UW Bothell Library Digital Collections
Community Voices Collection
Data Dictionary

Collection: Community Voices Collection
Metadata Liaison: Denise Hattwig

FIELD No.	ELEMENT	DESCRIPTION	EXAMPLE	REQUIRED?	COMPOUND OBJECT OR ITEM LEVEL?
1	**Title**	A brief phrase that describes the content of the audio recording or transcript Format: [Name of interviewee] interview [Name of interviewee] interview transcript	Example (object): Rose Arensberg interview Example (item): Calvin Armstrong interview transcript	Yes	Both
2	**Interviewee Name**	Name of person interviewed. Format: Lastname, Firstname If the interviewee is a public figure or has otherwise published or been written about, her/his name may appear in the Library of Congress Name Authority File. Use the LC form of the name, including dates, if available. Find name authorities here: http://authorities.loc.gov Separate multiple entries with a semicolon.	Examples: Daiber, Ome Daiber, Ome; Armstrong, Calvin Colbert, Curt, 1947-	Yes	Object
3	**Interviewee**	Place of birth of the person interviewed.	Examples:	Yes, if	Object

	Birthplace	Leave blank if unknown Format: [city], [state], [country] If there are multiple interviewees, associate the person with the place using a parenthetical qualifier.	Aasal, Punjab, India Seattle, Washington, United States Aasal, Punjab, India (Prem Kumar); Seattle, Washington, United States (Curt Colbert)	known	
4	**Interviewer**	Name of person conducting the interview. Format: Lastname, Firstname Use LC Name Authority File for form of name if relevant: http://authorities.loc.gov/ Separate multiple entries with a semicolon.	Examples: Gossett, Larry Meyers, Richard D. Colbert, Curt, 1947-	Yes unless student interviewer; Optional if student interviewer	Object
5	**Interview Date**	Specific date the interview took place. If the interview took place over more than one date, enter the range of dates.	Examples: 23 April 2001 October-November 2006 5 January – 17 February 2013	Yes	Object
6	**Interview Year**	Year the interview took place.	Example: 2004 2004, 2005	Yes	Object
7	**Earliest Date**	Earliest date interview took place. Use the most specific date known. Use standardized W3C-DTF format: YYYY, or YYYY-MM, or YYYY-MM-DD (http://www.w3.org/TR/NOTE-datetime)	Examples: 1965-05-31 1965-05 1965	Yes	Object

8	Latest Date	Latest date interview took place. Use the most specific date known. Use standardized W3C-DTF format: YYYY, or YYYY-MM, or YYYY-MM-DD (http://www.w3.org/TR/NOTE-datetime) If interview occurred on a single date, Earliest Date and Latest Date will be the same.	Examples: 1965-05-31 1965-05 1965	Yes	Object
9	Interview Description	Brief description of the interviewee and the interview contents. Description should be no more than 5-6 sentences, and should provide information about the interviewee, the basic contents of the interview, and names of people, corporations, and places. Include neighborhood or community names if relevant.	Example: Mr. Kumar grew up in a small town of Punjab, where he received his early education. He came to the University of Idaho in 1970 and worked towards Master's Degree. He taught English and Humanities at Washington State University, University of Miami, and Colorado State University until 1986 when he joined Boeing. This interview describes his experience working at Boeing.	Yes	Object
10	Segment Descriptions	Brief descriptions of interview segments with timecode ranges.	Example: (00:00:00-00:06:02) Growing up in West Seattle during the 40s and 50s; (00:06:03-00:12:20) Acting in plays during high school and college; (00:23:11-00:29:00) Trip to Europe - Spain	No	Object
11	Faculty Advisor	If interviewer is a student, name of faculty member supervising the project. Format: Lastname, Firstname Use LC Name Authority File for form of name if relevant: http://authorities.loc.gov/	Examples: Freidberg, Jill Meyers, Richard D. Colbert, Curt, 1947-	Yes, if relevant	Object

		Separate multiple entries with a semicolon.			
12	**Other Contributors**	Names and roles of people involved in recording or producing the oral history. Format: Lastname, Firstname (role or roles) Use LC Name Authority File for form of name if relevant: http://authorities.loc.gov/ Separate multiple entries with a semicolon.	Examples: Gossett, Larry (sound recording) Meyers, Richard D. (videographer) Colbert, Curt, 1947- (photographer)	No	Object
13	**Photograph Date**	Specific date the interviewee was photographed. If more than one interviewee photograph is included with the oral history, assign numbers to the photos and include these numbers in parentheses after the dates. Include the phrase "all photographs" if all photographs were taken on the same day. Separate multiple entries with a semicolon.	Examples: 23 April 2001 23 April 2001 (all photographs) October-November 2006 (photo 1); 17 February 2013 (photo 2)	Yes	Item
14	**Photograph Description**	Brief description(s) of the photograph(s) of the interviewee. Description should be a short phrase or two, and should include information about where the photograph was taken, when it was taken, who is in the photograph, any action or activity, and any other relevant identifying and descriptive information.	Example: Mr. Kumar (second from left) at the Everett Boeing plant with his coworkers in 2001. Photo 1: Mr. Kumar (second from left) at the Everett Boeing plant with his coworkers in 2006.; Photo 2: Mr. Kumar brushing snow off of his car in front of his Shoreline home on February 17, 2013.	Yes	Item

		If there is more than one photograph, preface description by the photograph number assigned in "Photograph Date". Separate multiple entries with a semicolon.			
15	**Notes**	Any information of importance that is not represented elsewhere.	Examples: Parts of the interview are conducted in Norwegian. Dwight Watson's description of his historic ascent of Mt. Watson is recounted at timecode 01:31:00	No	Either or Both
16	**Subjects (LCSH)**	Subject headings taken from the Library of Congress Subject Headings (LCSH): **http://authorities.loc.gov/** Enter here topical headings and headings for places (this includes neighborhoods, which are not entered in the Geographic Coverage field below). Separate multiple entries with a semicolon. Enter Subjects (LCSH) in CONTENTdm document descriptions only. Individual items do not require subject headings. Note: LCSH is often applied by UW catalogers; enter "xyz" in this field if it should be applied by UW catalogers.	Examples: Mountain Rescue Council Temple B'nai Torah (Mercer Island, Wash.) Capitol Hill (Seattle, Wash.) University District (Seattle, Wash.) xyz	Yes	Object
17	**Individuals Discussed**	Names of individuals given significant attention in the interview. Format:	Examples: Whittaker, James Williams, Paul B.	Yes, if relevant	Object

		Lastname, Firstname Use LC Authority File for form of name when available. http://authorities.loc.gov Separate multiple entries with a semicolon.	Morgan, Murray, 1916-2000		
18	**Organizations Discussed**	Names of organizations given significant attention in the interview. Use heading found in LC Name Authority File (LCNAF) when available. http://authorities.loc.gov Separate multiple entries with a semicolon.	Examples: Schipperke Club of America International Longshoremen's Association. Local 38-97 (Tacoma, Wash.) United States. Central Intelligence Agency. Conflict Issues Division	Yes, if relevant	Object
19	**Geographic Coverage**	Broad and local geographic locations given significant attention in the interview. Use LC Subject Headings for location when available. Use the following format for states/cities: [Country]—[State]—[City] For neighborhoods or other types of locales below the city level, include the information in Description and add a LCSH heading in the Subjects (LCSH) field above. Separate multiple entries with a semicolon.	Examples: United States—Washington (State)—Seattle Pakistan—Lahore United States—Washington (State)—Bellingham	Yes, if relevant	Object
20	**Time Period Discussed**	Representation of time periods given significant attention in the interview.	Examples: 1964	Yes, if relevant	Object

		This is a free text field with no authoritative source of terms.	1986-1990		
			Twentieth century		
			Nineteen forties		
21	**Genre**	Genre headings taken from the Library of Congress Subject Headings (LCSH). This will be "oral histories."	Example: Oral histories	Yes	Object
22	**Language**	Name of language(s) used in the interview fully spelled out.	Examples: Spanish English	Yes	Object
23	**Language Code**	Name of language(s) used in the interview. Preferred: use an ISO 639-3 code.	Examples: spa eng fra	Yes	Object
24	**Type**	Appropriate name from DCMI Type vocabulary: http://dublincore.org/documents/dcmi-type-vocabulary	Examples: Text Sound Image MovingImage	Yes	Item
25	**Extent**	Duration of audio file or length of document.	Examples: 12 minutes, 58 seconds 6 pages	Yes	Item
26	**File Format**	File format of the digital object	Examples: audio/wav image/jpeg application/pdf text/plain video/mov	Yes	Item
27	**Digital ID Number**	Unique number assigned to each digital object for identification purposes.	Examples: UWBOH0847_2013_audio UWBOH0847_2013_transcript	Yes	Item

		Format of numbers for stand-alone items: UWBOHxxx_YYYY_type.	UWBOH0847_2013_video		
28	**Digital File Name**	Digital ID Number + extension	UWBOH0847_2013_audio.wav	Yes	Item
29	**Repository**	The institution holding the materials.	University of Washington Libraries	Yes	Object
30	**Rights**	Identifies rights holder and restrictions.	Examples: Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License (http://creativecommons.org/licenses/by-nc-sa/3.0/) Creator's literary rights transferred to the University of Washington Libraries. Creator's literary rights not transferred to the University of Washington Libraries. Open to all users.	Yes	Object, Item if different (i.e., photograph)
31	**Digital Collection**	Name of the digital collection into which the digital objects will be uploaded in UW Bothell Library Digital Collections (CONTENTdm).	Examples: Community Oral History Collection	Yes	Object
32	**Project**	Project or subcollection name. Used to distinguish different projects, course products, and collections.	Example: BISMCS343_2013_Spring	Yes, if relevant	Object
33	**Batch**	Processing batch to which item belongs. Format: YYYYMMDD Format if for a specific course: YYYYMMDD_COURSE	Examples: 20130317 20130317_BISMC343	Yes	Object

MAPPING TO CONTENTDM:

Field No	Local Label	DC/Cdm Label	Searchable?	Hidden?
1	Title	Title	Yes	No
2	Interviewee Name	Creator	Yes	No
3	Interviewee Birthplace	Description	Yes	No
4	Interviewer	Creator	Yes	No
5	Interview Date	Date-Created	No	No
6	Interview Year	Date-Created	Yes	Yes
7	Earliest Date	Date-Created	No	Yes
8	Latest Date	Date-Created	No	Yes
9	Interview Description	Description	Yes	No
10	Segment Descriptions	Description	Yes	No
11	Faculty Advisor	Contributor	Yes	No
12	Other Contributors	Contributor	Yes	No
13	Photograph Date	Date-Created	Yes	No
14	Photograph Description	Description	Yes	No
15	Notes	Description	No	No
16	Subjects (LCSH)	Subject	Yes	No
17	Individuals Discussed	Subject	Yes	No
18	Organizations Discussed	Subject	Yes	No
19	Geographic Coverage	Coverage-Spatial	Yes	No
20	Time Period Discussed	Coverage-Temporal	Yes	No
21	Genre	Type	Yes	No
22	Language	Language	Yes	No
23	Language Code	Language	No	No
24	Type	Type	Yes	No
25	Extent	Format-Extent	No	No
26	File Format	Format	Yes	No
27	Digital ID Number	Identifier	Yes	No
28	Digital File Name	[none]	No	Yes
29	Repository	Source	No	No
30	Rights	Rights	No	No

31	Digital Collection	Relation-Is Part Of	Yes	No
32	Project	Relation-Is Part Of	Yes	No
33	Batch	Identifier	Yes	No

Notes:

Fields in **Bold**: Information supplied by Interviewer

Fields in *Italics*: Information supplied by Curator