

LIS 450RO - Final Project

Developing Information Organizational System for ALA Archives

The American Library Association (ALA) Archives in the University of Illinois Archives was established in 1973^[1] by an agreement between University of Illinois at Urbana-Champaign and the American Library Association. The ALA Archives currently houses the ALA's non-current records of long term value such as official records, correspondence, publications, photographs, sound recordings, films, and videotapes.^[1]

A small digitization project is planned to digitize certain part(s) of the ALA Archives - which from this point will be referred to as "the archives" - in order to improve access to the collection and to "add value" to the existing traditional format of the archives. The project has also a secondary objective, which is to digitally preserve the digitized archives.

In order to achieve the stated objectives, it is imperative to develop a digital collection development policy for the archives. The general policy is to digitize the collection that is/are:^[2]

- used most frequently by the users/researchers;
- specifically requested by ALA to be digitized for certain purposes;
- have significant added value in digital format; and
- originally owned by ALA (to avoid future copyright disputes).

Some correspondence with the current ALA President (John W. Berry) and other ALA-related officials have been conducted and led to the decision of digitizing the

photographic materials that have historical values. Wayne Wiegand (personal E-mail communication, Nov. 26, 2001) suggested pictures of ALA Presidents/Executive Directors and early years of ALA Conferences as the highest priority. Karen Muller (personal E-mail communication, Nov. 26, 2001) suggested that the selection could also be focused around the timeline developed by ALA for its upcoming event of “Celebrating 125 Years of Service.”^[3]

Due to the scope of this paper (to propose an information organizational system) copyright issue, which is one of the most complicated issues in developing digital collections, will not be discussed any further. It is adequate, however, to only mention that the copyright issue of this project will be further discussed with the ALA officials.

The next important aspect to consider is the standard for the data structure, which is an essential aspect to “promote the consistent recording of information and efficient retrieval of information online.”^[4] It involves the selection of an appropriate metadata scheme for the future digital collection. There are currently several metadata schemes available for representing digital collection. The most common ones are MARC 21^[5] and Dublin Core.^[6] MARC 21 is considered to be too extensive for the scope of this project and is excluded from the options.

An experiment (an Inquiry Unit titled “*Is the Dublin Core Metadata Element Set suitable for ALA Archives Collection?*”^[7]) had been conducted to explore the feasibility of Dublin Core. The experiment however, found that “Eight out of fifteen elements pose

some problems in the implementation ...” and that “Dublin Core is not suitable for use in archival collection, especially the traditional/physical archival collection, since the nature of archival collection is not compatible with the structure of Dublin Core Metadata Element Set.”^[8] It is reasonable to assume that Dublin Core is suitable for representing born-digital resources, which is exactly what it was invented for. It has much lower degree of compatibility in representing reborn-digital resources (resources which have their original non-digital manifestations).

An alternative scheme needs to be found to better represent the new digital collection from the archives. A prospective candidate is the Visual Resources Association Core Categories version 3.0.^[9] It is a metadata scheme developed specifically for visual resources. After a thorough observation on the structural of the VRA Core Categories version 3.0, some encouraging facts make the VRA Core Categories version 3.0 a more suitable candidate for representing the new digital collection from the archives than Dublin Core. Those are the facts that VRA:

- developed by an international organization of Image Media professionals;
- fits with the nature of the new collection, which mostly will involve some imaging processes applied to the existing archives;
- the distinction of Work vs. Image; and
- support the existence of Intermediate Set.

The distinction between Work and Image is the best feature of VRA Core Categories version 3.0. It enables us to represent the original work (called as Work) as well as the surrogates (called Image) of it. Svenonius made the same distinction when she spoke about Work language and Document language in her “The Intellectual Foundation of Information Organization.”^[10] The needs for discriminating Work from Image arise in many cases where there are multiple manifestations of an original work. Let’s take an old picture of a library building as an example. The Original Work is the library building while the object we are trying to represent is the picture of the Original Work. Who will we acknowledge as the creator of the object? Will it be the architect of the building or the photographer who took the picture? What date will we put as the creation date for the resource? Will it be the date of the building establishment or the date of the picture being taken? The complexities arise with the emergence of other manifestations such as the digital version of the photograph (scanned from the photograph). What kind of format information will we assign to the resource? Will it be the dimension of the photograph (inch, cm etc.), or the dimension of the digital file (pixel), or the resolution (dpi) of the digital file?

Another interesting issue is the existence of Intermediate Set. Following up the example mentioned in the previous paragraph, let’s assume the existence of the structure plan and site plan of the building. Each of these resources can be considered as other works with reference to the building rather than a surrogate. Their nature makes them eligible to be considered as Work instead of Image. To avoid confusion from the use of meaning-overlapping terms, from this point on we’ll use the term Primary Work to refer

to the building (instead of Original Work) and Intermediate Set to refer to the other Work(s) with some references to the Primary Work. Figure 1 illustrates the conceptual framework in describing the sequence from Work to Image.^[9]

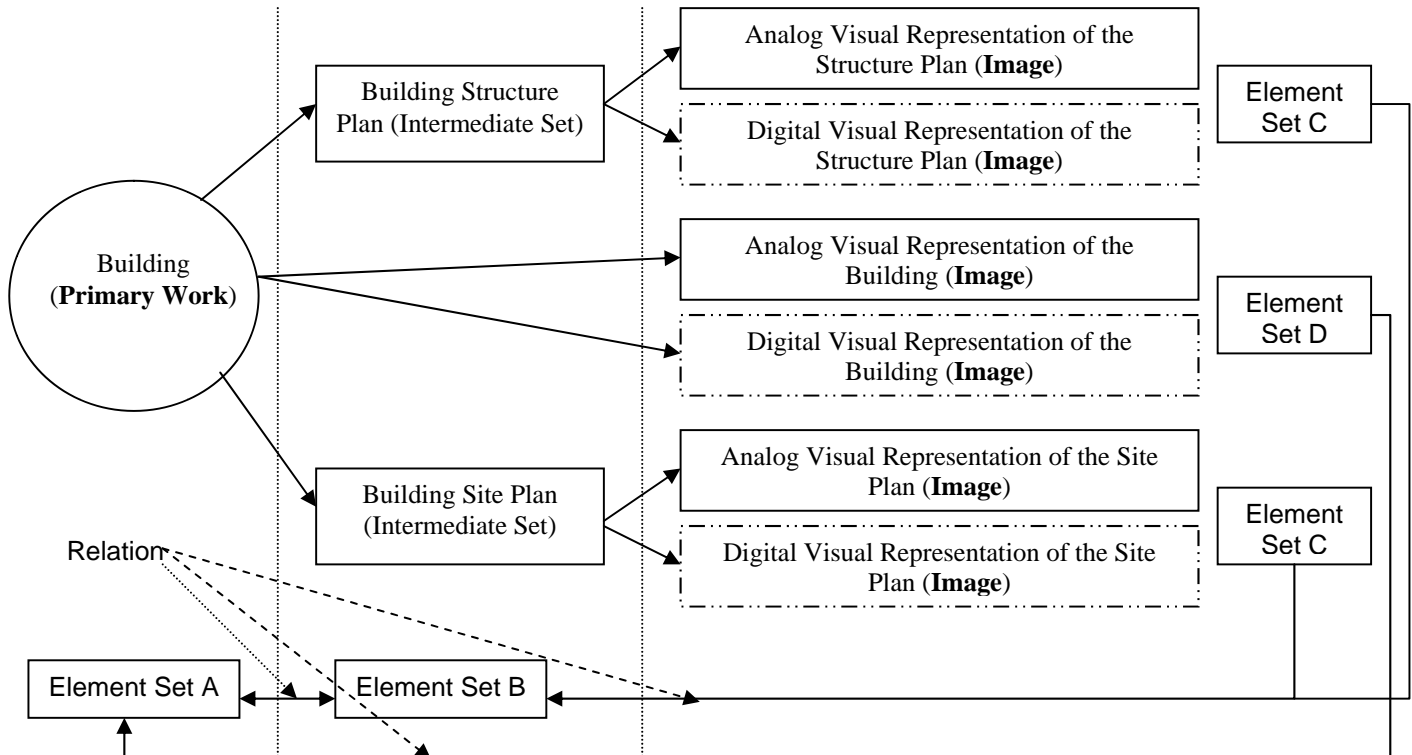


Figure 1

As illustrated in Figure 1, the VRA Core Categories conceptual framework provides a record to describe the Work and another record to describe the Image. There can be multiple Image(s) for a given Work, while the Work(s) themselves can “be single items, or they may consist of many parts.”^[9] The Image record should be referred to the respective Work record. The Intermediate Set is considered to be identical in its nature with the Work (Primary Work) and has a record of its own. The record for the Image of the Intermediate Set needs also to be ‘attached’ to the respective Intermediate Set’s record. Finally, the records of the Intermediate Set have to be referred back to the

Primary Work. In the database design point of view, these references are all of the same nature but for the sake of clarity in explaining the conceptual framework of these “internal links,” different types of arrow (one-directional and bi-directional) are used. VRA Core Categories provides some values for the RELATION field to reflect these “internal links.” This RELATION field can also be used as a linking mechanism to collocate Work(s) and/or Image(s) with the same subject. This collocation objective is mandated by Svenonius^[11] and Laezer.^[12]

The following table (Table 1) lists the element set of VRA Core Categories version 3.0^[9] along with the necessary accompanying information for local implementation to the Archives.

- M = Mandatory
- R = Repeatable
- ? = May not be used in implementation
- * = Suggested Local Implementation (not originally in VRA 3.0)
- DC = Mapping to Dublin Core Metadata Element Set version 1.1
- CV = Suggested Controlled Vocabulary
- AAT = Art & Architecture Thesaurus^[13]
- ULAN = Union List of Artist Names^[14]
- TGM1 = Library of Congress Thesaurus of Graphic Materials I^[15]
- TGM2 = Library of Congress Thesaurus of Graphic Materials II^[16]

No.	Element	M	R	Qualifiers	CV	Note	DC
1.	RECORD TYPE	✓			Work Image	Intermediate Set has the value of “Work”	TYPE
2.	TYPE	✓	✓		AAT TGM2		TYPE
3.	TITLE	✓	✓	Variant Translation Series Larger_Entity Alternative*			TITLE
4.	MEASUREMENTS	✓	✓	Dimensions Format Resolution		Restricted Value Options is used for the Measurement Unit (inch, cm, m, sec., min., etc.)	FORMAT
5.	MATERIAL		✓	Medium Support?	AAT		
6.	TECHNIQUE		✓		AAT		FORMAT

No.	Element	M	R	Qualifiers	CV	Note	DC
7.	CREATOR	✓	✓	Role Attribution? Personal Name? Corporate Name Email*	ULAN	controlled list for role in development	CREATOR CONTRIBUTOR
8.	DATE	✓		Creation Design? Beginning? Completion? Alteration Restoration		year only	DATE COVER-AGE
9.	LOCATION	✓	✓	Current Site Former Site? Creation Site Discovery Site? Discovery Site? Current Repository Former Repository			CONTRIBUTOR COVER-AGE
10.	ID_NUMBER	✓		Current Repository Former Repository? Current Accession Former Accession?		alphanumeric	IDENTIFIER
11.	STYLE/PERIOD		✓	Style Period Group School Dynasty? Movement	AAT		COVER-AGE SUBJECT
12.	CULTURE		✓		AAT		COVER-AGE
13.	SUBJECT	✓	✓		AAT TGM1		SUBJECT
14.	RELATION	✓	✓	See VRA 3.0			RELATION
15.	DESCRIPTION	✓					DESCRIPTION
16.	SOURCE		✓				SOURCE
17.	RIGHTS	✓	✓				RIGHTS
18.	GROUP*	✓				Local implementation (Record Group)	
19.	SUB_GROUP*	✓				Local implementation (Record Sub Group)	
20.	SERIES*	✓				Local implementation (Record Series)	
21.	BOX*	✓		Box Number		Local Implementation (only for physical object stored in the archives)	
22.	FOLDER*	✓		Folder Name		Local Implementation	
23.	THEME*		✓			Local implementation (Future Use)	
24.	SUB_THEME*		✓			Local implementation (Future Use)	

Some bibliographic record samples are provided in the Compendium of Examples section at the end of this document. These sample records are limited to the bibliographic level. Their implementation to the database records will need some adjustments and is a matter of database design, which is out of the scope of this article. It is obvious from the sample records that there will be redundancy in the information recorded in the metadata. The TITLE (but not in the qualifiers), DATE (but not in the qualifiers), CULTURE, and SUBJECTS elements will always be identical since they provide information regarding the “aboutness” of the Work, regardless of the manifestation of the Work. This is also the case of the GROUP, SUB-GROUP, and SERIES elements, even though they don’t carry the information regarding the “aboutness” of the Work. Implementation of multiple tables with one-to-many relationship in the database design will be able to compensate this redundancy. Other type of redundancy can sometimes occur in the LOCATION, STYLE/PERIOD, and some other elements, which can not be compensated using the one-to-many relationship due to the inexactness of their occurrences.

The RELATION element plays significant role for “gluing” together Image record(s) to the respective Work. It’s a kind of internal linking that defines relationship between Image and Work record of the same Work. Even though we couldn’t find any sample that would simulate the existence of Intermediate Set of a Primary Work, conforming to the VRA definitions, the link between a Primary Work and its Intermediate Set(s) should be made in the Work record instead of the Image record. External linking that defines the relationship among Works of the same subjects should

also be made in the Work record. A set of relation types has been defined by the VRA but local needs dictate its implementation and/or customization.

The GROUP, SUB_GROUP, SERIES, FOLDER, and BOX elements have been added to provide the ability for locating the physical Images (surrogates) in the archives. The needs to have the physical surrogates (for any purposes) often can not be abandoned even with the existence of the digital surrogates of them, especially in the archives context.

The THEME and SUB_THEME elements have been added to provide flexibility in arranging and presenting the digital surrogate collections to the users. They have different function than the SUBJECT, which describes the “aboutness” of the Work. These elements will be very useful in the virtual arrangement of the collections. Future online exhibits or featured collections on certain themes can be conducted by making use of these two elements. The SUB_THEME will provide a finer granularity in the arrangement and presentation of the collections.

The use of controlled vocabularies is one of the most important aspects that deserve strict enforcement by the catalogers. The experience in preparing the samples has led to the acknowledgement of the usefulness of the controlled vocabularies in striving for consistency.

The most basic concept learned is the importance of making a distinction between the Work and the Image (surrogate) of the Work in representing re-born digital resources.

References

- [1] University of Illinois Archives. *American Library Association Archives Information*. Retrieved on December 5, 2001, from the American Library Association Archives General Information Web site:
<http://web.library.uiuc.edu/ahx/ala/info.asp>
- [2] Liauw, Toong Tjiek. (Oct. 4, 2001). *What items of ALA Archives (at the University Archives) are the best candidates to be digitized?* Retrieved on December 5, 2001, from the LIS 380 Module II Inquiry Unit Web site:
http://www.inquiry.uiuc.edu/bin/update_unit.cgi?command=select&xmlfile=u10838.xml
- [3] American Library Association. (May 30, 2001). *Celebrating 125 Years of Service*. Retrieved on December 5, 2001, from the American Library Association Web site: http://www.ala.org/pio/celebrating_125_timeline.html
- [4] Baca, Murtha. (May 14, 2001). *Project Proposal for Guide to Good Practice: Cataloging Standards for Describing Cultural Objects and Images*. Retrieved on December 6, 2001, from the Visual Resources Association Data Standards Committee Web site: <http://php.indiana.edu/~fryp/guidelines.html>
- [5] Library of Congress Network Development and MARC Standards Office. (Aug. 2, 2001). *MARC Standards*. Retrieved on December 5, 2001, from the Library of Congress Web site: <http://www.loc.gov/marc/>
- [6] Dublin Core Metadata Initiative. (2001). *Dublin Core Metadata Element Set, Version 1.1: Reference Description*. Retrieved on December 5, 2001, from the Dublin Core Metadata Initiative Web site: <http://dublincore.org/documents/dces/>
- [7] Liauw, Toong Tjiek. (Nov. 9, 2001) *Is the Dublin Core Metadata Element Set suitable for ALA Archives Collection?* Retrieved on December 5, 2001, from the LIS 380 Module III Inquiry Unit Web site:
http://www.inquiry.uiuc.edu/bin/update_unit.cgi?command=select&xmlfile=u10838.xml
- [8] Liauw, Toong Tjiek. (Nov. 9, 2001). *General Assessment of Dublin Core Metadata Element Set*. Retrieved on December 5, 2001, from the LIS 380 Module III Inquiry Unit Web site: <http://leep.lis.uiuc.edu/seworkspace/liauw/reflect.html>

- [9] Visual Resources Association Data Standards Committee. (July 24, 2000). *VRA Core Categories, Version 3.0: A project of the Visual Resources Association Data Standards Committee*. Retrieved on December 5, 2001, from the Visual Resources Association Web site: <http://php.indiana.edu/~fryp/vracore3.htm>
- [10] Svenonius, Elaine. (2000) *The Intellectual Foundation of Information Organization*. London: The MIT Press. p. 53
- [11] Svenonius, Elaine. (2000) *The Intellectual Foundation of Information Organization*. London: The MIT Press. p. 46
- [12] Leazer, Gregory H. (2000) "Applying the Concept of the Work to New Environments." (in *the Future of Cataloging: Insights from the Lubetzky Symposium*, ed. By Tschera Harkness Connell and Robert L. Maxwell. Chicago: American Library Association, 2000, p. 106)
- [13] J. Paul Getty Trust. (2000). *Art & Architecture Thesaurus Browser*. Retrieved on December 6, 2001, from the Getty Research Institute Web site: <http://www.getty.edu/research/tools/vocabulary/aat/index.html>
- [14] J. Paul Getty Trust. (2000). *Union List of Artist Names Browser*. Retrieved on December 6, 2001, from the Getty Research Institute Web site: <http://www.getty.edu/research/tools/vocabulary/ulan/index.html>
- [15] Prints and Photographs Division Library of Congress. (Nov. 3, 2000). *Thesaurus for Graphic Materials I: Subject Terms (TGM I)*. Retrieved on December 6, 2001, from the Library of Congress Web site: <http://www.loc.gov/rr/print/tgm1/>
- [16] Prints and Photographs Division Library of Congress. (Dec. 12, 2000). *Thesaurus for Graphic Materials II: Genre & Physical Characteristic Terms (TGM II)*. Retrieved on December 6, 2001, from the Library of Congress Web site: <http://lcweb.loc.gov/rr/print/tgm2/>
- [17] The Ohio State University Libraries. (Aug. 20, 2001). *Quick Guide: Citing Net Sources*. Retrieved on December 5, 2001, from net.TUTOR: Citing Net Sources Web site: <http://gateway.lib.ohio-state.edu/tutor/les7/guide.html>

COMPENDIUM

OF

EXAMPLES



Example 1: A photograph of a library building.

Element	Work (Building) - A	Image 1 (Photograph) - B	Image 2 (Image File) - C
RECORD TYPE	Work	Image	Image
TYPE	Building	Photograph	Digital
TITLE	Central Hall, Enoch Pratt Free Library, Baltimore	Central Hall, Enoch Pratt Free Library, Baltimore	Central Hall, Enoch Pratt Free Library, Baltimore
• TITLE.Variant			
• TITLE.Translation			
• TITLE.Series			
• TITLE.Larger_Entity			
• TITLE.Alternative			
MEASUREMENT			
• MEASUREMENT.Dimensions	150 x 300 x 300 ft. (4,500,000 cu.ft.)	25.1 x 20.1 cm	142 x 178 pixels (WxH) 17,081 bytes (image size)
• MEASUREMENT.Format			JPEG version 1 Huffman-Standard (Compression) 16 million colors (color depth) 24 bit/pixel
• MEASUREMENT.Resolution			72 dpi
MATERIAL	Cement	Photographic Paper	
TECHNIQUE		Photography	Scanning
CREATOR	Friz, Clyde H.		Nugraha, Aditya
• CREATOR.Role	Architect	Photographer	Scanner
• CREATOR.Corporate	Tilton & Githers Associates, New York	Holmes I. Mettee Photography 523 N. Charles St., Baltimore	University of Illinois Archives – ALA Archives
• CREATOR.Email			liauw@uiuc.edu
DATE	1932	1932	1932
• DATE.Creation	1932		2001
• DATE.Alteration			
• DATE.Restoration			
LOCATION			
LOCATION.Current_Site			
LOCATION.Creation_Site	Baltimore	Baltimore	University of Illinois Archives – ALA Archives
LOCATION.Current_Repository		University of Illinois Archives – ALA Archives	University of Illinois Archives – ALA Archives
LOCATION.Former_Repository		ALA Headquarter - Chicago	
ID_NUMBER			
• ID_NUMBER.Current_Accession			
• ID_NUMBER.Current_Repository			photo-1.jpg
STYLE/PERIOD			
• STYLE/PERIOD.Style			
• STYLE/PERIOD.Period			
• STYLE/PERIOD.Group			
• STYLE/PERIOD.School			
• STYLE/PERIOD.Movement			
CULTURE	North American	North American	North American

Element	Work (Building) - A	Image 1 (Photograph) - B	Image 2 (Image File) - C
SUBJECT	Library Buildings	Library Buildings	Library Buildings
RELATION	Has Document B	Document for A	Document for A
	Has Document C		
SOURCE			
RIGHTS			
GROUP	99	99	99
SUB_GROUP	1	1	1
SERIES	15	15	15
BOX		4	
FOLDER		Library Buildings. Maryland. Baltimore	
THEME			(future use)
SUB_THEME			(future use)
DESCRIPTION	Erected 1932 Cost: US\$ 2,400,000 (approx.) Dimensions: 150' x 300' x 300' (4,500,000 cu. ft.) Book Capacity: 1,600,000 volumes Seating Capacity: 1,200 readers (300 seats in Auditorium)	Photograph published by: Holmes I. Mettee Photography 523 N. Charles St., Baltimore Order#: 2608	

Facts specific to Example 1:

In the following list of important elements, the Primary Work and its Image(s) have their own value, which would have been lost without the separate records for the Work and Image:

- TYPE
- MATERIAL
- MEASUREMENT.Dimensions
- CREATOR
- CREATOR.Role
- CREATOR.Corporate



Example 2: A postcard of a library building.

Element	Work (Building) - A	Image 1 (Postcard) - B	Image 2 (Image File) - C
RECORD TYPE	Work	Image	Image
TYPE	Building	Postcard	Digital
TITLE	Camp Beauregard Library, Louisiana	Camp Beauregard Library, Louisiana	Camp Beauregard Library, Louisiana
• TITLE.Variant			
• TITLE.Translation			
• TITLE.Series			
• TITLE.Larger_Entity			
• TITLE.Alternative			
MEASUREMENT			
• MEASUREMENT.Dimensions		13.75 x 8.8 cm	142 x 89 pixels (WxH) 12,480 bytes (image size)
• MEASUREMENT.Format			JPEG version 1 Huffman-Standard (Compression) 16 million colors (color depth) 24 bit/pixel
• MEASUREMENT.Resolution			72 dpi
MATERIAL	Wood	Art Paper	
TECHNIQUE		Photographic Print	Scanning
CREATOR			Nugraha, Aditya
• CREATOR.Role		Publisher	Scanner
• CREATOR.Corporate		American Library Association	University of Illinois Archives – ALA Archives
• CREATOR.Email		library@ala.org	liauw@uiuc.edu
DATE			
• DATE.Creation		1986	2001
• DATE.Alteration			
• DATE.Restoration			
LOCATION			
LOCATION.Current_Site			
LOCATION.Creation_Site	Louisiana	Louisiana	University of Illinois Archives – ALA Archives
LOCATION.Current_Repository		University of Illinois Archives – ALA Archives	University of Illinois Archives – ALA Archives
LOCATION.Former_Repository		ALA Headquarter - Chicago	
ID_NUMBER			
• ID_NUMBER.Current_Accession			
• ID_NUMBER.Current_Repository			postcard-1.jpg
STYLE/PERIOD			
• STYLE/PERIOD.Style			
• STYLE/PERIOD.Period			
• STYLE/PERIOD.Group			
• STYLE/PERIOD.School			
• STYLE/PERIOD.Movement			
CULTURE	North American	North American	North American
SUBJECT	Library Buildings	Library Buildings	Library Buildings

Element	Work (Building) - A	Image 1 (Postcard) - B	Image 2 (Image File) - C
RELATION	Has Document B Has Document C	Document for A	Document for A
SOURCE			
RIGHTS			
GROUP	99	99	99
SUB_GROUP	1	1	1
SERIES	15	15	15
BOX		4	
FOLDER		Library Buildings. Louisiana. Postcards	
THEME			(future use)
SUB_THEME			(future use)
DESCRIPTION		Postcards published by American Library Association	

Facts specific to Example 2:

In the following list of important elements, the Primary Work and its Image(s) have their own value, which would have been lost without the separate records for the Work and Image:

- TYPE
- MATERIAL
- MEASUREMENT.Dimensions



Example 3: An American Library Association’s event poster.

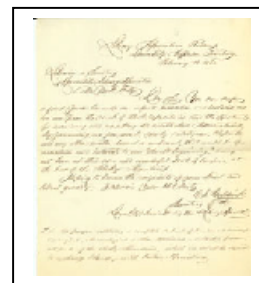
Element	Work (Event) - A	Image 1 (Poster) - B	Image 2 (Image File) - C
RECORD TYPE	Work	Image	Image
TYPE	Event	Poster	Digital
TITLE	The Fourth Annual Pre-Conference Workshop: Presenting Our American Heritage through Films, Records, and Books	The Fourth Annual Pre-Conference Workshop: Presenting Our American Heritage through Films, Records, and Books	The Fourth Annual Pre-Conference Workshop: Presenting Our American Heritage through Films, Records, and Books
• TITLE.Variant			
• TITLE.Translation			
• TITLE.Series			
• TITLE.Larger_Entity			
• TITLE.Alternative			
MEASUREMENT			
• MEASUREMENT.Dimensions		14 x 21.6 cm	198 x 304 pixels (WxH) 25,480 bytes (image size)
• MEASUREMENT.Format			JPEG version 1 Huffman-Standard (Compression) 16 million colors (color depth) 24 bit/pixel
• MEASUREMENT.Resolution			72 dpi
MATERIAL		Poster Color	
TECHNIQUE		Drawing	Scanning
CREATOR	Blair, Patricia Angle, Paul Stevenson, Grace		Nugraha, Aditya
• CREATOR.Role	Event Organizer	Graphic Designer	Scanner
• CREATOR.Corporate	A. L. A. Audio - Visual Board and A. L. A. Film Office	Coventry, Miller & Olzak, Inc.	University of Illinois Archives – ALA Archives
• CREATOR.Email	library@ala.org		liauw@uiuc.edu
DATE	1951	1951	1951
• DATE.Creation	1951	1951	2001
• DATE.Alteration			
• DATE.Restoration			
LOCATION			
LOCATION.Current_Site			
LOCATION.Creation_Site	Chicago, Illinois		University of Illinois Archives – ALA Archives
LOCATION.Current_Repository		University of Illinois Archives – ALA Archives	University of Illinois Archives – ALA Archives
LOCATION.Former_Repository		ALA Headquarter - Chicago	
ID_NUMBER			
• ID_NUMBER.Current_Accession			
• ID_NUMBER.Current_Repository			poster-1.jpg

Element	Work (Event) - A	Image 1 (Poster) - B	Image 2 (Image File) - C
STYLE/PERIOD			
• STYLE/PERIOD.Style			
• STYLE/PERIOD.Period			
• STYLE/PERIOD.Group			
• STYLE/PERIOD.School			
• STYLE/PERIOD.Movement			
CULTURE	North American	North American	North American
SUBJECT	Event Poster	Event Poster	Event Poster
RELATION	Has Document B	Document for A	Document for A
	Has Document C		
SOURCE			
RIGHTS			
GROUP	5	5	5
SUB_GROUP	1	1	1
SERIES	1	1	1
BOX		9	
FOLDER			
THEME			(future use)
SUB_THEME			(future use)
DESCRIPTION	<p>The Fourth Annual Pre-Conference Workshop: Presenting Our American Heritage through Films, Records, and Books. The Palmer House, Chicago, Illinois on July 7-8, 1951</p>	<p>Poster of workshop held at: The Palmer House, Chicago, Illinois on July 7-8, 1951.</p> <p>Back side: The A.L.A. Audio-Visual Board: -Dr. R. C. Swank, Chairman (Stanford University) -Mr. L. Quincy Mumford (Cleveland Public Library) -Miss Janice Kee (University of Wisconsin) -Mr. Seerley Reid (U.S. Office of Education) -Miss Margaret I. Rufsvold (Indiana University) -Mrs. Patricia Blair, Cesretary (American Library Association)</p> <p>Pre-Conference Workshop Committees: -Mrs. Patricia Blair, Program (American Library Association) -Mr. Paul Angle, Exhibits (Chicago Historical Society) -Mrs. Grace Stevenson, Film List (Seattle Public Library)</p> <p>Local Arrangements: -Miss. J. Margaret Carter, Chairman (National Film Board of Colorado) -Mr. Ellsworth Dent (Coronet Instructional Films) -Mr. Otto H. Coelln, Jr. (Business Screen) -Mr. Dennis R. Williams (Encyclopaedia Britannica Films) -Mr. Don White (National Audio-Visual Association)</p>	

Facts specific to Example 3:

In the following list of important elements, the Primary Work and its Image(s) have their own value, which would have been lost without the separate records for the Work and Image:

- TYPE
- MATERIAL
- MEASUREMENT.Dimensions
- DESCRIPTION
- CREATOR
- CREATOR.Role
- CREATOR.Corporate



Example 4: A manuscript.

Element	Work (Manuscript) - A	Image 1 (Photograph) - B	Image 2 (Image File) - C
RECORD TYPE	Work		Image
TYPE	Manuscript		Digital
TITLE	Letter from Denver City Reading Room Library Association to Mercantile Library Association Librarian		Letter from Denver City Reading Room Library Association to Mercantile Library Association Librarian
• TITLE.Variant			
• TITLE.Translation			
• TITLE.Series			
• TITLE.Larger_Entity			
• TITLE.Alternative			
MEASUREMENT			
• MEASUREMENT.Dimensions	20 x 25.2 cm		198 x 238 pixels (WxH) 19,399 bytes (image size)
• MEASUREMENT.Format			JPEG version 1 Huffman-Standard (Compression) 16 million colors (color depth) 24 bit/pixel
• MEASUREMENT.Resolution			72 dpi
MATERIAL	Writing Paper		
TECHNIQUE	Handwriting		Scanning
CREATOR	Goldrick, A. J.		Nugraha, Aditya
• CREATOR.Role	Correspondents (Correspondence Writers)		Scanner
• CREATOR.Corporate	Denver City & Auraria Reading-Room Library Association		University of Illinois Archives – ALA Archives
• CREATOR.Email			liauw@uiuc.edu
DATE	1860		1860
• DATE.Creation	1860		2001
• DATE.Alteration			
• DATE.Restoration			
LOCATION			
LOCATION.Current_Site			
LOCATION.Creation_Site	Denver, Colorado		University of Illinois Archives – ALA Archives
LOCATION.Current_Repository	University of Illinois Archives – ALA Archives		University of Illinois Archives – ALA Archives
LOCATION.Former_Repository	ALA Headquarter		
ID_NUMBER			
• ID_NUMBER.Current_Accession			
• ID_NUMBER.Current_Repository			manuscript-1.jpg
STYLE/PERIOD			
• STYLE/PERIOD.Style			

Element	Work (Manuscript) - A	Image 1 (Photograph) - B	Image 2 (Image File) - C
• STYLE/PERIOD.Period			
• STYLE/PERIOD.Group			
• STYLE/PERIOD.School			
• STYLE/PERIOD.Movement			
CULTURE	North American		North American
SUBJECT	Library Material Exchange		Library Material Exchange
RELATION	Has Document C		Document for A
SOURCE			
RIGHTS			
GROUP	97		97
SUB_GROUP	1		1
SERIES	21		21
BOX	1		
FOLDER	Colorado		
THEME			(future use)
SUB_THEME			(future use)
DESCRIPTION	<p>Transcript of the letter:</p> <p>Library Association Rooms Denver City, Jefferson Territory February 16, 1860</p> <p>Librarian or Secretary Mercantile Library Association New York City</p> <p>Dear Sir,</p> <p>You can confer a great favor towards our infant institution & isolated as we are from the reach of book repositories and the opportunity for examining and consulting old established Associations, by forwarding us per mail, yearly catalogues, Reports, and any other matter, bound or unbound, that would be of assistance and interests to our "Small beginning," away out here at this new and wonderful seat of empire, at the base of the Rocky Mountains.</p> <p>Hoping to become the recipients of your kind and liberal generosity, I remain your obedient servant.</p> <p>A. J. Goldrick Secretary of the Denver City & Auraria Reading-Room Library Association</p> <p>P.S. The purpose instituting a complete cabinet of handsome and curious geological, Mineralogical & other specimens, collected from all parts of the Rocky Mountains, which we shall be disposed to exchange liberally with Eastern Association.</p>		

Facts specific to Example 4:

In the following list of important elements, the Primary Work and its Image(s) have their own value, which would have been lost without the separate records for the Work and Image:

- TYPE
- MATERIAL
- MEASUREMENT.Dimensions
- DESCRIPTION
- CREATOR
- CREATOR.Role
- CREATOR.Corporate