



ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

## Scanning & Metadata Elements

### ASERL "Intellectual Underpinnings of the American Civil War"

October 2009

#### SCANNING SPECIFICATIONS

In general, we seek access-quality scans for this project; preservation-quality scanning is preferred but not necessary. For details, see the specifications found at

<http://www.ncecho.org/dig/digguidelines.shtml>

#### REQUIRED METADATA ELEMENTS

The nine unqualified Dublin Core elements in BOLD below are required for this project; four additional are required if applicable to the item being digitized. These data will be harvested via OAI-PMH into a centralized metadata index for the project. Documentation for this metadata scheme is available at <http://www.ncecho.org/dig/ncdc2007.shtml#5>

1. **Title**
2. **Subject** - see [http://www.ncecho.org/dig/guide\\_5metadata.shtml#5.7](http://www.ncecho.org/dig/guide_5metadata.shtml#5.7) for information about controlled vocabularies
3. **Description**
4. **Source** - *i.e., the publisher of the original analog item*
5. **Publisher** (if applicable) – *i.e., the institution/library that published the digitized item*
6. **Date**
7. **Format** (*insert extent information here*)
8. **Identifier** - *i.e., whatever local identifier is used by the hosting library, not a new ID for this project*
9. **Rights**
10. **Relation** – *please use "www.americansouth.org"*
11. **Creator** (if available)
12. **Language** (if applicable)
13. **Source** (if applicable)

ANY OTHER Dublin Core ELEMENTS ARE OPTIONAL.