Christian Texts - Printed (ISPART)

Marc	Excel	Field Name	Dublin Core	Field Description	Searchable	Hidden	Auth Cntl
100,111,110	Creator	*Creator (Author) if AVAIL	**Creator**	In most cases, this will be unknown and left blank---Original author	Yes	No	Yes LCSH
700,710,711	Editor	Editor	**Contributors**	Photographer or creator of the digital image	Yes	No	Yes LCSH
700	Translator	Translator	Contributors	Translator of an item	Yes	No	Yes LCSH
700,710,711	Contributor	Contributor	Contributors	Contributor -- Photographer and Digitizer of the electronic object	Yes	No	Yes LCSH
245|a|b	Title	*Title	**Title**	Title of the work--created by creator/publisher or supplied: For comp	Yes	No	
	130	Uniform Title	Title.alternative	Uniform Title of the work, if necessary	Yes	No	
	246	Alternative Title	Title.alternative	Alternative titles such as translated title	Yes	No	
		*Description	**Description**	Compound document level textual description of each manuscript. T	Yes	No	
	250	*Edition	Description	Edition (usually Electronic reproduction)	Yes	No	
	260	Publisher Original	**Publisher**	In most cases, this will be left blank -- it is an unpublished manuscrip	Yes	No	
260|c or 008 7-10		*Date Original	**Date**	Date original created--the actual manuscript yyyy-mm-dd	Yes	No	
		Publisher Digital	Publisher	Brigham Young University; Freer Gallery of Art; other partners involv	Yes	No	
		*Date Digital	Date	Date of the digital creation yyyy-mm-dd	Yes	No	
	300	Physical Description	Description	Physical description of the pagination, Illus, size of original	No	No	
440,490,830		Citation	Relation-Is-Part-Of	Citation for multi-volume works	Yes	No	
	Ownership	*Holding.Institution (Owning I	**Source**	The name of the institution that hosts or houses the digital collection	No	No	
6XX		*Subject	**Subject**	STRONGLY recommended from an established Thesaurus - Metada	Yes	No	Yes LCSH
		*Language	**Language**	Greek, Ancient; grc;	Yes	No	Yes LOC
		Collection	**Relation-Is-Part-O**	BYU uses for Collection name: Eastern Christian Reference Library;	Yes	No	Yes Local
		System Requirements		PC requirements to use the database. Example: Internet connectivi	No	No	
		*Patron Usage Instructions	**Rights**	Short statement of what the patron is allowed to do with the digital ob	No	No	
		Copyright Status/Owner	Rights	Legal Copyright owner and status of the copyright	No	No	
	256	Type	**Type**	Broad term describing nature of the resource	No	No	Yes Dublin Core
	516	*Format	**Format**	image/jpg	No	No	Yes ISI
		Source	Source	Cite resource from which digital resource was derived---The name, a	Yes	No	
		Contributor Metadata Entry		Lastname, Firstname, 1900-1955 (use LCSH established form)	No	Yes	
		Metadata Entry Date		yyyy-mm (use only yyyy-mm so that stats are easy to collect)	No	Yes	
		Metadata Entry Tool		CONTENTdm version 3.5 (if excel, Microsoft Excel version xx)	No	Yes	
		Full text	Description	Full text of the document---this will not be used initially but could be u	Yes	No	
	583	Refresh		yyyy-mm-dd (usually set 2 years off so someone looks at the record	Yes	Yes	
		Link to Catalog Record		URL to link to fully cataloged MARC record in SIRSI	No	No	
		SIRSI ID	Identifier	SIRSI id of the cataloged record	Yes	No	
	File Name	*File name	**Identifier**	File name of the digital object	Yes	No	
	CUA Call Number	Call Number	Identifier	Call number of the original work at CUA	Yes	No	
		File Size	Format	Size of the computer file to display (CONTENTdm will automatically c	No	No	
		LIS tag		Tag to identify compound documents---Compound is entered in the f	Yes	Yes	

REQUIRED
BYU FIELDS

NOTE: All names are input surname, firstname

NOTE: All dates are entered yyyy-mm-dd If only the year is available, use yyyy only