

3.1 Alternative Title

The Alternative Title(s) field is used to record a Title as indicated by a label on the original object. This field can also be used to record another version of a Title, such as a name by which a resource is popularly known, in order to help find the item. This field is used to record information not included in the [1.2 Title](#) field.

Sources of Information

3.1.1 Survey the item for a physical label or formal title and record it.

General Rules

3.1.2 Do not submit titles with abbreviations or special characters. If you wish to submit the formal title of an item and it includes abbreviations or a misspelling, use the term “[sic]” to indicate that it is intentional.

Example Johnny’s Rokkin [sic] Notebook

3.2 Series Title

Used to identify and group items that are part of the same archival series, collection, serial publication, or an equivalently broad grouping. A Series Title will link your items together on californiarevealed.org, and help users find items that are related or relevant to each other. The fields are used to group materials that are associated with each other but are not directly linked using the [2.10 Relationship/Relationship Type](#) field.

Sources of Information

3.2.1 If the materials have been arranged and described using a Finding Aid, record the name of the Series as it is stated in the Finding Aid.

3.2.2 If the materials have NOT been arranged and described using a Finding Aid, survey the items (in addition to objects you have previously digitized with CA-R) and identify any groupings or connections between the objects, such as similar topics or creators. Create a name for the grouping that accurately describes the materials within it.

General Rules

3.2.3 Do not submit Series Titles with abbreviations or special characters.

3.2.4 If you have used the Series Title field to describe a grouping in past submissions, and you wish to submit additional items in the same grouping, use the same Series Title to connect current and past submissions.

Example University of California, Berkeley course catalogs

Example John Johnson spaghetti dinner placemat collection

3.3 Collection Guide Title/Collection Guide URL

The Collection Guide Title field is used to identify and group items that are part of a larger named collection, or that have been described and arranged within a reference resource, such as a Finding Aid. By using this field and the Collection Guide URL field, we can highlight collection-level relationships and direct users to additional resources not available on californiarevealed.org. CA-R can link to Finding Aids hosted by the Partner as well as

those hosted by the [Online Archive of California](#) (OAC).

Commentary: We encourage Partners to participate in the OAC as contributors, as it can serve as another platform for accessing Partner materials. The OAC also offers free tools, such as [RecordEXPRESS](#) (an EAD compliant collection guide writing form), and training opportunities via their parent organization, the [California Digital Library](#).

Sources of Information

3.3.1 If the materials have been arranged and described using a Finding Aid, or if they are part of the same official archival collection, record the official name of the Finding Aid/Collection within the Collection Guide Title field.

3.3.1.1 If you have used the Collection Guide Title field in past submissions, and you wish to submit additional items in the same grouping, use the same Collection Guide Title you used previously to connect your current and past submissions.

3.3.2 If there is a webpage that provides additional reference materials for users regarding the Collection, such as an online Finding Aid, copy and paste the URL into the Collection Guide URL field, e.g. <https://oac.cdlib.org/findaid/ark:/13030/kt0j49r8t8/>

Example Los Angeles Clown Poem Collection, 1925-2021

Example Patricia Patterson Papers

Example San Mateo Working Mothers Protest Poster Archive

3.4 Serial Volume/Serial Issue

The Serial Volume and Serial Issue fields are used to record the volume and issue numbers of serial publications, such as newspapers and magazines. This field will be viewable to the public and used to find and access digitized serial publications.

Sources of Information

3.4.1 Survey the item for a volume or issue number (commonly found on the masthead), and record it in the respective field.

General Rules

3.4.2 Use *Numbers* only (No Roman Numerals, etc.)

3.5 Published Date

The Published Date field denotes the date of formal issuance of the material, if different from the [1.4 Created Date](#) field. ***This field is required for newspapers.***

Sources of Information

3.5.1 Survey the item for the relevant information and record it, referencing the Library of Congress Extended Date/Time Format: <https://www.loc.gov/standards/datetime/>

General Rules

- 3.5.2 Please note that the Published Date field is a required entry for newspapers.
- 3.5.3 Format as YYYY-MM-DD.
- 3.5.4 To add multiple entries, please click “Add” if inputting online. If submitting using a spreadsheet, separate multiple entries using a “;”
- 3.5.5 For further guidance, see General Rules under [1.4 Created Date](#).

Example	1776-07-04
Example (1890s)	189X
Example (circa March 1972)	1972-03~
Example (August 1, 1993 to April 5, 1994)	1993-08-01/1994-04-05

3.6 Publisher

The people, group, or corporation responsible for making the resource publicly available at the time of its creation. This field will be viewable to the public and used to find and access your materials.

If submitting metadata records using the CA-R Repository record form (rather than the Nominations spreadsheet), the Publisher can be entered by clicking “Add” within the “Creators and Contributors” section. Enter the name of the Publisher under “Entity Name” and type in “Publisher” under “Entity Role”.

Sources of Information

- 3.6.1 Take the information from any reliable source, including internal evidence of the materials being described, or information from an outside source, such as a donor.
- 3.6.2 Record the name in the form by which the publisher is formally known.
 - 3.6.2.1 If the entity is widely known, use the same format of the name used in the Library of Congress Name Authority File: <http://id.loc.gov/authorities/names.html>

General Rules

- 3.6.3 Individual names must be formatted as Last Name, First Name.
- 3.6.4 Spell out abbreviations.
- 3.6.5 If assumed, enclose in brackets.
- 3.6.6 If uncertain, use “?” at the end.

Example	Doe, John
Example	Kennedy family?
Example	[United States. Bureau of Insular Affairs]

3.7 Publication Location

The geographic area listed in the masthead of a serial publication, such as a newspaper or a magazine. This field will be viewable to the public and used to find and access your materials.

Sources of Information

- 3.7.1 Survey the item for the relevant information (commonly found on the masthead), and

record it in the respective field.

3.7.2 Reference the location as stated in the Library of Congress Name Authority File:
<http://id.loc.gov/authorities/names.html>

General Rules

3.7.3 Format as [city/territory] (Calif.), e.g. Santa Cruz (Calif.).

Example San Francisco (Calif.)

3.8 Copyright Date

The Copyright Date field denotes the date of formal issuance of copyright.

Sources of Information

3.8.1 Use your institutional records to find the copyright date and record it, referencing the Library of Congress Extended Date/Time Format: <https://www.loc.gov/standards/datetime/>

General Rules

3.8.2 Format as YYYY-MM-DD.

3.8.3 For further guidance, see General Rules under [1.4 Created Date](#).

Example 1980-07-04

3.9 Copyright Holder

The people, group, or corporation who own the copyright for the material. This field will not display online.

If submitting metadata records using the CA-R Repository record form (rather than the spreadsheet), the Copyright Holder can be entered by clicking “Add” within the “Creators and Contributors” section. Enter the name of the Copyright Holder under “Entity Name” and type in “Copyright Holder” under “Entity Role”.

Sources of Information

3.9.2 Record the name in the form by which the copyright holder is formally known.

3.6.2.1 If the entity is widely known, use the same format of the name used in the Library of Congress Name Authority File: <http://id.loc.gov/authorities/names.html>

General Rules

3.9.3 Individual names must be formatted as Last Name, First Name.

3.9.4 Spell out abbreviations.

Example Doe, John

3.10 Copyright Holder Information

The contact information for the people, group, or corporation who own the copyright for the material. This field will not display online.

General Rules

3.10.3 You also have the option to enter “Consult owning institution for copyright holder contact information.”

Example `Jane.Doe@hotmail.com`

3.11 Copyright Notice

If copyrighted, copyright statement as it appears in the work. This is different from the Copyright Statement field above, which requires one of our three boilerplate statements.

General Rules

3.11.1 Enter the copyright statement as it appears in the work.

3.12 Internet Archive URL

Please provide the Internet Archive URL for the object if it already exists on the Internet Archive. This field will not display online.

3.13 ARK Identifier

Please provide the ARK (Archival Resource Key) Identifier for the object if there is one created. This field will not display online.

3.14 OCLC Number

OCLC identification number used to sync records in WorldCat. This field will not display online.

4. Metadata Fields Used After Submission

4.1 Partner QC Notes

Please leave any questions, feedback, comments, or concerns about the digitized object for the CA-R team and/or vendor. **This field should not be filled in until the QC process.** This field will not display online.

4.2 Revision Log Message

Add a summary of the fields that you edited when you update a record in the repository. e.g. “Changed created date due to new information gleaned from object” or “Edited title to correct typo.” This will help us ensure your changes are reflected across all access platforms. This note will not display online.

5. Submission Examples

An example of a digitized object and its submitted metadata record, as published on the CA-R website:

[Home](#) / [Browse partner collections](#) / [Tulare County Library](#)

Fruit on Drying Trays, Mineral King Ranch, Visalia, Calif., 006

Collection: Tulare County Library



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A175864>

Share this item: [f](#) [t](#) [p](#) [e](#) [s](#)

Metadata

Title	Fruit on Drying Trays, Mineral King Ranch, Visalia, Calif., 006
Series Title	Annie Mitchell
Date Created	Unknown
Description	Fruit is dried on trays at the Mineral King Ranch, east of Visalia, CA, in the early 1920s. The ranch was near what later became Cutler Park, a Tulare County-owned park along the Saint Johns River.
Creator	Unknown
Media Type	Still Image
Format	Photograph
Number of Parts	1 Print of 1
Dimensions of Original	Unknown
Generation	Copy
Copyright Statement	Copyrighted. Rights are owned by Tulare County Library. Copyright Holder has given Institution permission to provide access to the digitized work online. Transmission or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of the Copyright Holder. In addition, the reproduction of some materials may be restricted by terms of gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user.
Country of Creation	US
Source Institution	Tulare County Library
Source Call Number	tcm0163
Source Institution Contact Information	Tulare County Library, 200 W Oak Avenue, Visalia, CA, 93291, US, Telephone: (559)-713-2727, email: questions@tularecountylibrary.org , https://www.tularecountylibrary.org

5.1 Examples of Published Metadata Records by Format

Format	Link to Example
<i>Book</i>	https://californiarevealed.org/islandora/object/cavpp%3A114430
<i>Photograph</i>	https://californiarevealed.org/islandora/object/cavpp%3A24457
<i>Correspondence</i>	https://californiarevealed.org/islandora/object/cavpp%3A68209
<i>Booklet</i>	https://californiarevealed.org/islandora/object/cavpp%3A68221
<i>Scrapbook</i>	https://californiarevealed.org/islandora/object/cavpp%3A40786
<i>Transcript</i>	https://californiarevealed.org/islandora/object/cavpp%3A178330
<i>Slide</i>	https://californiarevealed.org/islandora/object/cavpp%3A47766
<i>Flyer</i>	https://californiarevealed.org/islandora/object/cavpp%3A173449
<i>Poster</i>	https://californiarevealed.org/islandora/object/cavpp%3A39563
<i>Newspaper</i>	https://californiarevealed.org/islandora/object/cavpp%3A50027

5.2 Example of a Nomination Inventory Spreadsheet Ready for Submission

Please refer to the “Sample Records” tab within the Nomination Form spreadsheet for an example inventory of Still Image and Text metadata records ready for submission to the CA-R Repository. Take note of the ways that the example inventory is consistently formatted for metadata records representing a variety of physical formats within a collection.

6. Metadata Resources and Controlled Vocabularies

California Revealed (CA-R) creates records for still image and text objects in the Dublin Core metadata schema, a descriptive standard for physical and digital resources. We work with digitization service providers to format descriptive, rights, administrative, and technical metadata as a master XML metadata file to be “wrapped” with the digital object. The metadata record for each object will comprise all information relating to the original source, the master digital file, the associated sets of derivative digital files, and technical details regarding the transfer of the original source materials.

For more information regarding this process, review California Revealed’s [Statement of Work](#).

6.1 Dublin Core Resources

- An Introduction to the Dublin Core Metadata Schema
<https://www.dublincore.org/resources/metadata-basics/>
- Dublin Core Metadata Terms and Specifications
<https://www.dublincore.org/specifications/dublin-core/dcmi-terms/>

6.2 Descriptive Metadata Resources

- Description and Access: A Content Standard (DACS) from the Society of American Archivists
https://files.archivists.org/pubs/DACS_2019.0.3_Version.pdf
- Descriptive Cataloging of Rare Materials (DCRM) from the Rare Books and Manuscripts Section of the American Library Association
<https://rbms.info/dcrm/>
- Archives for Black Lives in Philadelphia's Anti-Racist Description Resources
https://archivesforblacklives.files.wordpress.com/2019/10/ardr_final.pdf

6.3 Controlled Vocabularies

- Library of Congress Extended Date/Time Format
<https://www.loc.gov/standards/datetime/>
 - CA-R Metadata fields: 1.4 Created Date, 2.7 Temporal Coverage, 3.5 Published Date, 3.8 Copyright Date
- Library of Congress Name Authority File (LCNAF)
<https://id.loc.gov/authorities/names.html>
 - CA-R Metadata fields: 1.5 Creators and Contributors, 2.5 Subject (Entity), 2.6 Spatial Coverage, 3.6 Publisher, 3.7 Publication Location, 3.9 Copyright Holder
- MARC Code List for Relators Scheme
<https://id.loc.gov/vocabulary/relators.html>
 - CA-R Metadata fields: 1.5 Creators and Contributors
- Library of Congress Subject Headings (LCSH)
<https://id.loc.gov/authorities/subjects.html>
 - CA-R Metadata fields: 2.4 Subject (Topic)
- ISO 639.2 Codes for Names of Languages
https://www.loc.gov/standards/iso639-2/php/code_list.php
 - CA-R Metadata fields: 2.8 Language
- ISO 3166-1 Country Codes
<https://www.iso.org/obp/ui/#search>
 - CA-R Metadata fields: 2.9 Country of Creation