

### Alabama Mosaic Metadata Elements

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Required AlabamaMosaic Metadata Elements			
Qualified Dublin Core Element (CDM)	Content DM Field Name	Level of Necessity	Definition
<b>Identifier</b>	File Name	required	The unique name that the digital creator assigns to file or digital object when he/she saves it to a computer and/or server drive. Ensure that each file name follows a particular standard established by your repository. File names may include, but are not restricted to: 1.) date created and title of event (ex: 2002_3_14BookTalk.jpg); 2.) title of book and page/chapter (ex: GulliversTravels_Chapter1.pdf); or 3). URL of a website (ex: http://www.alabamamosaic.org).
<b>Title</b>	Item Title	required	For both digital and physical works, include the official title of the record bestowed by the creator/donor. If no title is given, the archivist/cataloger should provide one that indicates the name of the event, location/date, and the participants involved.
<b>Rights</b>	Rights	required	<p>A statement from the institution that created the digital record, regarding the copyright, intellectual control, and physical custody bestowed to the patron/researcher who desires to reference a file or digital object for his/her own purposes. You may include a physical address, e-mail, and/or phone number of your institution for further inquiries regarding your repository's rights statement.</p> <p><b>EXAMPLES :</b></p> <p><b>A. Auburn University Special Collections</b> This image is the property of the Auburn University Libraries and is intended for non-commercial use. Users of the image are asked to acknowledge the Auburn University Libraries. For information about obtaining high-resolution copies of this and other images in this collection, please contact the Auburn University Libraries Special Collections &amp; Archives Department at archive@auburn.edu or (334) 844-1732.</p> <p><b>B. University of Alabama in Birmingham</b> The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies and other reproductions of copyrighted materials. This digitized reproduction may be used for private study, scholarship or research. Permission to publish images will require the completion of a non-exclusive permission agreement form from the University of Alabama at Birmingham.</p> <p><b>C. Alabama Department of Archives and History</b> This material may be protected under U. S. Copyright Law (Title 17, U.S. Code) which governs the making of photocopies or reproductions of copyrighted materials. You may use the digitized material for private study, scholarship, or research. Though ADAH has physical ownership of the material in its collections, in some cases we may not own the copyright to the material. It is the patron's obligation to determine and satisfy copyright restrictions when publishing or otherwise distributing materials found in our collections.</p>
<b>Subject</b>	Subject	required	Keywords that indicate subjects related to a physical record or born-digital record. Does not apply to the digitization of a physical record. Use Library of Congress headings or a controlled vocabulary.
Recommended AlabamaMosaic Metadata - General Elements			
<b>Creator</b>	Author; Photographer	recommended	The name of the creator (last name, first name) of an original physical record or born-digital record. Does not refer to the individual or organization that digitized a physical record. Names of author or photographer are only fields provided in CONTENTdm that designate the creator.

<b>Date - Created</b>	Date; Create Date	recommended	The creation date of a physical record or a born-digital record. Does not refer to date of digitization for a physical record.
<b>Description</b>	Description	recommended	Brief description of content or context regarding a manuscript or book, film, audio recording, or born-digital record.
<b>Form</b>	Type	recommended	The type of the record (i.e., letter, photograph, memorandum, report, map, video audio).
<b>Format</b>	Format	recommended	The medium of the record (i.e., paper, microfilm, digital or electronic, LP record, cassette tape, VHS).
<b>Source</b>	Repository; Collection or series title	recommended	For repository, identify the institution of origin. You may also indicate the collection or series title.

**Recommended AlabamaMosaic Metadata - Preservation Elements**

	<b>Content DM Field Name (you can add on to metadata template)</b>	<b>Level of Necessity</b>	<b>Definition</b>
	Contributor	recommended	Name of the individual (last name, first name) who created a digital copy of the physical record.
	Date - Digitization	recommended	Date (yyyy-mm-dd) that a digital copy of a physical record was created
	Bit Level	recommended	Number and type of data bytes that compose a digital file. Includes dpi (dots per inch), ppi (pixels per inch), and resolution for images.
	Scanning Institution	recommended	Name of institution where physical record was digitized

**Links to Metadata Resources**

<b>Dublin Core Metadata Element Set, Version 1.1</b>	<a href="http://dublincore.org/documents/dces/">http://dublincore.org/documents/dces/</a>
<b>MARC to Dublin Core Crosswalk</b>	<a href="http://www.loc.gov/marc/marc2dc.htm">http://www.loc.gov/marc/marc2dc.htm</a>