Transitioning from Cataloging to Creating Metadata

ALCTS Webinar
27 Feb 2013

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Introductions—Vicki Sipe

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Catalog Librarian
Bibliographic & Metadata Services

Albin O. Kuhn Library & Gallery
University of Maryland, Baltimore County
Introductions—Teressa M. Keenan

Teressa M. Keenan
Head
Bibliographic Management Services

Maureen and Mike Mansfield Library
University of Montana
Why transition to metadata creation?
Identifying a project
Training for metadata creation
Attitudes toward metadata creation
Wrap-up
Why transition?—Cataloging is changing...

**Series at the Library of Congress: June 1, 2006**

On June 1, 2006, the Library of Congress implemented its decision not to create/update series authority records and not to provide controlled series access points in its bibliographic records for resources in series.

**On the Record**

**Report of**
The Library of Congress Working Group on the Future of Bibliographic Control

**January 9, 2008**

**A Bibliographic Framework for the Digital Age (October 31, 2011)**
...in response to a changing world
Transitioning from MARC based cataloging...

| 050 | 0 | 0 | Q113. C54 1999 |
| 082 | 0 | 0 | 500 2 21 |
| 090 |  |  | ^b |
| 049 |  |  | MUBB |
| 100 | 1 |  | Clarke, Arthur C. ^q (Arthur Charles), ^d 1917-2008. |
| 250 |  |  | 1st ed. |
| 300 |  |  | 558 p., [16] p. of plates : ^b ill. ; ^c 25 cm. |
| 504 |  |  | Includes bibliographical references and index. |
| 650 | 0 |  | Science. |
| 650 | 0 |  | Technology. |
| 700 | 1 |  | Macauley, Ian T. |
...to use of other metadata standards.

<table>
<thead>
<tr>
<th>Data Content Standards</th>
<th>Data Structure Standards</th>
<th>Data Value Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACR2</td>
<td>MARC21</td>
<td>LCSH</td>
</tr>
<tr>
<td>Graphic Materials</td>
<td>DCMES</td>
<td>TGM</td>
</tr>
<tr>
<td>DCRM(G)</td>
<td>EAD</td>
<td>AAT</td>
</tr>
<tr>
<td>DACS</td>
<td>VRA Core 4.0</td>
<td>TGN</td>
</tr>
<tr>
<td>RDA</td>
<td>CDWA</td>
<td>ULAN</td>
</tr>
<tr>
<td>CCO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Descriptive Cataloging of Rare Materials (Graphics)
Describing Archives: a Content Standard
Cataloging Cultural Objects

Dublin Core Metadata Element Set
Encoded Archival Description
Visual Resources Association Core 4.0
Categories for the Description of Works of Art

Thesaurus for Graphic Materials
Art & Architecture Thesaurus
Thesaurus of Geographic Names
Union List of Artist Names
Identifying projects for metadata creation

Unique materials
Intellectual quality of materials
Collaborations
Builds on current skills and requires some stretching
Furthers mission of organization
Ongoing project, or a series of projects
UMBC Hughes Glass Negative Collection

People, places and things

Broadway Recreation Pier

In and around Baltimore
1905-1940

Bridal portrait of Mrs. Mary Johnston and her flower girl

Metal melting furnace

http://cdm16629.contentdm.oclc.org/cdm/landingpage/collection/hughes
Why choose Hughes Collection as our metadata project?

• Collaboration with Special Collections
• Local history, public history original “document” resources
• Unique materials—negatives
• Limited scope and size of collection
• High quality of 8 x 10 glass negatives
• Working with images expands staff skills
• Glass negatives NOT available to public

Glass negatives are fragile.
Special Collections processing of negatives and scans

Negatives can be difficult to “read.”
Existing Competencies—Benefits of Collaboration

Special Collections and Bibliographic & Metadata Services

Special Collections
- Familiarity with the materials
- Expertise in handling fragile materials
- Equipment for scanning
- Expertise in scanning
- Much more...
  - and willingness to work together

Bibliographic & Metadata Services
- Expertise in working with description
- Expertise in working with images
- Experience with creating workflows
- Expertise with controlled vocabularies
- Much more...
  - and willingness to work together
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>[Wells and McComas Monument]</td>
</tr>
<tr>
<td>Accession Number</td>
<td>P75-54-A247g</td>
</tr>
<tr>
<td>Cataloger</td>
<td>PB</td>
</tr>
<tr>
<td>Photographer</td>
<td>Hughes Company</td>
</tr>
<tr>
<td>Date Created</td>
<td>c. 1905-1940</td>
</tr>
<tr>
<td>Sort - Date</td>
<td>1905; 1906; 1907; 1908; 1909; 1910; 1911; 1912; 1913; 1914; 1915; 1916; 1917; 1918; 1919; 1920; 1921; 1922; 1923; 1924; 1925; 1926; 1927; 1928.</td>
</tr>
<tr>
<td>Mappable</td>
<td>yes</td>
</tr>
<tr>
<td>Description</td>
<td>E Monument St and Aisquith, Baltimore. Commemorates two soldiers who fell during Battle of North Point---Daniel Wells and Henry McComas</td>
</tr>
<tr>
<td>Title Note</td>
<td>Title supplied by cataloger.</td>
</tr>
<tr>
<td>Notes</td>
<td>Positive digital file from original glass negative.</td>
</tr>
<tr>
<td>Measurements</td>
<td></td>
</tr>
<tr>
<td>DCMI Type</td>
<td>Still Image</td>
</tr>
<tr>
<td>Work Type (AAT)</td>
<td>photographs</td>
</tr>
<tr>
<td>Process</td>
<td>black-and-white photographs; gelatin dry plate negatives</td>
</tr>
<tr>
<td>Genre</td>
<td>cityscapes;</td>
</tr>
<tr>
<td>Location</td>
<td>United States -- Maryland -- Baltimore;</td>
</tr>
<tr>
<td>Subject Names</td>
<td>Wells and McComas Monument (Baltimore, Md.); Wells, Daniel; McComas, Henry;</td>
</tr>
<tr>
<td>Subject (TGM)</td>
<td>Monuments &amp; memorials; Cityscapes;</td>
</tr>
<tr>
<td>Subject (LCSH)</td>
<td>North Point, Battle of, Md., 1814;</td>
</tr>
</tbody>
</table>
primary source documents related to indigenous peoples of Montana

Letter from MT Senator Forrest R. Stone

Telegram from Thralls W. Wheat

http://cdm16013.contentdm.oclc.org/cdm/landingpage/collection/p15018coll44
Why NOMAP?

- Collaborative
- Scholarly & Historical Interest

- Provide access
- Fit the scope
Local expertise – A Benefit of Collaboration

- Subject knowledge
- Familiarity with primary resources
- Technology
- Information organization
- Standards & controlled vocabulary
Evolving Workflows

Phase 2
- NAS Researchers
  - Identify & locate resources
  - Photograph original documents
  - Record minimal metadata
- Digital Projects Librarian
  - Post processing of images
  - Run OCR process
- NAS student researchers
  - Enter image level metadata
- Digital Projects Librarian
  - Create digital objects
  - Load content to MMP

Phase 3
- NAS Researchers
  - Identify & locate resources
  - Photograph original documents
  - Record minimal metadata
- Digitization Technician
  - Post processing of images
  - Run OCR process
- Cataloging Technician I
  - Enter image level metadata
- Metadata Librarian
  - QC of metadata
  - Create digital objects
  - Load content to MMP
- Cataloging Technician II
  - QC of metadata
  - Create digital objects
  - Load content to MMP
Common elements of good training

Train, review, feedback, repeat
Different methods of training
Outside and in-house training

Good communication
Good documentation
Build on existing skills
Specific training for metadata projects might include...

New software

- CONTENTdm
- Omeka
- DSpace
- MarcEdit
- Fedora
- Greenstone Digital Library Software
Specific training for metadata projects might include...

New technology
Specific training for metadata projects might include...

New data structure standards...

Dublin Core® Metadata Initiative

<ead>

VRA Core

MODS

Graphic Materials

Cataloging Cultural Objects

Describing Archives

Describing Original Items and Historical Collections

RDA Toolkit

Rules for Describing Cultural Works and Their Images

Resource Description & Access

and new data content standards
Visual literacy—Reading an image exercise

Study the image, several minutes

First impression—what does it show?

List everything you see in the image

Based on your observations,
write a short, descriptive title

Wells and McComas Monument, Baltimore
Subject analysis of non-book materials

Thingness—
What is the image?

Of-ness—
What is the image of?
What is depicted in the image?

Aboutness—
What is the image about?
Does the image illustrate a concept?
What was intent of photographer?

Thanks to Heidi Lee Hoerman, 1998 OLAC

Wells and McComas Monument, Baltimore
Translate analysis into subject access...

...using a controlled vocabulary.

Training needed for UMBC Hughes Glass Negative Collection
Training needed for UMBC Hughes Glass Negative Collection

Working in CONTENTdm

Searching OCLC Authority files
<table>
<thead>
<tr>
<th>Local Element Name</th>
<th>DC Mapping</th>
<th>Vocab/Encoding Scheme</th>
<th>Supplied by</th>
<th>Comments/Instructions</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
<td>Text</td>
<td>Cataloger</td>
<td>Create brief specific descriptive title, enclosed in square brackets. Include descriptive phrase, then place if known. If image of a named thing (bridge, river, etc.) or person, begin with name of the thing or person, descriptive phrase, then place if know. Follow capitalization rules of AACR2. Check for Title Note: “Title supplied by cataloger.” If title appears on piece, transcribe without square brackets, change Title Note. See Title Note below.</td>
<td>[Hecht’s Department store display window, Baltimore, Maryland] [B&amp;O railroad coal dock, Baltimore, Maryland]</td>
</tr>
<tr>
<td>Location</td>
<td>Coverage</td>
<td>LCSH</td>
<td>Cataloger</td>
<td>The geographic location where the image was made beginning with country first to as specific a level as is known. Country—State—City. If not known, provide “United States.” Supply one location.</td>
<td>United States—Maryland—Baltimore United States [if no location is known, provide this value]</td>
</tr>
<tr>
<td>Subject--Names</td>
<td>Subject</td>
<td>LCNAF</td>
<td>Cataloger</td>
<td>Person or corporate body as subject of the image. Names entered in form found in LCNAF record. If name not in LCNAF follow NACO conventions in construction of name. Supply as many as appropriate. Separate by semicolon [space].</td>
<td>Broening, William Frederick, 1870-1953 Baltimore and Ohio Railroad Company</td>
</tr>
<tr>
<td>Subject (TGM)</td>
<td>Subject</td>
<td>TGM</td>
<td>Cataloger</td>
<td>Terms describing objects or persons appearing in the image. Use terms at level of specificity of the image. If image of house, use Houses. Do not use Windows, even though the house has windows. Supply as many as appropriate. Separate by semicolon [space].</td>
<td>Railroad cars Cargo ships Crowds Soldiers</td>
</tr>
<tr>
<td>Subject (LCSH)</td>
<td>Subject</td>
<td>LCSH</td>
<td>Cataloger as appropriate</td>
<td>Terms describing concept or theme of an image. Some names.</td>
<td>African Americans Lincoln Memorial (Washington, D.C.) Washington Monument (Baltimore, Md.)</td>
</tr>
</tbody>
</table>
Methods of training for Hughes

Group training sessions
Documentation
Individual work on images
Ongoing review, feedback
Group work as needed
NOMAP Training needs...

- Graduate students
  - Photography techniques
  - Metadata for context

- Catalogers
  - Software
  - Computer skills
  - Dublin Core
  - Scope & granularity
Training for graduate students...
Training for graduate students continued...
Training for catalogers...
Training for catalogers continued...
Tools...
Training needs...

NOMAP Collection Database

Box_No

Title:

Subject (LCSH): Indians of North America; Indians of North America - Government relations

Description:


Source: Central Classified Files 1907-1939 Fort Belknap Agency 054 Record Group 75 National Archives and Records Administration

Creator:

Contributor:

Geographical Coverage: Montana

Date Original:

Date Digital: 2011

Type: Text

Resource Identifier: MTG000000

Update identifier

Access Archived Records
Attitudes toward metadata creation

Faces...

...or vase?

It’s all in how you look at it
Skills and tools used in...

traditional cataloging:
- subject analysis
- attention to detail
- controlled vocabularies
- application of standards

metadata creation:
- subject analysis
- attention to detail
- controlled vocabularies
- application of standards

Cataloging qualifies you for metadata creation
Controlled vocabulary doesn’t fit

It’s a gravestone...

Thesaurus For Graphic Materials

**Tombs & sepulchral monuments**

*Used For:*
- Burial vaults
- Gravestones
- Mausoleums
- Sepulchral monuments
- Tombstones
- Vaults (Sepulchral)

...not a Tomb or sepulchral monument.
Power of Controlled Vocabulary

- Precision of search results increases
- Recall of search results increases
- Collocation of similar items
- Distinguishes between dissimilar items
- Consistency of search results across collections and across institutions.
Metadata is just bad cataloging

If it’s not MARC, it’s not cataloging.

If it’s not on OCLC, it’s not cataloged.
Metadata world is a bigger world

In the metadata world over 1 million results...

In the MARC world, fewer than 4000.
Houses
Windows
Dormers
Lunettes
Shutters
Chimneys
Porches
Yards
Lawns
Trees
Meeting expectations of users

Level of specificity of the item

Thesaurus For Graphic Materials

Houses

Windows
Building enthusiasm—the “I found it” moment

Original image
Water tank at Pleasant and Guilford, Baltimore

Google Street view at Pleasant and Guilford
Time and Timing
How Good is Good Enough?

---

Mr. Charles Loomis, President
Granite, Washington

Jan 12, 1908

To the President of the Indian Commission

Dear Sir,

I thought I would drop you a line to tell you what we all think about our Reservation. We are all looking forward to having the White men move off the land and to have a Reservation for our people. We want to have a Reservation where we can live in peace and safety. We want to have a place where we can grow our food and raise our children. We want to have a place where we can live in peace and safety.

We are all looking forward to having the White men move off the land and to have a Reservation for our people. We want to have a Reservation where we can live in peace and safety. We want to have a place where we can grow our food and raise our children. We want to have a place where we can live in peace and safety.

Sincerely,

[Signature]
Building enthusiasm – look what you have done!

This week marked the 25th week of tracking progress on creating metadata for the NOMAP images acquired in 2012 (with a few stragglers from 2011). We continue to make steady progress on the project, and we are still on track to finish in late August or early September 2013. Thank you.
In closing...

Pick the project carefully
unique materials, high intellectual quality
collaborations
Assess present skills of staff
basis of a solid training program
Provide training
for many learning styles
build on existing skills
repeat as needed
Good communication
regular, inclusive, and many methods
Good documentation
readily available
Questions? Comments?

Teressa Keenan

Vicki Sipe

Thank you for your kind attention

Hosted by ALCTS, the Association for Library Collections and Technical Services