

**University of Pennsylvania**  
**Kislak Center for Special Collections, Rare Books and Manuscripts**

**PACSCL Diaries Project**

**Metadata Spreadsheet Instructions**

**In order to submit a diary to the PACSCL Diaries Project, participants will need to provide:**

- **Images** (transferred to Penn on an external hard drive)
- **Descriptive Metadata** (the first worksheet on the PACSCL Diaries Project Metadata Spreadsheet—see screenshot)
- **Structural Metadata** (the second worksheet on the PACSCL Diaries Project Metadata Spreadsheet—see screenshot)

**Images**

Images should be:

- 400-PPI (or better)
- Color (RGB)
- Uncompressed TIFF files
- 8 bits per sample

**Descriptive Metadata**

Entered into spreadsheet in worksheet titled: “Description”

Helpful hints appear when you click in “Entry 1” column on each row.

If the diary is nine volumes, each volume should receive its own spreadsheet (The sheet can be copied and pasted for each subsequent volume, with changes made to the Volume Number, and Dates).

If the collection is cataloged, much of this information could be copied from the existing catalog record.

**Entering data into the “Description” worksheet:**

48	Image copyright holder	C																		
49	Image copyright year	C																		
50																				
51	Metadata rights	R																		
52	Metadata copyright holder	C																		

**Administrative information, not for publication**

- **Administrative Contact** [required]
  - A person at your repository who is responsible for metadata
- **Administrative Contact Email** [required]
  - That person’s email

**Metadata for publication**


- **PACSCL Diaries Project ID** [required]
  - Supplied by University of Pennsylvania at time of submission
- **Metadata Creator** [required]

- Your specific repository
  - Example: Bryn Mawr College, Special Collections
- **Metadata Creator Email** [required]
  - Your repository email
- **Repository City** [required]
  - Example: Bryn Mawr
- **Repository Name** [required]
  - Example: Bryn Mawr College
- **Source Collection** [optional]
  - The name of the larger collection to which the diary is part, if applicable
  - Example: John Smith papers
- **Call Number/ID** [required]
  - Your institution-specific call number for the diary
  - Example: Ms. Coll. 1048
- **Archival Drawer** [optional]
  - This will probably NEVER be used for diaries
  - Use only as necessary to make your item's call number unique
- **Archival Box** [optional]
  - Useful for diaries
  - Use only as necessary to make your item's call number unique
  - If the ONLY item associated with your call number is the diary, you do not need to add a box, folder, or item number
  - If you have more than one distinct diary (not multiple volumes of the same diary) within a collection, please add additional location information to make the diary both retrievable and the call number unique
  - Even if you have only one diary associated with your call number, but there are other items in the collection that could conceivably be added to OPenn in the future (related correspondence, photographs, anything at all), please add location information to make the diary both retrievable and the call number unique
  - Examples:
    - Ms. Coll. 1259 (diary is the only item in the entire collection)
    - Ms. Coll. 1259, item 3 (diaries are housed at item level)
    - Ms. Coll. 1259, box 4 (diary is only item in box)
    - Ms. Coll. 1259, box 4, folder 7 (diary is only item in folder)
    - Ms. Coll. 1250, box 4, folder 7, item 3 (diary is in folder with other items)
- **Archival Folder** [optional]
  - Useful for diaries
  - Use only as necessary to make your item's call number unique
  - Please see examples under "Archival Box"
- **Archival Item** [optional]
  - Useful for diaries
  - Use only as necessary to make your item's call number unique
  - Please see examples under "Archival Box"
- **Alternate ID** [optional]
  - If you wish to add an identifier in addition to the call number
  - May be an internal control number or URN, such as a DOI, PURL, or ARK

- **Alternate ID type** [conditional]
  - The type of alternate ID, if entered: for example, DOI, ARK, PURL or BibID
  - IF you add an alternate ID, you MUST add a type
- **Title** [required]
  - Title of the diary, ideally in DACS-compliant format
  - Example: Mary Whitall Worthington diary
- **Volume Number** [required only if there is more than one volume to the same title]
  - Please enter data as 01, 02, etc.
  - This is necessary for sorting results.
- **Creator name** [required]
  - Authorized name (when possible) for the creator of the diary.
  - It is possible for there to be multiple creators listed. A second creator would be listed in the column “Entry 2”
  - If the creator is unknown, the term “Unknown” should be used.
  - If the creator is intentionally anonymous, the term “Anonymous” should be used.
- **Creator URI** [optional]
  - When available, the URI to the authorized name should be included
- **Date** [optional]
  - Date of the diary (at the diary level, please enter only years—within structural metadata, more specific dates may be added).
  - If the diary is only one year, it will be entered in Date (single)
    - 1950
  - If no date is known, use “undated” (no quotes in the spreadsheet) in Date (single)
  - If the diary covers a range of dates, the earliest date will be entered in Date (range) start and the latest date will be entered in Date (range) end
    - Date (range) start      1950
    - Date (range) end        1952
  - If the diary covers a range of dates that are circa, etc., such as 1850s, use Date (range)
    - Date (range) start      1850
    - Date (range) end        1859
  - If the diary’s dates are not exactly (single) or (range), select the date(s) that are most represented by the diary, and describe the issue in Date narrative
    - Example: The bulk of the diary is written in 1876, with a few notes by grandson in 1976
      - Place 1876 in Date (single) and explain in Date narrative that the bulk of the diary was written in 1876, with a few notes in 1976
- **Date narrative** [optional]
  - Add information about quirks relating to the date
    - Example: The bulk of the diary is written in 1876 by John Smith, with a few notes written by John Smith’s grandson, James Smith, in 1976.
    - Example: circa 1950s
- **Place of origin** [required]
  - Where the diary was written

- Can be repeating
  - Examples:
    - Philadelphia
    - Great Britain (in Entry 1), France (in Entry 2), Germany (in Entry 3) for a trip across Europe
- **Description** [optional]
  - Information regarding the creator of and the topics addressed in the diary.
  - Can be taken from the MARC 520 and 545 fields or from the biography/history and scope and content notes from finding aids.
  - The suggested limit is 250 words, but the allowable limit is 750 words for both the 520 and 545 notes combined.
  - All diaries are unique, but the spreadsheet cannot address all of the quirks found in individual diaries. As such, the description field should describe issues, such as:
    - Pages torn out of volume
    - If the diary is written in a printed book
    - Etc.
- **Language** [required]
  - Language of content of the diary (example: eng)
  - Can be repeating, if necessary
  - Use ISO-539-2 [http://www.loc.gov/standards/iso639-2/php/code\\_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php)
  - Use bibliographic code rather than terminology code when applicable
  - For easy access to languages, see the worksheet (included in the PACSCL Diaries Metadata Spreadsheet) called “Template-Languages”

236	kik	Kikuyu; Gikuyu								
237	kin	Kinyarwanda								
238	kir	Kirghiz; Kyrgyz								
239	kmb	Kimbundu								
240	kok	Konkani								
241	kom	Komi								



- **Number of physical pages** [optional]
  - Text describing the number of pages in the volume
- **Gaps** [optional]
  - Description of pages on imaged or physical pages missing from the document itself
    - Example: Page 47 torn from volume
    - Example: Blank pages 230 to 250 were not imaged
- **Page dimensions** [optional]
  - Height and width of document page in millimeters
    - Example: 205 X 150 mm
- **Bound dimensions** [optional]
  - Height and width of the bound document in millimeters
    - Example: 205 X 150 mm

- **Related resource** [optional]
  - Related archival collections
  - Example: Mary Smith papers, 1760-1790, University of Pennsylvania Kislak Center for Special Collections, Rare Books and Manuscripts)
- **Related resource URL** [optional]
  - If related archival collection has online presence, the url to that resource should be included

#### **Name and subject authorities**

- **Subject: names, Subject: topical, Subject: geographic, Subject: genre/form** [optional]
  - All should be authorized [Library of Congress for names, topics, and geographic locations; Art and Architecture Thesaurus for genre/form].
  - Multiple names, topics, geographic locations, and genre/forms can be added. Additional authorized terms should be added in Entry 2 through Entry 20.
  - If a URI is an *exact match* (this is frequently a problem with compound-subjects) for a name, topic, geographic location or genre/form, it should be added.
  - Personal names and corporate names will be added to “Subject: Names”

#### **Rights**

- **Image rights** [required] A choice of three:
  - PD: source material is in the public domain
  - CC0: material is copyrighted but images are released to the Public domain
  - CC-BY: images released with Creative Commons Attribution License
- **Image copyright holder** [required ONLY if image rights is CC0 or CC-BY]
  - Copyright does not apply to public domain material.
- **Image copyright year** [required ONLY if image rights is CC0 or CC-BY]
  - Copyright does not apply to public domain material.
  - The year of the images’ copyright.
  - Current year will be used by default if “Image rights” is CC0 or CC-BY.
- **Metadata rights** [required]
  - A choice of three:
    - PD: metadata is in the public domain
    - CC0: metadata is copyrighted but images are released to the Public domain
    - CC-BY: metadata released with Creative Commons Attribution License
- **Metadata copyright holder** [required ONLY if metadata rights is CC0 or CC-BY]
  - Copyright does not apply to public domain material.
- **Metadata copyright year** [required ONLY if image rights is CC0 or CC-BY]
  - Copyright does not apply to public domain material.
  - The year of the metadata’s copyright.
  - Current year will be used by default if “metadata rights” is CC0 or CC-BY.

#### **Structural Metadata**

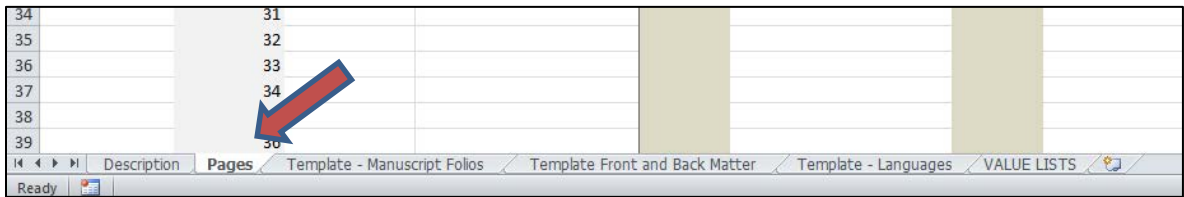
Entered into spreadsheet in worksheet titled: “Pages”

Helpful hints appear when you click in specific columns on line 4.

This is where you provide a display page and file name for every page in the diary, EVEN blank ones.

For every image that is shot, there should be a corresponding line in the structural metadata.

**Entering data into the “Pages” worksheet:**

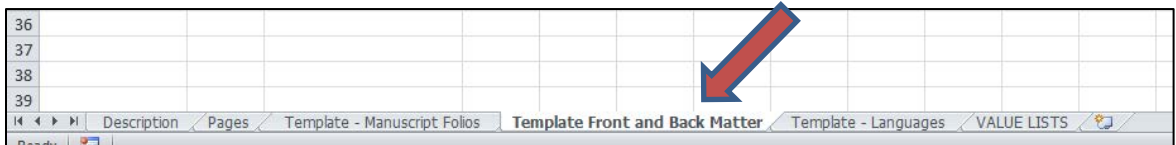


- **Counting method**
  - Select either pagination or foliation

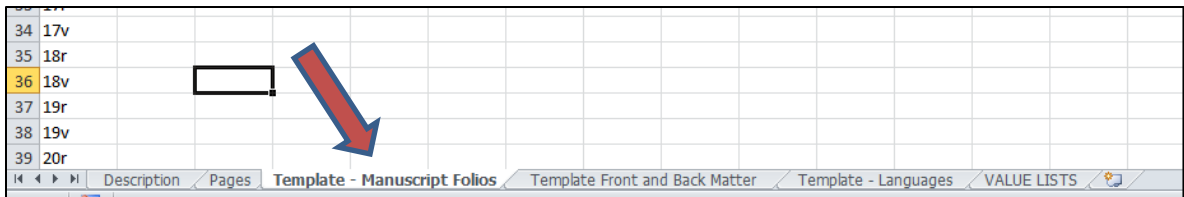


	A	B	C	D	E	F	G	H
1	<b>Counting method:</b>							
2								
3	<b>OBJECT_ID</b>	<b>SERIAL_NUM</b>	<b>DISPLAY PAGE</b>	<b>FILE_NAME</b>	<b>TAG1</b>	<b>VALUE1</b>	<b>TAG2</b>	<b>VALUE2</b>
4	Replaceme		1					
5			2					

- **Serial number**
  - 1 through however many images shot
- **Display page** This is what a user sees and includes the following:
  - **Front matter**
    - Front cover
    - Inside front cover
    - [Flyleaf 1 recto]
    - [Flyleaf 1 verso]
    - For a template, look at the worksheet called “Template Front and Back Matter”



- **Pages**
  - For Pagination
    - Number 1 to however many pages in the diary
  - For Foliation
    - Number using verso and recto
    - For a template, look at the worksheet called “Template-Manuscript Folios”



- **Back matter**
  - [Flyleaf 1 recto]

- [Flyleaf 1 verso]
  - Inside back cover
  - Back cover
  - Spine
- **File name**
  - Should include file extension.
  - Metadata creator should pay special attention to case (.tiff or .TIFF)
- **Tag 1:**
  - This allows you to tell users some basic information—but this simply sorts it into three types of information
    - TOC: Table of contents
    - ILL: Illustration
    - BLANK: Blank page
  - If you add information in Tag, then you **MUST** enter text in Value
- **Value1**
  - This allows you to describe the Tag information in human terms
  - If you enter TOC into the Tag1 column, you **MUST** enter text in Value1 column
    - Example: possible information includes date or location of diary entry
  - If you enter ILL in the Tag1 column, you **MUST** enter text in Value1 column
    - Example: caption of the illustration, photograph, or
  - If the page that is shot is blank, you can tell researchers that by selecting BLANK in the Tag1 column.
    - Any information entered in Value1 column will be ignored
- **Tag2, 3, and 4 and Value2, 3, and 4**
  - These provide more options for providing information for users
  - Data entry rules are the same for Tag1 and Value1
  - It is important to note that this is not hierarchical or nested ... it is simply a way to add more information per image.
  - This is good if there are 4 illustrations on a single page or 2 locations that are important on a single page, etc.
- **Inserts**
  - When papers are inserted between pages in the diary, describe use the following method:

225			
226	222 109v	mssql723_wk1_body\TOC1	July 5-16, 1867
227	223 110r	mssql723_wk1_body0223.tif	
228	224 110v	mssql723_wk1_body0224.tif	
229	225 111r	mssql723_wk1_body0225.tif	
230	226 111v	mssql723_wk1_body0226.tif	
231	227 112r	mssql723_wk1_body\TOC1	July 17-20, 1867
232	228 112v	mssql723_wk1_body\TOC1	July 24, 1867
233	229 insert 1 1r	mssql723_wk1_body\TOC1	Minutes from the Women's Club of Germantown, July 20, 1867
234	230 insert 1 1v	mssql723_wk1_body0228.tif	
235	231 insert 1 2r	mssql723_wk1_body0228.tif	
236	232 insert 1 2v	mssql723_wk1_body0228.tif	
237	233 113r	mssql723_wk1_body\TOC1	July 25-28, 1867
238	234 113v	mssql723_wk1_body\TOC1	July 29-August 3, 1867
239	235 114r	mssql723_wk1_body\TOC1	August 4-6, 1867
	236 114v	mssql723_wk1_body\TOC1	August 7-10, 1867

