

# *Minnesota Reflections* New Metadata Entry Guidelines

## Creator vs. Contributor

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Welcome! My name is Greta Bahnemann and I am the Metadata Coordinator at the Minnesota Digital Library.

## Handouts & Links:

Click to view:

[Tutorial Handout and Script](#)

[Minnesota Reflections Metadata Guidelines 2.0](#)

Here are two links that may prove to be useful:

The first link is a copy of today's presentation and my script:

<http://www.mndigital.org/training/tutorials/CreatorandContributorTutorialHandout.pdf>

The second link will take you to the PDF of the MDL Metadata Guidelines located on the Minnesota Digital Library's website.

In the Guidelines you can find additional information on Creators and Contributors on pages 9 and 10: <http://www.mndigital.org/digitizing/standards/metadata2010.pdf>

## **Creator vs. Contributor:**

- What is a Creator?
- What is a Contributor?
- Creator vs. Contributor
- Common Contributor *Misconceptions*
- Examples in *Minnesota Reflections*
- Enter information in the Excel spreadsheet

In this short tutorial we are going to review some of the differences between Creators and Contributors of items in the Minnesota Reflections database.

I will first define what a Creator is, and review some best practices.

I will define what a Contributor is.

I will then spend a little time differentiating between the two.

And then we will review some of the common Contributor misconceptions.

We will then look at some examples of Creators and Contributors in the *Minnesota Reflections* database

And finally, I will show you where to enter this information in the Excel spreadsheet that you will use to submit your metadata.

## **Creators:**

### **What is a Creator?**

The Creator field is used to name the creator of the item. A creator can either be an individual - such as a photographer, an author or an artist OR a creator can be the name of an organization or company.

### **When do I fill out the Creator field?**

ALWAYS complete this field IF the information is known. If the Creator is NOT KNOWN - leave the field BLANK.

### **What is a Creator?**

The Creator field is used to name the creator of the item. A creator can either be an individual - such as a photographer, an author or an artist OR a creator can be the name of an organization - such as a county extension service - or it can be a corporate name for a company-produced publication.

### **When do I complete the Creator field?**

If the information about the creator is known, you must include it in the record. If the creator of an item is UNKNOWN - simply leave the field blank. Do not use a question mark or the words "unknown" or N/A to populate the field.

## Creators:

### Can I have more than one Creator?

YES. Separate each creator name with a semicolon and a space.

### How do I order the Creator field?

Last Name, First Name Middle Name/Initial, Life Dates

**Holm, Ole Alex, 1868-1950**

### **Can I have more than one Creator?**

Yes, separate each creator with a semicolon and a space.

### **How do I order the elements in a Creator field?**

Start with the last name, followed by a comma, then the first name, and then the middle name or middle initial if known. If the Creator's life dates are known, include those by entering the dates after the middle initial and a comma.

Here is an example of a correctly entered Creator. The last name is Holm, the first name is Ole, the middle name is Alex, and you can see that his life dates are 1868-1950.

## Contributors:

### What is a Contributor?

The Contributor field is used to name an individual OR a corporate body that played a SECONDARY ROLE in the creation of an item.

1. PHOTOGRAPHY STUDIO
2. EDITOR

### When do I fill out the Contributor field?

ALWAYS complete this field IF the information is known. If the Contributor is NOT KNOWN - leave the field BLANK.

Now let's spend a few minutes talking about Contributors.

#### **What is a contributor?**

The Contributor field is used to name an individual OR a corporate body that played a SECONDARY ROLE in the creation of an item.

Two frequently seen examples in Minnesota Reflections are the name of a Photography Studio and the Editor of a book or booklet.

#### **When do I fill out the Contributor field?**

Just as in the Creator Field, if information about the Contributor is known, you must include it in the record. If the Contributor of an item is UNKNOWN - simply leave the field blank. Do use a question mark or the words "unknown" or N/A to populate the field.

## Contributors:

### Can I have more than one Contributor?

YES. Separate each Contributor name with a semicolon and a space.

### How do I order the Contributor field?

Individuals: Last Name, First Name Middle Name/Initial, Life Dates

Corporate Bodies: Enter the name in natural order. You can include the city and state in parenthesis after the corporate name. If the location of the contributor is not known, just enter the contributor's name:

Holm Studio (Roseau, Minnesota)

Ingersoll View Company (St. Paul, Minnesota)

Woodward Stereoscopic Company

### Can I have more than one Contributor?

It is unusual, but you can have more than one contributor. Separate each Contributor name with a semicolon and a space.

### How do I order the Contributor field?

If the contributor is an individual – use the same order as you did for creator.

Start with the last name, followed by a comma, then the first name, and then the middle name or middle initial if known. If the Creator's life dates are known, include those by entering the dates after the middle initial and a comma.

For corporate bodies – meaning companies and organizations, enter the name in natural order. You CAN include the city and state of the contributor's location if it is known. Include that in parenthesis after the name. Spell out the city name and state. If the location of the contributor is unknown – simply enter the contributor name. Do not write "unknown location."

Here are some examples of Contributors in Minnesota Reflections. You will see that the first two examples include a city and a state name and the third name does not [The examples listed are: Holm Studio (Roseau, Minnesota) and Ingersoll View Company (St. Paul, Minnesota)]. Meaning that the Woodward Stereoscopic Company, we don't have a known location for it.

## Common Contributor Misconceptions

- A Contributor is **NOT** the item's owner.
- A Contributor is **NOT** a donor.
- A Contributor is **NOT** a second creator.
- A Contributor is **NOT** the publisher.

Let's talk about a few common misconceptions about the Contributor Field – as this has been a little problematic in the past. Some points to keep in mind:

Contributors are NOT the name of the institution or organization who owns the item. It might be tempting to use the Contributor field to capture the name of the organization or institution that owns or has jurisdiction over the item. Do NOT enter that information here - this information should be entered in the field named "Contributing Organization."

Contributors are NOT donors. It can also be tempting to use this field to record the name of the individual who donated this item to your collection. Currently, Minnesota Reflections does NOT capture donor or provenance information.

Contributors are NOT a second creator. If your item has two creators, please enter both names in the creator field. Separate the two names with a semicolon and a space.

Contributors are NOT publishers. If your item is a published book or pamphlet and has publisher information associated with it, record that information in the "Publishing Agency" field.

## Creator vs. Contributor

Creator = Photographer

Contributor = Photography studio

You can have one without the other. Reminder: you won't always have a value for both a Creator and a Contributor.

Enter the information you know.

Leave blank the fields you don't have information for.

Another way to approach the question of Creators and Contributor is to look at the role photographers and photography studios played in the creation of historic photographs. The name of an individual photographer will always be entered into the Creator field – and a photography studio will always be entered in the Contributor field. While photography studios played an important role in the creation of photographs – as this where photos were developed and attached to photographic mounts – it is a contributing or secondary role in the creation of a photograph. The photographer will always occupy the role of the creator – as this is the individual who actually took the photograph.

And yes, you can have one with out the other!

Sometimes you will know the name of an individual photographer – and will be able to complete the Creator field.

Other times you may only know the name of the photography studio – and will be able to complete the Contributor field.

Some images have both a photographer and a photography studio associated with them – and here you will be able to enter both a Creator and a Contributor.

Enter the information you know. And leave blank the fields you don't have information for.

## Examples in *Minnesota Reflections*



Creator



Creator AND Contributor



Contributor

Here are three examples of items in Minnesota Reflections with associated Creators and Contributors. You are welcome to come back at a later time and look at the three examples in greater detail.

The first example is a printed pamphlet from the collection of the Synod of Lakes and Prairies. This pamphlet has a value for the Creator field, but no Contributor (<http://cdm15160.contentdm.oclc.org/u/?p15160coll10,687>).

The second example is from the Roseau County Historical Society – and features both a Creator AND a Contributor (<http://cdm15160.contentdm.oclc.org/u/?ros,246>).

The third example is from the Douglas County Historical Society – and in this example only the Contributor is known (<http://cdm15160.contentdm.oclc.org/u/?dcs,213>).

We are now going to go to Minnesota Reflections and look at the second example – an image with both a Creator and a Contributor.

## Example in *Minnesota Reflections*



<b>Title</b>	Badger Roller Mill, Badger, Minnesota
<b>Creator</b>	Holm, Ole Alex, 1869-1950
<b>Contributor</b>	Holm Studio (Roseau, Minnesota)
<b>Description</b>	Exterior view of the Badger Roller Mills, the Mill was owned by Sjoberg Brothers.

In this example, both the Creator and Contributor are known. The Creator is an individual photographer and you will notice that the name is entered correctly. The last name, comma, first name, then middle name, a comma, and then the Creator's birth and death dates:

Holm, Ole Alex, 1869-1950

The Contributor is the name of the photography studio that Ole Alex Holm owned and operated in Roseau, MN. You'll notice that the photography studio is listed in natural order, and also include in parentheses the city and the state name: Holm Studio (Roseau, Minnesota).

## Practice Cataloging:



McKenzie, Hugh, 1879-1957

Died in 1957  
First name = Hugh  
Born in 1879  
Worked in Duluth  
Professional photographer  
Last name = McKenzie

We are now going to spend a few minutes working on our practice cataloging exercise. This is the same photograph we used to practice creating an item title.

The image is displayed on the left and some of the facts that we know about the creator are listed on the right.

The photographer died in 1957  
His first name was Hugh  
He was born in 1879  
He worked in Duluth, Minnesota  
He was a professional photographer  
His last name was McKenzie

Some of the facts that I just listed here – while interesting – do NOT belong in the creator field.

Based on what we know about the proper order of a CREATOR field, we know the Creator field should look like this:

McKenzie, Hugh, 1879-1957 (Last name, First Name, Life dates)

Let's go to the Excel spreadsheet – just the like the one you will be using to enter data.



## Questions? Comments?



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[Minnesota Reflections Metadata Guidelines 2.0](#)

We have now reached the conclusion of this tutorial.

To briefly recap:

Creators are primarily responsible for the content of an item.

While Contributors play a supporting role in the creation of an item.

You can have a value for neither of these two fields, for just one of these fields and sometimes you will be able to enter a value for both of these fields.

Don't forget to refer to the Minnesota Reflections *Metadata Guidelines* available in PDF form on the Minnesota Digital Library website. You can access the Guidelines by clicking on the link shown here (<http://www.mndigital.org/digitizing/standards/metadata2010.pdf>).

And finally, don't hesitate to contact me – either via telephone or e-mail – if you have any questions.

Thanks for listening!