

THEODORE ROOSEVELT CENTER

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Digital Library

# Digital Imaging and Metadata Guidelines

THEODORE ROOSEVELT CENTER – DIGITAL LIBRARY

# Digital Imaging and Metadata Guidelines

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# Table of Contents

Purpose.....	1
Scope.....	1
Digital Image Capture .....	2
Digital Imaging Standards for Master Files.....	2
File Formats and Names.....	2
Image File Standards .....	3
Archival Documents and printed illustrations .....	3
Photographs .....	3
Printed text.....	4
Film and transparencies.....	4
Oversize documents.....	4
3-D Objects.....	5
Cropping.....	5
Image quantity .....	6
Format and color depth for digital cameras.....	6
Metadata Capture.....	7
General Notes .....	7
Data items .....	8
Original object data items .....	9
Title (title) .....	9
Author/Creator (creator) .....	11
Creation Date (date).....	13
Description (description) .....	14
Recipient .....	15
Resource type (format) .....	17
Production method (format) .....	18
Content type (type).....	19
Original item size (description) .....	20
Place created (coverage) .....	21
Recipient Location (coverage).....	22
Language (language).....	23

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Subject (subject).....	24
Period (coverage).....	25
Publisher (publisher) .....	26
Notes (not public field) .....	28
Page count .....	29
Related item.....	30
Collection (source) .....	31
Repository (publisher) .....	32
Rights (rights).....	33
Digital object data items.....	34
Digital item filename/Name (identifier) .....	34
Bit depth (format-extent).....	35
Image Capture Date (date digital) .....	36
Image Color Mode (format-extent).....	37
Image Color Space Profile (format-extent) .....	37
Digital image device (digitization specifications).....	38
Digital image software (digitization specifications) .....	38
Digital item publisher (publisher) .....	39
Image resolution (format-extent).....	39

# Purpose

The purpose of this document is to collect and document our digital imaging and metadata standards for the Theodore Roosevelt Digital Library.

This document addresses two different functions of the Digital Library. It first addresses the standards for digital image capture of artifacts for inclusion in the Digital Library. It then documents the descriptive metadata required for each digital artifact.

These guidelines are to be followed in order to:

- ❖ Ensure a consistent, high level of image and metadata quality across collections in the Digital Library
- ❖ Allow our Digitization Partners to have the best and up-to-date standards for our project in order to facilitate their work
- ❖ Promote the long-term preservation of these digital resources by capturing the best image and metadata possible

These standards will be reviewed and updated periodically to accommodate new technologies and standards in the digital library community as needed.

Much of the following guidelines were adapted from The Red River Digital Archives Data Dictionary and Metadata Entry Guidelines.

# Scope

This document addresses the following topics:

- ❖ Digitizing and file formats for
  - Archival documents and printed illustrations
  - Photographs
  - Printed text
  - Film and transparencies
  - Oversize documents
  - 3-D objects
- ❖ Metadata Entry Guidelines for
  - Textual items
  - Graphic images (such as photographs and illustrations)
  - Moving images
  - Audio

# Digital Image Capture

## Digital Imaging Standards for Master Files

These guidelines should be followed when preparing digital images for the Theodore Roosevelt Center.

Originally developed by Sharon Kilzer, Project Manager of the Theodore Roosevelt Center, in February 2009 based on the following sources:

- ❖ [Library of Congress Technical Standards for Digital Conversion of Text and Graphic Materials](#)
- ❖ [CDL Guidelines for Digital Images. Version 2.0 \(2005; Updated 2008\). The California Digital Library](#)
- ❖ [BCR's CDP Digital Imaging Best Practices \(2008\) \(updated version of Western States Digital Imaging Best Practices\)](#)
- ❖ [C/WMARS Digital Treasures](#)

All minimum requirements should be well within the capability of any good quality flatbed scanner currently available. For large format documents (e.g., maps, broadsheets) and physical objects, a good quality digital camera of 10+ megapixels should be capable of achieving the minimum required resolution.

## File Formats and Names

All digital images should be stored in uncompressed TIFF format. Bit depth and resolution will depend on the source material, as specified below.

File names should uniquely identify the source objects. If using sequence or accession numbers, they must match the numbers supplied in the accompanying metadata files. Multiple images of a single object (e.g., pages of a letter, views of a physical object) should be grouped together with sequential numbering.

Examples:

File Naming Example 1, using institutional accession numbers

File Name	Original Object
SAHI_09343_1.tif	9343, Humidor from TR's Study, front view
SAHI_09343_2.tif	9343, Humidor from TR's Study, top view
SAHI_09343_3.tif	9343, Humidor from TR's Study, oblique view

## File Naming Example 2, using sequence numbers

File Name	Original Object
SAHI_00016.tif	Letter from xxx, page 1
SAHI_00017.tif	Letter from xxx, page 2
SAHI_00018.tif	Letter from xxx, page 3

## Image File Standards

### Archival Documents and printed illustrations

Archival documents include such items as personal correspondence, diaries and notes. These documents by their contextual nature are valuable for archival purposes but are poor candidates for optical character recognition. Documents may in many instances be handwritten, include watermarks and seals and as such pose additional digitization issues. Grayscale scanning is the predominant scanning mode unless pertinent contextual information is best preserved through color scanning.

- ❖ File format: uncompressed TIFF
- ❖ Resolution: 600 ppi
- ❖ Bit depth: 24-bit color, 8-bit grayscale
- ❖ Pixel dimensions: dependent on size of original object
- ❖ Cropping: see section below

### Photographs

Most photographs may be scanned using the scanner's default settings for brightness and contrast. Some badly degraded or discolored photographs may benefit from being scanned several times at different settings. Use sequential numbering, as above, to indicate multiple images of a single photograph.

- ❖ File format: uncompressed TIFF
- ❖ Resolution: 400 ppi (minimum) to 600 ppi (preferred)
- ❖ Bit Depth: 48-bit color; 16-bit grayscale
- ❖ Pixel dimensions: 4000 to 8000 pixels across longest dimension
- ❖ Cropping: see section below

## Printed text

Printed texts do not generally contain the same level of artifactual value as archival documents. Here, searchable full text is the primary goal of the digitization process. Nonetheless page images are still created and displayed for web viewing.

The 600 ppi scanning resolution noted here is based upon current accepted standards for capturing text in bitonal scans. This resolution generally results in images suitable for successful optical character recognition.

- ❖ File format: uncompressed TIFF
- ❖ Resolution: 600 ppi
- ❖ Bit Depth: bitonal (1 bit per pixel)
- ❖ Pixel dimensions: dependent on size of original object
- ❖ Cropping: see section below

## Film and transparencies

Film, negatives, microfiche, and transparencies should be imaged at high enough resolution to give roughly the same level of detail as if the image was enlarged to 8" x 10" and scanned at 600 ppi. Many modern flatbed scanners can achieve the required level of resolution for 35mm film, so specialized film scanners may not be necessary. Proper cleaning of the film and scanner bed is essential.

- ❖ File format: uncompressed TIFF
- ❖ Resolution: as needed to mimic an 8" x 10" enlargement scanned at 600 ppi (up to 2800 ppi for 35mm film)
- ❖ Bit Depth: 48-bit color; 16-bit grayscale; 1-bit (bitonal) for printed text on microfiche
- ❖ Pixel dimensions: 4000 to 8000 pixels across longest dimension (see Resolution note above)
- ❖ Cropping: see section below

## Oversize documents

Oversize documents include anything which will not fit on a flatbed scanner, such as large maps, posters, full pages of broadsheets, etc. For some, it may be convenient to scan the document in pieces, using sequence numbers to show the ordering. But most will require capture using a digital camera.

When using a digital camera, proper lighting is essential to ensure a readable result. Check your camera's documentation for proper color balance settings to match the light source in use. An improper color balance setting will distort the colors in the image.

See section below about obtaining TIFF images of proper color depth from digital cameras.

- ❖ File format: uncompressed TIFF
- ❖ Resolution: 600 ppi maximum, lower as necessary to meet pixel dimensions on large documents
- ❖ Bit Depth: 48-bit color; 16-bit grayscale (maps, posters, artwork); 24-bit color, 8-bit grayscale (broadsheets)
- ❖ Pixel dimensions: up to 8000 pixels across longest dimension (reduce resolution as necessary for very large documents)
- ❖ Cropping: see section below

### 3-D Objects

All 3-D objects must be captured with a digital camera. Most 3-D objects will require 4 to 6 views for adequate coverage. Some very large or intricate objects may require more. Include close-ups of detail where appropriate. When in doubt, err on the side of taking more pictures.

See notes under "Oversize documents" above regarding file format, lighting, and color balance

- ❖ File format: uncompressed TIFF
- ❖ Resolution: maximum for camera (10 megapixel minimum)
- ❖ Bit Depth: 12-bit for RAW format or 48-bit for TIFF format
- ❖ Pixel dimensions: sufficient to capture entire object

## Cropping

(Adopted directly from language of The Library of Congress Requests Proposals for Digital Images of Pictorial Materials, <http://memory.loc.gov/ammem/prpsal9/coverpag.html>)

The Theodore Roosevelt Center wishes to provide researchers with a reproduction of the entire original item. Thus, images shall be framed and cropped to show the entire original item and beyond the item's edges. For negatives or

other transmitted light items, each digital image shall reproduce that item's actual image area, the border on the film that surrounds the image area, and a portion of the background (light box or scanner top) beyond the edge of the film. A similar approach shall be followed for reflected light items; the whole print, whole mount, and a portion of the background (beyond the mount) shall be reproduced.

In the delivered images, the amount shown beyond the edge of the item shall be no less than 1.5 percent of the dimension of the long side image. Thus, for a 3,000 x 2,000 pixel image, the border beyond the reproduction of the original item shall consist of approximately 35 pixels on all four sides; for a 640 x 480 pixel image, the border shall consist of approximately 10 pixels on all four sides.

## Image quantity

The TR Center recognizes that most documents and objects will only be imaged once. Therefore, it is important that we obtain all of the images needed during that one pass.

For the vast majority of scanned documents, only a single image will be required. Documents which are badly degraded or difficult to read may benefit from adjustments to the scanner's brightness and contrast settings. The same may be true for printed documents with light penciled notes in the margins. Please include several scans at different settings for such documents if they serve to capture any additional information.

Please take at least 4 to 6 views of 3-D objects from different angles. For intricate objects, objects which open and close, and very large objects, please include additional views and detailed close-ups as necessary. Always err on the side of taking more, rather than fewer, images.

## Format and color depth for digital cameras

Most mid-range ("prosumer") digital cameras currently on the market use CMOS detectors to capture the image. These typically record 10-14 megapixels at 12 bits per color.

The default behavior for such cameras is to convert each image to 24-bit JPEG format (8 bits per color) inside the camera at the time when the picture is taken. This allows the camera to store many more images on a memory card of a given size because compressed JPEG images take up far less space than the uncompressed RAW images. Unfortunately, this causes considerable loss of image quality. The color depth is reduced from 12 bits per color to 8 bits per color. And standard JPEG compression algorithms are "lossy," throwing away information in order to achieve higher compression rates.

When capturing images for the TR Center, please set the camera to store images in

RAW format. This will preserve all of the information captured by the detector chip, at the expense of more frequent, and slower, transfers between camera and computer. Once the images are on the computer, please convert them to uncompressed TIFF format at 16 bits per color. The software which comes with the camera should be able to do this. If not, there are open-source utilities which can.

Please note that the TIFFs should retain 16 bits per color (total 48 bit color depth) even though the camera can only capture 12 bits per color. There is no 12-bit TIFF format and too much information is lost in the conversion to 8-bit format. 16-bit TIFFs will retain the full tonal range captured by the camera.

## Metadata Capture

### General Notes

Information about each image (metadata) should be captured at the time when the image is created.

Not all data items are applicable to all object types. Fields specific to one or more object types are indicated below. If you have any questions about the applicability of a field, please contact the TR Center.

Also not all fields are associated with all collections. The contributing partner and the TR Center meet and decide on which fields are most useful and applicable to a collection. For reference purposes, all fields in all our collections are discussed in this manual.

The more metadata that can be entered at the time the image is created, the richer the resulting dataset will be. It would be best if all relevant fields were filled in for each image. Where that is not practical, please fill in all fields marked “Mandatory” and/or “Required if known.”

Some field values (e.g., repository, location, rights, image format, capture device, etc.) may be the same for all items in a collection or for large subsets of it. In that case, it is acceptable to provide the information once and indicate that it applies to all items. This can greatly reduce the data entry burden. Please contact the TR Center to discuss such cases before proceeding.

The TR Center standard is also to have one record for each item, even if the item has multiple pages associated with it.

## Data items

The following three categories discuss the description metadata to be captured for each cataloged item. The fields are named as they appear in our DARMA database. They are followed in parentheses by their Dublin Core equivalent.

- ❖ **Mandatory data items:** These items are mandatory for all images. Do not leave any fields blank. If the value of an item is unknown or not yet determined, note that fact.
- ❖ **“Required if known” data items:** These items should be entered if the values are known and if they are applicable to the object type. (Not all fields will be applicable to all object types.) Please be as specific as possible. Indicate when data is partial or questionable.
- ❖ **Recommended data items:** These items should be entered if possible and applicable to the object type.

## Original object data items

### Title (title)

The name given to the item

**Mandatory:** Yes

**Authority Control:** TR Center specified

### Input guidelines

- 1) Use a title from the item if there is one available.
- 2) If the document is a letter, use the format: Letter from (personal name of author) to (personal name of recipient)
  - a. If you do not know either creator or recipient, format the title leaving off the information you do not know as shown in example iii. Do not use Unknown in the title.
  - b. This format also applies to telegrams and memorandums
  - c. Examples:
    - i. Letter from Theodore Roosevelt to Lyman Abbott
    - ii. Telegram from John Hay to Theodore Roosevelt
    - iii. Letter to Theodore Roosevelt
- 3) Avoid generic terms such as “papers” or “photograph.”
- 4) Exclude initial articles unless they are an essential part of the title.
- 5) Leave off information in parentheses within LCNAF records from the title.
  - a. Example: Letter from George B. Cortelyou to Theodore Roosevelt
- 6) Avoid possessives
  - a. Example: Diary entry regarding death of Alice Hathaway Lee
- 7) Capitalize the first letter of the first word of the title and proper names.
- 8) Leave out proper titles from the title (do not include President, Secretary, Doctor, Judge etc.).

a. A good rule of thumb is to use the LCNAF headings – any titles that would be required to appear in the title field (such as the exception below) will appear in the headings.

b. Exception: If royalty or nobility are mentioned, include their titles

i. Examples

1. Letter from Léopold II, King of the Belgians, to Theodore Roosevelt

a. For this title, remove only the birth and death dates from the original LCNAF heading, Léopold II, King of the Belgians, 1835-1909

2. Letter from Earl of Cromer to Theodore Roosevelt

a. For this title, only the title of the noble is used (the full name is not required for the title field). The original LCNAF heading is Cromer, Evelyn Baring, Earl of, 1841-1917

3. Letter from Theodore Roosevelt to Freiherr Sternburg

a. For non-English titles, the same rule as above applies. The original LCNAF heading is Sternberg, Hermann Speck von, Freiherr, 1852-1908

9) When cataloging newspaper or journal articles, use the major title for the article. Do not include any sub titles in the main Title field.

a. Example: Roosevelt-Barnes Trial on Tomorrow would be the title of an article with multiple titles following such as Both Expected to Testify and May Be 100 Other Witnesses.

10) If you are cataloging an entire page from a newspaper, try to discern why the page was kept and use that article for the Title. If you cannot, use “Page from the New York Times, April 15, 1910” as the Title.

11) If an entire newspaper or journal is digitized, the Title should be “The Scottish-American Journal, December 9, 1898” – it would be in the description that you would mention any specific articles that might point to why it was included in the collection.

## Author/Creator (creator)

An entity primarily responsible for making the content of the resource

**Mandatory:** Yes

**Authority Control:** LCNAF and/or FAST

### Input guidelines

- 1) If the name is found in Library of Congress Name Authority Files (LCNAF):
  - a. Copy it exactly from the LCNAF website, taking care not to include any extra spaces that copying and pasting may cause
  - b. Include the entire record found in LCNAF, including parentheses
    - i. Example
      1. Cortelyou, George B. (George Bruce), 1862-1940
- 2) If name is not found in LCNAF:
  - a. Enter surname first for Western names; add birth and death dates only if known with certainty
  - b. When in doubt, do not invert the name; give the name as it appears on the item
  - c. If creator is not identified, use Unknown in the field.
  - d. When the creator is a woman who is signed only as a “Mrs.,” whenever possible, try to find the woman’s actual name. If you cannot, treat that name as you would normally names without LCNAF records
    - i. Example
      1. Smith, Mrs. George
  - e. Include diacritics for non-English names
  - f. Use periods after initials with spaces
  - g. With two or more creators, separate the names with a semi-colon
    - i. Example
      1. Murphy, Carl, 1861-1904; Carter, Scott, 1864-1910
  - h. If a suffix is attached to a name, it should follow the first name

- i. Example
  - 1. Wallace, Kenneth Jr., 1889-1930
- i. With clergy, their titles are not included in creator files
  - i. Example
    - 1. Gibbons, James, 1834-1921
- j. With royalty, the format is name, title and birth and death dates
  - i. Example
    - 1. Edward VII, King of Great Britain, 1841-1910
- k. With nobility, the title follows the first name
  - i. Example
    - 1. Charnwood, Godfrey Rathbone Benson, Baron, 1864-1945
- l. If the Author/Creator is a company or organization, use the FAST Corporate Names to find the correct format. If the company is not listed in FAST, format title as the company itself does.

## Creation Date (date)

Date of creation of the item

**Mandatory:** Yes

**Authority Control:** W3CDTF

### Input Guidelines

- 1) Format as YYYY-MM-DD
  - a. Examples
    - i. 1884-02-06
    - ii. 1906-07
- 2) This is the date the item was created, not dates mentioned in the item
- 3) If date cannot be determined beyond a broad range (e.g. 1800-1850), include that information in the Description field, not in the Creation Date field.
- 4) If the date is completely unknown, put Unknown in field.
- 5) If the date on the item is not a real date, generalize it and make a note of the incorrect date in the description.
  - a. Example:
    - i. If the date on the document is February 31, 1912, use 1912-02 in the date field. Also, transcribe the date exactly as it appears on the item in the description field. E.g. "Date on item is February 31, 1912."

## Description (description)

An account of the content of the item

**Mandatory:** No, highly recommended

**Authority Control:** None

### Input Guidelines

- 1) Contains a general description of the item, highlighting the general subject of the item, together with unique or unusual aspects
- 2) Examples include an abstract, table of contents, or a free-text summary
- 3) Limit to a few brief, significant sentences
- 4) Write only the facts
- 5) When discussing a person, use their professional title for the first mention and then use only the last name for the subsequent mentions.
  - a. Example: Senator Lodge reports on the decisions of the committee to President Roosevelt. Lodge recommends Roosevelt think about the situation and they will discuss when he stops by the White House tomorrow.
- 6) If there are no obvious titles, use full names for first mention and last name for subsequent mentions.
  - a. Example: Carl Miller hopes that Ted Roosevelt recovers from his bout with pneumonia soon. Miller also inquires after the other children.
- 7) If including the title of a newspaper, magazine or book, put title in italics. Example: *The Self-Made Man*
- 8) If copy and pasting information from Word into DARMA, use the Paste from Word button on the description box toolbar.

### Examples

President Roosevelt writes to Kermit Roosevelt about a humorous incident at the White House.

Secretary Hay updates President Roosevelt regarding the treaty negotiations. Hay also notes he will be in Washington that afternoon and will meet with Roosevelt then to discuss further.

## Recipient

An entity who received the item in some fashion

**Mandatory:** Yes, if known

**Authority Control:** LCNAF

### Input Guidelines:

#### Input guidelines

- 1) If the name is found in Library of Congress Name Authority Files (LCNAF):
  - m. Copy it exactly from the LCNAF website, taking care not to include any extra spaces that copying and pasting may cause
  - a. Include the entire record found in LCNAF, including parentheses
    - i. Example
      1. Cortelyou, George B. (George Bruce), 1862-1940
- 2) If name is not found in LCNAF:
  - a. Enter surname first for Western names; add birth and death dates only if known with certainty
  - b. When in doubt, do not invert the name; give the name as it appears on the item
  - c. When the recipient is a woman who is signed only as a “Mrs,” whenever possible, try to find the woman’s actual name. If you cannot, treat that name as you would normally names without LCNAF records
    - i. Example
      1. Smith, Mrs. George
  - d. Include diacritics for non-English names
  - e. Use periods after initials with spaces
  - f. With two or more recipients, separate the names with a semi-colon
    - i. Example
      1. Murphy, Carl, 1861-1904; Carter, Scott, 1864-1910
  - g. If a suffix is attached to a name, it should follow the first name

i. Example

1. Wallace, Kenneth Jr., 1889-1930

h. With clergy, their titles are not included in recipient files

i. Example

1. Gibbons, James, 1834-1921

i. With royalty, the format is name, title and birth and death dates

i. Example

1. Edward VII, King of Great Britain, 1841-1910

j. With nobility, the title follows the first name

i. Example

1. Charnwood, Godfrey Rathbone Benson, Baron, 1864-1945

k. If the Author/Creator is a company or organization, use the FAST Corporate Names to find the correct format. If the company is not listed in FAST, format title as the company itself does.

3) If you cannot read or discover the Recipient, put "Unknown" in the Recipient field.

4) If it is a document with no obvious Recipient (like a photograph or report), leave this field blank.

## Resource type (format)

The physical manifestation of the item

**Mandatory:** Yes

**Authority Control:** TR Center List

### **Input Guidelines:**

- 1) A specific description of the nature or genre of the original object
- 2) Use “other” sparingly and notify TR Center staff when you do – we will most likely add that resource type to our list.
- 3) The full list of Resource types can be seen in DARMA

## Production method (format)

The physical method by which the original item was produced

**Mandatory:** Yes, for textual items

**Authority Control:** TR Center List

### Input Guidelines:

- 1) A specific description of the production method used to result in the item.
  - a. **Handwritten** is for any item primarily handwritten
  - b. **Typed** is for any item primarily typed
  - c. **Dictated** is for any item where the dictation is clearly noted (see LOC\_237823 for an example)
  - d. **Printed** is for any item that has been mass printed such as newspapers, magazines, invitations, business cards etc.
  - e. **Mixed** is for any item that uses two or more of the above production methods
- 2) If a method is missing, please notify the TR Center so we can evaluate the item
- 3) Certain resource types do not need this field recorded
  - a. Examples: Photographs and Stereographs

## Content type (type)

The nature or genre of the original item

**Mandatory:** Yes

**Authority Control:** DCMI Type

### **Input Guidelines:**

- 1) There are five options for content type
  - a. **StillImage** includes photographs, paintings, drawings, graphic designs, plans and maps
    - i. Cartoons belong in this category
  - b. **MovingImage** is a video file
  - c. **Sound** is an audio file
  - d. **Text** is any sort of textual document such as letter, speech, newspaper article, etc.
  - e. **PhysicalObject** is used for any images digitally representing a physical object.

For further information, please see <http://dublincore.org/documents/dcmi-type-vocabulary/#H7>

- 2) Please only use the five options provided in DARMA; if you look over the documentation and feel another should be added, please contact us.

### Original item size (description)

Describes the physical dimensions of the original item

**Mandatory:** Yes, if known

**Authority Control:** English system

#### **Input Guidelines:**

- 1) Measurements in English are preferred; the format is width x height.
- 2) Use decimals, not fractions when necessary
  - a. Examples
    - i. 8 x 10 in.
    - ii. 4.5 x 6 in.

## Place created (coverage)

The location where the original item was created

**Mandatory:** Yes, if known

**Authority Control:** FAST

### **Input Guidelines:**

- 1) This can include where the author was when the item was written, the location of the factory in which something was made, etc.
  - a. Examples
    - i. North Dakota--Medora
    - ii. Washington (D.C.)
    - iii. New York (State)--New York
- 2) Separate multiple places with semi-colons (;)

## Recipient Location (coverage)

Location of the addressee of an item

**Mandatory:** Yes, if known

**Authority Control:** FAST

### **Input Guidelines:**

- 1) This refers to where the recipient was when the item was received.
  - a. Examples
    - i. North Dakota--Medora
    - ii. Washington (D.C.)
    - iii. New York (State)--New York
- 2) Separate multiple places with semi-colons (;)

## Language (language)

The language of the original item

**Mandatory:** Yes, if known

**Authority Control:** TR Center List

### **Input Guidelines:**

- 1) Our system defaults to English as the language for the record; only change if necessary
- 2) If you need a language added to the list, please contact the TR Center staff and we will add as needed.

## Subject (subject)

A topic of the content of the item

**Mandatory:** Yes, if applicable

**Authority Control:** FAST and/or LCNAF

### Input Guidelines:

- 1) There are eight subject fields in DARMA: LCNAF Subject Names, Subject Names, FAST Event Headings, FAST Geographic Headings, FAST Topical Headings, FAST Corporate Headings, FAST Personal Name Headings, and FAST Uniform Title Headings
- 2) Terms in this fields must be taken from OCLC FAST database (<http://fast.oclc.org/>) and Library of Congress Name Authorities (<http://authorities.loc.gov>)
- 3) If you are unable to find terms in the subject fields, ONLY AS A LAST RESORT, you may put uncontrolled keywords in the Subject field. List multiple subject headings which need to be separated by a semi-colon (;)
- 4) Do not repeat a Creator or Recipient in the subject field.
- 5) If one of the Roosevelts (Edith or any of the children) are mentioned in a passing reference, they should be listed as a subject
  - a. Example: In the letter, someone closes with saying “I hope Archie is feeling better.”, then Roosevelt, Archibald B. (Archibald Bulloch), 1894-1979 should be included as a subject for that item.
  - b. You do NOT include a mention when it is simply “Give my regards to Mrs. Roosevelt” – Edith should not then be included as a subject
- 6) Unknown should never be put in the Subject field. Leave blank if really uncertain or have no obvious subject to list.

### Examples (drawn from the Basecamp Writeboard):

Diplomatic and consular service  
Judges—Selection and appointment  
New York (State)—Oyster Bay (Town)

Standard Oil Company  
United States.—Congress  
White House (Washington, D.C.)

## Period (coverage)

Series of decades to apply to the item

**Mandatory:** Yes, if known

**Authority Control:** TR Center List

## Input guidelines

- 1) Periods are year spans listed to correspond to periods of Roosevelt's life. Choose the period that is correct for the item by the item's creation date.
- 2) If the creation date is a span of years or unknown, you can take an educated guess at which period you believe the item to be from. Be sure to record your reasons for that guess in the Notes field for later review by TR Center staff.

## Current TR Center Periods List

Ancestry (to 1858)

Youth (October 27, 1858 to 1881)

New York State Assemblyman (1882-May 1884)

Dakota Rancher (June 1884-1886)

Author and Family Man (1887-1888)

Civil Service Commissioner (1889-April 1895)

New York City Police Commissioner (May 1895-March 1897)

Assistant Secretary of the Navy (April 1897-April 1898)

Rough Rider (May 1898 to September 1898)

Governor of New York (October 1898-1900)

Vice President of the United States (1901)

President of the United States - First Term (September 1901-February 1905)

President of the United States - Second Term (March 1905-February 1909)

African Safari (March 1909-1910)

Progressive Party Candidate (1911-1912)

Post-Presidential Years (1913-January 6, 1919)

Theodore Roosevelt and Public Memory (1919-present)

## Publication (creator)

The title of the entity in which the item was originally published

**Mandatory:** Yes, if known

**Authority Control:** LCTAF

### Input guidelines

- 1) A publication title should correspond to the book, magazine or newspaper in which an article or print originally appeared
- 2) Use the Library of Congress Title Authority Files for proper title format
  - a. Do not include the city of the newspaper as LC often does; that may be left out of the field.
- 3) When possible, include the volume and issue numbers in this field

### Examples

Puck, v. 46, no. 1192

The Pacific Commercial Advertiser

## Publisher (publisher)

An entity primarily responsible for making the content of the item available

**Mandatory:** Yes, if known

**Authority Control:** LCNAF

### **Input Guidelines:**

- 1) This field records the publisher of the original object. The publisher of the digital version is recorded elsewhere.
- 2) Use Library of Congress Name Authority for the form of the name.
  - a. Example
    - i. Underwood & Underwood
    - ii. Denver Post
- 3) If the name is not found in LCNAF, format as follows: Company name (City, State)
  - a. Example
    - i. Dewey Studio (Fargo, ND)
- 4) When in doubt whether an entity is a publisher or creator, enter a corporate entity as Publisher and a personal name as Creator.
- 5) For photographs, if the studio name is known, it belongs in the Publisher field. This may be identical to the entry in the Creator field.

## Notes (not public field)

Account of cataloger's work

**Mandatory:** No

**Authority Control:** None

### **Input Guidelines:**

- 1) Include any general notes the cataloger wishes the staff of the TR Center to know about the document and/or its cataloging progress.
- 2) Make note of any sources used during the cataloging process to find information on creators, recipients or events the item is referring to.
- 3) If you mark Image Issues or Cataloging Issues on the Workflow tab in DARMA, please explain why in the Notes field.

## Page count

Number of pages included in an item

**Mandatory:** Yes, if known

**Authority Control:** Numerical

### **Input Guidelines:**

- 1) Note the number of pages included in the item.
- 2) Only numbers should be put into the Page count field (i.e. 7 not seven)
- 3) A page is an image with text on it. Backs of pages are only counted when there is text or a picture on them.
  - a. Example: You have a three page letter, text only on the front of the three sheets of paper. You should have only three images and therefore only 3 pages. You do not count the blank pages which were not scanned.
- 4) Envelopes do NOT count as a page; they should be labeled “envelope” under attachments.
  - a. Example: a front and back of an envelope should be called “Envelope-front” and “Envelope-back” accordingly

## Related item

Indicates a relationship with other items in the collections

**Mandatory:** Yes, if known

**Authority Control:** None

### Input Guidelines:

- 1) Includes all file names of any related items to the object. This will link a user to the file being cited (i.e. any enclosures the item originally contained)
- 2) If the file name in DARMA is known for an item, write ONLY the file name in the field
  - a. Example
    - i. LOC\_191741
- 3) If including more than one file name, the entries should be separated by semi-colons (;)
  - a. Example
    - i. LOC\_41562; LOC\_58710
- 4) If the file name is unknown, write verbatim the notation on the documents noting the existence of enclosure(s). Do not include any brackets [ ] that might be with the notation.
  - a. Example
    - i. Enclosed with Latham, 10-4-03

### Collection (source)

Name of the collection to which the original item belongs

**Mandatory:** Yes, if applicable      **Authority Control:** TR Center Approved language

#### **Input Guidelines:**

- 1) This field contains the name of the specific collection within an institution in which the original resource is located.
- 2) This should be determined and agreed upon by **both** the contributing institution and the TR Center.
- 3) It should remain consistent throughout the entire collection.

## Repository (publisher)

An entity responsible for making the item available

**Mandatory:** Yes

**Authority Control:** TR Center Approved language

### **Input Guidelines:**

- 1) This field indicates the institution where the item is physically located.
- 2) The language should be determined and agreed upon by **both** the contributing institution and the TR Center.
- 3) Institution names should be consistent throughout collections.

## Rights (rights)

Information about rights held in and over the item

**Mandatory:** Yes

**Authority Control:** TR Center Approved language

### **Input Guidelines:**

- 1) The content of this element is intended to be a rights management or use statement, or a URL that links to a rights management statement. A rights management statement may contain information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images, etc.
- 2) The language in this field should be determined and agreed upon by **both** the contributing institution and the TR Center.
- 3) This field should remain consistent throughout the repository's collections.

## Digital object data items

### Digital item filename/Name (identifier)

An unambiguous reference to the item within a given context

**Mandatory:** Yes

**Authority Control:** TR Center Naming Scheme

### Input Guidelines:

- 1) A character string or record number that clearly identifies a digital object or item. MUST be unique.
- 2) The format should include an institutional code agreed upon by both contributing institution and the TR Center followed by a number string. (see File Formats and Names under Digital Image Capture for more information)
- 3) The naming scheme needs to be consistent within the repository's collections.

#### a. Examples

- i. LOC\_000200
- ii. SAHI\_00301
- iii. THRO\_0100

## Bit depth (format-extent))

Distinctions of the digital manifestation of the resource

**Mandatory:** Yes

**Authority Control:** Standard format

### **Input Guidelines:**

- 1) Give the bit depth of the master file format
  - a. Example
    - i. 48 bit (color)
- 2) Consult the TR Center Image File Standards regarding our current requirements

## Image Capture Date (date digital)

A date in an event in the lifecycle of the item

**Mandatory:** Yes

**Authority Control:** W3CDTF

### **Input Guidelines:**

- 1) An item may have several dates associated with its lifecycle. Record **ONLY** the date the item was digitized.
- 2) Format as YYYY-MM-DD
  - a. Examples
    - i. 2010-10-31
    - ii. 2010-10
    - iii. 2010

### Image Color Mode (format-extent))

Distinctions of the digital manifestation of the resource dealing with the color rendering of the images

**Mandatory:** Yes

**Authority Control:** RGB mode

#### **Input Guidelines:**

- 1) Enter “RGB color” in this field. Please do not scan and save master images using the CMYK or LAB color modes.
- 2) If for some reason you want to save images in the other modes, please notify the TR Center to discuss further.

### Image Color Space Profile (format-extent))

Distinctions of the digital manifestation of the resource dealing with the color rendering of the images

**Mandatory:** Yes

**Authority Control:** Color Profile Title

#### **Input Guidelines:**

- 1) Enter “Adobe RGB 1998” or “sRGB” depending on which color profile you save with the master images
- 2) If for some reason you wish to save a different color profile with the images, please notify the TR Center to discuss further.

(The color rendering recommendations are adapted from *Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files*, written by the Federal Agencies Digitization Initiative – Still Image Working Group)

## Digital image device (digitization specifications)

Technical information on hardware used to capture digital file

**Mandatory:** Yes

**Authority Control:** TR Center List

### **Input Guidelines:**

- 1) Gives the device used to create the master digital file. Include manufacturer and model name and number.
- 2) Please notify the TR Center to add devices as needed.

## Digital image software (digitization specifications)

Technical information on software used to capture digital file

**Mandatory:** Yes

**Authority Control:** TR Center List

### **Input Guidelines:**

- 1) Give the name and version number of the software used to create the master image file. Include version information.
- 2) Please notify the TR Center to add software as needed.

### Digital item publisher (publisher)

The entity responsible for making the digital resource available

**Mandatory:** Yes

**Authority Control:** None

#### **Input Guidelines:**

- 1) This will always be: Theodore Roosevelt Center at Dickinson State University
- 2) If for some reason it should be otherwise, contact the TR Center to discuss the items

### Image resolution (format-extent)

Distinctions of the digital manifestation of the resource

**Mandatory:** Yes

**Authority Control:** ppi format

#### **Input Guidelines:**

- 1) Gives the resolution at which the item was scanned and preserved in the master file.
- 2) The resolution should be expressed in pixels per inch (ppi).
  - a. Example
    - i. 600 ppi
- 3) Consult the TR Center Image File Standards regarding our current requirements