

Minnesota Reflections New Metadata Entry Guidelines

Topic, Type and Format

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

This Tutorial addresses Topic, Type and Format.

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:

1. The first link is a copy of today's presentation and my script
(<http://www.mndigital.org/training/tutorials/DateofCreationHandout.pdf>)
2. The second link will take you to the PDF of the Minnesota Digital Library Metadata Guidelines located on the Minnesota Digital Library's website.
In the Guidelines you can find additional information on Minnesota Reflections Topics, Item Types and item Physical Formats on pages 13 through 16 and pages 36 through 37.
(<http://www.mndigital.org/digitizing/standards/metadata2010.pdf>)

Topic, Type and Format:

- What is a *Minnesota Reflections* Topic?
- What is an Item Type?
- What is an Item Physical Format?
- How do I assign these terms?
- Examples in *Minnesota Reflections*
- Enter information in the Excel spreadsheet

In this tutorial we are going to review the relationship between three related fields in the Minnesota Reflections database: the Minnesota Reflections Topic term, the Item Type and the Item Physical Format.

I will first define what a Minnesota Reflections Topic is.

I will define what an Item Type is.

And then I will then define what an Item Physical Format is.

I will also explain how to assign these terms and how these terms are connected to each other.

We will then look at some examples of items with correctly assigned Topics, Types and Formats 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.

Minnesota Reflections Topic:

What is a Minnesota Reflections Topic?

One of 18 topical terms that best characterizes or describes the general subject of the item being described.

Agriculture	Famous Minnesotans
American Indians	Health and Medicine
Animals	Labor
Art and Architecture	Politics and Government
Business and Industry	Religion
Communication	Social Issues
Crime and Punishment	Sports and Recreation
Education	Transportation
Environment	Weather

What is a Minnesota Reflections topic?

A *Minnesota Reflections* Topic is one of 18 topical terms that best characterizes or describes the general subject of an item. The 18 terms cover many of aspects of life in Minnesota - ranging from Agriculture and Animals to Religion and Weather.

These 18 topical terms are already in the Xcel spreadsheets in the form of a drop down menu – there is no need to memorize these terms or type these terms into the spreadsheet.

For more information on assigning a Minnesota Reflections topic – please refer to the Metadata Guidelines to Appendix A located on pages 36 and 37.

We are now going to answer a few frequently asked questions associated with Minnesota Reflections topics.

Minnesota Reflections Topic:

Why do I assign this term?

These 18 terms enable our users to browse *Minnesota Reflections* by broad categories of general interest.

When do I fill out the *Minnesota Reflections* Topic?

ALWAYS complete this field. Every item in *Minnesota Reflections* must have one topic term assigned to it.

Can I assign more than one *Minnesota Reflections* Topic to an item?

NO. Only one *Minnesota Reflections* Topic term can be assigned to an item.

Why do I assign this term?

Think of these terms as enabling “keyword searches” in *Minnesota Reflections*. The use of these terms enables our users to browse *Minnesota Reflections* by broad categories of general interest. So users interested in farming in western Minnesota can select the topic “Agriculture” and users interested in looking at images of blizzards can select the topic “Weather.”

When do I fill out the *Minnesota Reflections* topic?

ALWAYS complete this field. Every item in *Minnesota Reflections* must have one topic term assigned to it.

Can I have more than one *Minnesota Reflections* Topic assigned to an item?

No. Only one *Minnesota Reflections* Topic term can be assigned to an item.

At this point, I would like to state that there IS a somewhat subjective element to assigning a topic value. Sometimes an item can span more than one of these topical terms. Try and think about how users will look for and find this item and select the term that you think BEST describes the item.

Now let’s take a moment and talk about assigning the next value – the Item Type.

Item Type:

What is an Item Type?

One of nine broad terms which categorize the type of item being described.

Cartographic	Sound Recording - Musical
Mixed Material	Sound Recording - Non Musical
Moving Image	Still Image
Notated Music	Text
	Three Dimension Object

What is an Item Type? It is one of 9 broad terms which categorize items in Minnesota Reflections. These are standardized terms that are accepted and used nationally when describing digital collections. Please contact me directly if you would like to learn more about the source and usage of these metadata terms.

In Minnesota Reflections the three item types that are used most frequently are:

Cartographic - which is used for all map related items.

Still Image - which is used for all photographic materials, architectural drawings, postcards, posters, etc.

Text - used for books, booklets, pamphlets, newspapers and other printed materials.

Again, the 9 Item Type terms are already in the Xcel spreadsheets in the form of a drop down menu – there is no need to memorize these terms or type these terms into the spreadsheet. Simply select the term that best describes your item from the drop down menu.

For more information on Item Type – please refer to the Metadata Guidelines pages 14 and 15.

Item Type:

When do I fill out the Item Type field?

ALWAYS complete this field. Every item in *Minnesota Reflections* must have one Item Type term assigned to it.

Can I assign more than one Item Type term to an item?

NO. Only one Item Type can be assigned to an item.

When do I fill out the Item Type field?

ALWAYS complete this field. Every item in Minnesota Reflections must have one Item Type term assigned to it.

Can I have more than one Item Type assigned to an item?

No. Only one Item Type can be assigned to an item.

You will recall that I stated there is a subjective element to assigning a Minnesota Reflections topic term – this is not the case with “Item Type” terms. You should be able to ascertain what an item type is fairly easily. This means assigned the large category an item fits into. So historic photographs, postcards, and photo albums will be assigned the value of Still Image, while books, pamphlets and published reports will be assigned the value of “Text.” All map-related materials – such transportation maps, plat books and atlases will be assigned the value “Cartographic.”

So now let’s spend a few minutes talking about the most specific field – Item Physical Format.

Item Physical Format:

What is an Item Physical Format?

Selected from controlled vocabulary lists, these terms further specify and define the broader term previously selected in ITEM TYPE.

When do I fill out the Item Physical Format field?

ALWAYS complete this field. Every item in *Minnesota Reflections* must have one Item Physical Format term assigned to it.

Can I assign more than one Item Physical Format term?

NO. Only one Item Physical Format term can be assigned to an item.

So what is an Item Physical Format?

Selected from controlled vocabulary lists, these terms further specify and define the broader term that was previously selected in ITEM TYPE.

When do I fill out the Item Physical Format field?

ALWAYS complete this field. Every item in *Minnesota Reflections* must have one Item Physical Format term assigned to it.

Can I assign more than one Item Physical Format term?

No. Only one Item Physical Format term can be assigned to an item.

A complete glossary of the Item Physical Format Terms - with definitions and examples - is available in the Metadata Guidelines in Appendix C, beginning on page 41.

Item Type & Item Physical Format:

Item Type

- Cartographic
- Mixed Material
- Moving Image
- Notated Music
- Sound Recording - Musical
- Sound Recording - Nonmusical
- **Still Image** →
- Text
- Three-Dimensional Object

Item Physical Format

- Aerial photographs
- Albumen prints
- Architectural drawings (visual works)
- **Black-and-white photographs**
- Cabinet photographs
- Cartes-de-visite (card photographs)
- Color photographs
- Collodion prints
- Contact prints
- Cyanotypes
- Daguerreotypes (photographs)
- Drawings (visual works)
- Gelatin silver prints
- Negatives (photographic)
- Paintings (visual works)
- Panoramas
- Photograph albums
- Photographs
- Postcards
- Posters
- Prints (visual works)
- Scrapbooks
- Sketchbooks
- Stereographs
- Studio portraits
- Tintypes

If the thought of entering the Item Type and Item Physical Format terms correctly, seems intimidating, I want to reassure you. All of these specific terms are in the Xcel spreadsheet in the form of a drop down menu.

-Here you can see the relationship between Item Type and Item Physical Format.

-From the 9 Item Type terms listed on the left, Still Image was selected.

-After selecting the term Still Image, you would then select from a list of terms in Item Physical Format list. Select one of these terms to populate the field.

-You can see in this example that after selecting Still Image, Black and White photographs has been selected.

-Notice that other photographic terms are also an option in the Item Physical Format list. So if you knew that your photograph was a cyanotype, a daguerreotype or a tintype, you would have selected one of these more specific terms.

This relationship between Item Type and Item Physical Format is further explained in the Metadata Guidelines in Appendix B, located on pages 38 though 40.

Putting the Three Terms Together:

Examples:	Minnesota Reflections Topic	Item Type	Item Physical Format
	American Indians	Text	Instructional materials
	Business and Industry	Still Image	Black-and-white photographs
	Sports and Recreation	Still Image	Postcards

Here are the same three examples of items in Minnesota Reflections we looked at in the Creators and Contributors tutorial. We are going to review these same examples and look at how the Minnesota Reflections topic term, the Item Type and the Item Physical Format terms have been applied to these items. 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 uses the Minnesota Reflections Topic “American Indians” as it is a Dakota language teaching text. Since it is a published pamphlet, its Item Type is text. Because this was published as a teaching aid, its format is Instructional Materials.

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

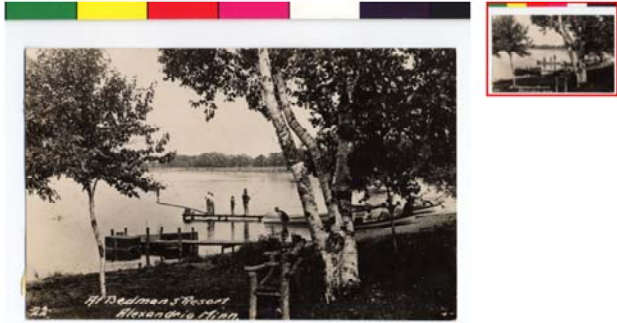
The second example is from the Roseau County Historical Society. It is an image of the Badger Roller Mill in Badger, Minnesota. The image of the roller mill uses the Minnesota Reflections topic “Business and Industry” as it depicts a place of business. Since it is a photograph, its Item Type is Still Image. And finally, the Item Physical Format is Black-and-white photographs.

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

We are now going to view the third example in Minnesota Reflections. You are welcome to come back and view the first two examples in greater detail at a later time. Simply click on the thumbnail image of the item to open it in Minnesota Reflections (<http://cdm15160.contentdm.oclc.org/u?/dcs,213>).

Example in *Minnesota Reflections: Topic, Type, Physical Format*

At Bedman's Resort, Alexandria, Minnesota



Title	At Bedman's Resort, Alexandria, Minnesota
Contributor	A. Pearson Company (Minneapolis, Minnesota)
Description	A view of the lake and docks at Bedman's Resort in Alexandria, Minnesota. Unidentified people fishing from the docks and standing in the water.
Date of Creation	1883 - 1920
Minnesota Reflections	Sports and Recreation
Topic	
Item Type	Still Image
Item Physical Format	Postcards

We are now going to look at the third example in Minnesota Reflections.

This is a postcard from the Douglas County Historical Society. It is an image of the beach at Bedman's Resort in Alexandria, Minnesota. Since the postcard depicts a resort and its associated recreational activities, the Minnesota Reflections topic is "Sports and Recreation." Since it is a postcard, it's Item Type is "Still Image." And because it is a postcard, the Item Physical Format is "Postcards."
<http://cdm15160.contentdm.oclc.org/u?/dcs,213>

Practice Cataloging:



Minnesota Reflections Topic

Business and Industry

Item Type

Still Image

Item Physical Format

Black-and-white photographs

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 a creator and the date of creation.

So let's start with the most general term, the *Minnesota Reflections* Topic. The image shows Mining activities. Mining is an example of Business and Industry.

Now let's move to Item Type.

This is a historic photograph and photographs use the Item Type of Still Image.

Now let's complete the Item Physical Format – the most specific way of describing an item in *Minnesota Reflections*: it's a Black and White Photograph. And you will see here that the term is entered using the same punctuation and capitalization that are used in the Item Physical Format pull-down menu.

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

Excel Example

MINNESOTA DIGITAL LIBRARY MINNESOTA REFLECTIONS Metadata Spreadsheet Version 2.0 - PHASE VII 2010-11									
for use with PHOTOGRAPHS, POSTCARDS, MAPS & OTHER SINGLE ITEMS									
Title	Creator	Contributor	Description	Date of Creation	Publishing Agency	Dimensions	Minnesota Reflections Topic	Item Type	Item Physical Format
Oliver Iron Mining Company, Pio	McKenzie, Hugh, 1879-1957		showing the mine buildings and the headframe. Ore cars are visible near the smokestack.	1915?			Business and industry	Still image	Black-and-white photographs.

Here we are in the Excel spreadsheet, you can see that the title, the creator, the description, and date of creation fields have been completed.

I'm now going to move the screen over, and you can see here that we are going to skip Publishing Agency and Dimensions. So here we are at the Minnesota Reflections Topic. Hover your mouse over to the column until the pull down menu becomes visible. Now select your topic: Business and Industry. Move over one column to the item type and here we'll select "Still Image." Move over one more column to Item Physical Format and here we'll select "Black-and-white photographs."

Questions? Comments?



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[Minnesota Reflections Metadata Guidelines 2.0](#)

We have now reached the conclusion of this tutorial.

To briefly recap: Working through the Minnesota Reflections Topic, the Item Type and the Item Physical Format terms is a way of assigning identifying terms to an item - starting with a general term and moving to an increasingly specific term.

Each of these three fields use one - and only one - value.

Every value is selected from a predetermined list of terms - and these lists are available via drop down menus in the Excel spreadsheet.

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!