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UMEDIA ARCHIVE
METADATA ENTRY GUIDELINES
http://umedia.lib.umn.edu

Version 1.0
June 2011

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GETTING STARTED

THE USE OF THE TERM "ITEM"
The term item is used throughout the guidebook. 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, an archival folder, etc. We have adopted "item" as a generic descriptive term when referring to the individual items that are to be included in *UMedia Archive.*

GENERAL RULES FOR ENTERING DATA

- **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
- **Avoid** the use of abbreviations throughout the *UMedia Archive*. Writing words out enables users to find items consistently and also 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).

HOW TO USE THIS MANUAL: Use this guidebook to determine definitions, how and where to enter data and to better understand what types of terms should be used to populate the record. Each of the metadata fields is 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.

Repeatable: Denotes whether or not multiple values are allowed for a given field.

Guidelines: These guidelines are intended to help contributors complete the data entry. Scope and content notes and the "rules" for completing the field are provided here.

QUESTIONS? Contact the Metadata Strategist with questions about metadata creation. Please contact Jason Roy with questions regarding all other aspects of your project.

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Descriptive Metadata is provided by the contributing department or unit. Review the list of metadata fields prior to beginning. Required fields must contain a value (if one is known). Contributing departments and units should make every effort to complete all of the required fields.

SIMPLE ENTRY

The Simple Entry is comprised of five fields: Main Title, Groups, Categories, Description and Type of Resource. By entering data into these fields you will create a basic description of your item that will enable users to search by title, descriptive terms, across University of Minnesota collections and departments and by the item's physical type.

Main Title

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

Required: Yes
Repeatable: No

Enter Data into Spreadsheet Column: Title
Guidelines for Data Entry: There are two types of titles which can appear as the Main Title: Formal and Descriptive.

Formal titles are those that have been previously created or assigned. Examples of formal titles include those found on books, maps, and other publications. Another example of a formal title is a title conventionally assigned to a work of art. If the item has been published, transcribe the item title exactly as it appears in its published form.

Capitalization and punctuation in formal titles: Formal Titles should transcribe the title as it appears in the original following the rules for title case: capitalize most words, but not articles, conjunctions, and prepositions. Include all explicit punctuation and supply any implied punctuation.

Examples of Formal Titles in UMedia Archives:
> The End of the Line   (formal title of a painting)
> Cram's Railroad and Township Map of Minnesota   (formal title of a map)
> Spin a Soft Black Song   (formal title of a book)

Descriptive titles are created 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 identifying the item and determining its content. Limit your description to a phrase that will enable users to identify the item. A more detailed description of the object should be recorded in the Description field. Note: Descriptive titles are fairly common in UMedia Archives.

Capitalization and punctuation in descriptive titles: When creating a Descriptive Title, use sentence case and punctuation. Always capitalize the first word in the title. Proper names of individuals, companies, and place names should also be capitalized.

Examples of Descriptive Titles in the *UMedia Archive*:

Bhutanese woven cloth	(image of fabric)
Parade of athletes, Tokyo Games	(photograph)
George Hubbs at the Informal Club	(an audio file)

Groups

Definition: The high-level group (generally a unit or a department) to which this item belongs. Only those groups to which you have been granted permission to upload will be included in the list of option.

Required: Yes
Repeatable: No

Guidelines for Data Entry: Use the pull-down list to select the group to which this item belongs. Only one value may be assigned.

Examples in the *UMedia Archive*:

> University Archives
> Social Welfare History Archives

Categories

Definition: The collection-level category to which this item belongs. Only those categories to which you have been granted permission to upload will be included in the list of option.

Required: No
Repeatable: No

Guidelines for Data Entry: Use the pull-down list to select the collection category to which this item belongs. Only one value may be assigned.

Examples in the *UMedia Archive*:

> Leroy S. Buffington Papers
> American Social Health Association Records, 1905-1990
> Sherlock Holmes Collection

Description

Definition: A narrative, textual description of the item.

Required: No
Repeatable: No

Guidelines for Data Entry: Use this field to describe the item and its contents, providing as much information as is known to aid in discovering and identifying the item. Provide the names of persons or places depicted, the date and type of an event, the topic of a recorded talk, the cultural or historical context of the item, etc. Be informative but brief—e.g., describe the item clearly, but not the history of each person or place depicted in the item.

The description should be written in complete sentences, and the field should read as a single block of text without separate paragraphs. Spell out words—avoid the use of abbreviations, ampersands, or symbols. Maintain standard English capitalization rules. Do not use all capital letters, bold, or italics to add emphasis to words or phrases. Use double quotation marks to denote the name of a train, ship, farm, etc., or the title of a work. Do not include any electronic coding such as a web address (URL) that could create structural changes to the text.

Examples in the *UMedia Archive*:
> The painting shows Canada Geese, Canvasbacks, and Scaups on New Jersey tide flats.
>
> This talk on Sherlock Holmes was given by George Hubbs at the Informal Club. The tape includes an introduction by E. W. McDiarmid (apparently after the recording was made), commentary by Professor Bryce Crawford (founding member of the Norwegian Explorers), and a question and answer period at the end.

Type of Resource

Definition: One of nine broad terms which characterize the type of item being described.

Required: Yes
Repeatable: No

Guidelines for Data Entry: Use the pull-down list to select the term that best characterizes or describes the type of item being described. Only one value may be assigned.

Input options:

Term	Definition
Cartographic	Use for all cartographic materials, including maps, charts, atlases and plat books.
Mixed Material	Use to indicate that the item is comprised significantly of two or more types of materials. Use Mixed Material to describe a single item that is comprised of multiple, different item 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) 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 does NOT include slides and 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 predominately a musical sound recording. For sheet music, scores and songbooks use *Notated Music*.
Sound Recording – Nonmusical	Use when the sound recording is predominately nonmusical in nature.
Still Image	Use when a resource is a "Two-Dimensional Graphic." This includes drawings, prints, paintings, postcards, and posters; as well as all photographic materials – such photographic prints, 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. Three-dimensional objects are included in the UMedia *Archive* via documentary photograph intermediaries.

Creator

Definition: Persons or corporate bodies with primary responsibility for the item, including authors, composers, photographers, etc.

Required: Yes, if available
Repeatable: Yes

Guidelines for Data Entry:

Enter personal names using the format:

> Family name, Given name, other information [such as birth and death dates or role]
> For example: Ellis, Harvey (1852-1904)

Enter corporate names using the name by which the corporate body is best known or recognized. If a corporate body's name identifies it primarily as a unit or subordinate of another body, then enter its name subordinately to the main body name.

Enter corporate names using the format:

> Corporate body primary unit. Subordinate unit [repeat as necessary]
> For example: University of Minnesota. College of Liberal Arts. Department of English.

Examples in the *UMedia Archive*:
> Redouté, Pierre Joseph
> Parker, Alfred (1906-1985)
> Chicago Architectural Photographing Company
> Lundie, Edwin H. (Architect)

Contributor

Definition: Persons or corporate bodies with secondary responsibility for the item, including editors, printers, publishers, etc.

Required: No
Repeatable: Yes

Guidelines for Data Entry:

Enter personal names using the format:

> Family name, Given name, other information [such as birth and death dates or role]

For example: Ellis, Harvey (1852-1904)

Enter corporate names using the name by which the corporate body is best known or recognized, e.g., "Weisman Art Museum".

If a corporate body's name identifies it primarily as a unit or subordinate of another body, then enter its name subordinately to the main body name, e.g., University of Minnesota. College of Liberal Arts. Department of English.**Examples in the *UMedia Archive*:**

> Redouté, Pierre Joseph
> Parker, Alfred, 1906-1985
> Chicago Architectural Photographing Company
> Lundie, Edwin H. (Architect)

DATES

Display Date

Definition: The primary date to be displayed with the item's description, usually the date of creation or publication.

Required: No
Repeatable: No

Guidelines for Data Entry: The date should be clear to the user. It can be a single year or a span of years, can include month and date or the name of a holiday, and can be marked with "circa" or a question mark to indicate uncertainty. This is a "free text" field, the date format does not have to be machine readable.

Examples in the *UMedia Archive*:
> 1957
> 1957-1963
> June 7, 1960
> Circa 1960
> Easter, 1935

Date Start

Definition: The date of an item's creation or publication; or the initial date for an item for which creation or publication spans a period of time.

Required: No
Repeatable: No

Guidelines for Data Entry: Enter the date or start date of the span of time. Fill in as much of the information as is known. Use the following formats:

Year Only:	Year and Month:	Year, Month, and Day:
YYYY	YYYY-MM	YYYY-MM-DD
2006	2006-01	2006-01-12
For the year 2006	For January 2006	For January 12, 2006

Examples in the *UMedia Archive*:
1957
1957-04
1957-04-06

Date End

Definition: The end date for an item for which creation or publication spans a period of time.

Required: No
Repeatable: No

Guidelines for Data Entry: Enter the date or end date of the span of time. Fill in as much of the information as is known. Use the following formats:

Year Only:	Year and Month:	Year, Month, and Day:
YYYY	YYYY-MM	YYYY-MM-DD
2006	2006-01	2006-01-12
For the year 2006	For January 2006	For January 12, 2006

Examples in the *UMedia Archive*:
1957
1957-04
1957-04-06

Date Other

Definition: A date that does not fall into another date category or a named period that indicates a particular style or historical period.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Enter any additional date information here. Additional date information can include named periods of time or named events that denote a specific time period or style.

Examples in the *UMedia Archive*:
Renaissance
Early Medieval
Great Depression

Alternative Title

Definition: An alternative or variant of the title given as the Main Title for the item.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Add one or more alternative titles to provide access to the item under forms which differ from the Main Title. Use Alternative Title to spell out symbols and numbers, to provide a different title by which the item is known, to provide a different title appearing on the item, etc. Also use Alternative Title as a way of providing for a translated title.

Examples in the *UMedia Archive*:

Formal Title	Alternative Title	Explanation
Night & Day	Night and Day	Spelled out the word "and"
5th Ave.	Fifth Avenue	Spelled out "5th Ave."
新遷察院圖	Add translated title here	Translation of a non-English language title

Subject

Definition: A word or phrase describing the people, organizations, events or themes depicted in the item.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Use one or more subject terms to indicate the topic or topics the item covers, depicts or represents. Each subject word or phrase should be entered in a separate box. Include subject terms which represent what the item is generally about. Limit your use of terms which deal with only a small aspect of the item being described. Subject words and phrases may be derived from the actual item or they may be assigned by the contributor using a formal vocabulary.

Examples in the *UMedia Archive*:

    McCarthy, Eugene J., 1916-2005

    University of Minnesota. Dept. of Astronomy

    Presidential candidates – United States

Local Identifier

Definition: A unique string that identifies the item being described. *Local Identifiers* can be numbers, letters, or a combination of both. The purpose of this field is to make it possible to associate a digital asset and its associated metadata with the original item from which it was derived.

Required: Yes (at least one local identifier must be present)
Repeatable: Yes

Guidelines for Data Entry: Enter the identifier associated with the item being described in the Local Identifier field. If the identifier consists of both a series title or collection name and a number or other identifying element, include all the parts of the identifier. For materials scanned by Digital Library Services, the object file name (exclusive of the file extension) will also need to be added to the Local Identifier field. Local identifiers can be ISBN, call numbers, accession numbers, or any other unique values created by the unit or department which owns the item being described

Examples in the *UMedia Archive*:
　　msp00870
　　im000306
　　1788 mRo
　　p1259

Caption

Definition: A word, phrase, or sentence which appears on the item as text in conjunction with an image.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Examine the item for the presence of caption text. If found, enter the caption text following standard rules for capitalization and punctuation. Generally do not supply a caption text if none is present on the item. Closed captioning on videos should not be entered here.

Examples in the *UMedia Archive*:
　　Vanda Coerulea Lord Rothschild's Variety
　　Figure 30: An equestrian ascent by Testu Brissy

Annotation

Definition: A paragraph providing additional information about the item.

Required: No
Repeatable: Yes

Guidelines for Data Entry: An Annotation provides information about the item in prose form. It can describe the item's subject, its context (date, setting, creators, participants), its purpose, and any other information considered useful for clearly identifying the item. An Annotation can be taken directly from the item or it can be supplied by the item's creator, donor or the person completing the catalog record. In all cases, the source of the Annotation should be indicated in parentheses after the body of the annotation.

Examples in the *UMedia Archive*:
> Department of the Interior, General Land Office, S.S. Burdett, Commissioner. Map shows status of surveys and land offices. (Transcribed from back of map)

Physical Format

Definition: A term specifying the item's object type. Physical Format includes information that specifies the physical form or medium of material for a resource.

Required: No
Repeatable: No

Guidelines for Data Entry: A condensed list of possible selections is available in Appendix A of this document. All values in this appendix conform to object types found in the Getty Museum's Art & Architecture Thesaurus Online (http://www.getty.edu/research/conducting_research/vocabularies/aat/). A fuller list of options is available by visiting the Getty's website.

Examples in the *UMedia Archive*:
> Maps
> Stereographs
> Posters
> Color photographs

Extent

Definition: A value that measures the size, length, or duration of an item.

Required: No
Repeatable: No

Guidelines for Data Entry: Different units of measurement are meaningful for different objects. A single born digital image may be measured as a pixel array; a photograph may be measured in inches or centimeters. A video or audio file may be measured by playing time. Select the unit of measure most appropriate to the item and enter both the measurement and the units chosen, e.g., 800x600 pixels; 8x10 inches; 0:22:15 minutes.

Examples in the *UMedia Archive*:
> 15.5x10 centimeters
> 22x17 inches
> 1:22:18 minutes

Note

Definition: Add any additional information not covered by any of the other fields here. All Notes are viewable through the public interface.

Required: No
Repeatable: Yes

Guidelines for Data Entry: A note provides information additional information not captured elsewhere on this metadata record. It can describe the items subject, its context (date, setting, creators, and participants), its purpose, and any other information considered useful for clearly identifying the item. It can be supplied by the item's creator, donor, or the person providing the input.

GEOGRAPHIC LOCATION

Continent

Definition: The name of the Continent that corresponds to the place named or shown in the item.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Select the Continent from the list provided that best characterizes the location shown or described in the item. Hold down the control key while selecting multiple continents. Complete this field even if this information was previously entered in the Title or Description fields.

Examples in the *UMedia Archive*:
> North America
> Asia
> Europe

Country

Definition: The name of the Country that corresponds to the place named or shown in the item.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Select the Country from the list provided that best characterizes the location shown or described in the item. Hold down the control key while selecting multiple continents. Complete this field even if this information was previously entered in the Title or Description fields.

Examples in the *UMedia Archive*:
> United States
> India
> France

Region or Area

Definition: The name of the Region or Area that corresponds to the place named or shown in the item.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Enter the geographic Region or Area that best characterizes the location shown or described in the item. Complete this field even if this information was previously entered in the Title or Description fields.

Examples in the *UMedia Archive*:
North Shore, Lake Superior
Upper Midwest

State or Province

Definition: The name of the State or Province of the place shown or described in the item.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Select the State or Province that best characterizes the location shown or described in the item. Complete this field even if this information was previously entered in the *Title* or *Description* fields.

Examples in the *UMedia Archive*:
Minnesota
Wisconsin

City

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

Required: No
Repeatable: Yes

Guidelines for Data Entry: Select the City or township that best characterizes the location shown or described in the item. Complete this field even if this information was previously entered in the *Title* or *Description* fields.

Examples in the *UMedia Archive*:
London
Paris
Minneapolis

Extraterrestrial Area

Definition: The name of the Extraterrestrial Area described in the item.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Extraterrestrial Area refers to the physical places beyond the borders of planet Earth.
Examples in the *UMedia Archive*:
   Saturn
   Venus
   Milky Way

Coordinates

Definition: Lines of Latitude are the horizontal lines that run east-to-west or west-to-east either north or south of the equator. Lines of Longitude are the vertical lines that run north-to-south or south-to-north either east or west of the Prime Meridian. A specific latitude may be combined with a specific longitude to give a precise position on the earth's surface. The format used for latitude and longitude coordinates is dd.mm.ss. Here dd is degrees, mm is minutes, and ss is seconds.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Enter the geographic coordinates for location shown or described in the item. Values are entered using the decimal system.

Examples in the *UMedia Archive*:

Projection

Definition: A word or phrase representing the projection model used by a cartographic object represented by the item.

Required: No
Repeatable: No

Guidelines for Data Entry: Record any statement about the projection of a cartographic object as it appears on the piece.

Examples in the *UMedia Archive*:
   Mercator

Scale

Definition: A numeric expression which gives the scale used by a cartographic object represented by the item.

Required: No
Repeatable: No

Guidelines for Data Entry: Enter the scale indicated on the object as it appears on the piece using standard conventions for expressing cartographic scale. Separate the values in the scale ration by a colon; include commas in the values for legibility. If the scale is not available, enter "not given."

Examples in the *UMedia Archive*:
> 1:1200
> 4 3/4 inches equals 2000 paces

PUBLICATION INFORMATION

Publisher

Definition: The name of the corporate body or person who made the published object which the item represents available to the public.

Required: Yes, if appropriate
Repeatable: No

Guidelines for Data Entry: Record the name of the publisher as it appears on the object, including any abbreviations, symbols, or unusual composition (e.g., Warner Bros.; HarperCollins). If multiple publishers are named, e.g., a British and an American publisher, enter the names with any explanatory text.

Examples in the *UMedia Archive*:
> Random House
> Harper

Place of Publication

Definition: The name of the place or places where the object which the item represents was published.

Required: Yes, if appropriate
Repeatable: Yes

Guidelines for Data Entry: Record the place or places of publication as they appear on the object. If multiple places of publication are listed on the item, record them in the order that appears on the item. Use a state or country affiliation for cities not considered prominent metropolitan areas.

Examples in the *UMedia Archive*:
New York
Minneapolis, Minnesota
London

Copyright Date

Definition: The year when the object represented by the item was copyrighted.

Required: Yes, if appropriate
Repeatable: No

Guidelines for Data Entry: Record the copyright date as it appears on the object represented by the item.

Examples in the *UMedia Archive*:
1928
1963

ADMINISTRATIVE INFORMATION

Physical Location

Definition: The place (archive, unit or department) where the object represented by the digital item is physically held.

Required: Yes
Repeatable: No

Guidelines for Data Entry: Enter the name and location of the entity which physically holds the object represented by the digital item. Provide as much contact information as is available—street address, post office box, e-mail address, web site URL. Do not specify the location of the item on a physical shelf or container.

Examples in the *UMedia Archive*:
University of Minnesota Libraries, Archie Givens, Sr. Collection of African American Literature. http://special.lib.umn.edu/rare/givens/

University of Minnesota Libraries, Ames Library of South Asia. http://ames.lib.umn.edu

Provenance

Definition: A statement of the past and current ownership and stewardship of the item.

Required: No
Repeatable: Yes

Guidelines for Data Entry: Guidelines for Data Entry: Denote past ownership of an item where appropriate. Also, provide information about current stewardship including any appropriate collection information.

Examples in the *UMedia Archive*:
> Donated by Charles Leslie Ames
> Nicolo Carlo Odone Papers

Access Condition

Definition: The terms of use for the digital item.

Required: Yes
Repeatable: No

Guidelines for Data Entry: Provide a statement of any limits or terms for the use and re-use of the digital item.

Examples in the *UMedia Archive*:
> Use of this image may be governed by U.S. and international copyright laws. Please contact the Immigration History Research Center for permission to publish this image.
> http://www.ihrc.umn.edu
>
> Use of this image may be governed by U.S. and international copyright laws. Please contact the Archie Givens, Sr. Collection of African American Literature for permission to publish this image.
> http://special.lib.umn.edu/rare/givens/

Language of Resource

Definition: The primary language of the object represented by the item.

Required: No
Repeatable: No

Guidelines for Data Entry: Select the primary language of the object from the controlled vocabulary list provided. All terms conform to the ISO 639-2 names of languages standard. For a complete list of options please refer to http://www.loc.gov/standards/iso639-2/langhome.html

Examples in the *UMedia Archive*:
> English
> French

Language of Cataloging

Definition: The language used in the record to describe the object represented by the digital item. For the UMedia Archive, the primary language for all cataloging will be English.

Required: System assigned
Repeatable: No

Guidelines for Data Entry: This will always be English.

Persistent URL (PURL)

Formerly: Format
Definition: The Persistent URL (PURL) of the digital item described by the record.

Required: System Assigned
Repeatable: No

Guidelines for Data Entry: This element is system generated; no need for manual data entry.

APPENDIX A

The following are some of the terms to available to populate the field *Physical Format*. All of these terms are taken from the Getty Museum's Art & Architecture Thesaurus Online. Additional terms can be located at http://www.getty.edu/research/conducting_research/vocabularies/aat/. Use this appendix or the complete online thesaurus to find the term that best describes your item. Try and use as specific a term as possible. If a specific format term cannot be used with confidence, use a more general term to describe the item.

Term	Definition	AAT ID Number
Accounts	Documents in which monies or goods received and paid or given out are recorded in order to permit periodic totaling.	300145802
Advertisements	Public notices or paid announcements, especially those in print.	300193993
Aerial photographs	Photographs of the earth taken from aircraft. Do not use for photographs of celestial bodies or astronomical phenomena.	300128222
Affidavits	Sworn statements in writing; especially made upon oath before an authorized magistrate or officer.	300027594
Albumen prints	Photographic prints having albumen as the binder; always black-and-white, though they may be toned to a monochrome hue.	300127121
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. NOTE: Blueprints and blue-line drawings should be entered as *Architectural drawings*.	300034787
Articles	Literary compositions prepared for publication as an independent portion of a magazine, newspaper, encyclopedia, or other work.	300048715
Atlases	Volumes of maps, with or without descriptive text, which may be issued to supplement or accompany texts or be published independently.	300028053

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).	300128347
Books	Items comprising a collection of leaves of paper, parchment, wood, stiffened textile, ivory, metal tablets, or other flat material, that are blank, written on, or printed, and are strung or bound together in a volume.	300028051
Booklets	Small books consisting of a few sheets that are glued, stitched or stapled together between thin card or paper covers.	300311670
Broadcasts	Transmissions of signals, usually taking the form of programs made public by means of radio.	300263431
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.	300026739
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.	300311679
Cabinet photographs	Mounted on cards and a larger alternative to the *Cartes-de-visite*. The larger size (approximately 6 ½ x 4 ¼ inches) was considered more appropriate for display, allowed for group portraits, and permitted the image to be retouched. Popular until World War I.	300127131
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.	300026741
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 3 ¼ x 2 ¼ inches. They went out of fashion in the 1870s.	300127141

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	300026059
Color photographs	The broad class of photographs having images composed of more than one hue, plus the neutral tones. For photographs having a range of tones within one hue, see *Black-and-white photographs*.	300128359
Collodion prints	Photographic prints having collodion as the binder.	300134696
Contact prints	Photographic prints made by interfacing a negative and a sheet of photographic paper and exposing the paper with raw light.	300127169
Containers (hierarchy name)	The *Containers* hierarchy contains descriptors for artifacts used to hold substances or objects. Included are descriptors for containers intended for culinary use, for horticultural use, for health care, hygiene, and similar personal needs as well as descriptors for containers associated with liturgical, funerary, and other ceremonial activities. *Examples: Baskets, Buckets, Tea tins*	300045611
Contour maps	Maps showing elevation and the configuration of the ground by the use of contour lines and usually lacking other detail.	300028393

Costume **(hierarchy name)**	The *Costume* hierarchy contains descriptors for objects worn or carried for warmth, protection, embellishment, or for symbolic purposes. It includes descriptors for garments considered items of dress (e.g., shirts, trousers, undershirts, parkas). Also included are descriptors for protective wear, including types of armor; vestments and other ceremonial garments; uniforms; and other accessories, including those worn on the body (e.g., bonnets, moccasins) and those carried on the person (e.g., evening bags, parasols). *Examples: Trousers, Parasols, Uniforms*	300209261
Cyanotypes **(photographic prints)**	Blue-toned photographic prints produced by the blueprint process. These do NOT include reproductive prints of architectural or other technical drawings; for these, use *Architectural drawings*.	300134811
Daguerreotypes **(photographs)**	*Daguerreotypes* produce a direct positive image on a silver-coated copper plate. They are often mounted in special cases lined with colored velvet or leather. NOTE: *Daguerreotypes* are not to be confused with *Tintypes* which use a thin sheet of lacquered iron as the image support.	300127181
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.	300027112
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.	300033973

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.	300028364
Fire insurance maps	Maps prepared primarily for fire insurance underwriters, showing information, such as type of construction, about structures in a given area.	300028187
Forestry maps	Refers to 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.	300028249
Furnishings (hierarchy name)	The *Furnishings* hierarchy contains descriptors for primarily movable articles that provide comfort, convenience, or protection in dwellings, places or business, or other public or private spaces. They may be useful or ornamental and may be used in indoor or outdoor spaces. *Examples: Windsor chair, sofa, sewing table*	300037335
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.	300128695
Genealogical tables	Documents representing the lineage of a person or persons in tabular or diagrammatic form.	300027016
Greeting cards	Cards often imprinted with messages and suitable illustrations, sent or given on special occasions or holidays.	300026778

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.	300263874
Hymnals	Books containing collections of church hymns.	300026463
Independent films	Motion pictures created by independent filmmakers, without financial backing from a major studio and with generally a greater degree of artistic control in the hands of the filmmakers than is the case with studio films.	300263844
Instructional materials	Print or non-print materials used for the purpose of imparting knowledge, attitudes, or skills to others.	300026367
Invitations	Engraved, printed, or written expressions requesting a person's company at a certain event at a given time and place.	300027083
Journals (accounts)	Books containing accounts of an individual's or organization's occurrences or transactions, including records of financial transactions. Use *Diaries* when referring to personal accounts of the writer's experiences, attitudes, or observations.	300027087
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.	300211825
Letters (correspondence)	Pieces of correspondence that are somewhat more formal than memoranda or notes, usually on paper and delivered.	300026879
Librettos	Books or booklets containing the text or words of an opera or similar extended musical composition.	300026424

Manuscripts (document genre)	Handwritten documents, particularly books and other documents created before the invention of the printing press. May also be used to distinguish certain documents from published or printed documents, such as typed personal letters or a typescript from which printed versions are made.	300028569
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.	300028094
Memorandums	Documents recording information used for internal communication.	300026906
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.	300127173
Newsletters	Letters, reports, or other brief written communications that communicate news, particularly those written by societies or business organizations. Historically referred to 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.	300026652
Newspapers	Serials published at stated, frequent intervals, such as daily or weekly, and containing news, editorials, features, advertisements, and other items of current interest.	300026656
Newsreels	Nonfiction motion pictures originally released to theaters in periodic issues, each issue consisting of a number of news stories reporting or commenting on recent events. Typically American newsreels ran for about ten minutes and were issued twice weekly. Their principal years of production in the U.S. ran from 1910 to the 1960s.	300263837

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.	300027200
Operas	Dramatic musical performances in which most roles are sung with instrumental accompaniment, usually including arias, recitatives, and choruses. Typically, they are intended to be staged with costumes, sets, and dramatic movement.	300255765
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.	300202595
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.	300033618
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.	300015537
Pamphlets	Independent publications consisting 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)*.	300220572
Plats (maps)	Maps, charts, or plans that show the location, boundaries, and ownership of individual properties.	300028125
Photograph albums	Albums made up of mounted photographs, with or without identifying information.	300026695

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.	300026451
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.	300026816
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.	300027221
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.	300041273
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.	300027240
Recreational artifacts (hierarchy name)	Equipment and accessories used in a large array of activities engaged in for personal satisfaction or amusement during leisure time. Included are descriptors for such things as playthings and personal fitness equipment and other devices used as pastimes or during competitive play. *Examples: Croquet sets, Hockey sticks, Toys, Games*	300136012
Relief maps	Maps showing land or sea bottom relief in terms of height above or below a datum by any method, such as contours, hachures, shading, or tinting.	300028387

Reports	Official or formal records of a special investigation, in the form of documents containing presentations of facts, proceedings, investigations, or events.	300027267
Schedules (time plans)	Plans of procedure, showing the sequence of items or operations and the time allotted for each.	300027339
Scores	Original and entire drafts or transcripts of musical compositions or arrangements, with the parts of all the different instruments or voices written on staffs one above another, so that they can be read at a glance.	300026427
Scrapbooks	Books or albums designed so that a variety of items may be affixed to the pages, including photographs, clippings, and other memorabilia.	300027341
Sheet music	Music printed on unbound sheets of paper. Compare to *Songbooks*.	300026430
Sketchbooks	Books or pads of blank sheets used or intended for sketching, which are informal or rough drawings.	300027354
Songbooks	Books containing brief musical compositions written or adapted for singing. Compare to *Sheet music*.	300026432
Songs (document genre)	Musical compositions, generally short, containing words. The document genre includes printed and hand-written musical score and/or lyrics.	300167056
Songs (sound recording-musical)	Sound recording of a song (short musical compositions, generally containing words).	
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.	300026671
Statutes	Acts of a legislature declaring, commanding, or prohibiting something, expressed according to the forms necessary to constitute law.	300027891
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.	300127197

Studio portraits	Portraits taken in a professional photographer's studio, often making use of backdrops or props.	300223022
Telegrams	Messages sent by telegraph.	300026909
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.	300263432
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.	300134759
Tools and Equipment (hierarchy name)	The *Tools and Equipment* hierarchy contains descriptors for equipment used in processing materials and fabricating objects as well as descriptors associated with activities and disciplines in the construction industry, design professions, the fine and decorative arts, and other aspects of material culture. *Examples: Sewing machines, Toasting forks, Cradleboards, Hand mirrors*	300022238
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 chorographic 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 is often mistakenly interpreted to mean maps that only represent natural relief features.	300028361

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.	300028298
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.	300028300
Transportation Vehicles (hierarchy name)	The *Transportation Vehicles* hierarchy contains descriptors for individual vehicles designed to carry or convey merchandise, materials, or passengers across a distance, whether on land or water, or through water, air, or space. *Examples: Airplane, Stagecoach, canoe*	300042929
Weapons and Ammunition (hierarchy name)	The *Weapons and Ammunition* hierarchy contains descriptors for implements and mechanisms designed to be used as a means of physical attack or defense. Included are weapons such as swords, ground- or carriage-supported artillery, arrowheads, and objects propelled by firearms (e.g., cartridges). Also included are weapons used for purely ceremonial purposes (e.g., dress swords). *Examples: Swords, American Long Rifles, Spears*	300036743
Zoning maps	Maps delineating the boundaries of districts which, along with the zoning text, comprise the zoning ordinances.	300028242