Every Picture Tells a Story: Metadata and the Citrus Collections at Florida Southern College

FLORIDA SOUTHERN COLLEGE
Roux Library & McKay Archives

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BACKGROUND

Florida Southern College is located in Lakeland on the site of a former orange grove, making the connection to the Citrus Industry a constant presence in our collections. This relationship was reinforced with the establishment of the Citrus Institute in 1947 providing training and education to future leaders in the field, at that time being the only private school in the United States with a citrus curriculum. The collection of materials related to the Citrus Industry grows by donations every year. This digital collection is a composite of a variety of collections that span the 1900's through present day. The web content management system used is ContentDM.

METHODOLOGY

The functional requirements of the digital collection rely heavily on the local development of metadata elements important for identification and access to the subject matter of the collection. The steps taken in the creation of the metadata application profile include defining the stakeholders, evaluating their needs in the context of the functional requirements of the digital collection, analyzing the content, selecting and developing the metadata elements set, mapping the local elements to the Dublin Core element set, establishing the controlled vocabularies, and creating and documenting the guidelines.

METADATA APLICATION PROFILE

Designing a digital collection for the access, preservation, and examination of illustrated content is a collaborative effort between the metadata librarian and the archivist and involves cataloguing, metadata mapping, and digitization. Ultimately the quality of metadata is our main goal and this is achieved by the creation and implementation of the metadata application profile.

Local Element	DC Element	Vocab / Scheme	Guidelines	Obligation*	Occurrence*	Hide
Original Item ID	Identifier	N/A	A unique identifier is assigned to each photograph. Identify the resource by means of a string. Example: FSCMAMS012451201	M	NR	No
Title	Title	N/A	The name by which the resource is formally known. Example: Clay Cut citrus grove	M	NR	No
Alternative Title	Title-Alternative	N/A	Use this field for one or more alternate titles if needed. Example: Haines City Citrus Grove	R	R	No
Photographer	Creator	LCNAF or local AF	If known, take the information about the photographer or photographic company from the resource itself.	M	NR	No
Location	Coverage-Spatial	LCSH	Use LCSH controlled vocabulary. If the location name is not found in LCSH, add the city name followed by (Fla.) Example: Volusia County (Fla.)	M	R	No
Date of Photograph	DateCreated	W3CDTF	Take the date from the photograph. If a date is known, but not on the item, record the date in square brackets. If the date is unknown but can be narrowed to a decade or part of a decade, use circa to indicate an approximate date. Enter date ranges as yyyy-yyyy.	M	NR	No
Date Digitized	Date	W3CDTF	YYYY-MM-DD	M	NR	Yes
Subject	Subject	local AF	Record subject headings in alphabetical order. Example: Citrus fruit industry	M	R	No
Note	Description	N/A	Include a free-text account of the resource.	M	R	No
Donor	Provenance	LCNAF or local AF	An entity responsible for making contributions to the resource. Example: Tom Jones	M	R	No
Type of Resource	Type	DCMIType	Example: Image	M	NR	No
Original Item Medium	Format-Medium	Local AF	Example: Color photograph	M	NR	No
Original Item Size	Format-Extent	N/A	Measure and add the size in inches. For digital files add the size Example: 9.5 x 7.25 in	M	NR	No
Repository	Source	N/A	Example: McKay Archives	M	NR	No
Collection	Relation-IsPartOf	N/A	Title of Manuscript Collection or Record Group. Example: Florida Citrus Exchange Records	M	NR	No
Digital Collection	Relation-IsPartOf	N/A	Florida Citrus Photographs Collection	M	NR	No
Digital Publisher	Publisher	N/A	McKay Archives Digital Collections	M	NR	No
Rights	Rights	N/A	Include a statement about associated property Example: The files in this collection are protected by copyright law. No commercial reproduction or distribution of these files is permitted without the written permission of Florida Southern College Archives.	M	NR	No

Visit the Florida Citrus Postcards Collection at
http://cdm15558.contentdm.oclc.org/cdm/landingpage/collection/p15558coll4