

UB*digit* Comprehensive Schema: Data Definitions

A metadata template is created for each collection, drawing from available fields in this UB*digit* comprehensive schema.

Some fields are unique; some are repeatable, as noted. In every case, field names/labels are customized to be consistent with disciplinary vocabulary.

FIELD #: 1
 FIELD NAME: COLLECTION ID
 DUBLIN CORE: Identifier
 TYPE: not repeatable
 REQUIRED: yes
 DEFINITION: Unique assigned alpha-numeric code composed of University entity code and 3-digit number
 ENTRY RULES: enter assigned code
 AUTHORITY: UB*digit* Applications Administrator
 EXAMPLES: AH1001

FIELD #: 2
 FIELD NAME: COLLECTION TITLE
 DUBLIN CORE: Title
 TYPE: not repeatable
 REQUIRED: yes
 DEFINITION: name of the collection limited to 35 characters
 ENTRY RULES: enter the collection name; for personal names, enter the name in direct order (first name followed by surname)
 AUTHORITY: local
 EXAMPLES: Smithson Collection

FIELD #: 3
 FIELD NAME: UB*digit* CONTRIBUTOR
 DUBLIN CORE: Contributor
 TYPE: not repeatable
 REQUIRED: no
 DEFINITION: name of the person or department who supplied and is responsible for the UB*digit* collection
 ENTRY RULES: enter the name of the contributor; for personal names, enter authority form of the name (surname, first name); for departmental names, consult UB*digit* Applications Administrator
 AUTHORITY: LCNAF
 EXAMPLES: Bewley, John

FIELD #: 4
 FIELD NAME: DEPARTMENTAL AFFILIATION
 DUBLIN CORE: Publisher
 TYPE: repeatable
 REQUIRED: yes
 DEFINITION: name of the University department in which the source documents are located, or in which the contributor works

ENTRY RULES: enter department name
AUTHORITY: UB*digit* Applications Administrator
EXAMPLES: Art History, Geology, Classics

FIELD #: 5
FIELD NAME: INSTITUTION
DUBLIN CORE: Publisher
TYPE: not repeatable
REQUIRED: yes; not searchable field
DEFINITION: name of institution holding the source documents
ENTRY RULES: enter as given
AUTHORITY: UB*digit* Applications Administrator
EXAMPLES: State University of New York at Buffalo

FIELD #: 6
FIELD NAME: SHELF LOCATION
DUBLIN CORE: Identifier
TYPE: not repeatable
REQUIRED: no
DEFINITION: physical location of item within its collection
ENTRY RULES: apply consistent approach to labeling within the collection
AUTHORITY: N/A
EXAMPLES:

FIELD #: 7
FIELD NAME: ITEM ID
DUBLIN CORE: Identifier
TYPE: not repeatable
REQUIRED: yes
DEFINITION: number used to uniquely identify the original item within its collection
ENTRY RULES: apply consistent approach to ordering system within the collection
AUTHORITY: see UB*digit* Applications Administrator if local ID system is not available
EXAMPLES:

FIELD #: 8
FIELD NAME: TITLE
DUBLIN CORE: Title
TYPE: not repeatable
REQUIRED: yes
DEFINITION: label used to identify the original item
ENTRY RULES: enter most commonly recognized title of work
AUTHORITY: N/A
EXAMPLES: Beware the Lady

FIELD #: 9
FIELD NAME: ALTERNATE TITLE
DUBLIN CORE: Title-Alternative
TYPE: repeatable
REQUIRED: no
DEFINITION: label used to identify the original item
ENTRY RULES: enter variant titles
AUTHORITY: N/A
EXAMPLES: The Bride Wore Black (former title)

FIELD #: 10

FIELD NAME: TITLE RELATION
DUBLIN CORE: Relation
TYPE: repeatable
REQUIRED: no
DEFINITION: a reference to a related source
ENTRY RULES: enter the relationship
AUTHORITY: N/A
EXAMPLES: Title = The movie "My Fair Lady"
Title Relation = Based on George Bernard Shaw's play "Pygmalion"

FIELD #: 11
FIELD NAME: NAME
DUBLIN CORE: Creator
TYPE: repeatable
REQUIRED: no
DEFINITION: name of responsible agent for creation of original work, including personal names & corporate names; field may be used for patrons/commissioning agencies and collaborators.
ENTRY RULES: enter authority name to correspond to the term which best represents activity / function / role; multiple creators will be accommodated in the template with multiple fields
AUTHORITY: LC-NAF, ULAN
EXAMPLES: Artist = Hartley, Marsden
Commissioning Agency = Works Project Administration

FIELD #: 12
FIELD NAME: DATE/PERIOD
DUBLIN CORE: Date
TYPE: repeatable
REQUIRED: yes
DEFINITION: data used to identify the original creation date of the work
ENTRY RULES: (Date): use four digits for the year in which the work was created (e.g., date a painting was created; "u" can be used for an unknown fourth position digit
(Period): terms used to identify time of the original creation of the work; used in lieu of, or in addition to, Date
AUTHORITY: AAT for Western objects
EXAMPLES: (Date): 1500; 1884; 192u
(Period): 15th century; Ancient; Middle Ages; Renaissance; Victorian; Paleolithic

FIELD #: 13
FIELD NAME: WORK/MATERIAL TYPE
DUBLIN CORE: Type
TYPE: repeatable
REQUIRED: yes
DEFINITION: label used to identify generic document type
ENTRY RULES: enter most commonly recognized name of object; use repeatable fields for additional materials
AUTHORITY: LCTGN, AAT
EXAMPLES: Manuscript, Painting, Sculpture, Musical Instrument (lute)
for images: 35 mm., photographic print, photographic negative, digital
for audio: 78 rpm, 45 rpm, 33 1/3 rpm, cassette, reel-to-reel, DAT, CD, DVD, other digital (mp3, etc.)
for video: VHS, Betamax, 8 mm. film, 16 mm. film, DVD, other digital

FIELD #: 14

FIELD NAME: MEDIUM
DUBLIN CORE: Format-Medium
TYPE: repeatable
REQUIRED: yes
DEFINITION: label used to identify the physical aspects of original object
ENTRY RULES: enter most commonly recognized name of object medium; use repeatable fields for additional materials
AUTHORITY: AAT, LCTGM
EXAMPLES: parchment, oil on canvas, marble, pear wood & ivory

FIELD #: 15
FIELD NAME: TECHNIQUE
DUBLIN CORE: Format
TYPE: not repeatable
REQUIRED: no
DEFINITION: process used to create underlying work
ENTRY RULES: enter term(s) which best describe the creative process(es)
AUTHORITY: AAT
EXAMPLES: brushwork, lost wax process, cloisonné, deep etching

FIELD #: 16
FIELD NAME: DIMENSIONS
DUBLIN CORE: Format-Extent
TYPE: not repeatable
REQUIRED: no
DEFINITION: measurements of source object
ENTRY RULES: enter the height and width in inches or cm.
AUTHORITY: N/A
EXAMPLES: 25 in. X 39 in.

FIELD #: 17
FIELD NAME: NOTES
DUBLIN CORE: Description
TYPE: not repeatable
REQUIRED: no
DEFINITION: additional physical description
ENTRY RULES: use information observed or supplied in source materials
AUTHORITY: N/A
EXAMPLES: for original works: Inscriptions and Marks: signed Claude Monet, '91

FIELD #: 18
FIELD NAME: SUBJECT HEADING(S)
DUBLIN CORE: Subject
TYPE: repeatable
REQUIRED: yes - minimum of one
DEFINITION: Content or subject matter of the object
ENTRY RULES: enter the term(s) that describe the object pictured; use tertiary hierarchical order if applicable (GENERAL - HEIRARCHY - SPECIFIC), enter numerics parenthetically
AUTHORITY: Standard authorities as assigned by UB*digit* e.g.: AAT, Simons Tansey (Sonoma State), LCSH, MESH, NMAA
EXAMPLES: Still life -- flowers -- carnations
Nature -- mineral -- dolomite OR Mineral -- rock -- dolomite
Natural phenomena -- volcanic eruption -- Mt. St. Helens
Pottery -- Greek -- amphora
Portrait -- George Washington

FIELD #: 19
FIELD NAME: DESCRIPTION
DUBLIN CORE: Description
TYPE: repeatable
REQUIRED: no
DEFINITION: natural language, keyword term(s) or narrative description of source document; can provide contextual and interpretive content, associated concepts, works of literature, mythology, etc., which are represented in image; also use to represent thematic concepts
ENTRY RULES: enter interpretive words which describe meaning of object
AUTHORITY: local source
EXAMPLES: grief
anger
Poetry of Walt Whitman (illustrations for)

FIELD #: 20
FIELD NAME: NATIONALITY/CULTURE
DUBLIN CORE: Coverage-Spatial
TYPE: repeatable
REQUIRED: no
DEFINITION: the name of the culture from which a work originates or the name of the nationality with which the work has been associated
ENTRY RULES: Nationality can include the geopolitical area where the work was created or found. Places include current political nations and historical entities (e.g., kingdoms, city states) that no longer exist or no longer have the same boundaries (e.g., Flemish). To describe a work in terms of a distinctive style, rather than a regional affiliation, use Style/Movement/Work Style
AUTHORITY: AAT, LCSH
EXAMPLES: Japanese
Flemish
English
Aztec

FIELD #: 21
FIELD NAME: STYLE
DUBLIN CORE: Coverage-Temporal
TYPE: repeatable
REQUIRED: no
DEFINITION: term used to identify the style of the work
ENTRY RULES: enter the term(s) which best represent characteristics of the object
AUTHORITY: LCSH, AAT for Western objects
EXAMPLES: Pre-Raphaelite
Constructionist
Kinetic
Dadaist

FIELD #: 22
FIELD NAME: LOCATION DEPICTED
DUBLIN CORE: Coverage-Spatial
TYPE: not repeatable
REQUIRED: no
DEFINITION: geographic location of underlying object
ENTRY RULES: use geographic names; if authority is used, place in Subject Heading field
AUTHORITY: local or *UBdigit* assigned authority resource, e.g. TGN
EXAMPLES: Paris, France

FIELD #: 23
FIELD NAME: HOLDING INSTITUTION
DUBLIN CORE: Publisher
TYPE: not repeatable
REQUIRED: no
DEFINITION: name of institution holding the underlying/source work
ENTRY RULES: enter official institutional name
AUTHORITY: LCNAF
EXAMPLES: Art Institute of Chicago

FIELD #: 24
FIELD NAME: SOURCE OF ORIGINAL
DUBLIN CORE: Source
TYPE: not repeatable
REQUIRED: no
DEFINITION: source of the surrogate file
ENTRY RULES: enter the name of the resource from which the digital file was derived;
alternatively, enter the name of the organization responsible for creation of
the digital file (digital original, duplicate, database or commercial supplier)
AUTHORITY: n/a
EXAMPLES: citation for bibliographic source; photograph submitted by faculty
(original); 35mm copystand slide of an art object (duplicate); 35mm slide
or digital file purchased from a commercial supplier

FIELD #: 25
FIELD NAME: COLLECTOR
DUBLIN CORE: Creator
TYPE: not repeatable
REQUIRED: no
DEFINITION: name of the personal or institutional collector who owns or supplied the
original source documents
ENTRY RULES: enter the name of the collector; for personal names, enter authority form
of the name (surname, first name)
AUTHORITY: LCNAF, ULAN
EXAMPLES: Perry, Warren

FIELD #: 26
FIELD NAME: FILE SIZE (of display image)
DUBLIN CORE: Format-Extent
TYPE: not repeatable
REQUIRED: yes
DEFINITION: size of digital file
ENTRY RULES: system supplied
AUTHORITY: N/A
EXAMPLES: 256K

FIELD #: 27
FIELD NAME: RIGHTS MANAGEMENT
DUBLIN CORE: Rights
TYPE: not repeatable
REQUIRED: yes
DEFINITION: a statement of who owns the copyright for this item and what limits apply
to its use
ENTRY RULES: state who owns the copyright, or if copyright has been assigned to the
University; select conditions of use statement from [Project Proposal Form](#)
or supply URL for collection-specific conditions of use.
AUTHORITY: UB*digit* contributor assigned

EXAMPLES: Use for educational purposes only. Single copies (print, photocopy, download) are permitted for personal study, research and teaching.

FIELD #: 28
FIELD NAME: DCMI Type
DUBLIN CORE: Type
TYPE: not repeatable
REQUIRED: yes
DEFINITION: identifies the genre of a resource
ENTRY RULES: enter the appropriate type(s)
AUTHORITY: DCMI Type Vocabulary
EXAMPLES: Image, Still Image

FIELD #: 29
FIELD NAME: FILE NAME
DUBLIN CORE: Format
TYPE: not repeatable
REQUIRED: yes
DEFINITION: name of the digital file with file extension
ENTRY RULES: entered by contributor
AUTHORITY: SEE: [UBdigit digital standards documentation](#)
EXAMPLES: mypicture.jpg