

Metadata Guidelines for Serial Publications for North Carolina Digital State Documents in CONTENTdm

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Introduction

Serial publications in the State Publications Collection in CONTENTdm require some special handling. These guidelines describe how to handle metadata for both individual serial issues and the serial as a whole. It is a supplement to *Metadata implementation guidelines for North Carolina digital state documents in CONTENTdm*. Please refer to that document for any issues not covered here.

Metadata for the Entire Serial as a Whole

The metadata for the entire serial serves as the “main” or “parent” metadata record for a serial. This record should be as complete as possible.

Date. Use the Date field to reflect the digital issues what the serial have in CONTENTdm. Enter the year only or range of years (ignore months, days, season, etc.). This field needs regular updates as new issues are added.

Date type	Dates what we have	Enter this in Date Element
Range of dates	2001-2005	2001-2005 or 2001; 2002; 2003; 2004; 2005
	2008/2010, 2010/2011, 2011/2012	2008-2012 or 2008; 2009; 2010; 2011; 2012
Dates with months	July 2004-October 2006	2004-2006 or 2004; 2005; 2006
Broken range of dates	March 10, 2001-April 1, 2003, January 20, 2005-December 6, 2006	2001-2003; 2005-2006 or 2001; 2002; 2003; 2005; 2006

“Parent” record can also contain a summary of digital holdings information for the serial in the Description field (e.g., “Electronic holdings begin in 2001”). This information may be different from the data crosswalked from the 362 field; the 362 indicates the entire run of the print serial. Add the “Electronic holdings....” statement to reflect the digital issues that are in CONTENTdm.

There are a few metadata fields that you will not enter in the main serial record. These are the Digital Characteristics and URL fields. These fields should be left blank in the main serial record (but filled in for each individual issue record).

Additionally, for the “Local Identifier” field, enter the identifier only as far as the folder name, not the file name, e.g. [S:\dcr_vs1\dimp\\$\Preservation_content\\[folder name\]](#), rather than [S:\dcr_vs1\dimp\\$\Preservation_content\\[folder name\]\\[file name.pdf\]](#). Do not enter Local Identifiers for individual issues.

See the *Metadata implementation guidelines for North Carolina digital state documents in CONTENTdm* for further details on entering and editing metadata for the entire serial.

Metadata for Individual Issues

The metadata for each individual issue “child” does not need to be as detailed as the main metadata record. However, some fields are necessary.

Title. Enter the title of the serial. This title should be identical to that in the ***Title*** field in the main metadata record.

Other Title. If the issue has a significantly different title from that in the main metadata record, enter it here. Do not use this field for minor variations in title; enter minor variations in the main metadata record. Instead, use this field for “special issues” or other individual issues with a title that is completely different from the main serial (e.g., “Teen pregnancy issue”).

Date. Enter the date of publication of the individual issue. Use the ISO 8601 W3C Date Time Format as the input standard for this element. See the table below for guidelines, or see <http://www.w3.org/TR/NOTE-datetime> for detailed guidelines:

Date Type	Date on Publication	Enter This in Date Element
Single dates	July 4, 2003	2003-07-04
	July, 2003	2003-07
	2003	2003
Range dates	July 4, 2003 – July 10, 2003	2003
	July 2001 – July 2003	2001-2003 OR 2001; 2002; 2003
	July 2000 – current	2000

Description. Enter the volume enumeration and chronology here. [require use of AACR2r abbreviations?]

Examples:

Description: Vol. 10, no. 4 (Fall 2007)

Description: 2006/07

Digital Characteristics. Include file size in kilobytes (KB), megabytes (MB), etc. Round to the nearest kilobyte or tenth of a megabyte. This information is usually available by looking at the Properties box of the object. For digital audio and video, include playtime of the resource.

Additionally, if the digital object is in a format with easily ascertained page numbers, include the number of pages. Separate this information from the file size with semicolon-space. If the software program and the page numbers in the content of the document are different, use the page numbers listed on the software program.

Digital Format. Select electronic format terms from the *Internet Media Types* standardized list, also known as MIME types. New media types and applications are always emerging. If you cannot find the MIME type on the list below, look online at: http://www.w3schools.com/media/media_mimeref.asp

Enter the file name without capital letters.

To choose the term from the table below:

- a. Look at the file extension at the end of the file name of the document being cataloged.
- b. Locate this file extension in the **File Extensions** column in the table.
- c. Input the digital format term from the **Element/Value** column in the table.

Examples from Internet Media Types for Format.Medium (Digital)

File Extensions	Element/Value
avi	video/x-msvideo
bas	text/plain
bmp	image/bmp
c	text/plain
dll	application/x-msdownload
doc, dot	application/msword
gif	image/gif
h	text/plain
htm, html	text/html
jpeg, jpg, jpe	image/jpeg
mdb	application/x-msaccess
mov	video/quicktime

mp2	video/mpeg
mp3	audio/mpeg
mpeg, mpa, mpe, mpf, mpv2	video/mpeg
pdf	application/pdf
pot,	application/vnd.ms-powerpoint
ppt, pps	application/vnd.ms-powerpoint
pub	application/x-mspublisher
qt	video/quicktime
ra, ram	audio/x-pn-realaudio
rtf	application/rtf
swf	application/x-shockwave-flash
stm	text/html
tif, tiff	image/tiff
txt	text/plain
wav	audio/x-wav
xls, xla, xlc, xlm, xlt, xlw	application/vnd.ms-excel
zip	application/zip

Metadata Creator. Enter your name in the “last, first” format (Example: McLean, Swayzine).

OCLC number. Enter the OCLC number for the serial. You will find the OCLC number on the Transmittal Form, the main serial record, or the MARC record for the serial in Voyager or WorldCat.

Subject. Add Library of Congress Subject Headings if the individual issue requires more headings than those already in the main serial record.

1. Look at the Subjects field in the main serial record.
2. Compare those subject headings to the content of the individual issue.
3. If the individual issue is about a significantly different or more detailed topic, add those subject headings to the Subjects field in the individual record (not the main record).