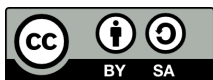


NEW YORK HERITAGE digital collections



Metadata Dictionary and Usage Guide

Version 6 - Published November 2022



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The purpose of this dictionary and best practices guide is to assist organizations participating in the New York Heritage Digital Collections project as they create metadata for their digital objects. It strives to ensure consistency and quality control across the collections which, in turn, will result in a better experience for users. Quality metadata makes it more likely that end users will find digital objects, especially when the data is repurposed with other online digital collections. Use this dictionary to determine definitions, how and where to enter metadata, and to better understand what types of terms should be used.

Table of Contents

Version 6: Change Report	4
Part I: Describing Digital Items	
General Guidelines and Instructions	6
Diversity, Equity, Inclusion, and Accessibility Statement	6
Compound Objects	7
Controlled Vocabularies	7
Metadata Field Element Chart	9
Metadata Details by Field	10
1. Title	10
2. Description	11
3. Creator	12
4. Subject	14
5. Location	15
6. Contributors	16
7. Publisher of Original	17
8. Date of Original	18
9. Hidden Date	19
10. Physical Format	20
11. Physical Description	21
12. Local Location	22
13. Relation	23
14. Type	24
15. Language	25
16. Format of Digital	26
17. Identifier	27
18. Collection ID	28
19. Holding Institution	29
20. Contact Information	30
21. Publisher of Digital	30
22. Date of Digital	31
23. Digital Collection	32

24. Library Council	33
25. Notes	34
26. Rights	35
27. Citation Information	37
28. Technical Data	38
29. Transcript	39
30. Latitude	40
31. Longitude	41
32. File Name	42

Part II: Creating Institution and Collection Metadata

About Institution and Collection Metadata	43
--	-----------

Institution-level Elements	43
-----------------------------------	-----------

Required Fields	43
Description Fields	43
Whereabouts Fields	44
Contact Person Fields	44
Display Fields	45

Collection Level Elements	45
----------------------------------	-----------

Required Fields	45
Description Fields	46
Narrative Fields	47
Display Fields	47

Part III. Appendices

Appendix A: Type and Physical Format	48
---	-----------

Appendix B: Physical Format Glossary	49
---	-----------

Appendix C: Glossary	57
-----------------------------	-----------

Appendix D: NY Heritage Topic	59
--------------------------------------	-----------

Appendix E: Collection Type	62
------------------------------------	-----------

Version 6: Change Report

- Clarified use of “object” rather than “item” under General Guidelines.
- A note not to use special characters was added under General Guidelines.
- Added a Diversity, Equity, Inclusion, and Accessibility Statement to Part I: Describing Digital Items.
- A section about Compound Objects was added to the General Guidelines, including a definition of compound objects, examples of compound objects, and guidance about the Relation field. Also included a note that parts of a compound object must also have mandatory fields filled in.
- An example of multiple terms in the Type field for yearbooks was added to the General Guidelines.
- The section on Controlled Vocabularies was rewritten for clarity. The section on Multiple Controlled Vocabularies was removed from the General Guidelines and put in the Subject section, as it only pertains to Subjects.
- The Controlled Vocabulary Source List was removed. The same information is found in the glossary and throughout the appropriate field sections.
- Type was changed to an optional field rather than a Required for Best Practice field. Guidance was added to consult with local liaisons.
- The definition of Title was clarified in its summary table. A note was added that objects with similar titles should be given additional information to keep titles unique, with examples. Other sentences were rewritten for clarity.
- Photograph was added to the Description example table.
- Guidance about multiple controlled vocabularies was added to the Subject field, which should be renamed Subject.TGM, Subject.LCSH, etc.
- Reference to the Getty Thesaurus for Geographic Names (TGN) was removed from the Location section. Guidance to leave the Location field blank if unknown was removed, as it's redundant from the General Guidelines. Instructions for locations more specific than town or city were added, and an example of a neighborhood was added to the example table. Instructions and an example for locations with more than one name were added.
- A link to the Library of Congress's Relators list was added to the Contributors field summary table. A note to leave blank if unknown was removed for redundancy. Examples of a videographer and of a corporate entity were added.
- In the Date of Original section, updated recommendation to add contextual information to the Notes field (not the Description field, as previously recommended). Using “unknown” was changed to a possibility, not a recommendation.
- The Hidden Date section was rewritten for clarity. Guidance was changed to leave the field blank if there is a large or approximated date range. The example was changed to show the semicolon as a delimiter in the field.
- Instructions for choosing a term for Physical Format were adjusted, removing the Type field from the process, because Type is now optional.
- The controlled vocabulary example of the Genre Terms for Cultural Heritage was removed from the Physical Description section because it was a dead link.

- Guidance was added to the Relation section to use the field as an Alternate Viewing Location field, including an example of a link to a YouTube copy of an oral history recording.
- An example of a yearbook was added to the Type section.
- Instructions for American Sign Language were added to the Language section.
- A reference to CONTENTdm truncating terms with hyphens and underscores was removed from the Identifier section, as it no longer appears to be a problem.
- Reference to “sub-collections” was removed from the Collection ID section.
- A note about CONTENTdm’s rules for including URLs in metadata fields was updated in the Contact Information section, and the old instructions were removed. URLs now appear to become hyperlinks regardless of where they are listed in a field.
- A note about the Date of Digital field’s usefulness was added to that section. Reference to oral histories specifically was removed.
- Instructions for the Digital Collection field were added because of limitations on character length within the website structure. A reminder to include the name of the Digital Collection in every part of a compound object was added. Guidance was added to omit initial articles like A, An, and The.
- Under Library Council, the councils’ service areas are now listed in a table under this section, instead of in a separate appendix.
- The Rights field is now searchable and the summary table was updated to reflect this change. References to old CONTENTdm rules about URLs were removed. Guidance for using Creative Commons (CC) was added for works where the creator can be contacted.
- Obsolete instructions about URLs were removed from the Citation Information section.
- Under Transcript, added recommendation to include transcriptions to audiovisual recordings.
- Guidance to avoid long strings of text in file names was added.
- The section about Institution Level Elements was reformatted as tables, organized by Required, Description, Whereabouts, Contact Person and Display Fields, reflecting how the information is entered on the website.
- The section about Collection Level Elements was reformatted as tables, organized by Required, Description, Narrative, and Display fields, reflecting how the information is entered on the website.
- Several new terms and definitions were added to the Physical Format list in Appendix A and Appendix B, including: Educational Films, Glass plate negatives, Sculptures, Advertising cards, Military records, Notebooks and Trade cards.
- A link to other glossaries hosted by the California Digital Library was removed from the Glossary list. A definition of ASCII was removed for irrelevancy, as was TGN.
- Appendix D, County List by Council, was removed. The information is in the Library Council section.
- Appendix E: NY Heritage Topic, is now Appendix D.
- A new Appendix E: Collection Type was added to provide definitions for the collection-level field.

Part I: Describing Digital Items

General Guidelines and Instructions

- The term “object” is used throughout the dictionary. An “object” can be a number of different things including a photograph, a photo album (filled with many photographs), a journal, a diary, an account book, a published book, a recorded oral history, a chair, etc. “Object” is the entire entity being described by a discrete set of metadata.
- When you include an object in the CONTENTdm Project Client, be sure that all “Mandatory for Upload” fields are filled in or CONTENTdm will not allow you to upload for approval.
- Be consistent in your use of the metadata fields. Consistent metadata makes future editing, stewardship, and migration easier.
- Do not use a metadata field for anything other than what it was intended. Cross-collection searching will not function properly if metadata fields are used inconsistently.
- If you find that you have a need that is not met by the existing metadata fields, contact your [local council liaison](#) for assistance.
- If you have no data for a metadata field, leave it blank. The only exception is the [Date of Original](#) field, in which case, you can write “Unknown.”
- Some metadata fields will let you enter multiple values, but you must separate them with a *semicolon* and *space* (these are called “delimiters” and are used by CONTENTdm to parse metadata and separate the text into multiple terms).
For example: buildings; automobiles; animals in the Subject.TGM field
For example: Text; Still Image in the Type field for a yearbook
- Do not use tabs, HTML tags, or special characters that are not included in UTF-8 (see [OCLC support page](#) for more details) in the metadata fields. These elements will cause errors when the objects are displayed for end users.
- If you have any other questions please contact your [local council liaison](#) for guidance.

Diversity, Equity, Inclusion, and Accessibility Statement

The language we use to describe things directly influences how the past is perceived. New York Heritage encourages contributors to create a fair, equitable, dignified, and honest view of history through the usage and description of terms and items. Standards and practices are ever-evolving and we will continuously improve our practices to promote diversity, equity, inclusion, and accessibility. Contributors are encouraged to use the practices delineated in [DHPSNY’s Antiracism Resources](#) and [Harvard University’s Guidelines for Inclusive and Conscientious Description](#) in order to produce a more equitable and inclusive repository for all persons.

Compound Objects

A compound object is an object with multiple pages or parts. Examples of compound objects include: a book with multiple pages; a postcard with a front and back; photographs taken of a three-dimensional object from different angles; and an oral history interview with a recording, portrait photograph, and transcript.

Do not use compound objects to artificially group material together. You may use the [Relation](#) field to show relationships and link separate, distinct objects to one another.

The parts of a compound object must all include Mandatory for Upload fields, as indicated in the [Metadata Field Element Chart](#). This is especially important for the [Digital Collection](#) field. If the parts (pages) of a compound object are missing the [Digital Collection](#) field information, then those parts will not be searchable from the collection's landing page.

For example, if the pages of a yearbook do not have the name of the digital collection in the page-level metadata, then the search box on the landing page will not search each page's content for the query.

The parts of a compound object do not require all fields to be filled out if those fields have redundant information and are not indicated as Mandatory for Upload.

For example, if an oral history interview is uploaded as a compound object with a video recording, portrait photograph, and transcript, then the [Type](#) field for the item-level metadata would be filled out with `Moving Image`, `Still Image`, and `Text`, respectively. The [Publisher of Digital](#), [Holding Institution](#), and other redundant fields would be left blank at the item level, however.

Controlled Vocabularies

A controlled vocabulary is a list of standardized terms. Using a controlled vocabulary ensures consistency and improves the quality of search results. When a controlled vocabulary list is provided for a metadata field, select a value from that list.

For example, when adding a subject to your object, choosing the approved term `fire fighters` from the Library of Congress Subject Heading list instead of the unapproved term `firemen` will help users find your materials without making multiple searches for synonyms.

Using Controlled Vocabularies

Controlled vocabulary lists are provided for the [Library Council](#), [Physical Format](#), [Type](#), [Format of Digital](#), [Language](#), and [Rights](#) metadata fields. You must select an existing value from these lists, exactly as it appears in the Metadata Dictionary. See the [Metadata Details by Field](#) section for each of these fields for more information on allowable terms. Do not add new terms to these controlled vocabularies.

Abbreviated controlled vocabularies for the Thesaurus for Graphic Materials ([TGM](#)) and the Library of Congress Subject Headings ([LCSH](#)) are included in the CONTENTdm Project Client. For [Creator](#), [Publisher of Original](#), and [Subject](#) fields, the term you want may not be found in the abbreviated controlled vocabulary list within the CONTENTdm Project Client. In which case, check the complete controlled vocabulary (as linked from each field section) and follow the instructions in the [Metadata Details by Field](#) section for each of those fields. Once approved in CONTENTdm, this new term will be added to your controlled vocabulary for that metadata field.

If there is an appropriate term that is not included in the field's controlled vocabulary, you may include it in the [Description](#) or [Title](#) fields to ensure that a keyword search will find the object.

Creating Controlled Vocabularies

CONTENTdm allows you to create new controlled vocabularies using a local list. A controlled vocabulary unique to your collection may be created to speed up data entry and ensure consistency.

For example, when [Digital Collection](#) is set as a controlled vocabulary with a local list, users can be sure that all records will use the same `Canastota Early Businesses Collection` and not any variations like `Canastota Early Business Collection` or `Early Businesses Collection`.

CONTENTdm will only search phrases as exact strings of words if the metadata field has been set up as a controlled vocabulary and is searchable. Fields that have been set up as controlled vocabularies will have hyperlinked terms on the object page, allowing users to search for the same term within the collection.

Metadata Field Element Chart

Field Name	Map to Dublin Core Schema	Mandatory for Upload	Controlled Vocabulary
1. Title	Title	Mandatory	None
2. Description	Description	Best Practice	None
3. Creator	Creator	Best Practice	LCNAF; ULAN; VIAF
4. Subject	Subject	Best Practice	LCSH; LCNAF; AAT; TGM; MeSH; VIAF
5. Location	Coverage-Spatial		NY Heritage List
6. Contributors	Contributor		LCNAF; ULAN; VIAF
7. Publisher of Original	Publisher		LCNAF
8. Date of Original	None	Best Practice	None
9. Hidden Date	Date	Best Practice	ISO 8601 W3CDT
10. Physical Format	Format	Best Practice	NY Heritage List
11. Physical Description	Source	Best Practice	None
12. Local Location	None		None
13. Relation	Relation		None
14. Type	Type		NY Heritage List (DCMI)
15. Language	Language		ISO 639-2
16. Format of Digital	None	Best Practice	NY Heritage List (MIME)
17. Identifier	None	Best Practice	None
18. Collection ID	Identifier	Mandatory	Local List
19. Holding Institution	None	Best Practice	Local List
20. Contact Information	None	Best Practice	None
21. Publisher of Digital	None	Best Practice	None
22. Date of Digital	None	Best Practice	ISO 8601 W3CDT
23. Digital Collection	Relation-is Part Of	Mandatory	Local List
24. Library Council	None	Best Practice	NY Heritage List
25. Notes	None		None
26. Rights	Rights	Mandatory	RightsStatements.org
27. Citation Information	None	Best Practice	Local list & additional info as needed
28. Technical Data	None	Best Practice	None
29. Transcript	None		None
30. Latitude	Coverage-Spatial		None
31. Longitude	Coverage-Spatial		None
32. File Name	None	Mandatory	None

Metadata Details by Field

1. Title

NY Heritage Label:	Title
Maps to Dublin Core:	Title
Definition:	The name given to the object, describing the nature of the object.
Comment:	Typically, Title will be a name by which the object is formally known.
Mandatory for Upload:	Yes
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None

- An object should have a brief, descriptive, and unique Title. If there are multiple objects with the same title, additional information is needed to make each title unique. This could be a date, a location, or a number.

For example: Letter from Samuel Clemens to Arthur Locker, September 17, 1872; Letter from Samuel Clemens to Arthur Locker, February 25, 1873

For example: Aerial view of Houghton College campus, 1967 (1); Aerial view of Houghton College campus, 1967 (2); Aerial view of Houghton College campus (3)

- The Title may be transcribed from the object itself (book title, photograph caption, artist's title, object name, etc.). Frequently objects won't have a formal title and a title will need to be supplied. Titles should not be enclosed in brackets or quotation marks unless the original object title has quotation marks.
- It is recommended to omit initial articles at the beginning of a title (The, An, A, etc.) to improve sorting when CONTENTdm sorts and displays objects in ascending alphanumeric order by title.
- By default, objects will sort by [Date of Original](#) from oldest to newest, when linked to from collection landing pages. If you want your objects to fall in chronological order when sorted by Title, create titles with dates in the YYYY-MM-DD format.

For example, Newsletter, August 1913 will come before Newsletter, July 1913 but Newsletter, 1913-07 will properly appear before Newsletter, 1913-08

- If the object has a caption but a different title is supplied, the caption may be included in the [Description](#) field.

Title examples:	Comment:
Grant of John Baker 1468-1470	Parchment
Delaware and Hudson Railroad Train	Photograph
Bicentennial Special Excursion Ticket	Ticket
Western Gateway 1937 from West	Postcard

Title examples:	Comment:
Halfmoon Tax Collector's Notice, Halfmoon, NY, 1928	Broadside
Letter from Samuel Clemens to Arthur Locker, September 17, 1872	Letter
John Doe Oral History Interview	Oral history

2. Description

NY Heritage Label:	Description
Maps to Dublin Core:	Description
Definition:	An account of the content of the object.
Comment:	Examples of Description include, but are not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None

- The Description field is used for a free-text account of the intellectual content of the original object. For this reason, the content in the Description field can be a little longer than in other fields. It can be taken from the original object or created by the cataloger. Captions or inscriptions that are not used in the [Title](#) field may be included in the Description field.

For example, a postcard's description includes: The inscription on the original reads: "Having a great time in Niagara Falls! -Bess"

- The free-text account in Description should only describe the object itself. Other background or contextual information may go in the [Notes](#) metadata field.
- You may want to include keywords in your text that end users will likely search on that are not already indexed in a [Subject](#) field or included in other fields.

For example, a photograph of trolleys would have `street railroads` in the [Subject.TGM](#) field using the Thesaurus for Graphic Materials ([TGM](#)). The more common word, `trolleys`, could be included in the Description field (and/or the [Title](#) field).

- The Description field may include information seen in the object. Describing an image literally will help users with accessibility issues (see Example View of Fort Plain below).

Description examples:	Comment:
Affidavit of Harmon Vedder and John Wendell swearing they had paid Ryer Schermerhorn the \$20 owing him.	Correspondence
View of Fort Plain, the Erie Canal, and the Mohawk River mid 1800s. Pictured are bridges spanning the Erie Canal from present day Canal and State Streets. Canal boats are shown navigating the canal. To the far left of the picture, a covered bridge spans the Mohawk River connecting Fort Plain to Nelliston, NY.	Slide
Manuscript leaf from a Koran from Persia; written in Arabic (Kufic?); 14 lines per page with sentence rosettes (?) in gold with red centers and five small blue dots around the outside; black writing; text area framed by ruled border in gold, green red and blue; marginal geometric design in blue gold, red and yellow with floral motif. Text from Koran, chapter 7, vss. 2-23, "The Battlements."	Manuscript
Campaign button supporting the constitutional amendment to allow women the right to vote in the New York State election held on November 6, 1917.	Ephemeral object
John Doe describes his time working as a librarian during the Great Depression.	Oral history
A three-story white house with a double balcony on the right-hand side. The door is framed by an arch and the house is surrounded by manicured bushes.	Photograph

3. Creator

NY Heritage Label:	Creator
Maps to Dublin Core:	Creator
Definition:	An entity primarily responsible for producing the content of the original object.
Comment:	Examples of Creator include a person, an organization, or a service; an author, artist, photographer, composer, etc.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	LCNAF: http://id.loc.gov/authorities/names.html ULAN: http://www.getty.edu/research/tools/vocabularies/ VIAF: https://viaf.org/

- Enter personal names in inverted form: Last Name, First Name, Middle Name or initial (include birth and death dates if known). Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown).
- Separate multiple creators with a semicolon and one space.

For example: Smith, John, 1901-1968; Meyers, Rudolf, 1916-

- Enter corporate names in full direct form. In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods.

For example: United States. Army. Infantry Division, 27th

- Consult the Library of Congress Authority File ([LCNAF](#)), part of the Library of Congress Authorities website, for the correct form of personal, government agencies, and corporate names.
- If there is no entry in the LCNAF, consult the Virtual International Authority File ([VIAF](#)) or the Union List of Artist Names ([ULAN](#)) for the correct form of artists' names.
- Alternate forms of names (such as "Buddy" Jones; Reverend Murrell; Dr. Reed) may be used in the [Description](#) field but not as the authoritative version.
- If the creator and the publisher of the original object are the same, repeat the creator's name in the [Publisher of Original](#) field.
- If the relationship to the object created is not obvious or the circumstances of creation need to be more fully specified, use a relator term. Relator terms can be found on the MARC Code List for Relators: <https://www.loc.gov/marc/relators/relaterm.html>.
- When documenting an oral history, the subject of the interview (i.e. the person being interviewed) is considered to be the Creator. Use the relator term "Narrator" to refer to the person being interviewed. The person asking the interview questions is added to the [Contributors](#) field with the relator term `Interviewer`.

Creator examples:	Comment:
Ellsworth, E. E. (Elmer Ephraim), 1837-1861	Full form of name known from LCNAF
McGinn, Donald J.	Dates not known
Long, Fred	Middle name and dates not known
Sister Mary Anne	Title added because surname not known
Jones, Mary Anne	Surname for Sister Mary Anne known
Smith, John, 1901-1968; Meyers, Rudolf, 1916-	Multiple known creators
Rensselaer County Agricultural Society	Organization
United States. Army. Infantry Division, 27th	Organization with hierarchy
Carter, Margaret, 1921- (Narrator)	Subject of an oral history interview with appropriate relator term.

4. Subject

NY Heritage Label:	Subject
Maps to Dublin Core:	Subject
Definition:	A topic of the content of the object.
Comment:	Typically, Subject will be expressed as keywords, key phrases or classification codes that describe what the object is about.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	AAT: http://www.getty.edu/research/tools/vocabularies/ LCNAF: http://id.loc.gov/authorities/names.html LCSH: http://id.loc.gov/authorities/subjects.html MeSH: http://www.nlm.nih.gov/mesh/ TGM: http://www.loc.gov/pictures/collection/tgm/ VIAF: https://viaf.org/

- Select subject terms from a Controlled Vocabulary. [Controlled Vocabularies](#) ensure consistency and can improve the quality of search results.
- Only use one Controlled Vocabulary per Subject field. Create additional Subject fields for different Controlled Vocabularies.

For example, you may want to use [TGM](#) because it is the most appropriate to describe your digital images, but also want to use the Library of Congress Subject Headings ([LCSH](#)) because your library already described the images with that controlled vocabulary in earlier cataloging, or you find LCSH more suitable to describe textual materials. Use Subject.TGM for the initial Subject metadata field, and add another field called Subject.LCSH to accommodate the other, distinct controlled vocabulary.

- Add a suffix to the Subject field name to indicate which Controlled Vocabulary it uses. Contact your [local council liaison](#) for assistance. Choose from the following options:

For example: Subject.AAT, Subject.LCSH, Subject.MeSH,
Subject.TGM, Subject.Names, Subject.Corporate_Names,
Subject.Personal_Names

- Use subject terms that describe what an object is about.
- Separate terms within one field with a semicolon and one space.
- If there is a term that is not included in the vocabulary source that would help users find the object, you may include it in the [Description](#) field or in the [Title](#) field.

Subject examples:	Comment:
Advertisers; Advertising	LCSH Subjects
World War, 1939-1945	LCSH Subject
Librarians -- New York (State) -- Albany	LCSH Subject

Subject examples:	Comment:
Schools; Private schools; Boarding schools	TGM Subjects
Ball, Eliphalet	Personal Name Subject
United States. Army. Signal Company, 27th	Corporate Name Subject

5. Location

NY Heritage Label:	Location
Maps to Dublin Core:	Coverage-Spatial
Definition:	Geographic location as a subject of the work.
Comment:	Location depicted in a photograph, work of art, or as the subject of a document, manuscript, or book, NOT the area of the state that the object is held.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	Format geographic locations according to the guidelines and examples below.

- This field should be used when an object specifically depicts or refers to a geographic location. If an object was created in a location but is not about the location, leave the field blank.
- Enter the village/town/city name, the county name, and then the state name for locations in the United States. Separate the village/town/city name from the county name with a space, a hyphen, and a space. Separate the county name from the state name with a space, a hyphen, and a space.
- Enter the village/town/city name followed by the country name for locations outside of the United States. Separate the village/town/city name from the country name with a space, a hyphen, and a space.
- When a more specific location (like a neighborhood) would be helpful, it can be included before the municipality (see example below). This should be used sparingly, and only when greater specificity would be useful to users.
- If a location has changed names or is known by multiple names, additional versions can be included as separate terms (see example below).
- Separate multiple locations with a semicolon and one space.

Location examples:	Comment:
Schenectady - Schenectady County - New York	Location as subject of a postcard

Location examples:	Comment:
Fonda - Montgomery County - New York; Johnstown - Montgomery County - New York	Location as subject of a railroad passenger tariff.
Paris - France	Location as subject of a postcard
Hudson River - New York	Location as geo-physical feature within New York
Near Westside - Syracuse - Onondaga County - New York	More specific neighborhood location included
Matteawan - Dutchess County - New York; Beacon - Dutchess County - New York	A location that has changed names. Note that both names are listed and separated by a semicolon and one space.

6. Contributors

NY Heritage Label:	Contributors
Maps to Dublin Core:	Contributor
Definition:	An entity, other than the primary creator, responsible for making contributions to the content of the original item.
Comment:	Examples of Contributor include a person, an organization or a service such as editor, illustrator, translator or interviewer.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	LCNAF: http://id.loc.gov/authorities/names.html ULAN: http://www.getty.edu/research/tools/vocabularies/ VIAF: https://viaf.org/ Relators: https://www.loc.gov/marc/relators/relaterm.html

- A contributor is any person(s) or organization(s) that made a significant contribution to the intellectual content of the original resource, but whose contribution is secondary to that of the creator.
- Use a relator term enclosed in parentheses to clarify the contributor's relationship to the work. Relator terms can be found on the MARC Code List for Relators, available at: <https://www.loc.gov/marc/relators/relaterm.html>.
- Separate multiple contributors with a semicolon and one space.
- Consult the Library of Congress Authority File ([LCNAF](http://id.loc.gov/authorities/names.html)), part of the Library of Congress Authorities website, for the correct form of personal, government agencies, and corporate names.
- If there is no entry in the [LCNAF](http://id.loc.gov/authorities/names.html), consult the Virtual International Authority File ([VIAF](https://viaf.org/)) or the Union List of Artist Names ([ULAN](http://www.getty.edu/research/tools/vocabularies/)) for the correct form of artists' names.

- Enter personal names in inverted form: Last Name, First Name, Middle Name or initial (include birth and death dates if known). Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown).
- Alternate forms of names (such as “Buddy” Jones; Reverend Murrell; Dr. Reed) may be used in the [Description](#) field but not as the authoritative version.
- Enter corporate names in full direct form. In the case of hierarchy, list the organizational components from the largest to the smallest, separated by periods.

Contributors examples:	Comment:
Bonaventure, Saint, Cardinal, approximately 1217-1274 (Writer)	Writer. Name format from LCNAF.
Lacy, Bob (Graphic Designer)	Graphic Designer
Lewis, Schell (Draftsman)	Draftsman
Child, William (Printer)	Printer
Smith, John (Interviewer)	Interviewer on an oral history
Smith, Jane (Videographer)	Camera operator during an oral history interview
Santiago, Victor (Translator)	Translator
St. Lawrence University. Owen D. Young Library. Special Collections and Archives (Owner)	Corporate example

7. Publisher of Original

NY Heritage Label:	Publisher of Original
Maps to Dublin Core:	Publisher
Definition:	An entity responsible for making the original object available.
Comment:	Examples of a Publisher include a person, an organization, or a service.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	LCNAF: http://authorities.loc.gov/

- If the original object was published and the publisher is known, list here. If the publisher is unknown, or the object was never published, leave the field blank.
- If the publisher of the original object and the creator are the same, repeat the name in the [Creator](#) field.
- Consult the Library of Congress Name Authority File ([LCNAF](#)) for the correct form of the publisher’s name.

- If there is no entry in the [LCNAF](#), enter the publisher's name as printed on the object.

Publisher of Original examples:	Comment:
The American Press	Publisher of original broadside
C. W. Hughes & Co., Inc.	Publisher of original postcard
Capital District Library Council	Publisher of original newsletter
Guilderland Historical Society	Publisher of original booklet
Hart Free Library History Club	Producer of original interview

8. Date of Original

NY Heritage Label:	Date of Original
Maps to Dublin Core:	None
Definition:	The creation date of the original object.
Comment:	Date of Original indicates when the original object was published. If the object was never published, it should indicate when the object was created.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None – recommended to use format defined by ISO 8601 W3CDT (http://www.w3.org/TR/NOTE-datetime)

- Add date of original according to the examples below if the actual date is known or an approximate date range can be authoritatively obtained.
- If there is a date range or approximate date range or the date range is guessed at, then a description of the evidence for the date range can be noted in the [Notes](#) field.
- If the date is not known or if a general idea of the original date cannot be guessed at, then you may enter `Unknown`. This can help collection owners find undated photographs later.
- Recommended best practice for encoding the date value is defined in a profile of [ISO 8601 W3CDT](#) and includes (among others) date of the form YYYY-MM-DD. This will improve the likelihood that dates will be in order when sorted alphabetically.

Date of Original examples:	Comment:
1917-09-15	Exact date known: September 15, 1917
1900-05	Month and year known: May, 1900
1921	Year known
1934?	Approximate or circa date
1907-1915	Date range. Notes field includes “Design of divided back without border suggests the date range.”

Date of Original examples:	Comment:
1870?-1875?	Approximate date range
unknown	Date unknown

9. Hidden Date

NY Heritage Label:	Hidden Date
Maps to Dublin Core:	Date
Definition:	The creation date of the original object in ISO-8601 format.
Comment:	Hidden Date indicates when the original object was published. If the object was never published, this field should indicate when the object was created.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None – format defined by ISO 8601 W3CDT (http://www.w3.org/TR/NOTE-datetime)

- This field is needed to ensure that searching in CONTENTdm functions properly with machine-readable date formats.

For example, if the term in [Date of Original](#) is 1970s? then Hidden Date should include 1970; 1971; 1972; 1973; 1974; 1975; 1976; 1977; 1978; 1979 so that the object will show up in results for search queries for each of the individual years.
- The contents of the Hidden Date field should be aligned with the [Date of Original](#) field, and should not be contradictory.
- Dates must correspond to [ISO 8601 W3CDT](#). Dates must use the format YYYY-MM-DD.
- Do not add free text like ?, ca., etc. Those qualifiers are placed in the [Date of Original](#) field. If you can determine an approximate date, use your best guess for the date in this field. It will not appear in the public view of the metadata.
- If there is a large or approximated date range, leave this field blank.

For example, if the [Date of Original](#) lists Before 1950, leave the Hidden Date Field blank and provide an explanation of the estimation in the [Notes](#) field.
- If the date is unknown, leave this field blank.
- Indication of approximate dates and unknown dates should be entered in the [Date of Original](#) metadata field as text.

Hidden Date examples:	Comment:
1917-09-15	Exact date known: September 15, 1917
1900-05	Month and year known: May, 1900

Hidden Date examples:	Comment:
1921	Year known
1934; 1935; 1936; 1937; 1938; 1939	Date range from 1934-1939. Input the range as “1934-1939” and the Project Client will automatically format the date range as a list of dates divided by semicolons. Consult with your council liaison if this conversion is not functioning properly. In the Notes field, add “Design of divided back without border suggests this as the earliest year of the date range for this object.”

10. Physical Format

NY Heritage Label:	Physical Format
Maps to Dublin Core:	Format
Definition:	Physical Format terms further specify and define the broader terms selected in Type .
Comment:	See Appendix A for a list of Type and Physical Format terms associated with each Type term. See Appendix B for definitions of the Physical Format terms.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	A New York Heritage Controlled Vocabulary List

- Use only one term in this field.
- Use [Appendix B](#) to find the Physical Format that best represents the object.
- [Appendix A](#) includes a compact list that shows the relationship with the [Type](#) controlled vocabulary.
- Do *not* add new terms to this controlled vocabulary list.

Physical Format examples:	Type:	Physical Format:
Amish willow rocking chair https://nyheritage.contentdm.oclc.org/digital/collection/crandall/id/38	Physical Object	Furniture
1981 campus https://nyheritage.contentdm.oclc.org/digital/collection/strose/id/1645	Image	Maps
Oral history interview with Anna Mae Gilleran https://nyheritage.contentdm.oclc.org/digital/collection/strose/id/1552	Sound	Oral histories

11. Physical Description

NY Heritage Label:	Physical Description
Maps to Dublin Core:	Source
Definition:	Describes the physical manifestation of the original object.
Comment:	Provides the end user with a better understanding of the size and characteristics of the physical object.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	None

- Include the physical dimensions, size, or length of the original resource (e.g. height x width, height x width x depth, volumes, number of pages, length of audio/video, file format, etc).
- Dimensions may be recorded as both inches and centimeters. There are several free conversion tools available on the web.

For example, http://www.onlineconversion.com/length_common.htm or <https://www.google.com/search?q=unit+converter>.

- Terms from controlled vocabularies can be used to describe the original object, but are not required.

For example, terms from Thesaurus of Graphic Materials (<http://www.loc.gov/pictures/collection/tgm/>)

For example, terms from “Genre Terms for Cultural Heritage Materials” (American Memory - Library of Congress) (<http://memory.loc.gov/ammem/techdocs/genre.html>)

For example, terms from “Art and Architecture Thesaurus” (Getty Research Institute) (<http://www.getty.edu/research/tools/vocabularies/>)

For example, format types for born-digital files (objects created and managed in digital form) can be found at <http://www.iana.org/assignments/media-types/>

- Terms describing the physical characteristics or aspects of the original object may also be included in the [Title](#), [Description](#), and/or [Notes](#) field (diary, letter, photograph, medal, chair, hat, etc).
- This field generally refers to the whole object and need not be applied at the page level.

Physical Description examples:	Comment:
photograph; albumen; b&w; 4 x 2 1/2 in. (10 x 6 cm.)	Photograph
postcard; color; 3 x 5 in. (7.7 x 12.7 cm.)	Postcard
unbound serial; 12 p.; 8.25 x 5.25 in. (21 x 13.5 cm.)	Bulletin
ink, pencil, paint and gilt on paper, mounted in circular wooden frame; 7 1/16 in. (17.9 cm.) in diameter	Framed calligraphic souvenir

Physical Description examples:	Comment:
metal/grosgrain ribbon; 1.5 x 1.5 in. (4 x 4 cm.)	French Croix de Guerre (World War I Medal)
sound cassette; 20 min.	Cassette tape
bound text; 45 p.; parchment; 6 1/4 x 3 3/4 in.	Diary (also example of only showing inches)
original sound recording; 40 min.	Oral history
original digital photograph; JPEG; 3.66 MB (3072x2304 pixels)	Born-digital photograph (NOTE: put type of camera used in Technical Data metadata field)

12. Local Location

NY Heritage Label:	Local Location
Maps to Dublin Core:	None
Definition:	The location of the physical object within the holding institution.
Comment:	This field is primarily for the benefit of the contributor so they are able to locate the original objects.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	No
Controlled Vocabulary:	None

- May use if appropriate, otherwise, leave blank.
- This field may include the name of the physical collection, cell number, accession number, box and folder numbers, etc.
- Field may be hidden if the organization would like to include location information but does not want this to be made public for security reasons. Please note that if the field is hidden, this will hold true across all objects and collections owned by your institution. The default for this field is public if populated, so please discuss hiding the field with your [local council liaison](#).

Local Location examples:	Comment:
The College of Saint Rose - Archives and Special Collections - Photograph Collection	The described resource is one object from this collection.
Howard I. Becker Collection	The described resource is one object from this collection.

Local Location examples:	Comment:
Ellsworth Collection, drawer 1.2	The described resource is one object from this collection.
Saltsman Collection, Box 1	The described resource is one object from this collection.

13. Relation

NY Heritage Label:	Relation
Maps to Dublin Core:	Relation
Definition:	A reference to a related resource.
Comment:	Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system, such as a reference URL.
Mandatory for upload:	No
Require for Best Practice:	No
Searchable:	No. If you enter a URL beginning with “https://” it will become a hyperlink.
Controlled vocabulary:	None

- This is an optional field that shows a relationship between a New York Heritage Digital Collections object and another object, collection, or resource related to the original object. Please contact your [local council liaison](#) if you wish to use this field.
- Relations may be expressed reciprocally, or in one direction only.
- The related object, collection, or resource can be hosted in New York Heritage, or elsewhere.
- If you are expressing a relationship between objects hosted in New York Heritage, use the object’s URL.
- This field can be renamed for clarity. Common field titles include:
 - Included in Exhibit
 - Alternate Viewing Location (useful for audio-visual materials)
- For collections containing audio-visual materials, it is recommended to provide a link to the same objects on a different platform. This gives users an option to view the object on a platform (e.g. Internet Archive or YouTube) that may be more capable of streaming audio-visual materials. If using a Relation field for this purpose, it should be renamed “Alternate Viewing Location” and mapped to Relation-IsVersionOf.
- This field should not be used to group objects that would be better grouped by subject or another field.

Relation examples:	Comment:
Recognizing Women's Right to Vote in New York State; https://nyheritage.org/exhibits/recognizing-womens-right-vote/running-office	IsPartOf: An object that is part of an online exhibition.
Einstein and Steinmetz with group; https://nyheritage.contentdm.oclc.org/digital/collection/schmuse/id/15	IsVersionOf: The described resource is a version of another photograph in the collection. The URL to the other resource can be included too.
Will Graves and his father sawing wood; https://nyheritage.contentdm.oclc.org/digital/collection/p15085coll6/id/46	Reference: The described resource is a letter that references a photograph (digital version of photograph is also part of the collection). This URL provides access to the digitized photograph from the metadata record describing the letter.
Finding Aid: Carpenter Family Collection; https://www.empireadc.org/empiresearch/ead/nysspl/nysspl10005	IsReferencedBy: The object is referenced in a Finding Aid describing the entire collection.
https://youtu.be/t_42211x5IM	Field renamed "Alternate Viewing Location"

14. Type

NY Heritage Label:	Type
Maps to Dublin Core:	Type
Definition:	The nature or genre of the content of the original object.
Comment:	Type includes terms describing general categories, functions, genres, or aggregation levels for content. To describe the digital manifestation of the object, use the Format of Digital metadata field.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary: (toggled on)	New York Heritage List - based on DCMI http://dublincore.org/documents/dcmi-type-vocabulary/

- This field may be left blank unless there is a specific use for this content. Consult your [local council liaison](#) to clarify whether it is necessary.
- If help is needed in selecting Type please consult [Appendix A](#).
- More than one term may be assigned to an object, when appropriate. Separate each term with a semicolon and one space.

For example, if you are describing a resource that includes both text and illustrations, enter: `Text; Still Image`. If you are describing a video that includes audio, you may enter: `Moving Image; Sound`

- Reserve the term `Physical Object` for describing three-dimensional objects/artifacts in your collection. `Physical Object` should not be used for photographs or postcards in your collection.

Type examples:	Comment:
Image	Drawings, paintings, maps, musical notation
Moving Image	Videos, movies
Physical Object	Museum artifacts and other three-dimensional objects
Still Image	Photographs, postcards
Text	Books, letters, diaries, manuscripts
Text; Still Image	Yearbooks

15. Language

NY Heritage Label:	Language
Maps to Dublin Core:	Language
Definition:	The language of the intellectual content of the object.
Comment:	Identifies the language in which a text is written, spoken, or signed.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary: (toggled on)	ISO 639-2 http://www.loc.gov/standards/iso639-2/php/code_list.php

- Objects that do not contain text, sign language, or spoken words should not be assigned a language.
- Assign a three-letter language code from [ISO 639-2](#).

- A resource may include multiple languages. If more than one is entered, separate each language code with a semicolon and one space.
- The full word identifying the language of an object may also be included in the [Description](#) field.

Language examples:	Comment:
lat	Latin
sgn-us	American Sign Language
ita	Italian
spa	Spanish
eng; fre; ger	English, French, and German

16. Format of Digital

NY Heritage Label:	Format of Digital
Maps to Dublin Core:	None
Definition:	Digital format of the object
Comment:	The media type, followed by the file type.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	New York Heritage List - based on MIME: http://www.iana.org/assignments/media-types/

- Select a value from the list below. Contact your [local council liaison](#) if you are uploading a format that is not listed here.
- Information entered in this field should reflect the file type of the file used in the upload, not necessarily the digital master or archival file.
- Information about the digital master or archival file can be recorded as [Technical Data](#).
- Born digital files should be represented in the [Physical Format](#) field as `Born digital` with additional descriptive information in [Physical Description](#) and [Technical Data](#).

Format of Digital terms:	Comment:
image/jpeg	Visual file in JPEG format
image/jp2	Visual file in JP2000 format
image/gif	Visual file in GIF format
image/png	Visual file in PNG format
image/tiff	Visual file in TIFF format

Format of Digital terms:	Comment:
video/mp4	Video file in MP4 format
audio/mpeg	Sound file in MP3 format
application/pdf	File in PDF format

17. Identifier

NY Heritage Label:	Identifier
Maps to Dublin Core:	None
Definition:	Unique alphanumeric identifier for the object.
Comment:	Recommended best practice is to identify the object by means of a unique numeric or alphanumeric character string. This identifier appears on each metadata record for the object.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None

- Every object identifier should be unique within the collection.
- Every metadata record within a compound object will have the same identifier. An identifier can be used to pull up every metadata record for a compound object in the CONTENTdm Admin website.
- The Identifier can be used to keep track of the digital objects in NY Heritage.
- The file name of a single object without its file extension can be used in the Identifier field. However, for a compound object, because all of its metadata records must have the same identifier, only one of the digital file names will be used as the identifier. Usually that would be the file name for the first digital file in the compound object.
- Guidelines, recommended but not required, for creating an Identifier in CONTENTdm, are (same guidelines are used to create file names):
 - o Use less than 30 characters.
 - o Use only alphanumeric characters (no spaces or special characters).
 - o Use leading zeros. If the identifier includes numbers, use zero as a placeholder.

For example, a collection of Erie Canal photographs with 200 objects could be numbered: erie001, erie002... erie023... erie125... etc. (NOT erie1, erie2, ... erie23, etc.).
- Local naming conventions are acceptable if unique (e.g. accession numbers, call numbers).

Identifier examples:	Comment:
118588	Identifier for an object in GE Photograph Collection, The Steinmetz Digital Collection of Schenectady
VYD0015	Using Capital District Library Council's OCLC symbol to create a unique identifier for an object
Bib001	Identifier for an object in Family Bible Records, Middleburgh Library
0001e11	Identifier for an object in Ellsworth Collection, Mechanicville District Public Library

18. Collection ID

NY Heritage Label:	Collection ID
Maps to Dublin Core:	Identifier
Definition:	The alphanumeric collection identifier is typically based on an OCLC symbol and the order in which the collection is added to NY Heritage.
Comment:	This field is important because it quickly separates all objects from a "digital collection" from other digital objects uploaded to an institution's collection.
Mandatory for Upload:	Yes
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	Local list – the Collection ID will be assigned by the local library council.

- This field is hidden from the end user.
- Your library council provides the Collection ID.
- This field along with the [Digital Collection](#) metadata field can be used to subdivide your organization's digital holdings into discrete "Digital Collections" Your local council administrator may require a description of each Digital Collection prior to establishing the Collection ID in the local controlled vocabulary.
- This field is used to group objects within a collection so that metadata can be extracted for NY Heritage collection landing pages.

Collection ID examples:	Comment:
VTP001	VTP is OCLC symbol for the Buffalo and Erie County Historical Society, 001 is the first collection added to NY Heritage.
VTP002	VTP is OCLC symbol for the Buffalo and Erie County Historical Society, 002 is the second collection added to NY Heritage.
VYD001	VYD is the OCLC symbol for the Capital District Library Council, 001 is the first digital collection added to NY Heritage.

19. Holding Institution

NY Heritage Label:	Holding Institution
Maps to Dublin Core:	None
Definition:	Institution where the object is physically located or private donor name.
Comment:	Include the name of the institution.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: (toggled on)	Local list

- Institution names should be entered the exact same way in every record.
- Using a local list [Controlled Vocabulary](#) will allow users to click the name of your institution in the metadata and search that name as a phrase, providing a link to other collection materials.

Holding Institution examples:	Comment:
New York State Military Museum	Organization
Crandall Public Library Center for Folklife, History & Cultural Programs	Organization
The College of Saint Rose. Archives and Special Collections	Organization and department
Private Collection	Object from a private collection, where the owner does not want their name included in the metadata.
Private Collection, Dolores Long	Object from a private collection where the owner does not mind having their name included in the metadata.

20. Contact Information

NY Heritage Label:	Contact Information
Maps to Dublin Core:	None
Definition:	Contact information for the holding institution
Comment:	May include a mailing address, an email address, a phone number, and/or a URL to organization's website
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	None

- Avoid tabs or HTML tags in metadata fields.
- CONTENTdm no longer requires URLs to be listed last, nor do controlled vocabularies break them anymore.

Contact Information examples:	Comment:
Albany Institute of History & Art, 125 Washington Ave., Albany, NY 12210; (518) 463-4478; library@albanyinstitute.org; http://www.albanyinstitute.org	Information will display as follows – in a string: Albany Institute of History & Art, 125 Washington Ave., Albany, NY 12210; (518) 463-4478; library@albanyinstitute.org; http://www.albanyinstitute.org

21. Publisher of Digital

NY Heritage Label:	Publisher of Digital
Maps to Dublin Core:	None
Definition:	An entity responsible for making the digital object available.
Comment:	Examples of Publisher of Digital include a person, an organization, or a service.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None

- Use this field to record the name of the organization responsible for digitizing the object.

- In many cases this will be the same as the [Holding Institution](#). In this situation, the organization's name should be entered into both the Publisher of Digital and Holding Institution fields.
- If the organization responsible for uploading the object is different from the organization that houses the original object, then the organization that digitized the object gets recorded in the Publisher of Digital field and the organization that houses the original object gets recorded in the [Holding Institution](#) field.
- Add “digitized by” to the field if you would like to recognize an individual, vendor, or department that worked on the project.

Publisher of Digital examples:	Comment:
Publisher of Digital: Schenectady County Community College Holding Institution: Schenectady County Community College	Holding Institution and Publisher of Digital are the same.
Publisher of Digital: Bethlehem Public Library Holding Institution: Bethlehem Historical Association	Holding Institution and Publisher of Digital are different.
Publisher of Digital: Galway Public Library Holding Institution: Private Collection	Original objects are held privately but digitized with permission by the Publisher of Digital.
Publisher of Digital: Schenectady County Community College; Digitized by John Doe Holding Institution: Schenectady County Community College	Credit given to an individual for digitizing an object.

22. Date of Digital

NY Heritage Label:	Date of Digital
Maps to Dublin Core:	None
Definition:	The creation date of the digitized object.
Comment:	Typically, Date of Digital will be associated with the creation date of the master/archival image.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	None. Format defined by ISO 8601 W3CDT (http://www.w3.org/TR/NOTE-datetime)

- This field can be internally useful for the contributing organization, indicating when the object was digitized.

- Recommended best practice for encoding the date value is defined in a profile of [ISO 8601 W3CDT](#) and includes (among others) dates of the form YYYY-MM-DD.
- This field is hidden from the end user.

Date of Digital examples:	Comment:
2004-07-01	Exact date known: July 1, 2004
2000-04	Month and year known: April, 2000
2001	Year known

23. Digital Collection

NY Heritage Label:	Digital Collection
Maps to Dublin Core:	Relation-Is Part Of
Definition:	Name of the digital collection contributed to NY Heritage.
Comment:	May be different from the name of the physical collection.
Mandatory for Upload:	Yes
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: Local list	Local List

- This field, along with the [Collection ID](#) metadata field, is used to subdivide your organization's digital holdings into discrete Digital Collections.
- Digital Collection titles should be brief and descriptive, with no more than 100 characters in the name. Titles longer than 250 characters will cause structural errors on the NYH website.
- Avoid using initial articles (The, An, A, etc.) at the beginning of a Digital Collection title to improve the alphanumeric sorting by title on the website.
- Because this list is a local list [Controlled Vocabulary](#), end users will be able to click on the name of the digital collection in the metadata below the image and search that phrase, resulting in a list of all objects in that digital collection.
- Your local council administrator may require a description of each Digital Collection from you before the title is added to the Local List. More information on creating descriptions for Digital Collections can be found in [Part II: Creating Institution and Collection Metadata](#).
- The Digital Collection field should be populated for all pages of a compound object. This will ensure that page-level results are included in searches from institution and collection landing pages. Using metadata templates within the Project Client can automate this process.

Digital Collection examples:	Comment:
Town of Clifton Park History Collection Pre-Shenendehowa Schools Collection	Names of two digital collections contributed to New York Heritage by Clifton Park-Halfmoon Public Library.
Amy Jennings Family Collection Kathleen Oser Collection	Names of two digital collections contributed to New York Heritage by Utica College - Center for Historical Research, determined by provenance.
Jewish Buffalo Image Collection Love Canal Images	Names of two digital collections contributed to New York Heritage by the University at Buffalo, determined by provenance and topic.

24. Library Council

NY Heritage Label:	Library Council
Maps to Dublin Core:	None
Definition:	Library Council of which the contributing institution is a member.
Comment:	Select from the terms listed below
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary: Local list	A New York Heritage Controlled Vocabulary List

- The Empire State Library Network comprises nine regional councils serving all types of libraries and library systems across New York State. Eight of the councils are currently participating. At this time, the Metropolitan New York Library Council (METRO) is not adding new items to New York Heritage.
- Choose your local library council. Read more at <https://nyheritage.org/for-contributors>.

Library Council terms:	Comment:
Capital District Library Council	CDLC serves Albany, Fulton, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington.
Central New York Library Resources Council	CLRC serves Herkimer, Madison, Oneida, and Onondaga.

Library Council terms:	Comment:
Long Island Library Resources Council	LILRC serves Nassau and Suffolk.
Northern New York Library Network	NNYLN serves Clinton, Essex, Franklin, Jefferson, Lewis, Oswego, and St. Lawrence.
Rochester Regional Library Council	RRLC serves Livingston, Monroe, Ontario, Wayne, and Wyoming.
South Central Regional Library Council	SCRLC serves Allegany, Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Seneca, Steuben, Tioga, Tompkins, and Yates.
Southeastern New York Library Resources Council	SENYLRC serves Columbia, Dutchess, Greene, Orange, Putnam, Rockland, Sullivan, and Ulster.
Western New York Library Resources Council	WNYLRC serves Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans.

25. Notes

NY Heritage Label:	Notes
Maps to Dublin Core:	None
Definition:	Notes on the object, digitization process, or any important information not contained in the above fields.
Comment:	
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	None

- Recommended for any object where background information would enhance the understanding of the object.
- This field can also be used to note contents, missing pages, or condition notes for the physical object.

Notes examples:	Comment:
The Onondaga County Planning Board built the marina and it opened to the public in 1937. Development of the seaplane base was a Work Projects Administration WPA project.	Eleanor Roosevelt on the seaplane dock, from the Liverpool Public Library Collection
This oral history was recorded by the Pleasantville Library History Club at the Sunset Nursing Home in Pleasantville, NY.	Oral history with Margaret Carter, depicting her career in the intelligence service.
Local authors and celebrities donated works to the library. Actor Monty Woolley presented the library with a copy of The Man Who Came to Dinner. Grandma Moses sent a copy of Grandma Moses, American Primitive: Forty Paintings... after attending the event.	Library Preview Party and Open House, from the Saratoga Springs Public Library Collection
Issue contains: The Bird in Seneca Archeology / by Charles Foster Wray -- Notes on Bird Photography -- The Christmas Bird Census in Rochester / by Richard T. O'Hara -- Citations in the Rochester Academy of Science.	Content listing for Proceedings of the Rochester Academy of Science, v.11, no.1.
Missing front cover and unknown number of pages, ends on page 76.	Notes regarding an incomplete offprint.

26. Rights

NY Heritage Label:	Rights
Maps to Dublin Core:	Rights
Definition:	Information about rights held in and over the object.
Comment:	Go to http://rightsstatements.org/en/ for the full explanation of each of the Rights Statements below.
Mandatory for Upload:	Yes
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	Yes; use terms from RightsStatements.org: http://rightsstatements.org/page/1.0/?language=en

- Contributors are not required to update legacy metadata at this time, but are required to use the rights statements defined below from this point forward. Additional citation or “credit” information previously entered in this field should be reviewed for consistency with the Rights field and may be entered in the Citation Information field (below).
- This field facilitates sharing of records across other platforms.

Please note: New York Heritage Digital Collections does not support the use of the following statements:

In Copyright - EU orphan works
 No Copyright - Contractual Restrictions
 No Copyright - Non Commercial Use Only
 No Copyright - Other Known Legal Restrictions

- Rights Statements must be entered exactly as written below. It is highly recommended that Rights Statements be copied and pasted into the Project Client or metadata spreadsheet.
- If the creator of a work is known and contactable, they may choose to use a Creative Commons (CC) license. Creative Commons licensing should ONLY be used in place of Rights Statement.org licenses if the creator of the work specifically designates their work as licensed under Creative Commons. Contributors must work with the creator to determine the appropriate license. Specific licenses granted by Creative Commons are further described at <https://creativecommons.org/about/cclicenses/>. Please go to <https://chooser-beta.creativecommons.org/> to generate a plain text license to be used with your metadata.

Rights Statement terms:	Comment:
In Copyright; http://rightsstatements.org/vocab/InC/1.0/	This object is in copyright and permission must be obtained from the rights-holder. Please contact the Publisher of Digital for more information.
In Copyright - Educational Use Permitted; http://rightsstatements.org/vocab/InC-EDU/1.0/	This object is in copyright but can be used for educational purposes. Please contact the Publisher of Digital for more information for any use not qualifying as educational use.
In Copyright - Non-Commercial Use Permitted; http://rightsstatements.org/vocab/InC-NC/1.0/	This object is in copyright but can be used for non-commercial use without obtaining permission first. Please contact the Publisher of Digital for any commercial use.
In Copyright - Rights-Holder(s) Unlocatable or Unidentifiable; http://rightsstatements.org/vocab/InC-RUU/1.0/	This object is in copyright but, after reasonable investigation, the Holding Institution or Publisher of Digital has not been able to locate the copyright holder.
No Copyright - United States; http://rightsstatements.org/vocab/NoC-US/1.0/	This object is in the public domain and its use is not restricted.

Rights Statement terms:	Comment:
Copyright Not Evaluated; http://rightsstatements.org/vocab/CNE/1.0/	This object's copyright status is unknown but it may be used under Fair Use guidelines. For all other use, due diligence must be done to contact potential rights holders.
Copyright Undetermined; http://rightsstatements.org/vocab/UND/1.0/	This object's copyright status is unknown. The Publisher of Digital is missing key facts essential to making a decision on its copyright status. Contact the Publisher of Digital for more information.
No Known Copyright; http://rightsstatements.org/vocab/NKC/1.0/	This object may be in the public domain, and if so, its use is not restricted. The Publisher of Digital believes the object is no longer under copyright but due diligence must be done to contact potential rights holders.
CC BY-NC-ND: Attribution NonCommercial NoDerivatives 4.0 International; https://creativecommons.org/licenses/by-nc-nd/4.0/	The creator and rightsholder of this object determined the Creative Commons license.

27. Citation Information

NY Heritage Label:	Citation Information
Maps to Dublin Core:	None
Definition:	Instructions for how materials should be cited or credited.
Comment:	This field contains the URL redirecting users to a NY Heritage webpage describing how objects should be cited by end users.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	Local list & additional information as needed

- This field should contain the URL linking to the NY Heritage Citation page.
- The citation guide instructs users to credit the Holding Institution and/or Publisher of Digital. If you would like to specify another entity (institution, organization, or department,

etc.) to be credited for these materials, you may specify that information before the Citation URL.

Citation Information examples:	Comment:
<code>https://nyheritage.org/citation-information</code>	Users should cite the described object using associated metadata according to best practices found at the link provided.
Please credit: SUNY Binghamton Historical Collections; <code>https://nyheritage.org/citation-information</code>	Users may have additional “credit” information added that is not available in the associated metadata. This may be added here. Use sparingly.

28. Technical Data

NY Heritage Label:	Technical Data
Maps to Dublin Core:	None
Definition:	Information about the digitization of an object.
Comment:	Information about the hardware, software, and processes used to digitize an object is important for the long-term maintenance of a digital object.
Mandatory for Upload:	No
Require for Best Practice:	Yes
Searchable:	No
Controlled Vocabulary:	None

- Highly recommended, but leave blank if unknown.
- At the time of digitization, the scanning technician should use a spreadsheet or database to record this information.
- Can include file format, capture hardware, capture software, bit-depth, resolution, color space, file size (in bytes), dimensions, compression, and CheckSum value.
- This field may also include information about any enhancements (color correction, contrast adjustment, etc.) made to the web/access image, although enhancements made to images should be extremely limited.

Technical Data examples:	Comment:
<code>JPEG made from archival TIFF - Epson Perfection V700 Photo scanner</code>	Technical data stored in one field

Technical Data examples:	Comment:
JPEG from Archival TIFF - MicroTek 9800XL; Adobe Photoshop Elements 2.0; 400 dpi; 24 bit color; RGB; 33,005,540 bytes: 3600 x 2812 pixels; no compression	Technical data stored in one field.
Born-Digital Camera Model: Canon Powershot SD 800 IS. Archival TIFF made from primary JPEG.	Object used to create a Born Digital object and the file format.
Born-digital recording using a Crown PZZM 185 hemispherical boundary microphone, captured using Audacity software as an archival WAV file.	Describing the software and equipment used to create a Born Digital audio file.
Archival TIFF Images: Format: 300dpi, 8-bit Adobe RGB (1998); Professional Photography by Hudson Microimaging; Scanner: Phase One - P45; Operator: Rich Rugenstein ; 18,479,096 bytes; 2933x2100 pixels	Vendor used to create archival TIFF.

29. Transcript

NY Heritage Label:	Transcript
Maps to Dublin Core:	None
Definition:	Transcript of text, audio, or video object.
Comment:	Transcripts allow for full-text searching of text or voice objects.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	None

- Highly recommended for any text documents or audio-visual recordings, otherwise leave blank.
- Your local council has access to Optical Character Recognition (OCR) software that can generate a transcript from scanned documents. Please contact your [local council liaison](#) for help with this.
- The content of objects cannot be searched without a transcript or subject terms used in the metadata so the inclusion of a transcript can greatly enhance discoverability.
- There are several options for including transcripts for single-page documents:
 - o Type the transcript directly into the Transcript field.
 - o Copy and paste the transcript from another application (MS Word, Notepad, etc.) into the Transcript field.

- o Click on Edit the Metadata Template in the Project Client to identify the “data type” for the Transcript field as “directory import.” You will be prompted to browse for the transcript file.
- If uploading a preexisting transcript file, the files should be saved as TEXT (*.txt) files. CONTENTdm does not support formatting of text files. CONTENTdm will prompt you to browse for your .txt files when you are importing multi-page documents if you select "Import transcript files from a directory" during the import process.
- The Smithsonian Institute provides tips on transcription which may be viewed here: <https://transcription.si.edu/tips>

30. Latitude

NY Heritage Label:	Latitude
Maps to Dublin Core:	Coverage-Spatial
Definition:	The specific latitude of the location depicted in the object, expressed in decimal degrees.
Comment:	Use Latitude and Longitude fields together.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	None

- **Important:** only use this field when you know the geographic coordinates with some accuracy.
- If the subject or focus of the image is on an identifiable natural feature (such as a waterfall, lake, mountain, etc.) or a built feature (such as a building or a bridge), use the coordinates that pertain to the image subject.
- If the image seeks to capture a particular scene, –scape (i.e. landscape, cityscape, waterscape, etc.), or point of view with no obvious subject, use the coordinates that pertain to the photographer’s perspective (i.e. the location from which the image was captured).
- The Latitude and [Longitude](#) fields are used together. If you put data in this field, you also need to put longitude data in the longitude field.
- Do NOT use any degree symbols or N and S to indicate North and South. Instead, use a string of numbers carried out to 5 decimal places. North is positive. South is negative.
- Do NOT use spaces in the field.

Latitude examples:	Comment:
42.92272	For a North coordinate
-42.92272	For a South coordinate

31. Longitude

NY Heritage Label:	Longitude
Maps to Dublin Core:	Coverage-Spatial
Definition:	The specific longitude of the location depicted in the object, expressed in decimal degrees.
Comment:	Use Latitude and Longitude fields together.
Mandatory for Upload:	No
Require for Best Practice:	No
Searchable:	Yes
Controlled Vocabulary:	None

- **Important:** only use this field when you know the geographic coordinates with some accuracy.
- If the subject or focus of the image is on an identifiable natural feature (such as a waterfall, lake, mountain, etc.) or a built feature (such as a building or a bridge), use the coordinates that pertain to the image subject.
- If the image seeks to capture a particular scene, –scape (i.e. landscape, cityscape, waterscape, etc.), or point of view with no obvious subject, use the coordinates that pertain to the photographer’s perspective (i.e. the location from which the image was captured).
- The [Latitude](#) and Longitude fields are used together. If you put data in this field, you also need to put longitude data in the longitude field.
- Do NOT use any degree symbols or E and W to indicate East and West. Instead, use a string of numbers carried out to 5 decimal places. East is positive. West is negative.
- Do NOT use spaces in the field.

Longitude examples:	Comment:
75.60301	For an East coordinate
-75.60301	For a West coordinate

32. File Name

NY Heritage Label:	File Name
Maps to Dublin Core:	None
Definition:	Name of digital file, including extension.
Comment:	
Mandatory for Upload:	Yes
Require for Best Practice:	Yes
Searchable:	Yes
Controlled Vocabulary:	None

- A good file naming convention ensures consistency and uniqueness and should be established before scanning begins.
- All file names must be unique. One way to achieve this is to use your OCLC symbol to create a unique alpha string of characters. Then add a numerical string of numbers that indicate each new and unique file you have created.
- It is recommended, but not required, that file names follow some basic guidelines, such as:
 - Limit names to less than 30 characters, followed by a three-character extension (such as .jpg or .txt).
 - Limit special characters to only an underscore (_) or a hyphen (-). Using periods can cause errors during upload into CONTENTdm.
 - Avoid blank spaces in the name.
 - Use alphanumeric characters (suggestion: use your OCLC symbol).
 - Avoid using portions of your Title or other long strings of text, as they increase the opportunities for typos or other errors.
 - Use leading zeros (SRR001.tif, SRR002.tif, ...SRR013.tif) to ensure they can be sorted alphabetically.
- The CONTENTdm Project Client reads files in ascending alphanumeric order. You must determine your file names accordingly so that page 1 is read first, page 2 is next and so forth. (See leading zeros example above.)
- CONTENTdm can automatically generate the metadata for File Name. Click on Edit Metadata Template in the Project Client, then Metadata Template in the left column, then the Edit button next to “Project Template.” Select “File Name” from the drop-down choices for the File Name metadata field.

Part II: Creating Institution and Collection Metadata

About Institution and Collection Metadata

Institution and collection metadata provides additional context for the materials in New York Heritage Digital Collections. This metadata is used to build landing pages for institutions and collections—providing users with additional context for the materials in your collections. It also facilitates browsing and searching on the front end of the website. Unlike object-level metadata, which is uploaded with objects to CONTENTdm, institution and collection metadata is entered directly into the website. This data entry must be done by council liaisons, so you will need to work with your [local council liaison](#) to provide content and make edits.

Institution-level Elements

* denotes required field

Required Fields

Field Label:	Example	Notes
Organization Name*	New Woodstock Free Library	Main library or organizational body contributing to the digital collections. This should be the most recognizable form of the organization, not necessarily the name of the library.
Organization ID*	CLRC045	This ID is assigned by the council. This should be in the format COUNCIL###.
Collection Alias*	p16694coll187	This is the CONTENTdm collection identifier. This is used to provide a search of the collections belonging to this organization (such as p16694coll118 here: https://nyheritage.contentdm.oclc.org/digital/search/collection/p16694coll118) Council liaisons can find this in the web admin portion of CONTENTdm.

Description Fields

Field Label:	Example	Notes
Department	Local History Department	Name of the department or division where the collections are held. The most recognizable form should be in the Institutional Name.
Parent Organization	Syracuse University	Parent organization of the library or institution, used to give context for organizational hierarchy.
Proxy Member	Library Association of Rockland County	For contributing organizations that are not direct members of an ESLN council. This will change the text on the Organization page to indicate that they uploaded their materials through an institution that is

Field Label:	Example	Notes
		a member. See example: Library Association of Rockland County - Tappan Library
Council Member	Southeastern New York Library Resources Council	The ESLN council that the organization is a member of.
About	See Holy Trinity Seminary , Guilderland Public Library , Appellate Division Fourth Department Law Library	Description of contributing organization. May include a brief history of the organization, services offered, or other relevant information. Should contain information about the department within the organization that contributes digital collections.


Whereabouts Fields

Field Label:	Example	Notes
Website	http://northcountryundergroundrailroad.com/	Website homepage URL for contributing organization. Use the most specific page relating to the department contributing digital collections.
Address	2106 Main Street P.O Box 340 New Woodstock, New York 13122	Components of the address are listed as separate fields in the entry form. In addition to serving as contact information, this address is also used to generate a map on the top of institutional landing pages.
Organization Phone	555-222-1212	Main phone number for contacting the contributing organization.
Organization Fax	555-222-2121	Main fax number for contacting the contributing organization.
Geolocation Latitude & Longitude	42.84806 -75.85995	These define the physical, real-world location of the organization. If left blank, the website will attempt to fill them in using the address above.

Contact Person Fields

Field Label:	Example	Notes
Contact Person	Jane Doe	Person at the contributing organization who is responsible for managing digital collections and/or answering inquiries about the collections.
Contact Phone	555-222-1212 x2	Phone number with extension for reaching the Contact Person.
Contact Email	jane.doe@lib.org	Email address for reaching the Contact Person.

Display Fields

Field Label:	Example	Notes
Logo		The logo is limited to 1 file with a 16 MB maximum size. Allowed file types: png, gif, jpg, jpeg
Alternative text*	Suffern Free Library logo	Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.
Logo URL	<code>http://lib.org/logo.png</code>	Logo URL refers to the internet location of the organization's logo.
Special Content	For more information about Vassar's digital collections, including those not represented here, visit <code>digitallibrary.vassar.edu</code> .	Special content contains any additional content, including HTML code, that doesn't belong in other fields but is still relevant for users.

Collection Level Elements

The website for nyheritage.org requires several elements for each collection's landing page. This information provides more collection-level context to the materials digitized by contributing organizations. By design, many of the elements for this collection-level metadata are harvested from object level descriptions making it even more important to ensure that contributed metadata is well-formed at all levels.

Your [local council liaison](#) will be responsible for creating the landing page for your collection. Some elements listed may be harvested from the object-level metadata. As a collection owner, you will provide most of the following collection-level information.

* denotes required field

Required Fields

Field Label:	Example	Notes
Collection Title*	Crawford Collection	Collection Title is the name of the digital collection used in the object-level metadata. Use the contents of the object-level Digital Collection field exactly as written to ensure that the "Explore the Collection" link on the landing page will return all of the objects in the collection.
Collection ID*	SRR001	Collection ID uniquely identifies the digital collection and is assigned by the council. Use the contents of the

Field Label:	Example	Notes
		Collection ID field exactly as written to ensure that Extent and other harvested fields reflect all items in the collection.
Collection Alias*	livpub01	Collection Alias is the CONTENTdm collection identifier and provides a search within this collection. It is found in the profile section under the collections tab in the CONTENTdm Administration website.


Description Fields

Field Label:	Example	Notes
NYH Topics	Architecture Recreation & Sports Work & Labor	NY Heritage Topics are used as a facet for browsing the collections. Up to three NY Heritage Topics may be used to describe the collections. See Appendix D for the full list of terms.
Collection Type	Photographs	The type of collection being described. Use up to three terms that describe a significant portion of the objects in the collection. See Appendix E for the full list of terms.
Dates of Original	1785-1960 or bulk 1916-1958 or C. 1870-1879	Record the date range that best describes when the original items were created, corresponding with the contents of the Date of Original field throughout the collection. Record as a range or single date. Inclusive ranges should be used whenever possible.
Creator Attribution	Blackwell, Elizabeth, 1821-1910; Thompson, G.H; Fenner, George W.	A list of primary creators for the digital collection. This field will be automatically populated with the three creators that most frequently appear in this field at the object level in the Creator field. However, contributors can add to or edit this list.
Publisher of Digital [optional]	Mary Crego scanned the slides and created a draft for the index; Bonnie Kisselstein identified locations and people depicted in the photographs; Diane Holbert created the descriptive metadata	The entity responsible for making the collection available, corresponding to the Publisher of Digital field throughout the collection.
Finding Aid URL [optional]	https://www.empireandc.org/empiresearch/ead/nybunrc/nybunrc0002	The URL for a finding aid for the physical collection from which the collection was derived. This must be an external URL.

Narrative Fields

Field Label:	Example	Notes
Historical Context	See Crawford Collection , John Quincy Adams Ward Papers , Newburgh Municipal Records	Relates to the collection's creators and primary subjects. A brief historical narrative, usually 1 to 3 paragraphs long, provides background information assisting users in understanding the collection.
Scope of Collection	See Maris B. Pierce papers , Tompkins County Voter Enrollment Records , MAG Exhibition Views	Describes the materials in the collection including types, subjects, and other details. This information helps the user determine whether the collection includes materials relevant to their interests and should be as concise as possible, typically a single paragraph.
Scope and Content Source [optional]	The Terrence J. Hoverter College Archives at SUNY ESF houses over 12,000 photographs and corresponding negatives from the Roosevelt Wild Life Station.	Informs users that the digitized materials represent a portion of a larger archival collection held by the institution. A brief description of this collection provides a sense of the type of additional related materials available.

Display Fields

Field Label:	Example	Notes
Cover Image		A representative image from the collection. Choose something that is interesting to look at! Limited to 1 file with a 10 MB maximum size. Allowed file types: .png, .gif, .jpg, and .jpeg. Images must be larger than 250x250 pixels. Images larger than 1000x1000 pixels will be resized.
Alternative text*	Lacy and Gleason family members on porch of Gleason Mansion	Alt text to describe the cover image. This is necessary for user accessibility as it is used by screen readers and displayed when the image is not loaded. This field should have the same content as the Cover Image Caption field below.
Cover Image Source URL	https://nyheritage.contentdm.oclc.org/digital/collection/livpub01/id/179/rec/172	Cover Image Source URL is the URL where the cover image is located in CONTENTdm.

Field Label:	Example	Notes
Cover Image Caption	Lacy and Gleason family members on porch of Gleason Mansion	Cover image caption provides a short description of the photo and is typically derived from the Title of the item in CONTENTdm, sometimes with additional context. For example, if the Title is “President by the Lake” then the caption could be expanded to “President Roosevelt by Skaneateles Lake.”
Special Content	This video provides a brief overview of the collection: https://youtu.be/wJOexwqqaYE	Any additional content, including HTML code, that doesn't belong in other fields but is still relevant for users.

Part III. Appendices

Appendix A: Type and Physical Format

Type	Physical Format
Image	Architectural drawings (visual works) Atlasses Charts and graphs Drawings Ephemera (images) Maps Paintings Prints Woodcuts (visual works)
Moving Image	Born digital Broadcasts Educational films Home movies Independent films Newsreels Oral histories Stock shots Television programs
Sound	Born digital Broadcasts Music (audio) Oral histories Speeches (audio)
Still Image	Aerial photographs Albumen prints Black-and-white photographs Born digital Cabinet photographs Cartes-de-visite (card photographs) Collodion prints Color photographs Contact prints Cyanotypes Daguerreotypes Gelatin silver prints Glass plate negatives Lantern slides Panoramas Photocopies Photograph albums Photographs Postcards Posters Scrapbooks Sepia photographs Sketchbooks Slides (photographs) Stereographs Studio portraits (photographs) Tintypes Yearbooks

Type	Physical Format	
	Negatives (photographic)	
Physical Object	Ammunition and weapons Art and decorative works Coins (money) Containers Costume (mode of fashion) Equipment and tools	Flags Furniture Games and toys Medals Sculptures Transportation vehicles
Text	Advertisements Advertising cards Announcements and press releases Articles Books Born digital Broadsides Calendars Catalogs Certificates Correspondence Diaries Directories Ephemera (text) Newspapers Pamphlets Petitions Photocopies Report cards Reports	Financial documents Genealogical tables Greeting cards Illuminated manuscripts Instructional materials Journals and magazines (periodicals) Law and legal documents Manuscripts Meeting minutes Memorandums Menus Military records Music (text) Newsletters Notebooks Schedules (time plans) Signs Speeches (text) Telegrams Transcripts

Appendix B: Physical Format Glossary

First, use [Type](#) instructions to select the DCMI Type for your object.

Next, use [Appendix A](#) to find the [Physical Format](#) associated with the [Type](#) selected.

Then, use Appendix B to read the descriptions of each [Physical Format](#) to aid your selection of the most appropriate [Physical Format](#) for your object.

These terms are based on the Getty Museum's Art & Architecture Thesaurus Online (<http://www.getty.edu/research/tools/vocabularies/aat/>).

Term	Type	Definition
Advertisements	Text	Public notices or paid announcements, especially those in print.
Advertising cards	Text	Cards distributed by merchants or manufacturers to advertise or promote their business or product; their use may have been as "premiums."
Aerial photographs	Still Image	Photographs of the earth taken from aircraft. Do not use for photographs of celestial bodies or astronomical phenomena.
Albumen prints	Still Image	Photographic prints having albumen as the binder; always black-and-white, though they may be toned to a monochrome hue.

Term	Type	Definition
Ammunition and weapons	Physical Object	Implements and mechanisms designed to be used as a means of physical attack or defense. Included are weapons such as swords, ground- or carriage-supported artillery, arrowheads, and objects propelled by firearms (e.g., cartridges). Examples include swords, American Long Rifles, and spears.
Announcements and press releases	Text	An official written communication issued to the news media or other targeted audiences for the purpose of letting the public know of a news object or upcoming event.
Architectural drawings (visual works)	Image	Drawings of architecture and architectural projects, whether the project was executed or not. The term may also refer to any image in a two-dimensional medium that serves this same purpose, including prints and computer images. Includes blueprints and blue-line drawings.
Art and decorative works	Physical Object	A piece of fine art such as paintings and decorative art, that is art that also has a function. Includes folk art, crafts.
Articles	Text	Written compositions prepared for publication as an independent portion of a magazine, newspaper, encyclopedia, or other work.
Atlases	Image	Volumes of maps, with or without descriptive text, which may be issued to supplement or accompany texts or be published independently.
Black-and-white photographs	Still Image	Refers to a broad class of photographs having images in gray tones, black, and white, and sometimes one hue (which can result from chemical processes used, including toning, or from aging).
Books	Text	Objects comprising a collection of leaves of paper, parchment, wood, stiffened textile, ivory, metal tablets, or other flat material, that are blank, written on, or printed, and are strung or bound together in a volume.
Born digital	Moving Image; Sound; Still Image; Text	Describes material or content created in electronic form and saved as digital data, having had no initial or interstitial state as an analog or physical product. Usually used to refer to electronically produced drafts of text, correspondence or visual works such as photographs created with digital cameras. This material may be written or saved on personal computers, floppy disks, CDs, DVDs, hard drives, or any mode of digital storage media.
Broadcasts	Sound; Moving Image	Transmissions of signals, usually taking the form of programs made public by means of television or radio.
Broadsides	Text	Sizeable single-sheet notices or advertisements printed on one or both sides, often chiefly textual rather than pictorial, and printed to be read unfolded.
Cabinet photographs	Still Image	Mounted on cards and a larger alternative to the Cartes-de-visite. The larger size (approximately 6 ½ x 4 ¼ inches) was considered more appropriate for display, allowed for group portraits, and permitted the image to be retouched. Popular until World War I.

Term	Type	Definition
Calendars	Text	Registers of days or other contrivances for reckoning days, months, years, etc., such as a table showing the division of a given year into its months, weeks, days, years, or other divisions of time.
Cartes-de-visite (card photographs)	Still Image	Small-format photographs affixed to cardstock, popular in the mid-19th century. They went out of fashion in the 1870s.
Catalogs	Text	Enumerations of objects, such as a file of bibliographic records or a list of art objects, usually arranged systematically and with descriptive details; may be in book or pamphlet form, or on cards
Certificates	Text	Documents giving authoritative recognition of a fact, qualification, or promise.
Charts and graphs	Image	A diagram or table intended to communicate information visually.
Coins (money)	Physical Object	Pieces of metal stamped by government authority for use as money.
Collodion prints	Still Image	Photographic prints having collodion as the binder.
Color photographs	Still Image	The broad class of photographs having images composed of more than one hue, plus the neutral tones. For photographs having a range of tones within one hue, see Black-and-white photographs.
Contact prints	Still Image	Photographic prints made by interfacing a negative and a sheet of photographic paper and exposing the paper with raw light. Includes contact sheets.
Containers	Physical Object	Artifacts used to hold substances or objects. Included are descriptors for containers intended for culinary use, for horticultural use, for health care, hygiene, and similar personal needs as well as descriptors for containers associated with liturgical, funerary, and other ceremonial activities. Examples include baskets, buckets, and tea tins.
Correspondence	Text	Written communication that is somewhat more formal than memoranda or notes, usually on paper and delivered. Use for email communications too.
Costume (mode of fashion)	Physical Object	Includes garments considered objects of dress (e.g., shirts, trousers, undershirts, parkas). Also includes protective wear, including types of armor; vestments and other ceremonial garments; uniforms; and other accessories, including those worn on the body (e.g., bonnets, moccasins) and those carried on the person (e.g., evening bags, jewelry, parasols). Examples include trousers, parasols, and uniforms.
Cyanotypes	Still Image	Blue-toned photographic prints produced by the blueprint process. These do NOT include reproductive prints of architectural or other technical drawings; for these, use Architectural drawings.

Term	Type	Definition
Daguerreotypes	Still Image	Daguerreotypes produce a direct positive image on a silver-coated copper plate, often mounted in special cases lined with colored velvet or leather. Daguerreotypes are not to be confused with Tintypes which use a thin sheet of lacquered iron as the image support.
Diaries	Text	Refers to books containing the daily, personal accounts of the writer's own experiences, attitudes, and observations. Use Financial documents when referring to an individual's or an organization's account of occurrences or transactions.
Directories	Text	A book containing an alphabetical or classified listing of names, addresses, and other data of specific persons, groups, or firms.
Drawings	Image	Art produced by drawing, which is the application of lines on a surface, often paper, by using a pencil, pen, chalk, or some other tracing instrument to focus on the delineation of form rather than the application of color.
Educational films	Moving Image	Film genre whose primary purpose is to educate
Ephemera (images)	Image	Materials, usually printed, created for a specific, limited purpose. Examples include trade cards, bookmarks, posters, airsickness bags, prospectuses, stock certificates, and programs.
Ephemera (text)	Text	Materials, usually printed, created for a specific, limited purpose. Examples include bulletins, directions, applications, invitations, tickets, programs, notes, postal cards, and applications.
Equipment and tools	Physical Object	Machines, implements or other things needed for a particular job or activity. Examples include sewing machines, toasting forks, cradleboards, and hand mirrors.
Financial documents	Text	Documents on the financial activities of a business, an individual or any other entity. Examples include personal saving books, account ledgers, journal (accounts), balance sheets, loan, investment, and financial statements.
Flags	Physical Object	A piece of cloth, usually rectangular, of distinctive color and design, used as a symbol, standard, signal, or emblem.
Furniture	Physical Object	Furniture are primarily movable articles that provide comfort, convenience, or protection in dwellings, places or business, or other public or private spaces. They may be useful or ornamental and may be used in indoor or outdoor spaces. Examples include Windsor chair, sofa, and sewing table.
Games and toys	Physical Object	Equipment and accessories used in a large array of activities engaged in for personal satisfaction or amusement during leisure time, including playthings and other devices used as pastimes or during competitive play. Examples include croquet sets, hockey sticks, dolls, and board games.
Gelatin silver prints	Still Image	Refers to photographic prints having gelatin as the binder, holding silver as the final image material; always black-and-white, though they may be toned to a monochrome hue.

Term	Type	Definition
Glass plate negatives	Still Image	Sheets of glass coated with light-sensitive emulsion that have been exposed and developed, and that are intended as matrices for the creation of positive photographic prints on another support.
Genealogical tables	Text	Documents representing the lineage of a person or persons in tabular or diagrammatic form.
Greeting cards	Text	Cards often imprinted with messages and suitable illustrations, sent or given on special occasions or holidays.
Home movies	Moving Image	Motion pictures on film or videotape made by amateurs, or professionals in a nonprofessional capacity, intended for home viewing by family and friends. People, scenes and events filmed generally feature the filmmakers' immediate circle and personal activities.
Illuminated manuscripts	Text	An illuminated manuscript is a hand-written text supplemented by the addition of decoration, such as decorated initials, borders (marginalia) and miniature illustrations.
Independent films	Moving Image	Motion pictures created by independent filmmakers, without financial backing from a major studio and therefore generally created with a greater degree of artistic control in the hands of the filmmakers.
Instructional materials	Text	Print or non-print materials used for the purpose of imparting knowledge, attitudes, or skills to others.
Journals and magazines (periodicals)	Text	Periodicals containing articles, essays, poems, or other writings by different authors, usually on a variety of topics and intended for a general reading public or treating a particular area of interest for a popular audience.
Lantern slides	Still Image	Transparent positive image made or mounted on glass, usually (but not necessarily) photographic measuring 3.25 to 3.5 inches by 4 inches. Lantern slides are projected onto a screen by means of a specialized projector.
Law and legal documents	Text	Documents related to statutes, administrative regulations, and judicial precedents. Examples include affidavits, charters, testimony, employment forms, certificates, wills and trusts.
Manuscripts	Text	Unpublished documents.
Maps	Image	Refers to graphic or photogrammetric representations of the Earth's surface or a part of it, including physical features and political boundaries, where each point corresponds to a geographical or celestial position according to a definite scale or projection. The term may also refer to similar depictions of other planets, suns, other heavenly bodies, or areas of the heavens. Examples include contour maps, engineering maps, fire insurance maps, forestry maps, plats (maps), relief maps, topographic maps, tourist maps, transportation maps, and zoning maps.
Medals	Physical Object	Pieces of metal, usually gold, silver, or bronze, and bearing a relief design on one or both sides and having a commemorative purpose; resembling a coin, but not used as a medium of exchange.

Term	Type	Definition
Meeting minutes	Text	The written record of an official proceeding.
Memorandums	Text	Documents recording information used primarily for business communication. Lacks the salutation and formal ending of a letter.
Menus	Text	A list of dishes served at a meal or that can be ordered in a restaurant.
Military records	Text	Official documents detailing an individual's service and conduct while in military service, including certificates of discharge.
Music (audio)	Sound	Recordings in any format of music, including songs, operas, and musicals.
Music (text)	Text	Music written in notation so it can be read and played. Examples include hymnals, librettos, scores, songbooks, and sheet music.
Negatives (photographic)	Still Image	Photographs, usually on a transparent support, in which the tones or colors are reversed from their appearance in nature. Includes glass plate negatives.
Newsletters	Text	Letters, reports, or other brief written communications that communicate news, particularly those written by societies or business organizations. Historically referred to serial publications consisting of one or a few printed sheets containing news and information of interest to the general public or to a special group.
Newspapers	Text	Serials published at stated, frequent intervals, such as daily or weekly, and containing news, editorials, features, advertisements, and other objects of current interest.
Newsreels	Moving Image	Nonfiction motion pictures originally released to theaters in periodic issues, each issue consisting of a number of news stories reporting or commenting on recent events.
Notebooks	Text	Books of pages, usually ruled, used for taking notes, especially by pupils and students for taking class notes or writing or drawing exercises. Use this term if the item does not fall under one of the other terms.
Oral histories	Sound; Moving Image	Works that record interviews conducted to preserve the recollections of persons whose experience or memories are representative or are of special historical or social significance.
Paintings	Image	Unique works in which images are formed primarily by the direct application of pigments onto a generally two-dimensional surface.
Pamphlets	Text	Independent publications consisting of a few leaves of printed matter folded or fastened together but not bound, often with no cover or a paper cover. Examples include booklets and leaflets
Panoramas	Still Image	A pictorial representation with a very broad horizontal range of view. The term is also used specifically for photographs that show a wide view produced by a panoramic camera or by joining photographs together.
Petitions	Text	Includes any written requests and lists of signatures submitted to an authority to appeal for the performance of specific action.

Term	Type	Definition
Photocopies	Still image; Text	General term for copies produced by photocopying, that is, in a machine employing a light-sensitive process, and usually at a one-to-one scale.
Photograph albums	Still Image	A collection of photographs, generally in a book.
Photographs	Still Image	An image rendered using a camera. This term should only be used when the photographic format is unknown or unidentifiable.
Postcards	Still Image	Cards on which a message may be written or printed for mailing without an envelope, usually at a lower rate than that for letters in envelopes. One side of the card frequently features a photographic image, advertisement or graphic illustration.
Posters	Still Image	Notices, usually decorative or pictorial, intended to be posted to advertise, promote, or publicize an activity, cause, product, or service; also, decorative, mass-produced prints intended for hanging.
Prints	Image	Pictorial works produced by transferring images by means of a matrix such as a plate, block, or screen, using any of various printing processes. Common types of prints include engravings, etchings and lithographs.
Report cards	Text	Statements of a student's academic record for a particular period, often including grades and an evaluation of the student's rate of progress.
Reports	Text	Official or formal records in the form of documents containing presentations of facts, proceedings, investigations, or events.
Schedules (time plans)	Text	Plans of procedure, showing the sequence of objects or operations and the time allotted for each.
Scrapbooks	Still Image	Books or albums designed so that a variety of objects may be affixed to the pages, including photographs, clippings, and other memorabilia.
Sculptures	Physical Object	Refers to works that represent tangible beings, objects, or groups of objects, or are abstract works that have defined edges and boundaries and can be measured. It is typically used to refer to large or medium-sized objects made of stone, wood, bronze, or another metal.
Sepia photographs	Still Image	A photograph with a brown tint.
Signs	Text	A display (as a lettered board or a configuration of neon tubing) used to identify or advertise a place of business or a product or a posted notice bearing a designation, directions, or command. Examples include traffic signs, political signs, and notification signs.
Sketchbooks	Still Image	Books or pads of blank sheets used or intended for sketching, which are informal or rough drawings.
Slides (photographs)	Still Image	Positive transparencies in mounts suitable for projection, usually 35mm film in a mount of 2 by 2 inches. An image on film or glass, usually positive, intended to be viewed by means of light passing through the image and base using a viewer or projector.

Term	Type	Definition
Speeches (audio)	Sound	Sound recording in which someone is orating a public address or talk.
Speeches (text)	Text	Written transcripts. The text of any public address or talk.
Stereographs	Still Image	Refers to the most common form of stereoscopic photographs, which are double photographs of the same image taken from two slightly different perspectives. Stereographs are distinctive among other stereoscopic photographs because they are photographic prints mounted on cards.
Stock shots	Moving Image	Filmed shots of various subjects stored in a film library and used in other productions. They tend to be general scenes such as busy street scenes, natural disasters or historic places and events
Studio portraits (photographs)	Still Image	Portraits taken in a professional photographer's studio, often making use of backdrops or props.
Telegrams	Text	Messages sent by telegraph.
Television programs	Moving Image	Presentations of informational or entertainment shows such as news, sports, drama, comedy, music, documentary, talk or game shows to the public by means of television transmission.
Tintypes	Still Image	Photographs produced by the wet collodion process and then placed directly on thin sheets of lacquered metal, usually iron. Tintypes are not to be confused with Daguerreotypes, which utilize a copper plate for the image support.
Trade cards	Text	Small printed sheets, and later cards, bearing tradesmen's advertisements, often including an engraved illustration; produced from the 17th through the 19th century.
Transcripts	Text	A printed record that is a verbatim account of something originally presented in another medium, like a radio broadcast or a handwritten letter.
Transportation vehicles	Physical Object	Vehicles designed to carry or convey merchandise, materials, or passengers across a distance, whether on land or water, or through water, air, or space. Examples include airplane, stagecoach, canoe, rocket, wagon, and car, and truck.
Woodcuts (visual works)	Image	Prints made from designs cut in relief on wood.
Yearbooks	Still Image	An annual publication giving current information and listing events or aspects of the previous year, esp. in a particular field or a book containing photographs of the senior class in a school or college and details of school activities in the previous year.

Appendix C: Glossary

AAT: The Art & Architecture Thesaurus is a vocabulary describing the objects of art as well as the processes and materials from which the objects are made.

<http://www.getty.edu/research/tools/vocabularies/>

Bibliographic: 1) The history, identification, or description of writings or publications; 2) a list often with descriptive or critical notes of writings relating to a particular subject, period, or author; 3) a list of works written by an author or printed by a publishing house; or 4) the works or a list of the works referred to in a text or consulted by the author in its production.

Controlled Vocabulary: A controlled vocabulary is an established list of standardized terms that help end users find similar objects.

DACS: Describing Archives: A Content Standard is a set of rules for describing [archives](#), personal papers, and [manuscript](#) collections. <https://saa-ts-dacs.github.io/>

Dublin Core: The Dublin Core Metadata Element Set is a vocabulary of fifteen properties for use in resource description. The name "Dublin" is due to its origin at a 1995 invitational workshop in Dublin, Ohio; "core" because its elements are broad and generic, usable for describing a wide range of resources.

Dublin Core Metadata Initiative (DCMI): Using only 15 field metadata elements, a Dublin Core metadata record can describe physical resources such as [books](#), digital materials such as [video](#), [sound](#), [image](#), or [text](#) files, and composite media like [Web pages](#). Metadata records based on Dublin Core are intended to be used for cross-domain information [resource](#) description. The NY Heritage field metadata elements are based on the Dublin Core Metadata Initiative (DCMI). For more information on the DCMI Field Element Set, visit: dublincore.org/documents/dces/.

Dublin Core Metadata Initiative Type Vocabulary is a general, cross-domain list of approved terms that may be used as values to identify the genre of a resource.

<http://dublincore.org/documents/dcmi-type-vocabulary/>

ESLN: Empire State Library Network comprises nine regional 3Rs Councils serving all types of libraries, library systems, and repositories across New York State. Eight of the Councils currently participate in NY Heritage <https://www.esln.org/>

HTML: Hypertext Markup Language is a standardized system for tagging text files to achieve font, color, graphic, and hyperlink effects on World Wide Web (WWW).

IMT: Internet Media Type – see - MIME or http://en.wikipedia.org/wiki/Internet_media_type

ISO 639-2: Provides the International Standard for language codes. W3C (the World Wide Web Consortium) which is the main international standards organization for the World Wide Web provides two sets of language codes, one as a two-character code set (639-1) and another as a three-character code set (639-2) for the representation of names of languages. ISO 639-2 covers a larger number of individual languages (due to its less-restrictive scope) than the two-character code set (639-1). It also includes identifiers for collections of languages.

http://www.loc.gov/standards/iso639-2/php/code_list.php

ISO 8601 W3CDT: Provides the International Standard for dates and times. W3C (The World Wide Web Consortium) which is the main international standards organization for the World Wide Web provides the standard format for dates and times. (<http://www.w3.org/TR/NOTE-datetime>)

LCNAF: The Library of Congress Name Authority File is a thesaurus of authority records used by librarians to establish forms of names (for persons, places, meetings, and organizations), titles, and subjects used on bibliographic records. Authority records enable librarians to provide uniform

access to materials in library catalogs and to provide clear identification of authors and subject headings. <http://authorities.loc.gov/>

LCSH: The Library of Congress Subject Heading file is a thesaurus of subject headings, maintained by the United States [Library of Congress](#), for use in bibliographic records. LCSHs are an integral part of bibliographic control, which is the function by which libraries collect, organize and disseminate documents. LCSHs are applied to every object within a library's collection facilitating user access to other objects in the catalog that pertain to similar subject matter. <http://id.loc.gov/authorities/subjects.html>

MARC: [MAchine-Readable Cataloging](#) is a data format and set of related standards used by libraries for the representation and communication of bibliographic and related information about books and other material they collect.

MeSH: Medical Subject Headings is a controlled vocabulary produced by the National Library of Medicine and used for indexing, cataloging, and searching for biomedical and health-related information and documents. <http://www.nlm.nih.gov/mesh/>

Metadata: The word "metadata" means "data about data". Metadata articulates a context for objects of interest—resources such as MP3 files, library books, or satellite images—in the form of "resource descriptions" (Dublin Core Metadata Initiative - <http://dublincore.org/metadata-basics/> - Sept. 2011)

MIME: The Multipurpose Internet Mail Extensions is a specification for formatting non-ASCII messages so that they can be sent over the internet. Many email clients now support MIME, which enables them to send and receive graphics, audio, and video files via the Internet mail system. MIME is also referred to as Internet Media Type ([IMT](#)). <http://www.iana.org/assignments/media-types/index.html>

OCLC: Online Computer Library Center, Inc. (OCLC) is "a nonprofit, membership, computer library service and research organization dedicated to furthering public access to the world's information and reducing information costs". OCLC owns and maintains the CONTENTdm platform and software. <http://www.oclc.org/en-US/home.html>

TGM: The Thesaurus for Graphic Materials a controlled vocabulary compiled by the Prints and Photographs Division, Library of Congress, of subject headings that may be used for indexing, cataloging, and searching for graphic materials. <http://www.loc.gov/pictures/collection/tgm/>

ULAN: The Union List of Artist Names a structured vocabulary containing names as well as biographical and bibliographic information about artists and architects. <http://www.getty.edu/research/tools/vocabularies/>

Appendix D: NY Heritage Topic

NY Heritage Topic	Application	Examples
Agriculture	Objects pertaining to farming and agricultural activities, facilities, tools, equipment, and farm workers	Farms/farming/homesteading Crops/fields Threshing/harvesting Farm letters, diaries, ledgers, or photographs Advertisements for equipment, seed, or fertilizer Photographs of farmers and livestock at fairs
Architecture	Objects pertaining to architectural structures and styles including written works by architects.	Architectural drawings Images of architectural structures Notes or articles written by architects
Arts & Entertainment	Objects pertaining to the artistic endeavors of authors, painters, sculptors and musicians and the influence of people and events on popular culture.	Actual works of literature, art or music (books, plays, paintings, sculptures, musical sound recordings, sheet music) Objects about performance or exhibits Comic books Games Toys Musical instruments Movie Posters
Business & Industry	Objects related to a business or industry in the form of photographs, promotional materials, advertisements, correspondences, records, equipment, and documents.	Main street/central business districts Individual stores and businesses Artifacts or tools used during industrial production Advertisements for companies and products Objects related to auctions Documents relating to the incorporation of a business
Community & Events	Objects of or about everyday experiences in a community, community organizations, celebrations, parades (photographs, documents), newspapers, miscellaneous ephemera, or other community events.	Event photographs (e.g. of parades), brochures, or announcements County fairs Newspapers
Daily Life	Objects associated with the everyday experiences of people emphasizing their home and family life.	Family portraits Correspondence between family members Artifacts, tools, household objects, clothing, and recipes Holidays Images of children at play

NY Heritage Topic	Application	Examples
Education	Objects pertaining to general and higher education.	Elementary schools/high schools Colleges and universities Class photographs Images of teachers and students, school sports teams, or physical structures Documents (e.g. commencement announcements) Educator or student diaries Documents relating to the founding of a school or college
Environment & Nature	Objects related to the natural world including environmental and conservation issues and images depicting nature and landscaped scenes. Images or documents relating to the effects of natural disasters.	Documents related to environmental history, human impact on the environment, and conservation Landscape or scenic postcards Images of gardens and landscaped grounds Images or documents relating to the effects of natural disasters (e.g. floods, lightning, ice storms)
Ethnic Groups	Objects about people of different ethnicities documented or identified as such (remember to assign a subject heading for the specific ethnic group in a Subject field). Images or documents relating to objects/artifacts brought here by immigrants.	Photographs, field notes, and artifacts from archeological excavations pertaining to a group such as Native Americans Images of art objects identified with a particular ethnic group Images or documents relating to objects/artifacts brought here by immigrants Ethnic community newspapers
Geography & Maps	Objects about locations, both pictorial and descriptive	Travelogs Zoning Maps Tourist Maps Topographic Maps Aerial photographs
Government, Law & Politics	Objects of or about government, politics, citizenship and law. These objects can include information on or about government officials, meetings, activities, and documents (all levels of government, including local government), political candidates and electioneering, civic activities, and memorabilia.	Political candidates Political rallies Courthouses County and state office buildings Political records or artifacts Council minutes and legislation Writings of influential politicians Party meeting memorabilia Images of governors, politicians, and presidents Campaign paraphernalia and images Civil rights, civil disobedience and government change Antislavery and women's suffrage movements

NY Heritage Topic	Application	Examples
Medicine, Science & Technology	Objects related to pure and applied science, medicine, health, public health.	Materials related to inventions and their impact Images or personal papers/personal objects of noted scientists/inventors Research notes; records of professional or academic groups Correspondence regarding scientific endeavors Hospitals Prescriptions Medical equipment
Military & War	Objects about military activities, facilities, objects and people.	Photographs of soldiers, wars, parades, training, medals, uniforms Soldiers/veterans/veterans homes Letters to soldiers or from home front Broadside or patriotic posters Documents Flags Weapons
People	Objects portraying individuals, groups of people including significant information about the lives and culture of individuals or groups of people. Group or individual portraits; personal documents (e.g., diaries, wills and obituaries). Genealogical information.	Workers/employees Group or individual portraits Images of groups of people engaging in activities Diaries Oral history interviews; images of children Obituaries Wills Family records (e.g. genealogical information)
Philosophy & Religion	Objects about religious ceremonies and services or philosophical groups and documents.	Photographs of churches, priests, congregations, and cemeteries Church records and other documents Missionary's letters or diaries Artifacts from religious communities Churches/congregations Church socials/picnics/church suppers Journals on Philosophy

NY Heritage Topic	Application	Examples
Recreation & Sports	Objects about people’s recreational activities including sports, parks, picnics, and family outings. Memorabilia and equipment.	Team and individual sports Hobbies/recreation activities Trading cards Uniforms and sports equipment Athlete’s journals Team photographs Brochures/announcements for recreational activities Images or documents relating to camps
Transportation	Objects about various modes of transportation (automobiles, railroads, ships, horses, trolleys, and horse/buggy) and materials related to building highways, airports, bridges, and shipyards.	Airplanes/automobiles/trains /streetcars Boats used for transportation Horse and buggy /carts/wagons Catalogs of trains, cars or buggies Tickets for train/airplane rides Train stations
Work & Labor	Objects related to people engaged in activities at work, documents, and artifacts.	Union records or photographs of workers Strikes Occupations

Appendix E: Collection Type

The Physical Formats terms listed below are included as examples of materials that are commonly associated with certain Collection Types. There are many examples where the contents or subjects of a collection will result in Collection Types that are not associated below. For example, the Center for Photography at Woodstock Collection includes photographs of prominent musicians, so it could have “Artistic Works” as a Collection Type, despite only including photographs.

Collection Type	Physical Formats	Examples
Artistic Works	Art and decorative works, Music (text), Paintings, Prints, Sculptures, Sketchbooks, Woodcuts (visual works), Drawings	Gordon Muck Collection , Archacki Cartoons , Brentwood Pen and Ink Drawings , Center for Photography at Woodstock Collection ; Gravestones and Carvers of New York State, Pre-1850
Audiorecordings	Broadcasts, Music (audio), Speeches (audio)	General Electric Audio Recordings , Maria College Glee Club Collection
Correspondence	Correspondence, Greeting cards, Memorandums, Telegrams	Civil War Letters , Jones Collection , State Reservation at Niagara
Diaries & Manuscripts	Diaries, Illuminated manuscripts, Manuscripts, Notebooks	War Diaries , John Burroughs Journals , Donald S. Childs MD Papers , Edward M. Ruttenber Collection

Collection Type	Physical Formats	Examples
Directories	Directories, Genealogical tables	Buffalo City Directories , Rochester Area Church Records , Family Bible Records Schoharie County NY
Records & Ephemera	Announcements and press releases, Advertisements, Broadsides, Calendars, Catalogs, Certificates, Charts and graphs, Ephemera (images), Ephemera (text), Instructional materials, Meeting minutes, Menus, Pamphlets, Petitions, Photocopies, Posters, Reports, Report cards, Schedules (time plans), Signs, Speeches (text), Transcripts	American Humane Association 'Be Kind to Animals' Poster Collection , Pan-American Exposition Collection , Culinary Institute of America Menu Collection , Polish American Pamphlet Collection , Horse Thieves Collection , NCCC Annual Reports , Big Flats Historical Society Calendars and Publications
Film & Video	Broadcasts, Educational Films, Home movies, Independent films, Newsreels, Stock shots, Television programs	WIVB-TV Television News Film and Video Archives , Sculptures in the Air
Journals & Periodicals	Articles, Journals and magazines (periodicals), Newsletters, Newspapers	SUNY Poly Student Publications , The Laurentian , The Anti-Slavery Record , The Emancipator , Village of Freeport Newsletters
Financial & Legal Documents	Financial documents, Law and legal documents	Huntington Deeds , Huntington Legal Manuscripts , Cherry Hill Receipt Books , Clarke Family Business Papers , Drug Company Statements Dr. Best House & Medical Exhibit
Maps	Atlases, Maps	Holland Land Company Maps , Six Nations Territory Collection , Chemung County Atlases
Miscellaneous	Architectural drawings (visual works), Books [note: not yearbooks],	
Oral Histories	Oral histories	Black Oral History Collection of Chemung County , Glass Workers Oral Histories , La Bella America: From the Old Country to the North Country
Photographs	Aerial photographs, Albumen prints, Black-and-white photographs, Cabinet photographs, Cartes-de-visite (card photographs), Collodion prints, Color photographs, Contact prints, Cyanotypes, Daguerreotypes, Gelatin silver prints, Lantern slides, Negatives (photographic), Panoramas, Photograph albums, Photographs, Sepia	1935 Federal Improvement Aerial Survey , Ferris Meigs Logging Photograph Collection , Newburgh 1916 Assessment Photographs

Collection Type	Physical Formats	Examples
Photographs	photographs, Slides (photographs), Stereographs, Studio portraits (photographs), Tintypes	
Physical objects	Ammunition and weapons, Coins (money), Containers, Costume (mode of fashion), Equipment and tools, Flags, Furniture, Games and toys, Medals, Transportation vehicles	Mining Collection , Doll Collection , Nickell Snake Oil Collection , Burnap Collection of English Pottery and Porcelain , Nickell Collection of Dr. R.V. Pierce Medical Artifacts ,
Postcards	Postcards	1909 Hudson-Fulton Celebration Postcards , Buffalo Postcards , Stamford Village Library Postcard Collection
Scrapbooks	Scrapbooks	Fay Scrapbooks , Canisius College Scrapbooks , Pan-American Exposition Scrapbooks
Yearbooks	Yearbooks	Albany, NY School Yearbooks , The Cardinal: SUNY Plattsburgh College Yearbooks , Utica Free Academy Yearbooks