



### **Cashin (Bonnie) Collection of Theater, Film and Costume Design**

Bonnie Cashin was a well-known American fashion designer. Her personal archive, documenting her career in design, was donated to the UCLA Library in 2003. The collection includes Cashin's design illustrations, writings on design, contractual paperwork, photographs of her clothing designs, and press materials including press releases and clippings of editorial coverage of her work. Some personal photographs and letters to Cashin are also included.

This is one of the largest collections in the UCLA Digital Library, and is already visible to the public in the Digital Library portal (<http://digital2.library.ucla.edu>). In the first phase of this project, we will be enhancing the existing metadata for over 5000 images, primarily by adding additional titles, providing more accurate dates, and by indexing important elements of the images (e.g. types of garments, materials depicted, etc.). This phase will last approximately 1 year.

For most of the records in phase 1, the metadata is taken from the folder containing the item in the archived collection, with little or no attempt to provide specific item-level description. The organization of the physical archive can be seen reflected in the collection's finding aid: <http://www.oac.cdlib.org/findaid/ark:/13030/kt9z09q97x/>. The finding aid also occasionally provides additional information about the contents of a folder, and should be consulted as a resource while working on this project. One way to find background information on the contents of a folder within the finding aid is to look at the AltIdentifier for the item, e.g. 'uclamss\_440\_b32\_f07\_04t'. The number following the lower case "b" is the box number, and the number following the "f" is the folder number. In the finding aid, navigate to the appropriate box/folder (e.g. 'box 32, folder 7') in the finding aid's "entire collection guide" view (then scroll up to beginning of the box to see the description).

## Metadata Application Profile

Project element	Comments
Title	<p>For this collection, we are preserving the folder title as the main title for the item-level records. Do not change the title, except to correct spelling errors. The title for each item will therefore not be unique.</p> <p>Exception: Some titles contain information (e.g. "See also boxes 168, 169 and 171") that may be more appropriately moved to Description.note fields. Use your best judgment and consult as needed.</p>
AltTitle	<p>Use to add additional "title-like" phrases taken from the item. This element is repeatable, so if there are multiple potential alternate titles, please add all of them in separate fields.</p> <p>Example: <i>Bonnie believes in knits.</i></p>
AltIdentifier	<p>Do not edit or delete this field.</p>
Subject	<p>Use the Art and Architecture Thesaurus (AAT) to index the most significant garments that are <i>clearly depicted</i> in the photographs, sketches or clippings. Be as specific as possible, but if there is no precise AAT term for the type of garment use a more general term.</p> <p>Also use AAT to index the material or fabric of the garment, if it seems significant.</p> <p>Example #1: Picture of a coatdress. AAT definition: <i>Tailored dresses styled like a coat and generally worn without an outer garment.</i> Subject: <i>coatdresses</i></p> <p>Example #2: Picture of a baby doll dress. AAT has a term for <i>baby doll pajamas</i> but not for <i>baby doll dresses</i>. Subject: <i>dresses (garments)</i></p> <p>Example #3: Two clippings discussing Cashin's use of leather in her designs (with photographs of leather garments). Subject: <i>leather</i></p> <p>AAT terms are not capitalized. If you are assigning terms from the existing pick list, do not worry if some are capitalized and others are not. Capitalization will be cleaned up.</p> <p>Some existing subjects in the pick list will be qualified by dates (e.g. <i>blouses—1960-1970</i>). When those exist, choose the heading with the</p>

	<p>date range that matches your resource.</p> <p>As a general rule, do not assign headings from LCSH.</p>
Name	<p>If the resource depicts a fashion item designed by Cashin, please add her as Name.fashionDesigner.</p> <p>If there is evidence that a particular company commissioned Cashin to design clothing, and later manufactured that clothing, consider also adding the company name as a Name.manufacturer.</p> <p>Each record should already include: Name.repository: University of California, Los Angeles. Library. Dept. of Special Collections.</p>
Description	<p>Use Description.note to provide any other relevant and easily determined information about an item that isn't indexed elsewhere in the record.</p> <p>Consider also transcribing text from images, if it seems significant and would not be too burdensome. (Do not do this if that text has already been transcribed as an AltTitle.) Enclose transcribed text in quotation marks, preceded by a short description of its source.</p> <p>Example: <i>Sketch of a green dress with an empire waist.</i>  Example: <i>Style 7535.</i>  Example: <i>New York City's skyline is the background.</i>  Example: <i>Illustration text: "Put yourself in a harmony of colors. Start with a beautifully tailored shirt, maybe in indigo..."</i></p>
Date	<p>Dates in the records were taken directly from the Finding Aid, and usually apply to all of the items in a particular folder. It is often possible to determine a more specific date (or range of dates) when examining the resource itself.</p> <p>Edit the Date.created field to describe the resource. If it is not possible to determine a more specific date, clean up the existing Date.created field (e.g. by removing spaces around hyphens: 1952 – 1954 should become 1952-1954).</p> <p>If no date can be determined by examining the resource or the finding aid, use the beginning and ending dates for the collection as a whole: 1913-2000.</p> <p>Also supply the date information in the form of a normalized date. Date.normalized is based on the ISO 8601 standard, which provides dates in the format YYYY-MM-DD. The advantage of the latter is that</p>

	<p>dates in normalized format are more readily manipulated by machines for searching and limiting. Do <b>not</b> use square brackets or question marks in the Date.normalized field. A slash takes the place of the hyphen usually seen in a range of years.</p> <p>Examples:  Date.creation: Oct. 20, 1978.  Date.normalized: 1978-10-20</p> <p>Date.creation: [1985?]  Date.normalized: 1985</p> <p>Date.creation: [circa 1965-1969]  Date.normalized: 1965/1969</p> <p>Date.creation: April 12, 1978-April 30, 1978  Date.normalized: 1978-04-12/1978-04-30</p>
Type	<p>Supply the appropriate Type.genre term from AAT to describe the original item. This is a repeatable element; assign as many specific terms as you need to describe the original resource.</p> <p>Examples:  <i>sketches</i>  <i>color photographs</i>  <i>fashion photographs</i></p> <p>Type.typeOfResource should always be the MODS value <i>still image</i>.</p>
Format	<p>Provide a physical description of the original resource in Format.extent. Be sure to include the number of items, and whether they are black and white or colored.</p> <p>Examples:  <i>1 photograph : b&amp;w</i>  <i>2 clippings : color</i></p>
Source	Do not edit this element.
Language	<p>If there is significant text (e.g. captions, etc.) in the resource, provide the language code for all languages in the form of the 3-character abbreviation. Use the MARC Code List for Languages at <a href="http://www.loc.gov/marc/languages/langhome.html">http://www.loc.gov/marc/languages/langhome.html</a></p> <p>If there is no linguistic content on a photograph, use the code <i>zxx</i>.</p>
Relation	As a general rule, do not use this field. Consult as appropriate if you

	believe its use is justified for a particular resource.
Rights	Do not edit this element.
Coverage	Do not use this element. Additional information: Since the entire collection represents 20 <sup>th</sup> century American fashion, we may ask DLP's programmers to batch add fields to all items: Coverage.temporal: 20 <sup>th</sup> Century Coverage.geographic: United States