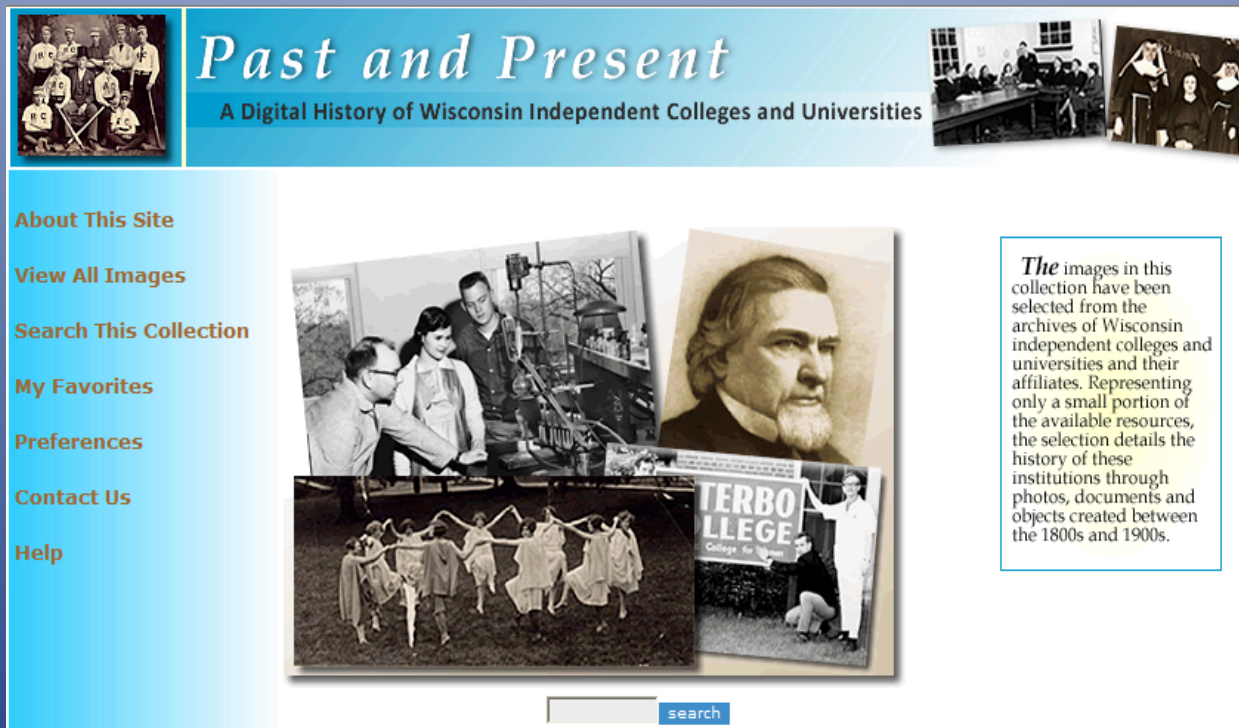


# Past and Present:

## A Digital History of Wisconsin Independent Colleges and Universities



The screenshot displays the website's header with the title "Past and Present" and subtitle "A Digital History of Wisconsin Independent Colleges and Universities". A navigation menu on the left includes links for "About This Site", "View All Images", "Search This Collection", "My Favorites", "Preferences", "Contact Us", and "Help". The main content area features a collage of historical images: a baseball team, a classroom scene, a portrait of a man, a laboratory setting, and a group of women in a field. A search bar is located at the bottom of the page.

*Past and Present*  
A Digital History of Wisconsin Independent Colleges and Universities

**About This Site**  
**View All Images**  
**Search This Collection**  
**My Favorites**  
**Preferences**  
**Contact Us**  
**Help**

*The* images in this collection have been selected from the archives of Wisconsin independent colleges and universities and their affiliates. Representing only a small portion of the available resources, the selection details the history of these institutions through photos, documents and objects created between the 1800s and 1900s.

search

(<http://archives.exchange.viterbo.edu/index.php>)

# Creation and Development

by Gae Kelly

Cataloging and Reference Librarian

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# Origins

- Viterbo University, Spring 2005
- WAICU Digital committee formed
- Submission guidelines
- Subcommittees formed October 2007: metadata, publicity, web design



# Metadata committee

- Started with 5 members
- Online chat called “Tapped-In” and email
- Scope of committee
- Main tasks to start with:
  - metadata scheme
  - guidelines for metadata
- Related: Excel template for submissions



# Considerations for standards

- WHO guidelines
- Date format
- Description field
- How to list people pictured in photos
- Controlled vocabulary
- Created a list of institution names, geographic locations, etc so everyone could copy/paste
- What to call fields, e.g. Creator, city/place,
- Map to Dublin Core-confusion about which fields to map where



# Challenges

- Lack of in-person opportunity - virtual meetings can get confusing
- Committee work was small part of members' jobs
- Range of familiarity with LC, SAA, Dublin Core and CONTENTdm
- Jargon can get confusing
- Balance ease of submission vs. robust metadata
- Workload of Viterbo staff



# Solutions

- No solution to geographic separation
- Decisions were made-did we steamroll?
- Created documents to post on site:
  - Data map
  - Data dictionary
  - Controlled vocabulary
- Excel template created



# *Metadata* Templates

by Jonathan Hinck  
Serials and Archives Librarian  
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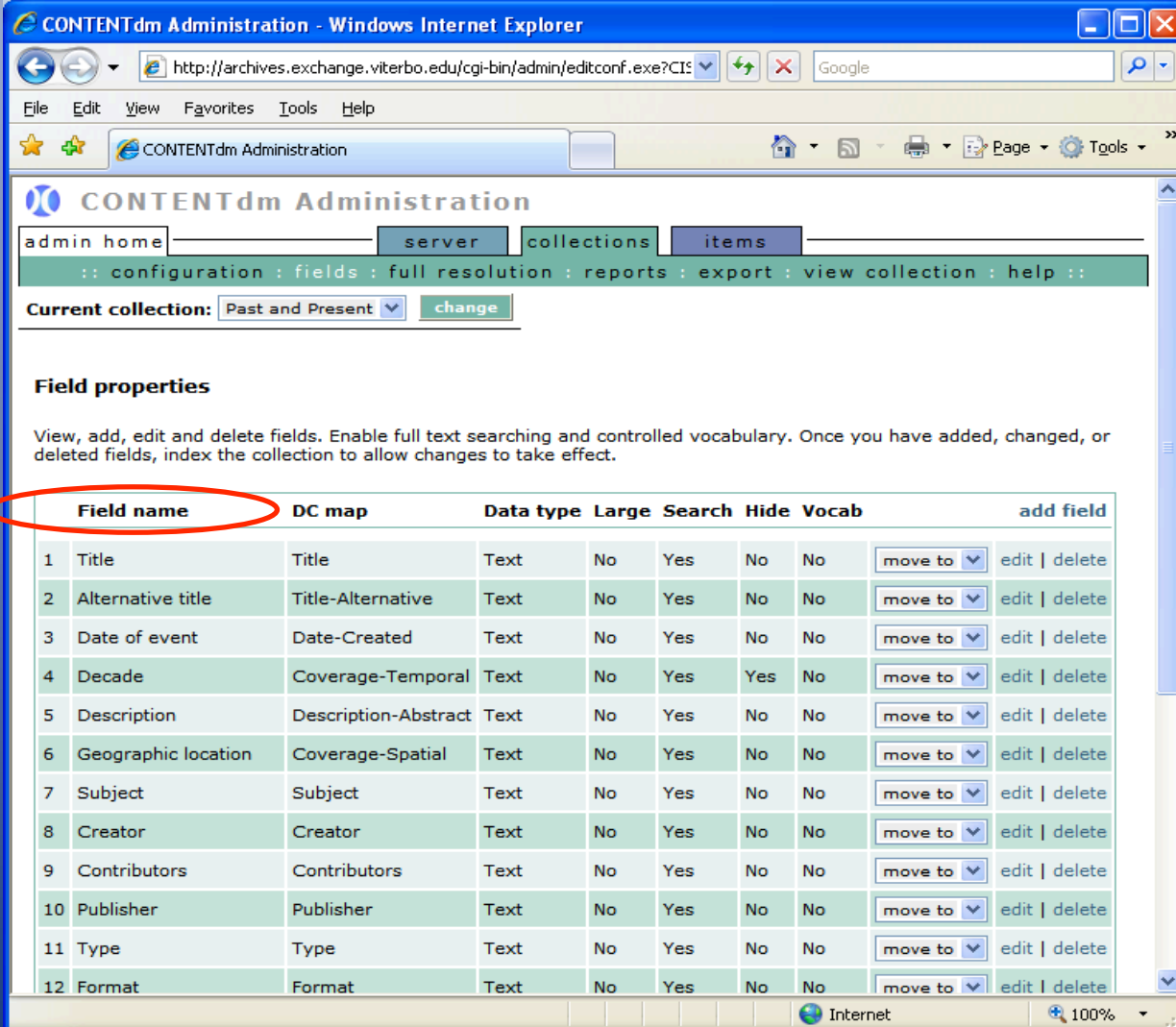
# Why use a metadata template?

- Some institutions will not allow distance access to internal CONTENTdm servers for security reasons.
- The Acquisitions Module therefore cannot be used by outside members.
- So, a metadata template needs to be created for use.



# Gathering metadata fields

- Go to the CONTENTdm Admin home page.
- Click on “Collections” and then on “fields”.
- Metadata field names in use are displayed.



CONTENTdm Administration - Windows Internet Explorer

http://archives.exchange.viterbo.edu/cgi-bin/admin/editconf.exe?CI: Google

File Edit View Favorites Tools Help

CONTENTdm Administration

CONTENTdm Administration

admin home server collections items

:: configuration : fields : full resolution : reports : export : view collection : help ::

Current collection: Past and Present change

### Field properties

View, add, edit and delete fields. Enable full text searching and controlled vocabulary. Once you have added, changed, or deleted fields, index the collection to allow changes to take effect.

	Field name	DC map	Data type	Large	Search	Hide	Vocab		add field
1	Title	Title	Text	No	Yes	No	No	move to	edit   delete
2	Alternative title	Title-Alternative	Text	No	Yes	No	No	move to	edit   delete
3	Date of event	Date-Created	Text	No	Yes	No	No	move to	edit   delete
4	Decade	Coverage-Temporal	Text	No	Yes	Yes	No	move to	edit   delete
5	Description	Description-Abstract	Text	No	Yes	No	No	move to	edit   delete
6	Geographic location	Coverage-Spatial	Text	No	Yes	No	No	move to	edit   delete
7	Subject	Subject	Text	No	Yes	No	No	move to	edit   delete
8	Creator	Creator	Text	No	Yes	No	No	move to	edit   delete
9	Contributors	Contributors	Text	No	Yes	No	No	move to	edit   delete
10	Publisher	Publisher	Text	No	Yes	No	No	move to	edit   delete
11	Type	Type	Text	No	Yes	No	No	move to	edit   delete
12	Format	Format	Text	No	Yes	No	No	move to	edit   delete

Internet 100%



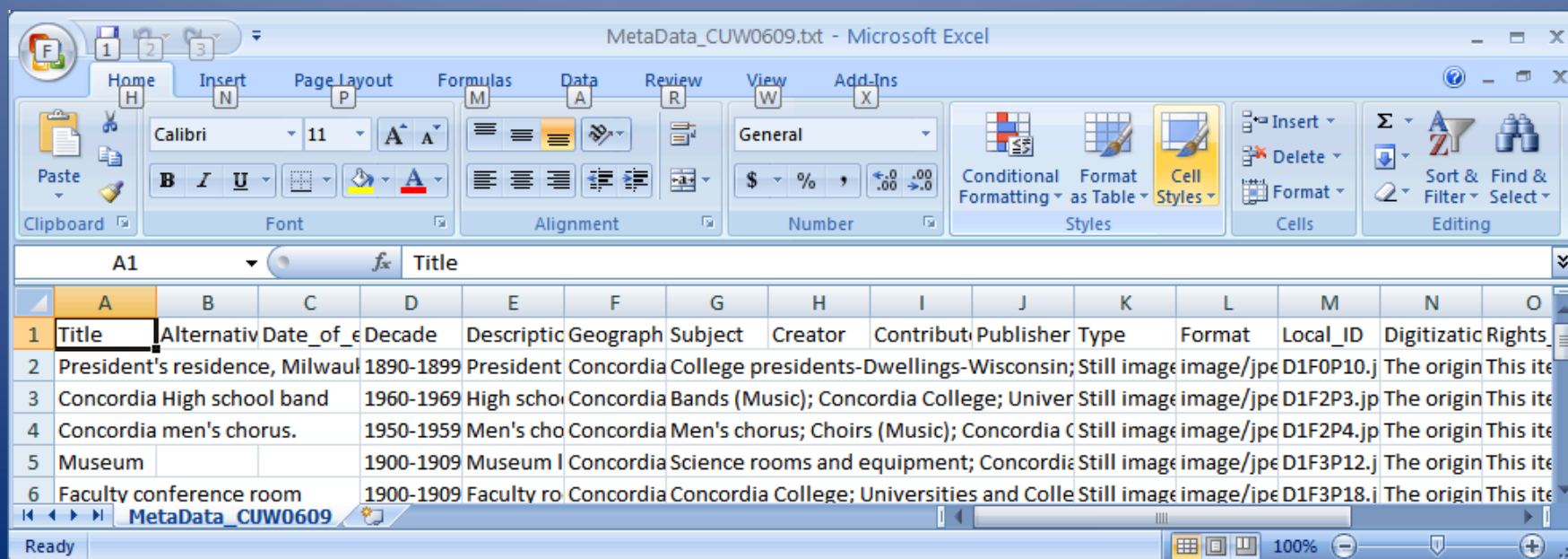
# Save and send

- Save this as a txt (tab-delimited) document.
- E-mail this template to external members.
- Members should then make multiple copies of it for their own use.



# How members should use

- Open the txt file in MS Excel. Use each row below the first for metadata for each image object.
- Information for File\_name should match the file name of the object.

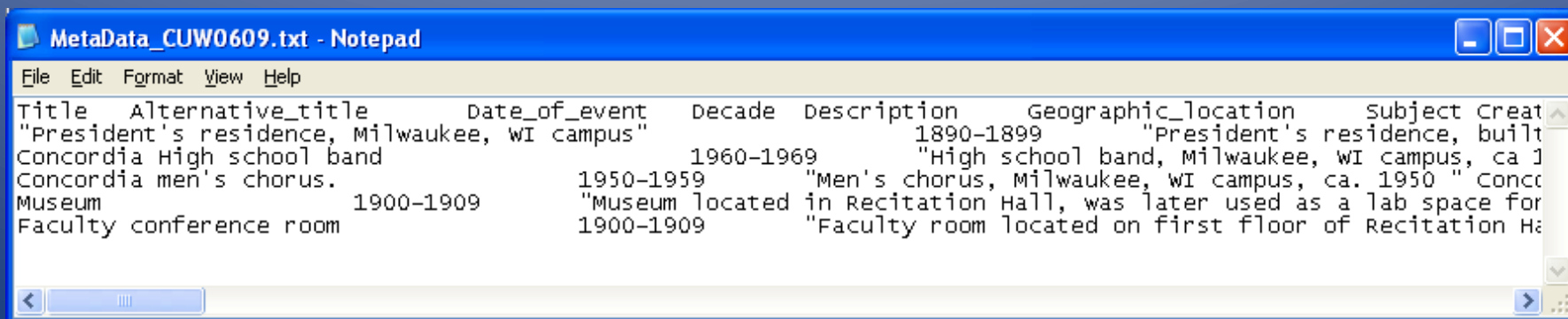


The screenshot shows a Microsoft Excel spreadsheet titled "MetaData\_CUW0609.txt". The spreadsheet contains a table with 14 columns and 6 rows of data. The columns are: Title, Alternative, Date\_of\_e, Decade, Descriptio, Geograph, Subject, Creator, Contribut, Publisher, Type, Format, Local\_ID, and Digitizatio. The rows contain metadata for various image objects, such as "President's residence, Milwaukee", "Concordia High school band", "Concordia men's chorus", "Museum", and "Faculty conference room".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Title	Alternativ	Date_of_e	Decade	Descriptio	Geograph	Subject	Creator	Contribut	Publisher	Type	Format	Local_ID	Digitizatio	Rights
2	President's residence, Milwaukee			1890-1899	President	Concordia	College	presidents-Dwellings-Wisconsin;	Still image	image/jpe	D1F0P10.j	The origin	This ite		
3	Concordia High school band			1960-1969	High scho	Concordia	Bands (Music); Concordia College; Univer	Still image	image/jpe	D1F2P3.jp	The origin	This ite			
4	Concordia men's chorus.			1950-1959	Men's cho	Concordia	Men's chorus; Choirs (Music); Concordia C	Still image	image/jpe	D1F2P4.jp	The origin	This ite			
5	Museum			1900-1909	Museum	Concordia	Science rooms and equipment; Concordia	Still image	image/jpe	D1F3P12.j	The origin	This ite			
6	Faculty conference room			1900-1909	Faculty ro	Concordia	Concordia College; Universities and Colle	Still image	image/jpe	D1F3P18.i	The origin	This ite			

# When they are finished

- Afterward, save back as a txt (tab-delimited) document.
- Then, e-mail this file and corresponding images back to the server host.



The screenshot shows a Notepad window titled "MetaData\_CUW0609.txt - Notepad". The window contains a tab-delimited text file with the following content:

Title	Alternative_title	Date_of_event	Decade	Description	Geographic_location	Subject	Created
"President's residence, Milwaukee, WI campus"		1890-1899		"President's residence, built			
Concordia High school band		1960-1969		"High school band, Milwaukee, WI campus, ca 1			
Concordia men's chorus.		1950-1959		"Men's chorus, Milwaukee, WI campus, ca. 1950 "		Conce	
Museum	1900-1909			"Museum located in Recitation Hall, was later used as a lab space for			
Faculty conference room		1900-1909		"Faculty room located on first floor of Recitation Ha			

# Save when you receive

- Save the each set of metadata and images into separate, multiple computer files.
- Double-check the metadata templates to see if they're okay.

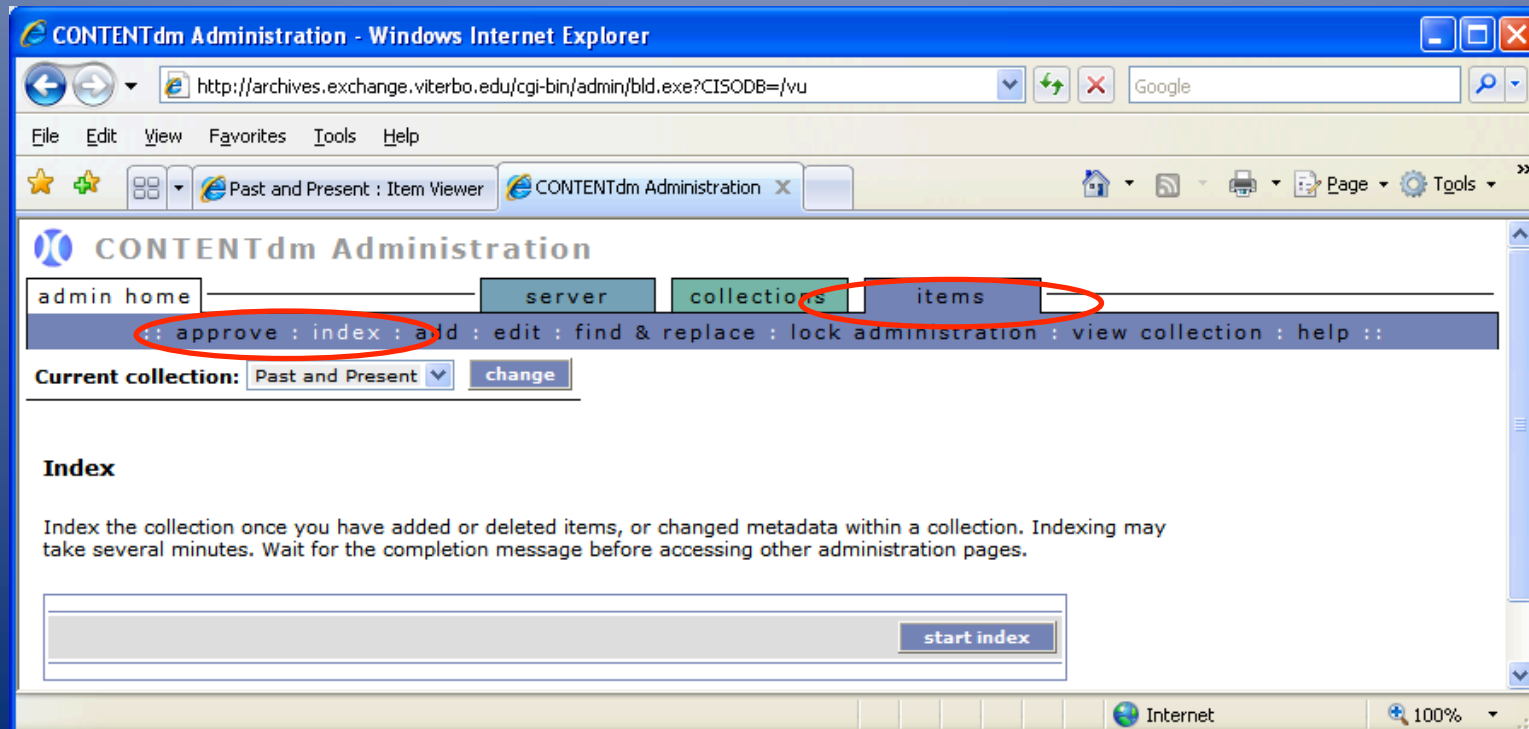


# Upload In Acquisitions Station

- Go to the CONTENTdm Acquisitions Station.
- Open to the project.
- Under “Import” choose “Multiple files”.
- Select “Import using a tab-delimited text file” and click “Next”.
- Browse and find the file, then click “Next”.
- Select “Import files from a directory”.
- Browse and find the file again, then click “Next”.
- Say “No” to “Are you importing full resolution images?” and click “Next”.
- Check the fields for mapping and click “Next”.
- Click on “Finish”, then select “Upload to the pending queue”.

# Approve and Index in Admin

- Go to the items tab in the CONTENTdm admin page.
- Select “approve”, then “approve all”, then select “index”, then “start index” to add the new additions.



# *Metadata* Editing

Additional material by Daniel R. Nelson, MLIS  
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# The importance of metadata editing

- Metadata records originate from multiple institutions. Therefore, inconsistency among metadata is a naturally-occurring, unavoidable occurrence. Editing:
  - Ensures consistent metadata formatting throughout each record in the unified collection.
  - Presents more polished, professional-looking image records for the collection.
  - Guarantees precise and relevant search and browse results for the end-users of the collection.

# Preparing for metadata editing

- Training is recommended for submitting institutions' (SIs) metadata creators
- Make sure SIs have access to supporting documentation/ user guides
- Give SIs plenty of examples to follow. Documentation & user guides (a data dictionary with examples), as well as existing records, are good examples
- Make sure SIs agree to the blanket editing privileges of HI. Consult SIs for non-standard issues that arise
- This is a time-consuming process, so plan to budget staff (support staff, work-study, interns) and time
- Follow a procedures manual which provides 1) CDM technical procedures & 2) data formatting guidelines

# The metadata editing process

If possible, edit each record while it is still in the pending queue, before approving it

- In CDM, click on the “edit” link to the right of the item
- After making the changes, click on “Save and Upload”
- Index the collection after all images are uploaded

If the records have been posted to the live site, perform the editing on an institution-by-institution basis, keeping good documentation

- In CDM, select “items,”
- Perform a keyword search for the institution
- A list of all an institution’s records is displayed

Edit an institution’s records one-at-a-time, moving from the top-bottom of the institution’s records list, keeping good documentation

- Click on the “metadata” link to edit the record
- Edit each field one-at-a-time, from top to bottom
- Save the record and index the collection
- Repeat process with the field values in the next record

# Common problems encountered

- Inconsistent formatting and capitalization for metadata values
  - Dates: Incorrect “12/02/2009” Correct “2009-12-02”
  - Titles: Incorrect: “Grand March in Campus Courtyard”  
Correct: “Grand march in campus courtyard”
- Incomplete or sparse subject vocabulary terms
- Overlap of institution-specific metadata values between records from two or more different institutions
- Whether or not a series of similar objects should be presented as compound objects

# Notes on institution-specific metadata

- Silver Lake used “Reverend D. F. Hurley, pastor of St. Joseph Catholic Church from neighboring Alverno College” in their description field.
- This caused their image to display when a keyword search was conducted for “Alverno.”
- Sentence changed to read “Reverend D. F. Hurley, pastor of St. Joseph Catholic Church from neighboring Milwaukee, Wisconsin.” to solve problem.
- Both institutions were satisfied with the outcome.

# Notes on compound object creation

- Sometimes two or more separate records that should be displayed as a compound object will be submitted by SIs.
- Give SIs a choice of options for how they want their objects represented in the collection, while explaining the reasoning in support of your recommendation. It is important to give SIs the final choice for how they want their data represented in the record.
- Make sure the submitting institution is only listed in the “document description” record representing the entire compound object as a whole unit.
- The “page description” records shouldn’t list the submitting institution. This is to prevent the separate records that compose the compound object from displaying separately when a keyword search is conducted for the submitting institution or when all images are displayed.