METADATA ENTRY GUIDELINES

MINNESOTA REFLECTIONS

http://reflections.mndigital.org

FOR USE IN CREATING DESCRIPTIVE, ADMINISTRATIVE, and TECHNICAL METADATA

Version 5.3 – October 4, 2019

MINNESOTA DIGITAL LIBRARY
TABLE OF CONTENTS

I. GETTING STARTED .................................................................................................................. 4
II. DESCRIPTIVE METADATA ................................................................................................. 7
   Title ........................................................................................................................................ 7

   Table 1. Examples of Descriptive Titles in Minnesota Reflections ........................................ 9
   Table 2. Distinguishing between non-Descriptive and Descriptive Titles in Minnesota Reflections...... 10
   Creator ................................................................................................................................. 11
   Contributor .......................................................................................................................... 12

   Table 3. Relationship between Creator, Contributor, and Publishing Agency ...................... 13
   Description .......................................................................................................................... 14
   Date Created ....................................................................................................................... 15
   Publishing Agency ............................................................................................................. 15
   Dimensions ......................................................................................................................... 16
   Minnesota Reflections Topic .............................................................................................. 17
   Type ..................................................................................................................................... 18
   Physical Format ................................................................................................................... 20

   Table 5. Examples of assigned values for Minnesota Reflections Topic, Type, and Physical Format ..... 21
   Library of Congress Subject Headings .............................................................................. 22
   Keywords .......................................................................................................................... 22
   Language ........................................................................................................................... 23

III. DESCRIPTIVE METADATA: GEOGRAPHIC LOCATIONS ................................................. 24
   City or Township .................................................................................................................. 24
   County ............................................................................................................................... 25
   State or Province ............................................................................................................... 26
   Country .............................................................................................................................. 27
   Geographic Feature ......................................................................................................... 27
   About GeoNames ............................................................................................................. 28
   GeoNames URI .................................................................................................................... 29

IV. ADMINISTRATIVE METADATA ..................................................................................... 30
   Collection Name ................................................................................................................ 30

   Table 6. Named Collections in Minnesota Reflections: ......................................................... 30
I. GETTING STARTED

Contributing partners can participate in Minnesota Reflections in a number of different ways. Organizations can elect to digitize their own materials, work with a vendor, or have their digitization work coordinated by staff at the Minnesota Digital Library. Regardless of who completes the digitization work, all contributors provide the necessary metadata for their project.

THE USE OF THE TERM “ITEM”
The term item is used throughout the guidelines. We have adopted “item” as a generic descriptive term when referring to the individual items that are to be included in Minnesota Reflections. 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, etc.

METADATA SPREADSHEETS
The MDL Outreach Coordinator will work directly with you as you plan and apply for a Minnesota Reflections digitization project. After your project has been approved, the MDL Metadata Librarian will provide you with the necessary training to help you successfully complete the appropriate metadata spreadsheet(s). Depending on the type of items in your project, you will receive one or more of the following spreadsheets:

1. **Photo-Map Metadata Spreadsheet** - used for photographs, postcards, maps and other single-page items.
2. **Document Metadata Spreadsheet** - used for documents, text and other multi-page items. Note: atlases, bound maps, and plat books are considered documents for the purposes of metadata creation.
3. **Audio Metadata Spreadsheet** - used for audio files.
4. **Video Metadata Spreadsheet** - used for video files.

If you are submitting both single and multi-page items, you will need to fill out a separate spreadsheet for each Type. For example, if you are submitting photographs and documents, you will need to complete both an Image-Map Metadata Spreadsheet and a Document Metadata Spreadsheet.
GENERAL RULES FOR ENTERING DATA INTO THE METADATA SPREADSHEETS

- Unless otherwise indicated, metadata is provided by the contributing institution.
- Review the list of metadata fields prior to beginning your data entry project. You should look for two things: fields that are designated as “Required” and fields that require “Local Input.” Required fields must contain a value (if one is known). Contributing organizations should make every effort to complete all of the required fields. Local input fields are those fields which must be completed by the contributing organization.
- 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
- When adding multiple entries to a single field (such as multiple authors or multiple keywords), separate each element with a semi-colon and one space.
  Example of multiple Creators: Ward, Barbara; Ward, Gerald
  Example of multiple Keywords: Century farms; Dairy cattle
- Avoid the use of abbreviations throughout Minnesota Reflections. 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).
- Spell-check your metadata. After entering your information into the spreadsheets, run the spell check to catch any misspelled words. Also, verify the spelling of local place names and individual’s names that may not be caught during the spell-check process.

HOW TO USE THIS MANUAL
Use the Minnesota Reflections Metadata Guidelines to assist you in your project. The Metadata Guidelines establish definitions, how and where to enter data, and can help you better understand what types of terms should be used to populate each field. The metadata fields are 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 in the spreadsheet.
Local Input: Denotes who completes the field. If Local Input is marked “yes” then the contributing organization is responsible for entering that information. If it is marked “no,” then the MDL Metadata Librarian completes the field.
Enter Data into Spreadsheet Column: Instructs contributing organizations into which column to enter the data in the spreadsheet.
Guidelines for Data Entry: 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.
Minnesota Reflections Input Options: Some fields, such as Title and Creator, require contributors to type in the values. Other fields, such as Minnesota Reflections Topic and Physical Format, are populated using Pull-Down Menus or selected from a pre-defined list of options. When a Pull-Down Menu or a pre-defined list is used to populate a field, the guidebook will include the list of options from which a value is to be selected or a link to an external website where those options are located.

Examples from Minnesota Reflections: Whenever possible, examples from Minnesota Reflections are included for illustrative purposes.

QUESTIONS?
Contact the MDL Metadata Librarian with questions about metadata creation. Contact the MDL Outreach Coordinator with questions regarding all other aspects of your project.

Greta Bahnemann
Metadata Librarian
Minnesota Digital Library
Minitex - University of Minnesota
Wilson Library, Room 60
309 19th Ave South
Minneapolis, MN 55455
E-mail: bahne002@umn.edu
Telephone: 612-625-6497

Molly Huber
Outreach Coordinator
Minnesota Digital Library
Minitex - University of Minnesota
Wilson Library, Room 60
309 19th Ave South
Minneapolis, MN 55455
E-mail: mollyh@umn.edu
Telephone: 612-301-1329
II. DESCRIPTIVE METADATA

What is Descriptive Metadata? Put simply, descriptive metadata is the information that uniquely describes and identifies an item – whether the item is a document, photograph, or map. This descriptive information enables users to search, browse, and retrieve items in Minnesota Reflections.

Title

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

Required: Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Title

Guidelines for Data Entry:
There are two types of titles:
   1. Formal Titles
   2. Descriptive Titles

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

Capitalization in Formal Titles: Transcribe the title as it appears in the original including all capitalization and punctuation.

Examples of Formal Titles in Minnesota Reflections:
Annual Progress Report Dodge County Extension Service 1977-78
Standard Atlas, Blue Earth County
Views on Upper Mississippi River

2. 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 locating the item and determining its content. Limit your description to a phrase that will enable users to locate the item. A more detailed description of the object should be recorded in the Description field. Note: Descriptive titles are far more common in Minnesota Reflections than formal titles.
Capitalization in Descriptive Titles: When creating a Descriptive Title, always capitalize the first word in the title. Proper names of individuals, companies, and place names should also be capitalized.

Three of the most common subjects for historic materials are People, Houses/Buildings, and City/Town views. A benchmark of a good descriptive title is “Specificity.” Specificity means creating titles that uniquely and specifically describe what is in the image.

People
Identify people by first and last name. Differentiate between professional studio portraits and informal photography. Informal snapshot photography can often be further identified by places and activities. Include the city OR township OR county name to help create specificity in the title. Do NOT include all three. The city, township or county name should then be followed by the state name.

Title Order: FIRST NAME, LAST NAME, CITY or TOWNSHIP or COUNTY, STATE

Houses and Buildings
Include the building’s identifying information such as the name of the building’s owner and/or the street address if known. If the title appears to be getting too long, some of the information can be placed in the description. Include the city OR township OR county name to help create specificity in the title. Do NOT include all three. The city, township or county name should then be followed by the state name.

Title Order: BUILDING NAME and/or ADDRESS, CITY or TOWNSHIP or COUNTY, STATE

City and Town Views
Include street names, business names, and the directional view if known followed by the name of the city and the state name.

Title Order: VIEW or STREET NAME, CITY or TOWNSHIP, STATE
Table 1. Examples of Descriptive Titles in Minnesota Reflections

<table>
<thead>
<tr>
<th>Examples of Descriptive Titles - People:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Photograph</td>
<td>Portrait of James J. Hill, St. Paul, Minnesota</td>
</tr>
<tr>
<td>Postcard</td>
<td>Adeline Nyberg and Marian Johnson, St. Peter, Minnesota</td>
</tr>
<tr>
<td>Oral History</td>
<td>Interview with Andrew Marlow (1944- ), St. Cloud State University Oral History Collection, St. Cloud, Minnesota</td>
</tr>
<tr>
<td>Photograph</td>
<td>Portrait of a young girl in lace dress, Springfield, Minnesota</td>
</tr>
<tr>
<td>Photograph</td>
<td>Gordon Grimm, Center City, Minnesota</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examples of Descriptive Titles - Houses and Buildings:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Photograph</td>
<td>Public Library, Rochester, Minnesota</td>
</tr>
<tr>
<td>Photograph</td>
<td>Watkins Company Administration Building, Winona, Minnesota</td>
</tr>
<tr>
<td>Postcard</td>
<td>Administration Building, Concordia College, St. Paul, Minnesota</td>
</tr>
<tr>
<td>Photograph</td>
<td>Interior view of Watkins Company Administration Building, Winona, Minnesota</td>
</tr>
<tr>
<td>Photograph</td>
<td>House being built, Kandiyohi County, Minnesota</td>
</tr>
<tr>
<td>Photograph</td>
<td>John A. Stegner home, Hendricks, Minnesota</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examples of Descriptive Titles - City and Town Views:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Photograph</td>
<td>Cashaway Falls, near Ely, Minnesota</td>
</tr>
<tr>
<td>Postcard</td>
<td>Ely Greenstone, Ely, Minnesota</td>
</tr>
<tr>
<td>Photograph</td>
<td>West Duluth Zoo, Duluth, Minnesota</td>
</tr>
<tr>
<td>Postcard</td>
<td>Main Street, Anoka, Minnesota</td>
</tr>
</tbody>
</table>
Table 2. Distinguishing between non-Descriptive and Descriptive Titles in Minnesota Reflections

<table>
<thead>
<tr>
<th>NOT Descriptive Titles</th>
<th>Moving Towards Descriptive Titles</th>
<th>Examples of Good Descriptive Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>These titles lack specificity and do NOT assist users in their search for materials.</td>
<td>These are examples of titles that provide user with more information.</td>
<td>These titles provide users with “who, what, and where” information and really help users understand what they are looking at.</td>
</tr>
<tr>
<td>People</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Man</td>
<td>Portrait of Forest L. Pinney</td>
<td>Portrait of Forest L. Pinney, Anoka, Minnesota</td>
</tr>
<tr>
<td>Crowd of people</td>
<td>Group portrait, Thief River Falls</td>
<td>Members of the Board of Education, Thief River Falls, Minnesota</td>
</tr>
<tr>
<td>Oral history</td>
<td>Oral history interview with Andrew Marlow, St. Cloud, Minnesota</td>
<td>Interview with Andrew Marlow (1944-_), St. Cloud State University Oral History Collection, St. Cloud, Minnesota</td>
</tr>
<tr>
<td>Houses and Buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House</td>
<td>House in Melrose, Minnesota</td>
<td>First frame house built north of Melrose, Minnesota</td>
</tr>
<tr>
<td>Downtown business</td>
<td>Axel’s, Minneapolis</td>
<td>Axel’s Lunch Room, Minneapolis, Minnesota</td>
</tr>
<tr>
<td>Hotel</td>
<td>Hotel, Ely, Minnesota</td>
<td>Pioneer Hotel, Ely, Minnesota</td>
</tr>
<tr>
<td>Church</td>
<td>Church in Pemberton</td>
<td>Medo Lutheran Church, Pemberton, Minnesota</td>
</tr>
<tr>
<td>Hospital</td>
<td>Bethany Hospital, Thief River Falls</td>
<td>Bethany Hospital, Thief River Falls, Minnesota</td>
</tr>
<tr>
<td>City and Town Views</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View of a river</td>
<td>Steamboat “War Eagle” on a river</td>
<td>Steamboat “War Eagle” unloading cargo, Fountain City, Minnesota</td>
</tr>
<tr>
<td>Street view of city</td>
<td>Street view, Greenbush</td>
<td>Bird’s eye view of the city, Greenbush, Minnesota</td>
</tr>
<tr>
<td>Main Street</td>
<td>Main Street, Anoka</td>
<td>Main Street looking east, Anoka, Minnesota</td>
</tr>
</tbody>
</table>
Creator

**Definition:** The name of the creator of the item (e.g. photographer, author, artist). A creator can be either an individual or an organization.

**Required:** Yes
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Creator

**Guidelines for Data Entry:**
Enter the name of the individual or organization responsible for creating the item. Record the name of the creator using the following format:

*Field Order:* Last name, First name, Middle Name or Initials (if known), Life dates (if known)

*Field Order:* Minnesota Territorial Constitutional Convention

If an organization or corporate body created the object, record the name of the organization or corporate body. If more than one creator is identified, record each creator name separated by a semicolon and one space.

The name of individual photographers should be entered in the *Creator* field; photography studios should be entered into the *Contributor* field. If the photography studio information is provided but no photographer is listed, leave the *Creator* field blank and enter the studio information in the *Contributor* field.

For the purposes of oral history interviews, the creator is the person being interviewed. The oral history documents that person’s story and experiences. The name of the interviewer should be assigned to the *Contributor* field.

**Examples in Minnesota Reflections:**
Smith, A. J.
Whitney, Joel Emmons, 1822-1886
Minnesota (Ter.) Constitutional Convention (1857)
The Woman’s Christian Association of Minneapolis, Minnesota
Contributor

Definition: The name of an individual or an organization that played a secondary role in the creation of the item (e.g. editor, photography studio).

Required: Yes (if available)
Local Input: Yes

Enter Data into Spreadsheet Column: Contributor

Guidelines for Data Entry:
Use this field to record the names of people and organizations that contributed to the creation of the item, but are not deemed as fully responsible as a creator. For example, a photography studio should be listed as a contributor. Record the name of an individual contributor using the following format:

Field Order: Last name, First name, Middle Name or Initials (if known), Life dates (if known)

If an organization or corporate body contributed to the creation of the item, record the corporate name using natural word order. If more than one contributor is identified, record all names separated by a semicolon and one space. If the city and state is provided for the contributor, record it separated from the name by one space and enclosed in parentheses. Spell out the state name after the city name within the parentheses. Separate the city and state names by a comma and one space. If no city or state is provided, simply enter the contributor name.

For the purposes of oral history interviews, the contributor is the person conducting the interview. The purpose of the oral history is to document the interviewee’s story and experiences. The interviewer’s role as a Contributor is to facilitate the telling of those experiences.

Examples in Minnesota Reflections:
J. H. Whitney's Fine Art Gallery (Rochester, Minnesota)
Holm Studio (Alexandria, Minnesota)

IMPORTANT REMINDER:
DO NOT use this field to enter information on who donated the original object to your organization or information regarding the item’s provenance. Information about the organization that owns or holds the rights to the original item should be entered in the Contributing Organization field.
Table 3. Relationship between Creator, Contributor, and Publishing Agency

The following table demonstrates the relationship between the Creator, Contributor and Publishing Agency fields. It should be noted that not all of these fields will be used all of the time. There will instances when you will use only one or two of these fields; and there will be other instances when you use all three of the fields. Adding metadata to any of these fields is dependent on the type of materials you have, as well as how much information you have about the original object.

<table>
<thead>
<tr>
<th>Physical Format:</th>
<th>Title:</th>
<th>Creator:</th>
<th>Contributor:</th>
<th>Publishing Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalogs</td>
<td>Academic Course Catalog 1867 - 1868, Carleton College, Northfield, Minnesota</td>
<td>Carleton College, Registrar’s Office</td>
<td></td>
<td>Carleton College</td>
</tr>
<tr>
<td>Oral histories</td>
<td>Interview with Guillermo Cuellar, A Measure of the Earth: An Oral History of the Potters of the St. Croix River Valley, Minnesota</td>
<td>Cuellar, Guillermo, 1951-; MacGregor, Laurie</td>
<td>Wilhide, Anduin (interviewer); McNabb, Tierney (project assistant)</td>
<td></td>
</tr>
</tbody>
</table>
Description

**Definition:** A narrative, textual description of the item.

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Description  
**Guidelines for Data Entry:**
Use this field to record information about the people, places, events, or themes depicted in the item. The description is typically a more detailed extension of the information recorded in the Title field. While there is no rule as to how much information should be included in a description, contributors should try to find a balance between providing too much and not enough information.

The description should be written in complete sentences and the field should read as a single block of text. The block of text should end with a period. Do not use abbreviations, ampersands or paragraph and line breaks. Maintain standard capitalization rules. Do not use all capital letters to set words or phrases apart or to denote importance. Use double quotation marks to denote the name of a train, ship, steamboat, etc. Do not include any electronic coding, such as a web address (URL), that could create structural changes to the text.

**Examples in Minnesota Reflections:**
**Too Little Information:** Main Street

**Too Much Information:** Note: this is an illustrative example that is not in Minnesota Reflections.
Sunny day in the northern Minnesota woods. Vertical photograph showing a dirt path through the woods. The path is lined with dirt and chipped wood and curves to the right, disappearing behind a number of trees and shrubs. The sun is shining through the trees and the shadows are cast into the path. The trees along the left side of the path are examples of Red Pine (also called Norway Pine) as well as a number of White Pine (Minnesota’s State tree). There is a proliferation of low shrub-type plants as well. On the right of the path is a low-lying plant with light green leaves. This is perhaps a young birch tree or perhaps a dogwood plant. There are a number of stumps near the birch tree that were originally large trees that may have been cut down during a logging operation at an earlier time. The reverse of the photo is written in black ball point ink, “A Great day for a hike! Father’s Day 1954.” It is not known who took the photo or who wrote the inscription on the back of the photo.

**Good Description:** Interior view of the A. A. Zimmerman Hardware Store, Mankato, Minnesota
Date Created

**Definition:** The date the original item was created.

**Required:** Yes
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Date of Creation

**Guidelines for Data Entry:**
Record the date on which the item was created. If the exact date is not known, create a date range for the item. Use visual cues such as hair and clothing styles, automobile makes, etc. and create a date range that can help users place an item into a certain period.

**Date values must be recorded according to these specific guidelines:**
- **Year only:** use when only the year is known. Record in the form of yyyy
- **Year and Month:** use when the year and month are known. Record in the form yyyy-mm
- **Year, Month, Day:** use when the exact date is known. Record in the form yyyy-mm-dd
- **Uncertain Date:** use when date is uncertain. Place a question mark after the date value. Do NOT use the term “circa.”
- **Date Range:** use when date is uncertain but falls within a likely range. Record the earliest and latest dates separated by one space-a hyphen-one space in the form of yyyy - yyyy.

**Examples in Minnesota Reflections:**
- **Year only:** 1872
- **Year and Month:** 1890-03 (use for March 1890)
- **Year, Month, Day:** 1905-05-22 (use for May 22, 1905)
- **Uncertain Date:** 1875? (means possibly 1875; use ? instead of “circa”)
- **Date Range:** 1850 - 1895 (use for the date range between 1850 and 1895) Note: a space is required before and after the hyphen.

Publishing Agency

**Definition:** Information regarding the publisher of the item should be denoted here.

**Required:** Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Publishing Agency

Guidelines for Data Entry:
Enter the publisher’s name. If the city is provided, record it separated from the name by one space and enclosed in parentheses. If the state to which the publishing city belongs is given, record it after the city name. Spell out the state name after the city name within the parentheses. Separate the city and state names by a comma and one space. If the state is unknown, do not include it. If multiple city names are identified, list only the most prominent; if all are given equivalent prominence, enter only the first.

NOTE: Use this field to record the names of the publishing firms that printed commercial postcards. Do not put postcard publishing information in the Creator or Contributor fields.

Examples in Minnesota Reflections:
C. U. Williams (Bloomington, Illinois)
R. Steinman and Company (St. Paul, Minnesota)

Dimensions

Definition: Information regarding the physical dimensions or extent of the item is recorded here.

Required: No
Local Input: Yes

Enter Data into Spreadsheet Column: Dimensions

Guidelines for Data Entry:
Enter the size of the item (height x width), in centimeters. One inch is equal to 2.54 centimeters. The “x” separating the height and width dimensions should be lowercase. For audio and video materials, enter the length or duration of the item. Times are entered in hours, minutes and seconds separated by colons and no spaces.

Examples in Minnesota Reflections:
15 x 10 (15 cm in vertical dimension x 10 cm in horizontal dimension)
02:36:12 (denoting an audio file 2 hours, 36 minutes and 12 seconds in length)
NOTE: Use the following 3 fields to describe an item in two ways. First, assign a general subject to the item using the Minnesota Reflections Topic field. Then, use the Type and Physical Format fields to identify the original object’s physical properties.

---

**Minnesota Reflections Topic**

**Definition:** One of 20 topical terms that best characterizes or describes the general subject or topic of the original item.

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Minnesota Reflections Topic

**Guidelines for Data Entry:**  
Use the pull-down list in the metadata spreadsheet to select the term that best characterizes or describes the subject of the item. Only one value may be assigned. Please refer to Appendix A for guidelines and examples.

**NOTE:** There is a subjective element to assigning the topic values. Sometimes an item can span more than one of these topical terms. Think about how users will look for and find this item; select the term that you think BEST describes the item.

**Minnesota Reflections Input Options:**

- Agriculture  
- American Indians  
- Animals  
- Architecture  
- The Arts  
- Business and Industry  
- Communication  
- Crime and Punishment  
- Education  
- Environment  
- Health and Medicine  
- Immigration and Ethnicity  
- Labor  
- People of Minnesota  
- Politics and Government  
- Religion  
- Social Issues  
- Sports and Recreation  
- Transportation  
- Weather

**Examples in Minnesota Reflections:**

- People of Minnesota  
- The Arts  
- Labor  
- Transportation
Type

Definition: One of nine broad terms which characterize or define the physical aspect of the item being described. Please refer to Appendix B and Appendix C for a detailed list of Type terms and their corresponding Physical Format terms.

Required: Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Type
Guidelines for Data Entry:
Use the pull-down list in the metadata spreadsheet to select the term that best characterizes or describes the item. Only one value may be assigned.

Minnesota Reflections Input options:
Cartographic
Mixed Material
Moving Image
Notated Music
Sound Recording - Musical
Sound Recording - Nonmusical
Still Image
Text
Three Dimensional Objects

Table 4. Definitions of Type terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartographic</td>
<td>Use for all cartographic materials, including maps, charts, atlases and plat books.</td>
</tr>
<tr>
<td>Mixed Material</td>
<td>Use Mixed Material to describe a single item comprised of different 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</td>
</tr>
<tr>
<td><strong>Moving Image</strong></td>
<td>Use for motion pictures, video recordings, television programs, digital video. This term does NOT include 35mm slides or transparencies (use Still Image).</td>
</tr>
<tr>
<td><strong>Notated Music</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Sound Recording – Musical</strong></td>
<td>Use when a resource is predominately a musical sound recording. For sheet music, scores and songbooks use Notated Music.</td>
</tr>
<tr>
<td><strong>Sound Recording – Nonmusical</strong></td>
<td>Use when the sound recording is nonmusical in nature.</td>
</tr>
<tr>
<td><strong>Still Image</strong></td>
<td>Use when an item is a two-dimensional graphic material or “image.” This includes drawings, prints, paintings, postcards, and posters; as well as all photographic materials – such as black-and-white photographs, color photographs, cyanotypes, negatives, 35 mm slides, and transparencies.</td>
</tr>
<tr>
<td><strong>Text</strong></td>
<td>Use for text-based materials such as correspondence, annual reports, books, pamphlets, diaries, etc. Text materials can be handwritten, typed or computer-generated.</td>
</tr>
<tr>
<td><strong>Three-Dimensional Object</strong></td>
<td>Use for all three-dimensional objects. This includes a wide range of materials such as tools, equipment, costume, furnishings, etc. Three-dimensional objects are included in Minnesota Reflections via documentary photograph intermediaries. These photographic intermediaries essentially represent the three-dimensional object in a two-dimensional form.</td>
</tr>
</tbody>
</table>
Physical Format

**Definition:** Terms that denote the physical content of the analog original. Selected from controlled lists, these terms further specify and define the broader term previously selected in Type. Please refer to Appendix B and Appendix C for a complete list of Type terms and their corresponding Physical Format terms.

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Physical Format  
**Guidelines for Data Entry:**  
After selecting the appropriate Type term, a pull-down menu listing all of the conforming Physical Format terms will be available in the metadata spreadsheet. These options will define the item with greater specificity. Select the term that best describes the physical nature of the item. Only one value may be assigned.

**Minnesota Reflections Input options:**  
Please see Appendix B for a comprehensive list of Type terms and their related Physical Format terms. Please see Appendix C for definitions of the Physical Format terms in the pull-down menu.

**Examples in Minnesota Reflections:**  
Diaries (associated with the Type: Text)  
Black-and-white photographs (associated with the Type: Still image)  
Plat Maps (associated with the Type: Cartographic)
Table 5. Examples of assigned values for Minnesota Reflections Topic, Type, and Physical Format

The following table is a recap of the data entry for the Minnesota Reflections Topic, Type and Physical Format fields. The Minnesota Reflections Topic terms assign a general subject term, while the Type and Physical Format describe the makeup of the analog original. Review the following table for some examples of how to describe an item.

<table>
<thead>
<tr>
<th>Item being described:</th>
<th>Minnesota Reflections Topic:</th>
<th>Item Type:</th>
<th>Physical Format:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photograph of James J. Hill</td>
<td>People of Minnesota</td>
<td>Still Image</td>
<td>Albumen prints</td>
</tr>
<tr>
<td>Map of St. Louis County, Minnesota</td>
<td>Communication</td>
<td>Cartographic</td>
<td>Plat Maps</td>
</tr>
<tr>
<td>Letter from Sinclair Lewis to Marcella Powers</td>
<td>People of Minnesota</td>
<td>Text</td>
<td>Letters (correspondence)</td>
</tr>
<tr>
<td>Interview with Eric Martinson, Regional Oral History Project, Moorhead, Minnesota</td>
<td>Business and Industry</td>
<td>Sound Recording-Nonmusical</td>
<td>Oral histories</td>
</tr>
<tr>
<td>Giraffe, Kids Design Glass Sculpture, Princeton Area Library, Princeton, Minnesota</td>
<td>The Arts</td>
<td>Three-Dimensional Object</td>
<td>Sculpture (visual works)</td>
</tr>
<tr>
<td>Interview with Catherine Watson, Hennepin County, Minnesota</td>
<td>The Arts</td>
<td>Moving Image</td>
<td>Television programs</td>
</tr>
</tbody>
</table>
Library of Congress Subject Headings

**Definition:** A formal subject term or terms describing the people, organizations, events or themes depicted in the item.

**Required:** Yes  
**Local Input:** No

**Guidelines for Data Entry:**
The MDL Metadata Librarian will assign all Library of Congress Subject Headings. This field does not appear on any of the metadata spreadsheets.

**Examples in Minnesota Reflections:**
Libraries; Children; Children’s clothing  
Dams; Building sites  
Riverboats

Keywords

**Definition:** Keywords are subject terms created and assigned by the contributing organization. These terms describe the people, organizations, events or themes depicted in the item using terminology that is more informal than the Library of Congress Subject Headings.

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Keywords  
**Guidelines for Data Entry:**
Record here information about the people, organizations, events, or themes that are depicted in the item. Enter as many terms as are appropriate. Separate each term from the preceding one by inserting a semicolon and one space. Personal names should be recorded using the following format: last name, first name, middle initial, life dates. Do not use ampersands to connect subject elements. At least one local subject must be included. The first word in a local subject heading MUST be capitalized.
Examples in Minnesota Reflections:
Veterans; Grand Army of the Republic
Christmas; Family life
Hill, James J.

Language

**Definition:** The language of the original resource.

**Required:** Yes
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Language

**Guidelines for Data Entry:**
In Minnesota Reflections, the Language field should be applied to all Text, Cartographic, Sound Recordings, and Moving Image materials. Text-based materials include Books, Booklets, Catalogs, Periodicals, and Pamphlets. Cartographic materials include Maps and Atlases. Sound Recordings include Oral History interviews. The Language field can also be applied to some Still Images such as Postcards (due to the fact that postcards often feature printed captions and titles). In cases of bilingual materials, separate each language with a semi-colon and a space.

Values for the Language field are derived from the ISO-639-2 standard, which is administered by the Library of Congress. Information about the ISO Language Codes is available at the Library of Congress ISO 639-2 Standards page: [http://www.loc.gov/standards/iso639-2/php/code_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php) The ISO-639-2 standard lists both the accepted English name, as well as the accepted French name and a 3-letter alpha code for all languages included in the standard. Input only the accepted English name of the language (do not include the 3-letter alpha code).

**Note:** The use of the Language field does NOT apply to photographic works; and the Language field should be left blank.

Examples in Minnesota Reflections:
English
English; Dakota
English; Swedish
III. DESCRIPTIVE METADATA: GEOGRAPHIC LOCATIONS

What is Geographic Metadata? Put simply, geographic (also called “geospatial”) metadata is the information that uniquely describes and identifies an item – relating to its physical, geographic location. This descriptive information enables users to find an item in Minnesota Reflections on a map. This information is expressed at the city or township, county, state, and country level. Locations may also be named places such as buildings – including governmental buildings, schools, hospitals, museums, or churches – or be isolated to natural features such as a lake, river, creek, or state park.

City or Township

Definition: Enter the name of the incorporated city or village or the name of a civil township described in the item.

Required: Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Minnesota City or Township

Guidelines for Data Entry:
Select the name of the city, village, or township that describes the location named or shown in the item. When multiple cities or townships are entered, separate each entry by a semicolon and one space. All entries must conform to Minnesota Reflections approved values. Complete this field, even if this information was entered in the Title or Description fields. Leave this field blank, if an item has a Minnesota state-wide focus. Items considered to have state-wide focus include Minnesota state statutes, booklets, state tourism advertisements, and cartographic materials such as maps and atlases with state-wide coverage.

Minnesota Reflections Input Options:
All values must come from GeoNames http://www.geonames.org/

Examples in Minnesota Reflections:
Pine River Township
Minneapolis; St. Paul
St. Cloud
County

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

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Minnesota County  
**Guidelines for Data Entry:**  
Select the Minnesota County that characterizes the location shown or described in the item. When multiple counties are entered, clearly separate each entry by a semicolon and one space. Complete this field even if this information was previously entered in the Title or Description fields. Leave this field blank, if an item has a Minnesota state-wide focus. Items considered to have state-wide focus include: state statutes, booklets, state tourism advertisements, and cartographic materials such as maps and atlases with state-wide coverage.

**Minnesota Reflections Input Options:**

<table>
<thead>
<tr>
<th>Aitkin</th>
<th>Dakota</th>
<th>Lac qui Parle</th>
<th>Olmsted</th>
<th>Stearns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anoka</td>
<td>Dodge</td>
<td>Lake</td>
<td>Otter Tail</td>
<td>Steele</td>
</tr>
<tr>
<td>Becker</td>
<td>Douglas</td>
<td>Lake of the Woods</td>
<td>Pennington</td>
<td>Stevens</td>
</tr>
<tr>
<td>Beltrami</td>
<td>Faribault</td>
<td>Le Sueur</td>
<td>Pine</td>
<td>Swift</td>
</tr>
<tr>
<td>Benton</td>
<td>Fillmore</td>
<td>Lincoln</td>
<td>Pipestone</td>
<td>Todd</td>
</tr>
<tr>
<td>Big Stone</td>
<td>Freeborn</td>
<td>Lyon</td>
<td>Polk</td>
<td>Traverse</td>
</tr>
<tr>
<td>Blue Earth</td>
<td>Goodhue</td>
<td>McLeod</td>
<td>Pope</td>
<td>Wabasha</td>
</tr>
<tr>
<td>Brown</td>
<td>Grant</td>
<td>Mahnomen</td>
<td>Ramsey</td>
<td>Wadena</td>
</tr>
<tr>
<td>Carlton</td>
<td>Hennepin</td>
<td>Marshall</td>
<td>Red Lake</td>
<td>Waseca</td>
</tr>
<tr>
<td>Carver</td>
<td>Houston</td>
<td>Martin</td>
<td>Redwood</td>
<td>Washington</td>
</tr>
<tr>
<td>Cass</td>
<td>Hubbard</td>
<td>Meeker</td>
<td>Renville</td>
<td>Watonwan</td>
</tr>
<tr>
<td>Chippewa</td>
<td>Isanti</td>
<td>Mille Lacs</td>
<td>Rice</td>
<td>Wilkin</td>
</tr>
<tr>
<td>Chisago</td>
<td>Itasca</td>
<td>Morrison</td>
<td>Rock</td>
<td>Winona</td>
</tr>
<tr>
<td>Clay</td>
<td>Jackson</td>
<td>Mower</td>
<td>Roseau</td>
<td>Wright</td>
</tr>
<tr>
<td>Clearwater</td>
<td>Kanabec</td>
<td>Murray</td>
<td>St. Louis</td>
<td>Yellow Medicine</td>
</tr>
<tr>
<td>Cook</td>
<td>Kandiyohi</td>
<td>Nicollet</td>
<td>Scott</td>
<td></td>
</tr>
<tr>
<td>Cottonwood</td>
<td>Kittson</td>
<td>Nobles</td>
<td>Sherburne</td>
<td></td>
</tr>
<tr>
<td>Crow Wing</td>
<td>Koochiching</td>
<td>Norman</td>
<td>Sibley</td>
<td></td>
</tr>
</tbody>
</table>

**Example in Minnesota Reflections:**

Becker  
Hennepin; Ramsey  
St. Louis; Cook; Lake
State or Province

**Definition:** The name of the U.S. state or Canadian province of the place shown or described in the item.

**Required:** Yes  
**Local Input:** Yes

Enter Data into Spreadsheet Column: State  
*Guidelines for Data Entry:*  
Select the state or Canadian province that characterizes the location shown or described in the item. When multiple states or provinces are entered, clearly separate each entry by a semicolon and one space. Complete this field even if this information was previously entered in the Title or Description fields.

**Minnesota Reflections Input Options: U.S.**

Alabama  
Alaska  
Arizona  
Arkansas  
California  
Colorado  
Connecticut  
Delaware  
Florida  
Georgia  
Hawaii  
Idaho  
Illinois  
Indiana  
Iowa  
Kansas  
Kentucky  
Louisiana  
Maine  
Maryland  
Massachusetts  
Michigan  
Minnesota  
Mississippi  
Missouri  
Montana  
Nebraska  
Nevada  
New Hampshire  
New Jersey  
New Mexico  
New York  
North Carolina  
North Dakota  
Ohio  
Oklahoma  
Oregon  
Pennsylvania  
Rhode Island  
South Carolina  
South Dakota  
Tennessee  
Texas  
Utah  
Vermont  
Virginia  
Washington  
West Virginia  
Wisconsin  
Wyoming

**Minnesota Reflections Input Options: Canada**

Alberta  
British Columbia  
Manitoba  
New Brunswick  
Newfoundland and Labrador  
Northwest Territories  
Nova Scotia  
Nunavut  
Ontario  
Prince Edward Island  
Quebec  
Saskatchewan  
Yukon

**Examples in Minnesota Reflections:**  
Minnesota  
Minnesota; Iowa  
Minnesota; South Dakota
Country

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

Required: Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Country

Guidelines for Data Entry:
Select the country that characterizes the location shown or described in the item. When multiple countries are entered, clearly separate each entry by a semicolon and one space. Complete this field even if this information was previously entered in the Title or Description fields.

Minnesota Reflections Input Options:
The country designation in Minnesota Reflections should ALMOST ALWAYS be the United States. Canada may also be assigned as a country value if an item spans, crosses or relates to the Minnesota/Canadian border. Some examples of items that would use Canada as a country value: historic postcards of the Northwest Angle, photographs of a 1954 canoe trip into Lac La Croix (one of the major border lakes in northern Minnesota), letters and memorandums that relate to the development of the BWCAW/Quetico Provincial Park, etc. Other country values may be assigned, but please discuss your project’s scope with the MDL Outreach Coordinator prior to submitting your project proposal.

Examples in Minnesota Reflections:
United States
Canada
United States; Canada

Geographic Feature

Definition: The name of a geographic feature described in the item. A geographic feature can be a lake, island, river, creek, hill, beach, post office, railroad station, etc.

Required: No
Local Input: Yes
Enter Data into Spreadsheet Column: Geographic Feature
Guidelines for Data Entry:
Enter a term that names a river, lake, landform, or other geographic feature shown in the image into the spreadsheet column Geographic Feature. The source of the data for this field is *Minnesota Place Names* (either the print version or the online version available through the Minnesota Historical Society’s website). When multiple terms are used, separate them by a semicolon and one space. All entries must conform to Minnesota Reflections approved values. If a Geographic Feature does not appear in *Minnesota Place Names*, do NOT include it in this field. Put the information in the Description field.

Minnesota Reflections Input Options:
All values must come from GeoNames [http://www.geonames.org/](http://www.geonames.org/)

Examples in Minnesota Reflections:
Harriet Island
Burntside Lake
Birch Coulee

---

About GeoNames

A number of different standards currently exist for creating and capturing geographic metadata. GeoNames ([http://www.geonames.org/](http://www.geonames.org/)) has been selected as the preferred vocabulary source of place names for the Minnesota Digital Library. The GeoNames geographical database provides over 10 million geographical names, including both current and historic place names and supports the description of natural features such as lakes, rivers, mountains, hills, etc. All GeoName entries are categorized into one of nine Feature Classes, and further subcategorized into Feature Codes. These nine Feature Classes describe different types of places at a more general level. Each Feature Class is denoted by a single letter of the alphabet.

9 GeoNames Feature Classes:

- **A** = COUNTRY, STATE, REGION
- **H** = STREAMS and LAKES
- **L** = PARKS and AREAS
- **P** = CITY and VILLAGE
- **R** = ROAD and RAILROAD
- **S** = SPOT, BUILDING, FARM
- **T** = MOUNTAIN, HILL, ROCK
- **U** = UNDERSEA
- **V** = FOREST, HEATH
After assigning a GeoNames Feature Class, all items are assigned a more granular GeoNames Feature Code. GeoNames contains 645 Feature Codes and the Codes are expressed by a unique alpha/numeric 2, 3 or 4-digit sequence. For a complete list of the Feature Codes please refer to the following link:

**GeoNames Feature Codes**: [http://www.geonames.org/export/codes.html](http://www.geonames.org/export/codes.html)

---

**GeoNames URI**

**Definition**: The GeoNames Feature Class and Feature Code for each geographic entry is expressed as a unique and stable URI. Clicking on the GeoNames URI will display the elements of the GeoNames ontology for any given location – including city, township, county, state, latitude, and longitude.

**Required**: Yes

**Local Input**: Optional

**Enter Data into Spreadsheet Column**: GeoNames URI

**Guidelines for Data Entry**:
Work directly with the MDL Metadata Librarian if you are interested in learning how to assign GeoNames URIs to your collection.

**Minnesota Reflections Input Options**:
All values must come from GeoNames and be expressed in an RDF format using “sws” versus “www” in the URI.

**Examples in Minnesota Reflections**:
City of Little Falls, Minnesota: http://sws.geonames.org/5034981/
Stearns County, Minnesota: http://sws.geonames.org/5048685/
Lake Vermillion (near Tower, Minnesota): http://sws.geonames.org/5051313/
Wayside Park in Graceville, Minnesota: http://sws.geonames.org/5028463/
IV. ADMINISTRATIVE METADATA

What is Administrative Metadata? Administrative Metadata is the information that helps manage digital items, such as local identifiers, owners of the original, and any associated rights. In Minnesota Reflections, the Administrative Metadata primarily provides users with information about the contributing organization: its individual collections, organization name and address, the organization’s rights management statement, and information regarding the project’s funding source.

Collection Name

**Definition:** The name of a collection of which the item being described is a part.

**Required:** Yes
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Collection Name

**Guidelines for Data Entry:**
Use this field if an item belongs to a specific/named collection located within the contributing organization’s larger collection. Named collections can denote donors, information organized by topic or formats, physical location, etc.

Note: most items in Minnesota Reflections are NOT part of a named collection.

<table>
<thead>
<tr>
<th>Item</th>
<th>Collection Name</th>
<th>Contributing Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aad Temple Shrine Duluth Council, Minneapolis, Minnesota</td>
<td>Northeast Minnesota Historical Collections, on permanent loan from the St. Louis County Historical Society</td>
<td>University of Minnesota Duluth, Kathryn A. Martin Library, Northeast Minnesota Historical Collections</td>
</tr>
<tr>
<td>Morgan Park Clubhouse</td>
<td>Neighborhoods of Duluth, Minnesota</td>
<td>Northeast Minnesota Historical Center</td>
</tr>
<tr>
<td>Mouth of the Chippewa River</td>
<td>Views on the Mississippi River between Minneapolis, Minnesota and St. Louis, Missouri, 1883-1891</td>
<td>U.S. Army Corps of Engineers, St. Paul District</td>
</tr>
</tbody>
</table>
Contributing Organization

Definition: Name of the organization contributing the digital item to Minnesota Reflections.

Required: Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Contributing Organization

Guidelines for Data Entry:
Record ONLY the name of the contributing organization. Note: DO NOT use this field to enter donor information or provenance information from your organization.

Examples in Minnesota Reflections:
Iron Range Research Center
Anoka County Historical Society

Contact Information

Definition: Name, address and website address (if applicable) of the organization contributing the digital item to Minnesota Reflections.

Required: Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Contact Information

Guidelines for Data Entry:
Record the name, street address and website (if applicable) of the contributing organization. Note: DO NOT use this field to enter donor information or provenance information from your organization.

Example in Minnesota Reflections:
Local Identifier

**Definition:** A unique string of characters that identifies and distinguishes the digital item. Local Identifiers can be numbers, letters, or a combination of both. The purpose of this field is to associate a digital item and its metadata with the analog original. All contributing organizations must supply a unique, locally defined identifier for each item submitted to Minnesota Reflections.

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Local Identifier  
**Guidelines for Data Entry:**  
Record a unique identifier such as a library call number, an accession number, a collection identification number, or other local control number that uniquely identifies the digital item. Please consult with the MDL Outreach Coordinator for assistance with generating a Local Identifier.

**Examples in Minnesota Reflections:**  
1986.005.0002  
St. Peter Regional Treatment Center Collection: Volume 2

---

MDL Identifier

**Definition:** A uniquely assigned file name (excluding the file extension) of the digital item. The MDL Outreach Coordinator will work with each organization to create a unique code.

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** MDL Identifier
Guidelines for Data Entry:
Record the MDL identifier using a three-character code that corresponds either to: 1) the officially sanctioned MDL scanning center charged with providing digitization services, or 2) the contributing organization which has chosen to scan its own materials. This three-character code should be followed by a five-digit number (be sure to include leading zeros). This identifier is used as the file name for the digital item and should be assigned to only one file.

Examples in Minnesota Reflections:
mhs00401
irr00125

Project Affiliation
Definition: Denotes the funding year in which the digitization project was approved.

Required: Yes
Local Input: No

Guidelines for Data Entry:
Assigned directly by the MDL Metadata Librarian. This field does not appear on any of the metadata spreadsheets. The MDL Metadata Librarian will assign the correct Project Affiliation after the project has been added to Minnesota Reflections.

Examples in Minnesota Reflections:
Minnesota Reflections 2006-07
Minnesota Reflections 2010-11
Minnesota Reflections 2017-18

Fiscal Sponsor
Definition: Denotes the funding source for the digitization project.

Required: Yes
Local Input: No
**Guidelines for Data Entry:**
Assigned directly by the MDL Metadata Librarian. This field does not appear on any of the metadata spreadsheets. The MDL Metadata Librarian will assign the correct Fiscal Sponsor after the project has been added to Minnesota Reflections.

**Examples in Minnesota Reflections:**
Grant provided to the Minnesota Digital Library Coalition through the Library Services and Technology Act (LSTA) and the State Library Services and School Technology unit of the Minnesota Department of Education.
IV. ADMINISTRATIVE METADATA: RIGHTS DETERMINATION

What is Rights Determination Metadata? Put simply, rights metadata is the information that relates to the rights that are held in or over an item. This administrative metadata helps users understand how digital items can be used, re-used, or transformed. In compliance with the Digital Public Library of America’s requests to use more standardize language for rights, the Minnesota Digital Library has adopted the rights statements outlined at: rightsstatements.org. Please go to the Minnesota Digital Library’s Rights Statements Resources page: https://mndigital.org/standards-best-practices/rights-statements-resources for training videos, a quick reference guide, and a rights review decision tree document.

Rights Status

Definition: The Rights Assignment field is used to denote the rights status of a digital object. The rights statements communicate information about the copyright status and are designed to help users better understand the use and reuse of digital objects.

If your organization is the copyright holder and you want to encourage use or re-use of your materials, you might consider making the digital objects available under an open Creative Commons license. The Creative Commons license options are also listed below.

Required: Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Rights Status
Guidelines for Data Entry:
The Rights Assignment is selected from a set of standardized rights statements and creative commons licenses. Only one option may be selected and the choice is made using a pulldown menu.

Select from one of the following Rights Status options:
- Public Domain Mark
- In Copyright
- In Copyright - Rights-Holders Unlocatable or Unidentifiable
- No Copyright - the United States
- No Known Copyright
- Copyright Undetermined
Copyright Not Evaluated
Creative Commons CC BY 4.0
Creative Commons CC BY-NC-ND 4.0
Creative Commons CC BY-SA 4.0
Creative Commons CC BY-ND 4.0
Creative Commons CC BY-NC 4.0
Creative Commons CC BY-NC-SA 4.0

After selecting the statement, the next field “Use Determination URI” will automatically populate. The statements are listed and defined in Table 6. For more information on understanding and selecting these statements please refer to the documents at rightsstatement.org or discuss your project with the MDL Outreach Coordinator or the MDL Metadata Librarian. Note: See Table 7 for the Rights Status, Rights Statements and the Use Determination URI options.

---

**Use Determination URI**

**Definition:** Information about the rights that may be held in, on, and over the digital item. The Use Determination URI represents the same information found in the Rights Assignment field but is presented in a URI form.

**Required:** Yes

**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Use Determination URI

**Guidelines for Data Entry:** Use Determination URI

Select a term from the Rights Assignment menu and the associated URI will populate in the Use Determination URI field:

<table>
<thead>
<tr>
<th>Rights Status</th>
<th>Use Determination URI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Domain Mark</td>
<td><a href="https://creativecommons.org/publicdomain/zero/1.0/">https://creativecommons.org/publicdomain/zero/1.0/</a></td>
</tr>
<tr>
<td>In Copyright</td>
<td><a href="http://rightsstatements.org/vocab/InC/1.0/">http://rightsstatements.org/vocab/InC/1.0/</a></td>
</tr>
<tr>
<td>In Copyright - Rights-Holders Unlocatable or Unidentifiable</td>
<td><a href="http://rightsstatements.org/vocab/InC-RUU/1.0/">http://rightsstatements.org/vocab/InC-RUU/1.0/</a></td>
</tr>
<tr>
<td>No Copyright - the United States</td>
<td><a href="http://rightsstatements.org/vocab/NoC-US/1.0/">http://rightsstatements.org/vocab/NoC-US/1.0/</a></td>
</tr>
<tr>
<td>No Known Copyright</td>
<td><a href="http://rightsstatements.org/vocab/NoC/1.0/">http://rightsstatements.org/vocab/NoC/1.0/</a></td>
</tr>
<tr>
<td>Copyright Undetermined</td>
<td><a href="http://rightsstatements.org/vocab/UND/1.0/">http://rightsstatements.org/vocab/UND/1.0/</a></td>
</tr>
<tr>
<td>Copyright Not Evaluated</td>
<td><a href="http://rightsstatements.org/vocab/CNE/1.0/">http://rightsstatements.org/vocab/CNE/1.0/</a></td>
</tr>
<tr>
<td>Creative Commons CC BY 4.0</td>
<td><a href="https://creativecommons.org/licenses/by/4.0/">https://creativecommons.org/licenses/by/4.0/</a></td>
</tr>
</tbody>
</table>
See Table 7 for the combined Rights Status, Rights Statements and the Use Determination URI.

**Examples in Minnesota Reflections:**
http://rightsstatements.org/vocab/NKC/1.0/

---

**Rights Statement**

**Definition:** Full text information about the rights that may be held in, on, and over the digital item. The Rights Statement is derived from Rightsstatements.org and represents the same information found in the Use Determination URI field but is presented in a textual, definition form.

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Rights Statement  
**Guidelines for Data Entry:** Field is populated by the data selected in Use Determination URI field.

---

**Table 7. Combined Display of Rights Status, Rights Statements, and Use Determination URI fields**

<table>
<thead>
<tr>
<th>Rights Status:</th>
<th>Rights Statement:</th>
<th>Use Determination URI:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Domain Mark</td>
<td>The person who associated a work with this deed has dedicated the work to the public domain by waiving all of his or her rights to the work worldwide under copyright law, including all related and neighboring rights, to the extent allowed by law. You can copy, modify, distribute and perform the work,</td>
<td><a href="https://creativecommons.org/publicdomain/zero/1.0/">https://creativecommons.org/publicdomain/zero/1.0/</a></td>
</tr>
<tr>
<td>Copyright Status</td>
<td>Description</td>
<td>Rights Statement Link</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>No Copyright - the United States</strong></td>
<td>The organization that has made the Item available believes that the Item is in the Public Domain under the laws of the United States, but a determination was not made as to its copyright status under the copyright laws of other countries. The Item may not be in the Public Domain under the laws of other countries. Please refer to the organization that has made the Item available for more information.</td>
<td><a href="http://rightsstatements.org/vocab/NoC-US/1.0/">http://rightsstatements.org/vocab/NoC-US/1.0/</a></td>
</tr>
<tr>
<td><strong>No Known Copyright</strong></td>
<td>The organization that has made the Item available reasonably believes that the Item is not restricted by copyright or related rights, but a conclusive determination could not be made. Please refer to the organization that has made the Item available for more information. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use.</td>
<td><a href="http://rightsstatements.org/vocab/NKC/1.0/">http://rightsstatements.org/vocab/NKC/1.0/</a></td>
</tr>
<tr>
<td><strong>Copyright Undetermined</strong></td>
<td>The copyright and related rights status of this Item has been reviewed by the organization that has made the Item available, but the organization was unable to make a conclusive determination as to the copyright status of the Item. Please refer to the organization that has made the Item available for more information. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use.</td>
<td><a href="http://rightsstatements.org/vocab/UND/1.0/">http://rightsstatements.org/vocab/UND/1.0/</a></td>
</tr>
<tr>
<td><strong>Copyright Not Evaluated</strong></td>
<td>The copyright and related rights status of this Item has not been evaluated. Please refer to the organization that has made the Item available for more information. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use.</td>
<td><a href="http://rightsstatements.org/vocab/CNE/1.0/">http://rightsstatements.org/vocab/CNE/1.0/</a></td>
</tr>
<tr>
<td><strong>In Copyright</strong></td>
<td>This Item is protected by copyright and/or related rights. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. For other uses you need to obtain permission from the rights-holder(s).</td>
<td><a href="http://rightsstatements.org/vocab/InC/1.0/">http://rightsstatements.org/vocab/InC/1.0/</a></td>
</tr>
<tr>
<td>In Copyright - Rights-Holders Unlocatable or Unidentifiable</td>
<td>This Item is protected by copyright and/or related rights. However, for this Item, either (a) no rights-holder(s) have been identified or (b) one or more rights-holder(s) have been identified but none have been located. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use.</td>
<td><a href="http://rightsstatements.org/vocab/InC-RUU/1.0/">http://rightsstatements.org/vocab/InC-RUU/1.0/</a></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Creative Commons CC BY 4.0</td>
<td>Creative Commons Attribution CC BY This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.</td>
<td><a href="https://creativecommons.org/licenses/by/4.0/">https://creativecommons.org/licenses/by/4.0/</a></td>
</tr>
<tr>
<td>Creative Commons CC BY NC ND</td>
<td>Creative Commons Attribution-NonCommercial-NoDerivs This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can’t change them in any way or use them commercially.</td>
<td><a href="https://creativecommons.org/licenses/by-nc-nd/4.0/">https://creativecommons.org/licenses/by-nc-nd/4.0/</a></td>
</tr>
<tr>
<td>Creative Commons CC BY-SA 4.0</td>
<td>Creative Commons Attribution ShareAlike This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms.</td>
<td><a href="https://creativecommons.org/licenses/by-sa/4.0/">https://creativecommons.org/licenses/by-sa/4.0/</a></td>
</tr>
<tr>
<td>Creative Commons CC BY-ND 4.0</td>
<td>Creative Commons Attribution-NoDerivs This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to you.</td>
<td><a href="https://creativecommons.org/licenses/by-nd/4.0/">https://creativecommons.org/licenses/by-nd/4.0/</a></td>
</tr>
<tr>
<td>Creative Commons CC BY-NC 4.0</td>
<td>Creative Commons Attribution-NonCommercial This license lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don’t have to license their derivative works on the same terms.</td>
<td><a href="https://creativecommons.org/licenses/by-nc/4.0/">https://creativecommons.org/licenses/by-nc/4.0/</a></td>
</tr>
<tr>
<td>Creative Commons CC BY NC SA</td>
<td>Creative Commons Attribution-NonCommercial-ShareAlike This license lets others remix, tweak, and build upon your work non-commercially, as</td>
<td><a href="https://creativecommons.org/licenses/by-nc-sa/4.0/">https://creativecommons.org/licenses/by-nc-sa/4.0/</a></td>
</tr>
</tbody>
</table>
Expected Public Domain Entry Year

**Definition:** The expected year in which an item leaves copyright and enters the Public Domain.

**Required:** Yes
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Expected Public Domain Entry Year

**Guidelines for Data Entry:**
Record the date in a numeric form. Record only the date. Any and all associated notes should be placed in the Rights Determination Notes field.

**Examples in Minnesota Reflections:**
2037
2045
2055
V. TECHNICAL METADATA

What is Technical Metadata? Technical metadata (sometimes called “process-related metadata”) captures information about the process of digitizing an item. Technical metadata does NOT describe the item being digitized (that is Descriptive Metadata). Technical metadata captures information regarding an item’s digital format, technical characteristics, storage and location. Technical metadata helps repositories manage and preserve digital items over time.

NOTE: This section is designed primarily for contributors who digitize their own materials or who contract with vendors to scan their items. Participants who have chosen to have their items scanned at one of the Minnesota Digital Library’s scanning centers should ignore this section.

Scanning Center

Definition: The organization responsible for creating the digital item.

Required: Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Scanning Center
Guidelines for Data Entry:
Record the name of the organization or vendor that created the digital item (scanned the material). This may not always be the same organization the holds the original items.

Examples in Minnesota Reflections:
Iron Range Research Center
University of Minnesota
St. Cloud State University

Object File Name

Definition: The file name, including extension, of the item being described. Object file names should correspond to the MDL Identifier. Be sure to include the file extension (e.g. .tif, .wav, .jp2).
Enter Data into Spreadsheet Column: Object File Name

Guidelines for Data Entry:
Record the Object File Name as the same three-character, five-digit name used in the MDL Identifier field. Be sure to include the applicable file extension.

Examples in Minnesota Reflections:
- mhs00401.tif
- umn94142.wav
- irr00125.tif

---

**Date Digital**

**Definition:** Date Digital is the date that the scanning center created the master digital version of the item.

**Required:** Yes
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Date Digital

**Guidelines for Data Entry:**
Record the date using the International Standard for Organization ISO-8601 format: YYYY-MM-DD; YYYY is the year, MM is the month of the year between 01 (January) and 12 (December), and DD is the day of the month between 01 and 31.

**Example in Minnesota Reflections:**
- 2006-12-05

---

**Item Digital Format**

**Definition:** The Internet Media Type for the digital item. This field is used to describe the access file only.

**Required:** Yes
Local Input: No

Enter Data into Spreadsheet Column: Item Digital Format
Guidelines for Data Entry:
Assigned directly by the MDL Metadata Librarian. This field does not appear on any of the metadata spreadsheets. The MDL Metadata Librarian will assign the correct Item Digital Format after the project has been added to Minnesota Reflections.

For more information and a complete list of valid Internet Media Types please refer to http://www.iana.org/assignments/media-types/.

Examples in Minnesota Reflections:
image/jp2
audio/mpeg

---

**Master File Format**

Definition: The file type of the master digital item.

Required: Yes
Local Input: Yes

Enter Data into Spreadsheet Column: Master File Format
Guidelines for Data Entry:
Using the pull-down list provided in the metadata spreadsheet, select the file format of the item.

Minnesota Reflections Input Options:
All options conform to valid Internet Media Types. For more information and a complete list of valid Internet Media Types please refer to http://www.iana.org/assignments/media-types/.

Examples in Minnesota Reflections:
image/tiff
image/jp2
audio/wav
video/mp4
video/avi
**Master File Size**

**Definition:** The file size of the master file format expressed as a number of bytes.

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Master File Size  
**Guidelines for Data Entry:**  
Enter the master file size expressed as the number of bytes.

**Example in Minnesota Reflections:**  
18070004

---

**Master File Bit Depth**

**Definition:** The bit depth at which the item was digitized. Bit depth describes the number of bits used to represent the color of a single pixel. A higher bit depth provides a broader range of distinct colors. MDL recommends scanning items at 24-bit RGB color. Contact the MDL if your project deviates from MDL standards.

**Required:** Yes (if applicable)  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Master File Bit Depth  
**Guidelines for Data Entry:**  
Enter the bit depth at which the item was scanned. Note: there is no bit depth for audio/video.

**Common bit depths include:**  
1-bit: 2 colors, black and white  
8-bit: 256 colors or shades of gray available  
24-bit: 16 million colors available

**Example in Minnesota Reflections:**  
24
Master File Resolution

**Definition:** The resolution at which the item was digitized (note: this is not spatial resolution). This resolution should be expressed in pixels per inch (ppi).

**Required:** Yes (if applicable)

**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Master File Resolution

**Guidelines for Data Entry:**
Enter the resolution (not spatial resolution) at which the item was scanned. This resolution should be expressed in pixels per inch (ppi). Contributing organizations submitting video or audio files should leave this field blank.

**Examples in Minnesota Reflections:**
450
600

---

Master File Compression

**Definition:** The compression scheme (if any) used for optimized storage and delivery of the digital object. The MDL requires that all master files be uncompressed.

**Required:** Yes

**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Master File Compression

**Guidelines for Data Entry:**
For all Minnesota Reflections projects we request that all master files be saved with no compression. Enter ‘None’ into the spreadsheet column Master File Compression in order to express the fact that the master file was saved uncompressed. Please talk to the Minnesota Digital Library Outreach Coordinator if you wish to submit compressed files.

**Example in Minnesota Reflections:** None
Master File Width

Definition: The width, expressed in pixels, of the digital item.

Required: Yes (if applicable)
Local Input: Yes

Enter Data into Spreadsheet Column: Master File Width
Guidelines for Data Entry:
Enter the width, expressed in pixels, of the digital item. Contributing organizations submitting audio files should leave this field blank.

Example in Minnesota Reflections:
4037
5109

Master File Height

Definition: The height, expressed in pixels, of the digital item.

Required: Yes (if applicable)
Local Input: Yes

Enter Data into Spreadsheet Column: Master File Height
Guidelines for Data Entry:
Enter the height, expressed in pixels, of the digital item. Contributing organizations submitting audio files should leave this field blank.

Example in Minnesota Reflections:
5564
4364
Master File Hardware

**Definition:** The name and model number of the hardware used to create the digital object. This is intended to capture information about the scanner or digital audio/video equipment used to create the digital content.

**Required:** Yes
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Master File Hardware

**Guidelines for Data Entry:**
Enter the hardware device used to create the digital object. Include the manufacturer’s name and model name/number. Examples include: flatbed scanner, digital camera, etc.

**Examples in Minnesota Reflections:**
Epson Expression 10000XL
PhaseOne P65

Master File Software

**Definition:** The name and version number of the software used to create the digital object.

**Required:** Yes
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Master File Software

**Guidelines for Data Entry:**
Note: If more than one piece of software is used in the creation of the digital object, record both names separated by a semi-colon and a space.

**Examples in Minnesota Reflections:**
Adobe Photoshop CS5
Master File System

**Definition:** The computer operating system and version used by the computer with which the digital object was created.

**Required:** Yes  
**Local Input:** Yes

**Enter Data into Spreadsheet Column:** Master File System  
**Guidelines for Data Entry:**  
Enter the computer operating system and version (to the greatest specificity possible) used by the computer with which the digital object was created.

**Examples in Minnesota Reflections:**  
Windows XP  
Mac OS10

Master File Checksum

**Definition:** An alpha-numeric value used to detect errors in file transmission or storage. The integrity of the digital data can be checked at a later time by re-computing the checksum and comparing it with the stored value. Checksums help to monitor the ongoing integrity of the digital objects.

**Required:** Yes  
**Local Input:** No

**Enter Data into Spreadsheet Column:** Master File Checksum  
**Guidelines for Data Entry:**  
Complete this field only if you have software that can generate an MD5 checksum. If you lack the necessary equipment to generate a master file checksum, please discuss your project with the Minnesota Digital Library’s Metadata Librarian.

**Example in Minnesota Reflections:**  
38e41d48200aef78c1ee89542567ec00
### APPENDIX A:

**Assigning a Minnesota Reflections Topic Term**

<table>
<thead>
<tr>
<th>Minnesota Reflections Topics</th>
<th>What items go here?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Farms and farmers</td>
</tr>
<tr>
<td></td>
<td>Homesteading</td>
</tr>
<tr>
<td></td>
<td>Crops and fields</td>
</tr>
<tr>
<td></td>
<td>Threshing</td>
</tr>
<tr>
<td></td>
<td>Harvesting</td>
</tr>
<tr>
<td>American Indians</td>
<td>Individuals and group portraits</td>
</tr>
<tr>
<td></td>
<td>Reservations, villages, and houses</td>
</tr>
<tr>
<td></td>
<td>Clothing and dress</td>
</tr>
<tr>
<td></td>
<td>Native American boarding schools</td>
</tr>
<tr>
<td>Animals</td>
<td>Wild animals</td>
</tr>
<tr>
<td></td>
<td>Pets</td>
</tr>
<tr>
<td></td>
<td>Note: animals should dominate the image</td>
</tr>
<tr>
<td>Architecture</td>
<td>Houses and buildings</td>
</tr>
<tr>
<td></td>
<td>Architectural drawings</td>
</tr>
<tr>
<td></td>
<td>Vernacular architecture</td>
</tr>
<tr>
<td></td>
<td>Urban planning</td>
</tr>
<tr>
<td>The Arts</td>
<td>Fine arts: paintings, sculpture, drawings</td>
</tr>
<tr>
<td></td>
<td>Prints</td>
</tr>
<tr>
<td></td>
<td>Art classes and education</td>
</tr>
<tr>
<td></td>
<td>Theater and Vaudeville productions</td>
</tr>
<tr>
<td></td>
<td>Opera Houses</td>
</tr>
<tr>
<td></td>
<td>Music and musicians</td>
</tr>
<tr>
<td></td>
<td>Dancers and dance performances</td>
</tr>
<tr>
<td></td>
<td>Actors</td>
</tr>
<tr>
<td>Business and Industry</td>
<td>Main street</td>
</tr>
<tr>
<td></td>
<td>Central business districts</td>
</tr>
<tr>
<td></td>
<td>Individual stores and businesses</td>
</tr>
<tr>
<td>Communication</td>
<td>Newsletters</td>
</tr>
<tr>
<td></td>
<td>Advertisements</td>
</tr>
<tr>
<td></td>
<td>Diaries and Journals</td>
</tr>
<tr>
<td></td>
<td>Letters</td>
</tr>
</tbody>
</table>
| **Crime and Punishment** | Police officers  
Sheriffs  
State police officers  
Jails  
Prisons  
Posses  
Criminals  
Trials |
|--------------------------|------------------------------------------------|
| **Education**            | Teachers  
Students  
Elementary schools  
High schools  
Colleges and universities  
School buildings  
Campus and school grounds |
| **Environment**          | Forests  
Prairies  
Rivers and lakes  
State parks and City parks  
Landscape photography |
| **Health and Medicine**  | Hospitals and clinics  
Doctors and Nurses  
Public health issues  
Vaccinations and inoculations  
Epidemics |
| **Immigration and Ethnicity** | Ethnic clubs and organizations  
Festivals and celebrations  
Ethnic dress and food-ways |
| **Labor**                | Workers and employees  
Strikes  
May Day activities |
| **People of Minnesota**  | Studio portraits  
Informal snapshots  
Groups of people  
Anonymous individuals  
Individuals recognized for their achievements |
| Politics and Government | Soldiers  
| | Veterans and veteran issues  
| | Veterans homes  
| | Political candidates  
| | Political rallies  
| | Presidential visits  
| | Courthouses  
| | County and state office buildings  
| Religion | Churches  
| | Synagogues  
| | Congregations  
| | Baptisms  
| | Confirmations  
| | Sunday school  
| | Weddings  
| | Funerals  
| | Church socials, picnics and church suppers  
| Social Issues | U.S. citizenship  
| | Civil Rights  
| | GLBT issues  
| | Women’s Movement  
| | WPA and CCC  
| | Drinking and Temperance Movement  
| | Prohibition  
| | German P.O.W.s in Minnesota  
| Sports and Recreation | Team and individual sports  
| | Hobbies  
| | Recreation activities  
| | Parades  
| | Carnivals  
| | County fairs  
| | Minnesota State Fair  
| Transportation | Airplanes  
| | Automobiles  
| | Trains  
| | Streetcars  
| | Boats (used for transportation vs. recreation)  
| | Horse and buggy  
| | Carts and wagons  

<table>
<thead>
<tr>
<th><strong>Weather</strong></th>
<th>Droughts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Floods</td>
</tr>
<tr>
<td></td>
<td>Tornadoes and windstorms</td>
</tr>
<tr>
<td></td>
<td>Hail</td>
</tr>
<tr>
<td></td>
<td>Storm damage</td>
</tr>
<tr>
<td></td>
<td>Snowstorms</td>
</tr>
<tr>
<td></td>
<td>Snow accumulation</td>
</tr>
<tr>
<td></td>
<td>Snow removal</td>
</tr>
<tr>
<td></td>
<td>Rainbows</td>
</tr>
<tr>
<td></td>
<td>Rain</td>
</tr>
</tbody>
</table>
# APPENDIX B:
Relationship between Type and Physical Format

<table>
<thead>
<tr>
<th>Type Values</th>
<th>Physical Format Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartographic</td>
<td>Atlases, Contour maps, Engineering maps, Forestry maps, Maps, Plats (maps), Topographic maps, Tourist maps, Transportation maps, Zoning maps</td>
</tr>
<tr>
<td>Mixed Material</td>
<td>No Physical Format values are defined as “Mixed Materials” means a multi-format item. Please leave the Physical Format field blank.</td>
</tr>
<tr>
<td>Moving Image</td>
<td>Home movies, Silent films, Television programs</td>
</tr>
<tr>
<td>Notated Music</td>
<td>Hymnals, Sheet music, Songbooks, Songs (document genre)</td>
</tr>
<tr>
<td>Sound Recording-Musical</td>
<td>Note: no examples in Minnesota Reflections</td>
</tr>
<tr>
<td>Sound Recording-Nonmusical</td>
<td>Oral histories, Speeches</td>
</tr>
<tr>
<td>Still Image</td>
<td>Aerial photographs, Albumen prints, Architectural drawings (visual works), Black-and-white photographs, Cabinet photographs, Car cards, Cartes-de-visite (card photographs), Color photographs, Color transparencies</td>
</tr>
<tr>
<td>Still Image (continued)</td>
<td>Text</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Collodion prints</td>
<td>Accounts</td>
</tr>
<tr>
<td>Contact prints</td>
<td></td>
</tr>
<tr>
<td>Cut-paper work</td>
<td></td>
</tr>
<tr>
<td>Cyanotypes</td>
<td></td>
</tr>
<tr>
<td>Design drawings</td>
<td></td>
</tr>
<tr>
<td>Drawings (visual works)</td>
<td></td>
</tr>
<tr>
<td>Gelatin silver prints</td>
<td></td>
</tr>
<tr>
<td>Lantern slides</td>
<td></td>
</tr>
<tr>
<td>Negatives (photographic)</td>
<td></td>
</tr>
<tr>
<td>Paintings (visual works)</td>
<td></td>
</tr>
<tr>
<td>Panoramas</td>
<td></td>
</tr>
<tr>
<td>Photograph albums</td>
<td></td>
</tr>
<tr>
<td>Postcards</td>
<td></td>
</tr>
<tr>
<td>Posters</td>
<td></td>
</tr>
<tr>
<td>Prints (visual works)</td>
<td></td>
</tr>
<tr>
<td>Sketchbooks</td>
<td></td>
</tr>
<tr>
<td>Slides (photographs)</td>
<td></td>
</tr>
<tr>
<td>Stereographs</td>
<td></td>
</tr>
<tr>
<td>Studio portraits</td>
<td></td>
</tr>
<tr>
<td>Tintypes</td>
<td></td>
</tr>
<tr>
<td>Trade cards</td>
<td></td>
</tr>
<tr>
<td>Text (continued)</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Checklists</td>
<td></td>
</tr>
<tr>
<td>Checks (bank checks)</td>
<td></td>
</tr>
<tr>
<td>Contracts</td>
<td></td>
</tr>
<tr>
<td>Deeds</td>
<td></td>
</tr>
<tr>
<td>Diaries</td>
<td></td>
</tr>
<tr>
<td>Directories</td>
<td></td>
</tr>
<tr>
<td>Diplomas</td>
<td></td>
</tr>
<tr>
<td>Documents (other) *see Appendix C regarding this term</td>
<td></td>
</tr>
<tr>
<td>Examinations (documents)</td>
<td></td>
</tr>
<tr>
<td>Exhibition catalogs</td>
<td></td>
</tr>
<tr>
<td>Government records</td>
<td></td>
</tr>
<tr>
<td>Greeting cards</td>
<td></td>
</tr>
<tr>
<td>Instructional materials</td>
<td></td>
</tr>
<tr>
<td>Insurance policies</td>
<td></td>
</tr>
<tr>
<td>Invitations</td>
<td></td>
</tr>
<tr>
<td>Invoices</td>
<td></td>
</tr>
<tr>
<td>Journals (accounts)</td>
<td></td>
</tr>
<tr>
<td>Labels (identifying artifacts)</td>
<td></td>
</tr>
<tr>
<td>Leaflets (printed works)</td>
<td></td>
</tr>
<tr>
<td>Ledgers (account books)</td>
<td></td>
</tr>
<tr>
<td>Letterheads</td>
<td></td>
</tr>
<tr>
<td>Letters (correspondence)</td>
<td></td>
</tr>
<tr>
<td>Licenses</td>
<td></td>
</tr>
<tr>
<td>Magazines (periodicals)</td>
<td></td>
</tr>
<tr>
<td>Medical records</td>
<td></td>
</tr>
<tr>
<td>Membership cards</td>
<td></td>
</tr>
<tr>
<td>Membership lists</td>
<td></td>
</tr>
<tr>
<td>Memoirs</td>
<td></td>
</tr>
<tr>
<td>Memorandums</td>
<td></td>
</tr>
<tr>
<td>Menus</td>
<td></td>
</tr>
<tr>
<td>Military records</td>
<td></td>
</tr>
<tr>
<td>Minutes (administrative records)</td>
<td></td>
</tr>
<tr>
<td>Muster rolls</td>
<td></td>
</tr>
<tr>
<td>Newsletters</td>
<td></td>
</tr>
<tr>
<td>Newspapers</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>Oaths</td>
<td></td>
</tr>
<tr>
<td>Pamphlets</td>
<td></td>
</tr>
<tr>
<td>Pattern books</td>
<td></td>
</tr>
<tr>
<td>Petitions</td>
<td></td>
</tr>
<tr>
<td>Poems</td>
<td></td>
</tr>
<tr>
<td>Postal cards</td>
<td></td>
</tr>
<tr>
<td>Proceedings</td>
<td></td>
</tr>
<tr>
<td>Programs (documents)</td>
<td></td>
</tr>
</tbody>
</table>
| Text (continued) | Radio scripts  
|                 | Receipts (financial records)  
|                 | Registrations (licenses)  
|                 | Report cards  
|                 | Reports  
|                 | Resolutions (administrative records)  
|                 | Schedules (time plans)  
|                 | Speeches  
|                 | Stationery  
|                 | Statutes  
|                 | Telegrams  
|                 | Tickets  
|                 | Weather diaries  
|                 | Wedding announcements  
|                 | Wills  
| Three-Dimensional Object | Badges  
|                         | Boxes (containers)  
|                         | Canisters  
|                         | Ceremonial maces  
|                         | Medicine bottles  
|                         | Mortars  
|                         | Packaging  
|                         | Pennants  
|                         | Pestles  
|                         | Samples  
|                         | Sculpture (visual works)  
|                         | Trophies (objects)  

APPENDIX C:
Glossary of Physical Format Terms

- All Physical Format terms are taken from the Getty Museum’s Art & Architecture Thesaurus Online: http://www.getty.edu/research/conducting_research/vocabularies/aat/
- Select the Type first – then select an appropriate term from the Physical Format list below.
- See Appendix B for an illustration of the relationship between Type and Physical Format or refer to the Type column in this table to confirm the correct choice.
- Contact the MDL Metadata Librarian if you would like to use a term that is not currently listed. It can easily be added!
- To view examples in Minnesota Reflections, copy the Local or MDL Identifier, and paste it into the search box in Minnesota Reflections.
- To see an online version of these terms and their definitions: https://mndigital.org/projects/minnesota-reflections/glossary-format-terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
<th>Type</th>
<th>AAT Number</th>
<th>Example in Minnesota Reflections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts</td>
<td>Documents in which monies or goods are received, paid, or given out and are then recorded in order to permit periodic totaling.</td>
<td>Text</td>
<td>300145802</td>
<td>Local identifier: 23dues</td>
</tr>
<tr>
<td>Advertisements</td>
<td>Public notices or paid announcements, especially those in print.</td>
<td>Text</td>
<td>300193993</td>
<td>MDL identifier: mhs03125</td>
</tr>
<tr>
<td>Aerial photographs</td>
<td>Photographs of the earth taken from aircraft. Do not use for photographs of celestial bodies or astronomical phenomena.</td>
<td>Still Image</td>
<td>300128222</td>
<td>MDL identifier: umn34782</td>
</tr>
<tr>
<td>Affidavits</td>
<td>Sworn statements in writing; especially made upon oath before an authorized magistrate or officer.</td>
<td>Text</td>
<td>300027594</td>
<td>MDL identifier: umn11162a</td>
</tr>
<tr>
<td><strong>Albumen prints</strong></td>
<td>Photographic prints having albumen as the binder; always black-and-white, though they may be toned to a monochrome hue.</td>
<td>Still Image</td>
<td>300127121</td>
<td>MDL identifier: umn45057</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>-----------</td>
<td>------------------------</td>
</tr>
<tr>
<td><strong>Almanacs</strong></td>
<td>Publications, usually annuals, containing a variety of useful facts of miscellaneous nature or statistical information. Originally included projections of coming days, months and holidays.</td>
<td>Cartographic</td>
<td>300026705</td>
<td>MDL identifier: 2007_SPA</td>
</tr>
<tr>
<td><strong>Announcements</strong></td>
<td>Printed, spoken or published statements or notices that inform the reader of an event or other news.</td>
<td>Text</td>
<td>300026707</td>
<td>Local identifier: 36778</td>
</tr>
<tr>
<td><strong>Application forms</strong></td>
<td>Forms used by person requesting assistance, authorization, employment, admission, or other action.</td>
<td>Text</td>
<td>300027002</td>
<td>MDL identifier: macmdlx64</td>
</tr>
<tr>
<td><strong>Architectural drawings (visual works)</strong></td>
<td>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. This term includes both architectural Blueprints and Blue-line drawings.</td>
<td>Still Image</td>
<td>300034787</td>
<td>MDL identifier: naa2051</td>
</tr>
<tr>
<td><strong>Articles</strong></td>
<td>Literary compositions prepared for publication as an independent portion of a magazine, newspaper, encyclopedia, or other work.</td>
<td>Text</td>
<td>300048715</td>
<td>Local identifier: thecompanion</td>
</tr>
<tr>
<td><strong>Articles of incorporation</strong></td>
<td>Written agreements embodying the purposes or other conditions of the association of a number of persons for the pursuit of a joint enterprise; especially those duly executed and filed with a state's administrative authorities so as to have the force of a charter under general incorporation law.</td>
<td>Text</td>
<td>300027597</td>
<td>MDL identifier: umn171904</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>------</td>
<td>-------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td><strong>Artists’ Statements</strong></td>
<td>Texts by artists, often brief, that state explanations of the artists’ work or theoretical concepts on which their work is based.</td>
<td>Text</td>
<td>300192825</td>
<td>Local identifier: etc_kdg03</td>
</tr>
<tr>
<td><strong>Atlases</strong></td>
<td>Volumes of maps, with or without descriptive text, which may be issued to supplement or accompany texts or be published independently.</td>
<td>Cartographic</td>
<td>300028053</td>
<td>MDL identifier: umn35419</td>
</tr>
<tr>
<td><strong>Attendance records</strong></td>
<td>Records maintained by an organization regarding the action or fact of individuals being present to take part in social transactions, entertainment, instruction, worship, or in answer to a summons.</td>
<td>Text</td>
<td>300027443</td>
<td>Local identifier: MLAannual_conference_registration_1927</td>
</tr>
<tr>
<td><strong>Badges</strong></td>
<td>Objects bearing special or distinctive marks, worn for decoration, or to signify affiliation. The term refers to any distinctive device, emblem, or mark worn to indicate a person's affiliation, rank, office, name, or membership in an organization or support for a cause, particularly objects that comprise small pieces of metal, card, plastic, etc. that bear a distinguishing design or words.</td>
<td>Three-Dimensional Object</td>
<td>300193994</td>
<td>MDL identifier: mhs52790</td>
</tr>
<tr>
<td>Bills (legislative records)</td>
<td>Drafts of proposed laws introduced in a legislative body.</td>
<td>Text</td>
<td>300027888</td>
<td>Local identifier: 1961_TacAmd_V01_0002a_fci_na_2005.0058_GOV</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------------------------</td>
<td>------</td>
<td>------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Black-and-white photographs</td>
<td>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).</td>
<td>Still Image</td>
<td>300128347</td>
<td>MDL identifier: stc00231</td>
</tr>
<tr>
<td>Books</td>
<td>Items comprising a collection of leaves of paper, parchment, wood, stiffened textile, metal tablets, or other flat material, that are blank, written on, or printed, and are strung or bound together in a volume.</td>
<td>Text</td>
<td>300028051</td>
<td>Local identifier: lak1007</td>
</tr>
<tr>
<td>Booklets</td>
<td>Small books consisting of a few sheets that are glued, stitched or stapled together between thin card or paper covers.</td>
<td>Text</td>
<td>300311670</td>
<td>Local identifier: D#6</td>
</tr>
<tr>
<td>Boxes (containers)</td>
<td>Rigid, often rectangular containers usually with a lid or cover in which something non-liquid is kept or carried.</td>
<td>Three-Dimensional Object</td>
<td>300045643</td>
<td>Local identifier: wan_001</td>
</tr>
<tr>
<td>Broadsides (notices)</td>
<td>Sizeable single-sheet notices or advertisements printed on one or both sides, often chiefly textual rather than pictorial, and printed to be read unfolded.</td>
<td>Text</td>
<td>300026739</td>
<td>MDL identifier: mhs14612</td>
</tr>
<tr>
<td>Brochures</td>
<td>Printed or graphic material intended for promotional or publicity purposes, such as small printed works describing the features or amenities of a place, an organization, or other concern.</td>
<td>Text</td>
<td>300248280</td>
<td>Local identifier: d314-23</td>
</tr>
<tr>
<td><strong>Budgets</strong></td>
<td>Statements of revenue and expenditure, financial proposals or schemes for a public body or the domestic accounts of a family or individual.</td>
<td>Text</td>
<td>300027514</td>
<td>Local identifier: wpl00007</td>
</tr>
<tr>
<td><strong>Building permits</strong></td>
<td>Permits required by local governmental bodies for new building, or for major alteration or expansion of existing structures. Applications, building plans, estimated costs, and a fee are usually required before a permit is issued.</td>
<td>Text</td>
<td>300027834</td>
<td>Local identifier: spl_0702</td>
</tr>
<tr>
<td><strong>Bulletins</strong></td>
<td>A serial publication issued by an organization or society, especially a short account, alert, or report of public news or events issued by authority.</td>
<td>Text</td>
<td>300311679</td>
<td>Local identifier: scc089</td>
</tr>
<tr>
<td><strong>Business cards</strong></td>
<td>Small cards bearing the name and address of a business concern and one of its representatives, and intended more for information than advertisement. Note: business cards are not to be confused with “trade cards” and “advertising cards.”</td>
<td>Text</td>
<td>300026767</td>
<td>MDL identifier: mhs07242</td>
</tr>
<tr>
<td><strong>Cabinet photographs</strong></td>
<td>Mounted on card stock and a larger alternative to the <em>Cartes-de-visite</em>. The larger size (approximately 6½ x 4¼ inches) was considered more appropriate for display, allowed for group portraits, and permitted the image to be retouched. The card stock mount often contains the name and address of the photography studio. Popular until World War I.</td>
<td>Still Image</td>
<td>300127131</td>
<td>MDL identifier: mhs04599</td>
</tr>
<tr>
<td><strong>Calendars</strong></td>
<td>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. A calendar may include important astronomical data, ecclesiastical or other festivals, and other events belonging to specific days.</td>
<td>Text</td>
<td>300026741</td>
<td>Local identifier: dul529.3_w845_1975</td>
</tr>
<tr>
<td><strong>Canisters</strong></td>
<td>Cylindrical or rectangular containers usually of lightweight metal, plastic, or laminated pasteboard used for holding dry products.</td>
<td>Three-Dimensional Object</td>
<td>300195322</td>
<td>Local identifier: wan_002</td>
</tr>
<tr>
<td><strong>Car cards</strong></td>
<td>Posters intended to be placed in subway cars, street cars and buses.</td>
<td>Still Image</td>
<td>300201079</td>
<td>MDL identifier: umn218282</td>
</tr>
<tr>
<td><strong>Cartes-de-visite (card photographs)</strong></td>
<td>Refers to small-format photographs affixed to card stock. They were typically portraits and the image was a standard size of 3¼ x 2¼ inches. They went out of fashion in the 1870s.</td>
<td>Still Image</td>
<td>300127141</td>
<td>MDL identifier: mhs05351</td>
</tr>
<tr>
<td><strong>Catalogs</strong></td>
<td>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.</td>
<td>Text</td>
<td>300026059</td>
<td>Local identifier: scsucatalog1886_87</td>
</tr>
<tr>
<td><strong>Ceremonial maces</strong></td>
<td>Maces intended primarily for ceremonial display rather than as weapons. A ceremonial mace is a staff or club-shaped device, often richly ornamented and typically topped with a knob or other head-piece, carried by priestly officials, ecclesiastical persons, magistrates, and academic persons as a symbol of jurisdiction or office during a ceremony.</td>
<td>Three-Dimensional Object</td>
<td>300299039</td>
<td>MDL Identifier: stc12768</td>
</tr>
<tr>
<td><strong>Certificates</strong></td>
<td>Documents giving authoritative recognition of a fact, qualification, or promise.</td>
<td>Text</td>
<td>300026841</td>
<td>MDL identifier: umn23691</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>------</td>
<td>------------</td>
<td>------------------------</td>
</tr>
<tr>
<td><strong>Checklists</strong></td>
<td>Lists in which items can be compared, scheduled, verified, or identified.</td>
<td>Text</td>
<td>300027123</td>
<td>Local identifier: 36716</td>
</tr>
<tr>
<td><strong>Checks (bank checks)</strong></td>
<td>Written orders drawn on a bank to pay, on demand, a specified sum of money to a named person.</td>
<td>Text</td>
<td>300191339</td>
<td>MDL Identifier: umn370729</td>
</tr>
<tr>
<td><strong>City directories</strong></td>
<td>Enumerations of names, addresses, and other data about specific groups of persons or organizations; may appear in alphabetic or graphic format.</td>
<td>Text</td>
<td>300026241</td>
<td>Local identifier: city-directory-1888-1889</td>
</tr>
<tr>
<td><strong>Color photographs</strong></td>
<td>The broad class of photographs having images composed of more than one hue, plus the neutral tones. Note: for photographs having a range of tones within one hue, see Black-and-white photographs.</td>
<td>Still Image</td>
<td>300128359</td>
<td>MDL identifier: umn23961</td>
</tr>
<tr>
<td><strong>Color transparencies</strong></td>
<td>Photographic images designed for viewing by transmitted light, composed of more than one hue, plus the neutral tones.</td>
<td>Still Image</td>
<td>300128364</td>
<td>MDL identifier: mhs24204</td>
</tr>
<tr>
<td><strong>Collodion prints</strong></td>
<td>Photographic prints having collodion as the binder.</td>
<td>Still Image</td>
<td>300134696</td>
<td>MDL identifier: umn10843</td>
</tr>
<tr>
<td><strong>Contact prints</strong></td>
<td>Photographic prints made by interfacing a negative and a sheet of photographic paper and exposing the paper with raw light.</td>
<td>Still Image</td>
<td>300127169</td>
<td>MDL identifier: umn16623</td>
</tr>
<tr>
<td><strong>Contour maps</strong></td>
<td>Maps showing elevation and the configuration of the ground by the use of contour lines and usually lacking other detail.</td>
<td>Cartographic</td>
<td>300028393</td>
<td>Local identifier: 98.015.010</td>
</tr>
<tr>
<td><strong>Contracts</strong></td>
<td>Documents, enforceable by law, embodying agreements between two or more competent parties to do or not to do something, and specifying the terms and conditions of the agreement.</td>
<td>Text</td>
<td>300027649</td>
<td>MDL identifier: mhs07136</td>
</tr>
<tr>
<td><strong>Cut-paper work</strong></td>
<td>Designs, patterns, or images created by removing small portions from the interior or edges of a piece of paper.</td>
<td>Still Image</td>
<td>300068579</td>
<td></td>
</tr>
<tr>
<td><strong>Cyanotypes (photographic prints)</strong></td>
<td>Blue-toned photographic prints produced by the blueprint process. These do NOT include reproductive prints of architectural or other technical drawings. Note: for blueprints use the term Architectural drawings.</td>
<td>Still Image</td>
<td>300134811</td>
<td>MDL identifier: mhs11186</td>
</tr>
<tr>
<td><strong>Deeds</strong></td>
<td>Documents, usually executed under seal, containing a conveyance, especially of real estate.</td>
<td>Text</td>
<td>300027249</td>
<td>Local identifier: ST-84</td>
</tr>
<tr>
<td><strong>Design drawings</strong></td>
<td>Drawings intended to work out the scheme of a project (whether the project is expected to be executed or not); more finished than sketches.</td>
<td>Still Image</td>
<td>300069413</td>
<td>MDL Identifier: stc04020</td>
</tr>
<tr>
<td><strong>Diaries</strong></td>
<td>Refers to books containing the daily, personal accounts of the writer's own experiences, attitudes, and observations. Use <em>Journals (accounts)</em> when referring to an individual's or an organization's account of occurrences or transactions.</td>
<td>Text</td>
<td>300027112</td>
<td>MDL identifier: umn16861</td>
</tr>
<tr>
<td><strong>Diplomas</strong></td>
<td>Formal documents conferring some honor, degree, or privilege, especially those bearing record of graduation from or a degree conferred by an educational institution.</td>
<td>Text</td>
<td>300028011</td>
<td>MDL identifier: stc00274</td>
</tr>
<tr>
<td><strong>Directories</strong></td>
<td>Enumerations of names, addresses, and other data about specific groups of persons or organizations; may appear in alphabetic or graphic format.</td>
<td>Text</td>
<td>300026234</td>
<td>Local identifier: spl12004</td>
</tr>
<tr>
<td><strong>Documents (other)</strong></td>
<td>Note: This is a general term for Text based items. <strong>Note: This term should ONLY be used when an item cannot be assigned a more specific or granular term.</strong> Contact the Minnesota Digital Library’s Metadata Librarian regarding the use of this term.</td>
<td>Text</td>
<td>n/a</td>
<td>Local identifier: ms-30a</td>
</tr>
<tr>
<td><strong>Drawings (visual works)</strong></td>
<td>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.</td>
<td>Still Image</td>
<td>300033973</td>
<td>MDL identifier: SBM.02a</td>
</tr>
<tr>
<td><strong>Engineering maps</strong></td>
<td>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.</td>
<td>Cartographic</td>
<td>300028364</td>
<td>MDL identifier: umn100634</td>
</tr>
<tr>
<td><strong>Examinations (documents)</strong></td>
<td>Written questions or exercises testing knowledge, aptitude, or skills.</td>
<td>Text</td>
<td>30026936</td>
<td>Local identifier: wpl00081</td>
</tr>
<tr>
<td><strong>Exhibition catalogs</strong></td>
<td>Publications that document the works displayed in an exhibition.</td>
<td>Text</td>
<td>300026096</td>
<td>Local identifier: 1206</td>
</tr>
<tr>
<td><strong>Forestry maps</strong></td>
<td>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.</td>
<td>Cartographic</td>
<td>300028249</td>
<td>MDL identifier: umn147955</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>--------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td><strong>Gelatin silver prints</strong></td>
<td>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.</td>
<td>Still Image</td>
<td>300128695</td>
<td>MDL identifier: umn01255</td>
</tr>
<tr>
<td><strong>Greeting cards</strong></td>
<td>Cards often imprinted with messages and suitable illustrations, sent or given on special occasions or holidays.</td>
<td>Text</td>
<td>300026778</td>
<td>MDL identifier: mhs07268a</td>
</tr>
<tr>
<td><strong>Government records</strong></td>
<td>Records made or received by an agency of government and maintained in the conduct of government business.</td>
<td>Text</td>
<td>300027777</td>
<td>Local identifier: JS 1415 P76 1876 (REF) (ST PAUL)</td>
</tr>
<tr>
<td><strong>Home movies</strong></td>
<td>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.</td>
<td>Moving Image</td>
<td>300263874</td>
<td>MDL identifier: stc05745</td>
</tr>
<tr>
<td><strong>Hymnals</strong></td>
<td>Books containing collections of church hymns.</td>
<td>Notated Music</td>
<td>300026463</td>
<td>Local identifier: lak1005</td>
</tr>
<tr>
<td><strong>Instructional materials</strong></td>
<td>Print or non-print materials used for the purpose of imparting knowledge, attitudes, or skills to others.</td>
<td>Text</td>
<td>300026367</td>
<td>Local identifier: lak1004</td>
</tr>
<tr>
<td><strong>Insurance policies</strong></td>
<td>Documents by which one party (the insurer) in consideration of a premium, engages to indemnify another (the insured) against a contingent loss, by making a payment in compensation.</td>
<td>Text</td>
<td>300027527</td>
<td>Local identifier: ST-83</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Invitations</strong></td>
<td>Engraved, printed, or written expressions requesting a person's company at a certain event at a given time and place.</td>
<td>Text</td>
<td>300027083</td>
<td>MDL identifier: mhs07508</td>
</tr>
<tr>
<td><strong>Invoices</strong></td>
<td>Documents showing items supplied, together with the prices charged for each; also, itemized bills or accounts.</td>
<td>Text</td>
<td>300027568</td>
<td>Local identifier: ST-66</td>
</tr>
<tr>
<td><strong>Journals (accounts)</strong></td>
<td>Books containing accounts of an individual's or organization's business occurrences or transactions, including records of financial transactions. Note: Use Diaries when referring to personal accounts of the writer's experiences, attitudes, or observations.</td>
<td>Text</td>
<td>300027087</td>
<td>Local identifier: 0000.0006.1</td>
</tr>
<tr>
<td><strong>Labels (identifying artifacts)</strong></td>
<td>Pieces of paper inscribed and affixed to something for identification or description.</td>
<td>Text</td>
<td>300028730</td>
<td>MDL identifier: umn276112</td>
</tr>
<tr>
<td><strong>Lantern slides</strong></td>
<td>Transparent positive image made or mounted on glass, usually (but not necessarily) photographic. Measurements are 3.25 to 3.5 inches by 4 inches. Lantern slides are projected onto a screen by means of a specialized projector.</td>
<td>Still Image</td>
<td>300134977</td>
<td>MDL identifier: mhs07296</td>
</tr>
<tr>
<td><strong>Leaflets (printed works)</strong></td>
<td>Small printed works consisting of one small-sized leaf of paper folded and not stitched or bound, containing printed matter, chiefly for gratuitous distribution.</td>
<td>Text</td>
<td>300211825</td>
<td>MDL identifier: mhs14615</td>
</tr>
<tr>
<td>Title</td>
<td>Definition</td>
<td>Type</td>
<td>Identifier</td>
<td>MDL Identifier</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>------------</td>
<td>-------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Lectures</td>
<td>Expositions of a given subject delivered before an audience or class, especially for the purposes of instruction.</td>
<td>Sound Recording – Nonmusical OR Text</td>
<td>300026673</td>
<td>Local identifier: buhc00047</td>
</tr>
<tr>
<td>Ledgers (account books)</td>
<td>Volumes of final entry in accounting in which are entered debits, credits, and all other money transactions under each individual account or heading.</td>
<td>Text</td>
<td>300027496</td>
<td>MDL Identifier: mhs07598</td>
</tr>
<tr>
<td>Letterheads</td>
<td>Printed headings on stationery, especially business stationery, and usually giving the name and address of the business or institution.</td>
<td>Text</td>
<td>300193998</td>
<td></td>
</tr>
<tr>
<td>Letters (correspondence)</td>
<td>Pieces of correspondence that are somewhat more formal than memoranda or notes, usually on paper and delivered.</td>
<td>Text</td>
<td>300026879</td>
<td>Local identifier: B1F8L10</td>
</tr>
<tr>
<td>Licenses</td>
<td>Documents evidencing a right or permission, granted to an individual or organization in accordance with law by a competent authority, to engage in some transaction, business, or occupation, or to do some act.</td>
<td>Text</td>
<td>300027759</td>
<td>MDL identifier: umn283098</td>
</tr>
<tr>
<td>Magazines (periodicals)</td>
<td>Periodicals containing articles, essays, poems, or other writings by different authors, usually on a variety of topics and intended for a general reading public or treating a particular area of interest for a popular audience.</td>
<td>Text</td>
<td>300215389</td>
<td>Local identifier: MSU-UA-130-Student-1889-10</td>
</tr>
<tr>
<td>Maps</td>
<td>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.</td>
<td>Cartographic</td>
<td>300028094</td>
<td>MDL identifier: umn22528</td>
</tr>
<tr>
<td><strong>Medical records</strong></td>
<td>Records detailing the medical history and treatments conducted by individuals with a medical practitioner or in an institution such as a hospital or clinic.</td>
<td>Text</td>
<td>300027189</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td><strong>Medicine bottles</strong></td>
<td>Bottles of varying size, shape, and style made to contain medicine, particularly those intended to be taken home by customers of an apothecary or sold elsewhere; examples include collectible patent medicine bottles.</td>
<td>Three-Dimensional Object</td>
<td>300220810</td>
<td>Local identifier: eph2_011</td>
</tr>
<tr>
<td><strong>Membership cards</strong></td>
<td>Cards issued to individual members of an organization attesting to the fact of their membership, typically wallet-sized and carrying the name of the member and the name or logo of the organization.</td>
<td>Text</td>
<td>300255378</td>
<td>Local identifier: 8A026</td>
</tr>
<tr>
<td><strong>Membership lists</strong></td>
<td>Lists or rolls of the collective body of members, as of a society, at a given time.</td>
<td>Text</td>
<td>300027141</td>
<td>Local identifier: MLA_member_numbers_1891-1896</td>
</tr>
<tr>
<td><strong>Memoirs</strong></td>
<td>Narratives or histories autobiographical in nature or stressing the author's personal experience of the events.</td>
<td>Text</td>
<td>30020559</td>
<td>Local identifier: 1936.131.001</td>
</tr>
<tr>
<td><strong>Memorandums</strong></td>
<td>Documents recording information used for internal communication.</td>
<td>Text</td>
<td>300026906</td>
<td>MDL identifier: umn11238a</td>
</tr>
<tr>
<td><strong>Menus</strong></td>
<td>Lists of dishes to be served or available for meals.</td>
<td>Text</td>
<td>300027191</td>
<td>MDL identifier: mhs10496</td>
</tr>
<tr>
<td><strong>Military records</strong></td>
<td>Official documents detailing an individual’s’ service and conduct while in military service, including certificates or discharge.</td>
<td>Text</td>
<td>300027822</td>
<td>MDL identifier: Umn11212a</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
<td>Type</td>
<td>MDL Identifier</td>
<td>Local Identifier</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>--------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Minutes (administrative records)</td>
<td>Records of what was said and done at meetings or conferences.</td>
<td>Text</td>
<td>300027440</td>
<td>MDL identifier: mhs23644</td>
</tr>
<tr>
<td>Mortars (grinding tools)</td>
<td>Receptacles of a hard material, such as stone, brass, wood, or glass, that have a cup-shaped cavity in which materials are pounded or ground with a pestle. Often used to grind ingredients used in a pharmacy, painting, or cookery.</td>
<td>Three-Dimensional Object</td>
<td>300024724</td>
<td>Local identifier: eph2_001</td>
</tr>
<tr>
<td>Muster rolls</td>
<td>Lists of troops actually present, made on the day of muster or review of troops in order to take account of their condition; used as the paymaster's voucher for the pay she/he issued.</td>
<td>Text</td>
<td>300027828</td>
<td>Local identifier: Box 8, Folder 147, Field and Staff, 1917 July-August</td>
</tr>
<tr>
<td>Negatives (photographic)</td>
<td>Photographs, usually on a transparent support, in which the tones or colors are reversed from their appearance in nature. This includes glass plate negatives.</td>
<td>Still Image</td>
<td>300127173</td>
<td>MDL identifier: mhs24383</td>
</tr>
<tr>
<td>Newsletters</td>
<td>Letters, reports, or other brief written communications that relay news, particularly those written by societies or business organizations. Historically referred to as 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.</td>
<td>Text</td>
<td>300026652</td>
<td>Local identifier: mnh195111</td>
</tr>
<tr>
<td>Newspapers</td>
<td>Serials published at stated, frequent intervals, such as daily or weekly, and containing news, editorials, features, advertisements, and other items of current interest.</td>
<td>Text</td>
<td>300026656</td>
<td>Local identifier: lak1102</td>
</tr>
<tr>
<td>Notes</td>
<td>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.</td>
<td>Text</td>
<td>300027200</td>
<td>MDL identifier: umn96488</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------</td>
<td>------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Oaths</td>
<td>Any forms of attestation, written or verbal, by which persons signify that they are bound in conscience to perform an act faithfully and truthfully.</td>
<td>Text</td>
<td>300027206</td>
<td>MDL identifier: umn371694</td>
</tr>
<tr>
<td>Oral histories</td>
<td>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. Note: Oral histories can be written or recorded.</td>
<td>Sound Recording-Nonmusical OR Text</td>
<td>300202595</td>
<td>MDL identifier: umn37826</td>
</tr>
<tr>
<td>Packaging</td>
<td>Materials for the packing or protective wrapping of products that contain information or otherwise convey a message about the product.</td>
<td>Three-Dimensional Object</td>
<td>300055100</td>
<td>Local identifier: wan_003</td>
</tr>
<tr>
<td>Paintings (visual works)</td>
<td>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.</td>
<td>Still Image</td>
<td>300033618</td>
<td>MDL identifier: nlc00012</td>
</tr>
<tr>
<td>Panoramas</td>
<td>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.</td>
<td>Still Image</td>
<td>300015537</td>
<td>MDL identifier: umn38997</td>
</tr>
<tr>
<td><strong>Pamphlets</strong></td>
<td>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 <em>Leaflets (printed works)</em>.</td>
<td>Text</td>
<td>300220572</td>
<td>Local identifier: 14announce7374</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Pattern books</strong></td>
<td>Books of designs or plans circulated or published to enable widespread copying. May also be used for unbound collections of drawings or prints which serve as artists' models. Use this term for individual patterns as well as pattern books.</td>
<td>Text</td>
<td>300026131</td>
<td>MDL identifier: umn40962</td>
</tr>
<tr>
<td><strong>Pennants</strong></td>
<td>Tapering flags, usually pieces of cloth or other flexible material, usually attached along one side to a pole or cord, intended for such purposes as symbolizing a nation or organization, or as a means of signaling.</td>
<td>Three-Dimensional Object</td>
<td>300195680</td>
<td>MDL identifier: mhs52791</td>
</tr>
<tr>
<td><strong>Periodicals</strong></td>
<td>Publications issued at regular intervals, but not daily, containing articles on various subjects by different authors for the general reader.</td>
<td>Text</td>
<td>300026657</td>
<td>MDL identifier: qfl00289_001</td>
</tr>
<tr>
<td><strong>Pestles</strong></td>
<td>Club-shaped instruments of a hard material with a round end used for crushing, pounding, or grinding herbs, spices, drugs, pigments, or other materials in a mortar, which is a cup-shaped receptacle.</td>
<td>Three-Dimensional Object</td>
<td>300024725</td>
<td>Local identifier: eph2_001</td>
</tr>
<tr>
<td><strong>Petitions</strong></td>
<td>Includes any written requests and lists of signatures submitted to an authority to appeal for the performance of a specific action.</td>
<td>Text</td>
<td>300027219</td>
<td>Local identifier: wpl00031</td>
</tr>
<tr>
<td><strong>Plats (maps)</strong></td>
<td>Maps, charts, or plans that show the location, boundaries, and ownership of individual properties.</td>
<td>Cartographic</td>
<td></td>
<td>MDL identifier: umn147971</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Photograph albums</strong></td>
<td>Albums made up of mounted photographs, with or without identifying information.</td>
<td>Still Image</td>
<td></td>
<td>MDL identifier: umn16238</td>
</tr>
<tr>
<td><strong>Poems</strong></td>
<td>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.</td>
<td>Text</td>
<td></td>
<td>Local identifier: scc073</td>
</tr>
<tr>
<td><strong>Postal cards</strong></td>
<td>Stationery cards sold by the post office with postage stamps already printed on them. <strong>Note: postal cards are not to be confused with postcards (see below).</strong></td>
<td>Text</td>
<td></td>
<td>MDL identifier: mhs07084a</td>
</tr>
<tr>
<td><strong>Postcards</strong></td>
<td>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. One side of the card frequently features a photographic image, advertisement or graphic illustration. <strong>Note: postcards are not to be confused with postal cards (see above).</strong></td>
<td>Still Image</td>
<td></td>
<td>MDL identifier: umn39493a</td>
</tr>
<tr>
<td><strong>Posters</strong></td>
<td>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.</td>
<td>Still Image</td>
<td></td>
<td>MDL identifier: mhs07141</td>
</tr>
<tr>
<td><strong>Prints (visual works)</strong></td>
<td>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.</td>
<td>Still Image</td>
<td></td>
<td>MDL identifier: umn10280</td>
</tr>
<tr>
<td><strong>Proceedings</strong></td>
<td>Records of meetings of a conference, society or other organization, usually published, and frequently accompanied by abstracts or reports of papers presented.</td>
<td>Text</td>
<td>300027316</td>
<td>Local identifier: wpl00002</td>
</tr>
<tr>
<td><strong>Programs (documents)</strong></td>
<td>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.</td>
<td>Text</td>
<td>300027240</td>
<td>MDL identifier: umn78101</td>
</tr>
<tr>
<td><strong>Radio scripts</strong></td>
<td>Scripts used for radio programs.</td>
<td>Text</td>
<td>300026489</td>
<td>Local identifier: MLAradio_script_bookways_01</td>
</tr>
<tr>
<td><strong>Receipts (financial records)</strong></td>
<td>Written acknowledgment of the receiving or taking of goods or money delivered or paid.</td>
<td>Text</td>
<td>300027573</td>
<td>MDL identifier: mhs10484</td>
</tr>
<tr>
<td><strong>Registrations (licenses)</strong></td>
<td>Documents attesting to acts of registering.</td>
<td>Text</td>
<td>300027760</td>
<td>MDL identifier: umn10771</td>
</tr>
<tr>
<td><strong>Report cards</strong></td>
<td>Statements of a student’s academic record for a particular period, often including grades and an evaluation of the student’s rate of progress.</td>
<td>Text</td>
<td>300028015</td>
<td>MDL identifier: macmdlx66</td>
</tr>
<tr>
<td><strong>Reports</strong></td>
<td>Official or formal records of a special investigation, in the form of documents containing presentations of facts, proceedings, investigations, or events.</td>
<td>Text</td>
<td>300027267</td>
<td>Local identifier: northwestern-hospital-1897-98</td>
</tr>
<tr>
<td>Resolution Type</td>
<td>Description</td>
<td>Media Type</td>
<td>MDL Identifier</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td>Resolutions (administrative records)</td>
<td>Formal expressions of the opinion formed by some superior authority on matters referred to its decisions and forwarded to inferior authorities for their instruction and government.</td>
<td>Text</td>
<td>300027457 MDL Identifier: mhs66546</td>
<td></td>
</tr>
<tr>
<td>Samples</td>
<td>Individual units, segments, or small quantities taken as evidence of the quality or character of the entire group or lot.</td>
<td>Three-Dimensional Object</td>
<td>300028875 MDL Identifier: umn266645</td>
<td></td>
</tr>
<tr>
<td>Schedules (time plans)</td>
<td>Plans of procedure, showing the sequence of items or operations and the time allotted for each.</td>
<td>Text</td>
<td>300027339 MDL identifier: mhs10646</td>
<td></td>
</tr>
<tr>
<td>Sculpture (visual works)</td>
<td>Three-dimensional works of art in which images and forms are produced in relief, in intaglio, or in the round. The term refers particularly to art works created by carving or engraving a hard material, by molding or casting a malleable material (which usually then hardens), or by assembling parts to create a three-dimensional object.</td>
<td>Three-Dimensional Object</td>
<td>300047090 Local identifier: etc_kdg03</td>
<td></td>
</tr>
<tr>
<td>Scrapbooks</td>
<td>Books or albums designed so that a variety of items may be affixed to the pages, including photographs, clippings, and other memorabilia.</td>
<td>Text</td>
<td>300027341 MDL identifier: umn34498</td>
<td></td>
</tr>
<tr>
<td>Sheet music</td>
<td>Music printed on unbound sheets of paper. Compare to bound collections of songs, such as Songbooks.</td>
<td>Notated Music</td>
<td>300026430 MDL identifier: mhs07190</td>
<td></td>
</tr>
<tr>
<td>Silent films</td>
<td>Motion pictures made without a photographic or magnetic sound track carried on the physical medium of the film itself.</td>
<td>Moving Image</td>
<td>300252071 MDL identifier: VM_214</td>
<td></td>
</tr>
<tr>
<td>Sketchbooks</td>
<td>Books or pads of blank sheets used or intended for sketching, which are informal or rough drawings.</td>
<td>Still Image</td>
<td>300027354 MDL identifier: umn84080</td>
<td></td>
</tr>
<tr>
<td><strong>Slides</strong>&lt;br&gt;(photographs)</td>
<td>Positive transparencies in mounts suitable for projection, usually 35mm film in a mount of 2 by 2 inches. An image on film or glass, usually positive, intended to be viewed by means of light passing through the image and base using a viewer or projector.</td>
<td>Still Image</td>
<td>300128371</td>
<td>MDL identifier: umn34498</td>
</tr>
<tr>
<td>---</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Songbooks</strong></td>
<td>Books containing brief musical compositions written or adapted for singing. Compare to <em>Sheet music.</em></td>
<td>Notated Music</td>
<td>300026432</td>
<td>Local identifier: PM1024.C38 1906</td>
</tr>
<tr>
<td><strong>Speeches</strong></td>
<td>Documents containing the text of any public address or talk. Also includes sound recording in which someone is orating a public address or talk.</td>
<td>Text</td>
<td>300026671</td>
<td>Local identifier: MLAfarm_bureau_speech</td>
</tr>
<tr>
<td><strong>Stationery</strong></td>
<td>Paper for writing letters, often having a letterhead or decorative design, and often accompanied by matching envelopes.</td>
<td>Text</td>
<td>300207873</td>
<td>MDL identifier: msh06992</td>
</tr>
<tr>
<td><strong>Statutes</strong></td>
<td>Acts of a legislature declaring, commanding, or prohibiting something, expressed according to the forms necessary to constitute law.</td>
<td>Text</td>
<td>300027891</td>
<td>MDL Identifier: umn11197a</td>
</tr>
<tr>
<td><strong>Stereographs</strong></td>
<td>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.</td>
<td>Still Image</td>
<td>300127197</td>
<td>MDL identifier: mhs00767</td>
</tr>
<tr>
<td><strong>Studio portraits</strong></td>
<td>Portraits taken in a professional photographer's studio, often making use of backdrops or props.</td>
<td>Still Image</td>
<td>300223022</td>
<td>MDL identifier: irr00145</td>
</tr>
<tr>
<td><strong>Telegrams</strong></td>
<td>Messages sent by telegraph.</td>
<td>Text</td>
<td>300026909</td>
<td>Local identifier: 85 Western Union Telegram</td>
</tr>
<tr>
<td><strong>Television programs</strong></td>
<td>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.</td>
<td>Moving Image</td>
<td>300263432</td>
<td>MDL identifier: umn279890</td>
</tr>
<tr>
<td><strong>Tickets</strong></td>
<td>Slips of paper or cardboard serving as evidence that the holder has paid a fare or admission or is entitled to some service.</td>
<td>Text</td>
<td>300027381</td>
<td>Local identifier: 6mc</td>
</tr>
<tr>
<td><strong>Tintypes</strong></td>
<td>Photographs produced by the wet collodion process and then placed directly on thin sheets of lacquered metal, usually iron. <strong>Note:</strong> <em>Tintypes are not to be confused with Daguerreotypes which utilize a copper plate for the image support.</em></td>
<td>Still Image</td>
<td>300134759</td>
<td>MDL identifier: irr00143</td>
</tr>
<tr>
<td><strong>Topographic maps</strong></td>
<td>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.</td>
<td>Cartographic</td>
<td>300028361</td>
<td>MDL identifier: umn34888</td>
</tr>
<tr>
<td><strong>Tourist maps</strong></td>
<td>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.</td>
<td>Cartographic</td>
<td>300028298</td>
<td>Local identifier: minn917-763-11483</td>
</tr>
<tr>
<td><strong>Trade cards</strong></td>
<td>Small printed sheets, and later cards, bearing tradesmen's advertisements, often including an engraved, full-color illustration; produced through the 19th century. For cards made later, bearing just the name and address of a business concern and the name of its representative, and intended more for information than for advertising, use Business cards.</td>
<td>Still Image</td>
<td>300207616</td>
<td>Local Identifier: btc121</td>
</tr>
<tr>
<td><strong>Transportation maps</strong></td>
<td>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.</td>
<td>Cartographic</td>
<td>300028300</td>
<td>MDL identifier: umn13507</td>
</tr>
<tr>
<td><strong>Trophies (objects)</strong></td>
<td>Objects awarded as prizes for victory in contests; typically include such things as elaborate silver pieces awarded as contest prizes.</td>
<td>Three-Dimensional Object</td>
<td>300233975</td>
<td>MDL identifier: mhs52816</td>
</tr>
<tr>
<td><strong>Weather diaries</strong></td>
<td>Diaries kept over a period of time, such as from month to month or year to year, that record aspects of weather such as precipitation and temperature.</td>
<td>Text</td>
<td>300027117</td>
<td></td>
</tr>
<tr>
<td><strong>Wedding announcements</strong></td>
<td>Generally, announcements of nuptial ceremonies. May be extended to multiple types: including, formal printed announcements for mailing, announcements in newspapers, or any historical variant.</td>
<td><strong>Text</strong></td>
<td><strong>300310119</strong></td>
<td><strong>MDL identifier:</strong> mhs10454</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------</td>
<td>-------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Wills</strong></td>
<td>Legal instruments in which a person declares the disposition of his/her property, to take effect after his/her death, and which is revocable during the lifetime of that person.</td>
<td><strong>Text</strong></td>
<td><strong>300027764</strong></td>
<td><strong>Local identifier:</strong> A2010.001.008</td>
</tr>
<tr>
<td><strong>Zoning maps</strong></td>
<td>Maps delineating the boundaries of districts, which along with the zoning text, comprise the zoning ordinances.</td>
<td><strong>Cartographic</strong></td>
<td><strong>300028242</strong></td>
<td><strong>MDL identifier:</strong> umn35759</td>
</tr>
</tbody>
</table>
APPENDIX D:
Compound Objects and Page Titles

What is a compound object? Records comprised of multiple pages and therefore include multiple digital items are referred to as “Compound Objects.” Examples of compound objects in Minnesota Reflections include: books, booklets, atlases, pamphlets, letters, journals, diaries, oral history interviews, and annual reports.

In addition to creating a single, item-level description for a compound object, it is also necessary to add individual page titles. The addition of page titles will help users more easily navigate through multi-page Compound Objects.

Some organizations may also wish to include page-level metadata beyond the page titles. If you are interested in providing this additional level of information, please contact the Minnesota Digital Library’s Outreach Coordinator prior to beginning your data entry work. The most common instance of including other page-level metadata is the addition of specific geographic metadata pertinent to the individual maps found in an atlas (such as City, Township, County, and GeoNames URI).

Examples in Minnesota Reflections - Compound Objects with Page Titles:
Message from the Governor of the Territory of Minnesota, September 4, 1849
http://reflections.mndigital.org/cdm/ref/collection/mhs/id/559

The Legislative Manual, 5th State Legislature, 1863
http://reflections.mndigital.org/cdm/ref/collection/mhs/id/1661

Apollo Club program, April 23, 1898
http://reflections.mndigital.org/cdm/ref/collection/mpls/id/4578

Photographs of Minnesota Volunteers, 1861 to 1866, From the Whitney Negatives Now Owned by Edward A. Bromley, Minneapolis, Minnesota
http://reflections.mndigital.org/cdm/ref/collection/hchm/id/1179
Page Title

Definition: A brief, descriptive title for the individual pages found within a compound document such as a book, booklet, pamphlet, atlas, etc. Page titles help users more effectively navigate through multi-page materials.

Required: Yes
Local Input: Negotiable

Guidelines for Data Entry: Guidelines for Data Entry:
This field is located in the first column on the Technical Metadata tab of the Document Excel spreadsheet. If the original document’s pages are numbered, use those page numbers as the page title. If the original document’s pages are not numbered, generate brief, descriptive page titles.

Examples in Minnesota Reflections:
Inside front cover
Table of contents
Page 1
Page 2
Page 48, Index
[Blank page]
Photograph, Science Hall
Index A
Back cover
APPENDIX E:
Minnesota Reflections Quick Guide to Data Entry

The Quick Guide shows three aspects of metadata entry. The first column denotes which fields require metadata (if data is available). The second column shows which fields are the responsibility of the Contributors and which MDL provides. The third column shows the additional data Contributors must supply if they provide their own digital files.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Is this a Required Field?</th>
<th>MDL Completes Digitization:</th>
<th>Contributor Completes Digitization:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Descriptive Metadata</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Creator</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Contributor</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Description</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Date Created</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Publishing Agency</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Dimensions</td>
<td>No</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Minnesota Reflection Topic</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Type</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Physical Format</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>L.O.C. Subject Headings</td>
<td>Yes</td>
<td>MDL</td>
<td>MDL</td>
</tr>
<tr>
<td>Keywords</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>City or Township</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>County</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>State or Province</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Country</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Geographic Feature</td>
<td>No</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>GeoNames URI</td>
<td>Yes</td>
<td>Contributor or MDL</td>
<td>Contributor or MDL</td>
</tr>
<tr>
<td>Language</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td><strong>Administrative Metadata</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection Name</td>
<td>No</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Contributing Institution</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Contact Information</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Rights Management</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Local Identifier</td>
<td>Yes</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>MDL Identifier</td>
<td>Yes</td>
<td>MDL</td>
<td>MDL</td>
</tr>
<tr>
<td>Project Affiliation</td>
<td>Yes</td>
<td>MDL</td>
<td>MDL</td>
</tr>
<tr>
<td>Fiscal Sponsor</td>
<td>Yes</td>
<td>MDL</td>
<td>MDL</td>
</tr>
<tr>
<td><strong>Technical Metadata</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scanning Center</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Object File Name</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Date Digital</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Item Digital Format</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Format</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Size</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Bit Depth</td>
<td>Yes (if applicable)</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Resolution</td>
<td>Yes (if applicable)</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Compression</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Width</td>
<td>Yes (if applicable)</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Height</td>
<td>Yes (if applicable)</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Hardware</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Software</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File System</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
<tr>
<td>Master File Checksum</td>
<td>Yes</td>
<td>MDL</td>
<td>Contributor</td>
</tr>
</tbody>
</table>
## APPENDIX F:
Minnesota Reflections Field Mapping to Dublin Core Metadata Element Set

<table>
<thead>
<tr>
<th>Descriptive Metadata</th>
<th>Minnesota Reflections Field Name</th>
<th>Mapping to Dublin Core Metadata Element Set, Version 1.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Creator</td>
<td>Creator</td>
<td>Creator</td>
</tr>
<tr>
<td>Contributor</td>
<td>Contributor</td>
<td>Contributor</td>
</tr>
<tr>
<td>Description</td>
<td>Description</td>
<td>Description</td>
</tr>
<tr>
<td>Date Created</td>
<td>Date-Created</td>
<td>Date-Created</td>
</tr>
<tr>
<td>Publishing Agency</td>
<td>Source</td>
<td>Source</td>
</tr>
<tr>
<td>Dimensions</td>
<td>Format – Extent</td>
<td>Format – Extent</td>
</tr>
<tr>
<td>Minnesota Reflection Topic</td>
<td>Relation – Is Part Of</td>
<td>Relation – Is Part Of</td>
</tr>
<tr>
<td>Type</td>
<td>Type</td>
<td>Type</td>
</tr>
<tr>
<td>Physical Format</td>
<td>Format – Medium</td>
<td>Format – Medium</td>
</tr>
<tr>
<td>L.O.C. Subject Headings</td>
<td>Subject</td>
<td>Subject</td>
</tr>
<tr>
<td>Keywords</td>
<td>Subject</td>
<td>Subject</td>
</tr>
<tr>
<td>City or Township</td>
<td>Coverage – Spatial</td>
<td>Coverage – Spatial</td>
</tr>
<tr>
<td>County</td>
<td>Coverage – Spatial</td>
<td>Coverage – Spatial</td>
</tr>
<tr>
<td>State or Province</td>
<td>Coverage – Spatial</td>
<td>Coverage – Spatial</td>
</tr>
<tr>
<td>Country</td>
<td>Coverage – Spatial</td>
<td>Coverage – Spatial</td>
</tr>
<tr>
<td>Geographic Feature</td>
<td>Coverage – Spatial</td>
<td>Coverage – Spatial</td>
</tr>
<tr>
<td>GeoNames URI</td>
<td>Coverage – Spatial</td>
<td>Coverage – Spatial</td>
</tr>
<tr>
<td>Language</td>
<td>Language</td>
<td>Language</td>
</tr>
<tr>
<td>Administrative Metadata</td>
<td>Collection Name</td>
<td>Relations – Is Part Of</td>
</tr>
<tr>
<td></td>
<td>Contributing Institution</td>
<td>Publisher</td>
</tr>
<tr>
<td></td>
<td>Contact Information</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Rights Management</td>
<td>Rights</td>
</tr>
<tr>
<td></td>
<td>Local Identifier</td>
<td>Identifier</td>
</tr>
<tr>
<td></td>
<td>MDL Identifier</td>
<td>Identifier</td>
</tr>
<tr>
<td></td>
<td>Project Affiliation</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Fiscal Sponsor</td>
<td>None</td>
</tr>
<tr>
<td>Technical Metadata</td>
<td>Scanning Center</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Date Digital</td>
<td>Date – Available</td>
</tr>
<tr>
<td></td>
<td>Item Digital Format</td>
<td>Identifier</td>
</tr>
<tr>
<td></td>
<td>Master File Format</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File Size</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File Bit Depth</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File Resolution</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File Compression</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File Width</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File Height</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File Hardware</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File Software</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File System</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Master File Checksum</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Transcript</td>
<td>None</td>
</tr>
</tbody>
</table>