



AIDS Posters—2nd Round

Training Session
Catalogers Group
January 24, 2008

Welcome

Background



- Based on VRA Core
- About 500 posters to do; 630 last time
- New platform: DLCS
- Troubleshooting & Service Improvement rep: Claudia
- Double the amount of participants

The metadata for this project, like last time, is based on VRA [Visual Resources Association] Core, which is similar to Dublin Core.

Biomed Special Collections acquired a second batch of 515 posters after we completed the previous batch.

We used TAN last time; we are using (and testing) a new platform now: DLCS [Digital Library Collection System], which Digital Library Program staff showed us in October.

As you use this tool, if you encounter difficulties or have ideas for improvements, please pass that along to our quality improvement rep with the Digital Library Program (Claudia)

We are doubling the size of the participation, to include the large majority of our department.

General guidelines



- <http://digital2.library.ucla.edu/dlcs>
- yourname@library.ucla.edu
- Change your password
- How to locate your posters
- “View This Item” link
- Use IE as your browser
- Diacritics & special characters

We've given you each a slip with your individual user ID & initial password, the list of posters assigned to you, the URLs of DLCS and where you can find the latest online version of the instructions.

User IDs are full email addresses.

Change your password the first time you use your account. Do this in “My Account.”

Expand the plus sign in the left navigational pane to see the list of posters. Double greater than & less than signs move you one screen at a time. All the posters not yet cataloged sort at the top of the list, by design. They are deliberately titled with period-space-new-number, so that they file first.

Click on a poster's preliminary title to work on it. Scroll down to see the boxes for data entry. The data element name appears only once even if used multiple times. Boxes for a repeated use of the same data element are below the earlier uses.

Look for the “View This Item” link near the top. I suggest you right click on it to open the image in a separate window. You will have 5 resize options, from 0.2 (smallest) to 1.2 (largest). If you need to zoom in to see something that is quite small, look for the link to the master at the bottom of the Data Entry screen.

Please use Internet Explorer to access and work in DLCS. Other browsers like Firefox are not known to work properly.

For diacritics & special characters, choose one of the following methods:

- 1) Copy and paste characters from the Unicode Tool
- 2) Copy and paste text from Connexion or the LC authority file at <http://authorities.loc.gov>

Data elements: Title



- Not repeatable
- Variants are
- Overwrite the initial placeholder title
- Omit initial articles
- Prefer transcribing some text from poster
- Supply one, if need be (no brackets)
- Add [inscribed] OR [descriptive] at end

In DLCS the data element **Title** is not repeatable. Variants go into a separate data element: **Alternate Title**.

Overwrite the initial placeholder title with the one you are permanently assigning to the record.

Because there is no non-filing indicators we can use, omit initial articles for the sake of better title browsing. ISBD punctuation is not used in non-MARC metadata. There is no statement of responsibility added following the title.

Choose some appropriate text to transcribe for the **Title**. Usually that will be more prominent the rest of the text and it won't be terribly long. The same initial text on multiple posters doesn't disqualify it from representing a **Title**. Watch out for campaign slogans, which might represent poster series. These can be given in **Alternate Title.other**.

If you need to make up a Title, because no suitable text is available to transcribe, provide a brief descriptive title including identification of the objects depicted. (The Description field will expand on your description.) Ex:

Corn. Stop AIDS poster (also posters for Eggplant and Fennel in same series)

Woman in sweater

Red ribbon with sky background

Poster of ...

VRA distinguishes between the two kinds of titles. At present the best way in DLCS to make the distinction is to add in brackets at the very end: "inscribed" or "descriptive."

Note: the metadata for the older posters currently lacks the [inscribed] and [descriptive]. That data did not make it in the last migration and it is going to be restored.



Data elements: Alternate Title

- Alternate Title.translated (for non-English)
- Alternate Title.inscribed (for multilingual)
- Alternate Title.other (for transliteration)
- Alternate Title.other (for series, campaigns)

This field uses qualifiers.

The qualifiers in DLCS appear in pull-down lists. In **Alternate Title.translated** the dot is implicit.

If the poster has a non-English title transcribed as the Title, use the **Alternate Title** field with the qualifier “**translated**” to give a translation.

If a poster is multilingual, with the title given in multiple languages, provide each of the others in **Alternate Title.inscribed** (since the different languages appear on the item and you are not having to supply the translation)

If you are romanizing, provide that in **Alternate Title.other**.

Also use **Alternative Title.other** for series, e.g. campaigns like “Stop AIDS.”

Data elements: Alternate Identifier



- **Alternate Identifier.local:** US057

There is nothing to add or edit

You will find the initial placeholder title replicated in this field. It consists of 2 or 3 letters reflecting the country of origin and a sequential number for the posters from that place.

If we're talking about **Alternate Identifier**, you might be wondering what the **Identifier** is. That would be the URL, the final segment of which you can see near the top of the data entry screen, labeled "Item ark". An ARK is an "archival resource key." Again, there is nothing to add or edit for the Identifier.



Data elements: Subject

- 1. TGM (what poster is “of” and “about”)
 - Subject.descriptiveTopic (of)
 - Subject.conceptTopic (about)
 - Subject.personalName
 - Subject.corporateName

Multiple controlled vocabularies are being used for this project.

First, TGM. What is depicted in the poster?

A political cartoon depicting a basketball game in which the players are dribbling a globe is "of" **Basketball** and "about" **International relations**. An AIDS poster could be “of” men, but “about” grief (GW173).

Important question to ask yourself before you are done: "If I were a researcher interested in [possible term], would I appreciate being brought to this image?"

Not every poster will have both “of” and “about.” GW097 is of a teddy bear but about condom use. US025 is heavily textual and only has aboutness. UK012 is merely of condom packages.

This will be a new vocabulary for many of you to use. It is geared to indexing the contents of images. The vocabulary is small—just over 5,000 terms. Where to find the TGM list: Google 'TGM'

How to identify valid and invalid terms: Show “Ice” and “Ice crystals.”

Use only this vocabulary for indexing the content of the posters. If the term you need is not available, don't reach into LCSH. Instead use the term that ideally should be established in TGM and call it “local.”



Data elements: Subject (cont'd)

- 2. LCSH and MeSH for overall AIDS-related purpose of poster
 - Use Subject.conceptTopic for both
 - Close up spaces around hyphens:
 - AIDS (Disease)--United States

Use both of these vocabularies, just as we do with other Biomed Lib materials.

Use both for indexing the AIDS-related purpose of the poster, e.g. AIDS prevention, AIDS discrimination, HIV infections, HIV testing, etc.



Selecting and Entering Terms

- Look for the term in the pull down list
- Add new terms via 'Control Values'

If the subject term has previously been used in the project, it will appear in the pull down list on the Data Entry screen.

If the term is new to the project, you need to go to a different screen to add it. First, click the "Save" button near the bottom of the screen. Then look for the "Control Values" link at the top.

In the "Core Term" pull down box, change to "Subject" and click the Filter button. In the second pull down box ("Source") you can further Filter to just one vocabulary.

Terms used for *any* UCLA Library Digital Project will be under 'Core Control Value' on the left. If you find a term you need there, it needs to be moved to the 'Control Value' box on the right. Highlight the term on the left and click the 'Add' button to move it to the right.

Every term on the right will appear in the pull down list in the AIDS Poster data entry screen.

If the term you need does not appear in either box, you will need to add it:

--Look for the "Add New" button at the bottom.

--Fill in the term in the 'Control Value' screen

--Select the right Source in the pull down list just below: TGM/local or LCSH or MeSH.

--After clicking 'Add' it should appear in the Control Value list on the right side of the screen

--Make a screen print of the new term to give to the Authority/DBM Section & initial it in case they have questions.

--Move back to the Data Entry screen by using the link at the top of the screen

--The record you were working on will be highlighted in red. You will need to click on a neighboring record and then the one you were working on.

Look for the newly-added term in the pull-down list in order to assign it to your poster.



Data elements: Agent

- Two pull-down lists:
 - Qualifier
 - Name
- The poster repository will already be filled in as Agent.repository
- You may have one or more others
- Source will be LCNAF or Local

Look at what's in the pull-down list of Qualifiers (for roles). Additions to the list need to come through Claudia or John, so DLP programmers can add. The authority for what can term be used for role is the MARC Code List of Relator Codes. It has some helpful definitions. (The URL for that list is given on pg. 5 of the instructions.)

The **Agent** field is used for the name of the publisher.

The source of a name found in the national authority file will be LCNAF. If not found there, but formulated according to AACR2R, then Source will be Local.

Needed **Agents** will be added in the same way as for subjects. (Every name tagged as 'LCNAF' previous to migration accidentally changed to 'local' in DLCS. DLP has plans for correcting the errors with student help soon.

Data elements: Description



- **Description.note** is used
 - to provide a description of the poster and to record contents
 - **Description.note:** Color photograph with a partial profile of a man wearing a t-shirt with the logo "Staying."
 - to give the physical location of the original object
 - **Description.note:** Poster held by Louise M. Darling Biomedical Library. History & Special Collections, Collection no. 306, item GW039.

Use **Description.note:** to provide a description of the poster and to record contents, both “ofness” and the “aboutness” of the poster—especially when these might not be fully addressed through the use of controlled vocabularies (TGM, LCSH). Some guiding questions: *What is (are) the image(s) of? What does it (do they) suggest?*

This use of the field combines with the Title and Subject fields to give information on what the poster is of and about. In the case of multiple posters with the same Title, the **Description.note** field helps to distinguish what would otherwise resemble duplicates.

The location of the original physical object is provided in case researchers need to see it. This field has already been provided by Biomed for all the new posters.



Data elements: Description (cont'd)

- **Description.inscription** is used
 - to record text extracted from the poster
 - **Description.inscription:** Additional poster text:
Wir wissen nicht, was der ...
 - to provide translation of text
 - **Description.inscription:** Translated poster text:
 - **Description.inscription:** Translated additional poster text:

While **Description.note** represents wording that you provided, **Description.inscription** is meant for recording text that appears on the poster.

If some of the text on the poster was selected as the **Title**, the remainder of the text can go in a **Description.inscription** field. Precede your note with the label “Additional poster text:”

We generally provided translations of the non-English *titles* for the previous AIDS posters. If we have the linguistic ability, we can also do so for the *additional* text.

Show GW152 as an example of separate fields; GW118 as an example of embedding translations in the same field. Both are OK.



Data elements: Publisher

- Publisher is used only
 - to record the place of origin for the poster
 - **Publisher.placeOfOrigin**: Atlanta (Ga.)

Despite the name of this data element, this field is used only to record the place of origin for the poster.

Give the place of publication as you would in AACR2 terms.

The publisher itself should be recorded in Agent, as **Agent.publisher**.



Data elements: Date

- **Date.publication** is used
 - to provide the publication or copyright date
 - **Date.publication**: 1998
 - **Date.publication**: c2002
 - **Date.publication**: [2002?]
 - **Date.publication**: [between 1986 and 2004]
- **Description.note**: Date on back of poster, 2004, reflects when the vendor received the copy later acquired by the UCLA Library.

Use this field for the date of poster.

First choice is the date of publication.

Second choice is a copyright date.

If neither of those available, the next best choice would be a date you can infer. The inferred date might have to be a range. Inferred dates go in square brackets.

Sometimes the **Description.note** field is used to explain a Date field.

As you can see from the preceding examples, some of them do not provide a numeric date that systems can readily use for sorting or limiting. (Think of the difference between a 260 \$c date and what you see up in the fixed field.)



Data elements: Date (cont'd)

Date.publication: c2002

Date.normalized: 2002

Date.publication: [between 1986 and 2004]

Date.normalized: 1986/2004

Patterns: YYYY-MM-DD

YYYY/YYYY

To provide a more machine-actionable date, we asking you also to provide a date in the field **Date.normalized**.

That version of the date strips the characters that are not numerals. For a range of dates, a slash is used to separate them.

Date.normalized is based on the ISO 8601 standard, which provides dates in the format YYYY-MM-DD.



Data elements: Type

Type.genre: posters
[from AAT, for original object]

Type.typeOfResource: still images
[from MODS, for digital object]

You will find that the data entry screen will be pre-populated with these two fields.

One reflects the original object, the other the digital object.

Nothing additional is needed.



Data elements: Format

- **Format.dimensions** is used
 - to record the size of the original poster

Format.dimensions: 28 x 36 cm. (11 x 14 in.)

During the first round of AIDS Posters the size of the original (in cm.) was captured during the digitization process and we complemented that with the equivalent in inches.

At this point the that data is not available. So, you can assume that the information will be provided later by staff in the Biomedical Library and that DLP students will provide the conversion to inches.



Data elements: Language

- Use 3-character codes from MARC
 - **Language:** dut
- Multilingual poster:
 - **Language:** eng
 - **Language:** fre
- Non-textual poster:
 - **Language:** zxx

Provide the (primary) language of the poster text in the form of the 3-character abbreviation. Use the MARC code list for languages.

The **Language** field is repeatable

If there is no linguistic content on a poster, use code zxx.



Data elements: Coverage

- **Coverage.geographic** is used
 - to provide the country of origin for the poster.
 - **Coverage.geographic: Cuba**
 - **Coverage.geographic: Germany**
 - **Coverage.geographic: United Nations**

For this project, **Coverage.geographic** is being used to provide browsing by the country of origin for the poster.

The source for country names is the LCNAF.

“United Nations” is one exception to providing access by country or origin.



Data elements: Rights

- **Rights.copyrightStatus:** copyrighted
- **Rights.copyrightStatus:** Under copyright; used by permission
- **Rights.copyrightStatus:** Under copyright; used by permissipd_usfed
- **Rights.copyrightStatus:** unknown

To be provided by Digital Collection Services

This field is required for all the posters and there are 4 possible values for the **Rights** field.

Staff in Digital Collection Services will determine which one is best; there is nothing for you to do with the **Rights** field.



Looking at a completed poster

- BE006
- DK006
- UK024
- UK023

Things to point out about BE006:

--Omission of initial article: Le SIDA ...

--**Description.note** field

--TGM: just ofness, for condoms

--LCSH, MeSH for AIDS-related aspects

--**Agent** omits the subfield code \$b in the middle of corporate body.

Things to point out about DK006:

--Use of the diacritics and special characters.

--Use of both kinds of **Description** fields

--At present it is not possible to see on the Data Entry screen what vocabulary the term comes from. That is on the fix-it list for DLP. In the meantime, need to check Control Values screens if in doubt. However, since you know how LCSH & MeSH are capitalized, you can figure those out.

Things to point out about UK024:

--Some TGM terms do involve subdivisions

--Poster is of men in London (TGM), and about Homophobia and Homosexuality (both 'local')

Things to point out about UK023:

Create metadata for 1 poster live



- Let's try UK030

Possibilities for Title:

Title: 1ST December is World AIDS Day [inscribed]

Publisher.placeOfOrigin: Uxbridge (London, England) OR London (England) <I looked in website <http://www.gsk.com/community/positiveaction/pa-at-work.htm>>

Subject.descriptiveTopic: Ribbons <TGM>; People <TGM>; Montages <TGM>; not really of Workers

Subject.conceptTopic: <nothing in TGM?>; AIDS (Disease)<LCSH>; Acquired Immunodeficiency Syndrome <MeSH>

Description.note: A number of photographs are arranged in the shape of an AIDS ribbon against a dark background. (Usually posters won't explicitly tell you what is being depicted and what the purpose is. You would normally consider including that info in this field.)

Description.note: Additional poster text: If you are one of the 42 million people around the world living with HIV, it's every other day too.

Description.note: Additional poster text: These posters show people working on HIV and AIDS projects all over the world. For more information [followed by logos of GlaxoSmithKline Positive Action at Work project and National AIDS Trust]

Agent.publisher: (could repeat this field for each of the two organizations represented in the logos)

Coverage geographic: Great Britain



Next Steps

- Drop in sessions to get help and questions answered:
 - Jan 24 1:00-4:00
 - Jan 25 1:00-2:30
 - Jan 28 10:00-11:00
 - Jan 29 10:00-12:00
 - Jan 30 1:00-3:00
 - Feb 1 10:00-12:00
- Each get 3 done & pause for feedback
 - Then green light people to do lots more
 - Feedback: Feb 14 Catalogers Group

Two things we wish we did differently in the last round were:

following up the initial training with a channel for asking questions and getting advice

checking early on to see how well the process and guidelines were functioning, so that adjustments can be made before large amounts of work gets done