Recording Descriptive Metadata:

Guide to Creating a PCW Catalogue: Tangible Material

Copyright: A very brief introduction.

Contents

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General Notes.

- Paragraphs in Description section should be separated with a line space (hold down alt and press enter twice);
- Abbreviations: use: Mr, Dr (no full stop), NOT Mr., Dr.;
- Dates in titles and descriptions: use cardinal numbers: 29 November 1976; do NOT use the ordinal numbers: 1st, 2nd, etc.;
- Review the spelling, grammar, and punctuation before submitting a catalogue.

Column 0: Image/File Name.

An Image/file name is a unique filename that will link the digital file with the metadata in the catalogue to allow retrieval.

It should be recorded as jhasw_[item's original location]_0001.[format of file – this will almost always be .jpg]

> Example:
> jhasw_ns_0001.jpg, jhasw_ns_0002.jpg, etc. [ns = Newport Shul]

It should be all in <u>lower case</u> and with <u>underscores</u> to separate the parts, NOT hyphens.

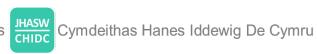**Column 1: Parent ID* (applicable only if a multi-page item).**

Multi-page items are items made up of several images related in some way , e.g., pages from books, pamphlets, programmes, a sequence of related correspondence, etc.

When an item is made up of more than one image, the cover image filename is referred to as the 'Parent ID' and the following related image filenames need to be linked to it in the catalogue. You do this by entering the Parent ID filename in this column for each of the related image identifiers. In the case of a pamphlet, the Parent ID would be the image filename of the cover and the images of individual pages would be linked back to it.

This is easier to understand visually, so have a look at the example on the last page of these instructions.

Column 2: Page order*.

The page order dictates in which sequence the images related to a Parent ID will be displayed. Usually, as in the case of most pamphlets etc., the cover will be the Parent ID (allocated as Page

Order 1), page one will be Page Order 2, page two will be Page Order 3 etc. There may, however, be instances where you wish items to be displayed in a different order to that in which they were digitised and named, and you can do this by allocating them relevant Page Order numbers here.

Column 3: Title EN.

A meaningful title, which tells the user what the item is, should answer who, what, where, and when as effectively as possible.

Title should also include the item's format, e.g., photograph, minutes, annual report, letter, newspaper clipping, etc.

> Example:
> Photograph [format] of the Newport Jewish Congregation [who] attending the Synagogue final service [what], Newport [where], 1997 [when – use the full date if known, in the format 3 November 1914]

Titles should NOT end with a full stop; note the commas!

Column 4: Title CY.

If you are able to provide information in Welsh, this should be the translation of the information in Column 3. If this is left blank, it defaults to the English title.

Column 5: Description EN.

The following information should be entered in the 'Description' box:

1) A description of the object, a summary of the contents (if a textual document), a transcript (if the text is difficult to read).

   Summary/description must refer to the item as a whole (e.g., a scrapbook) AND the individual pages you have scanned (if a multi-page item).

   Descriptions should be objective and neutral in tone.

2) Any contextual or background information to add to the item, e.g., a short history of a specific Jewish congregation or community. Most of these will be pre-written and just pasted in.

3) Any relevant sources with hyperlinks where relevant.

4) The Archive or Museum where the item is deposited.

Black and white poster entitled "Cardiff Jewish Roll of Honour for the Great War", printed in February 2000. The poster includes photographs of Jewish soldiers and nurses from Cardiff who served in the First World War, including Lieutenant Theo Fligelstone and Lieutenant Bert Fligelstone. The central figure in the poster is Reverend Harris Jerevitch. Rev. Jerevitch was born in Russia in 1886. He was appointed minister and head teacher of the Cathedral Road synagogue in 1908, and served the community until his retirement in 1953. The poster describes him as "Officiating clergyman to the Troops in Wales and the Counties of Monmouth and Hereford".

The Cardiff United Synagogue was established in 1942 when the Cardiff Hebrew Congregation and the Cardiff New Hebrew Congregation were united into a single organisation. The early years of the Cardiff congregation remain shrouded in mystery, but it is known that a Jewish cemetery was founded in 1841 and a purpose-built synagogue was built for the Cardiff Hebrew Congregation in 1858 in East Terrace. As the congregation outgrew the premises, a new synagogue was opened on Cathedral Road in 1897. In 1889, a group of recent immigrants left the "Englisher shul" to form the "foreigners' shul" formally known as the Cardiff New Hebrew Congregation. Having initially worshipped at Edward Place and Clare Road, the New Congregation moved to purpose-built premises on Windsor Place in 1918. After the 1942 reunification, the Cardiff United Synagogue continued to use both the Windsor Place and the Cathedral Road synagogues until 1955 when the former was sold, and a new synagogue was built on Ty-Gwyn Road in Penylan. The Cathedral Road synagogue was eventually sold in 1988 and the Ty-Gwyn Road synagogue in 2003 with the congregation moving to its current premises in Cyncoed Gardens.

Sources:
'The History of the Jewish Diaspora in Wales' by Cai Parry-Jones (http://e.bangor.ac.uk/4987);
JCR-UK/JewishGen (https://www.jewishgen.org/jcr-uk/Community/card/index.htm).

Depository: Glamorgan Archives.

Column 6: Description CY.

If you are able to provide information in Welsh, this should be the translation of the information in Column 5. If this is left blank, it defaults to the English description.

Column 7: Tags EN.

Tags are words associated with the item and link items together online; they help the search process.

The tags that should <u>always</u> be included as keywords <u>even if listed elsewhere</u>:
- Jewish, Jewish community, Hebrew, Jews;

Even though all the metadata posted on PCW is searchable, the keywords entered here form the clickable tags in the 'More items with these tags' box, located near bottom left of the item's page on PCW. You should include any keywords that you think would guide a user to other useful related material (not necessarily part of our collection), e.g., if our item relates to Victor Freed's businesses in Aberdare, then you might add 'shops' as a tag.

Abbreviations should be included as independent tags, not in brackets, e.g., World War II, WW2.

Tags should be separated by <u>commas</u>; the first letter of every tag should be in <u>upper case</u>.

The list of tags should NOT end with a full stop.
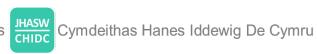
Column 8: Tags CY.

If you are able to provide information in Welsh, this should be the translation of the information in Column 7. If this is left blank, it defaults to the English tags.

Column 9: What facet.

Always include 97,100,103. Then choose as many as apply from the IDs listed in the PCW spreadsheet, separated by commas.

Column 10: When facet.

Choose from the IDs listed in the PCW spreadsheet.

When an item refers to an earlier event or period (e.g., a newspaper article written on a significant anniversary), it is dated in relation to the content/subject.

Column 11: Date.

This is the date associated with the item, usually the date when the item was created (a picture taken, a letter written, the meeting minutes drafted, etc.).

The format to use: YYYY-MM-DD, e.g., 1963-01-07.

If the exact date is not known the following formats should be used:
- Nearest century: 19??-??-??
- Nearest decade: 191?-??-??
- Date range: 1939/1945
- If partial date is known e.g., month and year but no day: 1922-06-??

Do NOT use c. (circa) when exact date is not known.

If date is not known at all, enter 'Unknown'.

Column 12: Creator.

Creator is the person/ organisation who made the original, e.g., photographer, painter, author, film editor, etc. If not known, enter **'Unknown'**.

Column 13: Owner.

Owner is the person/organisation who holds the original item now; this can be a repository, a society, an organisation, or an individual. If not known, enter **'Unknown'**.

N.B.: The present owner of the original item is not necessarily the creator.

Column 14: Location.

This should be a placename of a village, town or city most closely associated with the subject of the item.

There is NO full stop in the end.

Column 15: Location (latitude & longitude).

To get the latitude and longitude for a specific building locate it on Google maps. Right click on the location and a dialogue box pops up, left click on the numbers at the top of the box and they will be copied to your clipboard. They can then be pasted into the catalogue.

You will note that the number pasted into the catalogue is much longer than that displayed in the dialogue box. Do not worry about this - for some reason Google has decided to make these references really specific – down to less than one billionth of a metre. If they were going to be

visible to the public, we would truncate them, but they are only going to be used to geolocate the item on a map.

If you are looking for a wider area such as a street, village or town, enter the name in Google and do the same process based on the default 'centre' of the area, i.e., click on the little orange icon.

Column 16: Website EN.

Enter the URL (web address) of the organisation relevant to the item (this is normally the Creator or Rights Owner).

Column 17: Website CY.

If you are able to provide information in Welsh, this should be the translation of the information in Column 16. If this is left blank, it defaults to the English name.

Column 18: Right Type 1.

Always enter the word **Owner**

Column 19: Right Holder 1 EN.

Enter the same information as in Column 13.

Column 20: Right Holder 1 CY.

If you are able to provide information in Welsh, this should be the translation of the information in Column 19. If this is left blank, it defaults to the English name.

Column 21: Do not use.

Column 22: Do not use.

Column 23: Do not use. [for Oral History only]**.**

Column 24: Do not use.

Column 25: Do not use.

Column 26: Do not use.

*Example of entry for Multi-page Items:

	A	B	C	D
	0	1	2	3
2		See instructions for multi-part items		
3	Image/File Name	Parent ID*	Page Order*	Title EN
4	jhasw_cus_0680.jpg		1	Order of Service booklet on the consecration of the new standard at Penylan Synagogue, Cardiff on 5 November 1978
5	jhasw_cus_0681.jpg	jhasw_cus_0680.jpg	2	
6	jhasw_cus_0682.jpg	jhasw_cus_0680.jpg	3	

Copyright: A very brief introduction.

Copyright gives the creators of literary, dramatic, musical and artistic works the right to control the ways in which their material may be used. The work does not have to have artistic or literary merit. Copyright covers any work which is the result of the author's skill or which has involved an investment of time, effort and/or money. This includes photographs, letters, manuscripts, commercial documents, maps, leaflets, newsletters, articles etc.

Copyright is held by the creators, not the physical owner, of a work. Normally the individuals or collective who authored the work will exclusively own the rights, unless they have specifically assigned them elsewhere. However, if a work is produced as part of employment then normally the work belongs to the employer.

One item may have many copyright holders. For example, each of the passages of text, photographs, drawings, layout and artwork of a leaflet may have had a different creator. This is one reason why organisations may be reluctant to give you permission to publish.

If you take a photograph of a photograph, then both you and the original photographer (as well as any creator of the item photographed) will have copyright over your respective contributions.
You should obtain permission in writing for everything you intend to do with the work (email is good for this). Remember to acknowledge any copyright holder when you publish.

You may be unable to identify the copyright holder. For example, you may not know who took a photograph. You should make every effort to identify the copyright holder and document this. You may then decide to publish with a note that best endeavours were made to discover the rights holder, that anyone with information regarding the item should contact you, and anyone believing they are the rights holder can request the item be removed.

Copyright often ends 70 years after the death of the author, but there are exceptions. For more information, including two flowcharts (for non-Crown and Crown works) showing the duration of copyright, see: https://www.nationalarchives.gov.uk/documents/information-management/copyright-related-rights.pdf.

You may also find this website useful: https://naomikorn.com/resources/.

People's Collection Wales have their own very useful guide to copyright as a section in their guide to Digitising Large Collections https://www.peoplescollection.wales/sites/default/files/ps-digitise.pdf.