MINNESOTA DIGITAL LIBRARY
METADATA ENTRY GUIDELINES

Version 8.0 – February 11, 2025

FOR USE IN CREATING DESCRIPTIVE, ADMINISTRATIVE, and TECHNICAL METADATA

https://mndigital.org/standards-best-practices/metadata-entry-guidelines

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I. GETTING STARTED

Contributing partners can contribute digitized content to the Minnesota Digital Library (MDL) in a number of different ways. Organizations can elect to digitize their own materials, work with a vendor, or have their digitization work coordinated by staff at the Minnesota Digital Library. Regardless of who completes the digitization work, all contributors provide the necessary descriptive and administrative metadata for their project.

THE USE OF THE TERM "ITEM"

The term "item" is used throughout the guidelines and refers to all forms of digital content. An "item" can be a number of different things – including a photograph, a photo album (filled with many photographs), a journal, a diary, an account book, a published book, a scrapbook, a recorded oral history, a postcard, a map, an atlas, etc.

METADATA SPREADSHEETS

The MDL Outreach Coordinator will work directly with you as you plan and apply for a Minnesota Digital Library digitization project. After your project has been approved, the MDL Metadata Librarian will provide you with the necessary training to help you successfully complete the appropriate metadata spreadsheet(s). Depending on the type of items in your project, you will receive one or more of the following spreadsheets:

1. **Single Page Metadata Spreadsheet** - used for photographs, postcards, maps and other single-page items.
2. **Compound Document Metadata Spreadsheet** - used for documents, text and other multi-page items. Note: atlases, bound maps, and plat books are all considered documents for the purposes of metadata creation.
3. **Audio/Video Metadata Spreadsheet** - used for audio or video files.

If you are submitting both single and multi-page items, you will need to fill out a separate spreadsheet for each Type.

GENERAL RULES FOR CREATING METADATA

- Unless otherwise indicated, the metadata is provided by the contributing institution.
- Complete metadata training prior to beginning your data entry project.
- You should look for two things: fields that are designated as "Required" and fields that require "Local Input." Required fields must contain a value (if one is known). Contributing organizations should make every effort to complete all of the required fields. Local input fields are those fields which must be completed by the contributing organization.

- **Leave blank** any fields for which there is no available data. **DO NOT** use a question mark or the terms “Unknown” or “NA.”
- **DO NOT** use ampersands (“&”) to connect sentence elements. An ampersand should only be used when it is part of an official corporate name or logo.
  Example of Corporate name: Atchison, Topeka & Santa Fe Railroad
- When adding multiple entries to a single field (such as multiple authors or multiple keywords), separate each element with a semicolon and one space.
  Example of multiple Creators: Ward, Barbara; Ward, Gerald
  Example of multiple Keywords: Century farms; Dairy cattle
- **Avoid** the use of abbreviations throughout Minnesota Digital Library. Writing words out enables users to find items consistently and helps to avoid confusion (such as abbreviating both County and Company to “Co.”). An exception to this rule is the use of “St.” in a city or place name (e.g. St. Peter, St. Paul or St. Benedict).
- **Spell-check your metadata.** After entering your information into the spreadsheets, run the spell check to catch any misspelled words. Also, verify the spelling of local place names and individual’s names that may not be caught during the spell-check process.

HOW TO USE THIS MANUAL

Use the MDL Metadata Guidelines to assist you in your project. The Metadata Guidelines establish definitions, how and where to enter data, and can help you better understand what types of terms should be used to populate each field. The metadata fields are arranged in the following order:

Definition: The definition of the field.
Required: Denotes if a value for the field is required. If "Required" is marked “yes,” then a value (if one is known) must be included in the spreadsheet.
Local Input: Denotes who completes the field. If Local Input is marked “yes” then the contributing organization is responsible for entering that information. If it is marked “no,” then the MDL Metadata Librarian completes the field.
Enter Data into Spreadsheet Column: Denotes into which column to enter the data in the spreadsheet.
Guidelines for Data Entry: These guidelines are intended to help contributors complete data entry. Scope and content notes and “rules” for completing the fields are provided to assist metadata creators.
Minnesota Digital Library Input Options: Some fields, such as Title and Creator, require contributors to type in the values. Other fields, such as MDL Topic, Type, and Physical Format, are populated using Pull-Down Menus selected from a predefined list of options. When a Pull-Down Menu is used to populate a field, the guidelines will list options from which a value is selected or a link to an external website where those options are located.
Examples from Minnesota Digital Library: Examples are included for illustrative purposes.

QUESTIONS?

Contact the MDL Metadata Librarian with questions about metadata creation. Contact the MDL Outreach Coordinator with questions regarding all other aspects of your project.

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II. DESCRIPTIVE METADATA

What is Descriptive Metadata? Put simply, descriptive metadata is the information that uniquely describes and identifies an item – whether the item is a document, photograph, or map. This descriptive information enables users to search, browse, and retrieve items in the Minnesota Digital Library.

Title

Definition: A descriptive name or phrase by which the item is identified.

Required: Yes

Local Input: Yes

Enter Data into Spreadsheet Column: Title

Guidelines for Data Entry: There are two types of titles:

1. Formal Titles
2. Descriptive Titles

1. Formal Titles

Use a formal title when an item has a preexisting title. Examples of formal titles include those found in books, journals and other publications. Another example of a formal title is the printed title on a postcard. If the item has been published, transcribe the item title exactly as it appears in its published form. Transcribe the title as it appears in the original including all capitalization and punctuation.

Examples in Minnesota Digital Library:

Blue Earth County, Minnesota In the World War

Duluth Illustrated: Historical, Descriptive, Picturesque, Duluth, Minnesota

Fifty Years of Plymouth Church, Minneapolis, Minnesota

2. Descriptive Titles

Create descriptive titles when an item does not have a formal title. For items without formal titles, such as most historic photographs, create a brief descriptive title that will assist users in locating the item and determining its content. Limit your description to a phrase that will enable users to locate the item. A more detailed description of the object should be recorded in the Description field. A benchmark of a good descriptive title is "Specificity." Specificity means creating titles that uniquely and specifically describe what is in the image.

Note: Descriptive titles are far more common in Minnesota Digital Library than formal titles. When creating a Descriptive Title, always capitalize the first word in the title. Proper names of individuals, companies, and place names are also capitalized.

Three of the most common subjects for historic materials are People, Houses/Buildings, and City/Town views (see Table 1).

Table 1. Types of Descriptive Titles

People: Identify people by first and last name. Differentiate between professional studio portraits and informal photography. Informal snapshot photography can often be further identified by places and activities. Include the city OR township OR county name to help create specificity in the title. Do NOT include all three. The city, township or county name should then be followed by the state name. **Title Order: FIRST NAME, LAST NAME, CITY or TOWNSHIP or COUNTY, STATE**	
Photograph	Portrait of James J. Hill, St. Paul, Minnesota
Postcard	Adeline Nyberg and Marian Johnson, St. Peter, Minnesota
Oral History	Interview with Andrew Marlow (1944-), St. Cloud State University Oral History Collection, St. Cloud, Minnesota
Photograph	Portrait of a young girl in lace dress, Springfield, Minnesota
Photograph	Gordon Grimm, Center City, Minnesota
Houses and Buildings: Include the building's identifying information such as the name of the building's owner and/or the street address if known. If the title appears to be getting too long, some of the information can be placed in the description. Include the city OR township OR county name to help create specificity in the title. Do NOT include all three. The city, township or county name should then be followed by the state name. **Title Order: BUILDING NAME and/or ADDRESS, CITY or TOWNSHIP or COUNTY, STATE**	
Photograph	Public Library, Rochester, Minnesota
Photograph	Watkins Company Administration Building, Winona, Minnesota
Postcard	Administration Building, Concordia College, St. Paul, Minnesota
Photograph	Interior view of Watkins Company Administration Building, Winona, Minnesota
Photograph	House being built, Kandiyohi County, Minnesota
Photograph	John A. Stegner home, Hendricks, Minnesota

City and Town Views: Include street names, business names, and the directional view if known followed by the name of the city and the state name. **Title Order: VIEW or STREET NAME, CITY, STATE**	
Photographs	Amo Township, Minnesota
Postcard	Ely Greenstone, Ely, Minnesota
Postcard	Main Street, Anoka, Minnesota

As you create the metadata for your project, learn to distinguish between Descriptive and non-descriptive titles. Descriptive titles identify, disambiguate, and specify differences while non-descriptive titles provide little unique information.

Table 2. Distinguishing between non-Descriptive and Descriptive Titles

NOT Descriptive Titles These titles lack specificity.	**Better Descriptive Titles** These titles provide users with more information.	**Strong Descriptive Titles** These titles provide users with "who, what, and where" information.
Man	Portrait of Forest L. Pinney	Portrait of Forest L. Pinney, Anoka, Minnesota
Crowd of people	Group portrait, Thief River Falls	Members of the Board of Education, Thief River Falls, Minnesota
Oral history	Oral history interview with Andrew Marlow in St. Cloud	Interview with Andrew Marlow (1944-), St. Cloud State University Oral History Collection, St. Cloud, Minnesota
House	House in Melrose, Minnesota	First frame house built north of Melrose, Minnesota
Downtown business	Axel's, Minneapolis	Axel's Lunch Room, Minneapolis, Minnesota
Hotel	Hotel, Ely, Minnesota	Pioneer Hotel, Ely, Minnesota
Church	Church in Pemberton	Medo Lutheran Church, Pemberton, Minnesota
Hospital	Bethany Hospital, Thief River Falls	Bethany Hospital, Thief River Falls, Minnesota
View of a river	Steamboat "War Eagle"	Steamboat "War Eagle" unloading cargo, Fountain City, Minnesota

Main Street	Main Street, Anoka	Main Street looking east, Anoka, Minnesota

Creator

Definition: The name of the creator of the item (e.g. photographer, author, artist). A creator can be either an individual or an organization.

Required: Yes

Local Input: Yes

Enter Data into Spreadsheet Column: Creator

Guidelines for Data Entry: Enter the name of the individual or organization responsible for creating the item. Record the name of the creator using the following format:

Field Order for an Individual: Last name, First name, Middle Name or Initials (if known), Life dates (if known)

If an organization or corporate body created the object, record the name of the organization or corporate body. If more than one creator is identified, record each creator name separated by a semicolon and one space. The name of individual photographers should be entered in the *Creator* field; photography studios should be entered into the *Contributor* field. If the photography studio is known and the photographer is unknown, leave the *Creator* field blank and enter the studio information in the *Contributor* field. For the purposes of oral history interviews, the creator is the person being interviewed. The oral history documents that person's story and experiences. The name of the interviewer should be assigned to the Contributor field.

Examples in Minnesota Digital Library:

Cina, Fred A.
Adams, Arthur T., 1872-1955
Bijou Opera House

Contributor

Definition: The name of an individual or an organization that played a **secondary role** in the creation of the item (e.g. editor, photography studio).

Required: Yes (if available)

Local Input: Yes

Enter Data into Spreadsheet Column: Contributor

Guidelines for Data Entry: Use this field to record the names of people and organizations that contributed to the creation of the item, but are not deemed as fully responsible as a creator. For example, a photography studio should be listed as a contributor. Record the name of an individual contributor using the following format:

Field Order: Last name, First name, Middle Name or Initials (if known), Life dates (if known)
If an organization or corporate body contributed to the creation of the item, record the corporate name using natural word order. If more than one contributor is identified, record all names separated by a semicolon and one space. If the city and state is provided for the contributor, record it separated from the name by one space and enclosed in parentheses. Spell out the state name after the city name within the parentheses. Separate the city and state names by a comma and one space. If no city or state is provided, simply enter the contributor name.

For the purposes of oral history interviews, the contributor is the person conducting the interview. The purpose of an oral history is to document the interviewee's story and experiences. The interviewer's role as a Contributor is to facilitate the telling of those experiences.

Examples in Minnesota Digital Library:
J. H. Whitney's Fine Art Gallery (Rochester, Minnesota)
Holm Studio (Alexandria, Minnesota)

IMPORTANT REMINDER:
DO NOT use this field to enter information on who donated the original object to your organization or information regarding the item's provenance. Information about the organization that owns or holds the rights to the original item should be entered in the **Contributing Organization** field.

Description

Definition: A narrative, textual description of the item.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Description
Guidelines for Data Entry: Use this field to record information about the people, places, events, or themes depicted in the item. The description is typically a more detailed extension of the information recorded in the *Title* field. While there is no rule as to how much information should be included in a description, contributors should try to find a balance between providing too much and not enough information.

The description should be written in complete sentences and the field should read as a single block of text and end with a period. Do not use abbreviations, ampersands or paragraph and line breaks. Maintain standard capitalization rules. Do not use all capital letters to set words or phrases apart or to denote importance. Use double quotation marks to denote the name of a train, ship, steamboat, etc. Do not include any electronic coding, such as a web address, that could create structural changes to the text.

Examples in Minnesota Digital Library:

Too Little Information: Main Street

Too Much Information: Note: this is an illustrative example that is not in MDL.

Sunny day in the northern Minnesota woods. Vertical photograph showing a dirt path through the woods. The path is lined with dirt and chipped wood and curves to the right, disappearing behind a number of trees and shrubs. The sun is shining through the trees and the shadows are cast into the path. The trees along the left side of the path are examples of Red Pine (also called Norway Pine) as well as a number of White Pine (Minnesota's State tree). There is a proliferation of low shrub-type plants as well. On the right of the path is a low-lying plant with light green leaves. This is perhaps a young birch tree or perhaps a dogwood plant. There are a number of stumps near the birch tree that were originally large trees that may have been cut down during a logging operation at an earlier time. The reverse of the photo is written in black ball point ink, "A Great day for a hike! Father's Day 1954." It is not known who took the photo or who wrote the inscription on the back of the photo.

Good Description:

Theater program for a performance at the Bijou Opera House. Program includes advertisements for dozens of local businesses in Minneapolis and St. Paul.

Date Created

Definition: The date the original item was created.

Required: Yes

Local Input: Yes

Enter Data into Spreadsheet Column: Date of Creation

Guidelines for Data Entry: Record the date on which the item was created. If the exact date is not known, create a date range for the item. Use visual cues such as hair and clothing styles, automobile makes, etc. and create a date range that can help users place an item into a certain period.

Date values are recorded according to these guidelines:

- **Year only**: use when only the year is known. Record in the form of yyyy
- **Year and Month**: use when the year and month are known. Record in the form yyyy-mm
- **Year, Month, Day**: use when the exact date is known. Record in the form yyyy-mm-dd
- **Date Range**: use when date is uncertain but falls within a likely range. Record the earliest and latest dates separated by one space-a hyphen-one space in the form of yyyy - yyyy.

Examples in Minnesota Digital Library:

- **Year only**: 1889
- **Year and Month**: 1904-03 (use for March 1904)

- **Year, Month, Day**: 1905-05-22 (use for May 22, 1905)
- **Date Range**: 1850 - 1895 (use for the date range between 1850 and 1895) Note: a space is required before and after the hyphen.

Publishing Agency

Definition: Information regarding the publisher of the item should be denoted here.

Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Publishing Agency
Guidelines for Data Entry: Enter the publisher's name. If the city is known, record it separated from the name by one space and enclosed in parentheses. If the state to which the publishing city belongs is given, record it after the city name. Spell out the state name after the city name within the parentheses. Separate the city and state names by a comma and one space. If the state is unknown, do not include it. If multiple city names are identified, list only the most prominent; if all are given equivalent prominence, enter only the first.

NOTE: Use this field to record the names of the publishing firms that printed commercial postcards. Do not put postcard publishing information in the Creator or Contributor fields.

Examples in Minnesota Digital Library:
C. U. Williams (Bloomington, Illinois)
R. Steinman and Company (St. Paul, Minnesota)

Dimensions

Definition: Information regarding the physical dimensions or extent of the item is recorded here.
Required: No
Local Input: Yes
Enter Data into Spreadsheet Column: Dimensions
Guidelines for Data Entry: Enter the size of the item (height x width), in **centimeters**. One inch is equal to 2.54 centimeters. The "x" separating the height and width dimensions should be lowercase. For audio and video materials, enter the length or duration of the item. Times are entered in hours, minutes and seconds separated by colons and no spaces.

Examples in Minnesota Digital Library:
15 x 10 (15 cm in vertical dimension x 10 cm in horizontal dimension)
02:36:12 (denoting an audio file 2 hours, 36 minutes and 12 seconds in length)

Minnesota Digital Library Topic

Definition: One of 21 topical terms that best characterizes or describes the general subject or topic of the original item.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Minnesota Digital Library Topic
Guidelines for Data Entry: Use the pull-down list in the metadata spreadsheet to select the term that best characterizes or describes the subject of the item. Only one value may be assigned. Please refer to **Appendix A** for guidelines and examples.

NOTE: There is a subjective element to assigning the topic values. Sometimes an item can span more than one of these topical terms. Think about how users will look for and find this item; select the term that you think BEST describes the item.

Minnesota Digital Library Input Option

Agriculture	Crime and Punishment	Politics and Government
American Indians	Education	Religion
Animals	Environment	Science and Technology
Architecture	Health and Medicine	Social Issues
The Arts	Immigration and Ethnicity	Sports and Recreation
Business and Industry	Labor	Transportation
Communication	People of Minnesota	Weather

Examples in Minnesota Digital Library:
People of Minnesota
The Arts
Transportation
Science and Technology

Type

Definition: One of nine broad terms which characterize or define the physical aspect of the analog original. Please refer to **Appendix B** and **Appendix C** for a detailed list of Type terms and their corresponding Physical Format terms. **Required:** Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Type
Guidelines for Data Entry: Use the pull-down list in the metadata spreadsheet to select the term that best characterizes or describes the item. Only one value may be assigned.
Minnesota Digital Library Input options:

Cartographic
Mixed Material
Moving Image
Notated Music
Sound Recording - Musical
Sound Recording - Nonmusical
Still Image
Text
Three Dimensional Objects

Table 3. Type terms Definitions

Term	Definition
Cartographic	Use for all cartographic materials, including maps, charts, atlases and plat books.
Mixed Material	Use Mixed Material to describe a single item made up of different Types such as text, photographs, and sound recordings. A good example is a scrapbook, which may contain still images (such as postcards and photographs), textual materials (such as letters and newspaper clippings), cartographic (such as a map), and three-dimensional objects (such as pins, ribbons, souvenir coins, or tokens).
Moving Image	Use for motion pictures, video recordings, television programs, digital video. This term does NOT include 35mm slides or transparencies (use Still Image).
Notated Music	Use for graphic representations of musical works. This includes musical scores, diagrammatic representations, square note notation, chant notation, etc. For digitized audio recordings, use Sound Recording-Musical or Sound Recording-Nonmusical.
Sound Recording – Musical	Use when a resource is predominantly a musical sound recording. For sheet music, scores and songbooks use Notated Music.
Sound Recording – Nonmusical	Use when the sound recording is nonmusical in nature.
Still Image	Use when an item is a two-dimensional graphic material or “image.” This includes drawings, prints, paintings, postcards, and posters; as well as all photographic materials – such as black-and white photographs, color photographs, cyanotypes,

	negatives, 35 mm slides, and transparencies.
Text	Use for text-based materials such as correspondence, annual reports, books, pamphlets, diaries, etc. Text materials can be handwritten, typed or computer-generated.
Three-Dimensional Object	Use for all three-dimensional objects. This includes a wide range of materials such as tools, equipment, costume, furnishings, etc. Three dimensional objects are included in Minnesota Digital Library via documentary photograph intermediaries. These photographic intermediaries essentially represent the three-dimensional object in a two-dimensional form.

Physical Format

Definition: Term that denotes the physical content of the analog original. Selected from controlled lists, these terms further specify and define the broader term previously selected in Type. See **Appendix B** and **Appendix C** for a complete list of Type terms and their corresponding Format terms.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Physical Format
Guidelines for Data Entry: After selecting a Type term, a pull-down menu listing all associated Physical Format terms will be available in the spreadsheet. These options will define the item with greater specificity. Select the term that best describes the physical nature of the item. Only one value may be assigned.

Examples in Minnesota Digital Library:
Diaries (associated with the Type: Text)
Black-and-white photographs (associated with the Type: Still image)

Table 4. Assigned values for MDL Topic, Type, and Physical Format

Item being described:	MDL Topic Term:	Type:	Physical Format:
Photograph of James J. Hill	People of Minnesota	Still Image	Albumen prints
Map of St. Louis County, Minnesota	Communication	Cartographic	Plat Maps

Letter from Sinclair Lewis to Marcella Powers	People of Minnesota	Text	Letters (correspondence)
Interview with Eric Martinson, Regional History Oral History Project	Business and Industry	Sound Recording Nonmusical	Oral Histories
Interview with Catherine Watson, Hennepin County, Minnesota	The Arts	Moving Image	Television programs
Giraffe, Kids Design Glass Sculpture, Princeton Area Library	The Arts	Three Dimensional Object	Sculpture (visual works)

Library of Congress Subject Headings

Definition: A formal subject term or terms describing the people, organizations, events or themes depicted in the item.
Required: Yes
Local Input: No
Guidelines for Data Entry:
The MDL Metadata Librarian will assign all Library of Congress Subject Headings. This field does not appear on any of the metadata spreadsheets.

Examples in Minnesota Digital Library:
Libraries; Children; Children's clothing
Dams; Building sites
Riverboats

Keywords

Definition: Keywords are subject terms created and assigned by the contributing organization. These terms describe the people, organizations, events or themes depicted in the item using terminology that is more informal than the Library of Congress Subject Headings.
Required: Yes - at least one local subject must be included
Local Input: Yes
Enter Data into Spreadsheet Column: Keywords
Guidelines for Data Entry:

Record here information about the people, organizations, events, or themes that are depicted in the item. Enter as many terms as are appropriate. Separate each term by inserting a semicolon and one space. Personal names should be recorded using the following format: last name, first name, middle initial, life dates. Do not use ampersands to connect subject elements. The first word in a local subject heading MUST be capitalized.

Examples in Minnesota Digital Library:
College campus; Students; Student union
Picnics; Family celebrations; Fourth of July

Language

Definition: The language of the original resource.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Language
Guidelines for Data Entry: In MDL, the Language field should be applied to all Text, Cartographic, Sound Recordings, and Moving Image materials. Text-based materials include Letters, Books, Booklets, Catalogs, Periodicals, and Pamphlets. Cartographic materials include Maps and Atlases. Sound Recordings include Oral History interviews. The Language field can also be applied to some Still Images such as Postcards (due to the fact that postcards often feature printed captions and titles). In cases of bilingual materials, separate each language with a semicolon and a space.

Values for the Language field are derived from the ISO-639-2 standard, which is administered by the Library of Congress. Information about the ISO Language Codes is available at the Library of Congress ISO 639-2 Standards page: https://www.loc.gov/standards/iso639-2/php/code_list.php The ISO-639-2 standard lists both the accepted English name, as well as the accepted French name and a 3-letter alpha code for all languages included in the standard. Input only the accepted English name of the language (do not include the 3-letter alpha code).

Examples in Minnesota Digital Library:
English
English; Dakota
English; Swedish

III. DESCRIPTIVE METADATA: GEOGRAPHIC LOCATIONS

What is Geographic Metadata? Put simply, geographic (also called "geospatial") metadata is the information that uniquely describes and identifies an item – relating to its physical, geographic location. This descriptive information enables users to find an item in Minnesota Digital Library on a map. This information is expressed at the city or township, county, state, and country level. Locations may also be named places such as buildings – including governmental buildings, schools, hospitals, museums, or churches – or be isolated to natural features such as a lake, river, creek, or state park.

City or Township

Definition: Enter the name of the incorporated city or village or the name of a civil township described in the item.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Minnesota City or Township **Guidelines for Data Entry:** Select the name of the city, village, or township that describes the location named or shown in the item. When multiple cities or townships are entered, separate each entry by a semicolon and one space. All entries must conform to Minnesota Digital Library approved values. Complete this field, even if this information was entered in the Title or Description fields. Leave this field blank, if an item has a Minnesota state-wide focus. Items considered to have statewide focus include Minnesota state statutes, booklets, state tourism advertisements, and cartographic materials such as maps and atlases with state-wide coverage.
Minnesota Digital Library Input Options: All values must come from GeoNames http://www.geonames.org/

Examples in Minnesota Digital Library:
Pine River Township
Minneapolis; St. Paul
St. Cloud

County

Definition: The name of the Minnesota County that corresponds to the place named or shown in the item.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Minnesota County

Guidelines for Data Entry:
Select the Minnesota County that characterizes the location shown or described in the item. For multiple counties, clearly separate each entry by a semicolon and one space. Complete this field even if this information was noted in the Title or Description fields. Leave this field blank, if an item has a Minnesota state-wide focus. Items considered to have state-wide focus include: state statutes, booklets, state tourism advertisements, and cartographic materials such as maps and atlases with state-wide coverage.

Minnesota Digital Library Input Options:

Aitkin	Chisago	Goodhue	Lac qui Parle	Morrison	Pope	Stearns	Winona
Anoka	Clay	Grant	Lake	Mower	Ramsey	Steele	Wright
Becker	Clearwater	Hennepin	Lake of thWoods	Murray	Red Lake	Stevens	Yellow Medicine
Beltrami	Cook	Houston	Le Sueur	Nicollet	Redwood	Swift	
Benton	Cottonwood	Hubbard	Lincoln	Nobles	Renville	Todd	
Big Stone	Crow Wing	Isanti	Lyon	Norman	Rice	Traverse	
Blue Earth	Dakota	Itasca	McLeod	Olmsted	Rock	Wabasha	
Brown	Dodge	Jackson	Mahnomen	Otter Tail	Roseau	Wadena	
Carlton	Douglas	Kanabec	Marshall	Pennington	St. Louis	Waseca	
Carver	Faribault	Kandiyohi	Martin	Pine	Scott	Washington	
Cass	Fillmore	Kittson	Meeker	Pipestone	Sherburne	Watonwan	
Chippewa	Freeborn	Koochiching	Mille Lacs	Polk	Sibley	Wilkin	

Example in Minnesota Digital Library:
Becker
Hennepin; Ramsey
St. Louis; Cook; Lake

State or Province

Definition: The name of the U.S. state or Canadian province of the place shown or described in the item.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: State
Guidelines for Data Entry: Select the state or Canadian province that characterizes the location shown or described in the item. When multiple states or provinces are entered, clearly separate each entry by a semicolon and one space. Complete this field even if this information was

previously entered in the Title or Description fields.

Examples in Minnesota Digital Library:
Minnesota
Minnesota; Iowa
Minnesota; Ontario

Country

Definition: The name of the country shown or described in the item.

Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Country
Guidelines for Data Entry: Select the country that characterizes the location shown or described in the item. When multiple countries are entered, clearly separate each entry by a semicolon and one space. Complete this field even if this information was previously entered in the Title or Description fields.

Minnesota Digital Library Input Options:

The country designation in the Minnesota Digital Library should **ALMOST ALWAYS** be the United States. Canada may also be assigned as a country value if an item spans, crosses or relates to the Minnesota/Canadian border. Other country values may be assigned, but please discuss your project's scope with the MDL Outreach Coordinator prior to submitting your project proposal.

Examples in Minnesota Digital Library:
United States
United States; Canada

About GeoNames

A number of different standards currently exist for creating and capturing geographic metadata. GeoNames (http://www.geonames.org) has been selected as the preferred vocabulary source of place names for the Minnesota Digital Library. The GeoNames geographical database provides over 10 million geographical names, including both current and historic place names and supports the description of natural features such as lakes, rivers, mountains, hills, etc. All GeoName entries are categorized into one of nine Feature Classes, and further subcategorized into Feature Codes. These nine Feature Classes describe different types of places at a more general level. A single letter of the alphabet denotes each Feature Class.

GeoNames Feature Classes:

A = COUNTRY, STATE, REGION

H = STREAMS and LAKES
L = PARKS and AREAS
P = CITY and VILLAGE
R = ROAD and RAILROAD
S = SPOT, BUILDING, FARM
T = MOUNTAIN, HILL, ROCK
U = UNDERSEA
V = FOREST, HEATH

After assigning a GeoNames Feature Class, all items are assigned a more granular GeoNames Feature Code. GeoNames contains 645 Feature Codes and the Codes are expressed by a unique alpha/numeric 2, 3 or 4-digit sequence. For a complete list of the Feature Codes please refer to the following link:
GeoNames Feature Codes: http://www.geonames.org/export/codes.html

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GeoNames URI

Definition: The GeoNames Feature Class and Feature Code for each geographic entry is expressed as a unique and stable URI. Clicking on the GeoNames URI will display the elements of the GeoNames ontology for any given location – including city, township, county, state, latitude, and longitude.

Required: Yes
Local Input: Optional
Enter Data into Spreadsheet Column: GeoNames URI
Guidelines for Data Entry: Work directly with the MDL Metadata Librarian if you are interested in learning how to assign GeoNames URIs to your collection.
Minnesota Digital Library Input Options: All values must come from GeoNames and be expressed in an RDF format using “sws” versus “www” in the URI.

Examples in Minnesota Digital Library:

City of Little Falls, Minnesota: http://sws.geonames.org/5034981/
Stearns County, Minnesota: http://sws.geonames.org/5048685/
Lake Vermillion (near Tower, Minnesota): http://sws.geonames.org/5051313/
Wayside Park in Graceville, Minnesota: http://sws.geonames.org/5028463/

IV. ADMINISTRATIVE METADATA

What is Administrative Metadata? Administrative Metadata is the information that helps manage digital items, such as local identifiers, owners of the original, and any associated rights. In the Minnesota Digital Library, the Administrative Metadata primarily provides users with information about the contributing organization: its individual collections, organization name and address, the organization's rights management statement, and information regarding the project's funding source.

Collection Name

Definition: The name of a collection of which the item is a part.

Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Collection Name
Guidelines for Data Entry: Use this field if an item belongs to a specific/named collection located within the contributing organization's larger collection. Named collections can denote donors, content organized by topic or formats, physical location, etc. Note: most items in the Minnesota Digital Library are NOT part of a named collection.

Table 5. Named Collections in MDL

Item	Collection Name	Contributing Organization
Script VI, Fact Finders, Radio Program, Minnesota Library Association	Minnesota Library Association Records	Minnesota Historical Society
Morgan Park Clubhouse photograph	Neighborhoods of Duluth, Minnesota	Northeast Minnesota Historical Center
Letter from Sinclair Lewis	Claude Lewis Family Papers	St. Cloud State University

---

Contributing Organization

Definition: Name of the organization contributing the digital item to MDL.

Required: Yes

Local Input: Yes
Enter Data into Spreadsheet Column: Contributing Organization **Guidelines for Data Entry:** Record ONLY the name of the contributing organization. **Note: DO NOT** use this field to enter donor information or provenance information from your organization.

Examples in Minnesota Digital Library:
Iron Range Research Center
Anoka County Historical Society

Contact Information

Definition: Name, address and website address (if applicable) of the organization contributing the digital item to Minnesota Digital Library.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Contact Information
Guidelines for Data Entry:
Record the name, street address and website (if applicable) of the contributing organization. Note: **DO NOT** use this field to enter donor information or provenance information from your organization.

Example in Minnesota Digital Library:
Iron Range Research Center, 1005 Discovery Drive, Chisholm, Minnesota 55719
http://mndiscoverycenter.com/research-center

Local Identifier

Definition: A unique string of characters that identifies and distinguishes the digital item. Local Identifiers can be numbers, letters, or a combination of both. The purpose of this field is to associate a digital item and its metadata with the analog original. All contributing organizations must supply a unique, locally defined identifier for each item submitted to Minnesota Digital Library.

Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Local Identifier
Guidelines for Data Entry: Record a unique identifier such as a library call number, an accession number, a collection identification number, or other local control number that uniquely identifies the digital item. Please consult with the MDL Outreach Coordinator for assistance with generating a Local Identifier.

Examples in Minnesota Digital Library:
1986.005.0002
St. Peter Regional Treatment Center Collection: Volume 2

MDL Identifier

Definition: A uniquely assigned file name (excluding the file extension) of the digital item. The MDL Outreach Coordinator will work with each organization to create a unique code.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: MDL Identifier
Guidelines for Data Entry:
Record the MDL identifier using a three-character code that corresponds either to: 1) the officially sanctioned MDL scanning center charged with providing digitization services, or 2) the contributing organization that has chosen to scan its own materials). This three-character code should be followed by a five-digit number (be sure to include leading zeros). This identifier is used as the file name for the digital item and should be assigned to only one file.

Examples in Minnesota Digital Library:
mhs00401
irr00125

Project Affiliation

Definition: Denotes the funding year in which the digitization project was approved.
Required: Yes
Local Input: No
Guidelines for Data Entry:
Assigned directly by the MDL Metadata Librarian. This field does not appear on any of the metadata spreadsheets. The MDL Metadata Librarian will assign the correct Project Affiliation after the project has been added to Minnesota Digital Library.

Examples in Minnesota Digital Library:
Minnesota Digital Library 2010-11
Minnesota Digital Library 2021-2021

Fiscal Sponsor

Definition: Denotes the funding source for the digitization project.
Required: Yes
Local Input: No
Guidelines for Data Entry: Assigned directly by the MDL Metadata Librarian. This field does not

appear on any of the metadata spreadsheets. The MDL Metadata Librarian will assign the correct Fiscal Sponsor after the project has been added to Minnesota Digital Library.

Examples in Minnesota Digital Library:
Grant provided to the Minnesota Digital Library Coalition through the Library Services and Technology Act (LSTA) and the State Library Services and School Technology unit of the Minnesota Department of Education.

IV. ADMINISTRATIVE METADATA: RIGHTS DETERMINATION

What is Rights Determination Metadata? Put simply, rights metadata is the information that relates to the rights held in or over an item. This administrative metadata helps users understand how digital items can be used, re-used, or transformed. In compliance with the Digital Public Library of America's requests to use more standardized language for rights, the Minnesota Digital Library has adopted the rights statements outlined at: rightsstatements.org. Please go to the Minnesota Digital Library's Rights Statements Resources page: https://mndigital.org/standards-best-practices/rights-statements-resources for training videos, a quick reference guide, and a rights review decision tree document.

The following four rightsstatements.org fields denote the copyrights status of a digital item. They are designed to help users better understand the use and reuse of digital objects. If your organization is the copyright holder and you want to encourage use or reuse of your materials, you might consider making the digital objects available under an open Creative Commons license.

Note: See Table 6 for the combined Rights Status, Rights Statements, and Use Determination URI.

Rights Status

Definition: The Rights Status field denotes the copyrights status of a digital item. The Rights Status is selected from a set of standardized rights statements and creative commons licenses.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Rights Status
Guidelines for Data Entry:
Only one option may be selected and the choice is made using a pulldown menu. Select from one of the following Rights Status options:

In Copyright
In Copyright - Rights-Holder(s) Unlocatable or Unidentifiable
No Copyright - United States
No Known Copyright

Copyright Undetermined
Copyright Not Evaluated
Creative Commons CC BY 4.0
Creative Commons CC BY-NC-ND 4.0
Creative Commons CC BY-SA 4.0
Creative Commons CC BY-ND 4.0
Creative Commons CC BY-NC 4.0
Creative Commons CC BY-NC-SA 4.0

After selecting the statement, the next field "Use Determination URI" will automatically populate. The statements are listed and defined in Table 6. For more information on understanding and selecting these statements, please refer to the documents at rightsstatment.org or discuss your project with the MDL Outreach Coordinator or the MDL Metadata Librarian. Note: See Table 7 for the Rights Status, Rights Statements and the Use Determination URI options.

Use Determination URI

Definition: Information about the rights that may be held in, on, and over the digital item. The Use Determination URI represents the same information found in the Rights Status field but presented as a URI.
Required: Yes
Local Input: No
Enter Data into Spreadsheet Column: Use Determination URI
Guidelines for Data Entry: MDL Metadata Librarian completes this field. See Table 6 for examples.

Rights Statement

Definition: Full text information about the rights that may be held in, on, and over the digital item. The Rights Statement is derived from Rightsstatements.org and represents the same information found in the Use Determination URI field but is presented in a textual, definition form.
Required: Yes
Local Input: No
Enter Data into Spreadsheet Column: Rights Statement
Guidelines for Data Entry: MDL Metadata Librarian completes this field. See Table 6 for examples.

Expected Public Domain Entry Year

Definition: The expected year in which an item is no longer In Copyright.
Required: Yes
Local Input: No
Enter Data into Spreadsheet Column: Expected Public Domain Entry Year
Guidelines for Data Entry: MDL Metadata Librarian completes this field.

Examples in Minnesota Digital Library:
2036
2057

Table 6. Combined Display of all RightsStatements.org fields

Rights Status + Rights Statement + Use Determination URI
No Copyright - United States The organization that has made the Item available believes that the Item is in the Public Domain under the laws of the United States, but a determination was not made as to its copyright status under the copyright laws of other countries. The Item may not be in the Public Domain under the laws of other countries. Please refer to the organization that has made the Item available for more information. http://rightsstatements.org/vocab/NoC-US/1.0/
No Known Copyright The organization that has made the Item available reasonably believes that the Item is not restricted by copyright or related rights, but a conclusive determination could not be made. Please refer to the organization that has made the Item available for more information. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. http://rightsstatements.org/vocab/NKC/1.0/
Copyright Undetermined The copyright and related rights status of this Item has been reviewed by the organization that has made the Item available, but the organization was unable to make a conclusive determination as to the copyright status of the Item. Please refer to the organization that has made the Item available for more information. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. http://rightsstatements.org/vocab/UND/1.0/

Copyright Not Evaluated The copyright and related rights status of this Item has not been evaluated. Please refer to the organization that has made the Item available for more information. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. http://rightsstatements.org/vocab/CNE/1.0/
In Copyright This Item is protected by copyright and/or related rights. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. For other uses you need to obtain permission from the rights-holder(s). http://rightsstatements.org/vocab/InC/1.0/
In Copyright - RightsHolders Unlocatable or Unidentifiable This Item is protected by copyright and/or related rights. However, for this Item, either (a) no rights-holder(s) have been identified or (b) one or more rights-holder(s) have been identified but none have been located. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. http://rightsstatements.org/vocab/InC-RUU/1.0/
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Creative Commons CC BY NC SA This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms. **https://creativecommons.org/licenses/by-nc-sa/4.0/**

APPENDIX A: Assigning a Minnesota Digital Library Topic Term

MDL Topic Terms	What items go here?
Agriculture	Farms and farmers Homesteading Crops and fields Threshing Harvesting
American Indians	Individuals and group portraits Reservations, villages, and houses Clothing and dress Native American boarding schools
Animals	Domesticated animals Wild animals Pets Note: animals should dominate the image
Architecture	Houses and buildings Architectural drawings Vernacular architecture Urban planning
The Arts	Paintings Sculpture Drawings Prints Art classes and education Theater and Vaudeville productions Opera Houses Music and musicians Dancers and dance performances Actors
Business and Industry	Main street Central business districts Individual stores and businesses

Communication	Newsletters Advertisements Diaries and Journals Letters
Crime and Punishment	Police officers Sheriffs State police officers Jails Prisons Posses Criminals Trials
Education	Teachers Students Elementary schools High schools Colleges and universities School buildings Campus and school grounds
Environment	Forests Prairies Rivers and lakes State parks and City parks Landscape photography
Health and Medicine	Hospitals and clinics Doctors Nurses Public health issues Vaccinations and inoculations Epidemics Pandemics

Immigration and Ethnicity	Immigration Ethnic clubs and organizations Festivals and celebrations Ethnic dress Ethnic foodways
Labor	Workers and employees Strikes Union activities May Day activities Company towns
People of Minnesota	Studio portraits Informal snapshots Groups of people Anonymous individuals Famous individuals Individuals recognized for their achievements
Politics and Government	Politics and Government Soldiers Veterans and veteran issues Veterans homes Political candidates Political rallies Presidential visits Courthouses County and state office buildings
Religion	Churches Synagogues Congregations Baptisms Confirmations Sunday school Church Weddings Funerals Church socials, picnics, and church suppers

Science and Technology	Biology Chemistry Computers Science labs Technology Zoology
Social Issues	U.S. Citizenship Civil rights GLBTQ issues Women's Movement WPA and CCC Drinking and Temperance Movement Prohibition German P.O.W.s in Minnesota
Sports and Recreation	Team sports Individual sports Boats (used for recreations vs. transportation) Hobbies Recreation activities Parades Picnics Carnivals County fairs Minnesota State Fair
Transportation	Airplanes Automobiles Trains Streetcars Boats (used for transportation vs. recreation) Horse and buggy Horseback riding Carts and wagons
Weather	Storm damage Floods Tornados and windstorms Hail Snowstorms Snow accumulation

	Snow removal Rainbows Rain

APPENDIX B: Relationship between Type and Physical Format

Type	Physical Format
Cartographic	Atlases Base maps City maps Contour maps Engineering maps Forestry maps Maps Plats (maps) Topographic maps Tourist maps Transportation maps Zoning maps
Mixed Material	Note: no Format term is assigned when using "Mixed Material" as Type as these items include more than one Format term.
Moving Image	Home movies Independent films Oral histories Short subjects Silent films Television programs
Notated Music	Hymnals Sheet music Songbooks
Sound Recording-Musical	Note: no examples in MDL
Sound Recording-Nonmusical	Broadcasts Oral histories Speeches

Still Image	Advertisements Aerial photographs Albumen prints Architectural drawings (visual works) Black-and-white photographs Broadsides Cabinet photographs Car cards Cartes-de-visite (card photographs) Certificates Collodion prints Color photographs Color transparencies Contact prints Cut-paper work Cyanotypes Design drawings Digital photographs Drawings (visual works) Gelatin silver prints Glass plate negatives Greeting cards Lantern slides Negatives(photographic) Paintings (visual works) Panoramas Photograph albums Postcards Posters Prints (visual works) Scrapbooks Slides (photographs) Stereographs Studio portraits Tintypes Trade cards

Text	Accounts Administrative regulations Advertisements Affidavits Almanacs Announcements Application forms Articles Articles of incorporation Attendance Records Bills (legislative records) Booklets Books Broadsides (notices) Brochures Budgets Building permits Bulletins Business cards Bylaws (administrative records) Calendars Catalogs Certificates Checklists Checks (bank checks) City directories Contracts Deeds Diaries Diplomas Directories Documents (other) *see Appendix C regarding the use of this format term Envelopes Examinations (documents) Exhibition catalogs Gazetteers (dictionaries) Government records Instructional materials Insurance policies

Text	Invitations Invoices Journals (accounts) Labels (identifying artifacts) Leaflets (printed works) Lectures Ledgers (account books) Letters (correspondence) Licenses Magazines (periodicals) Medical records Membership cards Membership lists Memoirs Memorandums Menus Military records Minutes (administrative records) Muster rolls Newsletters Newspapers Notes Oaths Pamphlets Pattern books Periodicals Petitions Poems Postal cards Press releases Proceedings Programs (documents) Promotional materials Text Radio scripts Receipts (financial records) Registrations (licenses) Report cards Reports Resolutions (administrative records)

Text	Schedules (time plans) Speeches Stationery Statutes Telegrams Tickets Weather diaries Wedding announcements Wills
Three Dimensional Objects	Badges Boxes (containers) Canisters Ceremonial maces Medicine bottles Pennants Pestles Mortars (grinding tools) Samples Sculpture (visual works) Trophies (objects)

APPENDIX C: Glossary of Physical Format Terms

• All the **Format** terms are taken from the Getty Museum's Art & Architecture Thesaurus Online: http://www.getty.edu/research/conducting_research/vocabularies/aat/

• Select the **Type** first – then select an appropriate term from the **Format** list below.

• See Appendix A for an illustration of the relationship between **Type** and **Format** or refer to the Type column in this table to confirm the correct choice.

• Contact the MDL Metadata Librarian if you would like to use a term that is not currently listed. It can easily be added!

• To view examples in the Minnesota Digital Library, search by the term name or Local Identifier or MDL Identifier.

• To see an online version of these terms and their definitions: https://mndigital.org/standards-best-practices/glossary-format-terms

Term	Definition	Type	AAT Number	Example in MDL
Accounts	Documents in which monies or goods are received, paid, or given out and are then recorded in order to permit periodic totaling.	Text	300145802	Local identifier: 23dues
Administrative regulations	Regulations issued by a governmental agency, having the force of law, to interpret or implement the provisions of a statute.	Text	300027843	Local Identifier: 30318000187120-1954
Advertisements	Public notices or paid announcements, especially those in print.	Text	300193993	MDL identifier: mhs03125
Aerial photographs	Photographs of the earth taken from aircraft. Do not use this term for photographs of celestial bodies or astronomical phenomena.	Still Image	300128222	MDL identifier: umn34782
Affidavits	Sworn statements in writing; especially made upon oath before an authorized magistrate or officer.	Text	300027594	MDL identifier: umn11162a

Albumen prints	Photographic prints having albumen as the binder; always black-and-white, though they may be toned to a monochrome hue.	Still Image	300127121	MDL identifier: umn45057
Almanacs	Publications, usually annuals, containing a variety of useful facts of miscellaneous nature or statistical information. Originally included projections of coming days, months and holidays.	Cartographic	300026705	MDL identifier: 2007_SPA
Announcements	Printed, spoken or published statements or notices that inform the reader of an event or other news.	Text	300026707	Local identifier: 36778
Application forms	Forms used by a person requesting assistance, authorization, employment, admission, or other action.	Text	300027002	MDL identifier: macmdlx64
Architectural drawings (visual works)	Drawings of architecture and architectural projects (whether the project was executed or not). The term may also refer to any image in a two-dimensional medium that serves this same purpose, including prints and computer images. This term includes both architectural Blueprints and Blue-line drawings.	Still Image	300034787	MDL identifier: naa2051
Articles	Literary compositions prepared for publication as an independent portion of a magazine, newspaper, encyclopedia, or other work.	Text	300048715	Local identifier: thecompanion
Articles of incorporation	Written agreements embodying the purposes or other conditions of the association of a number of persons for the pursuit of a joint enterprise; especially those duly executed and filed with a state's administrative authorities to have the force of a charter under general incorporation law.	Text	300027597	MDL identifier: umn171904
Artists' Statements	Texts by artists, often brief, that state explanations of the artists' work or theoretical concepts on which their work is based.	Text	300192825	Local identifier: etc_kdg03

Atlases	Volumes of maps, with or without descriptive text, which may be issued to supplement or accompany texts or be published independently.	Cartographic	300028053	MDL identifier: umn35419
Attendance records	Records maintained by an organization regarding the action or fact of individuals being present to take part in social transactions, entertainment, instruction, worship, or in answer to a summons.	Text	300027443	Local identifier: MLAannual_conference_registration_1927
Badges	Objects bearing special or distinctive marks, worn for decoration, or to signify affiliation. The term refers to any distinctive device, emblem, or mark worn to indicate a person's affiliation, rank, office, name, or membership in an organization or support for a cause, particularly objects that comprise small pieces of metal, card, plastic, etc. that bear a distinguishing design or words.	Three Dimensional Object	300193994	MDL identifier: mhs52790
Base maps	Outline maps showing the important natural and manmade features of an area, to which specific information may be added for various purposes.	Cartographic	3000281000	MDL Identifier: umn471472
Bills (legislative records)	Drafts of proposed laws introduced in a legislative body.	Text	300027888	Local identifier: 1961_TacAmd_V0_0002a_fcina_2005.0058_GOV
Black-and-white photographs	Refers to a broad class of photographs having images in gray tones, black, and white, and sometimes one hue (which can result from chemical processes used, including toning or from aging).	Still Image	300128347	MDL identifier: stc00231
Books	Items comprising a collection of leaves of paper, parchment, wood, stiffened textile, metal tablets, or other flat material, that are blank, written on, or printed, and are strung or bound together in a volume.	Text	300028051	Local identifier: lak1007

Booklets	Small books made from a few sheets of paper that are glued, stitched or stapled together between thin card or paper covers.	Text	300311670	Local identifier: D#6
Boxes (containers)	Rigid, often rectangular containers usually with a lid or cover in which something non-liquid is kept or carried.	Three Dimensional Object	300045643	Local identifier: wan_001
Broadcasts	Transmissions of signals, usually taking the form of programs consisting of images and sound, made public by means of television or radio.	Sound Recording Nonmusical	300263431	Local Identifier: buhc00050
Broadsides (notices)	Sizeable single-sheet notices or advertisements printed on one or both sides, often chiefly textual rather than pictorial, and printed to be read unfolded.	Text	300026739	MDL identifier: mhs14612
Brochures	Printed or graphic material intended for promotional or publicity purposes, such as small printed works describing the features or amenities of a place, an organization, or other concern.	Text	300248280	Local identifier: d314-23
Budgets	Statements of revenue and expenditure, financial proposals or schemes for a public body or the domestic accounts of a family or individual.	Text	300027514	Local identifier: wpl00007
Building permits	Permits required by local governmental bodies for new building, or for major alteration or expansion of existing structures. Applications, building plans, estimated costs, and a fee are usually required before a permit is issued.	Text	300027834	Local identifier: spl_0702
Bulletins	A serial publication issued by an organization or society, especially a short account, alert, or report of public news or events issued by authority.	Text	300311679	Local identifier: scc089
Business cards	Small cards bearing the name and address of a business concern and one of its representatives, and intended more for information than advertisement. Note: business cards are	Text	300026767	MDL identifier: mhs07242

	not to be confused with “trade cards” and “advertising cards.”			
Cabinet photographs	Mounted on card stock and a larger alternative to the *Cartes-de-visite*. The larger size (approximately 6 1⁄2 x 4 1⁄4 inches) was considered more appropriate for display, allowed for group portraits, and permitted the image to be retouched. The card stock mount often contains the name and address of the photography studio. Popular until World War I.	Still Image	300127131	MDL identifier: mhs04599
Calendars	Registers of days or other contrivances for reckoning days, months, years, etc., such as a table showing the division of a given year into its months, weeks, days, years, or other divisions of time. A calendar may include important astronomical data, ecclesiastical or other festivals, and other events belonging to specific days.	Text	300026741	Local identifier: dul529.3_w845_195
Canisters	Cylindrical or rectangular containers usually of lightweight metal, plastic, or laminated pasteboard used for holding dry products.	Three Dimensional Object	300195322	Local identifier: wan_002
Car cards	Posters intended to be placed in subway cars, streetcars and buses.	Still Image	300201079	MDL identifier: umn218282
Cartes-de-visite (card photographs)	Refers to small-format photographs affixed to card stock. They were typically portraits and the image was a standard size of 3¼ x 2¼ inches. They went out of fashion in the 1870s.	Still Image	300127141	MDL identifier: mhs05351
Catalogs	Enumerations of items, such as a file of bibliographic records or a list of art objects, usually arranged systematically and with descriptive details; may be in book or pamphlet form, or on cards.	Text	300026059	Local identifier: scsucatalog1886_87

Ceremonial maces	Maces intended primarily for ceremonial display rather than as weapons. A ceremonial mace is a staff or club shaped device, often richly ornamented and typically topped with a knob or other headpiece, carried by officials, ecclesiastical persons, magistrates, and academic persons as a symbol of jurisdiction or office during a ceremony.	Three Dimensional Object	300299039	MDL Identifier: stc12768
Certificates	Documents giving authoritative recognition of a fact, qualification, or promise.	Text	300026841	MDL identifier: umn23691
Checklists	Lists in which items can be compared, scheduled, verified, or identified.	Text	300027123	Local identifier: 36716
Checks (bank checks)	Written orders drawn on a bank to pay, on demand, a specified sum of money to a named person.	Text	300191339	MDL Identifier: umn370729
City directories	Enumerations of names, addresses, and other data about specific groups of persons or organizations; may appear in alphabetic or graphic format.	Text	300026241	Local identifier: city-directory1888-1889
City maps	Thematic large-scaled maps of cities or neighborhoods or environs within them.	Cartographic	300418022	MDL Identifier: umn471464
Color photographs	The broad class of photographs having images composed of more than one hue, plus the neutral tones. Note: for photographs having a range of tones within one hue, see Black-and-white photographs.	Still Image	300128359	MDL identifier: umn23961
Color transparencies	Photographic images designed for viewing by transmitted light, composed of more than one hue, plus the neutral tones.	Still Image	300128364	MDL identifier: mhs24204
Collodion prints	Photographic prints having collodion as the binder.	Still Image	300134696	MDL identifier: umn10843

Contact prints	Photographic prints made by interfacing a negative and a sheet of photographic paper and exposing the paper with raw light.	Still Image	300127169	MDL identifier: umn16623
Contour maps	Maps showing elevation and the configuration of the ground by the use of contour lines and usually lacking other detail.	Cartographic	300028393	Local identifier: 98.015.010
Contracts	Documents, enforceable by law, embodying agreements between two or more competent parties to do or not to do something, and specifying the terms and conditions of the agreement.	Text	300027649	MDL identifier: mhs07136
Cut-paper work	Designs, patterns, or images created by removing small portions from the interior or edges of a piece of paper.	Still Image	300068579	MDL Identifier: umn279965
Cyanotypes (photographic prints)	Blue-toned photographic prints produced by the blueprint process. These do NOT include reproductive prints of architectural or other technical drawings. Note: For blueprints, use the term Architectural drawings.	Still Image	300134811	MDL identifier: mhs11186
Deeds	Documents, usually executed under seal, containing a conveyance, especially of real estate.	Text	300027249	Local identifier: ST-84
Design drawings	Drawings intended to work out the scheme of a project (whether the project is expected to be executed or not); more finished than sketches.	Still Image	300069413	MDL Identifier: stc04020
Diaries	Refers to books containing the daily, personal accounts of the writer's own experiences, attitudes, and observations. Use *Journals (accounts)* when referring to an individual's or an organization's account of occurrences or transactions.	Text	300027112	MDL identifier: umn16861
Digital photographs	Photographs created with a digital camera, which is a camera that acquires still or motion pictures via an electronic sensor and stores them as digital information on a memory device.	Cartographic	300417379	MDL Identifier: 170206_DO_0094

Diplomas	Formal documents conferring some honor, degree, or privilege, especially those bearing record of graduation from or a degree conferred by an educational institution.	Text	300028011	MDL identifier: stc00274
Directories	Enumerations of names, addresses, and other data about specific groups of persons or organizations; may appear in alphabetic or graphic format.	Text	300026234	Local identifier: spl12004
Documents (other)	This is a general term for Text based items. **Note: This term should ONLY be used when an item cannot be assigned a more specific or granular term.** Contact the MDL Metadata Librarian regarding the use of this term.	Text	n/a	Local identifier: ms-30a
Drawings (visual works)	Visual works produced by drawing, which is the application of lines on a surface, often paper, by using a pencil, pen, chalk, or some other tracing instrument to focus on the delineation of form rather than the application of color.	Still Image	300033973	MDL identifier: SBM.02a
Engineering maps	Maps, usually maintained in the public works or engineering departments of a city, showing information such as street and rail rights of way, location of bridges, and grade separations; used for planning and executing engineering work in a locality.	Cartographic	300028364	MDL identifier: umn100634
Envelopes	Rectangular, flat containers made of a flexible material (often paper) that is folded to produce overlapping seams that are adhered on two or three edges, with a flap closure, and intended for small items or documents.	Text	300197601	Local identifier: 2019.002.004b
Examinations (documents)	Written questions or exercises testing knowledge, aptitude, or skills.	Text	30026936	Local identifier: wpl00081
Exhibition catalogs	Publications that document the works displayed in an exhibition.	Text	300026096	Local identifier: 1206

Forestry maps	Maps of a given region, intended to chart the areas covered by forests and other vegetation. They typically record the boundaries of the forest, the relief of the area, assessments of timber volume and expected growth rates, and features or projections related to concerns such as animal or human inhabitants and ecological matters.	Cartographic	300028249	MDL identifier: umn147955
Gazetteers	Geographical dictionaries with varying amounts of descriptive, geographical, historical, or statistical information.	Text	300026202	Local Identifier: MDLphase15_Nobl es County Gazetteer Booklet
Gelatin silver prints	Refers to photographic prints having gelatin as the binder, holding silver as the final image material; always black and white, though they may be toned to a monochrome hue.	Still Image	300128695	MDL identifier: umn01255
Glass plate negatives	Sheets of glass coated with light-sensitive emulsion that have been exposed and developed, and that are intended as matrices for the creation of positive photographic prints on another support.	Still Image	300393160	MDL identifier: umn390102
Greeting cards	Stationery cards often imprinted with messages and suitable illustrations, sent or given on special occasions or holidays.	Text	300026778	MDL identifier: mhs07268a
Government records	Records made or received by an agency of government and maintained in the conduct of government business.	Text	300027777	Local identifier: JS 1415 P76 1876 (REF) (ST PAUL)
Home movies	Motion pictures on film or videotape made by amateurs, or professionals in a nonprofessional capacity, intended for home viewing by family and friends. People, scenes and events filmed generally feature the filmmakers' immediate circle and personal activities.	Moving Image	300263874	MDL identifier: stc05745

Hymnals	Books containing collections of church hymns.	Notated Music	300026463	Local identifier: lak1005
Instructional materials	Print or non-print materials used for the purpose of imparting knowledge, attitudes, or skills to others.	Text	300026367	Local identifier: lak1004
Insurance policies	Documents by which one party (the insurer) in consideration of a premium, engages to indemnify another (the insured) against a contingent loss, by making a payment in compensation.	Text	300027527	Local identifier: ST-83
Invitations	Engraved, printed, or written expressions requesting a person's company at a certain event at a given time and place.	Text	300027083	MDL identifier: mhs07508
Invoices	Documents showing items supplied, together with the prices charged for each; also, itemized bills or accounts.	Text	300027568	Local identifier: ST-66
Journals (accounts)	Books containing accounts of an individual's or organization's business occurrences or transactions, including records of financial transactions. Note: Use *Diaries* when referring to personal accounts of the writer's experiences, attitudes, or observations.	Text	300027087	Local identifier: 0000.0006.1
Labels (identifying artifacts)	Pieces of paper inscribed and affixed to something for identification or description.	Text	300028730	MDL identifier: umn276112
Lantern slides	Transparent positive image made or mounted on glass, usually (but not necessarily) photographic. Measurements are 3.25 to 3.5 inches by 4 inches. Lantern slides are projected onto a screen by means of a specialized projector.	Still Image	300134977	MDL identifier: mhs07296

Leaflets (printed works)	Small printed works consisting of one small-sized leaf of paper folded and not stitched or bound, containing printed matter, chiefly for gratuitous distribution.	Text	300211825	MDL identifier: mhs14615
Lectures	Expositions of a given subject delivered before an audience or class, especially for the purposes of instruction.	Sound Recording Nonmusical **OR** Text	300026673	Local identifier: buhc00047
Ledgers (account books)	Volumes of final entry in accounting in which are entered debits, credits, and all other money transactions under each individual account or heading.	Text	300027496	MDL Identifier: mhs07598
Letters (correspondence)	Pieces of correspondence that are somewhat more formal than memoranda or notes, usually on paper and delivered.	Text	300026879	Local identifier: B1F8L10
Licenses	Documents evidencing a right or permission, granted to an individual or organization in accordance with law by a competent authority, to engage in some transaction, business, or occupation, or to do some act.	Text	300027759	MDL identifier: umn283098
Magazines (periodicals)	Periodicals containing articles, essays, poems, or other writings by different authors, usually on a variety of topics and intended for a general reading public or treating a particular area of interest for a popular audience.	Text	300215389	Local identifier: MSU-UA 130Student 188910
Maps	Refers to graphic or photogrammetric representations of the Earth's surface or a part of it, including physical features and political boundaries, where each point corresponds to a geographical or celestial position according to a definite scale or projection. The term may also refer to similar depictions of other planets, suns, other heavenly bodies, or areas of the heavens.	Cartographic	300028094	MDL identifier: umn22528

Medicine bottles	Bottles of varying size, shape, and style made to contain medicine, particularly those intended to be taken home by customers of an apothecary or sold elsewhere; examples include collectible patent medicine bottles.	Three Dimensional Object	300220810	Local identifier: eph2_011
Membership cards	Cards issued to individual members of an organization attesting to the fact of their membership, typically wallet-sized and carrying the name of the member and the name or logo of the organization.	Text	300255378	Local identifier: 8A026
Membership lists	Lists or rolls of the collective body of members, as of a society, at a given time.	Text	300027141	Local identifier: MLA_membern umbers_1891189 6
Memoirs	Narratives or histories autobiographical in nature or stressing the author's personal experience of the events.	Text	300202559	Local identifier: 1936.131.001
Memorandums	Documents recording information used for internal communication.	Text	300026906	MDL identifier: umn11238a
Menus	Lists of dishes to be served or available for meals.	Text	300027191	MDL identifier: mhs10496
Military records	Official documents detailing an individual's service and conduct while in military service, including certificates or discharge.	Text	300027822	MDL identifier: Umn11212a
Minutes (administrative records)	Records of what was said and done at meetings or conferences.	Text	300027440	MDL identifier: mhs23644
Mortars (grinding tools)	Receptacles of a hard material, such as stone, brass, wood, or glass, that have a cup-shaped cavity in which materials are	Three Dimensional Object	300024724	Local identifier: eph2_001

	pounded or ground with a pestle. Often used to grind ingredients used in a pharmacy, painting, or cookery.			
Muster rolls	Lists of troops actually present, made on the day of muster or review of troops in order to take account of their condition; used as the paymaster's voucher for the amount of pay issued.	Text	300027828	Local identifier: Box 8, Folder 147, Field and Staff, 1917 July-August
Negatives (photographic)	Photographs, usually on a transparent support, in which the tones or colors are reversed from their appearance in nature. This includes glass plate negatives.	Still Image	300127173	MDL identifier: mhs24383
Newsletters	Letters, reports, or other brief written communications that relay news, particularly those written by societies or business organizations. Historically referred to as serial publications consisting of one or a few printed sheets containing news and information of interest to the general public or to a special group.	Text	300026652	Local identifier: mnh195111
Newspapers	Serials published at stated, frequent intervals, such as daily or weekly, and containing news, editorials, features, advertisements, and other items of current interest.	Text	300026656	Local identifier: lak1102
Notes	Brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else; also includes short, informal letters.	Text	300027200	MDL identifier: umn96488
Oaths	Any forms of attestation, written or verbal, by which persons signify that they are bound in conscience to perform an act faithfully and truthfully.	Text	300027206	MDL identifier: umn371694
Oral histories	Works that record interviews conducted to preserve the recollections of persons whose experience or memories are representative or are of special historical or social significance. Note: Oral histories can be written or recorded.	Sound Recording-Nonmusical **OR** Text **OR** Moving Image	300202595	MDL identifier: umn37826

Packaging	Materials for the packing or protective wrapping of products that contain information or otherwise convey a message about the product.	Three Dimensional Object	300055100	Local identifier: wan_003
Paintings (visual works)	Unique works in which images are formed primarily by the direct application of pigments suspended in oil, water, egg yolk, molten wax, or other liquid, arranged in masses of color, onto a generally two-dimensional surface.	Still Image	300033618	MDL identifier: nlc00012
Panoramas	Refers generally to pictorial representations with very broad horizontal ranges of view. The term is also used specifically for photographs that show a wide view produced by a panoramic camera or by joining photographs together.	Still Image	300015537	MDL identifier: umn38997
Pamphlets	Independent publications made up of a few leaves of printed matter folded or fastened together but not bound, often with no cover or a paper cover. For smaller printed works, of one sheet folded and not stitched or bound, use *Leaflets (printed works)*.	Text	300220572	Local identifier: 14announce73 74
Pattern books	Books of designs or plans circulated or published to enable widespread copying. May also be used for unbound collections of drawings or prints, which serve as artists' models. Use this term for individual patterns as well as pattern books.	Text	300026131	MDL identifier: umn40962
Pennants	Tapering flags, usually pieces of cloth or other flexible material, usually attached along one side to a pole or cord, intended for such purposes as symbolizing a nation or organization, or as a means of signaling.	Three Dimensional Object	300195680	MDL identifier: mhs52791
Periodicals	Publications issued at regular intervals, but not daily, containing articles on various subjects by different authors for the general reader.	Text	300026657	MDL identifier: qfl00289_001

Pestles	Club-shaped instruments of a hard material with a round end used for crushing, pounding, or grinding herbs, spices, drugs, pigments, or other materials in a mortar, which is a cup-shaped receptacle.	Three Dimensional Object	300024725	Local identifier: eph2_001
Petitions	Includes any written requests and lists of signatures submitted to an authority to appeal for the performance of a specific action.	Text	300027219	Local identifier: wpl00031
Plats (maps)	Maps, charts, or plans that show the location, boundaries, and ownership of individual properties.	Cartographic	300028125	MDL identifier: umn147971
Photograph albums	Albums made up of mounted photographs, with or without identifying information.	Still Image	300026695	MDL identifier: umn16238
Poems	Written or oral compositions characterized by condensed language chosen for sound and suggestive power as well as meaning, and by the use of such literary techniques as structured meter, natural cadences, rhyme, or metaphor.	Text	300026451	Local identifier: scc073
Postal cards	Stationery cards sold by the post office with postage stamps already printed on them. **Note: postal cards are not to be confused with postcards (see below).**	Text	300026821	MDL identifier: mhs07084a
Postcards	Cards on which a message may be written or printed for mailing without an envelope, usually at a lower rate than that for letters in envelopes. One side of the card frequently features a photographic image, advertisement or graphic illustration. **Note: postcards are not to be confused with postal cards (see above).**	Still Image	300026816	MDL identifier: umn39493a

Posters	Notices, usually decorative or pictorial, intended to be posted to advertise, promote, or publicize an activity, cause, product, or service; also, decorative, mass produced prints intended for hanging.	Still Image	300027221	MDL identifier: mhs07141
Press releases	Official or authoritative statements distributed to the press typically, by a public relations firm or government agency. For packets of materials, use “presskits.”	Text	300026437	Local Identifier: 2019.005.007
Prints (visual works)	Pictorial works produced by transferring images by means of a matrix such as a plate, block, or screen, using any of various printing processes. Common types of prints include engravings, etchings and lithographs.	Still Image	300041273	MDL identifier: umn10280
Proceedings	Records of meetings of a conference, society or other organization, usually published, and frequently accompanied by abstracts or reports of papers presented.	Text	300027316	Local identifier: wpl00002
Promotional materials	Printed matter or objects devised to advertise or promote products, causes, or other concerns, especially those items given away to prospective consumers, clients, or contributors. Not used with reference to items produced before the late 19th century.	Text	300249572	MDL Identifier: umn353288
Programs (documents)	Brief outlines or explanations of the order to be pursued, criteria for participation, or the subjects embraced in a given event or endeavor. Includes lists of the features composing a dramatic or other performance, with the names of participants.	Text	300027240	MDL identifier: umn78101
Radio scripts	Scripts used for radio programs.	Text	300026489	Local identifier: MLAradio_script_ bookways_01

Receipts (financial records)	Written acknowledgment of the receiving or taking of goods or money delivered or paid.	Text	300027573	MDL identifier: mhs10484
Registrations (licenses)	Documents attesting to acts of registering.	Text	300027760	MDL identifier: umn10771
Report cards	Statements of a student's academic record for a particular period, often including grades and an evaluation of the student's rate of progress.	Text	300028015	MDL identifier: macmdlx66
Reports	Official or formal records of a special investigation, in the form of documents containing presentations of facts, proceedings, investigations, or events.	Text	300027267	Local identifier: northwesternhospital-1897- 98
Resolutions (administrative records)	Formal expressions of the opinion formed by some superior authority on matters referred to its decisions and forwarded to inferior authorities for their instruction and government.	Text	300027457	MDL Identifier: mhs66546
Samples	Individual units, segments, or small quantities taken as evidence of the quality or character of the entire group or lot.	Three Dimensional Object	300028875	MDL Identifier: umn266645
Schedules (time plans)	Plans of procedure, showing the sequence of items or operations and the time allotted for each.	Text	300027339	MDL identifier: mhs10646
Sculpture (visual works)	Three-dimensional works of art in which images and forms are produced in relief, in intaglio, or in the round. The term refers particularly to art works created by carving or engraving a hard material, by molding or casting a malleable material (which usually then hardens), or by assembling parts to create a three-dimensional object.	Three Dimensional Object	300047090	Local identifier: etc_kdg03
Scrapbooks	Books or albums designed so that a variety of items may be affixed to the pages, including photographs, clippings, and other memorabilia.	Text	300027341	MDL identifier: umn34498

Sheet music	Music printed on unbound sheets of paper. Compare this format to a bound collection of songs, such as *Songbooks*.	Notated Music	300026430	MDL identifier: mhs07190
Silent films	Motion pictures made without a photographic or magnetic sound track carried on the physical medium of the film itself.	Moving Image	300252071	MDL identifier: VM_214
Slides (photographs)	Positive transparencies in mounts suitable for projection, usually 35mm film in a mount of 2 by 2 inches. An image on film or glass, usually positive, intended to be viewed by means of light passing through the image and base using a viewer or projector.	Still Image	300128371	MDL identifier: umn34498
Songbooks	Books containing brief musical compositions written or adapted for singing. Compare this format to *Sheet music*.	Notated Music	300026432	Local identifier: PM1024.C38 1906
Speeches	Documents containing the text of any public address or talk. Also includes sound recording in which someone is orating a public address or talk.	Text	300026671	Local identifier: MLAfarm_bureau_speech
Stationery	Paper for writing letters, often having a letterhead or decorative design, and often accompanied by matching envelopes.	Text	300207873	MDL identifier: msh06992
Statutes	Acts of a legislature declaring, commanding, or prohibiting something, expressed according to the forms necessary to constitute law.	Text	300027891	MDL Identifier: umn11197a
Stereographs	Refers to the most popular and common form of stereoscopic photographs, which are double photographs of the same image taken from two slightly different perspectives. Stereographs are distinctive among other stereoscopic photographs because they are photographic prints mounted on cards.	Still Image	300127197	MDL identifier: mhs00767

Studio portraits	Portraits taken in a professional photographer's studio, often making use of backdrops or props.	Still Image	300223022	MDL identifier: irr00145
Telegrams	Messages sent by telegraph.	Text	300026909	LOcal identifier: 85WesternUnion Teegram
Television programs	Presentations of informational or entertainment shows such as news, sports, drama, comedy, music, documentary, talk or game shows to the public by means of television transmission.	Moving Image	300263432	MDL identifier: umn279890
Tickets	Slips of paper or cardboard serving as evidence that the holder has paid a fare or admission or is entitled to some service.	Text	300027381	Local identifier: 6mc
Tintypes	Photographs produced by the wet collodion process and then placed directly on thin sheets of lacquered metal, usually iron. **Note: *Tintypes* are not to be confused with *Daguerreotypes*, which utilize a copper plate for the image support.**	Still Image	300134759	MDL identifier: irr00143
Topographic maps	Refers to maps representing a region at a level of detail or scale between a plan, which is a small area, and a chorographical map, which is a large regional map. Topographic maps include accurate representations of the location and shape of both natural and manmade features. The term refers to maps of various scales in different nations; it is generally limited to maps at scales of 1:500,000 or larger in the U.S. The term can be mistakenly interpreted to mean maps that only represent natural relief features.	Cartographic	300028361	MDL identifier: umn34888

Tourist maps	Maps intended to introduce a region or locality to tourists, who are visitors to an unfamiliar place, particularly those who travel for pleasure or culture, usually to visit a number of places with the goal of experiencing places of interest and scenery.	Cartographic	300028298	Local identifier: minn917-763l1483
Trade cards	Small printed sheets, and later cards, bearing tradesmen's advertisements, often including an engraved, full-color illustration; produced through the 19th century. For cards made later, bearing just the name and address of a business concern and the name of its representative, and intended more for information than for advertising, use *Business cards.*	Still Image	300207616	Local Identifier: btc121
Transportation maps	Maps intended to assist people in the navigation and use of a particular city or region's transit system. Transit systems can include bus, street car, trolley, rail, or road systems. These maps often include route information, timetables, fare information and local points of interest.	Cartographic	300028300	MDL identifier: umn13507
Trophies (objects)	Objects awarded as prizes for victory in contests; typically include such things as elaborate silver pieces and cups awarded as contest prizes.	Three Dimensional Object	300233975	MDL identifier: mhs52816
Weather diaries	Diaries that are kept over a period of time, such as from month to month or year to year, that record aspects of weather such as precipitation and temperature.	Text	300027117	Local Identifier: w_l_1889_04
Wedding announcements	Generally, announcements of nuptial ceremonies. May be extended to multiple types: including, formal printed announcements for mailing, announcements in newspapers, or any historical variant.	Text	300310119	MDL identifier: mhs10454
Wills	Legal instruments in which a person declares the disposition of his/her property, to take effect after his/her death, and which is revocable during the lifetime of that person.	Text	300027764	Local identifier: A2010.001.008

Zoning maps	Maps delineating the boundaries of districts, which along with the zoning text, comprise the zoning ordinances.	Cartographic	300028242	MDL identifier: umn35759

APPENDIX D: Compound Objects and Page Titles

What is a compound object? Records composed of multiple pages and therefore include multiple digital items are referred to as "Compound Objects." Examples of compound objects in Minnesota Digital Library include: books, booklets, atlases, pamphlets, letters, journals, diaries, oral history interviews, and annual reports.

In addition to creating a single, item-level description for a compound object, it is also necessary to add individual page titles. The addition of page titles will help users more easily navigate through multi-page Compound Objects.

Some organizations may also wish to include page-level metadata beyond the page titles. If you are interested in providing this additional level of information, please contact the Minnesota Digital Library's Outreach Coordinator prior to beginning your data entry work. The most common instance of including other page-level metadata is the addition of specific geographic metadata pertinent to the individual maps found in an atlas (such as City, Township, County, and GeoNames URI).

Examples in Minnesota Digital Library - Compound Objects with Page Titles:

Acts, Joint Resolutions and Memorials passed by the First Legislative Assembly of the Territory of Minnesota
https://collection.mndigital.org/catalog/sro:809#?xywh=-2417%2C-326%2C8833%2C6502

Travelling Library, Number 5
https://collection.mndigital.org/catalog/p16022coll60:1311#?xywh=-1298%2C-217%2C5882%2C4329

Page Titles

Definition: A brief, descriptive title for the individual pages found within a compound document such as a book, booklet, pamphlet, atlas, etc. Page titles help users more effectively navigate through multi-page materials.

Required: Yes

Local Input: Negotiable

Guidelines for Data Entry: Guidelines for Data Entry:
This field is located in the first column on the Technical Metadata tab of the Document Excel spreadsheet. If the original document's pages are numbered, use those page numbers as the page title. If the original document's pages are not numbered, generate brief, descriptive page titles.

Examples in Minnesota Digital Library:

Inside front cover
Table of contents
Page 1, Table of Contents
Page 2
Page 3
Page 4
Page 48, Index
[Blank page]
page 50 Photograph of the Construction of the Science Hall, 1929
Index A
Inside back cover
Back cover

APPENDIX E: MDL Quick Guide to Data Entry

The Quick Guide shows who is responsible for metadata entry. This table denotes required fields, who enters data when MDL completes the digitization, and when the contributor provides the digitization.

MDL Field Name:	Required Field?	When MDL Completes Digitization:	When Contributor Completes Digitization:
Title	Yes	Contributor	Contributor
Creator	Yes	Contributor	Contributor
Contributor	Yes	Contributor	Contributor
Description	Yes	Contributor	Contributor
Date Created	Yes	Contributor	Contributor
Publishing Agency	Yes	Contributor	Contributor
Dimensions	No	Contributor	Contributor
MDL Topic Terms	Yes	Contributor	Contributor
Type	Yes	Contributor	Contributor
Format	Yes	Contributor	Contributor
Library of Congress Subject Headings	Yes	MDL	MDL
Keywords	Yes	Contributor	Contributor
City or Township	Yes	Contributor	Contributor
County	Yes	Contributor	Contributor
State or Province	Yes	Contributor	Contributor
Country	Yes	Contributor	Contributor
GeoNames URI	Yes	Contributor or MDL	Contributor or MDL
Language	Yes	Contributor	Contributor
Collection Name	No	Contributor	Contributor
Contributing Institution	Yes	Contributor	Contributor

Contact Information	Yes	Contributor	Contributor
Rights Status	Yes	Contributor	Contributor
Local Identifier	Yes	Contributor	Contributor
MDL Identifier	Yes	MDL	MDL
Project Affiliation	Yes	MDL	MDL
Fiscal Sponsor	Yes	MDL	MDL
Scanning Center	Yes	MDL	Contributor
Object File Name	Yes	MDL	Contributor

APPENDIX F: MDL Field Mapping to Dublin Core Metadata Element Set

Minnesota Digital Library Field Name	Map to Dublin Core Metadata Element Set Version 1.1
Title	Title
Creator	Creator
Contributor	Contributor
Description	Description
Date Created	Date-Created
Publishing Agency	Publisher
Dimensions	Format - Extent
MDL Topic Terms	Relation - Is Part of
Type	Type
Format	Format
Library of Congress Subject Headings	Subject
Keywords	Subject
City or Township	Coverage - Spatial
County	Coverage - Spatial
State or Province	Coverage - Spatial
Country	Coverage - Spatial
GeoNames URI	Coverage - Spatial
Language	Language
Collection Name	Relation - Is Part Of
Contributing Institution	Publisher
Contact Information	None
Rights Status	Rights
Local Identifier	Identifier

MDL Identifier	Identifier
Project Affiliation	None
Fiscal Sponsor	None
Scanning Center	None
Date Digital	Date - Available
Note: Technical Metadata does not map to DCMI	

APPENDIX G: Technical Metadata

What is Technical Metadata? Technical metadata (sometimes called "process-related metadata") captures information about the process of digitizing an item. Technical metadata does NOT describe the item being digitized (that is Descriptive Metadata). Technical metadata captures information regarding an item's digital format, technical characteristics, storage and location. Technical metadata helps repositories manage and preserve digital items over time.

NOTE: This section is designed primarily for contributors who digitize their own materials or who contract with vendors to scan their items. Participants who have chosen to have their items scanned at one of the Minnesota Digital Library's scanning centers should ignore this section.

Scanning Center

Definition: The organization responsible for creating the digital item.

Required: Yes

Local Input: Yes

Enter Data into Spreadsheet Column: Scanning Center

Guidelines for Data Entry: Record the name of the organization or vendor that created the digital item (scanned the material). This may not always be the same organization the holds the original items.

Examples in Minnesota Digital Library:

Minnesota Historical Society
University of Minnesota

Object File Name

Definition: The file name, including extension, of the item being described. Object file names should correspond to the MDL Identifier. Be sure to include the file extension (for example: .tif, .wav, .jp2).

Required: Yes

Local Input: Yes

Enter Data into Spreadsheet Column: Object File Name

Guidelines for Data Entry: Record the Object File Name as the same three-character, five digit name used in the MDL Identifier field. Be sure to include the applicable file extension.

Examples in Minnesota Digital Library:

mhs00401.tif umn94142.wav

irr00125.tif

Date Digital

Definition: Date Digital is the date that the scanning center created the master digital version of the item.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Date Digital
Guidelines for Data Entry: Record the date using the International Standard for Organization ISO-8601 format of YYYY-MM–DD

YYYY = the year

MM = the month of the year between 01 (January) and 12 (December)

DD = the day of the month between 01 and 31

Example in Minnesota Digital Library:

2020-11-09

Item Digital Format

Definition: The Internet Media Type for the digital item. This field is used to describe the access file only.

Required: Yes

Local Input: No

Enter Data into Spreadsheet Column: Item Digital Format

Guidelines for Data Entry: Use the pull-down list in the metadata spreadsheet; select the file format of the item. For a complete list of valid Internet Media Types, please refer to: http://www.iana.org/assignments/media-types/.

Examples in Minnesota Digital Library:

image/jp2
audio/mpeg

Master File Format

Definition: The file type of the master digital item.

Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Master File Format
Guidelines for Data Entry: Use the pull-down list in the metadata spreadsheet; select the file format of the item.
Minnesota Digital Library Input Options: All options conform to valid Internet Media Types. For more information and a complete list of valid Internet Media Types please refer to http://www.iana.org/assignments/media-types/.

Examples in Minnesota Digital Library:
image/tiff
image/jp2
audio/wav
video/mp4
video/avi

Master File Size

Definition: The file size of the master file format expressed as a number of bytes.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Master File Size
Guidelines for Data Entry: Enter the master file size expressed as the number of bytes.
Example in Minnesota Digital Library:
18070004

Master File Bit Depth

Definition: The bit depth at which the item was digitized. Bit depth describes the number of bits used to represent the color of a single pixel. A higher bit depth provides a broader range of distinct colors. MDL recommends scanning items at 24-bit RGB color. Contact the MDL if your project deviates from MDL standards.
Required: Yes (if applicable)
Local Input: Yes
Enter Data into Spreadsheet Column: Master File Bit Depth
Guidelines for Data Entry: Enter the bit depth at which the item was scanned. Note: there is no bit depth for audio/video.

Common bit depths include:
1-bit: 2 colors, black and white
8-bit: 256 colors or shades of gray available

24-bit: 16 million colors available

Example in Minnesota Digital Library:
24

Master File Resolution

Definition: The resolution at which the item was digitized (note: this is not spatial resolution). This resolution should be expressed in pixels per inch (ppi).

Required: Yes (if applicable)
Local Input: Yes
Enter Data into Spreadsheet Column: Master File Resolution
Guidelines for Data Entry: Enter the resolution (not spatial resolution) at which the item was scanned. This resolution should be expressed in pixels per inch (ppi). Contributing organizations submitting video or audio files should leave this field blank.

Examples in Minnesota Digital Library:
450
600

Master File Compression

Definition: The compression scheme (if any) used for optimized storage and delivery of the digital object. The MDL requires that all master files be uncompressed.
Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Master File Compression **Guidelines for Data Entry:** For all Minnesota Digital Library projects we request that all master files be saved with no compression. Enter 'None' into the spreadsheet column Master File Compression in order to express the fact that the master file was saved uncompressed. Please talk to the Minnesota Digital Library Outreach Coordinator if you wish to submit compressed files.

Example in Minnesota Digital Library:
None

Master File Width

Definition: The width, expressed in pixels, of the digital item.

Required: Yes (if applicable)
Local Input: Yes

Enter Data into Spreadsheet Column: Master File Width
Guidelines for Data Entry:
Enter the width, expressed in pixels, of the digital item. Contributing organizations submitting audio files should leave this field blank.

Example in Minnesota Digital Library:
4037
5109

Master File Height

Definition: The height, expressed in pixels, of the digital item.

Required: Yes (if applicable)
Local Input: Yes
Enter Data into Spreadsheet Column: Master File Height
Guidelines for Data Entry: Enter the height, expressed in pixels, of the digital item. Contributing organizations submitting audio files should leave this field blank.
Example in Minnesota Digital Library:
5564
4364

Master File Hardware

Definition: The name and model number of the hardware used to create the digital object. This is intended to capture information about the scanner or digital audio/video equipment used to create the digital content.

Required: Yes

Local Input: Yes
Enter Data into Spreadsheet Column: Master File Hardware
Guidelines for Data Entry: Enter the hardware device used to create the digital object. Include the manufacturer's and model name/number. Examples include: flatbed scanner, digital camera, etc.
Examples in Minnesota Digital Library:
Epson Expression 10000XL
PhaseOne P65

Master File Software

Definition: The name and version number of the software used to create the digital object.

Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Master File Software
Guidelines for Data Entry: Note: If more than one piece of software is used in the creation of the digital object, record both names separated by a semicolon and a space.

Examples in Minnesota Digital Library:
Adobe Photoshop CS5

Master File System

Definition: The computer operating system and version used by the computer with which the digital object was created.

Required: Yes
Local Input: Yes
Enter Data into Spreadsheet Column: Master File System
Guidelines for Data Entry: Enter the computer operating system and version (to the greatest specificity possible) used by the computer with which the digital object was created.

Examples in Minnesota Digital Library:
Windows XP
Mac OS10

Master File Checksum

Definition: An alpha-numeric value used to detect errors in file transmission or storage. The integrity of the digital data can be checked at a later time by recomputing the checksum and comparing it with the stored value. Checksums help to monitor the ongoing integrity of the digital objects.

Required: Yes
Local Input: No
Enter Data into Spreadsheet Column: Master File Checksum
Guidelines for Data Entry:
Complete this field only if you have software that can generate an MD5 checksum. If you lack the necessary equipment to generate a master file checksum, please discuss your project with the MDL Metadata Librarian.

Example in Minnesota Digital Library:
38e41d48200aef78c1ee89542567ec00