



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](http://www.americansouth.org)"

11. Creator (if available)

12. Language (if applicable)

13. Source (if applicable)

ANY OTHER Dublin Core ELEMENTS ARE OPTIONAL.