

Collection of Collections

The Collection of Collections will carry the following description:

This is a published CONTENTdm Collection located at collections.contentdmdemo.com.

Display image – Use a screenshot of the collection home page or choose a representative item in the collection (suggested size is 800 x 600 or smaller). The thumbnail can be automatically generated or custom. It will display in the Grid and Thumbnail views of the collection.

Guidelines: Use best judgment to complete fields below as appropriate. Remember this is a high-level description so include key words that people unfamiliar with your collection might search on. **Field names marked with an asterisk are required.** Incomplete records will not be added to the collection.

If a field has a controlled vocabulary that does not contain a term you wish to use, you may submit the term for approval by using it in the field.

- **Label: Collection Name***
Meaning – name of collection as it appears in CONTENTdm (digital collection name, not name of source collection(s))
Map to: DC.Title
- **Label: View Collection at***
Meaning - URL of the collection.
Map to: DC.Identifier
- **Label: Description***
Meaning – description of digital collection. If a MARC record for the digital collection is available, use it to draw from appropriate subject, genre and notes fields. Descriptions should be no longer than 200 words or 1200 characters.
Map to: DC.Description
- **Label: Topics Included***
Meaning – this field may include multiple terms, and should include those most commonly found at the item level in the collection. Terms should be capitalized and separated by a semi-colon (e.g. Fishing; Industry; Natural disasters).
Map to: DC.Subject
- **Label: Organization***
Meaning – name of the organization(s) that participate in this CONTENTdm project.
Map to: DC.Publisher
Controlled Vocabulary
- **Label: Type of Organization***
Meaning – type of organization(s) participating in the CONTENTdm project
Map to: DC.Creator

Controlled Vocabulary

- **Label: City***
Meaning – city or cities where organization(s) that have created or contributed to the collection are located.
Map to: DC.Coverage
- **Label: State***
Meaning – state(s) where organization(s) that have created or contributed to the collection are located.
Map to: DC.Coverage
Controlled vocabulary
- **Label: Country***
Meaning – country (or countries) where organization(s) that have created or contributed to the collection are located.
Map to: DC.Coverage
Controlled vocabulary
- **Label: Language**
Meaning – language or languages of the collection metadata and/or collection site.
Map to: DC.Language
- **Label: Primary Sources***
Meaning – genre(s) of the physical items represented by the digital collection (general material description of traditional (analog) resources). Terms should be capitalized and separated by a semi-colon (e.g. Glass plate negatives; Posters; Manuscripts).
Map to: DC.Type
- **Label: Format of Digital Files***
Meaning – format here refers to the media-type of the resource. E.g., jpg, mp3, pdf.
Map to: DC.Format
Controlled vocabulary
- **Label: CONTENTdm Features Used**
Meaning – list the CONTENTdm features used in the collection (**hidden field**). These are features that reflect more than the default settings; please consult the controlled vocabulary.
Map to: DC.Description
Controlled vocabulary
- **Label: Applications at Site**
Meaning – how the digital collections are used at the organization and with other systems locally (**hidden field**). Please consult the controlled vocabulary and choose as many terms as are applicable, e.g., your integrated library system, federated search

software, other content management or presentation systems, how CONTENTdm is used at your institution.

Map to: DC.Description

Controlled vocabulary

- **Label: Project Support**
Meaning – funding method for project.
Map to: DC.Contributor
- **Label: Date Published**
Meaning – the date the digital collection was made public by the host institution including month and year, if known.
Map to: DC.Date.available
- **Label: Entered By***
Meaning – The name and e-mail address of the person who submitted the record (**hidden field**). This will be used for follow-up by OCLC if needed.
Map to: None

The Dublin Core usage guide at <http://dublincore.org/documents/usageguide/> was consulted during the configuration of this collection.