**METADATA STANDARDS Rev. 2.0 1/26/2012**

General Practices:

* First word capitalized in title, as well as other words as instructed for the language involved (per AACRII, p. 567).
* To encourage independently searchable words, all punctuation (except periods and commas) will be separated by a preceding space. [e.g., New York : Random House,]
* Information pertaining to an entire collection will be located in the description block for the collection, not for individual elements within a collection.
* Only fields actually filled-in should be visible in the public view
* Archival collections will be consistently cataloged fully at item-level (including subjects for each item cataloged), except for some possible image/Villanova collections
* Transcriptions of letters will become available online as possible

Title:

* If possible, title is transcribed directly from the chief source of information, including beginning definite and indefinite articles if present, followed by a period. []

## Include alternative titles (excluding creator) as deemed necessary in additional fields. For example: *A Brief History of the 69th Regiment Pennsylvania Veteran Volunteers, From its Formation until Final Muster out of the United States Service, by Adjutant Anthony W. McDermott. Also an Account of the Reunion of the Survivors of the Philadelphia Brigade and Pickett's Division of Confederate Soldiers, and the Dedication of the Monument of the 69th Regiment Pennsylvania Infantry, at Gettysburg, July 2d and 3d, 1887, by Captain John E. Reilly.* Becomes:

* + ***A brief history of the 69th Regiment Pennsylvania Veteran Volunteers, from its formation until final muster out of the United States Service.*** [primary title]
	+ ***Account of the reunion of the survivors of the Philadelphia Brigade and Pickett's Division of Confederate soldiers, and the dedication of the monument of the 69th Regiment Pennsylvania Infantry, at Gettysburg, July 2d and 3d, 1887.*** [added title]

Numbers, common abbreviations, and symbols (e.g., & into “and”) will not be spelled-out (software should cover such variations). Less common abbreviations and non-standard spellings of words will need added alternative titles.

Include spine titles, running titles, and/or cover titles if variant from the main title. Into descriptive field.

* Serials also receive added titles for former and successive titles, as appropriate in the additional title fields.
* Running, spine, cover, former, and successive titles are labeled as such after entering in the record [e.g., William and Mary Quarterly (successive title)]

## Letters will be named through the following format:*Letter,* To: [recipient(s): first name, middle initial, last name], From: [author, first name, middle initial, last name] e.g., Letter, To: Ellen E. Sherman From: William T. Sherman Jr., June 3, 1862. “” Example

Creator:

* Creator is the person primarily responsible for the work—but can have a role other than author, including illustrator, photographer, artist, etc. Deviating from MARC, there can be more than one creator (entered in separate fields)
* LC Name Authority file will be the primary headings used for form of name, modified by relater in parentheses as described in the document; construction of Names not in LCNA will be based on AACR2R.
* Role of creator noted in description field at cataloger’s discretion.
* [Music] Performers listed in title of collection. And any composer’s mentioned explicitly.
* [Faculty Fulltext]: Last name, First name. From Community Bibliography Name Authority. All names will be includes.

Subject:

* LCSH will be the controlled vocabulary of choice for precoordinated subject access for most objects.  There will be no limit on the number of subject headings. Construction of new subject terms not in LCSH will be based on "Subject Cataloging Manual : Subject Headings" 5th ed., 2004, available via LC Desktop. Ideally, subjects are taken from 6XX fields of an item’s corresponding Voyager record. Breaks between subfields expressed as “ – “ [space, dash, dash, space]
* For letters, recipient are included as subjects (entered per name authority), authors listed in Creator.

Description:

Starts with collection and call number. For archival collections, will include box-folder-item numbers in this format: 1/1/1.

* Then Physical Description and extent, to include siex.
* Followed by any notes or a brief summary of the item digitized.
* Can include: author & contributors and their roles as described in the item itself
* Any information provided in 5XX fields, unless appropriate in another field.
* Citation information (e.g., Evans number)
* Any relevant information not included in other fields.
* [Faculty Fulltxt]: Abstract included if available.

Publisher:

Enter as [Published location] : [Publisher] –no period, no date.

Contributor:

List everyone (as per name authorities) adding content to the item other than the creator, followed by the role in parentheses. Most common roles are editor, translator, and illustrator (though this is not an exclusive list).
e.g., Doe, John (illustrator). As with the Creator field, LC Name Authority file will be the primary headings used for form of name, modified by relater in parentheses as described in the document; construction of Names not in LCNA will be based on AACR2R.

Date:

Enter as much date information as possible. E.g., something produced during the 1500’s is entered 1500-10-01. If a range and/or multiple dates is possible enter earliest date, document in Descriptive field.

Material Type:

Try to use terms from *Genre Terms* (ACRL), 2nd ed., as modified by Digital Projects Team (terms for artistic media to be determined). Can use more than one term to describe an object; use only for non-paper materials. [For example, audio cassette]

Format:

[Music]: Digital Audio

Ignore for all else.

Identifier:

This field will include such identifiers as URL, call number (include VU-assigned prefix), ISBN. Software automatically fills-in URL.

Source:

Use collections names as used in VU Digital Library (e.g., Catholica Collection).

[Faculty Fulltext]: Compose a ³Source Data Statement² for use in the Faculty FullText
collection of the Digital Library. Source data statement for articles
should include: Journal Title (unabbreviated if possible), volume, issue,
year (issue date name if available), and page numbers. For example:
³Gender & History 16(1), April 2004, 83-98.² For other worktypes, do your
best to create a similar structure that incorporates all of the
bibliographic data that is given on the pdf itself.

Language:

Use drop-down list. Pick primary language for first box, followed by secondary and tertiary ones.

Relation:

Skip.

Coverage:

Ignore.

Rights:

Select from the drop-down list on Process data tab. The default Rights setting for Villanova items will always be Attribution, Share Alike. For partners materials, refer to contract agreement.

Donated/Submitted By: (as defined by donor). If donor wishes anonymity, use phrase, “Anonymous donor.” Description field.

Digital Donation: maps to Header Data, IP owner.

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