



Cardinal Core:

Metadata Template and Instructions for Application to Ball State University Libraries Digital Media Repository Collections

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Introduction

The Cardinal Core metadata template is a tool to facilitate standardization and consistency among data in various fields, Dublin Core elements, metadata records, and digital collections within the Ball State University Digital Media Repository and other digital library interfaces. The template will be used as a starting point for all collections and adjusted on an as-needed basis for each new collection. While fields may be added to the template, attempts should first be made to conform metadata to these set fields. The metadata template fields should never be overwritten or deleted.

Cardinal Core Fields

1. Title

Dublin Core Element: Title

Required:	Yes
Repeat/Multiple entries:	No/No
Data Type:	Text

CDM Nickname: title

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Think logically about title creation, as the DMR sorts by title. Correctly formatted titles should enable similar items to sort together, or to sort in order chronologically.
- The first word of any title should be capitalized; all other words are lower-case except for proper nouns.
- If the item has a formal title, it may be transcribed from the object or copied from a MARC record.
- If the item does not have a title, such as an un-cataloged photograph, assign one that is brief but descriptive. Bring out the unique qualities of an item.
- Do not include initial articles, unless an integral part of the title and/or provided by the creator as the true title. Optionally, you may add the title containing the article to the Alternative Title field.
- Enter translated titles in the Alternative Title field.
- Include dates in the title only if needed to distinguish between similar items and/or to show a progression over time.

- Avoid brackets or other qualifying symbols.

2. Creator

Dublin Core Element: Creator

Required:	If known
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: creato

Searchable:	Yes
Hidden:	Variable
Controlled Vocabulary:	Yes

Notes:

- Use [Library of Congress Name Authority](#).
- Enter multiple creators in the same field, separated by a semi-colon and a space.
- If an authorized heading is not found, create one based on AACR2 rules.
- If the creator for a particular collection can be known by another, more descriptive label, it is ok to change the name of the field to suit it (e.g., Photographer, Author, etc.).
- Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown).
- Leave blank if unknown

3. Subject - LCSH

Dublin Core Element: Subject

Required:	Yes
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: subjec

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Use [Library of Congress Subject Headings](#).
- LCSH should be used to record specific topical information about the image and its context to the collection. Additionally, when describing items that are graphic in nature, such as photographs, use the Subject – TGM.

- Include terms for places such as Indiana Dunes Park (Ind.), Ball State University, etc. in this field.
- If an authorized heading is not found, create one based on AACR2 rules (e. g., Teachers College Building (Ball State University); Ball State University Cardinals (Field hockey team), Ball State University. Land Design Institute).
- Include personal names according to Library of Congress Authorities/AACR2 rules.
- When describing photographs, if a person pictured is well-known and/or of central importance to the picture, list their name here and in the Persons Photographed field.
- Exclude format headings and subdivisions (e.g., --Photographs, --Maps) if that information can be appropriately included in the Original Format field.
- Exclude geographic headings and subdivisions if that information can be appropriately included in the Geographic Location field. Exceptions exist for items such as maps and newspapers, in cases where the main topic of the item is a geographic place.
- Do not place spaces between hyphens.

4. Original Date

Dublin Core Element: *Date-Created*

Required:	Yes
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: *date*

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter the date the item was created in YYYY-MM-DD format, including as much information as known.
- Use circa for approximate date or range.
- Enter “undated” if date of original entirely unknown.
- “Or” dates are acceptable (e.g., 1938 or 1939)
- This field may include qualifiers if multiple dates exist (e.g., 1975 (Photography); 1992 (Plat)).

5. Description*Dublin Core Element: Description*

Required:	No
Repeat/Multiple entries:	Yes/Yes
Data Type:	Text

CDM Nickname: descri

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter supplemental descriptive information such as a free text summary/context or as transcribed from the resource or related records.
- End field with a period.
- Avoid simply restating the title.
- When transcribed, enter source of information (e.g., Original caption: ; Text in image:)
- If including different types of information, write the descriptive statement first, then Original caption, and finally Text in image. Separate each with a period, semicolon, space (e.g., Aerial view of the Ball State Teachers College campus.; Original caption: Taken in autumn, 1947.; Text in image: Ball State Teachers College.)
- Additional description elements are allowed, but this field will be the one that appears in the third column of the grid browse.
- If a descriptive element of an item can be known by another, more explanatory label, it is ok to change the name of the field to suit it (e.g., Color, Species, etc.).

6. Alternative Title*Dublin Core Element: Title-Alternative*

Required:	No
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: altern

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Use for other titles the resource may be known by, alternate spellings, etc.

- The first word of any title should be capitalized; all other words are lower-case except for proper nouns.
- Not necessary to move initial articles to the end.

7. Contributor(s)

Dublin Core Element: Contributors

CDM Nickname: contri

Required:	No
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Enter persons related to the resource who did not make as significant of an intellectual contribution to the resource as the main creator. May also be contributors to an edited group of essays, newsletters, etc. When in doubt, use the Creator field. Use [Library of Congress Name Authority](#).
- Many times (but not always), added authors from MARC records go here.
- If an authorized heading is not found, create one based on AACR2 rules.

8. Publisher

Dublin Core Element: Publisher

CDM Nickname: publis

Required:	If known
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Transcribed from the object or copy from a MARC record, omitting location.

9. Subject - TGM

Dublin Core Element: Subject

CDM Nickname: subjea

Required:	For images other than maps
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Repeat/Multiple entries:	No/Yes
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Data Type:	Text
Searchable:	Yes

Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Use [Thesaurus for Graphic Materials I](#) to record elements in or about the image. This vocabulary is pre-loaded in the Project Client.
- Check term notes. If “Term Type Category: Genre/Format (MARC 155/655)” is listed, consider including under Original Format instead.

10. Subject - Other

Dublin Core Element: Subject

CDM Nickname: subjeb

Required:	No
Repeat/Multiple entries:	Yes/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Name field according to controlled vocabulary used.
- Use as needed for other relevant controlled vocabularies such as AAT, MeSH, Local.

11. Persons Pictured

Dublin Core Element: Description

CDM Nickname: person

Required:	If known
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Use [Library of Congress Name Authority](#).
- Enter names of every identified person in item level records (e.g., photographs), whether famous or not. For compound object level records (e.g. newspapers), skip unless special circumstances exist.

- Enter multiple persons in the same field, separated by a semi-colon and a space.
- If an authorized heading is not found, create one based on AACR2 rules.
- Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown).
- Leave blank if unknown
- Attempt to normalize control names within a particular collection.

12. Geographic Location

Dublin Core Element: Coverage-Spatial

CDM Nickname: geogra

Required:	If known
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Use [Getty Thesaurus for Geographical Names](#).
- Enter each place as its own term, in order from specific to general.
- Capitalize the word “County.”
- Do not include “World” unless it specifically is world-related, like world maps.
- If authorized heading cannot be found, but the name can be verified via another source, include it. If it cannot be verified, record this information in the description or notes field.
- Only include names of geographic places like cities, counties, countries, etc., and omit named places such as Indiana Dunes State Park, Joshua Tree Natural Area., etc. Use LCSH instead.

13. System Date

Dublin Core Element: None

CDM Nickname: system

Required:	Yes
Repeat/Multiple entries:	No/Yes
Data Type:	Date

Searchable:	Yes
Hidden:	Yes
Controlled Vocabulary:	No

Notes:

- This field is hidden and works purely for internal searching purposes, since the original date may contain text or other elements.
- Enter the searchable date the item was created in YYYY-MM-DD, YYYY-MM, or YYYY format, including as much information as known.
- If circa year date, establish a range based on 5 years in either direction. (e.g., Original date: ca. 1951, System date: 1946-1956).
- If circa decade, enter YY00-YY-09.
- If a range is known enter in YYYY-YYYY. CONTENTdm will convert to YYYY; YYYY; YYYY; ...
- This field will only handle multiple values in YYYY format. For example, “1944; 1945” works for an item that spans two years, but we not “1944-07; 1944-08” for an item that spans two months. Revert to just the year in those cases.

14. Time Period

Dublin Core Element: Coverage-Temporal

CDM Nickname: covera

Required:	Yes
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Enter the date the item was created in hierarchical format.
- Separate each element with semicolon.
 - Decade (s) in YYYYs (YYYY0-YYY9) format
 - Century, era
- If multiple dates or decades, list earliest first. Do not include more than two decades.
- Example:
 - Original date: circa 1951

- System date: 1946-1956
- Time period: 1940s (1940-1949); 1950s (1950-1959); Twentieth century, C. E.
- Original date: 2009-12-14
 - System date: 2009-12-14
 - Time period: 2000s (2000-2009); Twenty-first century, C. E.
- Record descriptive time periods (e.g., Victorian), in the Subject - LCSH field (e.g., Art, Victorian), if relevant.

15. Series

Dublin Core Element: *Description*

Required:	No
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: *series*

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Use to record authorized series, such as in a MARC record.
- Record archival series in the subcollection field.

16. Notes

Dublin Core Element: *Description*

Required:	No
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: *notes*

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter other supplemental information not appropriate for description field here.
- This information should be more tangential in nature than anything you put in the description field.

17. Audience*Dublin Core Element: Audience**CDM Nickname: audien*

Required:	No
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter free text information about intended audience.

18. Language*Dublin Core Element: Language**CDM Nickname: lingua*

Required:	For text, audio, and video
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Use full word with the first letter capitalized.

19. Medium*Dublin Core Element: Description**CDM Nickname: medium*

Required:	No
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	if poss.

Notes:

- Use to record information about the physical medium (e.g., Bronze (metal), Vellum (paper)).
- Use [AAT](#) or local CV where possible.

20. Physical Dimensions

Dublin Core Element: Description

Required:	No
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: physic

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter dimensions of original in W x H unit format.
- Keep unit of measure consistent across collections.
- Abbreviate units, such as mm., in., or ft.
- Record measurements to the closest 1/4 inch.
- If an item includes photographic borders, include them if they do not exceed 1 inch. If borders to exceed 1 inch, measure the image only.
- Alternatively, if an item is matted, provide measurements for both the photograph and mat (e. g., 8 x 10 in. on 11 x 14 in. mat).

21. Run Time*Dublin Core Element: Description*

Required: If known/ relevant	
Repeat/Multiple entries:	No/No
Data Type:	Text

CDM Nickname: run

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter as HH:MM:SS, filling zeros when applicable.

22. Scale*Dublin Core Element: Description*

Required: If known/ relevant	
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: scale

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter in ratio or equation format, including unit of measure if known (e.g., 1 : 30,000; 1 in. = 1 ft.).
- If item contains multiple scales, “Varies” is acceptable.
- If not given, leave blank.

23. Media Type

Dublin Core Element: Type

Required:	Yes
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: type

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Enter term from [Dublin Core Metadata Initiative Type Vocabulary](#).
- When a term has two words, include a space and do not capitalize second word (e.g., Still image).

24. Original Format

Dublin Core Element: Source

Required:	Yes
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: source

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- This is the place to record the original (sometimes physical) format of the digitized item.
- Enter terms from [Thesaurus for Graphic Materials II: Genre & Physical Characteristic Terms \(TGM II\)](#).
- Include hierarchy of specific to broad terms separated by semicolons. Follow with color scheme (Color images, Black and white images) for images and text type (Typed text, Handwritten text) for text (not controlled by TGM - see examples).

- Examples:
 - Photographic prints; Photographs; Black and white images
 - Negatives; Photographs; Color images
 - Plats; Maps; Color images
 - Books; Handwritten text
 - Pamphlets; Typed text
 - Periodicals; Typed text
 - Tickets; Ephemera; Color images
- Only enter terms regarding physical/digital media, rather than contents (e.g., Group portraits should be entered as a Subject - TGM heading).
- For artistic digital photographs (e. g., Charles E. Bracker Orchid Photographs) record the subject/contents of the photo as subjects in LCSH/ TGM fields. Use “Digital photographs; Photographs” for Original Format.
- For digital photographs of 3-D items digitized for access purposes (e. g., Anatomical Models) record the subject/contents as subjects in LCSH/TGM fields. Use “Physical objects” for Original Format.
- Exceptions to the TGM hierarchy:
 - Add “Photographs” where appropriate, even if not listed as a broader term. Consider what users searching for photos would want to find. This would include slides and other types of transparencies among others. Example: Slides; Transparencies; Photographs; Black and white images
 - Do not include the broadest term, “Pictures,” since that would encompass most of what is in the DMR.
 - If an appropriate term cannot be located in TGM II, enter terms from [Library of Congress Basic Genre Terms for Cultural Heritage Materials](#) (e.g., Diaries, Periodicals, Correspondence, Physical objects). If a term has two words, do not capitalize the second.
- Procedures for multimedia items still under review.

25. Digital Date

Dublin Core Element: *Date-Available*

CDM Nickname: *digita*

Required:	Yes
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Use YYYY-MM-DD.
- For new items, enter the year and month of collection upload, followed by (Loaded).
- For item revisions, enter the date of revision, followed by a description of what was revised, e.g., (Metadata revised), (Image revised).

26. File Format

Dublin Core Element: Format

CDM Nickname: format

Required:	Yes
Repeat/Multiple entries:	No\Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Include the [mime type](#) of both the access and master file.
- Example:
 - image/jpeg (Access); image/tiff (Master)
 - application/pdf (Access); image/tiff (Master)
 - If both access and master are jpeg: image/jpeg

27. Pixel Width

Dublin Core Element: Format

CDM Nickname: pixel

Required:	For images
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Auto populate with the CONTENTdm template.

28. Pixel Height

Dublin Core Element: Format

CDM Nickname: pixela

Required:	For images
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Auto populate with the CONTENTdm template.

29. Digitization Equipment

Dublin Core Element: Format

CDM Nickname: digiti

Required:	If known
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Enter name and model of scanner, camera, digital recorder etc. in a [locally controlled form](#).

30. Capture Specifications

Dublin Core Element: Format

CDM Nickname: captur

Required:	If known
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Use to capture settings such ppi, bit depth, sample rate (for audio), and others (e.g. 600 ppi; 24 bit).

- Expressing a range is acceptable if exact specs are unknown (e.g., 300-600 ppi; 24 bit).

31. Digital Identifier

Dublin Core Element: Identifier

CDM Nickname: identi

Required:	Yes
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Within CONTENTdm, this may be automated on the item level. Using the template creator, set the Digital Identifier field to File Name.

32. Media Identifier

Dublin Core Element: Identifier

CDM Nickname: media

Required:	No
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter the root name of the streaming file for embedded media such as audio and video.

33. Item Identifier

Dublin Core Element: Identifier

CDM Nickname: item

Required:	If relevant
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter information used to locate the original physical item such as MSS number or Library of Congress call number.

- If archival collection id, use the following format: SPEC.001, MSS.001.
- If items within an archival collection have individual id's, and were not numbered arbitrarily when scanned, record here that number here after archival collection id (e.g. MSS.001-01).
- It is suitable to rename this field for the kind of identifier included (e.g., Call Number, Archival Collection Identifier).

34. Catkey

Dublin Core Element: Identifier

CDM Nickname: catkey

Required:	No
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	Yes
Controlled Vocabulary:	No

Notes:

- Enter numerical Catkey if corresponding CardCat record exists.

35. Link to...

Dublin Core Element: Relation- Has Version

CDM Nickname: link

Required:	No
Repeat/Multiple entries:	Yes/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter URLs linking to related resources such as CardCat record, high-res version, or transcript.
- Change the name of the field to reflect the type of link.

36. Subcollection

Dublin Core Element: Relation-Is Part Of

CDM Nickname: subcol

Required:	If relevant
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Include verified name of the DMR subcollection according to the collection naming style guide.
- Also a place to include archival or other series that are not official “subcollections” (i.e., no splash page).

37. Subcollection URL

Dublin Core Element: *Relation-Is Part Of*

CDM Nickname: *subcoa*

Required:	If relevant
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Provide a link to the subcollection home page if one exists.

38. Collection

Dublin Core Element: *Relation-Is Part Of*

CDM Nickname: *relati*

Required:	Yes
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Include verified name of the DMR collection according to the [Digital Media Repository Collection Title Style Guide](#).

39. Collection URL

*Dublin Core Element: Relation-Is Part Of**CDM Nickname: collec*

Required:	Yes
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Provide a link to the collection home page in the following format

<http://libx.bsu.edu/collection.php?CISOROOT=/ALIAS> .

40. Archival Collection*Dublin Core Element: Relation-Is Part Of**CDM Nickname: archiv*

Required:	If relevant
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Include controlled name of the archival collection as verified by Archives and Special Collections.

41. Archival Collection URL*Dublin Core Element: Relation-Is Part Of**CDM Nickname: archia*

Required:	If relevant
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Enter URL of finding aid or collection website.

42. Repository*Dublin Core Element: Relation-Is Part Of**CDM Nickname: reposi*

Required:	Yes
Repeat/Multiple entries:	No/No
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Include controlled name of the place where the physical collection is housed.
- Use [local controlled vocabulary](#).

43. Acknowledgements

Dublin Core Element: Description

CDM Nickname: acknow

Required:	No
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	Yes

Notes:

- Free text area to note granting agencies and/or project funders.

44. Copyright

Dublin Core Element: Rights

CDM Nickname: rights

Required:	Yes
Repeat/Multiple entries:	No/Yes
Data Type:	Text

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Use blanket Ball State University statement unless rights are owned by another institution or other special circumstances exist: Copyright YYYY, Ball State University. All rights reserved.

45. Ordering Information*Dublin Core Element: Rights*

Required:	Yes
Repeat/Multiple entries:	No/Yes
Data Type:	Text

CDM Nickname: orderi

Searchable:	Yes
Hidden:	No
Controlled Vocabulary:	No

Notes:

- Use blanket statement unless rights are owned by another institution or other special circumstances exist: To order a reproduction of the archival file, inquire about permissions, or for information about prices, contact Archives and Special Collections, Ball State University Libraries at (765) 285-5078 or send an e-mail to libarchives@bsu.edu.

46. Full Text*Dublin Core Element: None*

Required:	No
Repeat/Multiple entries:	Yes/Yes
Data Type:	Full Text

CDM Nickname: full

Searchable:	Yes
Hidden:	Yes, with exceptions
Controlled Vocabulary:	No

Notes:

- Use for OCR or transcription of handwritten materials.
- Hide field unless full text records have been cleaned up.
- Repeat if field cuts off at 128,000 characters. Subsequent full text fields have data type Text.