. Alternate ID
4. Title
5. Alternate title
6. Replaces
7. Replaced by
8. Description
9. Creator
10. Searchable date
11. Date
12. Coverage (Time Period)
13. Time period
14. Subject
15. Mississippi county
16. Geographic location
17. Resource type
18. Format
19. Media format
20. Language
21. Language code
22. Publisher
23. Contributors
24. Notes
25. Rights
26. Disclaimer
27. Contributing institution
28. Collection
29. Source
30. Digital repository
31. Digital collection
32. File size
33. File extension
34. Width
35. Height
36. Color space
37. Date digital
38. Capture method
39. Processing software
40. Master image
41. Record created by
42. Hidden notes
43. Custom searches
44. IP resolution
45. Transcript
46. File name

## Field Descriptions

### Object name

The Object Name field is required by our software and is used for compound objects (items containing more than one page or file). This field must be listed first.

For ease of use, copy the Identifier (see below) to the Object Name, so that the Object Name and Identifier fields are identical.

### Identifier

An identifier is a unique ID assigned to an item to identify or differentiate the item from others in the collection. Each item should have its own identifier, and each identifier should be unique.

Identifiers must contain an institutional identifier, typically an OCLC code, and may also contain letters and/or numbers identifying the collection and item. If an institution does not have an OCLC code, MDL will assign a code to the institution. If you are not sure what your institutional identifier is, please contact us. [contact@msdiglib.org](mailto:contact@msdiglib.org)

There are multiple ways to format identifiers, but a typical identifier contains 3 main sections separated by underscores:

1. Institutional code based on OCLC code or assigned
2. Collection identification
3. Item number

They are arranged as: institution code\_collection\_item #

Here is an example of a manuscript from the Theodore Bilbo Papers (M002) at USM:

mus\_m002\_0001

“mus” is the OCLC code for USM, “m002” is the collection number for the Theodore Bilbo Papers, and “0001” stands for the first item digitized from the collection.

Here is an example of a photograph from the Marion Stark Gaines Photograph Collection at the Columbus-Lowndes Public Library:

wz2\_Gaines\_002

“wz2” is the OCLC code for the Columbus-Lowndes Public Library, “Gaines” is the abbreviated name for the Marion Stark Gaines Photograph Collection, and “002” represents the second item digitized from the collection.

Each item, whether it is a single object, such as a photograph, or a compound object, such as a letter with multiple pages, must be assigned an Identifier. In compound objects, the individual pages are not assigned identifiers; instead, an identifier is assigned to the object as a whole, and each page is assigned a file name based on the Identifier (more in File name below).

It is recommended to use identifiers as file names (more in File name below).

If you need assistance developing an identifier schema, please contact us.

[contact@msdiglib.org](mailto:contact@msdiglib.org)

## Alternate ID

The Alternate ID field is used when an item or object receives a new file name or identifier. The new identifier is entered into the Identifier field and the old identifier is entered into the Alternate ID field.

Alternate ID (Old file name)	006157
Identifier (New file name)	mus_m246_001p

Do not complete this field unless renaming a digital file. Otherwise, leave blank.

## Title

The Title should be taken from the item, as it appears on the original item. In the absence of a title on the item, use the item title as found in the Finding Aid (if applicable). If there is no title on the finding aid, create a title that is descriptive and concise. If creating your own title, capitalize only the initial letter of the first word and proper nouns.

The following is guidance for creating titles (for items that do not have a title on the item) for common material types. If you need help formulating a title, please contact us.

[contact@msdiglib.org](mailto:contact@msdiglib.org)

**Letters, Memos, and Other Correspondence** – Letters, memos, and other forms of correspondence should be named using the following basic format.

Letter from \_\_\_\_\_ to \_\_\_\_\_; Date

Memo from \_\_\_\_\_ to \_\_\_\_\_; Date

Examples:

Letter from Zoya Zeman to Erwin D. Zeman; March 5, 1964

Memo from Victoria Gray (Adams) to friends and supporters of MFDP; February 10, 1966

FBI teletype from Director to New Orleans; July 10, 1964

Note attributed authors and/or recipients with question marks in brackets.

Memo from A. [Alex?] Rosen to Mr. [Alan H.?] Belmont; July 21, 1964

If there is no date on the document and it is not possible to confer a date, record Undated

Examples:

Letter from Zoya Zeman to Erwin D. Zeman; Undated

Memo from MFDP to teachers; Undated

If it is known that the document was produced in a certain year, but the date is not on the item itself, use square brackets around the date in the Title and Coverage fields.

Examples:

Letter from Zoya Zeman to Erwin D. Zeman; [1964]

Memo from MFDP to teachers; [1965]

If there is no recipient listed on the document, record:

Letter from \_\_\_\_\_; Date

Letter from [author]; [date]

Letter from Mississippi Governor Adelbert Ames; June 26, 1868

If there is no author listed on the document, record:

Letter to \_\_\_\_\_; Date

Letter to [recipient]; [date]

Letter to Mississippi Governor Adelbert Ames; May 26, 1869

**Brochures, Flyers, etc.** – Brochures and Flyers that are untitled should be named according to the publishing organization or the subject of the work.

Examples:

Mississippi Freedom Democratic Party Brochure

Mississippi Workshop Flyer

**Photographs** – Photographs without a name written on them should be named according to the image. There is no need to include “Photograph of” at the beginning of the title.

Examples:

Tomato Canning Club

President William D. McCain



**Newspapers or items in a series** – The title of the series, followed by the volume and issue numbers (example from the Zwerling collection):

Student voice, Vol. 5, no. 17

## Alternate title(s)

The Alternate title field is used for subtitles or translated titles.

For example, if a work is in a language other than English, the original language title goes in the title field, and the English translation of the title goes in the Alternate title field.

Multiple alternate titles can be listed if needed, separated by a semicolon. Capitalize only the initial letter of the first word and proper nouns. Separate multiple entries with a semicolon. If not applicable, leave this field blank.

## Replaces

The Replaces field is used when a serial's title has been changed and replaced by a new title.

The old title is entered into the Replaces field. If not applicable, leave field blank.

## Replaced by

The Replaced by field is used when a serial's title has been changed and replaced by a new title.

The new title is entered into the Replaced by field. If not applicable, leave field blank.

## Description

The Description field is a brief summary of the item beginning with a standardized phrase that identifies the collection the item resides in.

From the Botnick (A.I. & Fay) Civil Rights Collection.

From the Ben-Ami (Rabbi David Z.) Papers.

Follow the standardized phrase with a short abstract in full sentences with correct grammar and punctuation. Avoid editorial comments. If the document is a transcribed copy, note this at the beginning of the abstract information.

Transcribed copy of a letter ...

This field is a good place to record important people whose names appear in a document, but who are not the subject of the document.

## Creator

The creator is the author of a document, the person who took a photograph, the people speaking in an oral history, etc. The creator may be an individual, multiple people, or an organization. Information about the creator should be taken from the original document, Finding Aid, or catalog record when available.

**If the creator has a Library of Congress name authority record, use the name exactly as it appears there.** <https://authorities.loc.gov/>. If not, use the name on the document.

Adams, Victoria Gray, 1926-

Bilbo, Theodore Gilmore, 1877-1947

**If the author/creator is unknown, enter Unknown**

If the creator does NOT have a Library of Congress name authority record, enter the name as:  
Last name, First name, dates

If an item has more than one creator, list each name in alphabetical order. Separate multiple entries with a semicolon. List added authors in this manner.

For example, an item written by Zoya Zeman and Buster Brown would be recorded:

Brown, Buster, 1937-1975; Zeman, Zoya, 1943-

Some names may variably appear with or without a period at the end. For the sake of consistency, remove terminal periods **unless they indicate an abbreviation such as a middle initial**. Other forms of terminal punctuation, such as those used to indicate open or uncertain date ranges, may be retained. There are several examples shown below. If you have any questions, please let us know. [Contact@msdiglib.org](mailto:Contact@msdiglib.org)

Examples of when to keep the ending punctuation:

Adams, Victoria Gray, 1926- (Keep the ending - )

Nash, Charles T. (Keep the ending . after the middle initial)

McLemore, Amos, 1823?-1863? (Keep the ending ? after the dates of life)

Example of when to remove the ending punctuation:

Brown, Buster, 1937-1975.

Remove the ending . So the entry reads:

Brown, Buster, 1937-1975

If the author/creator is unknown, enter Unknown.

## Unknown

When the last name of the author/creator is unknown, enter the author's first name and [last name unknown]. When the first name of the author/creator is unknown, enter the author's last name and [first name unknown].

Thomas [last name unknown]

Deviss, [first name unknown]

## Date searchable

The Date Searchable field indicates the date the item was originally produced. Take the date from the original, the finding aid or catalog record (if a date is present). If an item is undated, leave this field blank.

The Date Searchable field is used for searching and sorting dates in the content management system. It is formatted as a date field and has specific formatting requirements. This field is not visible in the public web interface.

Please use the following date formats. Text is not allowed.

- YYYY
- yyyy-mm
- yyyy-mm-dd

Dates must be valid for the given month and year. A date in February cannot be greater than 28 except in a leap year (29); a date in March cannot be greater than 31.

The year must be shown with four digits.

If a document has no date but it is known that the document was produced in a certain year, use square brackets around the date in the Title and Date fields. **Enter the date WITHOUT brackets in the Date Searchable field.** Refer to Date for more information on dates with brackets.

### Date Ranges

Date ranges can only be entered as yyyy-yyyy. No months or days can be entered as date ranges in this field. Date ranges with months and days should be added in the Date field.

- If the document was produced over more than one day in the same month: enter 1998-05 in the Date Searchable field.

- If the document was produced over more than one month in the same year: enter 1998 in the Date Searchable field.
- If the document was produced over more than one year: enter 1998-1999 in the Date Searchable field.

### **Circa Dates**

Circa dates should be entered as date ranges.

- If the document is dated circa 1995, enter 1993-1997 in the Date Searchable field and circa 1995 in the Date field. (a five-year date range)
- If the document is dated circa 1990s, enter 1990-1999 in the Date Searchable field and circa 1990s in the Date field.
- If the document is dated circa May 1995, enter 1995-05 in the Date Searchable field

## **Date**

The Date field indicates the date the item was originally produced. Take the date from the original or finding aid (if a date is present). The Date field should be used in conjunction with the Date Searchable field, and it should be completed for every item if possible. This field is viewable in the public interface.

Please use the following date formats.

- yyyy
- yyyy-mm
- yyyy-mm-dd

The following exceptions to formatting are allowed:

If the date is known, but it is not on the item (e.g., a photo of an event known to have happened during Freedom Summer), record the date or year in square brackets. [Certain date from another source]

[1964]

If the date is probable (e.g., from correspondence, etc., related to Freedom Summer, and probably from 1964, but we cannot be 100% sure of it), record the year with a question mark in square brackets.

[Probable date from another source]

[1964?]

If the date is unknown but can be narrowed to a decade or part of a decade, use circa to indicate an approximate date.

circa 1960s

**If the date is simply unknown, record undated.**

Undated

Refer to Date Searchable for information on date ranges and circa dates.

**Coverage: (time period)**

The Coverage field identifies the time period covered in each document and can be derived from the document itself. It is usually not one specific date.

If the time period is a particular month in a specific year: [Month Year] August 1964 (no comma)

If the time period covers several months in one year: [Year] 1964

If the time period is several years in the same decade: [circa Decade] circa 1960s

If the time period is broad and spans decades: [circa Decade-Decade] circa 1930-1960s

If examination of a document provides that coverage is fixed within/across specific years, record the years: [Year-Year] 1969-1971

If you are not sure about the year, but think the time period covered is one year: [circa Year] circa 1964

If the time period covered is in one year, but particularly a specific month: [Year (primarily Month)]  
1964 (primarily August)

If it is known that the document was produced in a certain year, but it is not dated, use square brackets around the date in the Title and Coverage fields.

**Time Period**

The Time Period field is related to the Coverage Field. It is not visible in the public interface and is used primarily to build custom searches.

The Time Period is a controlled vocabulary field. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

Use the date/dates in the Coverage field to determine the appropriate decade/decades to

select from the controlled vocabulary in the Time Period field. More than one decade can be selected from the controlled vocabulary.

*1960s (1960-1969)*

*1950s (1950-1959); 1960s(1960-1969)*

If the coverage is unknown, enter Undated.

## Subject

Record up to eight subject headings in alphabetical order separated by semicolons. Subject headings should reflect the topics, people, events, themes, or ideas discussed, depicted, or mentioned in an item.

Subject headings and Name Authority Records are taken from the Library of Congress Subject Headings (LCSH) and Name Authority File (LCNAF). Both can be searched through the Library of Congress Authorities website. <https://authorities.loc.gov/>

Subject headings should be entered exactly as they appear in their authority records. When searching the LC Authorities website, some headings may variably appear with or without a period at the end. For the sake of consistency, remove terminal periods unless they indicate an abbreviation. **Only remove periods at the ends of subject headings.** Do not remove terminal punctuation from subject headings that end with abbreviations, open date ranges, or parentheses. Several examples are shown below.

Example of when to remove the ending punctuation:

Confederate States of America. Army. Alabama Infantry Regiment, 15th.

Remove the ending . so the entry reads:

Confederate States of America. Army. Alabama Infantry Regiment, 15th

Examples of when to keep the ending punctuation:

McCardle, William H. (Keep the ending . after the middle initial)

United States--Centennial celebrations, etc. (Keep the ending . after etc)

Speed, Frederic, 1841- (Keep the ending - )

Mississippi State Penitentiary (Jackson, Miss.) (Keep the closing parenthesis)

Enter multiple entries in alphabetical order separated by semicolons. Remove the semicolon that follows the last entry.

If a large group of people are shown in a photograph, use the Description field for their names. Concentrate subject headings on what is visible in the photograph or on the purpose of the scene of the photograph.

Subject Headings for institutions should be consistent with the name as it is in the document.  
Alcorn Agricultural and Mechanical College.

(Some documents in CRMDA (Civil Rights in Mississippi Digital Archive) refer to Alcorn Agricultural and Mechanical College, which is now Alcorn State University. Use the heading for Alcorn Agricultural and Mechanical College and note in the Description that Alcorn Agricultural and Mechanical College is now Alcorn State University).

## Mississippi county

The Mississippi County field indicates the county in Mississippi that the item is about.

Use this field only if the content of the item is about Mississippi. **If the item is not about Mississippi, leave field blank.**

The county should be taken from the Library of Congress Subject Headings and Name Authority File (NAF). <https://authorities.loc.gov/>  
Lamar County (Miss.)  
Hinds County (Miss.)

List multiple entries in alphabetical order separated by semicolons.

## Geographic location

The Geographic Location field indicates the location that the item is about, other than the Mississippi county. It can be used to enter a city, region, state, country, or county for a state other than Mississippi.

If only the Mississippi county is known, use the Mississippi County field. If the geographic location is not known, leave the field blank. An item can have both the Mississippi county and a geographic location, if the information is known.

The geographic location should be taken from the Library of Congress Subject Headings and Name Authority File and be as specific as is known (e.g., Hattiesburg (Miss.) instead of just Mississippi).

- Hattiesburg (Miss.)
- Atlanta (Ga.)
- Mobile County (Ala.)
- Georgia
- Brazil

Separate multiple entries with a semicolon.

## Resource type

The Resource Type field indicates the format of the original item. Use more than one term if needed, listing them in alphabetical order separated by a semicolon.

Image refers to photographs or illustrations, not the digital image of a text document. Use both Text and Image for items that contain text and photograph(s).

Separate multiple entries with a semicolon.

- Image
- Interactive Resource [web pages]
- Moving Image
- Physical Object
- Sound
- Text

## Format

Format provides information about the format, dimensions, and length of the document. Fill in [x] based on the width and height of the item to the nearest half inch, and if applicable, the number of pages of the original item in its physical form.

Documents should include width, height, and number of pages.

- Digital reproduction of a [x]" x [x]" [x]-page document.
- Digital reproduction of an 8.5" x 10" 6-page document.



Photographs should include width and height, and should be designated as “black and white” or “color.”

Digital reproduction of a 5” x 7” black and white photograph.

Digital reproduction of a 5” x 7” color photograph.

For illustrations and other materials, specify the format of the original.

Digital reproduction of a 5” x 7” black and white pencil sketch.

Digital reproduction of a 5” x 7” watercolor.

If the image is a part of a book or manuscript, document accordingly.

Digital reproduction of a 5” x 7” book cover.

Digital reproduction of a 5” x 7” color image from a magazine.

## Media Format

Media Format indicates the format of the original item. It is more specific than the Resource Type field. This field is not visible in the public web interface and is used to build searches in CONTENTdm.

Image refers to photographs or illustrations, not the digital image of a text document. Use both Image and Text for items that contain text and photograph(s).

The resource type field is a controlled vocabulary field in CONTENTdm. List multiple entries in alphabetical order separated with a semicolon.

Audio

Cartoon

Document

Film

Illustration

Image

Map

Newspaper

Object

Oral history

Page from publication

Publication

Scrapbook

Text

Video

Website

## Language

Enter the Language for all documents, including those in English. Leave this field blank for documents for which Language does not apply, such as a photograph. For documents in a language other than English, enter the name of the language in English. (E.g., Spanish instead of Español).

## Language code

Enter the language code for all documents, including those in English. Leave this field blank for documents for which Language does not apply, such as a photograph. Language codes are expressed in compliance with the international standard ISO 639-2. Language codes are typically a three-letter code. E.g., eng for English. This field is hidden from the public interface.

See [https://www.loc.gov/standards/iso639-2/php/code\\_list.php](https://www.loc.gov/standards/iso639-2/php/code_list.php) for a list of commonly used language codes.

## Publisher

The Publisher field indicates the party responsible for publication of the physical item (if applicable) and the party responsible for the electronic publication of each item.

The publisher of the physical item applies primarily to books and other published items. It should be listed first and match the publisher's name as listed in the Library of Congress Name Authority File when available. Example:

Houghton Mifflin

List multiple entries in alphabetical order separated by semicolons.

After the physical publisher, every item will have a publisher of the electronic version. **The contributing institution is listed first, followed by MDL.** Both terms should have the (electronic version) designation. Example:

Mississippi Department of Archives and History. (electronic version); Mississippi Digital Library. (electronic version)

The publisher field is a controlled vocabulary field (standardized text, but not associated with an authority record). Separate multiple entries with a semicolon.

## Contributors

The information in this field gives credit to other parties that contributed to the publication of the item. Potential contributors include editors, printers, funding agencies that assisted with digitization, etc. List multiple entries in alphabetical order separated by semicolons.

## Notes

The Notes field is visible in the public web interface, so only include notes that are suitable for public viewing. There is also a hidden notes field for technical or administrative notes that are hidden from the public.

List multiple entries in alphabetical order separated by semicolons.

## Rights

This field provides copyright information. **Each institution is responsible for determining the copyright status of their materials.** Statements should come from the rights statement recommendations at <https://rightsstatements.org/>. The corresponding copyright statement should be entered in the rights field. Statements should be formatted as Title; URI (e.g., IN COPYRIGHT; <http://rightsstatements.org/vocab/InC/1.0/> ). Below are several examples of possible copyright statuses with explanations and corresponding URIs. Note that the examples below do not represent a comprehensive list of all possible copyright statuses.

- I. **IN COPYRIGHT; <http://rightsstatements.org/vocab/InC/1.0/>**
  - a. To be used for items you know are under copyright, and you know who owns said copyright.
- II. **IN COPYRIGHT - RIGHTS-HOLDER(S) UNLOCATABLE OR UNIDENTIFIABLE; <http://rightsstatements.org/vocab/InC-RUU/1.0/>**
  - a. To be used for items you know are under copyright, but you do not know who owns said copyright or you know who owns the copyright, but you do not have contact information.
- III. **NO COPYRIGHT – UNITED STATES; <http://rightsstatements.org/vocab/NoC-US/1.0/>**
  - a. To be used for items you know are in the public domain.
- IV. **NO COPYRIGHT – CONTRACTUAL RESTRICTIONS; <http://rightsstatements.org/vocab/NoC-CR/1.0/>**
  - a. To be used for items with no copyright restrictions, but contractual obligations, such as needing permission from the donor.

- V. **COPYRIGHT NOT EVALUATED;** <http://rightsstatements.org/vocab/CNE/1.0/>
  - a. To be used for items for which you have not yet attempted to determine copyright status. This should be used as a temporary statement.
- VI. **COPYRIGHT UNDETERMINED;** <http://rightsstatements.org/vocab/UND/1.0/>
  - a. To be used for items for which you cannot determine copyright status due to missing information such as not knowing the creator or creation date.
- VII. **NO KNOWN COPYRIGHT;** <http://rightsstatements.org/vocab/NKC/1.0/>
  - a. To be used for items you are reasonably sure have no copyright, but you cannot conclusively state “No Copyright.”

For further guidance on determining rights statements, please see the Digital Lab Guidelines from the University of Southern Mississippi at <https://digitalcollections.usm.edu/about>  
Or contact us at [contact@msdiglib.org](mailto:contact@msdiglib.org)

## Disclaimer

This field provides a copyright disclaimer. Enter the following:

Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law.  
Permission to publish or reproduce is required.

## Contributing institution

This field identifies the repository where the item is owned and housed. There is a period at the end of the statement.

Item housed at Camp Van Dorn World War II Museum.  
Item housed at Blue Mountain College.

## Collection

This field identifies the collection of which the item is a part. In the example below, xxx equals the manuscript number of the collection and yyy is the Collection Title. Use the Collection Title as it appears on the main page of the finding aid. There is a period at the end of this statement, and no comma between the collection number and the title.

xxx yyy.  
M320 Zoya Zeman Freedom Summer Collection.

## Source

The Source field gives the physical location of the item within the collection of which it is a part.  
Box 5, Folder 7

If a photo identification number is assigned to photographs in the collection, include the number in the Source information.

Box 1, Folder 3 M351-25a

For books and other cataloged items, copy the call number from the catalog.

PS3613.C85 O93 2004

## Digital repository

This field identifies the digital repository to which the item belongs. There is a period at the end of the statement. The digital repository for all items in MDL is:

Mississippi Digital Library.

## Digital collection

This field identifies the digital collection within our software to which an item belongs. Each institution has its own digital collection. The digital collection is the name of the institution. There is a period at the end of the statement.

Jackson State University.

First Regional Library.

## File size

This field identifies the file size of the item and is automatically generated when the item is uploaded. Please leave this field blank.

## File extension

The File Extension indicates the file type of the item (such as JPG or PDF) and is automatically generated when the item is uploaded. Please leave this field blank.

## Width

The width of the item (in pixels) is automatically generated when the item is uploaded. Please leave this field blank.

## Height

The height of the item (in pixels) is automatically generated when the item is uploaded. Please leave this field blank.

## Color space

The Color Space field indicates the color profile of the item, such as RGB or Grayscale. The Color Space is automatically generated when the item is uploaded. Please leave this field blank.

## Date digital

The Date Digital field indicates the date that the item was digitized. This field is formatted as a date type field and has the same formatting requirements as the Date Searchable field. This field is not visible in the public web interface.

Enter the date the file was created in YYYY-MM-DD format.

Example:

2020-06-01

## Capture method

The Capture Method field indicates the method of digitization. Indicate the equipment used to digitize your item. If known, the model of scanner or camera used for digitization should be selected from the controlled vocabulary. This field is not visible in the public web interface.

Example:

Epson Expression 12000XL

## Processing software

The Processing Software field indicates the software used to process images, such as Adobe Photoshop CC 2021. This field is a controlled vocabulary. This field is not visible in the public web interface. Example:

Adobe Photoshop CC 2021

## Master image

The Master Image field indicates the file extension and resolution of the master image. This field should be used only if the information about the master image is known. This field is a controlled vocabulary. This field is not visible in the public web interface.

Example:

600 dpi TIFF

## Record created by

The Record Created By field indicates the person who wrote the metadata for the item. This field is not visible to the public. \*Be consistent\*

## Hidden notes

The Hidden Notes field is a searchable field that is not visible in the public web interface, and it includes any notes not intended for public view. For example, the term “Needs transcript” can be used to indicate items that are uploaded without a transcript, but to which a transcript will be added at a later date. The Hidden Notes field is searchable.

## Custom searches

The Custom Searches field is used strictly for building custom searches in our system. The field is not visible from the public web interface.

## IP resolution

The IP Resolution field (intellectual property resolution) is used to manage permissions and copyright. The field has a controlled vocabulary and is not visible from the public web interface. Based on the contents of this field, the permissions may be set to restrict the item from public view.

**It is up to the institution submitting items to the MDL to determine copyright and obtain any necessary permissions.** The institution submitting items to the MDL is likewise responsible for completing this field by selecting the appropriate IP resolution from the controlled vocabulary. Choose from the list below. Please notify the MDL staff at USM of any issues regarding copyright.

- Permission granted
- Public domain
- Restricted

## Transcript

The Transcript field is used to upload full-text transcripts of select documents.

Please contact us at [contact@msdiglib.org](mailto:contact@msdiglib.org) if you have transcripts to add to your images.

## File Name

It is recommended to use identifiers as file names.

For a single item (an item made up of one digital file such as a photograph), the file name is simply the identifier followed by the three-letter file extension (such as jpg or pdf).

Examples:

- mcd\_m62\_125.jpg
- mus\_m246\_001p.jpg

For compound objects (items comprised of more than one digital file such as a multi-page book), add page identification or scan number after the identifier.

For example, if a 2-page letter has the identifier: mus\_m002\_001

The file name for page 1 will be: mus\_m002\_001\_01.jpg

The file name for page 2 will be: mus\_m002\_001\_02.jpg



The file name in the spreadsheet should match the corresponding item **exactly**. When entering file names, be sure to include the extension, even if your operating system hides the extension type (the extension will usually be jpg or pdf).

If you already have a file naming system, you can add the identifier to the beginning of the file name, but it is not required. Your institution code at the beginning of the file name is required.

Each institution keeps its own file naming system, but all items should be able to be uniquely identified in MDL.

If you need assistance developing a file naming system, please contact us.

[Contact@msdiglib.org](mailto:Contact@msdiglib.org)

## Revision History

Revised: 2016-03-04 by Nicole Lawrence, Mississippi Digital Library Coordinator

Revised: 2020-08-06 by Elizabeth La Beaud, MDL Assistant Director

Revised: 2022-10-12 by Austin Justice, USM Metadata Coordinator