

Minnesota Reflections New Metadata Entry Guidelines

Date of Creation

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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/DateofCreationHandout.pdf>

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

In the Guidelines you can find additional information on Date of Creation on page 11.
(<http://www.mndigital.org/digitizing/standards/metadata2010.pdf>)

Date of Creation:

- What is a Date of Creation?
- Date of Creation best practices
- Examples in *Minnesota Reflections*
- Entering information in the Excel spreadsheet

In this short tutorial we are going to review how to enter an item's Date of Creation correctly.

I will first define what a Date of Creation is.

I will then review some Date of Creation best practices.

We will then look at some examples of Dates of Creation 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.

Date of Creation:

What is a Date of Creation?

The Date of Creation is the date on which the item was created.

When do I fill out the Date of Creation field?

ALWAYS complete this field IF the information is known.

If the Date of Creation is NOT KNOWN - leave the field BLANK.

What is a Date of Creation?

The Date of Creation is the date on which the item was created. Note - this is NOT the date that an item was donated to your institution or organization.

When do I fill out the Date of Creation field?

ALWAYS complete this field IF the information is known.

If the Date of Creation is UNKNOWN - please leave the field BLANK. Do NOT enter a question mark or enter the words "unknown date" or "unknown" or "none." Simply leave the field blank.

Date of Creation:

How do I enter different types of dates in *Minnesota Reflections*?

Year only	yyyy	1872
Year, Month	yyyy-mm	1907-08
Year, Month and Day	yyyy-mm-dd	1957-07-06
Date Range	yyyy - yyyy	1875 - 1885
Uncertain date	yyyy? yyyy-mm?	1890? 1972-09?

What form can a Date take? Sometimes you will have a very precise date: meaning the day, the month and the year; BUT this will not always be the case. Sometimes you may only know the year the item was created OR you may know the year and the month. In other cases, you may only have a date range. All of these different date values can be entered into Minnesota Reflections – you just need to enter these different date values using the following formats:

A Date of Creation can be entered when you know:

Year only dates – A year only date is recorded as a four digit year. Do not use the terms BC, BCE or AD.

Year and month dates – is used when the year and the month are known. First enter the four digit year, followed by a dash and then a two digit month date. So the month January through September will need a “zero” placed in front of their month digit. So here in the example I’ve provided, the month of August reads as “zero-eight.”

Year, Month and Day – You can also enter the precise date if known. In this case when you know the year, the month and the day. Starting with the year, followed by a dash, then the two digit month code, followed by another dash and then the two digit day code. You can see here my example reads 1957- 07-06; so this is how you would enter the date July 6, 1957.

So in the first three types of dates that we’ve talked about, always remember you are working from the general to the specific. Starting with the year as the most general part of the date, then work to the most specific part of the date whether you end with the month or the day.

Less precise dates can also be recorded.

A **Date range** – is used when the date is uncertain but falls with a likely range. Record the earliest and latest dates separated by one space - a hyphen – and a second space.

An **Uncertain Date** – is used this when a date is uncertain. Place a question mark after the date value. Remember do NOT use the term circa here – just the question mark.

And finally, if the date is not known, leave the field blank.

Examples in *Minnesota Reflections*



Year Only



Year, Month



Year, Month and Day



Date Range



Uncertain Date

Here are 5 examples of items in Minnesota Reflections with associated Dates of Creation. We are going to look at an example for Year Only, a Year and a Month, a Year-Month-Day, a Date Range and an Uncertain Date. You are welcome to come back at a later time and look at these 5 examples in greater detail by clicking on the example you would like to view.

YEAR ONLY This example is a printed pamphlet from the collection of the Synod of Lakes and Prairies. This pamphlet has a year-only date.

<http://cdm15160.contentdm.oclc.org/u/?p15160coll10,687>

YEAR, MONTH This example is of the Spalding Hotel in Duluth – taken in September of 1925.

<http://reflections.mndigital.org/u?/nemhc,4141>

YEAR, MONTH, DAY this example is from the Nicollet County Historical Society – and features a group gathered to celebrate the Fourth of July in 1911.

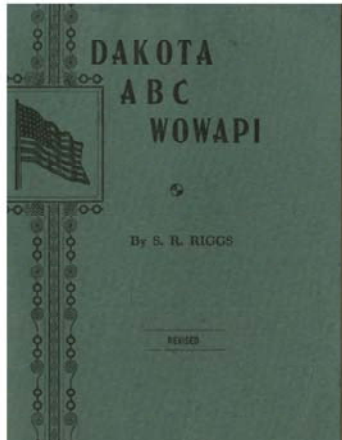
<http://reflections.mndigital.org/u?/gust,320>

DATE RANGE This is an example of an image with a date range – 1900 to 1905 – and is from the Roseau County Historical Society.

<http://cdm15160.contentdm.oclc.org/u?/ros,246>

UNCERTAIN DATE – this example is of the Oscar Danielson Orchestra – and the contributor has estimated the date and used a question mark to denote that it is an uncertain date.

Example in *Minnesota Reflections: Year Only*



Title	Dakota ABC Wowapi, Revised
Creator	Riggs, Stephen R.
Description	This pamphlet was used to teach the written Dakota alphabet, grammar and children in the Dakota language. These children came from families who were Reverend A.L. Riggs founded the school in 1870 as an academy to train Native many materials in the Dakota language.
Date of Creation	1929
Publishing Agency	Santee Normal Training School Press (Santee Agency, Nebraska)
Dimensions	15 x 11
Minnesota Reflections Topic	American Indians
Item Physical Format	Instructional materials
Formal Subject Headings	Indians of North America
Locally Assigned Subject Headings	Dakota language; elementary teaching tool; Dakota language grammar; per
State or Province	Nebraska
Country	United States
Contributing Institution	Synod of Lakes and Prairies, Presbyterian Church (U.S.A.), 2115 Cliff Drive, E
Rights Management	This document may be reproduced and used freely for educational purposes any other reason, users must have the express written consent of the Synod
Local Identifier	lak1004

So here we are in *Minnesota Reflections*. We are going to very quickly look at the five different examples of dates. The first example is pretty straight forward. This is an example of a year only date and this is for a pamphlet - seen here "The Dakota ABC" by S. R. Riggs.

And if you click on the metadata you can see that the date is entered "1929" as a year only date.

Example in *Minnesota Reflections: Year, Month*

Aerial Bridge: Spalding Hotel with Bridge



Title	Aerial Bridge: Spalding Hotel with Bridge
Creator	McKenzie, Hugh, 1879-1957
Description	Most photographs of downtown Duluth will also capture the Aerial Bridge, and so it is with this image of Superior Street at Fifth Ave was completed in June 1889. It was razed in the summer of 1963 along with many other buildings in the Gateway Renewal Project buildings was \$258, 000, including demolition of the Spalding hotel at the cost of \$43, 500.
Date of Creation	1925-09
Other Versions	Spalding Hotel
Minnesota Reflections	Business and industry
Topic	

Our second example is for a year and a month date. This is a view of the Spalding Hotel and you can see that the date of creation is entered as a year-dash-09. So this date represents September, 1925.

Example in *Minnesota Reflections*: Year, Month and Day

Fourth of July celebration, 1911, Oshawa Township, Minnesota



Title Fourth of July celebration, 1911, Oshawa Township, Minnesota
Description A large group of people, including uniformed men with rifles and a drum, stands in front of a house decorated with flags for a rural Fourth of July celebration in 1911.
Date of Creation 1911-07-04
Minnesota Reflections Topic Sports and Recreation

Our third example is the most specific date. This is the year, the month and the day. And you can see here that this image is for the Fourth of July celebration and the date reads 1911-07-04.

Example in *Minnesota Reflections*: Date Range

Badger Roller Mill, Badger, Minnesota



O. A. HOLM,
Photographer, Roseau, Minn.

Title	Badger Roller Mill, Badger, Minnesota
Creator	Holm, Ole Alex, 1868-1950
Contributor	Holm Studio (Roseau, Minnesota)
Description	Exterior view of the Badger Roller Mills, the Mill was owned by Sjoberg Brothers.
Date of Creation	1900 - 1905
Minnesota Reflections	Business and industry

Our fourth example illustrates the concept of a date range. The Badger Roller Mill in Badger, Minnesota and the date range is entered as 1900, space, dash, space, 1905. And this signifies that the date range falls between 1900 and 1905.

Example in *Minnesota Reflections: Uncertain Date*

Oscar Danielson Orchestra, Minneapolis, Minnesota



Title Oscar Danielson Orchestra, Minneapolis, Minnesota
Description The Oscar Danielson Orchestra was invited to play at the Chicago World's Fair in 1933.
Date of Creation 1933?
Minnesota reflections Sports and recreation
Topic
Item Type Still Image
Item Physical Format Black-and-white photographs

This is an example of an uncertain date; and you can see that the contributor has estimated the date and used a question mark to denote that this is an uncertain date. So it is "1933" followed by a question mark.

Practice Cataloging:



Date of Creation:

Uncertain date, maybe 1915

1915?

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, a DESCRIPTION and assigning a value to the CREATOR field.

The image is displayed on the left and the facts that we know about the date are provided here.

OK, it says here that the date is uncertain – possibly 1915.

Since the date of this image is uncertain, we know the Date of Creation should read: “1915?”

Now let’s go to the Excel spreadsheet – just the like the one you will be using to enter you data and complete the Date of Creation column.

Questions? Comments?



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[Minnesota Reflections Metadata Guidelines 2.0](#)

We have now reached the conclusion of this tutorial.

To briefly recap: if a date of creation is known enter it into the Excel spreadsheet using one of the 5 accepted formats:

1. Year only
2. Year and Month
3. Year, Month, Day
4. Uncertain Date – using a question mark
5. Date Range – in which you indicate the earliest and latest dates that the item could span

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!