

# Thinking Practically About Metadata for Digital Projects in Your Library

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University of North Carolina-Greensboro

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Jackson County Public Library

# What is metadata?

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Record #9 ☐  
Mark

**Title:** **Data and Metadata Reporting and Presentation Handbook [electronic resource] / Organisation for Economic Co-operation and Development**

**Corporate Author:** [Organisation for Economic Co-operation and Development.](#)

Holdings:	Call Number	Status	Location	Format
	EBOOK	World Wide Web Access		Online

**INTERNET Link:** [Available online.](#) [e-book](#)

**Publisher:** OECD Publishing, 2007.

**Subject Headings:** [Economics](#)  
[Electronic book.](#)

**Description:** 158 p.

**Notes:** Title from home page (viewed Jan. 28, 2011).  
*SUMMARY:* The OECD Data and Metadata Reporting and Presentation Handbook contains guidelines and recommended best practice for the presentation of statistical data and metadata disseminated by national agencies and international organisations in various dissemination media. The Handbook brings together in one publication relevant presentation guidelines embodied in existing international statistical standards where they exist. The Handbook also presents for the first time a standard set of terminologies and guidelines for the presentation of growth rates, indices and seasonally adjusted data developed by the OECD Short-term Economic Statistics Working Party.

Mode of access: World Wide Web.

**Series Title:** [OECD ilibrary.](#)

**ISBN:** 9789264030336

# What is metadata?



## [Dalen, Telemarken (i.e, Telemark), Norway] (LOC)

[Dalen, Telemarken (i.e, Telemark), Norway]

[between ca. 1890 and ca. 1900].

1 photomechanical print : photochrom, color.

### Notes:

Title from the Detroit Publishing Co., Catalogue J--foreign section. Detroit, Mich. : Detroit Publishing

By [The Library of Congress](#)  
No real name given + Add Contact

This photo was taken some time in 1890.

18,587 22 165 7

This photo belongs to

► [The Library of Congress'...](#)

This photo also appears in

[Photochrom Travel Views](#) (set: 1,286)



### Tags

[Library of Congress](#) • [Telemark](#) • [Norway](#) •  
[photochrom](#) • [color](#) • [colorized](#) • [Dalen](#) •  
[Scandinavia](#) • [fjord](#) • [1900's](#) • [#7105](#)

► [Show machine tags \(2\)](#)

### License

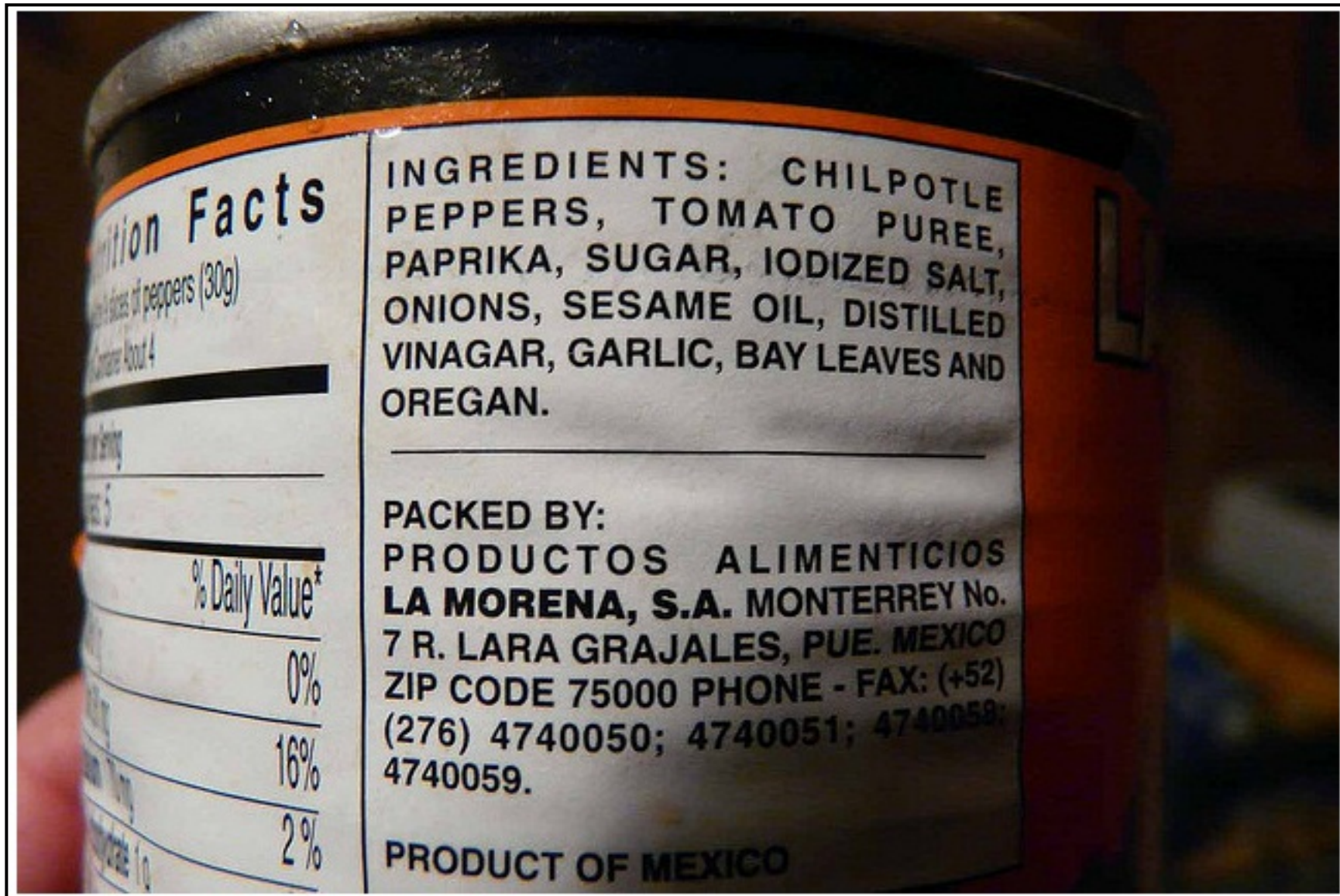
☒ No known copyright restrictions [?]

### Privacy

☒ This photo is visible to everyone



# What is metadata?





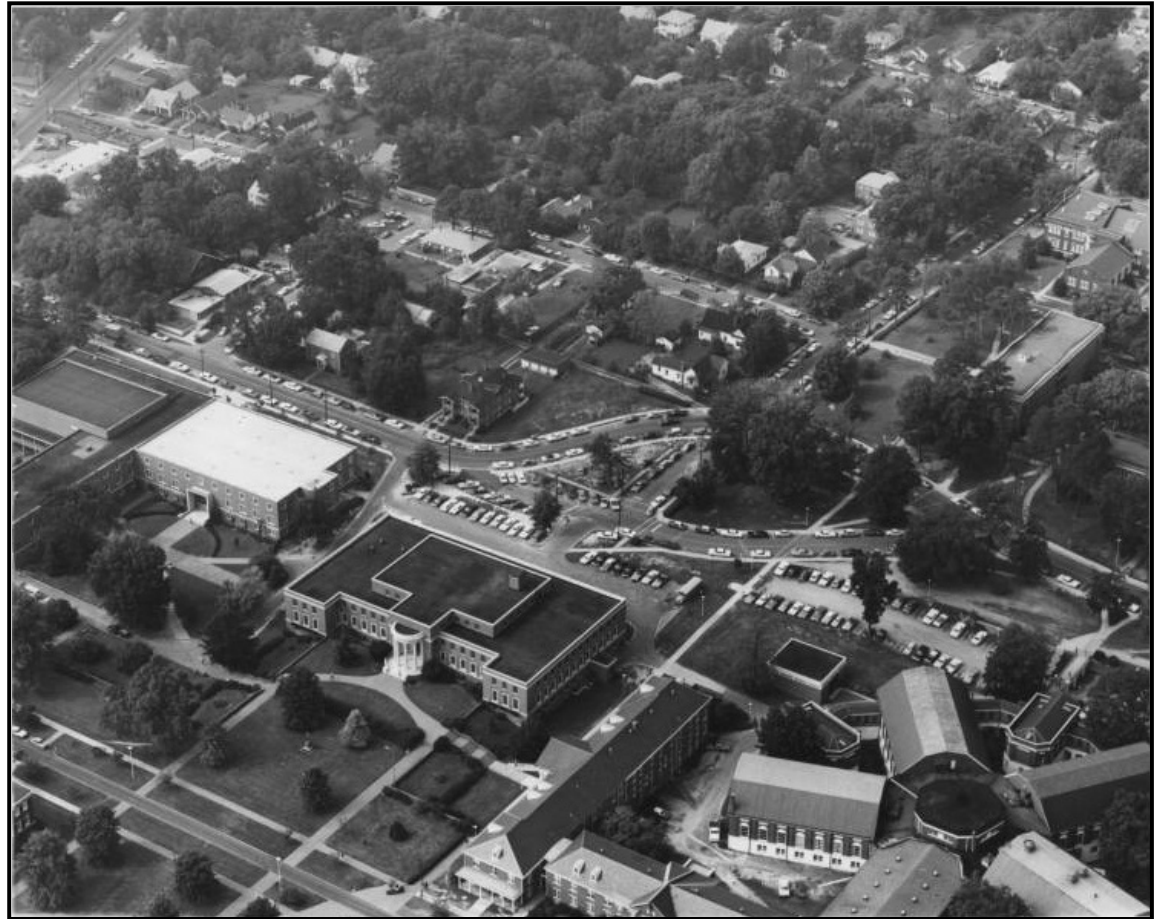
# What is metadata?



<b>Title</b>	Aerial view of The University of North Carolina at Greensboro
<b>Date</b>	1972
<b>Creator</b>	Dexter Press Inc, West Nyack, New York Aerial Photography Services, Inc., Charlotte, N.C.
<b>Subject-LCSH</b>	University of North Carolina at Greensboro
<b>Place</b>	Greensboro (N.C.)
<b>Description</b>	<p>Aerial color postcard of the University of North Carolina at Greensboro, 1972. Created by Dexter Press Inc., West Nyack, New York. Photograph by Aerial Photography Services, Inc., Charlotte, N.C. This postcard shows the Foust Building, Jackson Library, and the Spencer Residence Hall. This building, designed by Epps &amp; Hackett of Greensboro, North Carolina, was opened in 1892. Two flanking wings were added in 1895. From 1892 to 1908, the building was called Main Building and from 1908 to 1960 it was called Administration Building. In 1960, the building was named in honor of Julius Isaac Foust, president of College from 1906 to 1934. It was placed on the National Register of Historic Places in 1980. Jackson Library, designed by Northrup O'Brien of Winston-Salem, North Carolina, opened in 1950. In 1960 it was named for Walter Clinton Jackson, professor, author, and chancellor from 1934 - 1950. The tower addition was designed by Odell Associates of Charlotte, North Carolina, and opened in 1973. The Spencer Residence Hall, designed by W. C. Holleyman of Greensboro, North Carolina, consists of two connecting building; North Spencer Residence Hall, which opened in 1904, and South Spencer Residence Hall, which opened in 1907. The building was named in honor of Cornelia Phillips Spencer, a poet, social historian, and journalist. She was instrumental in having the University of North Carolina at Chapel Hill reopened after Reconstruction.</p>
<b>Type</b>	Image
<b>Original format</b>	Photographs
<b>Original dimensions</b>	6" x 4"
<b>Repository</b>	Martha Blakeney Hodges Special Collections and University Archives, UNCG University Libraries - <a href="http://library.uncg.edu/info/depts/scua/">http://library.uncg.edu/info/depts/scua/</a>
<b>Collection</b>	UA110 Postcards Collection
<b>Series</b>	3 Buildings, Grounds, and Views
<b>Folder</b>	Campus Views -- Aerial
<b>Preferred citation</b>	[Identification of item], [Identification of collection], Martha Blakeney Hodges Special Collections and University Archives, University of North Carolina at Greensboro, NC, USA.
<b>Copyright</b>	<a href="http://libcdm1.uncg.edu/copyright.php">http://libcdm1.uncg.edu/copyright.php</a>
<b>Object ID</b>	UA110.3.003
<b>Digital publisher</b>	The University of North Carolina at Greensboro, University Libraries, PO Box 26170, Greensboro NC 27402-6170, 336.334.5304
<b>Digital collection homepage</b>	<a href="http://libcdm1.uncg.edu/ui.php">http://libcdm1.uncg.edu/ui.php</a>

# Overview

- Planning for metadata projects
- Creating data
- Sustaining projects

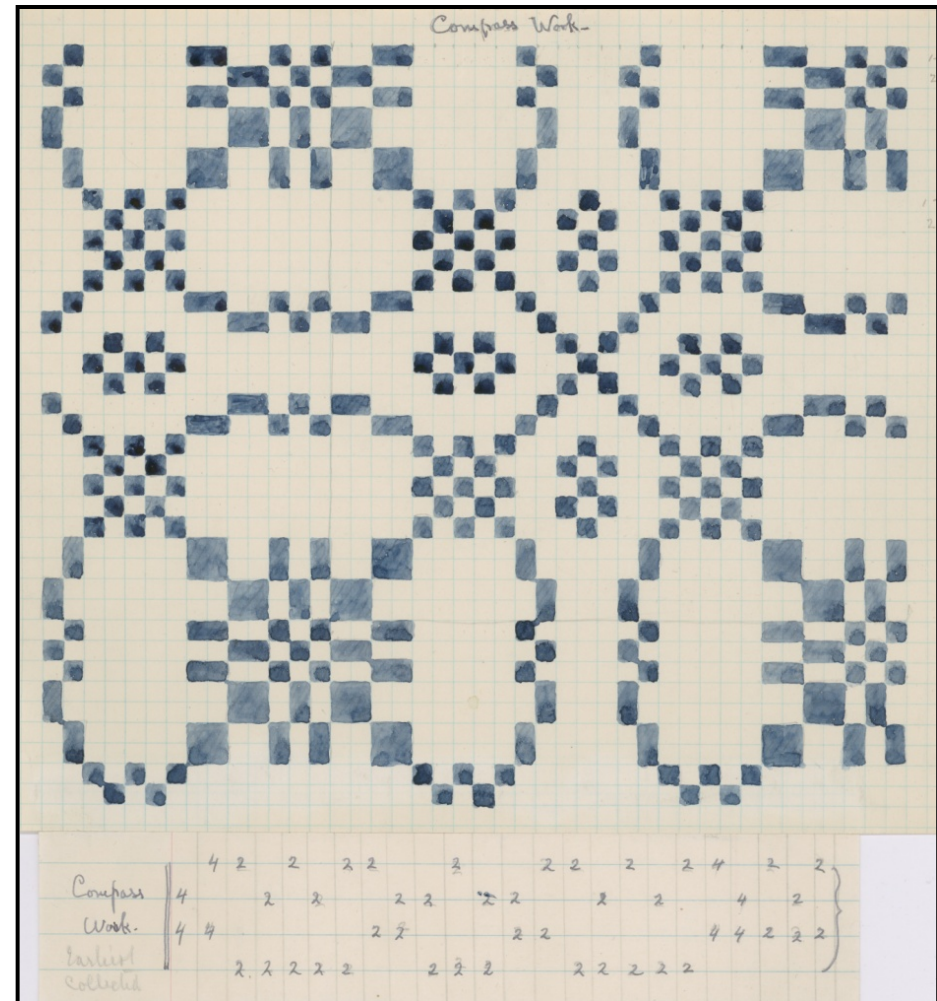


Aerial view of campus. <http://libcdm1.uncg.edu/u/?ui,52>



# Planning for metadata projects

- Determine what you have, how it is documented, and available staff resources.
- Make use of your library's strengths.
- Learn from what others have done
- Choose an appropriate schema and controlled vocabularies.
- Get help from resources here in NC.



[Weave pattern: Compass Work]

<http://wcudigitalcollection.cdmhost.com/u?/p4008coll2,5975>

# Hansen - brief metadata

<b>Title</b>	A Ring On The Finger Is Worth Two On The 'Phone
<b>Date</b>	1911
<b>Composer</b>	<a href="#">Meyer, George W.</a>
<b>Lyricist</b>	<a href="#">Mahoney, Jack</a>
<b>First line of chorus</b>	Don't call me up! Don't call me up!
<b>First line of song</b>	Honey boy I'd like to know,
<b>Type</b>	Image
<b>Original format</b>	Musical notation
<b>Original dimensions</b>	10.9" x 13.9"
<b>Original publisher</b>	<a href="#">F. B. Haviland Publishing Co.</a>
<b>Repository</b>	Martha Blakeney Hodges Special Collections and University Archives, U
<b>Collection</b>	MSS255 Robert C. Hansen Performing Arts Collection
<b>Series</b>	5.1 Sheet Music and Song Books -- Sheet Music
<b>Finding aid link</b>	<a href="http://library.uncg.edu/info/depts/scua/collections/manuscripts/ead/ms">http://library.uncg.edu/info/depts/scua/collections/manuscripts/ead/ms</a>
<b>Preferred citation</b>	[Identification of item], Robert C. Hansen Performing Arts Collection, 1 Manuscripts, University of North Carolina at Greensboro, NC, USA.
<b>Copyright</b>	<a href="http://libcdm1.uncg.edu/copyright.php">http://libcdm1.uncg.edu/copyright.php</a>
<b>Object ID</b>	MSS255.075.013
<b>Digital publisher</b>	The University of North Carolina at Greensboro, University Libraries, P
<b>Digital collection homepage</b>	<a href="http://libcdm1.uncg.edu/hansen.php">http://libcdm1.uncg.edu/hansen.php</a>
<b>Notes</b>	Listed as "Geo. W. Meyer" on sheet music.





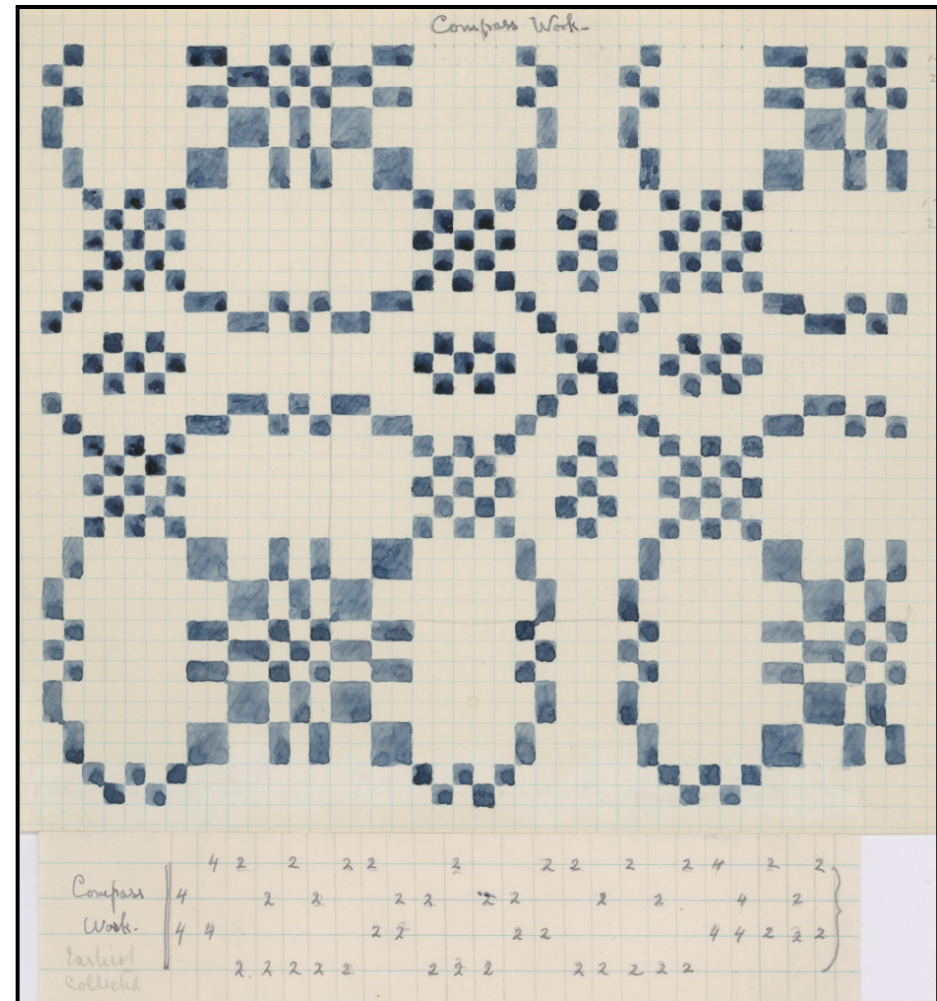
# Hansen - full metadata

<b>Title</b>	Cabinet Card Photo of Helena Modjeska
<b>Date era</b>	1850-1900
<b>Creator</b>	Mora
<b>Artistic roles</b>	Helena Modjeska (Actor)
<b>Places</b>	New York (N.Y.)
<b>Item description</b>	Cabinet card photograph of Helena Modjeska (1840-1909) from the late 1880s. Modjeska in a gown with laced sleeves and an over-train.
<b>Object narrative</b>	Helena Modjeska (1840-1909) was born in Poland into a large family with many children, but she claims her father was Michael Opid, a teacher of music. Her father was no doubt at least her godfather and lived with the family, recognizing her talent. Older siblings joined the acting profession, and at sixteen years of age she began receiving attention. Within a few years she had joined a traveling company and she began receiving attention. She had changed her last name to Modjeska. A friend of the family, and he was one of those who helped establish the theater. In the years, she honed her talents, had two children, and left her husband. She emigrated to the United States in 1876. Their dream of becoming California (shortened name) quickly set about learning English so she could return to her native land. She had her New York debut later that year in the same role and London working on her English and performing there, she returned in the 1880s, she was performing alongside Edwin Booth during the last years of his career. Shakespearean actress of her generation and toured both America and Europe. Notable roles were Juliet, Ophelia, Queen Anne in Richard III and Nora in A Doll's House. She retired to and died in Newport, Rhode Island. This is a cabinet card photograph of Modjeska from the late 1880s.
<b>Theme</b>	Women in 19th C. Theatre
<b>Original format</b>	Portrait photo
<b>Repository</b>	Martha Blakeney Hodges Special Collections and University Archives, University of North Carolina at Greensboro /scua/
<b>Contact information</b>	P.O. Box 26170, Greensboro, NC 27402-6170, 336-334-4045
<b>Collection</b>	MSS255 Robert C. Hansen Performing Arts Collection
<b>Series</b>	10.1.1 Photographs, Cards, Caricatures/Satire and Other Pictorial Materials
<b>Finding aid link</b>	<a href="http://library.uncg.edu/info/depts/scua/collections/manuscripts/ead/ms">http://library.uncg.edu/info/depts/scua/collections/manuscripts/ead/ms</a>
<b>Preferred citation</b>	[Identification of item], Robert C. Hansen Performing Arts Collection, MSS255, Collections and University Archives and Manuscripts, University of North Carolina at Greensboro
<b>Copyright</b>	<a href="http://libcdm1.uncg.edu/copyright.php">http://libcdm1.uncg.edu/copyright.php</a>
<b>Object ID</b>	MSS255_B88_015
<b>Digital publisher</b>	The University of North Carolina at Greensboro, University Libraries, PC
<b>Digital collection homepage</b>	<a href="http://libcdm1.uncg.edu/hansen.php">http://libcdm1.uncg.edu/hansen.php</a>



# Planning for metadata projects

- Determine what you have, how it is documented, and available staff resources.
- Make use of your library's strengths.
- Learn from what others have done
- Choose an appropriate schema and controlled vocabularies.
- Get help from resources here in NC.



[Weave pattern: Compass Work]

<http://wcudigitalcollection.cdmhost.com/u?/p4008coll2,5975>



# Schema - basic

## Collection field properties

View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection to update changes.

	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field
1	Title	Title	Text	No	Yes	No	Yes	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
2	Subject	Subject	Text	No	Yes	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
3	Description	Description	Text	Yes	Yes	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
4	Creator	Creator	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
5	Publisher	Publisher	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
6	Contributors	Contributors	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
7	Date	Date	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
8	Type	Type	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
9	Format	Format	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
10	Identifier	Identifier	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
11	Source	Source	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
12	Language	Language	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
13	Relation	Relation	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
14	Coverage	Coverage	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
15	Rights	Rights	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
16	Audience	Audience	Text	No	No	No	No	No	<input type="text" value="move to"/> ▼	<a href="#">edit</a>   <a href="#">delete</a>
	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field

# Schema - a little more complex

	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field
1	Title	Title	Text	No	Yes	No	Yes	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
2	Date	Date	Date	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
3	Date era	Coverage-Temporal	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
4	Creator	Creator	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
5	Composer	Creator	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
6	Contributor	Contributors	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
7	Lyracist	Contributors	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
8	Character roles	Subject	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
9	Artistic roles	Subject	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
10	Production-piece	Subject	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
11	Playwright	Subject	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
12	Singer	Subject	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
13	Art form	Subject	Text	No	Yes	Yes	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
14	Genre-style	Subject	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
15	Places	Coverage-Spatial	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
16	Item description	Description	Text	Yes	Yes	No	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
17	Object narrative	Description	Text	Yes	Yes	No	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
18	First line of chorus	None	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
19	First line of song	None	Text	No	Yes	No	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
20	Theme	None	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
21	Type	Type	Text	No	Yes	Yes	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
22	Original format	Format-Medium	Text	No	Yes	No	No	Yes	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>
23	Original dimensions	Format-Extent	Text	No	No	Yes	No	No	<input type="button" value="move to"/> ▾	<a href="#">edit</a>   <a href="#">delete</a>




# Schema - from the public's view


<b>Title</b>	Cabinet Card Photo of Helena Modjeska
<b>Date era</b>	1850-1900
<b>Creator</b>	Mora
<b>Artistic roles</b>	Helena Modjeska (Actor)
<b>Places</b>	New York (N.Y.)
<b>Item description</b>	Cabinet card photograph of Helena Modjeska (1840-1909) from the late 1880s. The card was produced by Mora in New York and pictures Modjeska in a gown with laced sleeves and an over-train lavishly decorated with a flowery design.
<b>Object narrative</b>	Helena Modjeska (1840-1909) was born in Poland into a large family with the name Helena Opid. Her paternity has been somewhat disputed, but she claims her father was Michael Opid, a teacher of music and lover of the arts. While some doubt he was her father, he was no doubt at least her godfather and lived with the family, recognizing and encouraging Helena's early musical and dramatic flair. Older siblings joined the acting profession, and at sixteen years of age she attempted to do so as well, although her debut was a laughable failure. Within a few years she had joined a traveling company (other members of which were two of her older brothers), and she began receiving attention. She had changed her last name to Modezejewska in the intervening years through marriage to an old friend of the family, and he was one of those who helped establish the touring troupe. Touring Poland and Germany for the next several years, she honed her talents, had two children, and left her husband. She married a Polish nobleman in 1868 and together they emigrated to the United States in 1876. Their dream of becoming California ranchers died quickly, however, and Modjeska (her shortened name) quickly set about learning English so she could return to the stage, which she did in San Francisco in 1877 as Adrienne Lecouvreur. She had her New York debut later that year in the same role, and her success was immediate. After three years in Europe and London working on her English and performing there, she returned to America in 1882 to even more fame and fortune. By the late 1880s, she was performing alongside Edwin Booth during the last years of his career. She was known as the preeminent American Shakespearean actress of her generation and toured both America and Europe multiple times during her career. Her favorite and most notable roles were Juliet, Ophelia, Queen Anne in Richard III and Nora in A Doll's House, which she initiated the first performance of in the United States in Louisville, KY. She retired to and died in Newport Beach, CA, the first actor celebrity to settle in Southern CA. This is a cabinet card photograph of Modjeska from the late 1880s.
<b>Theme</b>	Women in 19th C. Theatre
<b>Original format</b>	Portrait photo
<b>Repository</b>	Martha Blakeney Hodges Special Collections and University Archives, UNCG University Libraries - <a href="http://library.uncg.edu/info/depts/scua/">http://library.uncg.edu/info/depts/scua/</a>
<b>Contact information</b>	P.O. Box 26170, Greensboro, NC 27402-6170, 336-334-4045
<b>Collection</b>	MSS255 Robert C. Hansen Performing Arts Collection
<b>Series</b>	10.1.1 Photographs, Cards, Caricatures/Satire and Other Pictorial Materials -- Photographs -- People
<b>Finding aid link</b>	<a href="http://library.uncg.edu/info/depts/scua/collections/manuscripts/ead/mss255.xml">http://library.uncg.edu/info/depts/scua/collections/manuscripts/ead/mss255.xml</a>
<b>Preferred citation</b>	[Identification of item], Robert C. Hansen Performing Arts Collection, 1753-2006 (MSS255), Martha Blakeney Hodges Special Collections and University Archives and Manuscripts, University of North Carolina at Greensboro, NC, USA.
<b>Copyright</b>	<a href="http://libcdm1.uncg.edu/copyright.php">http://libcdm1.uncg.edu/copyright.php</a>
<b>Object ID</b>	MSS255_B88_015
<b>Digital publisher</b>	The University of North Carolina at Greensboro, University Libraries, PO Box 26170, Greensboro NC 27402-6170, 336.334.5304
<b>Digital collection homepage</b>	<a href="http://libcdm1.uncg.edu/hansen.php">http://libcdm1.uncg.edu/hansen.php</a>

# NC Digital Heritage Center

<http://www.digitalnc.org/>





*We've Got Spirit*  
Elizabeth City State University  
cheerleaders, c. 1958.  
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**DigitalNC** NORTH CAROLINA'S DIGITAL HERITAGE


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**NORTH CAROLINA'S  
DIGITAL HERITAGE**

Explore the history and  
culture of North Carolina  
through original  
materials from cultural  
heritage repositories  
across the state.



 **The Eagle [1963]**  
North Carolina Central University

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# NC ECHO

<http://www.ncecho.org/>



Exploring Cultural Heritage Online



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**North Carolina Exploring Cultural Heritage Online** is the World Wide Web's doorway to the special collections of North Carolina's libraries, archives, museums, historic sites, and other cultural institutions.

NC ECHO promotes the use of digital technologies to broaden and enhance access to North Carolina's cultural heritage and fosters collaboration among all of the state's cultural resource institutions through grant funding, education and training opportunities and digitization activities.



**INSTITUTION DIRECTORY**  
SEARCH BY: [CITY](#) | [COUNTY](#) | [INSTITUTION](#) | [SUBJECT](#) | [TYPE](#)

NC ECHO identified every institution in the state open to the public and holding a



**Connecting to Collections** is an IMLS federal grant project administered by the NC Department of Cultural Resources to assist North Carolina's cultural heritage institutions with traditional preservation of collections and disaster preparedness and response.

# Creating your data

- Try to make use of existing data before you create new data.
- Use thin, or brief, data when possible.



[Craftsman's Fair, 1949: Goingback Chiltoskey]

<http://wcudigitalcollection.cdmhost.com/u?p4008coll2,4557>



# Reusing your data

1	245a	245b	250	260c	circa	100	700
2	Hypnotism:	its history and present development.	Authorized translation from the 2d Swedish ed., by Baron Nils Posse ...	[1889]		Björnström, Fredrik Johan, 1833-1889.	Posse, Nils, friherre, 1862-1895.
3	Movement and movement patterns of early childhood			1971		Sinclair, Caroline B.	
4	Anthropometry individualized			1896?		Lincoln, David F. (David Francis), 1841-1916.	
5	Nouveaux instruments d'anthropométrie			1890		Demeny, Georges, 1850-1917.	
6	Anthropometric instruments and how they are used			[ca. 1895]			Anderson, William Gilbert, 1860-; Andrews, A. J.; Mosher, Eliza Maria, 1846-1928.

1	Title	Edition	Date	circa	Creator	Contributors
2	Hypnotism : its history and present development	Authorized translation from the 2nd Swedish ed by Baron Nils Posse ...	1889		Björnström, Fredrik Johan, 1833-1889	Posse, Nils, friherre, 1862-1895.
3	Movement and movement patterns of early childhood		1971		Sinclair, Caroline B.	Virginia. Division of Educational Research and Statistics.
4	Anthropometry individualized		1896	yes	Lincoln, David F. (David Francis), 1841-1916	
5	Nouveaux instruments d'anthropométrie		1890		Demeny, Georges, 1850-1917	
6	Anthropometric instruments and how they are used		1895	yes	George Tiemann & Co.	Anderson, William Gilbert, 1860-; Andrews, A. J.; Mosher, Eliza Maria, 1846-1928.

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[Craftsman's Fair, 1949: Goingback Chiltoskey]

<http://wcudigitalcollection.cdmhost.com/u?p4008coll2,4557>



# Sustaining your projects

- Document your practices.
- Set up overarching guidelines and think about the future.



# Braswell Memorial Library

## Charles S. Killebrew Collection

### Collection Overview:

- Approximately 500,000 photo negatives in various formats, both b&w and color.
- Photojournalism, studio, and freelance work included
- Previous work done with the collection: rehousing, some metadata decisions



# Planning: Where to begin?

- Paper trail of previous work with the collection—what happened before me?
- Utilize in-house knowledge—Local History Librarian & IT manager



# Planning



- Look at other collections:  
Baker Barber at  
Henderson County Public  
Library
- Implement NCDL  
metadata schema
- Controlled vocabulary:  
Thesaurus for Graphic  
Materials/LCNAF/LCSH



# Realities

184\_A\_9\_7\_67\_Airplane Crash\_F4D Phantom\_1967

- Size of collection
- Limited staffing
- No funding for additional staffing
- consistency



<http://www.braswell-library.org:3635/u?/kbcollect,404>

# Metadata Considerations

- Audience—prioritizing according to user needs
- Title, Creator, Publisher, Type, Format, Source & Rights fields set up to automatically populate in CONTENTdm
- Subject—Topic; Subject—Geographic; Subject—Name; Description & Date fields unique for each image



# Creating Data

- CONTENTdm collection—added some fields to collection even though we were not necessarily populating them.
- Used the Rocky Mount Telegram Archive to search for relevant information on each image
- Set up internship with Edgecombe Community College's Historic Preservation Technology program to solicit interns to work on metadata (for class credit)



<http://www.braswell-library.org:3635/u/?kbcollect,426>

# Metadata

<b>Title</b>	38_A_1_25_62_Covered Wagon_1962
<b>Subject--Topics</b>	Covered wagons Travel
<b>Description</b>	Image shows Yvon Beruke, a Canadian journalist, and his dog in a covered wagon. It is pulled by a team of horses. He was traveling through the area from his home in Canada to the tip of South America. Photo appeared in the Rocky Mount Evening Telegram January 28, 1962, page 45. A follow-up article appears on January 30, 1962 on page 3 and an editorial on page 4, same issue.
<b>Creator</b>	Killebrew, Charles S., 1923-2009
<b>Publisher</b>	Braswell Memorial Public Library;
<b>Date</b>	01/25/1962
<b>Type</b>	image
<b>Format</b>	negative
<b>Source</b>	From the Charles S. Killebrew Photograph Collection
<b>Language</b>	eng
<b>Rights</b>	Copyright of materials in the Charles S. Killebrew Collection is held by Braswell Memorial Public Library. No permission, either express or implied, is granted for the electronic transmission, storage, retrieval, or printing of the materials in this collection, other than that which is related to the normal "caching" practices of world wide web browsers. No parties visiting this site may otherwise copy, modify, publish, transmit, or distribute the contents of this collection. Express written permission must be granted, on behalf of the library and Charles S. Killebrew, in order to use any image in the collection for any purpose.





# Outdoor Horse Drama Staged With Distress Signals Flying

By LEONARD SULLIVAN  
Telegram Staff Writer

Even the brains that dream up Western plots had never come up with the likes of it.

What it was was an outdoor drama, taut with suspense and staged in the face of onrushing trains — with the horse in distress.

Out story opens around noon Sunday when young Willie Viverette, Jr., and his companion start out on their afternoon ride. The winter air was invigorating, the horses eager.

In search of adventure, the youngsters ride the "range" across from the Municipal Airport and come upon the Atlantic Coast Line trestle. One rider, less adventuresome perhaps, rides around the rail bridge. Viverette directs his steed across the 20-foot ravine.

The footing is treacherous, the horse must pick its way along the trestle cross-ties.

About halfway across, the animal loses its footing and plunges through the ties up to its middle. It is lodged fast there between the southbound tracks. The rider struggles free and is unhurt. In his panic he sees his horse crushed under a speeding freight.

The police are notified. The railroad is notified. In fact, everybody the boys can think of is notified. ACL officials know a passenger train is due, but luckily on the parallel northbound tracks. They radio the alarm to the approaching train and rush to the scene along with police and members of the Stony Creek rescue squad.

The stricken beast struggles to free itself, a crowd gathers but can do nothing. The passenger train engineer cuts his engine and

Veterinarian R. G. Hicks. He arrives and administers an anesthetic that puts the horse to sleep. With the animal quieted, the rescue squad can use boards and strong arms to pry the horse from between tracks.

An ACL freight leaves the Rocky Mount yards. It, too, is on the northbound side. As the train approaches the scene, the 900-pound horse finally is cleared and lowered to the flat base of the ravine.

Dr. Hicks says the horse is not seriously hurt. No bones are broken, and except for a skinned hind leg, it will be good as new when it awakens. Viverette's father, the

horse's owner, is particularly grateful to the rescue squad and for the cooperation shown by the railroad. He gave his son a sharp reprimand and the promise of more to come. The Viverettes, of 230 McDearmon St. in Swanton Heights, discuss reasons for being on the trestle in the first place. The boy's explanation is unsatisfactory.

The horse lost its footing at 12:30 p.m. It is 1:45 before it is safe and our story ends.

As we leave the scene, we hear the father say, "Son, didn't you see the trestle?" And the boy answers, "No, sir, and I didn't know it had holes in it."

## City Building Inspector Gives Some Home Hints

City Building Inspector G. K. Abbott today gave some hints on how to prevent houses from sweating.

He said he had received a number of requests from residents about house sweating, which slowly decays woodwork.

He said the reason houses sweat is that they are built much tighter than in the past. He said moisture created by heat goes to

the coolest part of a room — the windows.

To remedy sweating, which rots window sills and framing, residents should either install metal storm windows or leave the windows slightly cracked, Abbott said.

He stressed that metal windows, if installed, must be fitted properly if they are to achieve their purpose.

## No Shoot-Em-Up Angle In New Type Western

By CYNTHIA LOWRY  
AP TV-Radio Writer  
NEW YORK (AP) — If anyone

that this series will be NBC's contribution to the next season tri-



**HORSE IN DISTRESS** — Shortly after noon Sunday young Willie Viverette Jr., astride his trusty steed, attempted to cross the 20-foot ACL trestle opposite the Municipal Airport. About halfway across, all four legs

Staff Photographer Charlie Killbrew caught this sequence of events during Operation Horse Rescue that lasted more than an hour. At left, Viverette tries to console the stricken beast shortly after it became lodged be-

G. Hicks arrives and administers an anesthetic that put the struggling animal to sleep. By this time, the horse had managed to free its front legs. At right, members of the Stoney Creek rescue squad work to free the un-

conscious horse. The horse was not injured seriously, and aside from a skinned hock and a thoroughly frightened rider, none was the worst for the tense drama. Viverette lives in Swanton Heights.



## 670\_C\_Killebrew\_1950s\_1960s



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<b>Title</b>	670_C_Killebrew_1950s_1960s
<b>Subject--Topics</b>	<a href="#">Airplanes</a> <a href="#">Crop dusting</a>
<b>Subject--Places</b>	<a href="#">Nash County (N.C.)</a> <a href="#">Edgecombe County (N.C.)</a>
<b>Description</b>	Image shows small single-engine airplane in flight releasing smoke or dust. The plane belongs to Rocky Mount Air Service located at the Rocky Mount Municipal Airport on Highway 301 North. The air service specialized in crop dusting and spraying. The number on the plane reads NC 38744.
<b>Creator</b>	Killebrew, Charles S., 1923-2009
<b>Publisher</b>	Braswell Memorial Public Library
<b>Date</b>	1950s - 1960s
<b>Type</b>	Image
<b>Format</b>	Negative
<b>Source</b>	From the Charles S. Killebrew Photograph Collection
<b>Language</b>	eng
<b>Rights</b>	Copyright of materials in the Charles S. Killebrew Collection is held by Braswell Memorial Public Library. No permission, either express or implied, is granted for the electronic transmission, storage, retrieval, or printing of the materials in this collection, other than that which is related to the normal "caching" practices of world wide web browsers. No parties visiting this site may otherwise copy, modify, publish, transmit, or distribute the contents of this collection. Express written permission must be granted, on behalf of the library and Charles S. Killebrew, in order to use any image in the collection for any purpose.

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# Sustaining

- Student interns continue to create records for digitized images
- Scanning had ended (lack of funding for staff) with 10,000 images processed
- Image requests from individuals and corporations still continue
- Lack of funding is a serious limitation

# Any questions?

**Title:** **Unasked questions are foolish ones [electronic resource] /** Terry J. Fadem.

**Personal Author:** [Fadem, T. J. \(Terry Jay\), 1948-](#)

Holdings:	Call Number	Status	Location	Format
	EBOOK	World Wide Web Access		Online

**INTERNET Link:** [Available online.](#) [e-book](#)

**Publisher:** [Upper Saddle River, N.J. : FTPress Delivers, c2010]

**Subject Headings:** [Communication in management.](#)  
[Executive ability.](#)  
[Organizational behavior.](#)  
[Electronic book.](#)

**Description:** 1 online resource ( [7] p.).

**Notes:** Mode of access: World Wide Web.  
Title from home page (viewed Apr. 6, 2010).  
Imprint from cover p. [3].  
Excerpted from: The art of asking, by Terry J. Fadem. Cf. resource description page (viewed March 5, 2010).

**Personal Name:** Fadem, T. J. (Terry Jay), 1948- Art of asking.

**Series Title:** [Safari books online 2010.](#)  
[FTPress Delivers elements.](#)

**ISBN:** 9780132542401  
0132542404  
9780137085118