

## EDITING GUIDE TO MAP & PHOTO METADATA

### MXF Client Metadata Elements for Photographs and Maps

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Revised 2/6/03: Source, Version statement, Rights.

Revised 8/29/03 at: New elements for Related Views processing.

Revised 7/22/04 at: Add mapping for NMC subject scheme and page numbering.

This document covers the use of MXF metadata elements for describing maps, plans, aerial photographs and other photographs.

The basic principle of both PALMM cataloging and MXF description is that most metadata values describe the original map or photograph, with some special fields added to note characteristics of the digital version. In the case of a photograph, the MXF metadata also allows some description of the photographic negative.

Note that in AACR2/MARC cataloging, aerial photographs are treated as cartographic materials rather than graphic materials. This is reflected in the mapping to MARC below.

MXF Label	Description
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#### PACKAGE LEVEL

Make records	
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If you leave this blank, we will create a Visual Collections description record from the metadata you send in the MXF.

If you also want a MARC record made from the metadata in the MXF, use the value “title, QC” or “title, QF” depending on whether you want the record to be put in the file QC or QF. In general, records should only go in QF if they have valid authority-controlled name and subject headings.

If you have a good MARC record for the item and want to use that, rather than metadata in the MXF, as the basis for the description in Visual Collections, use the value “bibkey” and supply the ENTITY LEVEL elements Bib record key and Bib record system.

## ENTITY LEVEL

### Entity type

This value must be taken from the authority list (pulldown) in the MXF Client. Use “map”, “photo”, “aerial” or “artifact”.

#### MARC Mapping:

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- Used to establish appropriate 007 and 008 coding.
- Used to generate 300: :|a if no Genre/Type supplied

#### Visual Collections Mapping:

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- None

### Source institution

The code of the institution that holds the original of the digitized item. (If the digital item is the original, then the owner of the digital item.)

#### MARC Mapping:

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- None.

#### Visual Collections Mapping:

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- Used to generate Location if no Holding location element is given.

### Project code(s)

The collection for which the item is intended.

For the World Map Collection, use the code MAP and also any applicable area codes (e.g. MAPAF for African maps).

#### MARC Mapping:

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- 852: :|b

#### Visual Collections Mapping:

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- Project(s)

### Version statement

Either select an appropriate version statement from the pull-down or enter a statement that describes the origin of the digital version.

#### Examples:

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- Electronic version created 2003, State University System of Florida.

- Electronically reproduced by Florida International University from an original photograph held in the Monroe County Public Library, Key West, Fla.

MARC Mapping:

- 533: :|n

Visual Collections Mapping:

- Rights information

Copyright

Do not use. Use Rights, which appears lower in the workflow.

Title

The title of the photograph, aerial photograph or map.

If the MXF points to a catalog record for the item, this is the only metadata element you need to supply.

If the item does not have a formal title, make one up enclosed in square brackets.

Examples:

- Man sitting beside a white dog.
- ["Jock"(?) outdoors and chained to a wall.]
- [Adah Isaacs Menken]
- Alachua County, Florida (part)

MARC Mapping:

- 245: :|a

Visual Collections Mapping:

- Map title (maps) or Title (aerial photographs, photographs)

Rights

Use for a statement of rights related to the original or digitized version. If the material is under copyright and digitized with permission, note this here.

If the material or some version of it may be purchased, note this here.

Rights may also contain a URL pointing to more information about the use or purchase of the image or related materials.

If multiple rights statements apply, use multiple Rights fields.

In Visual Collections, the Version Statement and Rights are both displayed as Rights Information.

Examples:

- Internet distribution rights granted by the Photographer. All other rights are retained by the Photographer. Reproduction is restricted.
- <http://www.radcliffe.edu/schles/libcolls/Photo/viacpyrt.htm>
- All rights reserved by Florida Gulf Coast University. May not be reproduced without permission.
- All rights reserved by Florida International University

MARC Mapping:

- 540: :|a

Visual Collections Mapping:

- Rights information

Identifier

An identifier for the source photograph, aerial photograph or map such as an inventory number, accession number, or other control number.

Examples:

- 2917
- S-124
- 891126 094212 STS-33 72 071

MARC Mapping:

- 035: :|a(snx)

Visual Collections Mapping:

- Notes [with label “Institutional identifier:”]

Date

The main date associated with the printed original. This could be the date a photo was taken or the date a map was published. You should normally supply only the year,

unless there is some reason a more specific date is important.

Use the format *yyyy* or *yyyy Month* or *yyyy Month dd*.

Examples:

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- 2002
- 2002 December
- 2002 December 31

MARC Mapping:

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- 008 Date1 (year only)
- 260: :|c (year only)

Visual Collections Mapping:

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- Date

Creator

The name of the photographer or cartographer, or source of an aerial photograph

This may be a person or an organization. If it is the name of a person, enter it in inverted form, that is “Doe, John Q.” rather than “John Q. Doe”.

If the Creator is unknown, use “unknown.”

Do not end the name with a period or any other mark of punctuation, unless the name ends with a middle initial.

Examples:

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- United States Coast Survey
- Stringall, Stephen C.
- unknown

MARC Mapping:

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- 100: :|a or 110: :|a, depending on value of Creator type.
- 720: :|a if no Creator type is supplied

Visual Collections Mapping:

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- Creator

Creator type

Either “personal” or “corporate.” Always supply Creator type if you want a valid MARC record created from MXF

data; this will be used to assign a 100 or 110 main entry tag. Otherwise Creator will be mapped to a MARC 720 field.

Creator role

For a photographer, use “photographer”.  
For a mapmaker, use “cartographer”.  
For aerial photographer, omit; use Creator affiliation (see below)

MARC Mapping:

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- 100, 110 or 720 |e

Visual Collections Mapping:

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- None

Creator dates

The birth and/or death dates of the creator.

Use only if you need dates to be consistent with the name authority file you are using, or in order to disambiguate two individuals with the same name.

Examples:

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- 1895-1965
- 1952-

MARC Mapping:

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- 100: : |d

Visual Collections Mapping:

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- None

Creator location

Used in some collections for the location of the photographer’s studio.

Use the format: *City. County/Parrish. State/Province. Country.*

Examples:

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- Ocala. Marion County. Florida.
- Gainesville. Alachua County. Florida. United States of America.
- London. England. United Kingdom.

MARC Mapping:

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- . 100: :|g or 110: :|g

	<p><u>Visual Collections Mapping:</u></p> <hr/> <ul style="list-style-type: none"> <li>• Note(s) [with label “Location of creator:”]</li> </ul>
<p>Creator affiliation</p>	<p>Used in some collections for the name of the photographer’s studio.</p> <p>Use the format: <i>Company. Division. Unit.</i></p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• Rotary Photographic</li> <li>• Sabine Productions. Graphic Arts Division.</li> <li>• Xine. Photographic Division. Portraiture Section.</li> </ul> <p><u>MARC Mapping:</u></p> <hr/> <ul style="list-style-type: none"> <li>• 100: : u</li> </ul>
<p>Description</p>	<p><u>Visual Collections Mapping:</u></p> <hr/> <ul style="list-style-type: none"> <li>• Note(s) [with label “Affiliation of creator:”]</li> </ul> <p>Any textual description of the resource. For photographs, the descriptive supplied title in Title will suffice in most cases.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• Informal portrait of an unidentified woman dressed in a costume, probably for an outdoor theatrical production, taken at Follensby Clear Pond, Staffordshire, England.</li> <li>• Map of central Johannesburg with street addresses.</li> <li>• High altitude aerial photograph in color of the Mount Saint Helens region following the 1980 eruption.</li> </ul> <p><u>MARC Mapping:</u></p> <hr/> <ul style="list-style-type: none"> <li>• 520: : a</li> </ul> <p><u>Visual Collections Mapping:</u></p> <hr/> <ul style="list-style-type: none"> <li>• Description</li> </ul>
<p>Subject</p>	<p>This can be an uncontrolled subject keyword or a subject heading taken from a controlled vocabulary. Use of controlled vocabularies is <b>STRONGLY RECOMMENDED</b>.</p> <p>If a controlled term, indicate the vocabulary used in “Subject scheme.”</p>

If an LCSH term is used and subject subdivisions are present, separate them from preceding text with two dashes (--). Do not put spaces before or after the dashes.

Examples:

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- Babies
- Portraits
- Clothing and dress.
- Architecture, modern--19<sup>th</sup> century.

If a photograph is of an individual, put the individual's name in inverted form in Subject, even if the name was also used as the title of the photo.

Examples:

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- Menken, Adah Isaacs

Use Subject to indicate the appropriate Sunshine State Standard target audience, with one of the following terms:

- Grades PreK-2
- Grades 3-5
- Grades 6-8
- Grades 9-12
- College students and adults

Do not use Subject for the geographic coverage of a map. Use Place Name instead.

MARC Mapping:

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- If no Subject scheme is supplied, subject maps to 653: :|a. Otherwise see under Subject scheme below.

Visual Collections Mapping:

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- Subject (except for scheme = fdoesss)

Subject scheme

Use values from the list below:

- aat = Art & Architecture Thesaurus  
(<http://www.getty.edu/research/tools/vocabulary/aat/>)
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- fdoesss = Florida. Department of Education. Sunshine State Standards.
- lctgm = Thesaurus for Graphic Materials, Part I, Subject Terms (<http://www.loc.gov/rr/print/tgm1/>)
- lsch = Library of Congress Subject Headings
- ulan = Union List of Artists Names (<http://www.getty.edu/research/tools/vocabulary/ulan/>)
- nmc = Revised nomenclature for museum cataloging

If you need to use a vocabulary not listed here, let us know ([dlmail@nersp.nerdc.ufl.edu](mailto:dlmail@nersp.nerdc.ufl.edu)) and we'll add it to the documentation.

#### MARC Mapping:

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- aat values map to 650: 7:|a |2aat
- 
- fdoesss values map to 521: 2:|a
  - If a photograph, fdoesss also maps to 008/22 (target audience).
- lsch values map to 650: 0:|a. Hyphens will be replaced with |x.
- lctgm values map to 650: 7:|a |2lctgm
- ulan values map to 600:17:|a |2ulan
- nmc values map to 655: 7:|a |2nmc

#### Visual Collections Mapping:

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- none

Temporal coverage

Time period of content.

Use Temporal coverage only if this is not adequately represented by the Date element, for example, a modern map depicting Europe as it was in 1914.

#### Examples:

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- 1914
- 20<sup>th</sup> Century

#### MARC Mapping:

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- No mapping.

#### Visual Collections Mapping:

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- Description [with label "Temporal coverage:"]

Place name

The place covered by the photo or map. This is NOT the place of publication.

This element should be taken from a controlled vocabulary, and the name of the vocabulary noted in “place name scheme.”

If you enter a FIPS code, you should take it directly from the “651” column of <http://palmm.fcla.edu/lfnh/sfiles/FLfips.htm>. Cut and paste starting with the first subfield:

|a Alachua |z 12001 |x FIPS

Similarly if you enter a HUC code, cut and paste starting with the first subfield from the “MARC subject heading” column at <http://palmm.fcla.edu/lfnh/sfiles/FLhuc.html>:

|a St. Marys |z 3070204 |x HUC

If an LCSH term is used and subdivisions are present, separate them from preceding text with two dashes (--). Do not put spaces before or after the dashes.

Examples:

- |a Bradford |z 12007 |x FIPS
- Aucilla River
- Dothan (Ala.)--Maps.
- Bradford County (Fla.)--Aerial photographs--1938

MARC Mapping:

- See under Place name scheme (below). A place name with no associated Place name scheme is not mapped to MARC.

Visual Collections Mapping:

- See under Place name scheme (below).

Place name scheme

Use values from the list below:

- fips = Florida County Codes in the Federal Information Processing System  
(<http://palmm.fcla.edu/lfnh/sfiles/FLfips.htm>)

- gnis = Geographical Names Information System ([http://geonames.usgs.gov/pls/gnis/web\\_query.gnis\\_web\\_query\\_form](http://geonames.usgs.gov/pls/gnis/web_query.gnis_web_query_form))
- huc = Hydrological Unit Codes for Florida (<http://palmm.fcla.edu/lfnh/sfiles/FLhuc.html>)
- lcs = Library of Congress Subject Headings

MARC Mapping:

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- FIPS codes map to both:
  - 651:4 :
  - 035: : (snx)FIPS[*code*], per example, 035: : (snx)FIPS12007
- HUC terms map to: 651: 4:
- GNIS and LCSH terms map to: 651: 0: |a
  - If the subdivision is followed by the text “Maps” or “Aerial photographs”, the “--“ will be replaced with |v. If the subdivision is followed by one or more digits, the “--“ will be replaced with |y. Otherwise the subdivision will be stripped.

Visual Collections Mapping:

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- FIPS codes map to County
- All other terms map to Geographic subject(s)

Spatial coordinates

Coordinates of the geographical area covered.

These can be entered as latitude and longitude (i.e. a point) or as bounding box coordinates.

Examples:

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- E 32°30'--E34°30'/ N35°30'--N 35°00'

MARC Mapping:

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- 255: : |c

Visual Collections Mapping:

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- Coordinates

Scale

The scale of a map.

Examples:

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- Scale 1:900,000

	<p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 255: : a</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• Scale</li> </ul>
Extent	<p>The size of the original map or photo.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• 34 x 36.5 cm</li> <li>• 5 x 7 inches</li> </ul>
	<p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 300: : c</li> </ul> <p>Note that 300  a will contain “1 map :” or “1 photograph :”.</p> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• Size</li> </ul>
Medium	<p>The physical medium of the original map, aerial photograph, or other photograph.</p> <p>The use of terms from the Thesaurus for Graphic Materials (TGMII), Genre and Physical Characteristics is recommended.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• Photographs</li> <li>• Diazotypes</li> <li>• Gelatin silver prints</li> <li>• Fire insurance maps</li> </ul> <p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 655: 7:  a  2gmgpc</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• Medium</li> </ul>
Genre/Type	<p>The genre or form of material, including a count of the number of items of that form.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• 1 map</li> </ul>

- 604 remote sensing images
- 1 photograph
- 1 non-projected black and white photograph

MARC Mapping:

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- 300: :|a

Visual Collections Mapping:

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- Genre or form

Publisher

The publisher of the original map, aerial photograph, or other photograph. Note that normally photographs are considered unpublished, and would not have a value here.

If desired, you can include the place of publication before the name of the publisher, separated by a colon.

Examples:

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- T. Kitchen
- Tampa, FL : T. Kitchen

MARC Mapping:

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- 260: : |a |b

Visual Collections Mapping:

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- Publisher

Digital version identifier

An identifier for the digital version, if different from the identifier of the original photo or map.

Do not use this for the URL or PURL of the digital image, as that is assigned by the system.

Examples:

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- 00000141

MARC Mapping:

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- 533: :|nIdentifier:

Visual Collections Mapping:

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- Note(s) [with label “Institutional identifier (digital version)”]

Digital version date

A date associated with the digital version, usually the date of creation, in the format yyyy.

- Examples:2002

MARC Mapping:

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- 533: :|d

Visual Collections Mapping:

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- Note(s) [with label “Creation date of digital version:”]

Digital version scanner

Information about the scanning hardware that created the digital version.

Examples:

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- Microtek Scanmaker 9600XL

MARC Mapping:

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- 533: :|nScanner:

Visual Collections Mapping:

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- Note(s) [with label “Scanner used to create digital version:”]

Photo negative identifier

An identifier for the photo negative, if different from that of the print.

Examples:

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- N2134-a

MARC Mapping:

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- No mapping.

Visual Collections Mapping:

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- Note(s) [with label “Photo negative identifier:”]

Photo negative format	<p>The format (size and/or medium) of the photo negative.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• ???</li> </ul> <p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• No mapping.</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• Note(s) [with label “Photo negative format:”]</li> </ul>
Holding location	<p>The location that holds the non-digital source of the digital image.</p> <p>This can be noted at the library level or in more detail, even to a folder within a collection. Use the format: <i>Parent. Division. Unit. Sub-unit. Etc.</i></p> <p>Do not repeat this element. If multiple holding location elements are given, only the first will be used.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• Florida Atlantic University</li> <li>• University of South Florida</li> <li>• University of Florida. Smathers Library. Department of Special Collections. Ida B. Wells Collection.</li> </ul> <p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 535: : a</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• Location</li> </ul>
Is part of	<p>A larger “bibliographic” entity of which the described map, aerial photograph or other photograph is part.</p> <p>For example, a photograph could be part of a photo album, a publication, a collection of family papers, etc. An aerial photograph or map could be part of a larger map or a published series of maps.</p>

Assume the label "Is part of" will be supplied by the display system or the mapping to MARC.

Examples:

- "American Snapshots" (Oakland, Ca., Scrimshaw Press, 1977)
- Blackwell family Papers, 1784-1960 (inclusive), 1832-1939 (bulk). Folder: Photographs: Jock and other family dogs. Folder includes dog licenses and a "birthday" poem for "Jock."
- Blackwell family Papers, 1784-1960. See finding aid to this collection at <http://url-of-finding-aid>.

MARC Mapping:

- 500: :|aIs part of

Visual Collections Mapping:

- Description [with label "Is part of:"]

Contributor

A person or organization, *not* the photographer or mapmaker, who contributed significantly to the photograph or map.

For formatting rules, see Creator.

Examples:

- Geospatial Service and Technology Center (U.S.)
- McFarlin, Laura B.

MARC Mapping:

- 700: :|a or 710: :|a, depending on value of Contributor type.
- 720: :|a if no Contributor type is supplied

Visual Collections Mapping:

- Contributor(s)

Contributor role

The role of the contributor in relation to the photo or map.

Use of the LC MARC Code List -- Relator Codes (<http://www.loc.gov/marc/relators/relaterm.html>) is recommended. Use terms from the list, not codes.

	<p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• Printer</li> <li>• Surveyor</li> <li>• Editor</li> </ul> <p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 100, 110 or 720  e</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• none</li> </ul>
Contributor dates	<p>The birth and/or death dates of the contributor.</p> <p>See instructions under Creator dates.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• 1895-1965</li> <li>• 1952-</li> </ul> <p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 700: : d</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• none</li> </ul>
Contributor location	<p>The place from which the Contributor worked.</p> <p>See Creator location for instructions.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• Tampa</li> <li>• Tampa, FL</li> <li>• Havana, Cuba</li> </ul> <p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 100: : g or 110: : g</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• Note(s) [with label “Location of contributor:”]</li> </ul>
Contributor affiliation	<p>The Contributor’s association with an organization or company.</p> <p>Use the format: <i>Parent. Division. Unit. Sub-unit. Etc.</i></p>

	<p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• University of Florida. Smathers Library. Preservation Department.</li> <li>• Sabine Productions. Graphic Arts Division.</li> <li>• Xine. Photographic Division. Portraiture Section.</li> </ul> <p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 700: : u</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• Note(s) [with label “Affiliation of contributor:”]</li> </ul>
Resource notes	<p>Any information about the map or photo that is not actually a description of the content.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• Photograph was collected by Ken Graves and Mitchell Payne for a compilation of 20th century American family snapshots.</li> </ul> <p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 500: : a</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• Note(s)</li> </ul>
Alternate title	<p>A form of title other than that entered in Title. Use this only for titles appearing on the object, not for additional made up titles.</p> <p>Examples:</p> <hr/> <ul style="list-style-type: none"> <li>• Sunniland, Sunoco Felda oil well location map</li> </ul> <p>MARC Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• 246 :3 : a</li> </ul> <p>Visual Collections Mapping:</p> <hr/> <ul style="list-style-type: none"> <li>• Alternate title(s)</li> </ul>
Version/edition	<p>If the map or photo is formally published, use for the edition statement.</p>

Examples:

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- 4<sup>th</sup> ed., Sept. 1, 2001
- 2<sup>nd</sup> ed.

MARC Mapping:

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- 250: :|a

Visual Collections Mapping:

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- Description

## FILE LEVEL

Note: If the file is for Visual Collections and there is more than one file in the package, bibliographic data that is specific to an image file needs to be entered at the file level. The elements, from *Title* to *Thesis*, are essentially the same as at the Entity Level. However, the bibliographic data pertains to this particular file rather than to the whole entity. If an element is the same for all the images in a package, it can be entered at the entity level.

Note: The Following four elements (Display Row, Display Column, Display Type, Display Face) are required only in packages that have one or more “Related Images” in a package.

### Display Row

The row number where the thumbnail image will display when ‘Other Views’ is selected.

### Display Column

The column number (1-4) where the thumbnail image will display when “Other Views” is selected.

### Display Type

The value that will display at the top of the group of thumbnail images when “Other Views” is selected. Values are *sum* (summary), and *det* (detail). If not entered, will default to “sum”.

### Display Face

The Second value that will display at the top of the group of thumbnail images when “Other Views is selected. Values are: *front*, *back right*, *left*, *top and bottom*. If not entered, will default to *front*.