

LSU LIBRARIES - LOUISIANA STATE UNIVERSITY

Metadata Guidelines for “Free People of Color in Louisiana”

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Metadata Guidelines for NEH “Free People of Color” Project

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**Metadata Guidelines for
NEH “Free People of Color” Project**

Introduction

The following pages document rules and decisions made for capturing descriptive and administrative metadata for “Free People of Color in Louisiana: Revealing an Unknown Past,” an NEH grant-funded project. The grant team made the decision to use Dublin Core as a descriptive metadata schema with local notes to capture administrative metadata. The tables in this document provide instruction and examples useful in formulating our metadata fields; mappings of our local field names to Dublin Core; DACS and RDA rules referenced in supporting our decisions; information on controlled vocabularies used in the project; and mappings to MARC and EAD metadata schemes.

LSU Local field	Dublin Core field	Instructions
<p>--LSU local metadata field</p> <p>--Also includes pertinent documentation from DACS and RDA metadata standards</p>	<p>--Shows the Dublin Core element that the LSU Local Field maps to and Dublin Core definition of the field.</p> <p>--Determines whether a field is:</p> <ul style="list-style-type: none"> • <i>Searchable</i> or <i>Unsearchable</i> • <i>Public</i> or <i>Hidden</i> • <i>Required</i> or <i>Not Required</i> • <i>Repeatable</i> or <i>Non-repeatable</i> <p>--Shows MARC and EAD mappings</p>	<p>--Instruction for and examples of how to formulate the LSU local metadata field using established DACS, RDA, and local standards.</p>

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<p>Title</p> <p>DACS 2.3-2.4</p> <p>RDA 6.2.2.7 Appendix A</p>	<p><title> -a name given to a resource</p> <ul style="list-style-type: none"> • Searchable • Public field • Required <p>--maps to MARC 245</p> <p>--maps to EAD <titleproper></p>	<p>The Title is a concise statement used to name the image. It may be taken from the object itself or supplied by us. In most instances in the FPC project, it will be supplied by us and describe an aggregation of materials in a folder. In fewer instances, it will describe a single item such as a manuscript volume or a single document.</p> <p style="text-align: center;">Aggregations/Folder Level</p> <p>For aggregations of materials to be described and published in the LDL at the folder level, title the resource using the following elements:</p> <p>Name of the parent collection, Series name [if present], folder number, and date or date range.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ♦ William T. Johnson and family papers. Correspondence and manuscript materials. Folder 01-01, 1829-1830. (<i>where “correspondence and manuscript materials” is a series</i>) ♦ Metoyer family papers. St. Clair Metoyer papers. Folder 01-05, approximately 1905. (<i>where “St. Clair Metoyer papers” is a series</i>) ♦ Adeleda Metoyer papers. Folder 01-04, 1845 January-May. (<i>where there are no series</i>) <p>When entire collection is a single folder or the collection is only getting a collection level record, use title assigned by the repository, without folder indication.</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> ♦ Auguste Metoyer Papers, 1835-1846 <p>Be aware that cataloging punctuation is different from normal punctuation. Generally speaking, you would capitalize only the first word of the title along with proper names and terms. In this arrangement where the elements are hierarchical, RDA allows capitalization of the first word of the element, separated by a period and ONE space. It is very important to be consistent in the spacing so that the titles will sort properly. The title always ends with a period.</p>

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<p>Title (cont.)</p> <p>DACS 2.3-2.4</p> <p>RDA 6.2.2.7 Appendix A</p>	<p>Title -a name given to a resource</p> <ul style="list-style-type: none"> • Searchable • Public field • Required <p>--maps to MARC 245</p> <p>--maps to EAD <titleproper></p>	<p style="text-align: center;">Elements of the title</p> <p>Name of the parent collection: The larger collection the folder comes from. Use the form of the name given in the preferred citation information in finding aids or catalog records.</p> <p>Series name, if present: Series are units or intellectual organization within the collection and may be based on creator, materials format (ex. correspondence, photographs), or function. If the collection is organized into series, include the name of the series as shown in the finding aid. Do not include subseries or smaller organizational units. Not all collections have series, and that is ok.</p> <p>Folder number: Formed by combining the box number and folder number, separated by a hyphen. Since the titles are text fields, to ensure the titles sort correctly alphanumerically, add leading zeroes as needed to prevent, for example, box or folder 11 sorting before box or folder 2. Check the collection before getting started to determine the largest box and folder number combination and set up numbering accordingly. For example, if there are more than 99 folders numbered consecutively and fewer than 100, you will need three digits for folders.</p> <p>Date: Folders will typically include materials with a range of dates. These may be dates within the same year or across years.</p> <ul style="list-style-type: none"> ◆ 1860 January: All dates within one month ◆ 1856 January-May: Dates within the same year ◆ 1851-1852: Dates across years <p>If the year of creation is unknown, give a probable year, an estimated range of years, a decade, or a century for an item’s creation. Never use “unknown” or “n.d.”</p> <ul style="list-style-type: none"> ◆ probably 1929 ◆ approximately 1885-1900 ◆ before 1865 ◆ 1892 or 1893 ◆ approximately 1790s ◆ 19th century ◆ after 1867 January 6 <p>Note the date qualifiers like “probably” and “approximately” are not capitalized. “Circa” is not used.</p> <p>This date or year(s) will be expressed again in a more controlled form in the Date and Dates fields below.</p>

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<p>Title (cont.)</p> <p>DACS 2.3-2.4</p> <p>RDA 6.2.2.7 Appendix A</p>	<p>Title -a name given to a resource</p> <ul style="list-style-type: none"> • Searchable • Public field • Required <p>--maps to MARC 245</p> <p>--maps to EAD <titleproper></p>	<p style="text-align: center;">Single Items</p> <p>Single items to be cataloged in this project may be a manuscript volume (ledgers, journals, diaries) that is a collection unto itself or drawn from a larger collection, an individual document selected from a larger collection (letter, deed, bill of sale), or a single item that is its own collection and not part of a larger group of materials. There will be more volumes than single documents. Repurpose titles given to volumes found either on their label or referenced in a finding aid.</p> <p>When a volume is part of a larger/parent collection, include the name of the parent collection as with the folders and follow the spacing and capitalization conventions described above. <u>Example:</u></p> <ul style="list-style-type: none"> ◆ William T. Johnson and family papers. Volume 29, diary, 1850-1851. <p>When a volume is a collection unto itself, use the title assigned to it by the repository, as referenced in finding aids and catalog records: <u>Examples:</u></p> <ul style="list-style-type: none"> ◆ St. Rosalie Plantation record book, 1840-1868. ◆ Andrew Durnford memorandum book, 1855-1858. <p>For a single document that is a collection unto itself, use the title assigned to it by the repository, as referenced in finding aids and catalog records. <u>Examples:</u></p> <ul style="list-style-type: none"> ◆ Registration of free person of color certificate, 1860 January 20. ◆ Jacques, free man of color passport, 1859 March 31. <p>For a single document drawn from a larger collection, when available, use the title supplied by the creator. In the absence of a title supplied by the creator, form a title from the name of the creator, the format of material, and date. <u>Examples:</u></p> <ul style="list-style-type: none"> ◆ Léstan Prudhomme slave bill of sale, 1822 January 5. • Bonnie Maize will, 1854 April 18. • Émile LeBlanc letter to Monique Azart, 1839 December 7.

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<p>Title (cont.)</p> <p>DACS 2.3-2.4</p> <p>RDA 6.2.2.7 Appendix A</p>	<p>Title -a name given to a resource</p> <ul style="list-style-type: none"> • Searchable • Public field • Required <p>--maps to MARC 245</p> <p>--maps to EAD <titleproper></p>	<p>Provide exact dates (year-month-day) for single documents.</p> <p>For volumes, follow date conventions as described above for folders.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆ 1860 January: All dates within one month ◆ 1856 January-May: Dates within the same year ◆ 1851-1852: Dates across years <p>If the year of creation is unknown, give a probable year, an estimated range of years, a decade, or a century for an item’s creation. Never use “unknown” or “n.d.” Follow the examples below to create an approximate date.</p> <p><u>Examples:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">◆probably 1929</td> <td style="width: 50%;">◆approximately 1790s</td> </tr> <tr> <td>◆approximately 1885-1900</td> <td>◆19th century</td> </tr> <tr> <td>◆before 1865</td> <td>◆after 1867 January 6</td> </tr> <tr> <td>◆1892 or 1893</td> <td></td> </tr> </table> <p>Note the date qualifiers like “probably” and “approximately” are not capitalized. “Circa” is not used. Follow capitalization and punctuation conventions as described above for folders.</p> <p>This date or year(s) will be expressed again in a more controlled form in the Date and Dates fields below.</p>	◆probably 1929	◆approximately 1790s	◆approximately 1885-1900	◆19th century	◆before 1865	◆after 1867 January 6	◆1892 or 1893	
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<p>Creator</p> <p>LC Authorities</p> <p>DACS Ch. 10, 11, 12</p> <p>RDA Section 3</p> <p>RDA 9 (9.9 for qualifiers)</p>	<p>Creator -an entity primarily responsible for making the resource.</p> <ul style="list-style-type: none"> • Searchable • Public field • Not required <p>--maps to MARC 720</p> <p>--maps to EAD <author></p>	<p>The creator is the name of the single person, family, or corporate body responsible for the creation of the object in hand. The creator should represent as closely as possible the creator’s name or the organization’s name at the time of creation.</p> <p>For folders, choose for the single person, family, or corporate body whose materials predominate or who is most responsible for the existence of the objects in hand. In that sense, the creator may be the entity responsible for the creation of the object in hand because he/she/it was the common recipient of the materials vs. the multiple creators represented in an aggregation of materials. If no single entity can be identified, omit the creator field and enter the two or more creators whose materials predominate the folder as contributors (see next field). Follow the instructions below for identifying or forming the creator’s name for the creator field and/or contributor field.</p> <ol style="list-style-type: none"> 1. For individuals and families, search the <i>name</i> headings in the LC Authorities at http://authorities.loc.gov/ for an authorized or “good enough” form of the name. If you find nothing, check the LSU Libraries online catalog and the finding aid for the collection to see if we’ve used a form of that name locally. For non-LSU collections, check the local catalog and finding aids. 2. Develop a standardized form of a new individual name by inverting the name by which the person is commonly known and supplying fuller forms of initials and dates of birth and/or death if known. If birth and death dates are not known, provide flourish/active dates as evidenced in the collection when you can. Leave spaces between initials when writing personal names in inverted order. <ul style="list-style-type: none"> <u>Examples:</u> <ul style="list-style-type: none"> ◆ Frey, Fred C. (Frederick Charles), 1891-1980. (<i>common usage is Fred C. Frey</i>) ◆ Blain, Hugh Mercer, 1874-1938. (<i>common usage is Hugh Mercer Blain</i>) ◆ Ball, Emily, born 1808. (<i>date of death is unknown</i>) ◆ McAuley, John Peter, died 1900. (<i>date of birth is unknown</i>) ◆ Pegues, Boykin Witherspoon, active 1841-1874. (<i>dates of birth and death are unknown; known to be active 1841-1874</i>) ◆ Runds, R. D., flourished 1705. (<i>complete name and dates of birth and death are unknown but have an item from 1705 indicating he was alive at that time</i>) 3. When dates are not available and a name seems particularly common, provide an occupation as a qualifying descriptor. <ul style="list-style-type: none"> <u>Examples:</u> <ul style="list-style-type: none"> ◆ Hancock, Mary (Architect) ◆ Hall, Daniel (Tax collector)

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<p>Creator (cont.)</p> <p>LC Authorities</p> <p>DACS Ch. 10, 11, 12</p> <p>RDA Section 3</p>	<p>Creator -an entity primarily responsible for making the resource.</p> <ul style="list-style-type: none"> • Searchable • Public field • Not required <p>--maps to MARC 720</p> <p>--maps to EAD <author></p>	<p>Families can also be the creators. Use the same sources (LCNAF, LSU catalog, finding aids) to formulate names. When not found, form the name as outlined in RDA 10. When differentiation among families of the same name is needed, record significant dates associated with the family such as flourished or established dates, or geographic locations associated with them. If specific years cannot be established, record the century in which the family was active.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆Plater family. ◆James (Family : Jamestown, Wash.) ◆Conner (Family : 1797-1923) <p>Corporate names are formal names of organizational entities like government agencies, schools, churches, businesses, social clubs, and political parties, as well as named structures like airplanes, ships, and buildings. In all cases, search the <i>name</i> headings in the LC Authorities for an authorized or “good enough” form of the name. If you find nothing, check the LSU Libraries online catalog to see if we’ve used a form of that name locally.</p> <p>Form a standardized name for a <i>non-governmental</i> corporate body by writing the name by which it is identified in direct order. If the name is the same or similar to that of another body someplace else or is something very generic, add the name of the city in which it is located in parentheses after the name. If the creator is a subordinate unit of a corporate body, first give the name of the parent body, then the name of the subordinate unit preceded by a period.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆Dawson & Pipkin. (<i>commission merchants in New Orleans, La.</i>) ◆McKinley High School (Baton Rouge, La.) ◆Kappa Sigma Fraternity. Gamma Chapter (Louisiana State University) ◆Louisiana State University (Baton Rouge, La.). Board of Supervisors. <p>Generally, write the name of a government agency subordinate to the name of its geographic jurisdiction.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆United States. Congress. House. Select Committee on Professional Sports. ◆Louisiana. Department of Agriculture and Forestry. ◆Confederate States of America. Army. Louisiana Infantry Regiment, 30th. ◆Spain. Secretaría de Estado y del Despacho de Guerra.

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<p>Contributors</p> <p>LC Authorities</p> <p>DACS chapters 10-12</p> <p>RDA Section 3</p>	<p>Contributor -an entity responsible for making contributions to the resource.</p> <ul style="list-style-type: none"> • Searchable • Public field • Not required <p>--maps to MARC 720</p> <p>--maps to EAD <author></p>	<p>Contributors are people or corporate bodies that have made significant intellectual contributions to the item but who are secondary to the main creator (e.g., editor, transcriber, illustrator, etc.) or multiple creators are entered as contributors when there is no main creator. Compose names of contributors just as you did for the creator.</p> <p>For the purposes of this project, the Contributors field may be repeated as needed to capture the many individuals contributing to the contents of a folder.</p>
<p>Date</p> <p>DACS 2.4</p>	<p>Date -a point or period of time associated with an event in the lifecycle of the resource.</p> <ul style="list-style-type: none"> • Searchable • Public field • Required <p>--maps to MARC 260</p> <p>--maps to EAD <unitdate></p>	<p>This is the date the original object was created. In cases where a painting, engraving, or architectural drawing was photographed, use the date the artwork itself was created. If the date when the image in hand was produced is known and is different from that of the original image, so note it in the Notes field.</p> <p>The date may be a specific day (expressed as YYYY-MM-DD) or a single year. If the year of creation is unknown, give a probable year, an estimated range of years, a decade, or a century for an item’s creation. This field differs from the date given in the Title field by being expressed in a more controlled manner. Avoid qualifiers like “circa,” “approximately,” and “probably” in the Date field. These belong only in the Title field.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆ 1794-04-15 (<i>April 15, 1794</i>) ◆ 1945 (<i>year certain</i>) ◆ 1843 - 1879 (<i>range of dates certain, separated with space, hyphen, space</i>) ◆ 1922? (<i>probable year</i>) ◆ 1860? - 1869? (<i>estimated decade separated with space, hyphen, space</i>) ◆ 1905? - 1915? (<i>estimated range of years separated with space, hyphen, space</i>) <p>For the last two examples, the Date field would be used in combination with the Dates field to enable more thorough searching. See the next entry for details.</p>

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<p>Physical Description</p> <p>DACS 2.5</p>	<p>Format -The physical dimensions of the resource.</p> <ul style="list-style-type: none"> • Searchable • Public field • Not required <p>--maps to MARC 856</p> <p>--no EAD mapping</p>	<p>Indicates the size of the item, volume, or folder being described.</p> <p>When multiple formats are present, as in a folder, count the number of items (not pages) and record it as follows:</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> ◆ 35 items. ◆ 1 item. <p>When describing a single item, include the format and number.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆ 1 letter. ◆ 1 photograph. ◆ 1 receipt. ◆ 1 volume. <p>Controlled terms for forms of cartographic materials and still images may be taken from the deliberately short lists in RDA 3.4.2 & 3.4.4 or <i>Graphic Materials</i> (Section 3B5) at http://www.loc.gov/rr/print/gm/graphmat.html. If needed, the <i>Art & Architecture Thesaurus</i> offers a vocabulary far more precise at http://www.getty.edu/research/conducting_research/vocabularies/aat/, as does the <i>Thesaurus for Graphic Materials</i>, available at http://lcweb2.loc.gov/pp/tgmiquery.html.</p>

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<p>Biographical Information</p>	<p>Description -an account of the resource (creators and contributors of the resource).</p> <ul style="list-style-type: none"> • Searchable • Public field • Not required <p>--maps to MARC 520</p> <p>--maps to EAD <abstract></p>	<p>The biographical sketch identifies the creator of the materials to provide context for their comprehension. Compose a three to four sentence biographical or administrative sketch of the creator(s) of the records. When a creator or contributor is entered above, that same entity/entities should be described in the biographical information field. In narrative form, include as many of the following as elements of information as possible: dates of existence, places of birth, death, and life activity; relevant genealogical information; functions, occupations, activities; affiliations; nationality. Include dates when available. If you know little or nothing about the creator, you may omit this field and include whatever you know about the creator and contributors in the summary field. If multiple paragraphs are needed, separate them with a blank line. Punctuation is that used for regular prose.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ♦ Auguste Metoyer was a free man of color and the son of French Creole planter Claude T.P. Metoyer and the freed slave Marie Therese Coincoin, progenitors of the Metoyer family of free Creoles of color of Isle Brevelle, Natchitoches Parish, La. ♦ The Meullion family was a free black family of Louisiana. Luis Augustin Meullion was a slaveholder whose son, Jean Baptiste Meullion (known as "Baptiste" and sometimes spelled Juan Bautista) was born to the slave, Maria Juana about 1764. Baptiste married Celeste Donoto, became a propertied slaveholder in Saint Landry Parish, and operated a plantation on Bayou Teche. ♦ William T. Johnson (1809?-1851) and his sister, Adelia, were the children of Amy Johnson, a slave freed in 1814 by a white planter of Adams County, Miss. He was freed in 1820 and she in 1818. William married a former slave, Ann Battles (1815?-1866); they had ten children: William (b. 1836), Richard (b. 1837), Byron (1839-1972), Anna (1841-1922), Katharine (1842-1901), Phillip (b. 1844), Eugenia (b. 1837), Alice (b. ca. 1846), Josephine (b. 1849), and Clarence (b. 1851). Between 1835-1850, Johnson acquired three barber shops, a bath house in Natchez, and a plantation; he also maintained business connections in New Orleans. In the late 1840's Johnson became involved in a dispute with Baylor Winn and Benjamin Wade, regarding a property line on his plantation. On June 16, 1851, Johnson was fatally wounded in an ambush, and before his death on the morning of June 17, he named Winn as his assassin.

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<p>Description</p>	<p>Description -an account of the resource.</p> <ul style="list-style-type: none"> • Searchable • Public field • Not required <p>--maps to MARC 520</p> <p>--maps to EAD <abstract></p>	<p>Summary should include (in this order) the specific types and forms of material present; when appropriate, the functions or activities resulting in the creation of the records; and an abstract of the most significant topics, events, persons, places etc. represented. For collections containing correspondence, list or characterize the most significant correspondents. Indicate the presence of materials in languages other than English.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆Papers consist chiefly of subpoenas to appear in court for non-payment of debts, and petitions and promissory notes supplementing these court orders. Some items in French. ◆Letters, orders, and affidavits relate to the recruiting of African-American soldiers, anticipated attacks, and plundering of plantations in the Natchez and Vidalia area. An account of an attack led by Farrar near Vidalia, given in a letter to the editors of the NATCHEZ DEMOCRAT, is also present. An 1870 letter to Farrar from J.W. Alfvord, General Superintendent of Education, Bureau of Refugees, Freedmen, and Abandoned Lands relates to the education of the freedmen. ◆Record book of St. Rosalie Plantation, Plaquemines Parish, owned by Andrew Durnford, a free person of color. Included are records of business transactions with John McDonogh, a close friend of Durnford's, lists of workers, cash accounts, and copies of a few letters concerning his son, Thomas Durnford, while a student in Easton, Pennsylvania. ◆Includes legal documents regarding the purchase and ownership of slaves, tutorship of the Rousseau children after their mother's death, and a statement of parents' separate and joint assets. All documents in French. ◆Letters received by Charles Leverich in New York from William Leverich, Henry Leverich, and George E. Payne in New Orleans discuss business affairs, economic conditions in New Orleans, prices for various commodities, Charles Leverich's possible withdrawal from the New Orleans concern, family news, illnesses and epidemics in New York and New Orleans, and social events.

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<p>Language</p>	<p>Language -A language of the resource.</p> <ul style="list-style-type: none"> • Non-searchable • Public field • Not required <p>--maps to MARC 546</p> <p>--maps to EAD <language></p>	<p>The language of the item will be textually displayed so that all users can understand and interpret the metadata record. Since this project contains materials of multiple languages, the Language field is repeated to better represent the languages represented in each folder. Languages that will be captured in this field are most likely:</p> <ul style="list-style-type: none"> ◆ French ◆ Spanish ◆ English <p>To repeat this field, always separate languages by a semi-colon and space.</p>												
<p>Type</p>	<p>Type -The nature or genre of the resource.</p> <ul style="list-style-type: none"> • Non-searchable • Public field • Not required <p>--maps to MARC 655</p> <p>--maps to EAD <archdesc> with LEVEL attribute</p>	<p>Type denotes genre or type of material. If more than one term is applicable, list the form that predominates. Use terms from the <i>DCMI Type Vocabulary</i> at http://dublincore.org/documents/dcmi-type-vocabulary/. The <i>DCMI Type Vocabulary</i> provides a general, cross-domain list of approved terms that may be used as values to identify the genre of a resource. You have 12 choices--it's that easy!</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">◆Collection</td> <td style="width: 33%;">◆Interactive Resource</td> <td style="width: 33%;">◆Software</td> </tr> <tr> <td>◆Dataset</td> <td>◆Moving Image</td> <td>◆Sound</td> </tr> <tr> <td>◆Event</td> <td>◆Physical Object</td> <td>◆Still Image</td> </tr> <tr> <td>◆Image</td> <td>◆Service</td> <td>◆Text</td> </tr> </table> <p>For most folders described in this project, Text will be the Type for most fields.</p> <p>In the case where text predominates but one or several still images are also represented, make note that these types are represented in the Description field.</p>	◆Collection	◆Interactive Resource	◆Software	◆Dataset	◆Moving Image	◆Sound	◆Event	◆Physical Object	◆Still Image	◆Image	◆Service	◆Text
◆Collection	◆Interactive Resource	◆Software												
◆Dataset	◆Moving Image	◆Sound												
◆Event	◆Physical Object	◆Still Image												
◆Image	◆Service	◆Text												

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LSU Local field	Dublin Core field	Instructions
<p>Subjects</p> <p>Primarily: LCSH LCNAF AAT</p> <p>Secondarily DACS ch.1 0-12 RDA Section 3 GNGIS</p>	<p>Subject -The topic of the resource (topical, name, corporate).</p> <ul style="list-style-type: none"> • Searchable • Public field • Required <p>--maps to MARC 653</p> <p>--maps to EAD <controlaccess> <subject></p>	<p>Subject terms may be taken from the Library of Congress Subject Headings, the LC Authorities, or controlled forms of proper names created anew. For a brief introduction to subject cataloging, see the document “The Least You Need to Know to Do Subject Cataloging--FPOC edition” and “NEH FPOC Grant Metadata Thesaurus.”</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆ Boyd, David French, 1834-1899. ◆ Louisiana State University and Agricultural and Mechanical College. ◆ Agricultural Extension Service—Photographs. ◆ Ducks--Migration--North America--Maps. ◆ Young women--Louisiana--Plaquemine--Conduct of life--Fiction. ◆ Louisiana--Politics and government--1865-1950. ◆ Shreveport (La.)--Maps. (<i>a geographic subject heading for a map not to be used in the Coverage field below</i>) ◆ Ascension Parish (La.)--Aerial views. (<i>a geographic subject heading for an aerial photograph not to be used in the Coverage field below</i>) <p>Subject terms and phrases are displayed as a list in this field, with no blank lines between terms. Separate them with a period, a semicolon and a space. The last one should end with only a period, parenthesis, or hyphen (though a period is the end punctuation for most headings, a parenthesis or hyphen is sometimes the end form of punctuation).</p> <ul style="list-style-type: none"> ◆ Carnival--Louisiana--New Orleans--Fiction.; Balls (Parties)--Louisiana--New Orleans--Fiction.

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<p>Geographic Focus</p> <p>LCNAF GNGIS (secondarily)</p>	<p>Coverage -The spatial topic of the resource, or the jurisdiction under which the resource is relevant.</p> <ul style="list-style-type: none"> • Searchable • Public field • Not required <p>--maps to MARC 520</p> <p>--maps to EAD <geogname></p>	<p>Use this field to indicate the geographic focus of the family or corporation associated with the parent collection. This is usually the geographic name of the location where the bulk of the parent collection was created. Note: The Geographic Focus applies to the entirety of the collection rather than to each individual folder of that collection.</p> <p>The controlled vocabulary we use for geographic names is the Library of Congress Name Authority File. Geographic name headings can be broad or as specific as a neighborhood. Here are a few examples:</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆ Faubourg Marigny (New Orleans, La.) (<i>specific</i>) ◆ New Orleans (La.) (<i>broader</i>) <p>A few things to remember:</p> <ol style="list-style-type: none"> 1. Always use the authorized form of the geographic name heading—not a variant form. 2. Since the FPoC project is a historic collection, it is possible that a neighborhood or place name has a different name today than it did at the time the documents were created. In such a case, try to find an authorized heading for the geographic name used at the time of creation. If this is not possible, find the geographic name commonly used today. 3. The same punctuation rules laid out in the Subject Cataloging guide apply to LC Geographic names. 4. <i>Geographic focus</i> is not a subject field; it maps to MARC 500 (General note). The field is repeatable, if need be. The geographic focus is not the subject of the collection; therefore, applying a geographic name does not imply that the collection is <i>about</i> that geographic area.

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<p>Occupation</p> <p>LCSH</p> <p>RDA 9.16.1</p> <p>DACS 11.5</p>	<p>Subject -The topic of a resource (occupations of creators and contributors).</p> <ul style="list-style-type: none"> • Searchable • Public field • Not required <p>--maps to MARC 653</p> <p>--maps to <controlaccess> <subject></p>	<p>Use this field to indicate the occupation associated with the family and/or individual of the parent collection.</p> <p>Headings used for <i>Occupation</i> can be found in Library of Congress Subject Headings as topical headings. The same punctuation rules that apply to <i>Subject</i> apply to <i>Occupation</i>. (See “<i>The Least You Need to Know to Do Subject Cataloging</i>.”)</p> <p>Since we are using <i>Occupation</i> to link manuscripts by occupation type, applying a simple, non-faceted heading will suffice.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> ◆ Homemakers. ◆ African American artisans. ◆ Farmers. <p>This field is repeatable. If more than one occupation is associated with the family or individual of the parent collection, separate these headings by a semi colon and a space.</p> <p>Note: Do not repeat the occupation associated with the parent collection in the <i>Subjects</i> field if you have already assigned the heading to the <i>Occupation</i> field. Other occupations associated with an individual folder may be assigned as topical headings within the <i>Subjects</i> field.</p>

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<p>Digital Collection</p>	<p>Relation -A related resource.</p> <ul style="list-style-type: none"> • Searchable • Public field • Not required <p>--maps to MARC 787</p> <p>--no mapping to EAD</p>	<p>Use this field if you have created a special name for the digital collection that differs from the original physical collection from which it was made, as in this project. Most metadata templates for this project include the title found below.</p> <p>♦ Revealing an Unknown Past: Free People of Color in Louisiana and the Lower Mississippi Valley.</p> <p>If this form is not found in your metadata template, please copy and paste the title above.</p>
<p>Repository</p>	<p>Source -a related resource from which the described resource is derived.</p> <ul style="list-style-type: none"> • Non-searchable • Public field • Required <p>--maps to MARC 786</p> <p>--no mapping to EAD</p>	<p>Enter the name of the institution where the item is physically located, followed by the URL of its web site. Include institutions both affiliated and not affiliated with Louisiana State University.</p> <p><u>Repository Formats:</u></p> <p>♦For LSU Special Collections Louisiana State University Libraries, Special Collections, Hill Memorial Library, Baton Rouge, La., http://www.lib.lsu.edu/special</p> <p>♦For the Louisiana State Museum Historical Center Louisiana State Museum Historical Center, New Orleans, La., http://www.crt.state.la.us/museum/collections/historical_center/</p> <p>♦For Tulane University’s Louisiana Research Collection Louisiana Research Collection, Howard-Tilton Memorial Library, Tulane University, New Orleans, La., http://larc.tulane.edu/</p> <p>♦For The Historic New Orleans Collection The Historic New Orleans Collection, New Orleans, La., http://www.hnoc.org/</p> <p>♦For New Orleans Public Library Louisiana Division New Orleans Public Library, Louisiana Division, City Archives & Special Collections, New Orleans, La., http://neworleanspubliclibrary.org/spec/speclist.htm/</p>

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<p>Part Of</p>	<p>Relation -a related resource.</p> <p>--maps to MARC 787</p> <p>--no mapping to EAD</p>	<p>This field contains a hyperlinked name of the collection, manuscript number, and institution holding the collection that the folder or item is a part of.</p> <p style="text-align: center;"><u>Format for Part Of:</u> ♦<i>Collection (or Item) Name, Manuscript (or Volume) Number, Repository.</i></p> <p><u>Examples by institution:</u></p> <p>♦LSU Special Collections Joseph Savoy Family Papers, Mss. 3022, LSU Libraries.</p> <p>♦Tulane University’s Louisiana Research Collection Jean Baptiste Meullion Papers, Manuscripts Collection 713, Louisiana Research Collection, Tulane University.</p> <p>♦The Historic New Orleans Collection Cane River Collection, MSS 182, Williams Research Center, The Historic New Orleans Collection.</p> <p>♦The Louisiana State Museum Historical Center John McDonogh Papers, RG 13, Louisiana State Museum Historical Center.</p>
<p>Repository Collection Guide</p>	<p>None: Local note</p> <ul style="list-style-type: none"> • Non-searchable • Public field Not required 	<p>This field contains the URL link to an online finding aid describing the original material, if available.</p> <p><u>Example format:</u> ♦Finding aid for this manuscript collection: http://www.lib.lsu.edu/special/findaid/0XXX.pdf</p>

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<p>Related Collections</p>	<p>Relation -a related resource. --maps to MARC 787 --no mapping to EAD</p>	<p>Through <relatedCollections>, we can link collections with common creators, contributors, and themes across the digital collection. This field is a place to identify collections that are considered related to the folder or item being described.</p> <p>In most cases, you will input the same information in this field for all folders of a collection you are creating metadata records for.</p> <p style="text-align: center;"><u>Format for Related Collections:</u></p> <p style="text-align: center;">♦ <i>Collection (or Item) Name, Manuscript (or Volume) Number, Repository.</i></p> <p><u>Examples by institution:</u></p> <p>LSU Special Collections: ♦ Joseph Savoy Family Papers, Mss. 3022, LSU Libraries.</p> <p>Tulane University’s Louisiana Research Collection: ♦ Jean Baptiste Meullion Papers, Manuscripts Collection 713, Louisiana Research Collection, Tulane University.</p> <p>The Historic New Orleans Collection: ♦ Cane River Collection, MSS 182, Williams Research Center, The Historic New Orleans Collection.</p> <p>The Louisiana State Museum Historical Center: ♦ John McDonogh Papers, RG 13, Louisiana State Museum Historical Center.</p>

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<p>Call Number / Shelving Location</p>	<p>None: Local note</p> <ul style="list-style-type: none"> • Non-searchable • Public field • Not required 	<p>This field offers information to locate the folder in its larger parent collection. To do so, provide the manuscript number of the institution and its box location in the parent collection. Each repository has its own unique identifier for manuscripts.</p> <p><u>Manuscripts Identification by Repository:</u></p> <ul style="list-style-type: none"> ♦ LSU Special Collections = Mss. ♦ Tulane University’s Louisiana Research Collection = Manuscripts Number ♦ The Historic New Orleans Collection = MSS ♦ Louisiana State Museum Historical Center = RG <p><u>Examples:</u></p> <ul style="list-style-type: none"> • Mss. 243, Box 1 • MSS 182, Box 1 • Manuscripts Number 713, Box 1 • RG 13, Box 4

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<p>Cite As</p>	<p>Source -a related resource from which the described resource is derived.</p> <ul style="list-style-type: none"> • Non-searchable • Public field • Required <p>--maps to MARC 786</p> <p>--no mapping to EAD</p>	<p>The citation shows how we prefer users to cite our collections in a paper or publication. Usually, this can be copied directly from the collection’s MARC record in the online catalog or online finding aid. When not available, form the citation following the order of elements given here and find the elements in the finding aid and catalog record. Citations for published books and articles should follow an accepted citation style.</p> <p><u>Examples by institution:</u></p> <p>LSU Special Collections:</p> <ul style="list-style-type: none"> ♦ Joseph Savoy Family Papers, Mss. 3022, Louisiana and Lower Mississippi Valley Collections, LSU Libraries, Baton Rouge, La. <p>Tulane University’s Louisiana Research Collection:</p> <ul style="list-style-type: none"> ♦ Jean Baptiste Meullion Papers, Manuscripts Collection 713, Louisiana Research Collection, Howard-Tilton Memorial Library, Tulane University, New Orleans, LA 70118. <p>The Historic New Orleans Collection:</p> <ul style="list-style-type: none"> ♦ Cane River Collection, MSS 182, Williams Research Center, The Historic New Orleans Collection. <p>Louisiana State Museum Historical Center</p> <ul style="list-style-type: none"> ♦ John McDonogh Papers, Louisiana State Museum Historical Center. <p>New Orleans Public Library:</p> <ul style="list-style-type: none"> ♦ New Orleans (La.) Office of the Mayor. Register of free persons of color entitled to remain in the state, 1849-1864. Louisiana Division/City Archives, New Orleans Public Library.

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<p>Restrictions</p>	<p>Rights -Information about rights held in and over the resource.</p> <ul style="list-style-type: none"> • Non-searchable • Public field • Not required <p>--maps to MARC 540</p> <p>--no mapping to EAD</p>	<p>This field gives rights and restrictions of an image. Choose the appropriate copyright statement based on the materials in hand.</p> <p><u>Rights Statements:</u></p> <p><i>For unpublished items by creators who have been dead over 70 years [1943 or earlier] or for anonymous works produced more than 120 years ago [1893] :</i></p> <ul style="list-style-type: none"> ♦ Physical rights are retained by the [insert repository name]. Copyright has expired and the item is therefore in the public domain. Permission to reproduce this image must be requested through the repository that holds the original. <p><i>For items still under privately-held copyright or that do not meet the conditions to be in the public domain cited above :</i></p> <ul style="list-style-type: none"> ♦ Physical rights are retained by the [insert repository name]. Copyright of the original material is retained in accordance with U.S. copyright laws. Permission to reproduce this image must be requested through the repository that holds the original.

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<p>Contact and Ordering Information</p>	<p>None: Local note</p> <ul style="list-style-type: none"> • Non searchable • Public field • Required 	<p>Include the first default statements and the second, depending on the collection’s home repository:</p> <p>1.) To provide comments about this digital project, email lsudiglib@lsu.edu. (include regardless of collection’s home repository)</p> <p><i>On a separate line, choose the appropriate statement for the collection’s home repository:</i></p> <p>2.) <u>Choose from below:</u></p> <p>LSU Special Collections:</p> <ul style="list-style-type: none"> ◆ To inquire about ordering copies of these images, email lsudiglib@lsu.edu See instructions for ordering reprints of this image here: http://www.lib.lsu.edu/special/services/duplication.html. Include the “Item URL” in your request. <p>Tulane University’s Louisiana Research Collection:</p> <ul style="list-style-type: none"> ◆ To inquire about ordering copies of these images, email larc@tulane.edu. <p>The Historic New Orleans Collection:</p> <ul style="list-style-type: none"> ◆ To inquire about ordering copies of these images, email louisquery@hnoc.org. <p>Louisiana State Museum Historical Center</p> <ul style="list-style-type: none"> ◆ To inquire about ordering copies of these images, email sgundlach@crt.la.gov. <p>New Orleans Public Library</p> <ul style="list-style-type: none"> ◆ To inquire about ordering copies of these images, email lou@neworleanspubliclibrary.org.

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<p>Item URL</p>	<p>Identifier -An unambiguous reference to the resource within a given context.</p> <ul style="list-style-type: none"> • Non-searchable • Public field • Required <p>--maps to MARC 856</p> <p>--maps to EAD <unitid> with <i>countrycode</i> and <i>repositorycode</i></p>	<p>The ‘reference url’ is shortened and preferable for copying and pasting into other documents.</p> <p>Use the following phrase so that users will get a static URL:</p> <p><u>Item URL format:</u></p> <ul style="list-style-type: none"> ♦ See ‘reference url’ on the navigation bar above.
<p>Collection URL</p>	<p>Relation -a related resource.</p> <ul style="list-style-type: none"> • Non-searchable • Public field • Not required <p>--maps to MARC 787</p>	<p>This is the address for the digital collection. Use the “<i>More information about this Collection</i>” address. If one doesn’t exist, use the “<i>Browse items in this Collection</i>” address instead. <i>You may also include a URL for a related online exhibition or web site on the LSU Libraries domain.</i></p> <p><u>Collection URL format:</u></p> <ul style="list-style-type: none"> ♦ Collection homepage: http://www.louisianadigitallibrary.org/cdm4/index_lapur.php?CISOROOT=/lapur

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Works Cited

1. American Library Association, *RDA Toolkit: Resource Description & Access*, <http://access.rdatoolkit.org/>
2. The Society of American Archivists, *Describing Archives: A Content Standard*, 2nd ed., <http://www.desktop.loc.gov>.
3. “Dublin Core Metadata Initiative,” <http://dublincore.org/>.
4. Library of Congress, “Appendix B: EAD Crosswalks,” *EAD Application Guidelines for Version 1.0*, last modified February 19, 2002. <http://www.loc.gov/ead/ag/agappb.html#sec3>.