



Horace Tapscott at piano (M. Weber)

**Metadata Guidelines for the Mark Weber Jazz Photographs Collection
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April 17, 2009

History

This collection consists of 211 photographs taken primarily by Mark Weber during the 1970s-1990s. Most of the photographs are from the period 1976-1985. The finding aid for this collection is available here:

<http://www.oac.cdlib.org/findaid/ark:/13030/kt967nd16q>

Metadata Guidelines: Introduction

In the Digital Library Collection System (DLCS), the descriptive data and the image(s) comprise one record. The Cataloging & Metadata Center is responsible

for creating the descriptive and recording the rights metadata for the resource records and the Digital Library Program is responsible for the technical metadata.

The *Metadata Data Elements & Procedures* table below should be used as a general guide and procedure for inputting data into DLCS for this collection. The fields below are in the same order as they appear in DLCS.

Login Procedures

URL: <http://dlcs.library.ucla.edu>

Username: [your full email address]

Password: [let Claudia know if you can't remember your password]

After gaining access, then

Choose: Weber (Mark) Collection [and click Submit button]

DLCS accounts for Cataloging and Metadata Center staff are in the category of "Data Entry." A data entry account allows the user to create and delete descriptive metadata and to create, edit and delete control values. If there are any problems with your account, please contact Claudia Horning (or John Riemer if Claudia is not available).¹

DLCS Information

DLCS now supports both IE and Firefox. Each item record has been split into tabs. Editing should be done on the Metadata Record tab. You can view the item from the Media Content tab. The system also returns error messages (for example, if you forget to qualify a field), and alerts you if you have timed out. As before, please notify Claudia if you experience recurring problems with the system.

¹ If you forget your password, Claudia Horning or John Riemer can reset it for you, with assistance from.DLP.

Metadata: Data Elements & Procedures (Also see Sample Record following)

Data Element	Notes & Examples
Title	<p><i>All titles must be qualified.</i> Add the appropriate qualifier of either [descriptive] or [inscribed] following the title. For most, or all, of the photographs in this collection the qualifier will be [descriptive.]</p> <p>Title is not repeatable. Use Alternate Title for variants.</p> <p>Avoid using initial articles.</p> <p>A title has already been supplied. Use cataloger's judgment in deciding whether to keep or change the title.</p> <p>Devising Titles: As a general rule, these photographs have no captions or other text suitable for a title. A title has already been supplied, and it should be reviewed and improved on when possible. Some considerations to use when devising a title:</p> <ul style="list-style-type: none"> ➤ Devise a brief descriptive title including identification of musicians/bands depicted, and if possible the event or location. ➤ Add following the devised Title: [descriptive] <p>Example: Title: Walter Booker at Bridges Auditorium, Claremont University, California [descriptive]</p> <p>Transcribing Titles: If one of your assigned photographs does have a caption or other text that would serve well as a title, transcribe that text.</p> <ul style="list-style-type: none"> ➤ Transcribe titles with the capitalization and punctuation found on photograph (do not add ISBD punctuation). ➤ Omit initial articles. ➤ For transcribed titles, add following the transcribed Title: [inscribed]
Alternate Title	Use to record variant forms of the title (e.g. a caption that was rejected as the title, etc.).
Alternate Identifier	Please do not use, edit, or delete this field.
[Identifier]	Automatically supplied. The distinctive, final part of the URL is assigned internally and displayed on the Item Summary tab of the record. (The full URL is an ARK, or Archival Resource Key.)
Subject	<p>Subject is a controlled element in the Weber collection. This means that all values for this element must be selected from the drop down menu on the data entry screen for an item. If the value you want to assign is not available in the drop down, you will need to add the value to the project using the "Control Values" link on the top navigation bar. See Controlled Fields in DLCS for instructions</p> <p>http://unitproj.library.ucla.edu/cataloging/procedures/DRM_Working%20with%20Controlled%20Fields%20in%20DLCS.pdf).</p>

Note that in DLCS, personal/corporate/conference names must be entered under the **Name** element, even when they are subjects. See **Name** element below.

Perform subject analysis of the photograph contents to determine the most appropriate headings and terms. Add subject headings from the two thesauri listed below, as appropriate. Choose a qualifier from the dropdown menu:

- **conceptTopic** (about)
- **descriptiveTopic** (of)

1. Use TGM I for indexing the type of event and significant/prominent musical instrument(s) depicted in the photograph

TGM I

<http://www.loc.gov/rr/print/tgm1/>

Example: **Subject.descriptiveTopic:** Music festivals.

Subject.descriptiveTopic: Guitars.

Do not try to index every musical instrument in a photograph. Ask yourself, "Would a person looking for images of [instrument] want to retrieve this photograph?"

If no appropriate term is available in TGM I, assign subjects and code SOURCE for controlled vocabulary as "local."

2. Use LCSH to index the type of musician(s) depicted in the photograph (e.g. Jazz musicians, Blues musicians, etc.).

Subdivide geographically when you know where the musician is from. Note that this may be a different geographic region than what is depicted in the photograph itself – that is, a musician who is from Texas may have been photographed playing at a club in San Francisco. Index the region the musician is from under **Subject**, and the region where the photograph was taken in **Coverage** (see below).

LCSH

<http://authorities.loc.gov/>

Example: **Subject.conceptTopic:** Blues musicians—Texas.

If only the country for the musician is known, use that.

Example: **Subject.conceptTopic:** Jazz musicians—United States.

See [Controlled Fields in DLCS](#) to set up/create new terms for use.

(DLCS enhancement: On the data entry screen, it is now possible to see the Source appended to the end of most headings. For longer headings, the Source of the term is still not visible.)

<p>Name</p>	<p>This element is both qualified and controlled. Note that in DLCS, all personal, corporate and conference names must be indexed using this element, even when they are subjects. Use the appropriate element qualifiers to distinguish between names that are depicted in the photograph, and names that are responsible for the photograph (photographer, repository, etc.).</p> <p>Each instance of this field will consist of two parts. One is the name (the value) of the person/body associated with the work; the other is the qualifier: either a relator term describing the role the person/body played in relation to the work, or the subject qualifier. Both operate using pull-down menus.</p> <ul style="list-style-type: none"> ➤ Use the LC Authority File to check the form of both personal and corporate name headings, when DLCS does not already include the name in the pull-down list. ➤ Construct the Name according to AACR2R when no authorized form exists, coding the Source as local. ➤ Omit subfield codes and delimiters (e.g. \$d, etc.) that would be used in MARC21 data, but retain punctuation. <p>If the name you need to enter is not available on the data entry screen in the drop down for name, you will need to add the control value and enable it for the Weber collection. See Controlled Fields in DLCS for instructions.</p> <p>To record the role for a Name, use the box at the left. Pull down the list under “Please select qualifier ...”</p> <ul style="list-style-type: none"> ➤ The most common relator terms for this collection will be <i>photographer</i> and <i>repository</i>. Do not use the relator term <i>musician</i> for musicians depicted in these photographs, since we are not describing a musical work. ➤ The authorized list of roles is the “MARC Code List: Part I: Relator Codes.” This list includes helpful definitions and can be found at http://www.loc.gov/marc/relators/relators.html ➤ For relator codes needed that are not in the DLCS pull-down list, they can be added by DLP programmers, via a request to Claudia. <p>For each photograph please add:</p> <p style="padding-left: 40px;">Name.repository: University of California, Los Angeles. Library. Performing Arts Special Collections.</p> <p>If you have reason to question whether or not Mark Weber was the photographer, please alert Claudia. Otherwise, please add:</p> <p style="padding-left: 40px;">Name.photographer: Weber, Mark, 1953-</p>
<p>Description</p>	<p>Use Description.note: to provide a concise description of the photograph and to record important details about the photograph—especially when these are not mentioned in the Title element, and might not be fully addressed through the use of controlled vocabularies (TGM, LCSH). Some</p>

	<p>guiding questions: <i>What is (are) the image(s) of? What is being depicted?</i></p> <p>If there is already a note in the record, do not delete it, but do correct spelling and/or improve on the wording of the note if necessary for clarity.</p> <p>Do not repeat a descriptive title in the Description element.</p> <p>Example: Description.note: Photograph of jazz musician Walter Booker wearing a tuxedo and holding a length of coiled rope in front of what looks like a musical instrument case.</p>
Date	<p>A Date.creation and a Date.normalized should always be supplied.</p> <p>Date.creation: Provide the date the photograph was originally taken in this field. (Normally, you will simply convert an existing Date.normalized field into a more user-friendly form.)</p> <p>Example: Date.creation: Oct. 20, 1978.</p> <p>If no date information is supplied or can be determined, supply the estimated date or date range in brackets.</p> <p>Example: Date.creation: [between 1976 and 1979?]</p> <p>If there is no date or date range that can be supplied or inferred, use the following range of dates:</p> <p>Example: Date.creation: [between 1976 and 1985?]</p> <p>Date.normalized: Also supply the date information in the form of a normalized date. If this element is already present, verify that it has been formatted correctly. 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 dates in normalized format are more readily manipulated by machines for searching and limiting. Do not 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>Example: Date.creation: Oct. 20, 1978. Example: Date.normalized: 1978-10-20</p> <p>Example: Date.creation: [1985?] Example: Date.normalized: 1985</p> <p>Example: Date.creation: [between 1976 and 1979?] Example: Date.normalized: 1976/1979</p>
Type	<p>Supply the appropriate Type.genre field from AAT for the original object:</p> <p>Type.genre: black-and-white photographs <i>or</i> color photographs or Type.genre: color photographs</p>

	<p>The data entry screen should be pre-populated with the following Type.typeOfResource field (from MODS, for the digital object): Type.typeOfResource: still image</p> <p>Do not edit or delete this field. If it is not present, please add it to the record.</p>
Format	<p>Add a Format.extent field providing the physical description (except for the dimensions) of the photograph. Example: Format.extent: 1 photograph : b&w [or 1 photograph : color, as appropriate]</p> <p>Format.dimensions was used to record the size of the original photograph. Do not convert U.S. units into metric units for this project.</p>
Language	<p>Generally speaking, there is little to no significant text in these photographs. If there is no linguistic content on a photograph, use the code <i>zxx</i>. Example: Language: zxx</p> <p>If there is significant text (e.g. captions, etc.) in the image itself, provide the language code for all languages used in the photograph text in the form of the 3-character abbreviation. Use the MARC Code List for Languages at http://www.loc.gov/marc/languages/langhome.html</p> <p>Example: Language: eng</p>
Relation	<p>For all photographs, please add the following Relation element: Relation.isPartOf: Mark Weber Jazz Collection (Collection 250). Performing Arts Special Collections, University of California, Los Angeles.</p>
Coverage	<p>For this project, Coverage.geographic is being used to provide browsing by the location where the photograph was taken. For most photographs, it is likely the value will be <i>California</i>, with the possible addition of the city, if known. Provide this element in indirect form.</p> <p>Example: Coverage.geographic: California Example: Coverage.geographic: California—Hermosa Beach.</p> <p>If the element is already present, it will likely be unqualified, and not in the indirect form. You will need to qualify the existing field (in order to delete it), and then add a new Coverage.geographic field in the correct format.</p> <p>Some records will include Coverage fields including latitude and longitude. Do not edit or delete these fields. They will be used in the public view to map the photographs to the locations where they were taken.</p>
Rights	<p>This element is both qualified and controlled.</p> <p>All photographs should have the following Rights elements: Rights.copyrightStatus: copyrighted Rights.permission: Y</p>

Sample Record

Title Albert Collins at the 1977 San Francisco Blues Festival [descriptive]

AltTitle
AltIdentifier.local : UCLAMUS_250_00120
Subject.descriptiveTopic : Guitars
Subject.descriptiveTopic : Music festivals
Subject.conceptTopic : Blues musicians--Texas

Name.repository : University of California, Los Angeles. Library. Performing Arts Special Collections
Name.photographer : Weber, Mark, 1953-
Name.subject : Collins, Albert, 1932-1993.
Name.subject : San Francisco Blues Festival (5th : 1977)

Description.note : Black-and-white photograph of blues musician Albert Collins holding an electric guitar and adjusting his amplifier at the 1977 San Francisco Blues Festival in McLaren Park.

Date.normalized : 1977-08-14
Date.creation : Aug. 14, 1977

Type.typeOfResource : still image
Type.genre : black-and-white photographs

Format.dimensions : 8 x 10 in.
Format.extent : 1 photograph : b&w

Language ZXX
Relation.isPartOf : Mark Weber Jazz Collection (Collection 250). Performing Arts Special Collections, University of California, Los Angeles.

Coverage.geographic : California--San Francisco
Coverage.spatialLongitude : -122.417479
Coverage.spatialLatitude : 37.720501

Rights.copyrightStatus : copyrighted
Rights.permission : Y

Entry of Diacritics and Special Characters

Choose one of the following methods:

- 1) Copy and paste characters from the Unicode Tool (available under Start >> All Programs on Center workstations).
- 2) Copy and paste text from Connexion or the LC authority file at <http://authorities.loc.gov>

Statistics

Currently there is no easy automated means of tracking statistics for completed photographs. Individuals' stats will be tracked via an Excel spreadsheet, and reported out when the project is completed.