

# Institute Archives and Special Collections: Stage One Management Guidelines for Digital Objects

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Mikki Simon Macdonald

MIT Libraries

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## Introduction

The adoption of the Archivists' Toolkit as a tool for description and management of archival materials has been instrumental in bringing the Institute Archives and Special Collections to a point where we are positioned to reliably manage and provide access to our digital objects and supporting metadata. In doing so we aim to realize efficiencies and work towards seamless access to the collections of the MIT Libraries.

The Archives digitizes collection materials:

- For preservation
- To prevent loss of information due to obsolescence, deterioration, or handling
- For exhibits, publications, and online use
- To fulfill researcher requests

Historically, our digital initiatives have been scoped, planned, and managed as separate insular projects. While this has been unavoidable and will in many cases continue into the future, it is our plan to standardize this process as much as possible and reuse mappings and workflows. This will maintain consistency across our collections and provide a speedy path from our collection management system into an access repository. We aim to standardize not only our content practices but also our management practices.

## Purpose

The guidelines below were developed over the past year as we engaged in projects to digitize and provide access to sets of archival material. While born-digital objects are not the focus of this document, many of the activities outlined will apply to those materials as well. In addition, this documentation assumes DOME as our intended repository for preservation and access. In utilizing AT to produce structured data we will be able to work with other systems, in the future.

This document attempts to define work activities relating to the digitization of archival materials. More specifically this document outlines the Archives policies and procedures regarding the creation, description, and management of digitized material during what we have termed "Phase One." "Phase One" includes all pre-DOME ingest management procedures. Ongoing management policies will be addressed in "Phase Two" documentation.

This is a working document. As projects are completed, lessons are learned, and standards are updated, we will update this document as needed. Each experience with digital objects and digitization projects has provided, and will continue to provide the Archives with new knowledge and tools to improve our processes and streamline our procedures.

## Acknowledgements

This documentation was written in consultation with Liz Andrews, Rob Wolfe, and Tom Rosko. A thorough review of the metadata landscape of archives and special collections was preformed, including a review of the recommendations of the MIT Libraries Digital Operations Team (DOT) and best practices adopted by other institutions.

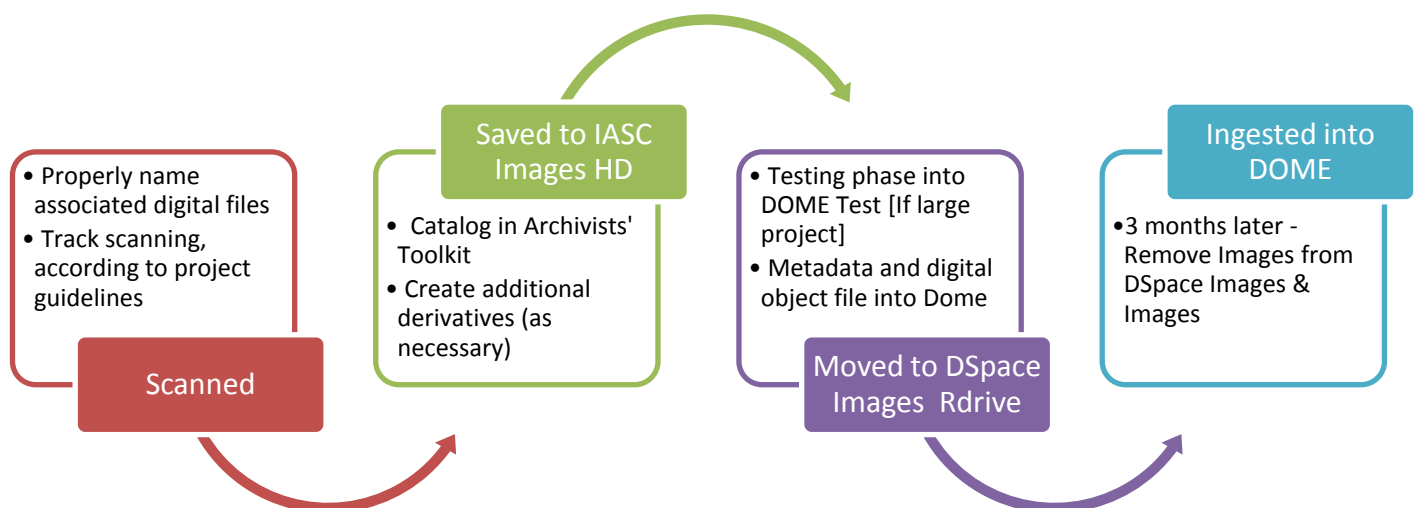
## Digital Object Life-Cycle

Life-cycle of an object and the corresponding metadata during “Phase One:”

1. Items\* will be scanned according to the MIT Libraries digitization standards and practices to create a digital object.
2. Digital object files will be named according to the IASC file naming conventions. [on page 6]
3. At the time of scanning and naming, the appropriate information about the item will be entered into the Scanning Document Tracker. [R:\InstArch\COLLECTIONS\collections-AT implementation issues and projects\ScannedDocTracker.xlsx]
4. All digital object files associated with an item will be saved to the IASC Images external hard drive.
5. Digital objects will be cataloged in the Archivists’ Toolkit according to IASC digital object cataloging practices. [R:\InstArch\COLLECTIONS\collections-AT implementation issues and projects\AT DO Workflow.doc]
6. Cataloging of individual items will be tracked within the scanned document tracker. Cataloging of items associated with larger projects will be tracked according to the needs of those projects.
7. Once cataloged the digital object files will be moved to the *DSpace Images* folder on the R:Drive.
8. Digital object files will then be ingested into DOME along with the appropriate metadata (from AT) for each item.
9. In accordance with current MIT Libraries practice, files will remain in the *DSpace Images* folder for three months after ingest before being disposed. At this time the files will also be deleted from the IASC Image external hard drive.

\* Typical items: photograph, map, drawing, 4 page letter (one item that when digitized will have at a minimum 5 digital object files associated with it : 4 tiffs and 1 pdf)

\*\* The archives will need dedicated server space at some time in the very near future. It will be necessary when dealing with born digital material & large scale projects.



## File Naming Guidelines for Digital Objects

There is a need for consistency and standardization in the filenames assigned to digital objects. During the life of a digital file, it moves through various locations and is often stored separately from associated metadata. The filename will facilitate the process of locating metadata about the file. The guidelines below outline how the unique identifier for a digital resource will be created.

### The filename minus the extension is the digital object identifier

#### Requirements for filenames (as suggested by the Digital Operations Team)

1. Each filename must contain an identifier that uniquely specifies a single digital object.
2. If a digital object consists of multiple files, each filename must contain the object's identifier, along with a unique sequence number.
3. Each filename must be fully specified. It cannot just be a sequence number that is dependent on location within a directory structure for context.
4. Filenames must not include spaces.
5. The first character of the filename must be an ASCII letter ('a' through 'z' or 'A' through 'Z').
6. The "base" filename may include **only** ASCII letters ('a' through 'z' and 'A' through 'Z'), ASCII digits ('0' through '9'), hyphens, underscores, and periods. No other characters are permitted. See "Best Practices" regarding the use of periods and uppercase letters.
7. The "base" filename must be followed by a single period and a suitable extension to specify the type of file. The extension should consist of three letters (e.g., jpg, txt, xml, tif), but longer extensions are permissible if they are widely used (e.g., html, tiff, djvu, aiff).
8. A derivative file must have the same name as the master file, except the "base" filename should have an indication of the derivative's type appended (e.g., "full" or "screen" for images, an indication of the bitrate for audio files). Derivative files will typically have a different file type, and therefore a different extension, than the master file.

## Filenames for Archives and Manuscript Collections

- Filenames will consist of three parts (the first two separated by an underscore):
  - collection number associated with the digitized item
  - a randomly generated unique six digit number
    - these numbers will be made available in the excel file: DigitalObjectID
    - **R:\InstArch\COLLECTIONS\collections-AT implementation issues and projects\DigitalObjectID.xls**
  - file extension
- If a digital object is made up of **multiple pages**, the basic three part filename will be used for the pdf version of the item.
- Each of the individual pages will have unique filenames that will consist of four parts:
  - The basic three part filename
  - Plus a three digit page number
    - Before the file extension
    - After the basic filename and separated by an underscore
- Derivatives of an object will all have the same file name, but will have different file extensions.

Example 1: one page digital object

MC0022\_123456.tif

Example 2: three page item, digitized as one 3-page pdf and an individual tiff for each page

AC0489\_654321.pdf

AC0489\_654321\_001.tif

AC0489\_654321\_002.tif

AC0489\_654321\_003.tif

Example 3: one page item, master tiff and jpg derivative

MC0651\_985632.tif (Preservation copy)

MC0651\_985632.jpg (Use copy)

## Special Collections

- Filenames will consist of three parts (the first two separated by an underscore):
  - 3 character project code
  - a 6 digit number that will be assigned in sequential order
  - file extension

Example 4: Vail Balloon Prints

VBI\_000039.tif

## Cataloging Requirements

### Requirements for records in the Archivists' Toolkit

1. If the digital object is a digital surrogate of a physical item in a collection, catalog the physical item as a resource record in AT and then create a digital instance within that record
2. If the component list for the collection is not in AT
  - a. If the collection contains series, add the series level components to the resource record (this will create the basic finding aid structure)
  - b. In the appropriate series (if series exist) add an "other level" component record
    - i. Title this component with "item from box #"
    - ii. Check the internal only box
  - c. Add (as a child to the other level record) an item level component
    - i. Catalog the item (See *Digital Instance Workflow* for cataloging procedures: [R:\InstArch\COLLECTIONS\collections-AT implementation issues and projects\AT DO Workflow.doc](#) )
    - ii. Add an analog instance with box/location information
    - iii. Add a digital instance (most fields will automatically populate from the item level record)
  - d. Add any missing metadata to the digital object record
  - e. Add file version information to the digital object record
3. If the component list for a collection is in AT
  - a. Add the item level record as a child of the appropriate file level record
    - i. Catalog the item
    - ii. Add an analog instance with box/location information
    - iii. Add a digital instance (most fields will automatically populate from the item level record)
  - b. Add any missing metadata to the digital object record
  - c. Add file version information to the digital object record

### Requirements for submitting to DOME

1. All digital objects must be attached to a collection (if one exists)
2. The collection level resource record must be at level 2 or above
3. The collection level resource record must contain either an Abstract or Scope and Contents note
4. The resource record, in the form of a finding aid (no matter how brief) must be ready to be put on the web once a DOME handle is added to the record



## Metadata Elements

	<b>Term</b>	<b>Archivists' Toolkit</b>	<b>DOMÉ</b>
<b>Required Elements</b>	Identifier	Digital Object Id	dc.identifier.none
	Title	Title	dc.title.none
	Creator	Name (Creator)	dc.creator.none
	Date	Date	dc.date.created (dc.date.issued)
	Digital Object Type	Object Type	mods:typeOfResource [dc.type.none]
	Rights Statement	Intellectual Property Rights	dc.rights.none
	Access Rights	Access note	dc.rights.access
	Collection	Collection level resource record	dc.relation.ispartof
Repository	Repository Profile	dc.publisher.institution	

	<b>Term</b>	<b>Archivists' Toolkit</b>	<b>DOMÉ</b>
<b>Optional Elements</b>	Alternative Title	General note	dc.title.alternative
	Citation	Preferred Citation	dc.identifier.citation
	Contributor	Name	dc.contributor.
	Description	Abstract note	dc.description.none
	Dimensions/ Extent	Dimensions note/ General Physical Description note	dc.format.extent
	Format	Material Specific Details	dc.format.medium
	History/Biography	Historical/Biographical	dc.description.other
	Language	Language	dc.language.none
	Local Type	Subject (genre)	dc.type.other
	Project	General note	dc.relation.ispartof
	Publisher	Name (role=publisher)	dc.publisher.none
	Related Materials	Related Archival Materials	dc.relation.none
	Subject	Subject	dc.subject.

The following set of terms and corresponding definitions below draw on the practices and standards of DACS, AACR2, Dublin Core Initiative, and MODS, as well as local practice.

Term Name	Access Rights
<b>Definition</b>	Information about who can access the resource or an indication of its security status. Restrictions can be based on privacy, security, or other policies as imposed by the donor, by the repository, or by regulatory requirements.
<b>Use</b>	A succinct statement regarding access. Do not include other conditions, restrictions, or requirements affecting use (physical conditions, technical requirements, or reproduction restrictions)
<b>Examples</b>	This item may be freely searched and displayed. Permission must be received for subsequent distribution in print or electronically.  This item is restricted. MIT use only. (Archives staff only)
<b>DACS</b>	4.1
<b>Dublin Core</b>	<dcterms:accessRights> (dc.rights.accessrights)
<b>EAD</b>	<accessrestrict>
<b>MARC</b>	506
<b>MODS</b>	<mods:accessCondition type="restrictionOnAccess">
<b>Archivists' Toolkit Field</b>	Conditions Governing Access note
<b>Obligation</b>	Optional
<b>Occurrence</b>	Once

Term Name	Alternative Title
<b>Definition</b>	An alternative name for the resource.
<b>Use</b>	May be used to record other title information, such as a caption title, former title, spine title, artist's title, object name, translation of title, or other variations of the title. Also used for normalized version of the title.
<b>Examples</b>	Reports of the President and Treasurer (Title) Reports to the President (Alternative Title)
<b>DACS</b>	2.3
<b>Dublin Core</b>	<dcterms: alternative> (dc.title.alternative)
<b>EAD</b>	<odd >[As Exported From AT]
<b>MARC</b>	246
<b>MODS</b>	< mods: titleInfo type="alternative"> <mods: note displayLabel="Alternative Title"> [As Exported From AT]
<b>Archivists' Toolkit Field</b>	General note (note label: Alternative Title)
<b>Obligation</b>	Optional
<b>Occurrence</b>	Repeatable

Term Name	Citation
<b>Definition</b>	A bibliographic reference for the resource.
<b>Use</b>	Format for the citation of the described materials that is preferred by the custodian.
<b>Examples</b>	[Item Title], [Collection Name and Number]. Massachusetts Institute of Technology, Institute Archives and Special Collections, Cambridge, Massachusetts. [URI]
<b>DACS</b>	7.1.5
<b>Dublin Core</b>	<dcterms:bibliographicCitation> (dc.identifier. citation)
<b>EAD</b>	<prefercite>
<b>MARC</b>	524
<b>MODS</b>	<mods:note type="citation">
<b>Archivists' Toolkit Field</b>	Preferred Citation note
<b>Obligation</b>	Optional
<b>Occurrence</b>	Repeatable

Term Name	Collection
<b>Definition</b>	The title and/or identifier of a resource in which the described resource is physically or logically included. And the intellectual/physical location of the item within the collection.
<b>Use</b>	Identifier and name for a collection that the resource is a member of or related to, and the folder title and/or box number where the item is located
<b>Examples</b>	Kevin Lynch papers, MC.0208, Interviews: Boylston, Newbury (2 of 2)  Massachusetts Institute of Technology. Combined Musical Clubs records, 1884-1972, AC.0312, Orchestra, 1939
<b>DACS</b>	2.3
<b>Dublin Core</b>	<dcterms: isPartOf> (dc.relation.isPartOf)
<b>EAD</b>	<unittitle> & <unitid> in <archdesc> & <originalsloc>
<b>MARC</b>	245 and 535
<b>MODS</b>	<mods:title> & <mods:identifier type="local">in <mods:relatedItem type="host"> [As Exported From AT] & <mods:relatedItem type="original">
<b>Archivists' Toolkit Field</b>	Pulled from collection level resource record information and Location of Originals note
<b>Obligation</b>	Required
<b>Occurrence</b>	Once

Term Name	Contributor
<b>Definition</b>	The name of the person, institution, agent, or group, other than the primary creator(s), who are responsible for significant intellectual contribution to the resource, but whose contribution is secondary to that of the creator.
<b>Use</b>	Examples of a Contributor include a person, an organization, or a service: editor, transcriber, illustrator, performer.
<b>Examples</b>	Olmsted, Frederick Law, 1822-1903
<b>DACS</b>	
<b>Dublin Core</b>	<dc: contributor> (dc.contributor. author, photographer, etc.)
<b>EAD</b>	<author>
<b>MARC</b>	100, 110, 111, 700, 710, 711\$e
<b>MODS</b>	<mods:displayForm> in <mods:name> <i>[As Exported From AT]</i>
<b>Archivists' Toolkit Field</b>	Name (Creator, role: contributor or more specific)
<b>Obligation</b>	Optional
<b>Occurrence</b>	Repeatable

Term Name	Creator
<b>Definition</b>	The person, institution, or group primarily responsible for the creation of the resource; item level
<b>Use</b>	Use national standards, such as the Library of Congress Name Authority File, to find the authoritative form. Or create according to DACS If there is more than one creator, use separate Creator elements. May use "unknown"
<b>Examples</b>	Rogers, William Barton, 1804-1882 Massachusetts Institute of Technology. Center for Advanced Visual Studies
<b>DACS</b>	2.6
<b>Dublin Core</b>	<dc: creator> (dc.creator)
<b>EAD</b>	<archdesc> <name>, <origination> <persname>,<origination> <i>[As Exported From AT]</i>
<b>MARC</b>	1XX, 7XX
<b>MODS</b>	<mods:displayForm> in <mods:name> <i>[As Exported From AT]</i>
<b>Archivists' Toolkit Field</b>	Name (function= creator)
<b>Obligation</b>	Required – if known
<b>Occurrence</b>	May be repeated when necessary

Term Name	Date
<b>Definition</b>	Date or date range associated with the creation for the original resource.
<b>Use</b>	may include span dates for collections of material
<b>Examples</b>	1956 January 21 to January 30 circa August 1975 1892 or 1893 between 1952 and 1960
<b>DACS</b>	2.4
<b>Dublin Core</b>	<dcterms: created>(dc: date.created) (will also be in dc: date.issued in DSpace)
<b>EAD</b>	<unitdate>;<date>
<b>MARC</b>	260\$c, 245\$f, 008/07-14
<b>MODS</b>	<mods:dateCreated> in <mods:originInfo>
<b>Archivists' Toolkit Field</b>	Date Expression ; Date begin, Date end
<b>Obligation</b>	Required
<b>Occurrence</b>	Once

Term Name	Description/Abstract
<b>Definition</b>	A brief free-text note or descriptive statement that characterizes more fully than the title does the scope or content of the resource
<b>Use</b>	abstract, table of contents, or a free-text account of the object
<b>Examples</b>	Four engravings: two showing the mechanics of gas balloon inflation, one of an aerial view of a town as seen by Thomas Baldwin, and one engraving showing the launching platform for a balloon with rigging set up before the balloon is attached. [Vail Balloon]  Transcript of an interview conducted after a walk through the Back Bay section of Boston, Massachusetts. The interview was conducted as part of a research project investigating the individual's perception of the urban landscape. [Perceptual Form of the City]
<b>DACS</b>	3.1 (scope and content element)
<b>Dublin Core</b>	<dcterms: description> (dc.description.null)
<b>EAD</b>	<abstract>
<b>MARC</b>	520, 505
<b>MODS</b>	<mods: abstract>
<b>Archivists' Toolkit Field</b>	Abstract note
<b>Obligation</b>	Strongly Recommended
<b>Occurrence</b>	Once

Term Name	Digital Object Type
<b>Definition</b>	Describes the characteristics and content of the original item. Requires the use of a controlled list of values <mods:typeOfResource>.
<b>Use</b>	This element includes a high-level type that categorizes the material in a general way. More specific typing is done in the <genre> element.
<b>Examples</b>	text cartographic notated music sound recording sound recording – musical sound recording – nonmusical still image moving image three dimensional object software, multimedia mixed materials
<b>DACS</b>	-
<b>Dublin Core</b>	dc.type.none (may map to DC, may leave as mods)
<b>EAD</b>	-
<b>MARC</b>	MARC 21 Leader/06
<b>MODS</b>	<mods:typeOfResource>
<b>Archivists' Toolkit Field</b>	Object Type
<b>Obligation</b>	Required
<b>Occurrence</b>	Once

Term Name	Dimensions/Extent
<b>Definition</b>	The physical or digital manifestation of the resource.
<b>Use</b>	Typically, this may include the media-type or dimensions (size and duration) of the resource.
<b>Examples</b>	27 pages (extent) 21.8 x 48.3 cm (dimensions) 8 minutes (extent)
<b>DACS</b>	2.5
<b>Dublin Core</b>	<dcterms: extent> (dc.format.extent)
<b>EAD</b>	<physdesc>
<b>MARC</b>	500
<b>MODS</b>	<mods:extent> in <mods:physicalDescription>
<b>Archivists' Toolkit Field</b>	Dimensions note General Physical Description note (for extent)
<b>Obligation</b>	Optional
<b>Occurrence</b>	Repeatable

Term Name	Format
<b>Definition</b>	The material or physical carrier of the resource.
<b>Use</b>	Free text field used to record the physical characteristics of the original resource described in the record.
<b>Examples</b>	DVD oil on canvas Art on Paper
<b>DACS</b>	
<b>Dublin Core</b>	<dcterms: medium> (dc.format.medium)
<b>EAD</b>	<materialspect>
<b>MARC</b>	500
<b>MODS</b>	<mods:note displayLabel= "Material Specific Details">
<b>Archivists' Toolkit Field</b>	Material Specific Details note
<b>Obligation</b>	Optional
<b>Occurrence</b>	Repeatable

Term Name	History/Biography
<b>Definition</b>	Historical or biographic information important to understanding the context of the resource
<b>Use</b>	may be used if needed for a specific project
<b>Examples</b>	On September 8, 1785, Thomas Baldwin, a local of Chester, obtained permission to make a solo ascent from the yard of Chester Castle in Vincent Lunardi's balloon. While aloft, Baldwin made drawings of the countryside, which were published with his recollections of the voyage under the title "Airopaidia."
<b>DACS</b>	10
<b>Dublin Core</b>	<dcterms: description> (dc.description.other)
<b>EAD</b>	<bioghist>
<b>MARC</b>	545
<b>MODS</b>	<mods:note displayLabel="Biographical/Historical note">
<b>Archivists' Toolkit Field</b>	Biography/Historical note
<b>Obligation</b>	Optional
<b>Occurrence</b>	Repeatable

Term Name	Identifier (Digital Object)
<b>Definition</b>	An unambiguous reference to the resource within a given context unique standard number or code that distinctively identifies a resource
<b>Use</b>	Digital Object Identifier required for all digital resources
<b>Examples</b>	VBI_000389 MC208_5468951
<b>DACS</b>	-
<b>Dublin Core</b>	<dcterms :identifier> (dc.identifier.none)
<b>EAD</b>	<dao>
<b>MARC</b>	024, 856
<b>MODS</b>	<identifier> <mets OBJID> <i>[As Exported From AT]</i>
<b>Archivists' Toolkit Field</b>	Digital Object ID
<b>Obligation</b>	Required
<b>Occurrence</b>	Repeatable

Term Name	Language
<b>Definition</b>	A language of a resource
<b>Use</b>	Use if primary language is other than English.
<b>Examples</b>	French (fre) Italian (ita) Russian (rus)
<b>DACS</b>	4.5
<b>Dublin Core</b>	<dcterms: language> (dc.language)
<b>EAD</b>	<langmaterial>
<b>MARC</b>	546
<b>MODS</b>	<mods:language>
<b>Archivists' Toolkit Field</b>	Language Code
<b>Obligation</b>	Optional
<b>Occurrence</b>	Repeatable



Term Name	Local Type
<b>Definition</b>	The nature or genre of the resource. – more specific than MODStypeOfResource
<b>Use</b>	More specific type when needed for a project. Use a controlled vocabulary and choose from a predetermined set of terms.
<b>Examples</b>	correspondence [typeOfResource= text] interviews [typeOfResource= text] prints (visual works) [typeOfResource= still image]
<b>DACS</b>	no separate element – noted in Title, Extent, or Scope and Content Element
<b>Dublin Core</b>	<dcterms: type> (dc.type.other)
<b>EAD</b>	<subject>
<b>MARC</b>	655
<b>MODS</b>	<mods:subject>
<b>Archivists' Toolkit Field</b>	Subject
<b>Obligation</b>	Strongly Recommended
<b>Occurrence</b>	Once

Term Name	Project
<b>Definition</b>	An identifier for a project that the resource is a member of or related to in some manner.
<b>Use</b>	Use when selection has occurred to bring together material for a project.
<b>Examples</b>	Digitized as part of the MIT 150 timeline project. Digitized as part of the Vail Balloon print project.
<b>DACS</b>	-
<b>Dublin Core</b>	<dcterms:isPartOf> (dc.relation.ispartof)
<b>EAD</b>	<odd >[As Exported From AT]
<b>MARC</b>	
<b>MODS</b>	<mods:note displayLabel="Project"> [As Exported From AT]
<b>Archivists' Toolkit Field</b>	General note (label= Project)
<b>Obligation</b>	Optional
<b>Occurrence</b>	Repeatable

Term Name	Publisher
<b>Definition</b>	An entity responsible for making the resource available.
<b>Use</b>	The name of the publisher of a formally published resource Use the publisher element to record the name of an entity responsible for making the original resource described in the record available. A Publisher may be a person or a corporation.
<b>Examples</b>	Tegg, Thomas, 1776-1845 Massachusetts Institute of Technology. Office of the President.
<b>DACS</b>	-
<b>Dublin Core</b>	<dcterms:publisher> (dc.publisher)
<b>EAD</b>	-
<b>MARC</b>	260\$a\$b
<b>MODS</b>	<publisher> in <originInfo> <mods:role> & <mods:displayForm> in <mods:name> <i>[As Exported From AT]</i>
<b>Archivists' Toolkit Field</b>	Name (role: publisher)
<b>Obligation</b>	Strongly Recommended for published works
<b>Occurrence</b>	Once

Term Name	Relation
<b>Definition</b>	A related digital resource
<b>Use</b>	Use the identifier to maintain a connection between two or more digital resources that are strongly related by project or content.
<b>Examples</b>	The transcript of an interview (MC0208_123456) and a map drawn during the interview (MC0208_123457). The record for MC0208_123456 will include MC0208_123457 in the relation field. The record for MC0208_123457 will include MC0208_123456.
<b>DACS</b>	-
<b>Dublin Core</b>	<dcterms:relation> (dc.relation.none)
<b>EAD</b>	<related materials>
<b>MARC</b>	-
<b>MODS</b>	<mods:relatedItem>
<b>Archivists' Toolkit Field</b>	Related Archival Materials note
<b>Obligation</b>	Optional
<b>Occurrence</b>	Repeatable

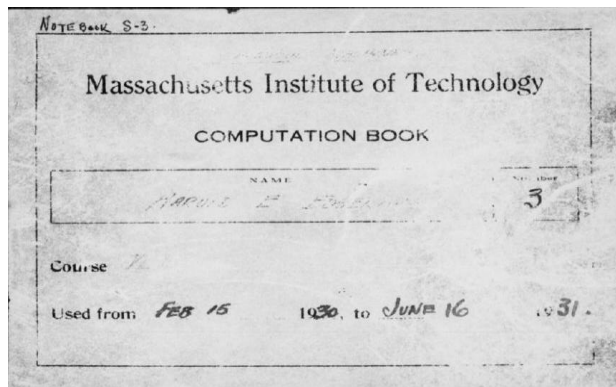
<b>Term Name</b>	<b>Repository</b>
<b>Definition</b>	Name of the organization or unit that holds the original resource described in the record or digital surrogates of the resource.
<b>Use</b>	Use the Repository element to record a consistent reference to the institution or administrative unit that holds the original resource described in the record or its digital surrogates.
<b>Examples</b>	Massachusetts Institute of Technology. Institute Archives and Special Collections.
<b>DACS</b>	
<b>Dublin Core</b>	<dcterms: publisher> (dc.publisher.institution)
<b>EAD</b>	<repository>
<b>MARC</b>	852\$b
<b>MODS</b>	<mods:note displayLabel="Digital object made available by> <i>[As Exported From AT]</i>
<b>Archivists' Toolkit Field</b>	Repository name in profile
<b>Obligation</b>	Required
<b>Occurrence</b>	Once

<b>Term Name</b>	<b>Rights Statement (Copyright)</b>
<b>Definition</b>	Information about rights held in and over the resource: Intellectual Property Rights (IPR), Copyright, and various Property Rights.
<b>Use</b>	Use this field to provide information about permissions to copy, quote, or publish from the collection that apply after access has been granted
<b>Examples</b>	<p>This material is in the public domain.</p> <p>Copyright Massachusetts Institute of Technology.</p> <p>Access to collections in the Institute Archives and Special Collections is not authorization to publish. Separate written application for permission to publish must be made to the Institute Archives. Copyright of some items in this collection may be held by respective creators, not by donor of collection.</p>
<b>DACS</b>	4.4
<b>Dublin Core</b>	<dcterms: rights> (dc.rights.null)
<b>EAD</b>	<userrestrict>
<b>MARC</b>	540
<b>MODS</b>	<mods:accessConditions type="useAndReproduction">
<b>Archivists' Toolkit Field</b>	Intellectual Property Rights (Conditions Governing Use note)
<b>Obligation</b>	Required
<b>Occurrence</b>	Once

Term Name	Subject
<b>Definition</b>	A word or phrase that describe the subject content of the resource, or terms related to significant associations of names (e.g. people or events), geographic designations (places), time periods (dates), or topics (e.g. iconography, concepts.)
<b>Use</b>	Use the subject element to record keywords, or phrases that describe, identify, or interpret the item and what it depicts or expresses. It is strongly recommended that subject words, phrases, or classification codes be taken from locally selected, established thesauri and classification schemes.
<b>Examples</b>	Aerial views Balloons (aircraft) Electrical engineering—Research
<b>DACS</b>	-
<b>Dublin Core</b>	<dcterms: subject> (dc.subject. (lcsh, aat, other)
<b>EAD</b>	<controlaccess>
<b>MARC</b>	6XX
<b>MODS</b>	<mods:subject>
<b>Archivists' Toolkit Field</b>	Subjects
<b>Obligation</b>	Strongly Recommended
<b>Occurrence</b>	Repeatable

Term Name	Title
<b>Definition</b>	A given name to the resource
<b>Use</b>	The title of the content of the resource, or a brief descriptive phrase When possible the title should be taken directly from the item being described. If no title is evident, use the IASC content manual to create a proper title.
<b>Examples</b>	Harold E. Edgerton, Number 17, Used from March 30, 1946, to June 18, 1948 Kellett base map (interview) and drawn map Descent of the Balloon in the Valley of Elbern
<b>DACS</b>	-
<b>Dublin Core</b>	<dcterms: title> (dc.title)
<b>EAD</b>	<unititle> in <archdesc level=>
<b>MARC</b>	245
<b>MODS</b>	<mods:title> in <mods:titleInfo>
<b>Archivists' Toolkit Field</b>	Title (Digital Object)
<b>Obligation</b>	Required
<b>Occurrence</b>	Once

## Example Records



<b>Identifier:</b>	MC0025_nb03
<b>Title:</b>	Harold E. Edgerton, Notebook S-3, Used from February 15, 1930, to June 16, 1931, Self-Hunting of Synchrononus Machines
<b>Creator:</b>	Edgerton, Harold Eugene, 1903-1900
<b>Date:</b>	1930-1931
<b>MODS Type:</b>	mixed material
<b>Local Type:</b>	Laboratory notebooks
<b>Collection:</b>	MC.0025, Harold E. Edgerton papers (Box 50, Folder 1)
<b>Repository:</b>	Massachusetts Institute of Technology. Institute Archives and Special Collections
<b>Rights:</b>	Access to material is not authorization to publish. Application for permission to publish must be made to the Institute Archives and Special Collections, MIT Libraries.
<b>Access Rights:</b>	This item is open for research.
<b>Description:</b>	This notebook is one of a set of notebooks created by Massachusetts Institute of Technology electrical engineering professor Harold E. Edgerton which document his Stroboscopic Laboratory research during the period 1927 to 1990, as well as other personal and professional activities. The notebooks are a consistent record of his research activities with frequent, usually daily entries. They illustrate through notes, diagrams, data, and photographs the evolution of Edgerton's innovative ideas from inspiration to the finished plan or product. The notebooks also often served as a personal diary, containing entries about visits by colleagues, and activities of friends and family.
<b>Dimensions:</b>	181 pages
<b>Project:</b>	Edgerton Digital Collections Project, <a href="http://edgerton-digital-collections.org/notebooks">http://edgerton-digital-collections.org/notebooks</a>
<b>Subjects:</b>	Electrical engineering – Research; Scientific instruments; Strobe Alley
<b>Citation:</b>	Harold Eugene Edgerton Papers, MC 22. Massachusetts Institute of Technology, Institute Archives and Special Collections, Cambridge, Massachusetts. [URI]



<b>Identifier:</b>	VBI_000039
<b>Title:</b>	Sketch for Dover Castle
<b>Creator:</b>	Fores, S.W. , fl. 1785-1825 (Publisher) Rowlandson, Thomas, 1756-1827 (Artist)
<b>Date:</b>	1794 January 1
<b>MODS Type:</b>	mixed material
<b>Local Type:</b>	prints (visual works)
<b>Collection:</b>	Theodore Newton Vail Collection of Aeronautical Images, Broadsides and Clippings
<b>Repository:</b>	Massachusetts Institute of Technology. Institute Archives and Special Collections
<b>Rights:</b>	Access to the Theodore Newton Vail Collection of Aeronautical Images, Broadsides and Clippings is not authorization to publish. Separate written application for permission to publish must be made to the Institute Archives. Copyright of some items in this collection may be held by respective creators, not by the donor of the collection.
<b>Access Rights:</b>	This item is open for research.
<b>Description:</b>	Sketch for an etching depicting the balloon ascent of Jean-Pierre Francois Blanchard and Dr. John Jeffries from a cliff top by Dover Castle, across the English Channel to Calais. A handwritten note across the bottom of the page notes the publication date as January 1, 1794, though this predates the actual event.
<b>Description (Biographical/Historical):</b>	Jean-Pierre Francois Blanchard and John Jeffries, an American doctor, made the first trip across the English Channel in a hydrogen balloon on January 7, 1785. The balloon ascended from a cliff top near Dover Castle and descended in Calais 2.5 hours later. During this trip, the balloon unexpectedly lost gas and almost fell into the Channel. Only by throwing all of their ballast and most of their clothing into the Channel did they manage to stay in the air. The two aeronauts were forced to heave all cargo overboard except the the first international airmail package, delivered successfully upon their safe landing in the Felmores Forest, France.
<b>Format (medium):</b>	Art on Paper
<b>Dimensions:</b>	25.7 x 33.4 cm
<b>Location</b>	Box 3
<b>Subjects:</b>	Balloon ascensions; Ballooning; Castles; Cliffs; Dover Castle (Dover, England); Blanchard, Jean-Pierre, 1753-1809; Jeffries, John, 1745-1819
<b>Citation:</b>	[Item number, example: VBI_000001_001]. Theodore Newton Vail Collection of Aeronautical Images, Broadsides and Clippings. Institute Archives and Special Collections, MIT Libraries, Cambridge, Massachusetts.