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October 7, 2022

Metadata Application Profile: A Life in Postcards

Context, Content, and Users

Context: This metadata application profile is created by a library science master's student with a background in English literature and art history. My background in these subjects will affect both the fields and input data deemed essential for this project. Ultimately, the scheme will likely be skewed to best assist individuals studying humanities related fields.

Content: The content of this collection is an assortment of eighty-one postcards that have been sent to the creator between 2013-2022. These postcards were sent to the creator of the collection from a variety of friends and family members.

Users: The primary intended users of this collection are the creator and her friends and family members. The collection may also be of interest to scholars studying communication in the 21st century.

Functional Requirements

Users should be able to perform the following functions on items in this online collection.

- Search
 - Title
 - Sender
 - Postmark location
 - Description of front image

- Browse
 - Sender
 - Postmark location
 - Postmark date
 - Delivery address
- Filter
 - Postmark date
 - Sender
 - Postmark location
 - Delivery address
- Map
 - Users will be able to use a map on the website to visually understand where each postcard was sent from. This information will be based on the “postmark longitude” and “postmark latitude” fields.
- Timeline
 - Users will be able to use a timeline on the website to visually understand in what order postcards were mailed by different senders. This information will be based on the “postmark date” field.

Element Set and Inputs

Name	Dublin Core Mapping	Obligation	Cardinality	Vocab or Encoding Scheme	Input Guidelines	Examples
Object ID	Identifier	Required	1		Should be uploaded as postcard_ (##)	postcard_01 postcard_14 postcard_49
Filename	Identifier	Required	1		Should be uploaded as postcard_ (##).pdf	postcard_01.pdf postcard_14.pdf postcard_49.pdf
Title	Title	Required	1		If named, title will be the title of the artwork on front of postcard. If no art title listed, front text should be used. If no artwork title or front text, a very short description of art will suffice.	The Fort, Port Vendres Edwin & Percy Warner Parks Scuba Diving Cat
Format	Type	Required	1		image/jpg	image/jpg
Sender	Contributor	Required	1		Last name, first name	Howard, Jane Ellingham, Sophia Zhang, Cathy
Postmark Location	Coverage Spatial	Required, if applicable	1		City/Town, State (if applicable), Country	Nashville, Tennessee, USA New York City, New York, USA Hella, Iceland
Longitude	Coverage Spatial	Required, if applicable	1	TGN	Longitude will be based off the value given for a specific postmark city by TGN	-74.0000 -20.9833
Latitude	Coverage Spatial	Required, if applicable	1	TGN	Latitude will be based off the value given for a specific postmark city by TGN	40.7000 63.9333

Date	Date	Required, if applicable	1	W3CDTF	YYYY-MM-DD (or) YYYY-MM (or) YYYY (Refers to postmark date)	2015-01-16 2020-11 2022
Delivery Address	Coverage Spatial	Required	1		For American addresses: Street address, university name (if applicable), additional address info such as apartment number or P.O. box number (if applicable), city, state, zip code, USA For St Andrews' address: David Russell Apartments, Flat 10, Room 4, Buchanan Gardens, St Andrews, KY16 9LY, UK	6617 Jocelyn Hollow Road, Nashville, TN, 37205, USA 1762 Clifton Road NE, Emory University, MSC 126253, Atlanta, GA, 30322, USA
Artist	Contributor	Required, if applicable	1 or more	ULAN, when applicable	Last name, first name If no singular artist is noted, the publishing company may also be listed	Manet, Edouard Potter, Beatrix Sierra Club
Link to Front Image	Relation	Required, if applicable	1		Click to view front image (with embedded hyperlink) If unable to hyperlink, simply use URL	Click to view front image
Description of Front Image	Description	Required	1		A short free-text description of the image on the front of the postcard – this should be slightly more detailed than short descriptions used for title inputs (when no artwork title or text is noted)	An angular, abstract drawing of a black cat on a light pink background An aerial photograph of the small town Hvolsvöllur in Iceland at sunset

Hyperlinks to Controlled Vocabularies:

- [TGN](#)
- [W3CDTF](#)
- [ULAN](#)

1. Object ID

- a. Description: This is a required Collection Builder field. It is a way for the software to recognize each uploaded object.
- b. Obligation: Required
- c. Cardinality: 1
- d. Input Guidelines and Format: All postcards should be uploaded as postcard_(##)
- e. Examples:
 - i. postcard_01
 - ii. postcard_14
 - iii. postcard_49

2. Filename

- a. Description: This is a required Collection Builder field. It is essentially the object ID plus the file extension.
- b. Obligation: Required
- c. Cardinality: 1
- d. Input Guidelines and Format: All postcards should be uploaded as postcard_(##).pdf
- e. Examples:

- i. postcard_01.pdf
- ii. postcard_14.pdf
- iii. postcard_49.pdf

3. Title

- a. Description: This is a required Collection Builder field. It is a short description to identify each object.
- b. Obligation: Required
- c. Cardinality: 1
- d. Input Guidelines and Format: If indicated on the postcard, title will be the title of the artwork on front of postcard. If no art title listed, text on the front of the postcard should be used. If no artwork title or front text, a very short description of art will suffice. As is typical in American titling, all important words should be capitalized.
- e. Examples:
 - i. The Fort, Port Vendres
 - ii. Edwin & Percy Warner Parks
 - iii. Scuba Diving Cat

4. Format

- a. Description: This is a required Collection Builder field. This indicates the item's media type.
- b. Obligation: Required
- c. Cardinality: 1
- d. Input Guidelines and Format: All postcards receive the same input of image/pdf

e. Examples:

i. image/pdf

5. Sender

a. Description: This field indicates who sent each postcard.

b. Obligation: Required

c. Cardinality: 1

d. Input Guidelines and Format: All senders' names should be input as last name, first name, even if last names are not listed on the postcards.

e. Examples:

i. Howard, Jane

ii. Ellingham, Sophia

iii. Zhang, Cathy

6. Postmark Location

a. Description: This field indicates where each postcard was sent from.

b. Obligation: Required, if applicable

c. Cardinality: 1

d. Input Guidelines and Format: Postmark locations for cards sent in the United States should be listed as City/Town, State, Country. Cards sent from outside the United States should be listed as City/Town, Country.

e. Examples:

i. Nashville, Tennessee, USA

ii. New York City, New York, USA

iii. Hella, Iceland

7. Longitude

- a. Description: This is a required Collection Builder field for map visualizations. It is based on the longitude of the postmark city.
- b. Obligation: Required, if applicable
- c. Cardinality: 1
- d. Input Guidelines and Format: Longitude will be based off the value given for a specific postmark city by TGN
- e. Examples:
 - i. -74.0000
 - ii. -20.9833

8. Latitude

- a. Description: This is a required Collection Builder field for map visualizations. It is based on the latitude of the postmark city.
- b. Obligation: Required, if applicable
- c. Cardinality: 1
- d. Input Guidelines and Format: Latitude will be based off the value given for a specific postmark city by TGN
- e. Examples:
 - i. 40.7000
 - ii. 63.9333

9. Date

- a. Description: This is a required Collection Builder field for timeline visualizations. It is based on postmark date.

- b. Obligation: Required, if applicable
- c. Cardinality: 1
- d. Input Guidelines and Format: All dates will conform to the following format based on both Collection Builder's guidelines and W3CDTF: YYYY-MM-DD (or) YYYY-MM (or) YYYY. These dates are based on postmarks.
- e. Examples:
 - i. 2015-01-16
 - ii. 2020-11
 - iii. 2022

10. Delivery Address

- a. Description: This field indicates where each postcard was delivered to.
- b. Obligation: Required
- c. Cardinality: 1
- d. Input Guidelines and Format: For American delivery addresses follow this format: Street address, university name (if applicable), additional address info such as apartment number or P.O. box number (if applicable), city, state, zip code, USA. There is one delivery address that is located in the UK, this should always have the following format: David Russell Apartments, Flat 10, Room 4, Buchanan Gardens, St Andrews, KY16 9LY, UK
- e. Examples:
 - i. 6617 Jocelyn Hollow Road, Nashville, TN, 37205, USA
 - ii. 1762 Clifton Road NE, Emory University, MSC 126253, Atlanta, GA, 30322, USA

- iii. David Russell Apartments, Flat 10, Room 4, Buchanan Gardens, St Andrews, KY16 9LY, UK

11. Artist

- a. Description: This field indicates the individual, group, or entity who designed the image on the front of the postcard. If no individual artist is indicated the publisher may be noted instead.
- b. Obligation: Required, if applicable
- c. Cardinality: 1 or more
- d. Input Guidelines and Format: Artist names should be input last name, first name and should be based on ULAN guidelines when possible. If the artist uses a pseudonym, is not listed in ULAN, and their given name is unknown, the pseudonym may be used. If no singular artist is noted, the publishing company may also be listed.
- e. Examples:
 - i. Manet, Edouard
 - ii. Potter, Beatrix
 - iii. Sierra Club

12. Link to Front Image

- a. Description: When possible, this field will allow individuals to see the image that is on the front of each postcard. I have been cautioned against using high resolution, color scans of each postcard on this website by copyright expert Dr. Naz Pantaloni. He also suggested taking down all low resolution, black and white scans after the assignment was graded. As I do not feel that low resolution scans

will really add to my project, and as I would like to keep it intact to potentially show to future employers, links to images will have to suffice.

- b. Obligation: Required, if applicable
- c. Cardinality: 1
- d. Input Guidelines and Format: Each item with a link should have the phrase “click to view front image” with embedded hyperlink. If unable to hyperlink, simply use URL.
- e. Examples:
 - i. [Click to view front image](#)

13. Description of Front Image

- a. Description: This field is a short description of the image that appears on the front of the card. This will be particularly useful for any images that cannot be found elsewhere online and linked to in the previous field.
- b. Obligation: Required
- c. Cardinality: 1
- d. Input Guidelines and Format: This should be a short free-text description of the image on the front of the postcard. This field should be slightly more detailed than short descriptions used for title inputs (when no artwork title or text is noted).
- e. Examples:
 - i. An angular, abstract drawing of a black cat on a light pink background
 - ii. An aerial photograph of the small town Hvalsöllur in Iceland at sunset