

**Silicon Valley History Online
Cataloging Handbook
Project Year 1
2003/2004**

<http://www.siliconvalleyhistory.org>

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About the Project

Silicon Valley History Online is a project of the [Silicon Valley Local History Network](#) (SVLHN). The SVLHN was formed in 2001 by ten Santa Clara Valley archivists and local history librarians to discuss mutual concerns and share information about their collections. In the spring of 2003, [seven of these institutions](#) jointly wrote a 2003/2004 [Library Services and Technology Act](#) (LSTA) grant. We received a one-year grant of \$144,000 from the [California State Library](#) to assemble, digitize, and post online 1,000 images of photographs, manuscripts, artifacts, and ephemera that represent the history of the Santa Clara Valley while also developing supplementary curriculum and a cataloging handbook for the project.

The grant provided money for a Project Archivist to manage the day-to-day work of the project and a Metadata Cataloger to catalog the materials being added to the site. Centralized cataloging enables participation by institutions that do not have the staff to catalog their own materials for this type of project.

The initial 1,000 images will give a broad overview of Santa Clara Valley history, including the pre-contact period of the Ohlone people, the 18th century Mission Period, the 19th to mid-20th century agricultural "Valley of Heart's Delight" era, and late 20th century "Silicon Valley." Each participating institution selected approximately 125 items that relate to the themes Ethnic Diversity, Immigrants, Agriculture, Commerce, Education, Technology, Transportation, and Urban Life. These items were shipped via FedEx to [Luna Imaging, Inc.](#) in southern California to be scanned. We received digital image files from Luna for each item, along with technical metadata for the files. The Metadata Cataloger then cataloged the items using [CONTENTdm](#) digital asset management software.

In receiving the grant, we were required to follow the California State Library digitization standards for [metadata](#) and [scanning](#) and participate in the Online Archive of California (OAC) [Local History Digital Resources Project](#). The SVHO images will also be available on the [Online Archive of California](#).

Administration consisted of the Project Director, an Executive Committee made up of four Partners, and a Steering Committee made up of all of the SVHO Partners.

One of our goals for the first year was to facilitate SVHO expansion by creating a cataloging handbook and posting project procedures online. This groundwork will allow the project to continue, even if funding for centralized cataloging and project management is minimal.

We anticipate expanding the project in years two and three, not only through the addition of more images from the seven original institutions, but also through the participation of other Santa Clara Valley repositories. Year two will focus on technology, and year three will focus on agriculture.

About this Handbook

The purpose of this handbook is to share our metadata set and Santa Clara County, California subject thesaurus and with future SVHO participants and other local repositories. Our metadata set is based largely on the one for the OAC, with whom we will be sharing our digital objects.

The SVHO Administrative Handbook is a companion to this one, and gives more details about the logistics of our collaboration between the seven partner repositories. Our grant application to the California State Library is also provided as an example of a successful grant.

As for the contents of this handbook, the Cataloging Spreadsheet shows the fields we used and how the spreadsheet, created and utilized in Microsoft Excel, was set up. Partners were asked to fill in the information about each new item next to the previous item, stretching out to the right. The Metadata Requirements provide greater detail about the metadata fields we used. Finally, the Local History Thesaurus includes the local terms we used in cataloging the SVHO materials. Though not exhaustive, we feel it is a good start for future collaboration and use.

Cataloging Spreadsheet

FIELDS	EXAMPLE
Rights	History San José can only claim physical ownership of the collection. Users are responsible for satisfying any claims of the copyright holder. Permission to copy or publish any portion of History San José's collection must be given by History San José.
Distribution Restrictions	History San José can only claim physical ownership of the collection. Users are responsible for satisfying any claims of the copyright holder. Permission to copy or publish any portion of History San José's collection must be given by History San José.
Source ID	casjhsj 1986-135-1
Title	Electric Tower, San Jose, California, 1910
Collection Title	San Jose Downtown Club Records
Copyright Date	1910
Creator	Mitchell, Edward H.
Date	1910
Location ID	Box 53, file 16
Partner Notes	Any notes or comments Partners might have, e.g., "From the Triton Museum of Art."
Archival Resource Key Persistent Object Identifier (ARK POI)	ark:/13030/kt2c6017r8
Compound Object	Yes
Description	Colored postcard of Electric Tower, 223 feet high -- 2000 incandescent lights.
Language	eng
Physical Dimension	9 x 14 cm.
Project Title	Silicon Valley History Online
Repository Name	History San Jose
Source Dimensions	35mm
Source Type	35mm color slide
Subject	Postcards San Jose (Calif.)--Electric Tower Santa Clara County (Calif.)--History Technology Urban life
Subject Source	lcsh, local
SVHO Number	SVHO2004-0003
Date Digitized	2004:08:04
Scanner Brand	Epson
Scanner Model	Expression 1680
Scanner Serial Number	B05401680001
Bit Depth	8,8,8 RGB
Illumination Source	Tungsten lamp
Color Space	2 (RGB)
Color Profile	Color match RGB
Field required for PARTNERS	
Field required for PARTNERS <i>if available</i>	
Field required for SVHO metadata cataloger	
Field required for PARTNERS submitting digital files	
Refer to <u>SVHO Metadata Requirements</u> for field definitions and examples	

Metadata Requirements

Descriptive Metadata

The descriptive metadata should describe the original resource, i.e., the manuscript letter in the archival container, and not the digital surrogate or the source of the digital surrogate (when the source differs from the original resource).

Title

Definition:

The identifying name or phrase assigned to an object by its creator or custodian, including the year created (circa date used if year unknown).

Is Required for PARTNERS

Is non-repeatable

Applies to all formats

Examples of data values

[Title]

1883 Fourth Grade Report Card (AACR2)

[Supplied or devised titles]

[Alviso Adobe, ca. 1920] (AACR2)

A charming vista in the Redwoods [ca. 1900] (Local)

Creator

Definition:

The name(s) of the person(s) or agencies responsible for the creation of the item or for contributing to the item in some significant manner such as illustrator, designer, autographer, photographer, etc.

Is Required for PARTNERS if available

Is repeatable

Applies to all formats

Examples of data values

[Personal name main entry]

Johnson, B. A. (Barbara A.) (determined from local cataloging authority)

[Title main entry]

[Unknown] (derived according to OAC requirement)

[Local]

Hill, Andrew Putnam, 1853-1922

Date

Definition:

A single date or inclusive dates indicating when an item or group of items was created.

Is Required for PARTNERS if available

Is non-repeatable

Applies to all formats

Example of data values

1962 (AACR2)

Metadata Requirements

[ca. 1950] (AACR2)

Description

Definition:

A brief, free-text note that describes more fully the intellectual content of a digital item. Use when the intellectual content of the item is not sufficiently captured by the title and other descriptors.

Is Required for *SVHO metadata cataloger*

Is repeatable

Applies to all formats

Examples of data values

Aerial view of Champaign-Urbana, Ill. Signed by photographer on verso. (AACR2)

Black-and-white photograph of the Agnews Clock Tower. (Local)

Physical Dimension

Definition:

Statement indicating the extent, size, or duration of the original item.

Is Required for *SVHO metadata cataloger*

Is non-repeatable

Applies to all formats

Examples of data values

25 x 35 cm. (AACR2)

8 x 10 in. (AACR2)

Language

Definition:

Term(s) that indicate the language that is an integral part of the object and that is captured as part of the digitization process, for example, a caption that is part of the photograph or a title that is part of a painting.

Is Required for *SVHO metadata cataloger*

Is repeatable Add additional language elements depending on number of languages represented in object.

Applies to all formats

Examples of data values

eng (use for English)

spa (use for Spanish)

chi (use for Chinese)

Subject

Definition:

A name, place term, topical term, and/or genre term that describes what the object is about.

Metadata Requirements

Is Required for *SVHO metadata cataloger* (one (1) form/genre term at minimum); others are Optional

Is repeatable Add additional names, place terms, topical terms, and/or genre terms, if necessary to describe the object.

Applies to all formats

Examples of data

[Personal, corporate, and family names]

Arbuckle, Clyde, 1903-1998 (LCNAF)

Flanner, Janet, 1892- (derived from AACR2 22)

[Place names]

Sacramento (Calif.) (determined from local cataloging authority or LCNAF)

Santa Clara County (Calif.)--History (LCSH)

[Form/genre terms]

Photographs (LCSH)

Postcards (TGMII)

Subject Source

Definition: Term or code that indicates the authoritative vocabulary from which the subject heading is taken.

Is Required for *SVHO metadata cataloger*

Is non-repeatable Use one subject heading source qualifier per subject heading.

Applies to all formats

Examples of data values

lcnaf

lcsch

aacr2

local

Project Title

Definition:

Local History Digital Resources Project: Metadata Requirements

A word or phrase that is the title of the project and/or (meta)collection of which the digital item is a member. A "metacollection" is an artificial collection of two or more discrete collections.

Is Required for *SVHO metadata cataloger*

Example of data values

Sacramento History Online

Silicon Valley History Online

Collection Title

Definition:

A word or phrase or local ID that designates the provenancial collection of which the item is a member. While an item may belong to one or more metacollections, it will belong to only one provenancial collection.

Metadata Requirements

Is Required for PARTNERS if available only when the digital object is a member of a formal collection (Link to the top of the finding aid for the collection of which the digital object is a part).

Is non-repeatable

Applies to all formats

Example of data values

Arbuckle Collection

Gordon Collection

John J. Montgomery Photograph Collection

Location ID

Definition:

An identifier indicating where in the finding aid the original item is described. Typically, it will be the box and folder number where the item is physically located.

Is Required for PARTNERS if available only for items that are described in an encoded finding aid. (In those instances, link to the place in the finding aid where the digital object is described).

Is non-repeatable

Applies to all formats

Examples of data values

Box 53, file 16

Cabinet 1

Map case 1, drawer 2

Partner Notes

Definition:

Any notes or comments PARTNERS might have.

Optional for PARTNERS

Examples of data values

From the Triton Museum of Art

From the de Saisset Museum at Santa Clara University

Repository Name

Definition:

The name of the repository where the original is located and which is the custodian of the original item.

Is Required for *SVHO metadata cataloger*

Is non-repeatable

Applies to all formats

Metadata Requirements

Examples of data values

California History Center
California Room, San Jose Public Library
San Jose State University

Rights Administrative Metadata

The rights administrative metadata should apply to the original resource, i.e., the manuscript letter in the archival container, in addition to the digital surrogate or the source of the digital surrogate (when the source differs from the original resource).

Copyright Date

Definition:

Date of copyright expressed as YYYY; in current approaches to copyright law, the year is sufficient.

Is Required for PARTNERS if available

Is non-repeatable

Applies to all formats

Examples of data values

1911
1964
1923

Rights

Definition:

Text that spells out any copyright restrictions regarding the transmission and display of this image file.

Is Required for PARTNERS – Blanket statement by each repository to be entered on spreadsheet

Is non-repeatable

Applies to all formats

Example of data values

History San Jose can only claim physical ownership of the collection. Users are responsible for satisfying any claims of the copyright holder. Permission to copy or publish any portion of History San Jose's collection must be given by History San Jose.

Distribution Restrictions

Definition:

Text that spells out any copyright restrictions pertaining to the copy and distribution of this image file.

Metadata Requirements

Is Required for PARTNERS – Blanket statement by each repository to be entered on spreadsheet

Is non-repeatable

Applies to all formats

Example of data values

History San Jose can only claim physical ownership of the collection. Users are responsible for satisfying any claims of the copyright holder. Permission to copy or publish any portion of History San Jose's collection must be given by History San Jose.

Source Administrative Metadata

The source administrative metadata should describe the immediate source from which the digital surrogate was derived. In some cases, it will be the original resource; in other cases, it will be an intermediary version, such as a photographic slide of a poster.

Source ID

Definition:

A number or alphanumeric string uniquely identifying the source of this file (recursively).

Is Required for PARTNERS to define if repository assigns unique identifiers (e.g., item numbers, accession numbers) to collection items.

Is non-repeatable

Applies to all formats

Examples:

casjhsj 1986-135-1

cstclu f.walsh.12

MARC Codes for PARTNERS:

casjhsj - History San Jose

csju – San Jose State University

cstclu – Santa Clara University Archives

cstcl – Santa Clara City Library Heritage Pavilion

csj – California Room, San Jose Public Library

cacuphc – California History Center

cstcli – Intel Museum Archives & Collection

Source Type

Definition:

To identify the material from which the digital file was created -- the item on hand, even if it itself is a reformatted version, e.g., the scan of a 35mm slide of a painting would be entered here as a 35mm slide.

Metadata Requirements

Is Required for *SVHO metadata cataloger* if immediate source from which the digital surrogate was derived is different from the original resource.

Is non-repeatable

Applies to all formats

Examples of data values

Also available on 35 mm. col. slide (source for scanned image) (AACR2)

With 4 x 5 in. b&w negative; negative used to derive image (AACR2)

Photograph (Local)

Program (Local)

Source Dimensions

Definition

Actual physical dimension of source. Needed for appropriate facsimile output.

Is Required for *SVHO metadata cataloger* if immediate source from which the digital surrogate was derived is different from the original resource.

Is non-repeatable

Applies to all formats

Examples of data values

Also available on 35 mm. col. slide (source for scanned image) (AACR2)

With 4 x 5 in. b&w negative; negative used to derive image (AACR2)

Archival Resource Key Persistent Object Identifier (ARK POI)

Definition

The **ARK POI** is a unique identifier assigned by the **OAC** to all digital objects in its database. It is a persistent identifier, which ensures each digital object is uniquely named with a fixed online address, and that the link between a digital object and its URL will not be broken.

Is Required for *SVHO metadata cataloger*

Examples:

ark:/13030/kt6s20201b

ark:/13030/kt2f59q0gr

Local History Thesaurus

A

Adobe buildings--California--Milpitas
Adobes, Mission Santa Clara
Aeronautics
Agnews Clock Tower
Agnews State Hospital (San Jose, Calif.)
Agricultural laborers
Agricultural machinery
Agricultural Park (San Jose, Calif.)
Agricultural societies
Agriculture
Air showers
Airplanes
Akron (Air-ship)
Alum Rock Park
Alum Rock Park Falls
Alum Rock Park Steam Railroad
Alviso (Calif.)
Alviso Hotel
Alviso Regatta
Analog computers
Aniakchak volcano
Apricot
Arbuckle, Clyde, 1903-1998
Astronomical observatories
Auditorium Rink
Automated Material Handling System
Ayon, Saturino

B

Baer, Charlie
Bemis & Moe Super Station
Bergin, Thomas I.
Bernal, Pedro A.
Berryessa District
Big Basin Redwoods State Park (Calif.)
Bland, Henry Meade
Blossomtime Tours
Bond, Hiram Gilbert, 1838-1906
Britton, Joseph
Brown, Frank E.
Brown, John
Bunker Hill Park
Bunnysuits
Burnett, John M.
Busicom

C

Caballeros de Dimas-Alang
California Hotel
California State Normal School
California Theatre
Camp Terrell
Campbell (Calif.)
Canned fruit industry
Canned tomatoes
Cannery workers
Cannery workers--Labor unions
Carnadero School
Carriages & coaches--American--California--Cupertino
Carriages & coaches--American--California--Los Gatos
Carriages & coaches--American--California--San Jose
Carriages & coaches--American--California--Santa Clara
Carriages & coaches--American--California--Saratoga
Castle's Hair Store
Celebrations--California--San Jose
Centennial celebrations--California--San Jose
Certificates of residence
Chavez, Cesar, 1927-1993
Cherries
Chinese Exclusion Acts
Chinese laborers
Cinco de Mayo (Mexican holiday)
Clean Air Cars
Clean rooms
Computation laboratories
Congress Springs
Congress Springs and Santa Clara Stage Line
Cook's Pond
Cosmopolitan Restaurant
Coyote (Calif.)
Coyote Creek (Santa Clara County and Alameda County, Calif.)
Cupertino (Calif.)

D

Dailey, Morris E.
De La Cruz Overpass
De Luxe Restaurant
De Saisset Museum
Difiore's Cherry Orchard

Local History Thesaurus

Digital computers
Dried fruit
Dry Creek Road
Dunbar, Carol
Dunbar, Florence Margery
Dunbar, Norman
Dunbar, Sara Merithew
Dunne Ranch
Dutard Ranch

E

Earthquakes
Eckley, Chas
Electric Light Tower
Electronic industries
Elk Brand
Empire Street
Evergreen School
Eymann, William C.

F

Fairs--California--San Jose
Fiesta de las Rosas
Filipino Americans
FMC Corporation
Forbes Mill
Ford Assembly Plant
Ford, James P.
Francis, Roy N.
Frohman, Dov
Fruit crate labels
Funeral rites & ceremonies--California--San Jose

G

Geary Act
Giacomini, George F.
Gilroy (Calif.)

Grant School
Grove, Andrew S.
Guadalupe River

H

Hardy, Bert
Hare, Alice Iola
Hendy Iron Works

Herrold, Charles
High schools--California
Highway 17
Highway 9
Hill, Andrew Putnam, 1853-1922
Hoff, Ted
Hotel Vendome
Houses--California--Cupertino
Houses--California--Palo Alto
Houses--California--San Jose
Houses--California--Santa Clara
Houses--California--Saratoga
Huerta, Dolores, 1930-
Hume Ranch

I

Inigo, Lope, 1781-1864
Integrated circuit design
Intel founders
Intel innovators
Intel microprocessors
Irvington, Jim
Irvington, Jim

J

Japanese Friendship Garden (San Jose, Calif.)
Japantown
Johnson, Johnny
Jose Theatre
Junior Mercury-Herald Drum Corps

K

Kenna Hall
Knox Building

L

Lake Lagunita
Lamolle House
Lapog Sons of San Jose
Large astronomical telescopes
Lawrence Station
Lick Observatory
Lick Paper Mill
Llagas Creek
Los Gatos (Calif.)
Los Gatos Canyon
Los Gatos Creek

Local History Thesaurus

Lyle, George W.

M

Macon (Airship)
Maloney, Daniel John
Market Street (San Jose, Calif.)
Market Street (Santa Clara, Calif.)
McKevitt, Gerald
Melba, Nellie, Dame, 1861-1931
Memorial Arch
Memorial Church Steeple
Memory chip packages
Memory dies
Merithew, Joseph C.
Merithew, Sallie
Microcomputers
Microprocessor dies
Microprocessor packages
Miller, Joaquin, 1837-1913
Mills--California--Los Gatos
Milpitas (Calif.)
Mission Gardens
Mission Period
Mission Santa Clara
Mission Santa Clara, Church interior
MMX technology
Moffett Field (Calif.)
Montgomery, John J. (John Joseph), 1858-1911
Moore, Gordon E., 1929-
Morgan Hill (Calif.)
Morse Mansion
Mount Hamilton Range (Calif.)
Mountain View (Calif.)

N

National Guard of California
New Almaden (Calif.)--History
Ng Shing Gung Temple
Noyce, Robert N., 1927-1990

O

O'Connor Hall
Ohlone Indians
Old City Hall (Gilroy, Calif.)
Old City Hall (San Jose, Calif.)
Old City Hall (Santa Clara, Calif.)
Old City Hall (Santa Clara, Calif.)
Orchards

Orchestras--California--San Jose
Organizations--California--San Jose
Orradre Library
Owens-Corning Fiberglas Corporation
Owens-Corning Fiberglas Plant

P

Pacific Congress Springs Hotel
Palm Drive
Palo Alto (Calif.)
Parachutists--California--San Jose
Peaches
Pear
Peninsula Railway Station
Peninsular Railway
Peralta Adobe
Physics laboratories
Piedmont Road
Pinedo, Encarnacion, b. 1848
Pinoso, Jose
Plaza Park
Presidio of San Francisco (Calif.)
Price, William, 1936-1980
Propeller-driven aircraft
Protest marches
Prune and Apricot Growers Association
Prunes

R

Railroads--California--Los Gatos
Railroads--California--San Jose
Railroads--California--Santa Clara
Rey, Jacques Joseph
Rezanov, Nikolai Petrovich, 1764-1807
Richards' family
Richards, W. W.
Robinson's Furniture
Robotic movement tools
Robotics
Rose Carnivals
Rbyliths

S

Saddlerock Restaurant
Sainte Claire Club
Salon de Paris Beauty Parlor
San Bruno (Calif.)--History
San Carlos (Calif.)--History

Local History Thesaurus

San Francisco (Calif.)
San Francisco County (Calif.)--History
San Francisco Earthquake, Calif., 1906
San Jose (Calif.)
San Jose (Calif.)--Electric Light Tower
San Jose Chamber of Commerce
San Jose City Hall (San Jose, Calif.)
San Jose Merchants Association
San Jose Mercury-Herald
San Jose Municipal Airport
San Jose Municipal Auditorium
San Jose State College
San Jose State Normal School
San Jose State Teachers College
San Jose State University
San Martin (Calif.)
San Martin Ranch
San Tomas Creek
Santa Clara (Calif.)
Santa Clara City Hall (Santa Clara, Calif.)
Santa Clara College (Calif.)
Santa Clara College Band
Santa Clara County (Calif.)--History
Santa Clara County (Calif.)--Sheriff's Dept.
Santa Clara County Historical Association
Santa Clara Cyclery
Santa Clara Home Guard
Santa Clara Municipal Water Works
Santa Clara Train Station
Santa Clara University (Calif.)
Santa Clara Valley Agricultural Society
Santa Cruz County (Calif.)--History
Saratoga (Calif.)
Saunders, S. P.
Semiconductor wafers
Sempervirens Club of California
Serra Center
Sherman, Clay & Co.
Smith's Creek
South 1st Street (San Jose, Calif.)
Southern Pacific Depot
Spartan Stadium
Spraying equipment
St. James Park
St. Joseph's Hall
St. Patrick's Church
Stanford (Calif.)
Stanford University
Stanford, Jane Lathrop, 1828-1905
Stanford, Leland, 1824-1893
Stockton, Ernest

Stone fruit
Stores & Shops--California--Cupertino
Sullivan Engineering Center
Sunnyvale (Calif.)
Sunsweet Growers, Inc.
Sweet peas

T

The Alameda (San Jose, Calif.)
The Alameda (Santa Clara, Calif.)
The Oval
Twelve Mile House

U

U.S. Air Force Recruiting Office
United Farm Workers
University of Santa Clara

V

Varsi Library
Vertical diffusion furnaces
Victory Theatre

W

Waddell Creek
Washburn Hall
Washington Park
Water filter urns
Watkins, Carleton E., 1829-1916
Wiley, Joseph
Williams, Jim
Willow Glen (San Jose, Calif.)
Winchester Mystery House (San Jose, Calif.)
Winchester, Sarah Pardee, 1837-1922
Wine--California--San Jose
Wooden-frame buildings