

Lessons for Scanning, Part 2: Metadata, Intermediate Scanning, and More

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Metadata Made Simple

- What is Metadata?
 - Descriptive information for an item
- Where can you find it?
 - Catalog record
 - Title page
 - Finding aid or other list
 - Visual attributes

Metadata Examples

[View Record](#) [Detailed Record](#) [View Like This](#) [Staff View](#)

A discourse concerning the death of the righteous; had at Lyme, occasion'd...

Relevance: **★★★★**

Author: [Mather, Azariah, 1695-1777.](#)

Title: A discourse concerning the death of the righteous; [microform]. had at Lyme, occasion'd by the decease of the Reverend Mr. Moses Noyes, the first Pastor of the Church of Christ in that town. Who dyed November 10 th, 1729. In the eighty sixth year of his age. /

Published: N London [i.e., New London, Conn.]; Printed & sold by T. Green, 1731.

Subjects: [Noyes, Moses, 1642-1729.](#)

Location: Bird Media, Lower Level

Call Number: Microfilm Z1215 .E92837 no. 3449

Find similar call numbers: [Microfilm Z1215 .E92837 no. 3449](#)

Tag it: [D](#) [W](#) [M](#) [A](#) [S](#)

Permanent link: <http://surrest.syr.edu/catalog/verheyen/000002-000195>

Metadata Examples



From: Gerrit Smith Collection

Held at the Morrisville Public Library.

<http://www.midYork.org/dc/gerritsmith/Homestead.html>

Metadata Examples

Oneida Community Collection

An inventory of
the collection at
Syracuse
University

Inventory	
Architectural glass wall coverings	
Map Case 17	Masonic House wall-covering, green-amber color wash, 34 7/8 x 52 in. (original in OCMH Collection) 1897
Map Case 18	Masonic House wall-covering, green-amber color wash, 22 x 43 1/2 in. (original in OCMH Collection) 1897
Map Case 19	Masonic House wall-covering, green-amber color wash, 22 1/2 x 41 in. (original in OCMH Collection) 1897
Map Case 20	Set of 12 blueprints for Three Buses, prepared by L. W. Smith & Co., Oneida, N.Y. (original in OCMH Collection) 1897
Map Case 21	Transcript, 1901, 26 x 11 1/2 in., and Section 46 5/8 x 9 1/2 in. (original in OCMH Collection) 1897
Map Case 22	Masonic House wall-covering, blue-tinted
Map Case 23	Children's Bible stories, including pictures
Archives (George Washington Noyes)	
Archives received January 2007.	
Box 1	1811-1848
Box 2	1848-1878
Box 3	1878-1898

North Country Digital History

NCDH Elements:
Title
Creator
Date of Original
Publisher of Original
L. C. Subject
Alternate Subject
Local Subject Heading
Geographic Location
Description
Format-Medium
Type
Resource Identifier
Digital Collection
Holding Institution
Credit Line/Contact Information
Copyright Statement
Transcript

These elements comprise the metadata that should be included in all NCDH projects. They are described fully in the NCDH Metadata Style Guide at:

<<http://history.nynln.net/NCDH-Metadata-Style-Guide-2006.htm>>

An Example



How would you provide the metadata for this object and the image of it?

Here lies the Body of that most learned, orthodox & pious Divine, the Rev. Mr. Moses Noyes, pastor of the Church of Christ in Lyme, who lived in peace and So dyed. November 10, 1729 in the 86th Year of his Age

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7

An Example



Title: [Noyes, Moses, 1643-1729](#)

Creator: Name of stonemason or if unknown, leave blank

Date of original: 1729

Publisher of original: Leave blank? Name of cemetery?

L. C. Subject: Sepulchral monuments. Cemeteries.

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8

An Example



Alternate Subject: People and Communities

Local Subject Heading: Tombstones, Gravestones, Headstones, Name of cemetery?

Geographic Location: Lyme (Conn.)

Description: Headstone of Reverend Moses Noyes of the Lyme, Connecticut Church of Christ. Includes inscription with floral border and skull with wings at top.

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9

An Example



Format-Medium: Stone, include dimensions?

Type: PhysicalObject

Resource Identifier: Unique filename

Digital Collection: Lyme Connecticut Cemeteries Digital Collection

Holding Institution: Lyme Historical Society

Credit Line/Contact Information: 5 Library Lane
Lyme, CT 12345
123-555-4567
<http://lymehistory.org>

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10

An Example



Copyright Statement: Lyme Historical Society holds copyright and reproduction rights. Permission for reproduction required. <http://lymehistory.org>

Transcript: Insert transcript of inscription saved as .txt file.

What if you have more information to add?

- Name of photographer?
- Cemetery plot number?

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11

Preparing Metadata for Input

- Must be brought into an absolutely "clean," standardized format
 - Databases
 - User-friendly input format
 - Export to table in any format
 - Spreadsheets
 - Save a step
 - VERY easy to manipulate data
 - Not as user-friendly

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12

Metadata Input

- Consistency and controlled vocabulary required
 - Ensure through use of drop down menus... wherever feasible
 - Watch length and format of field
 - When working in spreadsheets, data can be truncated (i.e. lost) if fields are too long.
 - Spreadsheet/data need to be saved as tab delimited (.tab) "text" for import into CONTENTdm.

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13

FileMaker Form for Input



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Manipulating Data

- Spreadsheets best
 - Rearrange order of columns
 - Insert/delete columns
 - Join data from cells into one (concatenate)
 - Some content from a cell can be broken apart into different cells in word processor (MUST have consistent formatting).

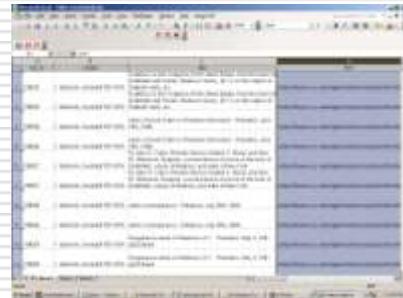
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15

Manipulating Data

Find and replace within columns



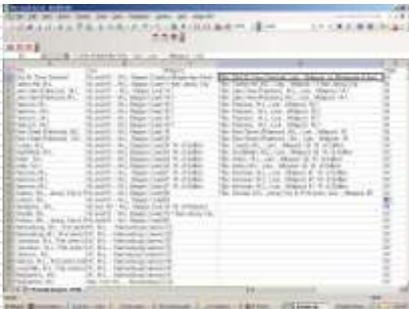
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16

Manipulating Data

Concatenation: Combine content from cells:



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17

Tools of the Trade

- Imaging:
 - Photoshop
 - Paintshop Pro
- Metadata Input:
 - Databases – Access, FileMaker, CONTENTdm
 - Spreadsheets – Excel
 - Wordprocessing – Word...

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18

Imaging

- Photoshop most flexible/powerful
- Scanner interface scanner dependent
 - Works through Photoshop
- Considerations for master image
 - Colorspace (RGB, greyscale, bitonal)
 - Color not always required
 - Resolution (600dpi...)
 - Must be use-neutral to allow for creation of multiple derivatives

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19

Scanner Interface



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20

Saving Master Image

- 600 dpi resolution (higher for slides...)
- File format
 - TIFF: Wider acceptance
 - JPEG2K: Greater compression. Especially useful for large format.
- Naming conventions
 - Keep it simple
 - Strive for consistency within collection or across collections

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21

Image Manipulation

- Avoid for "archival projects"
 - Capture true state of original
 - Don't remove scratches, tears, ...
 - Will add much time to project = \$\$\$
- Save with different filename or in different directory!
- Ok to rotate or rescale for thumb and screen

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Image Manipulation

- "Actions"
 - Records steps in manipulation to allow for batch processing
 - Useful for
 - Resizing
 - Rotating
 - Changing filetype
 - Saving...

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Actions for Batch Processing



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24

Publication to Web

- ❑ For CONTENTdm final metadata must be in ".tab" format for ingest
- ❑ Otherwise
 - Publish spreadsheet to HTML from Excel
 - ❑ Really messy
 - ❑ Must be formatted as for printing
 - Format spreadsheet for web display by inserting code, saving as text, cleaning up and inserting into HTML pages
 - Load data into other databases...

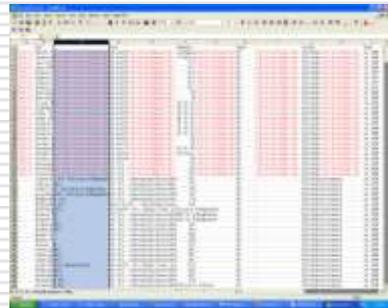
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Publication to Web

- ❑ Code inserted between metadata columns



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26

Publication to Web

Index page layout on web



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27

Publication to Web

Item record layout on web



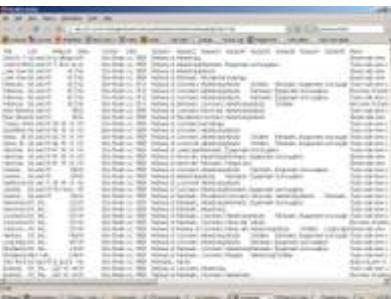
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28

Publication to Web

Excel save to HTML



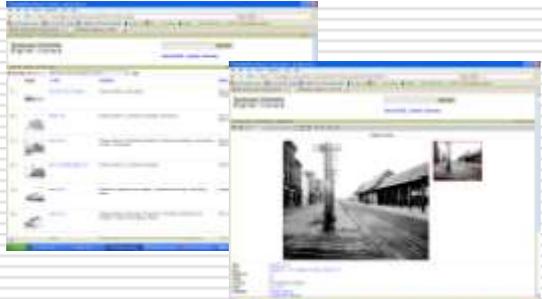
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29

Sample CONTENTdm View

Index and item record views



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30

Working with ContentDM

- Two interfaces for ContentDM
 - Acquisition Station
 - Start a new project
 - Upload files
 - Access through Start menu
 - Administration
 - Work within existing collections
 - Access through browser

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31

Acquisition Station

- Open in Start --> Programs
- Click 'New'
- New Project Wizard
- Click 'Next'



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32

Import Files



- Choose "Import using a tab-delimited text file"
- Browse to locate your file
- Click "Next"

If using a tab-delimited text file, check that:

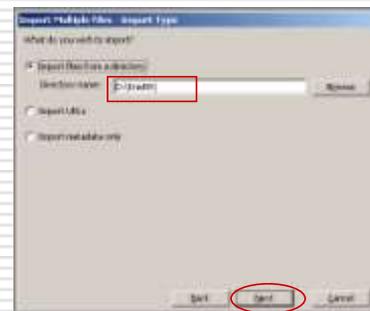
- The first record contains the field names for the metadata you are importing.
- One field name specifies the file names of the files you are importing.
- All images specified in the tab-delimited file exist in a separate directory.

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33

Importing Files - Step 2

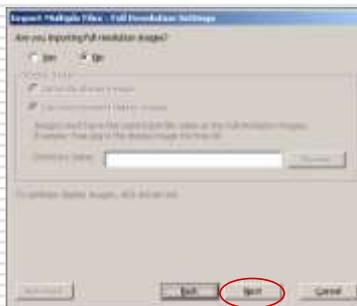


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34

Importing Files - Step 3

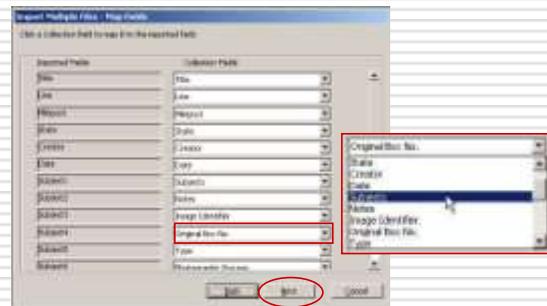


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35

Importing Files - Step 4

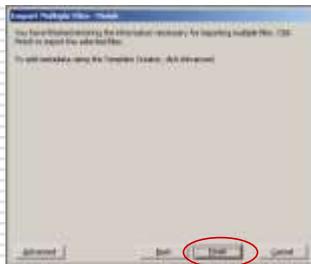


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36

Importing Files - Step 5



- ❑ You have created a project
- ❑ Manage it from the Administration Interface

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ContentDM Administration

- ❑ Enter the URL into your browser
- ❑ Log in



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Collections Admin



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Collections Admin - Configuration

Configuration



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Collections Admin - Metadata Fields

Metadata Fields

Field name	DC map	Data type	Search	Hide	edit
Full resolution	None	Text	No	N/A	edit
OCLE number	None	Text	No	Yes	edit
Date created	None	Date	No	Yes	edit
Date modified	None	Date	No	Yes	edit
CONTENTdm: number	None	Text	No	Yes	edit
CONTENTdm: file name	None	Text	No	Yes	edit

Administrative Fields

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41

Collections Admin - Administrative Fields

Administrative Fields

View and edit administrative fields (some field properties are system-defined and cannot be added). Indicates the collection to update changes.

Field name	DC map	Data type	Search	Hide	edit
Full resolution	None	Text	No	N/A	edit
OCLE number	None	Text	No	Yes	edit
Date created	None	Date	No	Yes	edit
Date modified	None	Date	No	Yes	edit
CONTENTdm: number	None	Text	No	Yes	edit
CONTENTdm: file name	None	Text	No	Yes	edit

Click on "Viewers" at top of page

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42

Collections Admin - Viewers



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43

Collections Admin - Reports



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Collections Admin - Export



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45

Items Admin



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46

Items Admin

Approve



Index

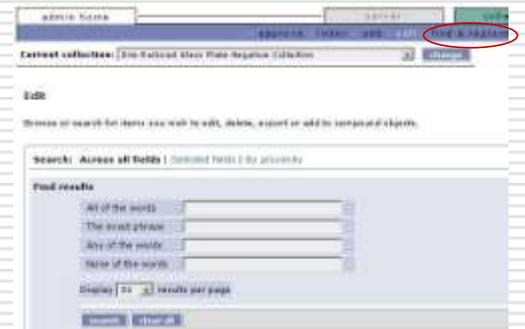


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47

Items Admin - Edit



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48

Items Admin

Find and Replace



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49

Resource / Software Links

- ❑ Digital Imaging Tutorial – <http://www.library.cornell.edu/preservation/tutorial/contents.html>
- ❑ Photoshop – <http://www.adobe.com>
- ❑ Paintshop Pro – <http://www.corel.com>
- ❑ X-rite ColorChecker – <http://www.xrite.com>
- ❑ FileMaker Pro – <http://www.filemaker.com>
- ❑ Excel – <http://www.microsoft.com>
- ❑ CONTENTdm – <http://www.contentdm.com>

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50

Thank you

- ❑ For more information, please feel free to contact me at:
 - Peter Verheyen
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51