

HAM-TMC Library / McGovern Center Digital Collection Standards

Texas Digital Postcard Collection Metadata Standards revised 08/24/05

Example based on St. Luke's Episcopal Hospital

http://mcgovern.library.tmc.edu/text/collect/thic/post/G-M/hous_47.html

Local Metadata Standards <i>(revised on 7/27/2005)</i>		
Title	<p>Required element No beginning article, if there is a beginning article, delete it</p> <p>Use name of hospital or facility as shown on web page.</p>	<p>ENCompass sorts by leading title in the browse page.</p> <p><i>St. Luke's Episcopal Hospital</i></p>
Creator	<p>Because creators (photographers) are not apparent from information, leave blank</p>	
Subject	<p>Separate subject headings with semi-colon</p> <p>First Subject element</p> <ul style="list-style-type: none"> • Use attached thesaurus for authorized subject headings • Use one or more of the appropriate subject headings from Descriptive Headings; if none are appropriate use Health Facilities <p>Second Subject element</p> <ul style="list-style-type: none"> • Use city; county; state; country 	<p>authorized lists such as NLM, LC, etc</p> <p><i>Hospitals, Religious; Automobiles</i></p> <p><i>Houston; Harris; Texas; USA</i></p>
Description	<p>Separate descriptions with semi-colon in First Description element</p> <ul style="list-style-type: none"> • Use Postcard; b/w OR color • If there is a postmark, use "postmarked xxxx" (xxxx is year); if no postmark, leave blank • If real photograph, use "real photograph"; if not indicated or not known, leave blank • If message of any kind, use "message on front" and/or "message on back"; if none, leave blank <p>Second Description element</p> <ul style="list-style-type: none"> • Use free text for notes of any kind not covered in other elements 	<p><i>Postcard; color</i></p>
Publisher	<p>Use "Houston Academy of Medicine – Texas Medical Center Library / McGovern Historical Collections and Research Center"</p>	<p><i>Houston Academy of Medicine – Texas Medical Center Library / McGovern Historical Collections and Research Center</i></p>

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Date	Use specific date or date information as shown on webpage. Use following formats: 1954 Exact year 1954? Approximate date or circa date 1950-1959 Date range	<i>1954?</i>
Type	Use DCMI Type Vocabulary http://dublincore.org/documents/dcmi-type-vocabulary/.	<i>Still image</i>
Format	Use Internet Media Type http://www.iana.org/assignments/media-types/	<i>Image/jpeg</i>
Identifier	Transcribe the URL from the web page. This element provides a linkable URL.	This element is set to be a hot link in the web interface, any info entered here will look like a link <i>See above URL</i>
Source	Use the required Unique Identifier h-post: file name	<i>h-post:hous_47</i>
Relation/isFormatOf	Use “Digital reproduction of a postcard of “name of facility as shown on web page” in the collection of Houston Academy of Medicine – Texas Medical Center Library / McGovern Historical Collections and Research Center”	<i>Digital reproduction of a postcard of St. Luke’s Episcopal Hospital in the collection of Houston Academy of Medicine – Texas Medical Center Library / McGovern Historical Collections and Research Center.</i>
Relation/is PartOf	If collector known, name of collector, e.g. McGovern; if not known, leave blank.	
Rights	Add the text “Subject to U.S. Copyright Laws.”	<i>Subject to U.S. Copyright Laws.</i>

Note: data to be entered into ENCompass object is based on information provided on web page, in database, in thesaurus, or on postcard.

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Images Standard

Image Standard <i>(revised on 7/27/2005)</i>		
Thumbnail	The display size for thumbnail will be 150 ppi for the longest side of the image. This size is set in the XSL for the web client display.	
Image	Because the jpeg on the web site is 500 ppi wide, there will not be an enlargement from the thumbnail to a 300 ppi wide image for this collection.	

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