

## Correspondence

Marc	Field Name	Dublin Core	Field Description	Searchable	Hidden	Auth Cntl
100,111,110	*Author	<b>Creator</b>	Lastname, Firstname - Use LCSH form of term	Yes	No	Yes LCNAF
	Recipient	Description	Lastname, Firstname - Use LCSH form of term	Yes	No	Yes LCNAF
245 a b	*Title	<b>Title</b>	Title of the work-- supplied - [Letter dated ... from... to...]	Yes	No	
	Summary	<b>Description</b>	Description or summary of content of letter	Yes	No	
250	*Edition	Description	Edition (usually Electronic reproduction)	Yes	No	
260 c or 008 7	*Date Original	<b>Date</b>	Date original copy yyyy-mm-dd	Yes	No	
	Publisher Digital	<b>Publisher</b>	Name of department, Brigham Young University	Yes	No	
	*Date Digital		Date of the digital creation yyyy-mm-dd	Yes	No	
300	Physical Description	Description	Physical description of the pagination, Illus, size of original if avail	No	No	
	*Holding.Institution (Owning I	<b>Source</b>	Owning institution--UALC maps to Source for AGG Server	No	No	
	Genre	Subject	Use LCSH Genre Term - Letters	Yes	No	Yes LCSH
6XX	*Subject	<b>Subject</b>	STRONGLY recommended from an established Thesaurus	Yes	No	Yes LCSH
	*Language	<b>Language</b>	Two letter and 3 letter code for language---BYU also spells it out.	Yes	No	Yes LOC
	Collection	<b>Relation-Is-Part-Of</b>	Separate by semicolon and a space	Yes	No	Yes Local
	Coverage	<b>Coverage</b>	BYU uses for Collection name	Yes	No	
	*Patron Use Instructions	<b>Rights</b>	Spatial or temporal coverage (RelEd has used time span)	Yes	No	
	Copyright Status/Owner	Rights	BYU uses 3 fields: Patron Usage Instructions, Copyright, Access	No	No	
256	Type	<b>Type</b>	Legal Copyright owner and status of the copyright	No	No	
516	*Format.Use (Format)	<b>Format</b>	text	No	No	Yes Dublin Core
	Source	Source	text/pdf	No	No	Yes ISI
	Contributor Metadata Entry		Cite resource from which digital resource was derived	Yes	No	
	Metadata Entry Date		Lastname, Firstname, 1900-1955 (use LCSH established form)	No	Yes	
	Metadata Entry Tool		yyyy-mm	No	Yes	
	Full text	Description	Part of Format.Creation	No	Yes	
583	Refresh		Full text of the document (as long as CONTENTdm supports)	Yes	No	
	Technical Specifications		yyyy-mm-dd	Yes	Yes	
	*Call Number	Identifier	Programs and scanners used to create digital image, pixel dimensio	No	No	
	*Identifier	<b>Identifier</b>	Call #	Yes	No	
	File Size	Format	File name	Yes	No	
	File Name		Automatically created upon ingest by CONTENTdm	No	No	
	Color Space		Automatically created upon ingest by CONTENTdm	No	No	
	Height		Automatically created upon ingest by CONTENTdm	No	No	
	Width		Automatically created upon ingest by CONTENTdm	No	No	
	Media Type		Automatically created upon ingest by CONTENTdm	No	No	
	User Name		Automatically created upon ingest by CONTENTdm	No	No	
	Checksum		Automatically created upon ingest by CONTENTdm	No	No	

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