Appendix F: CDLC'S Expanded Subject Metadata Fields

The **New York Heritage Metadata Dictionary and Best Practices Guide** contains the information and best practices for all but four of the metadata field elements used by CDLC's New York Heritage participants.

CDLC expanded the **Subject** metadata field in the NYH Metadata Dictionary into four metadata fields that are all mapped to the Dublin Core Schema field Subject. These four metadata fields are **Subject.LCSH**, **Subject.TGM**, **Subject.Personal Name**, and **Subject.Corporate. Name**.

Appendix F contains information and best practices for these 4 metadata elements.

Appendix F: CDLC – NYH Metadata Field Element Chart:

Field Names:	Map To Dublin Core Schema	Mandatory for Upload	Best Practice	Suggested Controlled Vocabulary
Title	Title	Yes	Yes	None
Description	Description		Yes	None
Creator	Creator		Yes	LCNAF; ULAN; VIAF
Subject.LCSH	**Subject**		**Yes**	**LCSH**
Subject.TGM	**Subject**		**Yes**	**TGM**
Subject.Personal_Name	**Subject**		**Yes**	**LCNAF; ULAN, Local List**
Subject.Corporate_Name	**Subject**		**Yes**	**LCNAF, Local List**
Location	Coverage-Spatial		No	LCSH; TGN
Contributors	Contributors		No	LCNAF; ULAN; VIAF
Publisher of Original	Publisher		No	LCNAF
Date of Original	None		Yes	None
Hidden Date	Date		Yes	ISO 8601 W3CDT
Physical Format	Format		Yes	NY Heritage List
Physical Description	Source		Yes	None
Local Location	None		No	None
Relation	Relation		No	None
Type	Type		Yes	DCMI
Language	Language		No	ISO 639-2
Format of Digital	None		Yes	MIME
Identifier	None		Yes	None
Collection ID	Identifier	Yes	Yes	Local List
Holding Institution	None		Yes	Local List
Contact Information	None		Yes	None
Publisher of Digital	None		Yes	None
Date of Digital	None		Yes	ISO 8601 W3CDT
Digital Collection	Relation-is Part Of		Yes	Local List
Library Council	None		Yes	NY Heritage List
Notes	None		No	None
Rights	Rights	Yes	Yes	RightsStatements.org
Citation Information	None		Yes	Local list & additional info as needed.
Technical Data	None		Yes	None
Transcript	None		No	None
Latitude	Coverage-Spatial		No	None
Longitude	Coverage-Spatial		No	None
File Name	None	Yes	Yes	None

4 a. Subject.LCSH

NY Heritage Label:	**Subject.*SourceOfTerm* (*SourceofTerm*: LCSH)**
Maps to Dublin Core:	Subject
Definition:	A topic of the content of the item.
Comment:	Typically, Subject will be expressed as keywords, key phrases or classification codes that describe **what the item is about**.
Mandatory for upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled vocabulary:	Subject.LCSH - terms from the Library of Congress Subject Headings http://id.loc.gov/authorities/subjects.html

- BEST PRACTICE for subject terms is to select terms from a controlled vocabulary. Employing terminology from a controlled vocabulary ensures consistency and can improve the quality of search results. For more information on controlled vocabularies see the section on controlled vocabularies at the beginning of the NY Heritage Dictionary.

- A shortened list of terms from the Library of Congress Subject Headings (LCSH) is provided as a controlled vocabulary for Subject.LCSH. To find more terms consult the LCSH at: http://id.loc.gov/authorities/subjects.html

- Personal, corporate, and geographic subject headings should be recorded in their assigned fields **Subject.Personal_Name**, **Subject.Corporate_Name**, and **Location** metadata fields respectively.

- Separate terms within one field with a semicolon and one space.

- If there is a term that will aid users in finding the resource, but is not included in the vocabulary source, you may include it in the **Description**, **Title**, or **Notes** metadata field.

- Use subject terms that describe what an item is **about**.

Label:	**Example:**
Subject.LCSH	Advertisers
Subject.LCSH	World War, 1939-1945

4 b. Subject.TGM

NY Heritage Label:	Subject.*SourceOfTerm* (*SourceofTerm*: TGM)
Maps to Dublin Core:	Subject
Definition:	A topic of the content of the item.
Comment:	Typically, Subject will be expressed as keywords, key phrases or classification codes that describe **what the item is about**.
Mandatory for upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled vocabulary:	Subject.TGM – terms from the Thesaurus for Graphic Materials http://www.loc.gov/pictures/collection/tgm/

- BEST PRACTICE for subject terms is to select terms from a controlled vocabulary. Employing terminology from a controlled vocabulary ensures consistency and can improve the quality of search results. For more information on controlled vocabularies see the section on controlled vocabularies at the beginning of the NY Heritage Dictionary.

- A shortened list of terms from the Thesaurus for Graphic Materials (TGM) is provided as a controlled vocabulary for **Subject.TGM**. The TGM is very useful for assigning both topical and form/genre subject terms to visual materials. To find more terms consult the TGM at: http://www.loc.gov/pictures/collection/tgm/

- Personal, corporate, and geographic subject headings should be recorded in their assigned fields **Subject.Personal_Name**, **Subject.Corporate_Name**, and **Location** metadata fields respectively.

- Separate terms within one field with a semicolon and one space.

- If there is a term that will aid users in finding the resource, but is not included in the vocabulary source, you may include it in the **Description**, **Title**, or **Notes** metadata field.

- Use subject terms that describe what an item is **about**.

Label:	Example:
Subject.TGM	Schools
Subject.TGM	Uniforms

4c. Subject.Personal_Name

NY Heritage Label:	Subject.Personal_Name
Maps to Dublin Core:	Subject
Definition:	Name of person who is the subject of a work.
Comment:	Person depicted in a photograph, work of art, or as the subject of a document, manuscript, or book
Mandatory for upload:	No
Require for Best Practice:	Yes, if available
Searchable:	Yes
Controlled vocabulary:	LCNAF: http://authorities.loc.gov/ ULAN: http://www.getty.edu Local List

- If personal name(s) is/are known list here. If personal name(s) is/are unknown or not applicable leave the field blank.

- Enter a personal name when the resource is of or about a person (e.g. photograph of a person).

- The person who created the resource should be entered in the **Creator** field, not in the **Subject.Personal_Name** field.

- If there is no entry in the LCNAF or ULAN-Getty, enter personal names in inverted form: Last Name, First Name, Middle Name or initial (include birth and death dates if known). Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown). Alternate forms of names (such as "Buddy" Jones; Reverend Murrell; Dr. Reed) may be used in the **Description** field but not as the authoritative version.

Example:	Comment:
Ellsworth, Elmer E., Colonel, 1837-1861	Personal name as subject of a newspaper article
Heyne, John	Personal name as subject of a Charter
Ball, Eliphalet	Personal name as subject of a photograph

4d. Subject:Corporate_Name

NY Heritage Label:	Subject.Corporate_Name
Maps to Dublin Core:	Subject
Definition:	Name of an organization that is the subject of a work
Comment:	Organization depicted in a photograph, work of art, or as the subject of a document, manuscript, or book
Mandatory for upload:	No
Require for Best Practice:	Yes, if available
Searchable:	Yes
Controlled vocabulary	LCNAF: http://authorities.loc.gov/ Use to create Local List

- If corporate name(s) is/are known list here. If corporate name(s) is/are unknown or not applicable leave the field blank.

- Enter a corporate name when the item is of or about an organization.

- The organization that created the resource should be entered in the **Creator** field, and not in the **Subject.Corporate_Name** field.

- If there is no entry in the LCNAF, enter corporate names in full direct form. In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods.

Example:	Comment:
Henry Hudson Planetarium	Corporate name as subject of a letter
United States. Army. Signal Company, 27th	Corporate name (with hierarchy) as subject of a yearbook