Metadata Best Practices for
Southern Miss Digital Collections

Instructions for Oral Histories

This document provides instructions for creating and adding metadata for oral histories using CONTENTdm. This document does not address manuscripts, documents photographs, and related materials. Best practices for metadata related to other materials are given in a separate document.

Title
Most titles will read: “Oral history with X; Date” where X is the name of the interviewee as it appears on the printed version of the oral history, and Date is the year in which the oral history was taken. A few titles are in the format “Interview with X; Date.” Capitalize the first word and proper names of this statement. Do not put a period at the end of this field. Do not enclose in quotation marks.

Oral history with Sandra Adickes; 1999
Oral history with Miss Gladys Austin; 1995
Oral history with Mr. Earl W. Banks; 1975
Oral history with Judge Fred L. Banks; 1972

Description
This is a brief summary beginning with the standardized phrase “Oral History.”

Follow the standardized phrase with a short abstract in full sentences with correct grammar and punctuation. Avoid editorial comments. If the document is a transcribed copy, note this at the beginning of the abstract information.

Transcribed copy of a ...

This field is a good place to record important people whose names appear in a document, but who are not really the subject of the document. Avoid long lists of names in this field.

Example:
Oral history.; Interview conducted on May 1, 1972 with Dr. Aaron Henry in his drugstore in Clarksdale, Mississippi. Henry was born on July 2, 1922 in Clarksdale, Mississippi. After serving in World War II, he went to Xavier College (now Xavier University) in New Orleans, Louisiana and earned his BS degree in politics and government and Pharmacy. Henry returned to Clarksdale and started his drugstore. During the civil rights movement, he was active in organizing the Coahoma County chapter of the NAACP. In 1959, Henry became president of the State Conference of the NAACP, a position that he held for more than twenty years. During the summer of 1964 he was named chairman of the Council of Federated Organizations (COFO),
which was established as a joint effort of the Mississippi based units of NAACP, CORE, SCLC, and SNCC. In 1979, Henry won election to a four-year term in the Mississippi House of Representatives.

**Interviewee**
The interviewee is the person being interviewed. If the printed version of the oral history has a catalog record, the Personal Author should be the name of the interviewee. Copy/paste the name exactly as it appears in the catalog record. Otherwise, information about the author/creator should be taken from the biographical information found at the beginning of the transcript. Use this format: Last name, First name, dates (where applicable). If the author is unknown, record Unknown.

- Zeman, Zoya, 1943-
- Unknown.

If an item has more than one interviewee, list each name in alphabetical order. Separate multiple entries with a semi-colon. List added authors in this manner. An item written by Zoya Zeman and Buster Brown would be recorded:

- Zeman, Zoya, 1943-

The interviewee field is a controlled vocabulary in CONTENTdm. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry. Creators should be followed with a period, unless the term ends with a dash (ex: Evers, Charles, 1922- ). Follow the directions under Subject for adding new terms to the controlled vocabulary.

**Volume**
The volume field notes the volume from which the oral history appears. The call number may or may not include the volume number of the oral history. If not, add it as shown in the first example below. Take the call number from the MARC record; add the volume number if available.

- F341.5.M57 [volume not assigned]
- F341.5.M57 vol. 682

**Collection**
This field identifies the collection of which the oral history is a part. There is a period at the end of this statement. The Collection field is a controlled vocabulary in CONTENTdm.

- Civil Rights Documentation Project: Vicksburg
- Community Bridges Oral History Project
- EURO Project

**Date of interview**
This field records the date the interview was originally recorded. Take the date from the title page of the transcript. Dates should be entered in yyyy month dd. If an item is undated or the date is approximate, leave Date of interview field empty.

2000 May 01

Interviewer
The interviewer field credits the interviewer. If there is a MARC record for the transcript, the name will be found in the Added author field of the catalog record. Enter the name of the interviewer in the following format: Last name, First name.

Adams, Kim.

The Interviewer field is a controlled vocabulary in Content DM. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry. Interviewers should be followed with a period, unless the term ends with a dash (ex: Pyle, R. Wayne, 1948- ). Follow the directions under Subject for adding new terms to the controlled vocabulary.

Check the Civil Rights Thesaurus (CRT) for Name Authority Records for the interviewer. http://www.lib.usm.edu/~techserv/cat/tools/crm_index.htm.

If the name is not in the CRT, check Library of Congress Authorities online (http://authorities.loc.gov/) or Validator.

Coverage (time period)
This field identifies the Time Period covered in the oral history interview and can be derived from the document itself. It is different from the Date of interview field in that it is usually not a specific date.

If the time period is one particular month in a specific year: Month Year

August 1964  (no comma)

If the time period covers several months in one year: Year

1964

If the time period is several years in the same decade: circa decade

circa 1960s

If the time period covered is in one year, but particularly a specific month: Year (primarily Month)

1964 (primarily August)

If the time period covered is several years, but particularly a specific range: Years (primarily range)

1920-1996 (primarily 1964)

Subject
Subjects for oral histories are based on the information provided in the transcript and terms in the Civil Rights Thesaurus (CRT). In some cases, the author of the document will be listed as a Subject. Subject terms represent what a document is about, not all the specific details of the item.

Record four to eight subject heading terms (pre-coordinate terms) in alphabetical order. If an oral history has a catalog record for the transcript, look at the subject headings assigned in the catalog record. These headings will be a guide to what is included in the metadata record. Subject headings in the CRT are LC subject headings. Note capitalization and presence or lack of hyphens.

African American children.
(not African-American children)

The subject field is a controlled vocabulary in Content DM. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry. Subject headings should be followed with a period, unless the term ends with a dash (ex: Evers, Charles, 1922-).

**Resource type**
The Resource type for the oral histories is:

- Text
- Audio

The resource type field is a controlled vocabulary in Content DM. Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

**Format**
Format provides information about the format and length of the item. Format for audio files should be entered as *Digital reproduction of a [x]-minute, [x]second oral history*. Where [x] is the number of minutes or seconds as appropriate. The format for transcripts should be entered as *Digital reproduction of a [x]-page document*.

**Language**
Enter the Language for all documents, including those in English. For documents in a language other than English, enter the language.

**Publisher**
There are two Publisher elements. The first Publisher indicates the party responsible for the electronic publication of the oral history. It should read as follows:

*University of Southern Mississippi Libraries. (electronic version)*
The second Publisher element indicates the party responsible for the publication of the printed version of the oral history. For oral histories published by the University of Southern Mississippi, this field should read as follows:

*University of Southern Mississippi. Center for Oral History and Cultural Heritage.*

The publisher field is a controlled vocabulary in ContentDM (standardized text, but not associated with an authority record). Separate multiple entries with a semicolon. Remove the semicolon that follows the last entry.

**Contributors**

The information in this field gives credit to other parties that contributed to the publication of the item.

*Electronic version made available through a grant from the National Endowment for the Humanities.*

*Electronic version made available through a National Leadership Grant for Libraries from the Institute for Museum and Library Services to the University of Southern Mississippi.*

**Notes**

The Notes field is visible in the public web interface, so only include notes that are suitable for public viewing. There is also a hidden notes field for technical or administrative notes. The Notes field is not a controlled vocabulary.

The Notes field has been used to identify items as part of USM’s Civil Rights in Mississippi Digital Archive.

*This item is part of the Civil Rights in Mississippi Digital Archive.*

**Rights**

This field provides copyright information. A standard statement follows:

*Copyright protected. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. Permission to publish or reproduce is required.*

**Contributing institution**

This field identifies the institution that sponsored the creation of the oral history as well as the volume number. The element ends in a period. For oral histories that are part of the Mississippi Oral History Program at the University of Mississippi, this statement should read:

*Mississippi Oral History Program of the University of Southern Mississippi.*

**Digital repository**
This field identifies the digital repository to which the item belongs. All items should include the Digital Repository. The Digital Repository field is a controlled vocabulary in CONTENTdm.

All items from USM are in the University of Southern Mississippi Digital Collections, and items from other institutions are a part of the Mississippi Digital Library.

*University of Southern Mississippi Digital Collections.*

**Digital collection**
This field identifies the digital collection in CONTENTdm to which an item belongs. All items should include the Digital Collection. The Digital Collection field is a controlled vocabulary in CONTENTdm.

*Oral History.*

**File size**
This field identifies the file size of the item. The file size is automatically generated when the item is uploaded into the CONTENTdm Project Client.

**File extension**
The File Extension indicates the file type of the item (such as mp3 or pdf).

**Record created by**
The Record created by field indicates which CONTENTdm user uploaded the item. This field is automatically generated when the item is uploaded into the CONTENTdm Project Client. This field is not visible in the public web interface.

**Hidden notes**
The Hidden Notes field is a searchable field that is not visible in the public web interface, and it includes any notes not intended for public view.

The term *Needs cataloging* is used in this field at USM to indicate which items need to be reviewed by Bibliographic Services. The Hidden Notes field is searchable.

**Custom searches**
The Custom Searches field is used strictly for building custom searches in CONTENTdm. The field has a controlled vocabulary and is not visible from the public web interface.

The Digital Collections staff at USM will complete the Custom Searches field for all USM materials added into CONTENTdm.
IP resolution
The IP Resolution field (intellectual property resolution) is used to manage permissions and copyright. The field has a controlled vocabulary and is not visible from the public web interface. Based on the contents of this field, the permissions may be set to restrict the item from public view. For items that permissions have been granted, enter Permission granted. There is no period at the end of this statement.

Object name
The Object Name field is used specifically for importing compound objects into CONTENTdm using tab-delimited text files. It identifies the directory that houses the images that make up the compound object that is being imported into CONTENTdm. The object name is identical to the identifier.

Identifier
The identifier is the unique identifier assigned to each document. The unique identifier is created by using the OCLC code of the institution (mus) coupled with the collection abbreviation (coh) and the file name for the item (last name, first initial, second initial if needed)

  mus-coh.adickess
  mus-coh.moorea

Transcript
The Transcript field is used to upload full-text transcripts of select documents, and is auto-generated from pdf documents.

Transcript 2
The Transcript 2 field is used to upload full-text transcripts of select documents when the characters exceed the limit of the Transcript field, and is auto-generated from pdf documents.

Transcript 3
The Transcript 3 field is used to upload full-text transcripts of select documents when the characters exceed the limit of the Transcript 2 field, and is auto-generated from pdf documents.

File name
Each single object and every page of a compound object will have a file name that is usually similar to the Identifier. The filename is created by using the OCLC code of the institution (mus) coupled with the collection abbreviation (coh), the file name for the item (last name, first initial, second initial if needed), and XX YY, where XX is the number of tape, and YY is the side of tape) and the file extension. For example:

  mus-coh.adickess.01.01.mp3
mus-coh.moorea.02.01.mp3

For transcript pdfs, simply use the OCLC code, Collection abbreviation, file name, and extension.

mus-coh.batesg.pdf