

Civil War Pathways Read-In

Metadata Thesaurus

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Version 2 - 2/28/2013

Title -----	1	Time period(s) described -----	8
Alternative title -----	2	Place described -----	8
Publication/Collection title -----	2	People described -----	9
Author -----	3	Table of contents -----	10
Contributor -----	3	Reader's annotation -----	10
Vol., Iss., Ed., Sec., Ser. -----	4	Abstract -----	10
Place published/issued/created: publisher ---	5	Library or database -----	11
Date published/Date issued -----	5	Unique ID -----	11
Date created -----	6	URL -----	11
Start page/End page -----	6	Appendix A -----	12
Medium -----	6	Appendix B -----	14
Genre -----	7	Appendix C -----	15
Topic -----	7		

Metadata standards and best practices documentation for the volunteer contributions during the 2013 Civil War Pathways Read-In citation database. This thesaurus is a best practices style guide for submitting contributions to the database. It is based on the Modern Language Society style for citations. Read more at www.mla.org/style. Submit contributions online at pathways.omeka.net/contribution.

Title: The proper and designated (i.e. formal) title or a derived title. Also use for **Chapter title** and **Article title**.

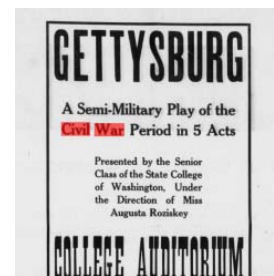
Mandatory: Yes

Repeatable: No, an alternative title can be added

Dublin Core Mapping: Title

Examples:

1. **[Book (whole)]** *The Civil War: An Illustrated History*
2. **[Book (part)]** *Chapter XXVIII: Political Sketch of Washington Territory*
3. **[Archival material]** *E. Matthews letter to M. Saillet, April 5, 1865*
4. **[Newspaper article]** *State College of Washington: Gettysburg: A Semi-Military Play of the Civil War. Advertisement*



Example 4. - Creating a title for a newspaper advertisement

Input guidelines:

1. In order of preference, to create a title
 - a. Transcribe the title assigned by the holding institution using fields from the library catalog (i.e. MARC title field 245 and subfields \$a - \$b in library catalog or the title from the holding database). Do not include other subfields (e.g. 245\$h [electronic resource]). See [Appendix A](#) below for an explanation and examples of MARC record fields.
 - b. Transcribe the title from the physical item (e.g. article title or title page)
 - c. For book part or article titles add the part type, such as Chapter, Section, Introduction, Afterword, Editorial or Advertisement at the beginning or end of the title to describe the title type (e.g. *Chapter 8*).
 - d. For items without a formal title (e.g. newspaper article or archival material) construct a succinct but descriptive title with elements such as date or family name to make the title distinct.
 - i. For more information and examples see *Describing Archives: A Content Standard (DACS)*, 2010. <http://files.archivists.org/pubs/DACS-2007.pdf>. See [Appendix B](#) below for a full list of resources.
2. Use a colon and a space to separate a title from a subtitle, except when the title ends in a question mark or an exclamation point. Include other punctuation only if it is part of the title or subtitle.
3. Capitalize all principal words as well as the first word and last word in the main title and subtitle.

- a. Capitalize the following: Nouns, pronouns, verbs, adjectives, adverbs, subordinating conjunctions (i.e. after, because, unless, etc.), and the first word in the subtitle.
 - b. Do not capitalize the following when in the middle of the title: Articles (i.e. *an, a, the*) prepositions (i.e. *against, between, in, of, to*), coordinating conjunctions (i.e. *and, but, for, nor, or, so, yet*), nor the term *to* when used in infinitives (i.e. *to* in *Back to the Future*).
4. Note: If multiple titles exist for one item, choose the primary title and input the alternative title in the *Alternative title* field.

Alternative title: Varying form of the title.

Mandatory: No

Repeatable: No

Dublin Core Mapping: Alternative Title

Examples:

1. [MARC field 245\$a] *Index to History of the Seventeenth Regiment*
2. [MARC field 246\$a] *Index to History of the 17th Regiment*
3. [MARC field 245\$a] *MLA Handbook for Writers of Research Papers*
4. [MARC field 246\$a] *Modern Language Association Handbook for Writers of Research Papers.*

Input guidelines:

1. When a formal title includes a cataloged alternative title as a substitute (e.g. spelling out numbers, roman numerals, special characters, etc.).
2. When the formal title is spelled incorrectly, you may correct it in this field.
3. Transcribe title assigned by holding institution (e.g. field 246 subfields \$a and \$b in library catalog or the alternative title from the holding database)
4. Capitalize all principal words as well as the first word and last word in the main title and subtitle. See details in **Title** guidelines above.
5. Use a colon and a space to separate a title from a subtitle, except when the title ends in a question mark or an exclamation point. Include other punctuation only if it is part of the title or subtitle.

Publication/Collection title: The publication the item is a part of or published in.

Use for the title of the book or newspaper title in item types **Book (part)** and **Newspaper article** or collection name the archival material is part of.

Mandatory: Yes

Repeatable: No

Dublin Core Mapping: Source

Examples:

1. *The Seattle Gazette*
2. *An Illustrated History of Whitman County, State of Washington*
3. *Collection of Charles Edwards Papers*

Input guidelines:

1. Find the library catalog record for the source item.
2. Follow same practice in **Title** guidelines above.

Author: The person(s) or organization responsible for the creation of the item.

Mandatory: Yes

Repeatable: Yes, repeat separated by semicolon and space

Dublin Core Mapping: Creator

Examples:

1. *Lyman, William Denison, 1852-1920*
2. *Doe, Jane; Lyman, L.H.*

Input guidelines:

1. Transcribe author(s) as they appear in the library catalog record (i.e. MARC field 100 and subfields \$a-\$d).
2. Enter last name first, comma, first name (e.g. Doe, John).
3. If known, enter the birth and death date of the author.
4. Enter multiple authors in the order in which they appear on the resource or in order of their importance. Clearly separate each by a semicolon and space.
5. If the author is unknown, type *unknown* in the field.
6. Best practice, if there is not a catalog record you may want to check the Library of Congress Name Authorities (<http://id.loc.gov/authorities/names.html>) utility for the most distinctive and standard format of the author's name. If the author's name exists, enter it as it appears in the Authorized Heading. Note: Newspaper authors may be difficult to determine. This is not a mandatory step.

Contributor: A person or organization that made significant contribution to the intellectual contribution of the material.

Mandatory: No

Repeatable: Yes, repeat separated by semicolon and space

Dublin Core Mapping: Contributor

Examples:

1. *Trans. M. Darkow*
2. *Ed. Edward T. Grove*

Input guidelines:

1. If multiple contributors exist, input each and clearly separate with a semicolon and space.
2. Following the MLA style guide, enter the abbreviation of the contributor's role (editor, compiler or translator) before the name (e.g. Ed., Comp. Trans.)
3. Enter first name or initial, middle, last, and title

Vol., No., Ed., Sec., Ser.: Use to site volume, issue, edition, section, series of published items. While not mandatory for every submission, this information is important as it aids researchers in finding the correct item.

Mandatory: No

Repeatable: No

Dublin Core Mapping: Bibliographic Citation

Examples:

1. *Vol. 12., no. 4, Late ed., Business sec.*
2. *3rd ed., Vol. 1., pag Grange Ser.*

Input guidelines:

1. Include each part of the citation. Separate each part with a comma.
2. Volume: If part of a volume, abbreviate volume and list the specific volume number (e.g. *Vol. 12*).
3. Issue: Journals and some newspapers track issue numbers that are often combined with Vol. or start over each year. Abbreviate issue with *no.* and list the specific issue number (e.g. *no. 3*). If issue number is date, record date in date field.
4. Edition: If multiple editions exist, include the edition number if numerated or a description and *ed.*, the abbreviation for editor (i.e. *5th ed.* or *Late ed.*)
5. Section: This is for newspaper articles, when newspapers are divided into sections, such as Section B or the Business section. Enter the section number or description if not part of the page number (e.g. *4b*).
6. Series: If part of a series, include the series name or number at the end of the citation. The title page or preceding page typically shows if the book or journal is part of a series. Abbreviate series if part of the series title (e.g. *Gold Ser.*)

Place published/issued/created: publisher: This is the place the item was published or created and the person or organization responsible for publishing it.

Mandatory: No

Repeatable: No

Dublin Core Mapping: Publisher

Examples:

1. *New York, NY: Harper Collins*
2. *Seattle, WA: W.H. Lyman*
3. *Richfield, WA*

Input guidelines:

1. Separate place city and state or province with a comma (e.g. Seattle, WA).
2. Separate place and publisher with a colon.
3. Note: for archival material this becomes the place the item was created or collected.
4. Exclude articles (A, An, The), business abbreviations (Co., Corp., Inc., Ltd.), exclude descriptive words (Books, House, Press, Publishers).
5. When citing a university press use the abbreviation UP (Northwestern UP) which distinguishes itself from publications published independently by the university (Northwestern U).

Date published/Date issued: Date the item was published or made available.

Mandatory: Yes, if known

Repeatable: No

Dublin Core Mapping: Date issued

Examples:

1. *1857-12-30*
2. *1850?*

Input guidelines:

1. You can usually find the date published or issued on or near the title page of the item or in the library catalog record (marc field 260\$c).
2. Enter date in W3C-DTF form YYYY-MM-DD.
3. Use question mark directly after date to indicate circa or approximate date (e.g. *1920?*)
4. If the date is unknown, type *unknown* in the field.
5. Note: this field is not for coverage. For the date range or time period the article or book discusses, enter the coverage date in the ***Date(s) discussed*** field.

Date created: Date the item was created. Use for non-published items in type **Archival material**

Mandatory: Yes, if known

Repeatable: No

Dublin Core Mapping: Date created

Examples:

1. 1847-11-10
2. 1856
3. Unknown

Input guidelines:

1. Follow the same input guidelines in **Date issued**

Start page/End page: Input the enumerated or alpha start and end of the reading.

This is especially important for citations that are only part of a whole (e.g. book sections or articles).

Mandatory: Yes, if known

Repeatable: No

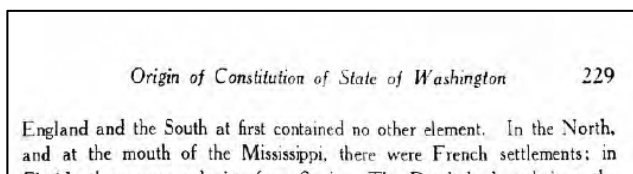
Dublin Core Mapping: none

Examples:

1. 229
2. Two
3. iii

Input guidelines:

1. Transcribe the page number as it appears on the item.



Example 1. - Creating a title for a newspaper advertisement

Medium: The medium in which the work being cited is physically recorded. List of possible

MLA media types <http://libguides.csuchico.edu/content.php?pid=72716&sid=538460>

Mandatory: Yes

Repeatable: No

Dublin Core Mapping: Medium

Examples:

1. *Print* – if citing a published and printed source (i.e. unmediated, doesn't require a microform reader or computer).

2. **Web** – if citing an item that can be found online (please also include the URL in the **URL** field).
3. **Microform** – if citing an item (published or not) that requires a microfilm or microfiche reader. Often government documents and historic newspapers.
4. **Manuscript** – choose if citing an unpublished, handwritten source
5. **Typescript** – choose if citing an unpublished but printed source
6. **Digital file** – choose if citing a digital file that is not available online
7. **Photograph** – choose if citing a printed photograph (use media type **Print** if image is part of a published source and **Web** if online).

Input guidelines:

1. Pick one of the terms in the dropdown menu.

Genre: This term list was compiled using the MARC Form Genre Term List. It is meant to describe the literary form or the nature of the contents.

<http://www.loc.gov/standards/valuelist/marcgt.html>

Mandatory: No

Repeatable: No

Dublin Core Mapping: Type

Examples:

1. *letter* (use for material category of correspondence in archival documents)
2. *biography* (use to describe the literary form of a book)
3. *speech* (use to describe the literary form of an archival document)

Input guidelines:

1. Pick one of the terms in the dropdown menu that best describes the literary form or nature of the contents being read.

Topic: Subject headings that describe the main topic of the reading. This term list was compiled by the project staff using the Library of Congress Subject Headings of type Topic. <http://id.loc.gov/authorities/subjects.html> and the Library of Congress Name Authority File <http://id.loc.gov/authorities/names.html>

Mandatory: No

Repeatable: No

Dublin Core Mapping: Subject

Examples:

1. *Black race* – theoretical works discussing the black race from an anthropological point of view

2. *Knights of the Golden Circle* – secret society believed to have the objective to annex a golden circle of territories for inclusion in the US as slave states.

Input guidelines:

1. Pick one of the terms in the dropdown menu that best describes the broad subject of the piece being cataloged.
2. Note: you may suggest more than one topic or a new topic not listed by typing the new term in the **Reader's Annotation** field.

Time period(s) described: This field is used to catalog the date or date range (e.g. a span of dates that cover a season or time period) that the item primarily describes or discusses. An example could be a letter that discusses an important event in the past.

Mandatory: No

Repeatable: No

Dublin Core Mapping: Temporal Coverage

Examples:

1. 1900 - 1909
2. 1857-03-12
3. 1834-11? - 1835-03?

Input guidelines:

1. Use only numeric dates (not free text or phrases).
2. Enter dates in W3C-DTF form YYYY-MM-DD.
3. Enter a date range as two dates on the same line, separating them with a space, hyphen, space.
4. Enter circa period dates with question mark after dates (e.g. for ca 1920s enter 1920? - 1929?).

Place described: Place that is discussed or is the primary subject of the reading. This term list was compiled using the USGS Geographic Names Information System (GNIS) National Map Gazetteer. It is a Washington specific subset of populated places, islands and some civil features and counties. You may search the Gazetteer online at <http://geonames.usgs.gov/pls/gnispublic>

Mandatory: No

Repeatable: No

Dublin Core Mapping: Spatial Coverage

Examples:

1. *Adolphus Island (historical); San Juan* – used to describe a fictitious island on the 1841 United States Exploring Expedition charts. Shown to be located near Skipjack Island a mile north of Waldron Island in San Juan County.
2. *Sunrise Beach; Thurston* – a populated place located in Thurston County at latitude 47.085 and longitude -122.991 that appears on the Tumwater U.S. Geological Survey Map.

Input guidelines:

1. Pick a term in the dropdown that is the primary place subject of the reading.
2. Note: the place name after the semicolon is the civil county name to help disambiguate places.
3. Note: you may suggest more than one topic or a new topic not listed by typing the new term in the **Reader's Annotation** field.
4. Terms and new suggestions can be researched and verified using the Google map feature at the bottom of the form. Also, there are various other sites online that have historic names and descriptions, such as Tacoma Public Library's Washington Place Names database:
<http://search.tacomapubliclibrary.org/wanames/wpnv2.asp> or
Hometownlocator <http://washington.hometownlocator.com>

People described: Name of the person who is the main topic of the reading. This term list was compiled by the project staff using the Library of Congress Name Authority File <http://id.loc.gov/authorities/names.html>

Mandatory: No

Repeatable: No

Dublin Core Mapping: References

Examples:

1. *Douglas, Stephen A. (Stephen Arnold), 1813-1861*
2. *Lincoln, Abraham, 1809-1865*

Input guidelines:

1. Pick one of the names in the dropdown menu that represents the name of the main topic of the reading.
2. Note: you may suggest more than one topic or a new topic not listed by typing the new term in the **Reader's Annotation** field.

Table of contents: Transcription of the text of the table of contents. Use for item type *Book (whole)*.

Mandatory: No

Repeatable: No

Dublin Core Mapping: Table of Contents

Example:

1. *LEBBEUS J KNAPP Origin of the Constitution of the State of Washington....227*
- JOHN R KINNENARNotes on the Constitutional Convention.....276*
- THEODORE L. STILES The Constitution of the State and Its Effects Upon Public Interests281*

Contents		
LEBBEUS J. KNAPP	Origin of the Constitution of the State of Washington	227
JOHN R. KINNENAR	Notes on the Constitutional Convention	276
THEODORE L. STILES	The Constitution of the State and Its Effects Upon Public Interests	281

Example 1. – Transcribed table of contents from a publication

Input guidelines:

1. Transcribe the entire table of contents of the book, including the page numbers or section names.

Reader's annotation: Notes from the reader about why the citation is important or relevant to the Read-In. For example, quotes that are deemed important or notes about the author's view and bias are encouraged if known.

Mandatory: No

Repeatable: No

Dublin Core Mapping: Description

Input guidelines:

1. Please keep the notes brief and succinct, with a maximum of 30 words (approx. 3 sentences).
2. You may also add new term suggestions in this field. Prefix your suggested term with the term type. E.g. *Please add new Topic: Union Army*

Abstract: Descriptive statement that summarizes the reading.

Mandatory: Yes

Repeatable: No

Dublin Core Mapping: Abstract

Input guidelines:

1. Please keep the abstract brief and succinct, with a maximum of 50 words (approx. 5 sentences).

Library or database name: Name of database or the library or institution that owns, houses and/or made available the assignment you are citing.

Mandatory: Yes

Repeatable: No

Dublin Core Mapping: Provenance

Input guidelines:

1. If the item is a **Medium** Web and comes from an online database (e.g. *HeritageQuest Online*).
2. If the item is housed at a library or archives (either digitally or in hardcopy), enter the name and location of the library (e.g. *Foley Center Library, Gonzaga, Spokane, WA*).

Unique ID: An identification number either usually assigned by the database or owning institution. This item should be linked to the **URL** captured. See Reference Code Element for more information about unique identifiers of archival material
<http://files.archivists.org/pubs/DACS-2007.pdf>

Mandatory: No

Repeatable: No

Dublin Core Mapping: Identifier

Examples:

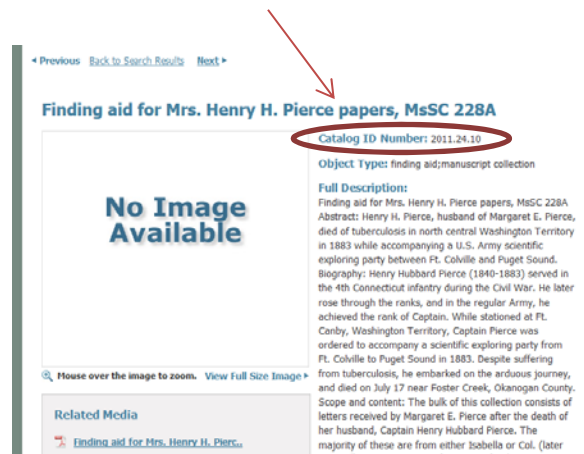
1. 192107239 [OCLC]
2. 475679797 [Bib Util #]
3. 2011.24.10 [Catalog ID Number]
4. 9783301781 [ISBN]
5. sn84025973 [LCCN]

Input guidelines:

1. Transcribe the identification number from catalog record or the database.
2. Transcribe the ID type label in brackets after the number.
3. Note: It could be the Library Catalog number, a Record ID, Accession number, ISSN, ISBN, etc. Any number that will aid in finding the item at the library or link to it in a database.

URL: Uniform Resource Locator refers to the internet address of the reading (electronic) or the permanent catalog record of the item. This will help researchers locate the full item.

Mandatory: Yes, if available



Repeatable: No

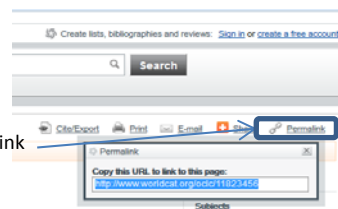
Dublin Core Mapping: none

Examples:

1. <http://www.worldcat.org/oclc/11823456>
2. <http://www.sos.wa.gov/history>
3. <http://chroniclingamerica.loc.gov/lccn/sn88085488/1912-06-07/ed-1/seq-5>

Input guidelines:

1. Include <http://> or <https://> and try to find the permanent URL of the item. Sometimes referred to as the “permalink”. See illustration below.
2. If the URL is not a permanent one or is too long or complicated, reduce it to its domain and subdomain (e.g. <http://collections.washingtonhistory.org>)
3. Note: www.worldcat.org as it supports permalinks and often includes the holdings of the owning library.



Permalink

Example 1. – Permalink of a record at worldcat.org

Exhibit A: A library catalog record

A. Online catalog view – Seattle Public Library - *An Illustrated History of Whitman County, State of Washington*

An Illustrated History of Whitman County, State of Washington
(Book - 1901)

Find it at SPL

Total Copies: 1
Available: 1

Holds are not allowed on this item

On the shelves now at
Central Library

Collection:
REF - Levels 7-9 Reference Collection
[SHELF MAP](#)

Call #: R979.765 IL9
[View Availability Details >](#)

My Rating:
Add a Comment
Add Tags
Add More

Add to My Shelves
Save to a List
Print

Details
[Full Record](#)

Publisher: [s.l.] - W H Lever
Pages: 469
Language: English
Notes: Includes index
Physical description: xiii, 469 p. : ill. ; 30 cm
Call number: R979.765 IL9
Library Identifier: 147206
[MARC Display>](#)

Community Activity
Comment Age Summary Notices Quotes Videos
There are no comments for this title yet. [Add a Comment](#)

Browse the Shelf
[Get NovelList Reading Recommendations](#)

Subject Headings
Whitman County (Wash.) — History

Lists that include this title
pullman

Tags
No tags have been added to this title yet

Similar Titles
No similar titles have been added to this title yet

B. MARC Display view

001	ocm18517122 \$
005	19991216195600.2\$
008	s1901 xx a 001 0deng d\$
010	\$owl\$0014608\$
035	\$a (WaOLN) 1521618\$
040	\$aWaSpCo\$cWaSpCo\$dWaOLN\$
043	\$an-us-wa\$
082	0 \$aR979.7/39\$
092	03 \$aR979.765 IL9\$
245	03 \$aAn Illustrated history of Whitman County, State of Washington.\$
260	\$a[s.l.] :\$bW. H. Lever,\$c1901.\$
300	\$axiii, 469 p. :\$b11l. ;\$c30 cm.\$
500	\$aIncludes index.\$
651	\$aWhitman County (Wash.)\$xHistory.\$
935	\$a147206\$
984	\$a0047\$cR979.765 IL9\$

Pages: 469
 Language: English
 Notes: Includes index
 Physical description: xiii, 469 p. : ill. ; 30 cm
 Call number: R979.765 IL9
 Library Identifier: 147206

[MARC Display](#)

C. Electronic view of chapter 1 at HeritageQuest Online

Whitman, Marcus, and James K. Kelly. *An Illustrated History of Whitman County, State of Washington*. [San Francisco?]: W.H. Lever, 1901. *HeritageQuest Online*. Web. 1 Feb. 2013. urn:proquest:US;glhbooks;Genealogy-glh42943291;13;-1

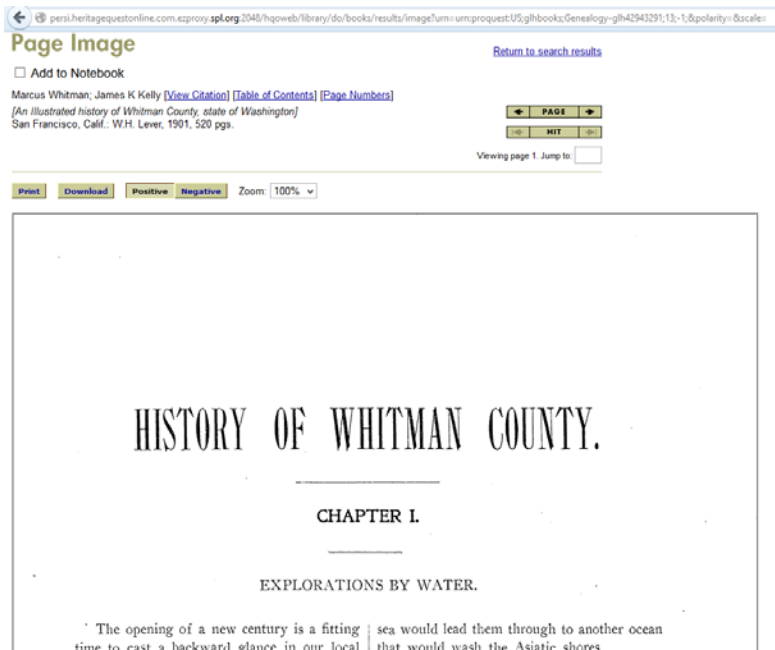


Exhibit B: Other fields in the template

Upload a file: If you are able, it is mandatory that you include a digital copy of the reading you are citing. For the most part the readings are all in the public domain. However, some commercial databases restrict copy and transfer of their digital files. Please be sure to read the Terms of Use of online databases before saving and uploading. Note: If a reader has more than one file per citation, the reader should create a pdf or email all images files and citation URL to project staff so that a pdf of the reading can be uploaded and linked to the citation.

Find A Geographic Location For: This is a map representation of the *Place described* field above. If the reader cannot find the location using the map, it may be left blank. This feature will link geographic coordinates to the citation and allow researchers to browse the collection via a map.

Name: This is the reader's first and last name so we may verify your participation. To maintain privacy, the reader's name will not be publically associated with the object in the online database.

Email Address: This is the reader's email address so project staff may follow up with questions about citations if needed. To maintain privacy, the reader's email address will not be publically associated with the object in the online database.

RECAPTCHA: Enter the words as seen in the box, in order and separated by a space, doing so helps prevent automated programs from abusing this service. Interestingly, by typing the words in the box, you are also helping to digitize texts that were written before the computer age. The words that you see were taken directly from old texts that are being scanned and stored in digital format in order to preserve them and make them more accessible to the world. Since some of the words in these texts are difficult for computers to process, this service uses the input to help decipher these old texts.

Publish my contribution: Readers must check this box. It gives us permission to publish online the citation you've created.

Terms and Conditions: Readers must check this box. The terms and conditions are that the submitter is an authorized volunteer who consents to have their contribution (i.e. uploaded document and citation) used by the Washington State Historical Society for scholarship purposes.

Exhibit C: A list of resources

1. Modern Language Society style guide www.mla.org/style
2. Describing Archives: A Content Standard (DACS), 2010.
<http://files.archivists.org/pubs/DACS-2007.pdf>
3. MARC (Machine Readable Cataloging) 21 Format for Bibliographic
<http://www.loc.gov/marc/bibliographic>

4. Library of Congress Name Authorities <http://id.loc.gov/authorities/names.html>
5. List of possible MLA media types compiled by CSU Chico, Merium Library
<http://libguides.csuchico.edu/content.php?pid=72716&sid=538460>
6. MARC Form Genre Term List <http://www.loc.gov/standards/valuelist/marcbgt.html>
7. LC Linked Data Service Authorities and Vocabularies <http://id.loc.gov>
8. USGS Geographic Names Information System (GNIS) National Map Gazetteer
<http://geonames.usgs.gov/pls/gnispublic>
9. Tacoma Public Library's Washington Place Names database
<http://search.tacomapubliclibrary.org/wanames/wpnv2.asp>
10. Hometownlocator <http://washington.hometownlocator.com>
11. Collections of libraries at one site <http://www.worldcat.org>