

### Data Dictionary (Images): Gerald W. Williams Collection

Field Label	Dublin Core Metadata Element	Description
Creator	Creator	Includes the photographer or photograph studio when known.
Image Title	Title	First sentence of caption provided by photographer or OSU Archives staff.
Digital Collection Title	Title	"Gerald W. Williams Collection"
Date.Original	Date	Format should be [YYYY-MM-DD] so for items with just years, the format will be: 1910-00-00. Circa information should be added to the Date Search field.
Date Search	Date	Selected from a controlled vocabulary, the time period will be used to represent the decade a particular image is from.
Description/Notes	Description	Includes complete caption information if not already contained in the Image Title field; and any additional interpretive information.
Subject	Subject	Use LC Thesaurus for Graphic Materials I: Subject Terms (TGM I); available within CONTENTdm and on Cataloger's Desktop. LCSH will be used when an appropriate heading is not available in LC TGM.
Geographic Subjects	Coverage	Geographic region - LC Authority File. Oregon entries, for the time being, will be entered as (Ore.) <i>Example: Benton County (Ore.)</i>
Rivers and Streams	Coverage	Geographic region - LC Authority File. Field is used to note what River or Stream is included in the image. Note: Oregon enties using the (Or.) syntax are incorrectly searched when selected from linked text in the image display.
HUC	Coverage - Spatial	Hydrologic Unit Codes: eight digit codes used to represent hydrologic units
LLID	Coverage - Spatial	Latitude and Longitude point corresponding to the survey location. Enter the LLID only when the code can be definitively matched.
Object Type	Type	Genre; will be "Image" for all items in this collection
Original Collection	Source	Name of collection from which the image originated. <i>Always use Gerald W. Williams Collection</i>
Collection Series	Title	Name of Gerald W. Williams album from which photograph is taken. <i>Example: Willamette Valley Album</i>
Item Number	Relation-Is Part Of	Example: Willamette Valley Album
Restrictions	Rights	"Permission to use must be obtained from the OSU Archives."
Transmission Data	Description	Provides brief information regarding the creation of the digital image.
File Name	Identifier	File name with three-digit extension
Date.Digital	Date-Created	Date item was added to CONTENTdm
Contributing Institution	Description	Oregon State University Libraries