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# Metadata Matters: The Basics

**February 28, 2019**

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# What is Metadata

- Metadata is data about data.
- A characterization or description documenting the identification, management, nature, use, or location of information resources. SAA's Glossary of Archival and Records Terminology
- Structured information about an information resource of any media type or format. – P. Caplan, Metadata Fundamentals for All Librarians

# Types of Metadata

- **Descriptive metadata**
- **Structural metadata**
- **Administrative metadata**

# Descriptive Metadata

- Information about content to help with discovery, identification and selection.
- Describes the object and gives the basic facts: who created it and what it's about.

# Administrative Metadata

- Data that helps to manage and use an information resource.
- Can include:
  - Technical metadata
  - Preservation metadata
  - Rights metadata

# Structural Metadata

- Describes the structure of an object including its components and their relation to each other.
- It can be used to facilitate navigation of complex objects.

# Types Metadata Standards

- Metadata structure standards
- Data content standards
- Data value standards – Controlled vocabularies
- Data exchange standards



- Metadata structure standards or Schema – the categories of data that make up a record.
  - Dublin Core Metadata Elements Set
  - MARC (Machine Readable Cataloging)
  - VRA Core (Visual Resources Association)
  - Encoded Archival Description (EAD)

# Dublin Core Elements

<b><u>Element</u></b>	<b><u>Description</u></b>
Title	A name given to the resource, either supplied by the individual assigning metadata or from the object.
Creator	Entity responsible for making the resource.
Subject	The topic of the resource, typically represented using keywords.
Description	An account of the resource.
Publisher	An entity responsible for making the resource available.
Contributor	An entity responsible for making contributions to the resource (e.g. editor, transcriber, illustrator).
Coverage	The spatial or temporal topic of the resource.
Date	A point or period of time associated with the resource.
Type	The nature or genre of the resource. For a list of possible types, visit the DCMI Type Vocabulary.
Format	The file format, physical medium, or dimensions of the resource.
Rights	Information about rights held over the resource.
Source	A related resource from which the described resource is derived.
Language	Language(s) of the resource.
Relation	A related resource. For a list of possible relations, visit the Summary Refinement and Scheme Table.
Identifier	A unique reference to the resource.

# MARC

<b><u>Tag</u></b>	<b><u>Description</u></b>
0XX	Control information, numbers, and codes
1XX	Main entries related to personal and corporate names
2XX	Titles, edition, imprint information
3XX	Physical description
4XX	Series statements
5XX	Notes
6XX	Subject access entries
7XX	Added entries other than subjects or series
8XX	Series added entries and holdings information
9XX	Fields for locally-defined use

# VRA Core

<b><u>Element</u></b>	<b><u>Description</u></b>
Work, Collection, or Image	A record is described as a Collection, Work, or an Image.
Agent	Individual, group, or corporate body that has contributed to the design, creation, production, etc. of the work.
Cultural Context	Name of the culture, people, or country with which the work has been associated.
Date	Date associated with the work.
Description	Free-text note about the work that gives additional information not in other categories.
Inscription	All marks added to the work at the time of production (e.g. signatures or stamps).
Location	Geographic location or repository whose boundaries include the work.
Material	Substance which the work is composed of (e.g oil paint, bronze, or graphite).
Measurements	Dimensions of the work.
Relation	Terms describing the relationship between the work and a related work.
Rights	Information about the copyright status for the work.
Source	Reference to the source of information recorded about the work.
State Edition	Identifying number or name assigned to the edition of a work that exists in more than one form.
Style Period	Defined style, historical period, school, or movement whose characteristics are represented in the work.
Subject	Terms that describe the work.
Technique	Production processes, techniques, and methods incorporated in the fabrication of the work.
Textref	Unique identifier assigned to the work.
Title	Title given to the work.
Work Type	Identifies the specific type of Work, Collection, or Image being described in the record.

# EAD

<u>Tag</u>	<u>Description</u>
<unittitle>	Title of the Unit
<unitdate>	Date of a Unit
<unitid>	ID of a Unit
<abstract>	Abstract
<bioghist>	Biography or History
<scopecontent>	Scope and Content
<origination>	Origination
<physdesc>	Physical Description
<accessrestrict>	Conditions Governing Access
<acqinfo>	Acquisition Information
<arrangement>	Arrangement
<repository>	Repository
<physloc>	Physical Location
<prefercite>	Preferred Citation
<controlaccess>	Controlled Access Headings
<subject>	Subject
<persname>	Personal Name
<corpname>	Corporate Name
<famname>	Family Name
<genreform>	Genre/Physical Characteristic
<geogname>	Geographic Name

- Data content standards - guidelines for inputting data into metadata elements.
  - Resource Description and Access (RDA)
  - Cataloging Cultural Objects (CCO)
  - DACS (Describing Archives: a Content Standard)

- Controlled vocabularies - lists of standardized terms used to create metadata.
  - Art and Architecture Thesaurus (AAT)
  - Faceted Application of Subject Terminology (FAST)
  - Getty Thesaurus of Geographic Names
  - Library of Congress Subject Headings (LCSH)
  - Library of Congress Name Authority File (LCNAF)

- Data exchange standards - specifications for encoding data.
  - Metadata Encoding and Transmission Standard (METS)
  - Resource Description Framework (RDF)
  - MARCXML / EAD



# Granularity

## Collection Level Metadata

- Provides an overall description, including context, of a group of objects.

Ex.

- Finding Aid.
- Bibliographic records.

## Item Level Metadata

- Describes each specific item.

Ex.

- Dublin Core
- VRA Core.

# Sample Finding Aid

Ludlum Family Papers  
1929  
1 folder, .5 cubic feet

Ian Lewis  
February 2012  
L-15

**Title:** Ludlum Family Papers

**Dates:** 1929

**Control Number:** L-15

**Date Written:** February 24, 2012

**Author:** Ian Lewis

**Original File:** Microsoft Office

**Quantity:** 1 folder, .5 cubic feet

**Creator:** Ludlum Family

**Abstract:** The Ludlum Family resided in Jamaica, Queens. Clarence Ludlum was the Vice President of Home Insurance Company. The Ludlum family was related to the Denton family of Hempstead through marriage. The Ludlum family kept a family record to detail the members of their family.

**Provenance:**

**Subject Headings**

**Subject Headings:** Ludlum Family

**Subject Place Name:** Jamaica, New York

**Genre Form:** family record, luncheon menu, newspaper clippings

---

Ludlum Family Papers

L-15

February 2012

**Ludlum Family Papers**

**1929**

**1 folder; .5 cubic feet**

**Creators Sketch**

The Ludlum Family Papers (1 folder, 1929) highlights the Ludlum Family of Jamaica, Queens. The Ludlum family was related to the Denton family of Hempstead through marriage. William Denton and Lydia Ludlum celebrated their fiftieth wedding anniversary in 1894. Clarence A. Ludlum was the Vice President for the Home Insurance Company of New York. The Ludlum family maintained a Family record of relatives detailing births, marriages, and deaths.

**Ludlum Family Papers  
1929  
1 folder; .5 cubic feet  
Scope and Content**

The Ludlum Family Papers (1 folder, 1929) highlight various documents maintained by the Ludlum family of Jamaica, Queens. The bulk of the collection consists of family records detailing births, marriages, and deaths in the Ludlum family. The collection includes:

- Menu for a luncheon held in honor of Clarence A. Ludlum by the Insurance Institute of America
- Newspaper clipping detailing the luncheon being held for Clarence A. Ludlum
- A small business card with Mr. Clarence A. Ludlum's signature
- Settlement of estate for Waite Ludlum
- A Christmas card from Clarence A. Ludlum
- Two family records detailing births, marriages, and deaths in the Ludlum family

<u>Title</u>	Inventory	<u>Box/Folder#</u>
Ludlum Family Papers (1 folder, 1929)		843/5

# Sample EAD

L-15.xml x

```
ead eadheader filedesc publicationstmt address addressline
1 <?xml version="1.0" encoding="UTF-8" standalone="no"?>
2 <ead>
3   <eadheader langencoding="iso639-2b" repositoryencoding="iso15511" countryencoding="iso3166-1"
4     dateencoding="iso8601">
5     <eadid countrycode="us" mainagencycode="zqp">L-15</eadid>
6     <filedesc>
7       <titlestmt>
8         <titleproper>Guide to the Ludlum Family Papers <lb/>
9         <date>1929</date>
10        <lb/>
11        <num> Control # L-15</num>
12      </titleproper>
13      <author>Lewis, Ian</author>
14    </titlestmt>
15    <publicationstmt>
16      <address>
17        <addressline>Archives at Queens Library<lb/></addressline>
18        <addressline>Queens Borough Public Library<lb/></addressline>
19        <addressline>89-11 Merrick Boulevard<lb/></addressline>
20        <addressline>Jamaica, NY 11432<lb/></addressline>
21        <addressline>Phone: (718) 990-0770<lb/></addressline>
22      </address>
23      <p><date normal="December 10, 2013"> December 10, 2013</date>
24      </date>
25      <address>
26        <addressline> Archives at Queens Library</addressline>
27      </address>. All rights reserved. </p>
28      <publisher>Queens Borough Public Library, Publisher. </publisher>
29    </publicationstmt>
30  </filedesc>
31  <profiledesc>
32    <creation>Machine-readable finding aid derived from a Microsoft Word document dated:
33    <date>1929</date>.
34    Machine-readable finding aid created by Dacia Metes. </creation>
35    <language>Description is in <language langcode="eng">English</language>.</language>
36  </profiledesc>
37  </eadheader>
38  <archdesc level="collection" type="inventory">
39    <did>
40      <head>Descriptive Summary</head>
41      <unittitle label="Title">Ludlum Family Papers, <unitdate normal="1929">1929</unitdate>
```

ext Grid Author

ead eadheader filedesc publicationstmt address addressline

```

40 <unittitle label="Title">Ludlum Family Papers, <unitdate normal="1929">1929</unitdate>
41 </unittitle>
42 <unitid label="Control number" countrycode="us" repositorycode="zqp">L-15</unitid>
43 <langmaterial>
44   <language langcode="eng"/>
45 </langmaterial>
46 <physdesc label="Quantity">1 folder, .5 cubic feet</physdesc>
47 <repository label="Repository">
48   <corpname>Queens Borough Public Library</corpname>
49 </repository>
50 <origination label="Creator">
51   <famname>Ludlum family</famname>
52 </origination>
53 <materials spec label="Georeference">40.710296,-73.766456</materials spec>
54 <physloc label="Location" audience="external">The material is located in the Archives at Queens
55 Library. The regular sized box number designates the regular sized box location. The location for oversized
56 boxes is listed in the Manuscripts Shelf Location Register. Boxes containing photographic prints and
57 negatives are listed in the Image Collections Location Register.</physloc>
58 <abstract label="Abstract">The Ludlum Family resided in Jamaica, Queens. Clarence Ludlum was the
59 Vice President of Home Insurance Company. The Ludlum family was related to the Denton family of Hempstead
60 through marriage. The Ludlum family kept a family record to detail the members of their family. </abstract>
61 </did>
62 <acqinfo>
63   <head>Provenance</head>
64   <p>The provenance of this collection is unknown.</p>
65 </acqinfo>
66 <accessrestrict>
67   <head>Access Restrictions</head>
68   <p>Open for research without restrictions. Manuscripts are only available in the
69 Archives at Queens Library, please call (718) 990-0770 for hours. Manuscript users
70 will be required to complete the division's Manuscript Usage Form and deposit their
71 photograph identification or Queens Borough Public Library card with a staff member.
72 The identification will be returned to the user after she/he has returned the
73 material. Manuscript users will deposit all their personal items behind the
74 reference desk. Manuscript users must use the division's loose sheets of paper for
75 note taking. To reiterate, no pen of any type is permitted. Paper and a pencil are
76 available upon request. Manuscript users may be required to use special handling
77 procedures depending on the conditions of the material.</p>
78 </accessrestrict>
79 <userrestrict>
80   <head>Use Restrictions</head>
81   <p>Permission to publish materials must be obtained in writing from the:<lb/>

```

ead eadheader filedesc publicationstmt address addressline

```

76 <p>Permission to publish materials must be obtained in writing from the:<lb/>
77 <address>
78 <addressline>Archives at Queens Library<lb/>
79 </addressline>
80 <addressline>Queens Borough Public Library<lb/>
81 </addressline>
82 <addressline>89-11 Merrick Boulevard<lb/>
83 </addressline>
84 <addressline>Jamaica, NY 11432<lb/>
85 </addressline>
86 <addressline>Phone: (718) 990-0770<lb/>
87 </addressline>
88 </address>
89 </p>
90 </userrestrict>
91 <prefercite>
92 <head>Preferred Citation</head>
93 <p>Published citations should take the following form:<lb/>
94 <lb/>Creator of item, date of item (if known), identification of item, if a photograph its
94 control number. Ludlum Family Papers, Archives at Queens Library, Queens Borough Public Library.</p>
95 </prefercite>
96 <bioghist>
97 <head>Historical/Biographical Note</head>
98 <p>The Ludlum Family Papers highlights the Ludlum Family of Jamaica, Queens. The Ludlum family
98 was related to the Denton family of Hempstead through marriage. William Denton and Lydia Ludlum celebrated
98 their fiftieth wedding anniversary in 1894. Clarence A. Ludlum was the Vice President for the Home Insurance
98 Company of New York. The Ludlum family maintained a Family record of relatives detailing births, marriages,
98 and deaths.</p>
99 </bioghist>
100 <scopecontent>
101 <head>Scope and Content Note</head>
102 <p>The Ludlum Family Papers (1 folder, 1929) highlight various documents maintained by the
102 Ludlum family of Jamaica, Queens. The bulk of the collection consists of family records detailing births,
102 marriages, and deaths in the Ludlum family. The collection includes:</p>
103 <p>A menu for a luncheon held in honor of Clarence A. Ludlum by the Insurance Institute of
103 America.</p>
104 <p>Newspaper clipping detailing the luncheon being held for Clarence A. Ludlum.</p>
105 <p>A small business card with Mr. Clarence A. Ludlum's signature.</p>
106 <p>Settlement of estate for Waite Ludlum.</p>
107 <p>A Christmas card from Clarence A. Ludlum.</p>
108 <p>Two family records detailing births, marriages, and deaths in the Ludlum family.</p>
109 </scopecontent>

```



ead eadheader filedesc publicationstmt address addressline

```

109      </scopecontent>
110      <controlaccess>
111          <head>Access Points</head>
112          <controlaccess>
113              <head>Subject Names:</head>
114              <persname source="local" role="subject">Ludlum, Clarence A.</persname>
115          </controlaccess>
116          <controlaccess>
117              <head>Subject Family Names:</head>
118              <famname source="local" role="subject">Ludlum family</famname>
119              <famname source="local" role="subject">Denton family</famname>
120          </controlaccess>
121          <controlaccess>
122              <head>Subject Topics:</head>
123              <subject source="lcsh">Luncheons</subject>
124              <subject source="lcsh">Family records</subject>
125          </controlaccess>
126          <controlaccess>
127              <head>Subject Places:</head>
128              <geogname role="subject" source="lcnaf">Jamaica (New York, N.Y.)</geogname>
129          </controlaccess>
130          <controlaccess>
131              <head>Document Types:</head>
132              <genreform source="aat">family papers</genreform>
133              <genreform source="aat">menus</genreform>
134              <genreform source="aat">clippings (information artifacts) </genreform>
135          </controlaccess>
136      </controlaccess>
137      <dsc type="combined">
138          <head>Inventory</head>
139          <p>[The following section contains a detailed listing of the materials in the collection.]</p>
140          <c01 level="series">
141              <did>
142                  <unittitle>Ludlum Family Papers</unittitle>
143                  <physdesc>1 folder</physdesc>
144                  <unitdate normal="1929" type="inclusive">1929</unitdate>
145                  <container type="box-folder">843-5</container>
146              </did>
147          </c01>
148      </dsc>
149  </archdesc>
150 </ead>

```

# Sample Catalog Record

View Bibliographic Record - Queens Library, 89-11 Merrick Blvd., Jamaica, NY 11432

< > 1823 / 1831

Full MARC

Bib ID:	002229399
Author:	<a href="#">Archives at Queens Library.</a>
Title:	Long Island City, industry, Amazon [vertical file] / [compiled by the Archives at Queens Library].
Subject:	<a href="#">Electronic commerce -- New York (State) -- Queens County -- Sources. --</a>
Subject:	<a href="#">Amazon.com (Firm) -- Sources. --</a>
Subject:	<a href="#">Long Island City (New York, N.Y.) -- Industries -- Sources. --</a>
Summary Note:	Consists of newspaper clippings and pamphlets. Material is still being added when appropriate. Clippings are photocopied onto acid free paper and bound when sufficient material accumulates.
Date:	YYYYMMDD:20181114

Unsatisfied Requests: 0  
Total Requests: 0

☐ Masked

View Archive Edit Add Item Refresh Close

# Dublin Core

```
1 <?xml version="1.0" encoding="UTF-8"?>
2 <oai_dc:dc xmlns:dc="http://purl.org/dc/elements/1.1/" xmlns:dcterms="http://purl.org/dc/terms/"
3   xmlns:oai_dc="http://www.openarchives.org/OAI/2.0/oai_dc/">
4   <dc:type>reprographic copies</dc:type>
5   <dc:format>height: 11 x width: 8 1/2 inches, 77 pages</dc:format>
6   <dc:title>[Trylon and Perisphere Design and Construction]</dc:title>
7   <dc:description>Group of images by McAllister-Keller Co. (20 Vesey Street, New York City)
8     documenting the design, testing, and construction of the Trylon and Perisphere for the
9     1939-1940 New York World's Fair. The images are chronological, from early design renderings
10    to calculations by engineering firm Waddell and Hardesty to construction images at Flushing
11    Meadows.</dc:description>
12   <dc:subject>New York World's Fair (1939-1940 : New York, N.Y.)</dc:subject>
13   <dc:coverage>Flushing Meadows-Corona Park (New York, N.Y.)</dc:coverage>
14   <dc:coverage>Queens (New York, N.Y.)</dc:coverage>
15   <dc:subject>Trylon and Perisphere (New York, N.Y.)</dc:subject>
16   <dc:subject>Engineering & construction</dc:subject>
17   <dc:creator>McAllister-Keller Co.</dc:creator>
18   <dc:source>Queens Museum</dc:source>
19   <dc:date>1937-1938</dc:date>
20   <dc:identifier>2013.9.1WF39</dc:identifier>
21   <dc:identifier>QMOA</dc:identifier>
22   <dc:relation>Collection on the 1939-1940 New York World's Fair</dc:relation>
23   <dc:language>eng</dc:language>
24   <dc:rights>This object is part of the collection of the Queens Museum, and was cataloged with
25     the generous support of the Council on Libraries and Information Resources (CLIR) as part of
26     a Cataloging Hidden and Special Collections and Archives grant project, in collaboration
27     with the Museum of the City of New York and Queens Library. These objects cannot be accessed
28     at the Queens Library. Please contact info@queensmuseum.org in order to learn more about the
29     object or to access it.</dc:rights>
30 </oai_dc:dc>
```

# VRA Core

```
1 <vra xmlns="http://www.vraweb.org/vracore4.htm"
2   xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
3   xsi:schemaLocation="http://www.vraweb.org/vracore4.htm
4     http://www.vraweb.org/projects/vracore4/vra-4.0-restricted.xsd">
5   <collection>
6     <work id="ela-004783" source="Eugene Armbruster Drawings and Photographs">
7       <agentSet>
8         <agent>
9           <display>Eugene L. Armbruster</display>
10          <name type="personal" vocab="local">Armbruster, Eugene L., 1865-1943</name>
11          <role>photographer</role>
12        </agent>
13      </agentSet>
14      <dateSet>
15        <date type="creation">
16          <earliestDate>1923</earliestDate>
17          <latestDate>1923</latestDate>
18        </date>
19      </dateSet>
20      <descriptionSet>
21        <display>J.M. Cooper House - Located on a hill on the south side of Old Bowery Bay Road
22        south of Shore Road and east of Steinway Street. The modern location was between 48th and 49th Streets,
23        south of 20th Ave. (address 20-49 48th Street). In 1852 this was the J.M. Cooper House, later it was the
24        Titus Residence (an attorney) residence until 1922, and the house was still standing July 1958 but in
25        dilapidated condition, with Shaw as the occupant.</display>
26        <description source="cataloger">J.M. Cooper House - Located on a hill on the south side of
27        Old Bowery Bay Road south of Shore Road and east of Steinway Street. The modern location was between 48th
28        and 49th Streets, south of 20th Ave. (address 20-49 48th Street). In 1852 this was the J.M. Cooper House,
29        later it was the Titus Residence (an attorney) residence until 1922, and the house was still standing July
30        1958 but in dilapidated condition, with Shaw as the occupant.</description>
31      </descriptionSet>
32      <locationSet>
33        <display>20-49 48th Street, Steinway, Queens, NY</display>
34        <location type="creation">
35          <name type="geographic" extent="street address">20-49 48th Street, Steinway, Queens,
36          NY</name>
37          <name type="geographic" extent="georef">40.772524,-73.896657</name>
38        </location>
39        <location type="other">
```

# Best Practices

- File naming conventions
- Basic minimum metadata
- Controlled Vocabularies
- Capturing metadata

# File Naming Conventions

## **Use established classification systems.**

- Can be loaded into your online catalog
- Good for Collection level metadata
- Examples:
  - Dewey Decimal
  - LC
  - SuDoc

## **Create your own**

- Can be suited to your specific needs but you need to plan ahead

# Creating a File Naming Convention

Should be:

- Unique
- Easily identifiable
- Not too long
- Computer readable - spaces and some symbols can cause errors. Stick to underscore or dash.

# Sample Naming Conventions

Resource type	file naming convention	example
Books	[catalog database number]-[page number]	000147762-0001
Scores	[catalog database number]-[page number]	001716595-001
Maps	[drawer size]-[cabinet number]-[drawer number] -[folder number]-[map number]-0 or 1 for front or back	s10-07-05-10-0 s10-07-05-10-1
Newspapers	[newspaper's title]-[yyyy-mm-dd]-[page number]	The-Wave-of-Long-Island_1896-05-23_001
Photographs	[collection code]- [identifier]-0 or 1 for front or back	ldp-003654-0
Queens Memory donations	qmp-[donor initials]-[date]-[item number]-[page number if any]-0 or 1 for side of page	qmp-sa-11172018-001-0
Oral history interviews and material	[last name]_[first name]_[date of interview]_full, clip#, portrait or image #	tillman_tammara_04082017_full1 tillman_tammara_image1
Manuscript collections - finding aids	manuscripts' alpha-numeric control number	K-5
Manuscript collections - digitized items	[manuscripts' alpha-numeric control number]-[box number]-[folder number]-[document number]-[page number]-0 or 1 for front or back	k005-0555-034-056-003-0



# Minimum Basic Metadata

- Identifier
- Title
- Creator
- Date
- Description
- Type
- Rights Statement

# Controlled Vocabularies

- Lists used to identify the terms, names and values used to populate metadata element sets.
  - Names
  - Geographic locations
  - Material types
  - Subject headings
- These are all the same person:
- Edgar Rutter
- E.E. Rutter
- Rutter, E. E., 1883-1964
- Rutter, Edgar E., 1883-1964\*

- Art and Architecture Thesaurus (AAT) -  
<http://www.getty.edu/research/tools/vocabularies/aat>
- Faceted Application of Subject Terminology (FAST) -  
<http://fast.oclc.org/searchfast>
- Getty Thesaurus for Graphic Materials -  
<http://www.loc.gov/pictures/collection/tgm>
- Library of Congress Subject Headings (LCSH) -  
<http://id.loc.gov/authorities/subjects.html>
- Library of Congress Name Authority File (LCNAF) -  
<http://id.loc.gov/authorities/names.html>

# Capturing Metadata

- Spreadsheets – Microsoft Excel, Google spreadsheets
- Databases – Microsoft Access, etc.
- Catalogs and Integrated Library Systems (ILS)
- Collection management software – Content DM, The Museum System (TMS), Vital, Past Perfect, Collective Access.

# Spreadsheets

A	B	C	D	E	F	G	H	I	J	K	L
Identifier	Creator	Date	Title	Description	Relation	Subject	Coverage	Georeference	Type	Format	Rights
ela-004608	Armbruster, Eugene L., 1865-1943	December 11, 1922	Trinity Lutheran Church	Trinity Lutheran Church - View from inside the Lutheran Cemetery (now All Faiths Cemetery); south of Metropolitan Ave. between 69th & 70th Street, the church was located in the cemetery grounds. This photo also shows part of the receiving vault and tool house. The church in this photo burned down in 1977 and a new church was built on Dry	Eugene Armbruster Drawings and Photographs	Church buildings; Cemeteries	Middle Village (New York, N.Y.); Queens (New York, N.Y.); Newtown (Queens County, N.Y.)	40.712084,-73.885691	black-and-white photograph; digital image	4.5 x 3.5 inches; 400 dpi	Public domain
ela-004609	Armbruster, Eugene L., 1865-1943	ca. 1922	Trinity Lutheran Church	Trinity Lutheran Church - View from inside the Lutheran Cemetery (now All Faiths Cemetery); south of Metropolitan Ave. between 69th & 70th Street, the church was located in the cemetery grounds. This photo also shows part of the receiving vault and tool house. The church in this photo burned down in 1977 and a new church was built on Dry	Eugene Armbruster Drawings and Photographs	Church buildings	Middle Village (New York, N.Y.); Queens (New York, N.Y.); Newtown (Queens County, N.Y.)	40.712084,-73.885691	black-and-white photograph; digital image	4.5 x 3.5 inches; 400 dpi	Public domain
ela-004610	Armbruster, Eugene L., 1865-1943	February 8, 1924	The Widening of Queens Boulevard	Queens Boulevard - The widening of Queens Boulevard - Two houses moved back from the old south line of Queens Boulevard to the new wider edge. This is opposite "The Halfway House", east of Woodhaven Blvd. and west of Eliot Ave. Far right shows the east wall of the Halfway House, the house on the right is the Wirsching Residence.	Eugene Armbruster Drawings and Photographs	Dwellings; City planning	Middle Village (New York, N.Y.); Queens (New York, N.Y.); Newtown (Queens County, N.Y.)	40.732887,-73.869642	black-and-white photograph; digital image	4.5 x 3.5 inches; 400 dpi	Public domain
ela-004611	Armbruster, Eugene L., 1865-1943	July 1911	Lutheran All Faiths Cemetery	Lutheran All Faiths Cemetery - (aka All Faiths Lutheran Cemetery, or Lutheran Cemetery) View in cemetery, south of Metropolitan Ave., looking south to Glendale, the tall monument at left is the Slocum Monument, a memorial to the 1,000+ who perished in the General Slocum Excursion Boat Disaster in the East River, 1904, many victims	Eugene Armbruster Drawings and Photographs	Cemeteries	Middle Village (New York, N.Y.); Queens (New York, N.Y.); Newtown (Queens County, N.Y.)	40.712298,-73.888358	black-and-white photograph; digital image	4.5 x 3.5 inches; 400 dpi	Public domain
ela-004612	Armbruster, Eugene L., 1865-1943	February 1924	Trinity Lutheran Church	Trinity Lutheran Church - View from inside the Lutheran Cemetery (aka All Faiths Lutheran Cemetery, or Lutheran All Faiths Cemetery), south of Metropolitan Ave. between 69th & 70th Street. On the Hill at Right is the old Trinity Evangelical Lutheran Church which burned down in 1977, a new church was built on Dry Harbor Road on the corner of	Eugene Armbruster Drawings and Photographs	Church buildings	Middle Village (New York, N.Y.); Queens (New York, N.Y.); Newtown (Queens County, N.Y.)	40.712084,-73.885691	black-and-white photograph; digital image	4.5 x 3.5 inches; 400 dpi	Public domain
ela-004613	Armbruster, Eugene L., 1865-1943	February 1924	Lutheran All Faiths Cemetery	Lutheran All Faiths Cemetery - (aka All Faiths Lutheran Cemetery, or Lutheran Cemetery), view looking NW in western part of the cemetery, the frame office building and bell tower in the center background was replaced by a new stone office building in 1928. In Left Background, a Myrtle Ave. elevated train is visible at the Metropolitan	Eugene Armbruster Drawings and Photographs	Cemeteries	Middle Village (New York, N.Y.); Queens (New York, N.Y.); Newtown (Queens County, N.Y.)	40.712914,-73.892378	black-and-white photograph; digital image	4.5 x 3.5 inches; 400 dpi	Public domain
ela-004614	Armbruster, Eugene L., 1865-1943	February 1924	Lutheran All Faiths Cemetery	Lutheran All Faiths Cemetery - (aka All Faiths Lutheran Cemetery, or Lutheran Cemetery), the Andrew Goetz plot. It is the Large Enclosed Plot with 2 Tall Monuments, immediately behind the large tree, located on the south side of Metropolitan Ave. The cemetery was established by the Rev. Dr. Geissenhainer in 1852. Photo taken	Eugene Armbruster Drawings and Photographs	Cemeteries	Middle Village (New York, N.Y.); Queens (New York, N.Y.); Newtown (Queens County, N.Y.)	40.711344,-73.885102	black-and-white photograph; digital image	4.5 x 3.5 inches; 400 dpi	Public domain

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# Getting Started

- Metadata structure standards – choose a Schema, or make a list of required metadata elements.
- Data content standards – add local rules if needed
- Controlled vocabularies – identify thesauri or list of preferred terms.
- Documentation – create a data dictionary or procedures manual.

# Questions?



# Thank You!



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