

## George Beard Photograph Collection

Marc	Finding Aid Provides	Field Name	Dublin Core	Field Description	Searchable	Hidden	Auth Cntl
	Call Number	Call Number	Identifier	Call # of the photo and image number . Example: MSS P 3 # 1 (the number after the # symbol will change with each photograph).	Yes	No	
245 a b	Title	Title	Title	Title of the work--created by creator/publisher or supplied	Yes	No	
100,111,110	Photographer	Photographer	Creator	Lastname, Firstname - Use LCSH form of term: Beard, George, 1855-1944 There is a small group of photos taken by Shipler in this collection, so the photographer cannot be autoloaded.	Yes	No	Yes LCSH
	Contractor	Contractor	Contributor				
	Description	Description	Description	Account of content of resource	Yes	No	
	Place	Place		Place the photograph was taken	Yes	No	
250		Edition	Description	Electronic reproduction	Yes	No	
260	Publisher	Publisher Original	Publisher	Publisher of the original Photograph (do not use George Beard -- his were unpublished)	Yes	No	
260 c or 008 7-10	Date Original	Date Original	Date	Date original copy yyyy-mm-dd	Yes	No	
		Publisher Digital	Publisher	Brigham Young University, Harold B. Lee Library, L. Tom Perry Special Collections	No	No	
		Date Digital	Date	Date of the digital creation yyyy-mm-dd	Yes	No	
300		Physical Description	Description	Physical description of the size of original and type of photo	No	No	
	Medium	Medium	Description	Medium (albumen, cardstock, etc.)	Yes	No	
	Dimensions	Dimensions	Description	Dimensions of the photographic print in centimeters and inches	No	No	
		Holding.Institution (Owning Institution)	Source	Brigham Young University, Harold B. Lee Library, L. Tom Perry Special Collections	No	No	
6XX		Subject	Subject	STRONGLY recommended from an established Thesaurus	Yes	No	Yes LCSH
	*Genre	Genre	Subject	Genre Terms	Yes	No	Yes Genre
	*Personal Names	Personal Names	Subject	STRONGLY recommended from an established Thesaurus	Yes	No	Yes LCSH
	*Topics	Topics	Subject	STRONGLY recommended from an established Thesaurus	Yes	No	Yes LCSH
	*Geographic Place Names	Geographic Place Names	Subject	STRONGLY recommended from an established Thesaurus	Yes	No	Yes LCSH
		Relation (Collection)	Relation-Is-Part-Of	BYU uses for Collection name - George Beard Photograph Collection	Yes	No	Yes Local
		Link to Finding Aid		URL to the finding aid for the collection	No	No	
		Rights (Patron Usage...)	Rights	<a href="http://www.lib.byu.edu/sc_copyright.html">http://www.lib.byu.edu/sc_copyright.html</a>	No	No	
		Copyright Status/Owner	Rights	Public domain, Courtesy L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University	No	No	
		Access Level	Rights	Public	No	Yes	
256		Type	Type	Image	No	No	Yes Dublin Core
516		Format.Use (Format)	Format	Image/jp2	No	No	Yes ISI
		Contributor Metadata Entry		Loaded as Pending and changed Lastname, Firstname, 1900-1955 (use LCSH established form) when metadata completed	No	Yes	
		Metadata Entry Date		yyyy-mm	No	Yes	
		Metadata Entry Tool		Part of Format.Creation. CONTENTdm Acquisition Station version 4.3	No	Yes	
583		Refresh		yyyy-mm-dd	Yes	Yes	
	Box Number	Box Number	Identifier	Box number item is located in in the physical collection	Yes	No	
	Folder Number	Folder	Identifier	Folder number of the original is located in in the physical collection			
	Item Number	Item Number	Identifier	Unique item number of the original photograph in the physical collection	Yes	No	
	**Identifier	Identifier	Identifier	File name of digital item	Yes	No	
	**Technical Specifications	Technical specifications	Format	Technical specifications about scanning equipment, software, and scanning resolution/size	No	No	
		Color space	Format	Autogenerated by CONTENTdm upon ingest	No	No	
		File name	Identifier	Autogenerated by CONTENTdm upon ingest	No	No	
		File size	Format	Autogenerated by CONTENTdm upon ingest	No	No	
		Height	Format	Autogenerated by CONTENTdm upon ingest	No	No	
		Media type	Format	Autogenerated by CONTENTdm upon ingest	No	No	
		Width	Format	Autogenerated by CONTENTdm upon ingest	No	No	
		User name		Autogenerated by CONTENTdm upon ingest	No	Yes	
		Checksum		Autogenerated by CONTENTdm upon ingest	No	Yes	

### REQUIRED

### BYU FIELDS

### AUTOLOADED

\*Metadata area in Cataloging primarily responsible for. These will be added initially and reviewed and changed after the photograph has been loaded

\*\*Provided by Digital Imaging

Photographs will NOT have fronts and backs (no postcards in this collection)

Box Number and Item Number fields added 24 May 2007

Contractor and Folder Number fields added 28 Feb 2008