Murdoch Munro (1895-1961) Collection

Kent State University

Research project –

Master Library and Information Science

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Murdoch Munro Collection Website URL: <https://eanygard.wixsite.com/murdochmunro>

Part 1: Application profile for work record descriptions - VRA Core 4.0 for Item Description. Includes crosswalks to Dublin Core and Schema.org vocabularies.

Part 2: Image records – ContentDM image descriptions using CCO (Cataloging Cultural Objects.

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Part 1:

1.1 Introduction – Work element descriptions and specifications

The following specifications list elements intended for work (item) records. A selection of elements have been included (marked with a “C” below) which may be included in each work record as they enrich the record, however these elements may instead be placed in a collection record so as to avoid being used repetitively.

The element descriptions are aligned with the VRA Core 4.0 metadata standard for visual resources. Reference to v.3.0 is included. Included are definitions, attribute information, data value control, implementation information, notes on use, crosswalks to Dublin Core and Schema.org elements, and examples for use in XML files. These descriptions have been compiled with reference to:

* VRA Core 4.0 official schemas and documentations <https://www.loc.gov/standards/vracore/schemas.html>. It is recommended that Cataloging Cultural Objects is also referenced <https://vraweb.org/resources/cataloging-cultural-objects/> for further guidance in describing cultural objects and using authority files.
* Dublin Core Metadata Initiative (DCMI). Available at <https://www.dublincore.org/>
* Schema.org

The crosswalks in the specifications provide a general indication of the degree of closeness (exact, close, broad) of both Dublin Core and Schema.org elements in mapping to the MMC elements. A crosswalk table and list of suggested Dublin Core and schema.org elements are provided for easy reference toward the end of this document.

1.2 List of work record elements

(elements in bold are required. Elements marked with a C are suggested for a Collection record):

**TITLE**

**ITEMID**

**COLLECTION**

**CREATOR**

* NAME
* CULTURE
* DATES
* ROLE

PRODUCER

**WORKTYPE**

RELATED TO

**DESCRIPTION**

TRANSCRIPTION

INSCRIPTION

POSTMARK

**SUBJECT**

**DATE (CREATION)**

LANGUAGE

CULTURE

**YEAR**

**LOCATION**

MATERIAL

TECHNIQUE

MEASUREMENTS

SOURCES

**RIGHTS**

AUDIENCE(C)

PROVENANCE (C)

ABSTRACT (C)

1.3 Element descriptions and specifications

|  |  |
| --- | --- |
| **Element Label:** | **TITLE** |

**VRA 4.0 Element:** vra:title

**Attributes:** type

**VRA Core 3.0:** Title

**Definition:**

The title or identifying phrase given to a Work or an Image. Record multiple titles in repeating instances of the title element. Indicate the preferred title with pref ="true" and alternate titles with pref="false". For an Image record this category describes the specific view of the depicted Work or Collection and corresponds to the CCO View Description.

**Data Value control:** formulated according to data content rules for titles of works of art.

**Restricted schema values for WORK title type:** brandName, cited, creator, descriptive, former, inscribed, owner, popular, repository, translated, other

**Restricted schema values for IMAGE title type:** generalView, or partialView

**Implementation:** Required, Repeatable

**Crosswalk:**



**Notes on use:**

Refer to content rules for titles of works of art. Consider use of AAT or LCSH for subject terms if possible.

***Photographs*** - can include subjects, location, date or approximate date (circa)depicted in image. ***Letters* -** Begin 'WW1 letter from LC Murdoch Munro to –" then date in format day, month, year. If undated use ’circa’ or 'undated'. Can apply another unique feature to help identify item. ***Postcards*** - Begin with 'WW1 postcard (or Field Postcard) from LC Murdoch Munro to –' then include date written in format day, month, year. If no date available can use post mark date (state 'posted'). If 'undated' apply one other unique feature to identify item. ***Envelopes*** - Begin with 'WW1 envelope from LC Murdoch Munro envelope to --', “dated or posted” then add post mark date if possible. Can add brief unique information or motif inscribed on envelope. ***Objects and Documents*** - Use WW1 at beginning of title if appropriate, name of item, dates, any other unique identifying feature or phrase.

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | **ITEM ID** |

**VRA 4.0 Element:** vra:work

**Type:** refid

**VRA Core 3.0:** Record Type

**Definition:**

A choice of one of three elements, WORK, COLLECTION, or IMAGE, defines a VRA 4.0 record as describing a WORK (a built or created object), a COLLECTION (an aggregate of such objects), or an IMAGE (a visual surrogate of such objects.) In the XML schema, this differentiation is expressed as an upper-level wrapper element named work, collection, or image that contains within it the remainder of the Core element set. In this expression, the id attribute contains a unique identifier for the XML record, the refid attribute holds the local unique identifier for the work, collection, or image described by the element set (such as a local work id or accession number), and the source attribute places the work, collection, or image described by the element set in the context to which the element set belongs, such as a particular repository or visual resource collection.

**Data Value control:** W for WORK (item) records.Controlled -Use notes on use and examples for preferable local format.

**Implementation:** Required, Not Repeatable

**Crosswalk:**



**Notes on use:**

Local identifier. Abbreviate for letter, photograph, postcard, envelope, object (LET\_PHO\_POS\_ENV\_OBJ) then underscore \_date ('yyyy-mm-dd') if possible. Can broaden to year. Mark ‘c’ (circa) if approximate. If no date, add a unique feature. May add scan number from image file if needed.

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | **COLLECTION** |

**VRA Core 4.0 Element:** vra:collection

**Attributes:** ID

**VRA Core 3.0:** Record Type

**Definition:** A choice of one of three elements, WORK, **COLLECTION**, or IMAGE, defines a VRA 4.0 record as describing a WORK (a built or created object), **a COLLECTION (an aggregate of such objects),** or an IMAGE (a visual surrogate of such objects.) In the XML schema, this differentiation is expressed as an upper-level wrapper element named work, collection, or image that contains within it the remainder of the Core element set. In this expression, the id attribute contains a unique identifier for the XML record, the refid attribute holds the local unique identifier for the work, collection, or image described by the element set (such as a local work id or accession number), and the source attribute places the work**, collection**, or image described by the element set in the context to which the element set belongs, such as a particular repository or visual resource collection.

**Data Value Control:** Data Values for Element name (controlled): WORK, COLLECTION, IMAGE

**Implementation:** Required, Not repeatable

**Crosswalk:**



**Notes on use:** The XML id attribute must begin with a character. The convention used here prefixes a numeric value with w\_ for works, c\_ for collections, and i\_ for images.

**Examples:**



|  |  |
| --- | --- |
| **Element Labels:** | **CREATOR** (NAME, CULTURE, DATES, ROLE), PRODUCER |

**VRA 4.0 Element:** vra:agent

**Subelements:**

**name** Attributes: *type*

**culture**

**dates** Attributes: *type* **earliestDate latestDate**

**role**

**attribution**

**VRA Core 3.0:** Creator

**Definition:**

Proper noun for individual including any or all of that individual's forenames, surnames, honorific titles and added names. In the case of a named individual, group, or corporate body, the culture subelement refers to the nationality or culture of the individual, group, or corporate body in the name subelement. In cases where no identifiable individual, group, or corporate body can be named, creation responsibility is assumed by the culture subelement. To record the cultural context within which a work, collection, or image was created, independent of the nationality or culture of the creator, use the CULTURAL CONTEXT element.

**Data Value control:** Controlled by use of *type* attributes. Use of Name authority when possible (see notes on use). Recommend ULAN *Nationalities and Places* for culture terms. <http://www.getty.edu/vow/ULANNationPopup>

**Restricted schema data values for agent name type attribute:** personal, corporate, family, other Restricted schema data values for agent dates type attribute: life, activity, other Data value encoding for earliestDate and latestDate subelement: data values should be formulated according to ISO 8601 standards for data content (http://www.cl.cam.ac.uk/~mgk25/iso-time.html), i.e. YYYY, YYYY-MM, or YYYY-MM-DD. For artists still living, use the value present in the **latestDate** subelement.

**Implementation:** Required (if known), Repeatable

**Crosswalk:**



**Notes on use:**

Recommend use of Name Authority if possible (https://eanygard.wixsite.com/murdochmunro/people)

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | **WORK TYPE** |

**VRA Core 4.0 Element:** vra:worktype

**VRA Core 3.0:** Type

**Definition:**

Identifies the specific type of WORK, COLLECTION, or IMAGE being described in the record.

**Data Value Control:** Locally controlled. Picklist using AAT terms.

**Implementation:** Required, Repeatable

**Crosswalk:**



**Notes on use:**

Select from picklist: photograph, letter, envelope, postcard, object, document, other

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | RELATED TO |

**VRA Core 4.0 Element:** vra:relation

**Attributes:** type (relatedTo, part of, LargerContextFor, imageOf, imageIs, mateOf)

relids

**VRA Core 3.0:** Relation

**Definition:**

Terms or phrases describing the identity of the related work and the relationship between the work being cataloged and the related work or image. Use this element to relate work records to other work or collection records, or image records to work or collection records. Use relatedTo for *general* relationship type. Whenever possible, try to include a description of the relationship in the notes sub-element. The relids attribute links the XML record to the related work or collection XML record(s) id attribute.

**Data Value Control:** Restricted schema data values for attribute *type*. See relationship types in VRA Core 4.0 Specifications.

**Implementation:** Not required, Repeatable

**Crosswalk:**



**Notes on use:**

To relate a work and its corresponding image records use *type* **imageIS** and **imageOf**. Can use **mateOf** to relate an envelope with its corresponding letter. Use **relatedTo** to create a general relationship such as an object which is related to the subject matter of a letter.

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | **DESCRIPTION** |

**VRA Core 4.0 Element:** vra:description

**Type:**

**VRA Core 3.0:** Description

**Definition:**

A free-text note about the Work, Collection, or Image, including comments, description, or interpretation, that gives additional information not recorded in other categories.

**Data Value Control:** none

**Implementation:** Required, Repeatable

**Crosswalk:**



**Notes on use: \*** For letters must include how many pages in format **1 item (# pages).** E.g. 1 item (4 pages).

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | TRANSCRIPTION, INSCRIPTION, POSTMARK |

**VRA Core 4.0 Element:** vra:inscription

**Type:** type

**Sub-elements:** author, position, text (attributes= *type*)

**VRA Core 3.0:** No direct equivalent. Use Description.

**Definition:**

All marks or written words added to the object at the time of production or in its subsequent history, including signatures, dates, dedications, texts, and colophons, as well as marks, such as the stamps of silversmiths, publishers, or printers. The location of this text or symbol may be specified by the position subelement. If a translation of the text into the language of the catalog record is also provided, include in a repeated element with the text type of translation.

**Data Value Control:** derived from the object or image by direct observation or from secondary sources that describe them.

**Restricted schema data values for inscription text type attribute:** signature, mark, caption, date, text, translation, other.

**Implementation:** Required (if available), Repeatable.

**Crosswalk:**



**Notes on use:**

**Transcription** is used here specifically for transcriptions of the correspondence (letters, envelopes, postcards). **Inscription** is used to describe and document both *publisher* content on items (e.g. letterheads on stationary, manufacturers marks and motifs), and added content to an item *not by a publisher* (e.g. text scribbled onto an envelope by a mail censor or other individual, text written on a photograph etc.). May use repeating field to describe both types of inscriptions. It should be made clear what kind of inscription it is.

**Postmark:** Use picklist to document the Army or Field Post Office.

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | **SUBJECT** |

**VRA Core 4.0 Element:** vra:subject

**Sub-elements:**

**term**

Attributes: type

**VRA Core 3.0:** Subject

**Definition:** Terms or phrases that describe, identify, or interpret the Work or Image and what it depicts or expresses. These may include generic terms that describe the work and the elements that it comprises, terms that identify particular people, geographic places, narrative and iconographic themes, or terms that refer to broader concepts or interpretations. Use of a Subject Authority, from which these data values may be derived, is recommended. See CCO: Part THREE: Subject Authority (A.4) for a more thorough discussion. The global source attribute may be used to isolate local collection or user-supplied terminology that is not controlled by any authority.

**Data Value Control:** recommend AAT, TGN, LCSH

Restricted schema data values for the subject term type attribute: for names: corporateName, familyName, otherName, personalName, scientificName for locations: builtworkPlace, geographicPlace, otherPlace for descriptive, narrative, or thematic content: conceptTopic, descriptiveTopic, iconographicTopic, otherTopic

**Implementation:** Required, Repeatable

**Crosswalk:**



**Notes on use:** Locally controlled using picklist with terms from LCSH, AAT, and TGN.

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | **DATE (CREATION)** |

**VRA Core 4.0 Element:** vra:date

**Attributes:** type

**VRA Core 3.0:** Date

**Definition:**

Date or range of dates associated with the creation, design, production, presentation, performance, construction, or alteration, etc. of the work or image. Dates may be expressed as free text or numerical. The boolean circa attribute may be added to either sub-element to indicate an approximate date. For image records, the date element refers to the view date, if known. See CCO Chapter 4: Stylistic and Chronological Information for a more thorough discussion of dates.

**Data Value Control: earliestDate** and **latestDate** subelements should be formulated according to ISO 8601 standards for data content (http://www.cl.cam.ac.uk/~mgk25/iso-time.html), i.e. YYYY, YYYY-MM, or YYYY-MM-DD.

**Restricted schema data values for date type attribute:** alteration, broadcast, bulk, commission, creation, design, destruction, discovery, exhibition, inclusive, performance, publication, restoration, view, other

**Implementation:** Required, Repeatable

**Crosswalk:**



**Notes on use:** UK dates are typically formed as dd/mm/yy format. Dates may be recorded in the same format the creator used (for example when transcribing a letter or forming a title). However when documenting a creation date the YYYY-MM-DD format should be used to avoid confusing day and month numerals.

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | LANGUAGE |

**VRA Core 4.0:** Language in VRAv.4 is not an element. Instead it is handled through the xmlattribute*xml:lang* which is nested within an xml structure (see examples below).

**VRA Core 3.0: -**

**Definition:**

refers to the language in which the information is recorded in the system (e.g. English, French).

**Data Value Control:** based on RFC 4646 - combine ISO 639 two-letter lowercase culture code associated with a language and an ISO 3166 two-letter uppercase subculture code associated with a country or region

**Implementation:** Not required, Repeatable.

**Crosswalk:**



**Notes on use: -**

**Examples:**



**<inscriptionSet>**

**<display>E. V. Downie-Lesley</display>**

**<inscription>**

**<position>On the bottom left corner of envelope face</position>**

**<text type="signature" xml:lang="eng-GB" >E. V. Downie-Lesley</text>**

**</inscription>**

**</inscriptionSet>**

|  |  |
| --- | --- |
| **Element Label:** | CULTURE |

**VRA Core 4.0 Element:** vra:culturalContext

**VRA Core 3.0:** Culture

**Definition:**

The name of the culture, people (ethnonym), or adjectival form of a country name from which a Work, Collection, or Image originates, or the cultural context with which the Work, Collection, or Image has been associated.

**Data Value Control:** ULAN Editorial Guidelines Chapter 4.7 Appendix G, Nationalities and Places, AAT, LCSH

**Implementation:** Not required, Repeatable

**Crosswalk:**



**Notes on use:** Locally controlled (picklist) – Scottish, French, unknown

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | **YEAR** |

**VRA Core 4.0 Element:** vra:date

Attributes: type

Sub-elements: earliestDate, latestDate

**VRA Core 3.0:** Date

**Definition:** Date or range of dates associated with the creation, design, production, presentation, performance, construction, or alteration, etc. of the work or image. Dates may be expressed as free text or numerical. The boolean circa attribute may be added to either subelement to indicate an approximate date. For image records, the date element refers to the view date, if known. See CCO Chapter 4: Stylistic and Chronological Information for a more thorough discussion of dates. Data Values: earliestDate and latestDate subelements should be formulated according to ISO 8601 standards for data content (<http://www.cl.cam.ac.uk/~mgk25/iso-time.html>)

**Data Value Control:** for date type attribute: creation, other. Locally controlled (picklist)

**Implementation:** Required, Repeatable

**Crosswalk:**



**Notes on use:** Used to indicate year of creation only.

**Examples:**



|  |
| --- |
| **Element Label:** LOCATION |

**VRA Core 4.0 Element:** vra:location

**Attributes:** type

**Sub-elements:** name (type), refid (type)

**VRA Core 3.0:** Location, ID number

**Definition:**

The geographic location of the site, or other entity whose boundaries include the Work or Image. Inclusion of a type attribute distinguishes between different kinds of locations, e.g. repository locations, creation locations, discovery locations, etc.

**Data Value Control:** TGN geographic place authority, LCSH.

**Implementation:** Required if known, Repeatable

**Crosswalk:**



**Notes on use:** Use picklist.

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | MATERIAL |

**VRA Core 4.0 Element:** vra:material

**Attributes:** type

**VRA Core 3.0:** Material

**Definition:**

The substance of which a work or an image is composed.

**Data Value Control:** Recommend AAT

**Restricted schema data values for the material type attribute:** medium, support, other

**Implementation:** Not required, Repeatable

**Crosswalk:**



**Notes on use:** Use picklist

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | TECHNIQUE |

**VRA Core 4.0 Element:** vra:technique

**VRA Core 3.0:** Technique

**Definition:**

The production or manufacturing processes, techniques, and methods incorporated in the fabrication or alteration of the work or image.

**Data Value Control:** Recommend AAT

**Implementation:** Not required, Repeatable

**Crosswalk:**



**Notes on use:** Use picklist

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | MEASUREMENTS |

**VRA Core 4.0 Element:** vra:measurements

**Attrubutes:** type, unit

**VRA Core 3.0:** Measurements

**Definition:**

The physical size, shape, scale, dimensions, or format of the Work or Image. Dimensions may include such measurements as volume, weight, area or running time. If the measurements do not describe the entire work or image, use the extent attribute to specify the part of the work being measured. The unit used in the measurement must be specified.

**Data Value Control:** formulated according to standards for data content.

**Type:** height, width, weight (for item records). Resolution and fileSize (for image records).

**Unit:** Refer to ISO standard for units and measures: http://ts.nist.gov/WeightsAndMeasures/Publications/appxc.cfm. Values should follow standard 2-letter abbreviations without punctuation (Example: cm)

**Implementation:** Required if known, Repeatable

**Crosswalk:**



**Notes on use:** Format - 25 cm (height) x 18.3 cm (width)

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | SOURCES |

**VRA Core 4.0 Element:** vra:source

**Sub-elements:** name (type), refid (type)

**VRA Core 3.0:** Source

**Definition:**

A reference to the source of the information recorded about the work or the image. However, each individual element of the Core may include a source attribute to reflect an information source pertaining specifically to that element within a work, image, or collection.

**Data Value control:** MLA rules for bibliographic citation.

**Restricted schema data values for the source type attributes:**

**subelement name:** book, donor, electronic, serial, vendor, other

**refid:** citation, ISBN, ISSN, openURL, URI, vendor, other

**Implementation:** Required if applicable, Repeatable

**Crosswalk:**



**\***see notes on use below

**Notes on use: -** Source or citation of information informing the content of the record. \* Note regarding crosswalk to Dublin core *Source* *Element* is intended for a string value. Use *Source term* for non-literal values.

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | **RIGHTS** |

**VRA Core 4.0 Element:** vra:rights

**Attributes:** type

**Sub-element:** rightsHolder

text

**VRA Core 3.0:** Rights

**Definition:**

Information about the copyright status and the rights holder for a work, collection, or image. The optional notes sub-element may include any justifications, conditions, or restraints on use, contact or licensing information, or other intellectual property statements as may be desired. The global href attribute may be used to hold a hypertext link to a website containing more rights and/or contact information.

**Data Value Control:** MLA rules for bibliographic citation for print sources.

**Restricted schema data values for the rights type attribute**: copyrighted, publicDomain, undetermined, other

**Implementation:** Required, Repeatable

**Crosswalk:**



**Notes on use:**

**Examples:**



|  |  |
| --- | --- |
| **Element Label:** | AUDIENCE |

**VRA Core 4.0 Element:** No VRA core 4 element for audience.dct:audience

**VRA Core 3.0:** -

**Definition:**

A class of agents for whom the resource is intended or useful.

**Data Value Control:** Use term from an audience type vocabulary such as <https://www.loc.gov/standards/valuelist/marctarget.html>. Suggest ‘general’ (adolescent, adult, general, juvenile, preschool, specialized

**Implementation:** Required in collection record, Repeatable



**Notes on use:** This element is intended for use in Collection record. Recommended practice is to use this property with non-literal values from a vocabulary of audience types.

|  |  |
| --- | --- |
| **Element Label:** | PROVENANCE |

**VRA Core 4.0 Element:** No VRA core 4 element for provenance.dct:provenance

**VRA Core 3.0: -**

**Definition:** A statement of any changes in ownership and custody of the resource since its creation that are significant for its authenticity, integrity, and interpretation.

**Data Value Control: -**

**Implementation:** Required in collection record, Repeatable

**Notes on use:** The statement may include a description of any changes successive custodians made to the resource.

|  |  |
| --- | --- |
| **Element Label:** | ABSTRACT |

**VRA Core 4.0 Element:** dct:abstract

**VRA Core 3: -**

**Definition:**

A summary of the resource.

**Data Value Control: -**

**Implementation:** Required In collection record, Repeatable

1.4 Crosswalk table

|  |  |  |
| --- | --- | --- |
| **MMC Element** | **Dublin Core Element** | **Schema.org Element** |
| Title | dct:title | schema:name |
| Item ID | dct:identifier | schema:identifier |
| Collection | dct:type | schema:maintainer |
| Creator | dct:creator | schema:creator |
| Producer | dct:creator | schema:producer |
| Work Type | dct:type | schema:artform |
| Related To\* | dct:relation | schema:isRelatedTo |
| Description | dct:description | schema:description |
| Transcription | dct:inscription | schema:description |
| Inscription | dct:inscription | schema:mentions |
| Subject | dct:subject | schema:about |
| Date (created) | dct:created | schema:dateCreated |
| Language | dct:language | schema:inLanguage |
| Culture | dct:coverage | schema:spatialCoverage |
| Year | dct:date | schema:dateCreated |
| Location | dct:coverage | schema:location |
| Material | dct:medium | schema:material |
| Technique | dct:format | schema:artForm |
| Measurements | dct:format | schema:width; schema:height |
| Sources | dct:source | schema:citation |
| Rights | dct:rights | schema:copyrightHolder |
| Audience | dct:audience | schema:audiencetype |
| Provenance | dct: - | schema: - |
| Abstract | dct: - | schema: - |

\*Refer to VRA 4.0 specifications for further information about *types* for use in describing relationships between images, works, and describing whole-part relationships.

<https://www.loc.gov/standards/vracore/VRA_Core4_Element_Description.pdf>

<https://www.loc.gov/standards/vracore/VRA_Core4_Restricted_schema_type_values.pdf>

2.1 CCO and ContentDM image descriptions

ContentDM is a digital collection management system which can be used to build, preserve and showcase digital collections. It provides advanced search tools and faceted search features. The image records for the Murdoch Munro Collection on ContentDM are specific to describing the digital images and not the work or original item. The elements consist of CCO recommended elements. In addition some local elements are added to enrich the record for the user. This is a basic list of the *elements* used for the ContentDM and CCO image record descriptions. For more in-depth descriptions, guidelines and uses in creating shareable metadata please consult the official CCO guide available at <https://vraweb.org/resources/cataloging-cultural-objects/>.

**CCO recommended elements –**

View Description (required)

View Type (required)

View Subject display

\*View Subject controlled (required)

View Display Date

(\*View Earliest Date)

(\*View Latest Date)

(\*only included when in XML file)

**Local Elements -**

Title

ImageID

Work Type

Format

File size

Related work

Time Period Display

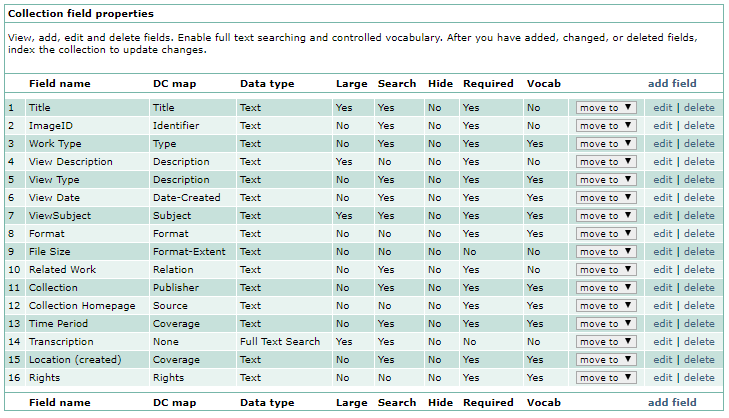
Transcription

Collection

Collection Homepage

Rights

Image illustrating the ContentDM Metadata fields and their properties



**References:**

Cataloging Cultural Objects: A guide to describing cultural works and their images. (2006). Retrieved from <https://vraweb.org/resources/cataloging-cultural-objects/>

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VRA Core 4.0 Element Description (N.D.). Retrieved from <https://www.loc.gov/standards/vracore/VRA_Core4_Element_Description.pdf>

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