The purpose of this document is to record the standards for entering metadata into the Living Memorial archive. It will document the process that should be followed when entering metadata into the FileMaker system for Voices of September 11th.

General Rules

- Only enter information that you are *sure* of. There will be a temptation to try to guess information that you do not have in order to try and completely fill in the fields. Do not succumb to this temptation. Down that way lies the path of archival sin. For any piece of information that you enter about an object, you should be able to clearly demonstrate where that information came from.

  The one exception to this is in regards to dates. There can be a good deal of uncertainty about dates. In order to accommodate this, you can use visual or textual clues in the object to enter a date. So if you know a photograph is from 1996 and everyone is standing around a Christmas tree wearing Christmas sweaters, you'll be safe putting 1996-12 as the date (Although you can't put 1996-12-25 because you cannot be sure that the photograph was actually taken on Christmas.). Or if the subject is photographed in the middle of a football game and he is wearing his college's jersey, you can enter the range of dates that the subject was at college (1992-1996).
- Very few of the fields are mandatory to be filled. If you do not have the information to fill it, leave it blank or enter unknown. You are not doing anything wrong by doing this!
- Before continuing to the next record, make sure that everything you have entered is complete and matches the standards.

Metadata Elements

When entering metadata about the objects in the Voices of September 11th archive, you should attempt to complete the following elements:

1. Title
2. Subject(s)
3. Date Made
4. Description
5. Resource Type
6. Creator
7. Coverage
8. Language
9. Identifier

In addition to the metadata fields, you will need to complete the object relations if there are other objects connected to the one you're working and the tags.

Use the above as a checklist as you review your data entry to ensure that you're not missing any fields. Below I will explain what you should be looking to enter into each field and the rules that you follow.

Title

This field is a descriptive title of the object. The title does not need to be unique, but it should be a good representation of the object. A good rule of thumb to follow is this: looking at just the title you've written, do you have a good idea what that object is about?

There are some rules that you should follow as you enter titles:
1. If the object already has a title (a book, an article, a tribute, etc.), use that title in this field.
2. Use sentence case when entering titles. This means you capitalize the first word and any proper nouns. **Do not** capitalize all the important words. This is also true for objects that already have titles, even if the printed title is using title case. Ex.: **J**ohn **S**mith with his family, **J**ohn **S**mith with his son at **D**isney **W**orld
3. If possible, include the full name of the object's subject. *This is not necessary if the object already has its own title.* Ex. *John Smith* with his family **not** *John* with his family
4. If possible, focus the title on the subject. Example: John Smith *with* his son **not** John Smith *and* his son
5. Avoid the use of phrases like "A photo of", "A picture of", etc.
6. Be descriptive in the title, but not too descriptive. Do not make the title too unwieldy. It is not necessary to list the names of all the people or the place where the object was made in the title. Those can be put into the description. If you find yourself using a lot of punctuation or conjunctions (and, or), you are putting too much information into the title.
7. Avoid the use of contractions, unless they are used in the already existing title.

Subject

The Living Memorial Archive uses three different types of subject headings to categorize the objects:
- Personal
- Organizational
- Topical

The Personal Subject is automatically generated and entered based on the victim's name and birthdate. This heading is created based on the Library of Congress authority headings and should be of little concern as you work.

The Organizational Subject is used to note that an organization is a fundamental part of defining an object. For example, an award plaque from a company should be categorized under that company's organizational heading. A photo of the subject playing a sport for his or her college does not need to be categorized under the college's heading though, since the focus of the photo is on the individual playing the sport, not the institution. Other objects you will want to include the Organizational Subject on are:
- Business Cards
- ID Cards
- Firefighter company or Police precinct regalia

The Topical Subject is used to classify the subject matter of the object. These subjects are divided based on the type of object being classified:

- Artwork
- Photographs
- Posters
- Programs
- Text

This will be the subject that you will most commonly be choosing for the objects. The general rule of thumb is to choose a Topical Subject that best describes the topic and is as specific as possible. For example, if you have a photograph of a family and you know from the information that they are on vacation, you will want to choose the *Photograph : Vacation* subject instead of the just the *Photograph : Family* subject.

In many cases, the subjects that you choose in the main metadata elements will align with selections in the tags. You must select them in both places to improve accessibility.

Date Made

This field is meant to note the date that the object was made, not the digitized version. The preferred format for entry here is: YYYY-MM-DD (Y=year, M=month, D=day). Like with the other fields, try to be as specific as possible here, but as mentioned in the General Rules, do not try to guess or intuit information that is not available. Here are some of the rules you should follow when entering the dates:

1. Enter as much of the date as you're able to find. This may be just a year (2011), or even just a decade (10s). This can even be seasons (Winter 2011), but that should be used sparingly.
2. If you have an object that had been printed (articles, books, etc.), do some research to see if you can find the publication date or year. Often an easy way to accomplish this is to choose a sentence from the object and do a Google search for it. Combine your search with the author, if available.
3. If you are almost certain of a date, but there is still the possibility it is incorrect, enter the date and follow it with a question mark (?) to indicate the uncertainty.
4. If there is absolutely no way of determining the date, enter *Unknown*.

Description

There are no specific rules on how to enter in the description. This is the field used to contain all the additional information that is not entered into the other fields. This can include the location a photograph was taken and who is pictured in the photograph. There are a few standards to follow though:

1. When listing the names of people in a photograph, use the notation *(L-R)* to indicate the order in which you are listing the names. Note the difference between back and front if necessary.
2. If you are listing a location, enter the full name of the place – do not use abbreviations like postal abbreviations.
   a. Example: New Canaan, **Connecticut** *not* New Canaan, **CT**

b. Example: Cherry **Street** *not* Cherry St.
c. Exception is for places like Washington, D.C. – although you can enter District of Columbia if you desire.
3. If all the information you know about the object has been used in the title, you still need to enter that information into the description. This allows a person to search for the information in either the title or the description and still find the object.
4. You do *not* need to enter the subject's full name in the description if you have already used it in the title. If the title does not contain the subject's full name, then you *must* use it in the description.

Resource Type

This field is meant to identify the type of the object. Choose from the dropdown menu the selection that best fits the object. Some common choices will be:

- Photograph – for still images
- Personal Correspondence : Letter or Note
- Manuscript – for written documents that do not fit under the other types
- Miscellaneous Artifact – for photographs of 3D objects that do not fit under the other types.

Creator

This is one of the more difficult fields to fill based on the information we have available. Like with all the fields, you absolutely should not try to guess the information to fill this field. Leave this blank unless you can verifiably provide the information.

- Use the form: Last Name, First Name Middle Name to enter the creator.
    o Example: Smith, John Anonymous
- If there is more than one, separate their names with semicolons
    o Example: Smith, John Anonymous; Doe, Jane
- If the roles of the creators are noted, enter that as well.
    o Example: Smith, John (Author); Doe, Jane (Photographer)

Coverage

This field notes an era that the object is from. Voices of September 11th tracks four different coverage areas. Choose the one that best fits the object.

1. Pre-9/11 – The object was created or shows the subject prior to September 11, 2001
2. 9/11 – The object was created on or depicts the events of September 11, 2001. This is also the selection for personal items found in the recovery site.
3. Post-9/11 – The object was created or is related to people and events following September 11, 2001. Anything related to memorials, tributes, or services should be included here
4. 1993 Bombing – The object is related to the bombing of the World Trade Center in 1993.

There is also an *Unknown* option that should only be used if you're completely uncertain of what Coverage era the object belongs in.

Language

This field notes the predominant or preliminary language that the object is written or spoken in. The menu choices are using international language codes. If the object is written or spoken in more than one language, choose the one that the majority of the content is in. If the quantities of the languages are the same, use the first language. Make a mention of the additional languages in the description.

Note: If you have something that is in a language that is not in the menu, inform the archivist and it will be added.

Identifier

This field creates a unique identification code for the object. This serves the purpose of being an easy reference to the object if you need to return to it in the future or share it with someone else. The identifier is also used to connect objects through the object relations system. Next to the field is a blue button that will automatically create the identifier, so it is unnecessary to know how to create it.

For the sake of completeness, the identifier consists of 3 main parts:
- Archive identification – this will be the same on every identifier and records the holding archive for the item. For the Living Memorial Content this part is **vos11LM**.
- Victim Identification – this will identify the object to a specific victim so that every item associated with a victim will share this part of its identifier. It is made of two sections, one based on the victim's name and one based on the victim's year of birth. The first section uses the first three letters of the victim's surname and the first initial. The birth year is used to ensure uniqueness, since it will be unlikely to have a subject that shares both first and last name and a birth year. This part is usually shown as **SmiJ.2011**.
- Record number identification – this will append a four-digit number based on the object's entry place in the database. It will be shown as **0000**
- The parts of the identifier are separated by periods, so when complete it will be displayed as **vos11LM.SmiJ.2011.0000**. That entire sequence is the identifier.

Object Relations

The Object Relations tab allows you to form connections and relationship between different objects in the database. Commonly this will be used if an object is made of multiple pages, and each individual page is entered in the archive.

There are four different relation types that the database tracks:
- HasPart – this signifies that there are additional objects in the archive that make up the complete object. This is the most common relationship used in the database.
- HasVersion – this signifies that there is another representation of the object in the database. This could be a photograph of an additional view of a 3D object or it could be an edited or adjusted copy of the object.
- References – this signifies that the object makes mentions of another object in the database. An example of this could be a written response to a letter.
- Requires – this signifies that another object in the database is needed to provide relevance for this object. An example of this is a certificate for a flag.

Always create object relationship links from the parent or initial object and *do not* make reciprocal relationships. This means that if you have a 3 page program, you should make all the object relationships from the first page of the program and do not need to make links for the two other pages. Therefore the relationships between the three objects should be:

1. Page 1
   a. HasPart – Page 2
   b. HasPart – Page 3
2. Page 2
   a. IsPartOf – Page 1 (link is automatically created)
3. Page 3
   a. IsPartOf – Page 1 (link is automatically created)

In order to create a relationship you should follow this procedure:
1. Note the Identifier of the child object you will be linking.
   a. This is important because the objects are listed based on their Identifiers.
2. Go to the record for the parent object and enter the Object Relations tab
3. In the first line in the **Parent of:** box, choose the relationship type from the dropdown menu that best represents the relationship link you are creating.
4. There are two dropdown menus to choose the object to be linked.
   a. The **gray** dropdown menu will give you a list of the identifiers for all the objects affiliated with the same victim as the parent object.
   b. The **green** dropdown menu will give you a list of the identifiers for all the objects in the database. This allows you to make relationship links with objects from other victims.
5. Choose the child object from the dropdown menu based on its identifier.

For a multi-part object, you only need to complete the metadata entry for the parent object. On the child objects, you need to enter the title and the identifier. For the title, use the same title as the parent object and append a page or part number in parentheses. For example: **Memorial Program (page 2)**, **Memorial Program (page 3)**.
Options to identify the multiple parts:
- Page
- Part
- Number

Tags

The tagging system is an alternate categorization system to the Subject metadata field. This also allows you to improve the accessibility of an object by including it under multiple categories.

The tagging system in the Voices Archive consists of a series of checkboxes. You only need to check the ones that fit the object. You should work your way from general to specific. So if a photograph is from a wedding, you should check it *both* as a **Special Occasion** and as a **Wedding**. Check all the tags that apply. Use the *Voices of September 11 Tag Glossary* to determine whether the tag fits the object.