

NEH Chinese Pilot Digitization Text Project

Metadata Guidelines

latest revision: June 22, 2004

Part 1 Bibliographic Metadata

The bibliographic description will be abstracted from MARC records directly, including: Title, Author, Publishing Information (all in Pinyin), and Subject Headings (in English).

Part 2 Metadata Capture Step by Step

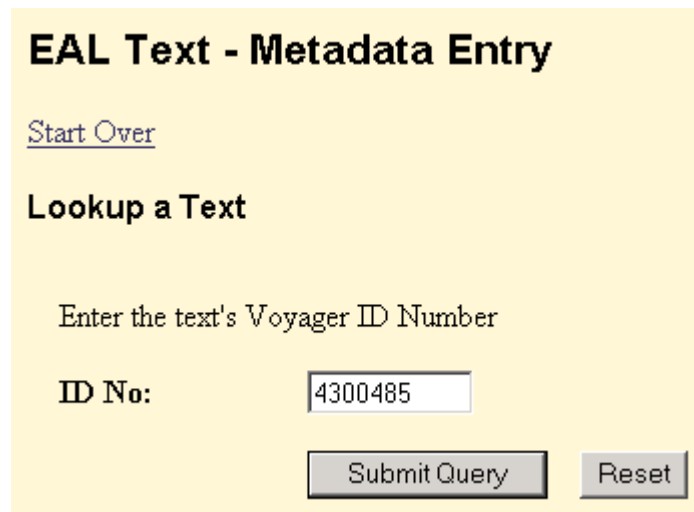
Web-based Database Form

URL: <http://digital2.library.pitt.edu/cgi-bin/e/ealtext/index.cgi>

User Name:

Password:

Step 1: Enter Voyager ID for Book



EAL Text - Metadata Entry

[Start Over](#)

Lookup a Text

Enter the text's Voyager ID Number

ID No:

- Use 001 field on correspondent MARC record as Voyager ID number for each book and enter it into the form.

Step 2: Page Count

EAL Text - Metadata Entry

[Start Over](#)

You Seem to be Starting A New Text

Working with:

Zhonghua min guo tong ji nian jian., Nanjing : Zhu ji bu tong ji ju, Min guo 37- [1948-

Select the **type** of text:

Enter the **Volume** number of the work, if applicable (2 digits -- use "00" if no volume)

Enter the total number of pages **include both sides, blanks, etc.**

How many pages of frontmatter **before Page 1** of the book? Make sure to include both a **production note page and the book's cover**

Pages before "Page 1":

- Select the **Type** of the text from the pull down list
- Enter the **Volume** number of the work, if applicable
- Count ALL of the pages of the book (including production note, cover, blanks, front-matter and end-matter) and enter into the form.
- Count pages of front matter before Page 1 of a book, make sure to include both a production note page and the book's cover page, and enter into the form

Step 3: Enter metadata

The following table explains the columns in the web form below.

Metadata Field Name	Note
ID	Generated from Marc Record 001 Field which entered as ID number in step 1
Actual Page	Generated from total page number entered in step 2
Pagination	Please see Part 2, III. For details
Rotate	Please see Part2, IV. For details
Blank?	If a page is a blank page, select "Blank"
Caption	Please see Part 2, I and II for details
Notes	Use this field to enter instructions, comments and questions to Ted or EAL colleagues. In the first Notes field of each book, please always indicate the reading direction of each book, from left to right or from right to left.

EAL Text - Metadata Entry

[Start Over](#)

Editing A Text

yearbook: Ren min nian jian / Shen Songfang zhu bian., Xianggang : Da gong shu ju,

ID	Actual Page	Pagination	Rotate?	Blank?	Caption	Notes
4300485	0001	<input type="text" value="000A"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text" value="Production Note"/>	<input type="text" value="Ted: please scan from right to left"/>
4300485	0002	<input type="text" value="000B"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text" value="Cover"/>	<input type="text"/>
4300485	0003	<input type="text" value="000C"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text" value="Map"/>	<input type="text"/>
4300485	0004	<input type="text" value="000D"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text"/>	<input type="text"/>

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4300485	0010	<input type="text" value="000J"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text" value="Title Page"/>	<input type="text"/>
4300485	0011	<input type="text" value="000K"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text" value="Colophon"/>	<input type="text"/>
4300485	0012	<input type="text" value="0001"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text" value="Table of Contents"/>	<input type="text"/>
4300485	0013	<input type="text" value="0002"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text"/>	<input type="text"/>
4300485	0014	<input type="text" value="0003"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text"/>	<input type="text"/>
4300485	0015	<input type="text" value="0004"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text"/>	<input type="text"/>
4300485	0016	<input type="text" value="0005"/>	<input type="radio"/> L <input type="radio"/> R <input checked="" type="radio"/> No	<input type="checkbox"/> Blank	<input type="text"/>	<input type="text"/>

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List of Commands

- Enter Changes: you must enter changes to save the information in the web form.
- Clear Changes: please use this command if you do not want to save the changes you make.
- Add Page to End: Click once will add one row in the end.
- Delete Last Page: Click once will delete the last row
- Delete All Pages: Click once will delete all the rows
-

<input type="button" value="Enter Changes"/>	<input type="button" value="Clear Changes"/>	<input type="button" value="Add Page to End"/>	<input type="button" value="Delete Last Page"/>
<input type="button" value="Delete All Pages"/>			

Part 3 Structural Metadata

Structural information and chapter headings of each book will be transliterated from Chinese to English and captured into database through web-based metadata form.

I. Structural Information

The following structural information and access points for each book will be transliterated and captured as metadata as those names and formats, when they are applicable:

Name	Note
Production Note	DRL will automatically generate, but needs to be accounted for.
Cover	
Title Page	
Table of Contents	
Preface	
Editor's Note	
Chapter Headings	The "Chapter Headings" as label will not be entered in the database; instead will start with chapter one directly. Please see the following section for details on rules to transliterate and capture chapter headings.
Index	
Appendix	
Map	Include them if they are at the very beginning or very last of a book; do not include them if they are in the middle of a book. If one map on two pages, only capture one access point for one map
Figure	Use same rules as above
Colophon	
Errata	

More components might be added as the project continues.
Ads will be scanned but no metadata collected.

II. Chapter Headings

The structure and access points of chapter headings for each book will be decided case-by-case. Use Chicago Manual of Style as general guideline of format.

The following are rules on how to capture chapter headings for this project:

1. Capture and transliterate the major chapter headings; avoid capturing too-detailed information.
2. If there are chapter numbers on a book, capture and transliterate the information exactly as it is presented in book. If not, add the part or section numbers.
3. General rules of formatting:
 - a. For chapter number, use word "One", "Two", "Three" instead of numerical "1", "2", "3"
 - b. Chapter number will be followed by a ":"

An example:

- Chapter One: Agriculture
- Chapter Two: Architecture
-

4. When there is a higher level other than chapters in a book, combine this level with chapter level information into one field and use "." between.

An example:

- Part One: Industrial and Commercial Summary. Chapter One: Agriculture
- Chapter Two: Commercial
-
- Part Two: History and Culture Summary. Chapter One: History
- Chapter Two: People
-

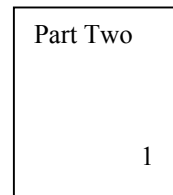
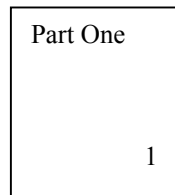
III. Pagination Rules:

A. General rules:

- Use Letter (000A-000Z, 00AA-00AZ) for pages without native pagination numbers before Page 1 of a book **and beginning of each chapter**
- Use numbers for pages with native pagination (0001, 0002, etc.)
- Use “previous page number” plus “letter” for pages without native pagination at the conclusion of each chapter. An example: 012A for the next page (w/o native pagination) after page 14

B. Books with complicated page numbering systems

1. When a book with multiple parts repeats the pagination sequence, enter the native pagination as it is:

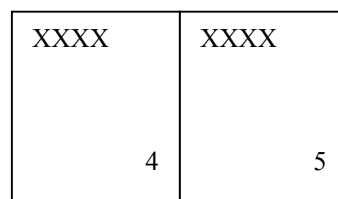


Native Pagination: 0001

0001

2. When a book was copied from original book and has two “pages” photocopied on one page, only enter the odd page numbers into the Native Pagination field.

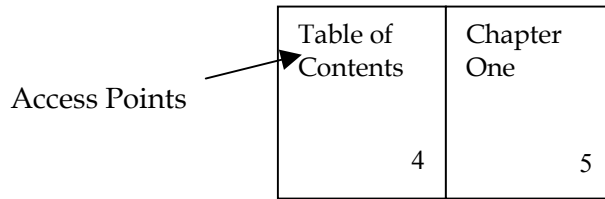
An example: 1 page image with two pages



Native Pagination: 0005

3. In the case above, there may be two access points on one page image. When an access point page starts on the even page, assign that access point page to the following ODD page number. Enter the content for both the even page and the next odd page into the metadata field.

An example: 1 page image with two pages

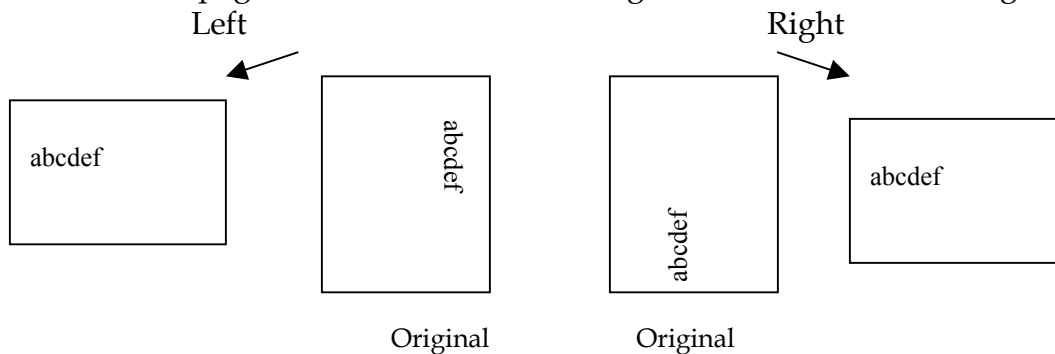


Native Pagination: 0005
Content: Table of Contents / Chapter One

4. The above examples assume the left-to-right reading of a book. Nonetheless, the same rules apply for books that read right-to-left

IV. Books with different page orientations.

Some pages within a book may need to be rotated for proper viewing. Indicate whether such pages need to be rotated 90 degrees to the left or to the right.



IV. Rules for Foldouts:

1. Maximum scan size of one scanner is 8.5 x 11 inches, pages larger than the maximum size will be scanned as multiple pages. (For first batch of books)
2. Maximum scan size of another scanner is 12 x 17 inches, fold outs larger than 8.5 x 11 will be scanned as one page, and please make notes on Notes field for this occasion. (After first batch of book).
3. Don't count blank pages for foldouts.

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