

Digital Maryland metadata typically consists of the following fields:

Identifier: Unique number consisting of a formal set of letters and numbers assigned by Digital Maryland.

Title: Name by which the resource is formally known. Input guidelines:

1. When possible, take the Title directly from the item.
2. If there is no title, create a title that is both descriptive and concise. For example, use *Ford Model T automobile* instead of *Early automobile*.
3. Capitalize only the initial letter of the first word and proper nouns.
4. Specific Formats Guidelines:

Letters/Correspondence – Use the following basic format: Letter: _____ to _____, Date. If there is no date, use *undated*. If there is no recipient or author, use underline (_____)

Examples: Letter: Alice Cunningham to Emma Jones, March 5, 1964
Telegraph: Anna Brugh Singer to Marvin Hamilton, July 14, 1930
FBI teletype: Director to New Orleans, July 10, 1964
Memo: MFDP to teachers, undated
Letter: Alfred Tennyson to _____, February 18, 1876
Letter: _____ to Sara Sigourney Rice, February 18, 1876

Brochures, Flyers, etc. – Brochures and Fliers that are untitled should be named according to the publishing organization or the subject of the work.

Example: Brochure: Mississippi Freedom Democratic Party
Flier: Norman A. Falkner, the world's only one-legged skater

Photograph – Untitled photographs should be given a descriptive yet concise title based on its subject.

Examples: Lexington Market
Ashland Avenue, east side

Newspapers or items in a series – The title of the series, followed by the volume and issue numbers:

Examples: Denton Journal, vol. 119, no. 36

Creator: Entity responsible for making the content of the resource. If available, use Library of Congress Name Authority Headings (<https://authorities.loc.gov/>). Options include a person, organization, or a service. If there is no LOC Name Authority, use "Last name, First name MI, dates;". Follow each Creator with a semicolon “;”

Examples: Baltimore Camera Club;
Janvier, Meredith, 1872-1936;

Subject: Topic of the content. Prefer Library of Congress Subject Authorities (<https://authorities.loc.gov/>), or other subject guideline standards to identify keywords, phrases, or classification codes to generally describe the item. Follow each subject with a semicolon “;”

Examples: • Business correspondence; Executors and administrators--Maryland;
 • Slaves--Maryland--Genealogy;

Description: Summary of the general scope and content of an item. Write a summary sentence describing the item, giving it's “what,” when (date), who (if appropriate), and where (if appropriate), or other pertinent data.

Examples: • View of 1830's slave cabin at Sotterley.
 • Campaign pin or button dated July 21, 1896 that encourages votes for
 woman suffrage. Stamped on the back of the pin is a patent date
 of April 14, 1896.

Publisher: Entity making a secondary resource available. Typically a person, organization or service

Holding Institution: Permanent physical location where the item/collection is located. If using multiple entities, separate with a semicolon “;”

Date: Date of creative intent. Can be year-month-day (YYYY-MM-DD), a range (ex. 1806-1807), a year-month (YYYY-MM), or circa (ca. YYYY, or YYYY-YYYY). If not date, leave blank.

Type: Choose from a pre-selected field: Image; Text; Moving Image; Sound; Physical Object. Each entry should be followed by a semicolon “;”

Language: List any language used in the item *other* than English. If English, leave blank

Format: Digital and physical details of the item, including media-type (digital reproduction), dimensions (in cm.). It should always begin with “Digital reproduction of ___”

Examples: *Photographs:* Digital reproduction of 1 black-and-white photograph, 25 x 20 cm.
 Documents (letters, brochures, oral history transcripts): Digital reproduction of 1
 2-page document, 8 x 20 cm. (page 1); 20 x 8 cm. (page 2).
 Audio (not born digital): Digital reproduction of 1 sound cassette, 90 minutes.
 Video (not born digital): Digital reproduction of 1 videocassette, 125 minutes.
 Digital Photograph: Color Digital Photograph/jpeg

Rights Access: Information about rights held over the item/resource including use guidelines and contact information.