

Before you begin your metadata, be sure to consult with your regional manager first!

South Carolina Digital Library

**Metadata Made Easy:
A Guided Tour of Metadata Creation**

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EXAMPLE ONE:

Title: Dean Hall Plantation

Source: This photograph is from the Berkeley County Photograph Collection, Accession no. 1001.25, Folder 1001 Berkeley (23-43), housed at South Caroliniana Library

Date: 1827?

Subject:
Animals -- South Carolina
Berkeley County (S.C.) -- Pictorial works.
Plantations -- South Carolina -- Berkeley County -- Pictorial works
Plantations -- South Carolina -- Berkeley County -- History
Plantations -- South Carolina -- Berkeley County -- Photographs
South Carolina -- Berkeley County -- Pictorial works
South Carolina -- Berkeley County -- Social conditions -- Pictorial works
South Carolina -- Economic conditions -- Pictorial works
Black-and-white photographs
Dwellings -- South Carolina -- Berkeley County -- Pictorial works

Description: Built by William A. Carson in ca. 1827, S. P. Stoney on horse, Joe on picture cover

Digital Collection: Berkeley County Photograph Collection

Web Site: <http://www.sc.edu/library/digital/collections/berkeleyweb.html>

Holding Institution: South Caroliniana Library

Rights: Digital image copyright 2008, The University of South Carolina. All rights reserved. For contact The South Caroliniana Library, USC, Columbia, SC 29208.

Host Institution: University of South Carolina

SC County: Berkeley County (S.C.)

SC Region: Low Country

Language: English

Digitization Specifications: 600dpi, 24-bit depth, color, Epson Expression 10000 XL Scanner, A TIFF, JPEG images digitally enhanced with Adobe Photoshop CS

Date Digital: 2008-02

Type: Still Image

Format: img/jpg

Media Type: Images

Resource Identifier: sbc026



Comment [p1]: Notice that creator is not included here. If the creator is not known, either do not include the field or use "Unknown."

Comment [p2]: Source is used to tell the user the exact location of the archived original artifact.

Comment [p3]: When the exact date is unknown, but you have an approximate date, use a question mark to indicate it.

Comment [p4]: LC Subject Headings will be most commonly used here, but you can use other controlled vocabulary as well, such as ATT. Local subjects should be marked as such or put in a "Keywords" field.

Comment [p5]: This field can be a free-text account of the item, or describe item dimensions and material.

Comment [p6]: Use the name of the online collection, not the original collection.

Comment [p7]: Insert the web site of the collection home page.

Comment [p8]: Holding Institution is the institution that has the original items.

Comment [p9]: Host Institution refers to the institution that put the collection online, or hosts the digital images.

Comment [p10]: Spell out both the county name and "County (S.C.)," as shown here. Only use this field if you can associate an item with a SC County.

Comment [p11]: Visit the [SC regional map](#) to determine the region that is most associated with the item.

Comment [p12]: Describe the scanning equipment, software, color, and resolution used when you created the digital file.

Comment [p13]: Describe the kind of item you scanned.

Comment [p14]: Describe the kind of file that you have made accessible online. Most digital images will be in the "img/jpg" format

Comment [p15]: This field uses a controlled vocabulary found [here](#). Remember to make this field plural when possible.

Comment [p16]: This field is for the filename of the item, and is used when a certain image needs to be found by the administration.

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Comment [p17]: This item is an eight-page letter. The metadata record will describe the multi-paged item as a whole.

EXAMPLE TWO:

Title: 1861-01-05; From William Y. Fair (Arsenal Academy [Columbia, S.C.]) To Sallie Fair (Newberry, S.C.)

Creator: Fair, William, 1847-1932

Date: |1861-01-05|

Source: Letter size – 13076

Subject:

South Carolina -- Social conditions -- History -- 19th century; Arsenal Academy (Columbia, S.C.) -- Students.

Description: Letter from Billy [William Y. Fair (b. 1847), Sallie's younger brother], written during early days of secession crisis, chastising her for breaking a promise; mentioning "Citadel Boys" ordered out of Charleston, S.C., and pending attacks on Charleston, S.C. [at this time Billy Fair was a cadet enrolled in the Arsenal Academy, a military school in Columbia, S.C.]

Language: English

Digital Collection: William Drayton Rutherford Papers

Web Site: <http://www.sc.edu/library/digital/collections/rutherford.html>

Holding Institution: University of South Carolina. South Caroliniana Library

Host Institution: University of South Carolina

SC County: Richland County (S.C.)

SC Region: Midlands

Rights: Digital image copyright 2005, The University of South Carolina. All rights reserved. For more information contact The South Caroliniana Library, USC, Columbia, SC 29208.

Type: Text

Comment [p19]: This format differs from Example One because the file is a JPEG2000, not a regular JPEG

Format: |img/jp2|

Media Type: Manuscripts

Digitization Specifications: 300ppi, 24-bit depth, color, UMAX PowerLook 2100xl scanner file is a TIFF

Date Digital: 2005-06

Resource Identifier: s610105



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EXAMPLE THREE:

Title: Aim.

Creator: Donner, Conrad Munro, 1844-1916

Date: 1886-1916

Source: Donner Collection

Subject:
Halls Island (Beaufort County, S.C.)
Hunting

Description: 8 x 7.1 cm photographic print

Digital Collection: Phosphate, Farms and Family. The Donner Collection.

Web Site: <http://www.beaufortcountylibrary.org/>

Holding Institution: Beaufort County Library

Rights: Digital image copyright 2008, Beaufort County Library. All rights reserved. For n contact the Beaufort County Library, Beaufort, SC 29902.

SC County: Beaufort County (S.C.)

SC Region: Low Country

Language: English

Date Digital: 2008-04

Type: Still Image

Format: img/jp2

Media Type: Images

Resource Identifier: 2:31i



Comment [p20]: Source can also be general, simply referring to the collection of which the item is part.

Comment [p21]: Example of a description that shows dimensions.

Comment [p22]: It is more appropriate to use Web Site for the actual collection home page, not the Holding Institution's general web site.

Comment [p23]: Notice that Host Institution is missing, even though it is required. In this case, College of Charleston would be the Host Institution.