


## Digital Library of the Caribbean (dLOC): Guide for Adding New Item Records with Linked Resources

### What is a Record with Linked Resources?

In order for an item in a digital library to be findable and usable, the item should be described with information about the item. For a book in a library, this is often done with a catalog record. For an item in a digital library, the item information is also known as a record or more accurately as *metadata*.

Metadata is *data about data*, or *defined information about a particular thing*. Library and museum metadata may look something like this:

|  |   |
|--|---|
|  | <p><b>Format:</b> Greek Vase</p> <p><b>Date:</b> 470 - 460 BC</p> <p><b>Height:</b> 35 centimeters</p> <p><b>Title:</b> [Greek Vase of Odysseus and Eumaios the Swineherd]</p> <p><b>Notes:</b> from Homer's story of the Odyssey</p> |
|--|---|

The record or metadata described and provides information about the item. The item itself is composed of both the metadata and the digital files. Together, these make up the *Resource Object* that is usable and useful within a digital library.

The Digital Library of The Caribbean (dLOC) is almost entirely composed of full *Resource Objects*, with all of the files housed in dLOC. When trusted and verified external repositories hold materials, dLOC will sometimes include a *Record with Linked Resources* where there will be a record in dLOC and where that record links to the item in the external repository.

An example of a *Record with Linked Resources* in dLOC is the *Puerto Rican Civil Court Documents Collection* (<http://www.dloc.com/AA00015401/> and shown on the next page). The record itself is composed of metadata about the *Puerto Rican Civil Court Documents Collection* and a link to the digital files within a verified repository, Internet Archive.

The record metadata includes sufficient information for users to find it when searching and browsing within dLOC, and so the record enables this item to be usable and useful.

# Example of a Record with Linked Resources: Puerto Rican Civil Court Documents Collection (<http://www.dloc.com/AA00015401/>)

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## Puerto Rican Civil Court Documents Collection

### Internet Archive ( Full Digital Files )

CITATION      SHARE

STANDARD VIEW      MARC VIEW

**External Link:** [http://archive.org/stream/puertoricancivilcourtdocuments/uconn\\_asc\\_mss20000130\\_box1\\_fol1#page/n0/mode/2up](http://archive.org/stream/puertoricancivilcourtdocuments/uconn_asc_mss20000130_box1_fol1#page/n0/mode/2up)

**Material Information**

**Title:** Puerto Rican Civil Court Documents Collection Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries

**Physical Description:** 5.2 Linear feet

**Language:** Spanish

**Creator:** Puerto Rican Insular Courts System

**Publisher:** Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries

**Publication Date:** 1844-1900

**Notes**

**Abstract:** Included are approx. 5000 documents dated between 1840s to the 1890s, many of which are from the Arecibo civil (corte de primera instancia) court districts, covering the full range of cases that might have been brought to civil courts in those times mainly disputes over economic holdings such as land disputes, sale of slaves, and similar materials. The collection includes court cases from the towns of Arecibo, Barceloneta, Camuy, Ciales, Hatillo, Manatí, Morovis, Quebradillas, and Utuado.

**Funding:** News from: <http://www.crl.edu/news/8702> ; "LAMP (formerly the Latin American Microform Project) supported the digitization of approximately 5,000 documents dated between 1844 and 1900 in a collection held by the University of Connecticut. These consist of legal court cases, mostly civil, from the Corte de Primera Instancia (Appellate Court) of the district of Arecibo, Puerto Rico. In 2000, the University of Connecticut Thomas J. Dodd Research Center acquired these unique materials about the Arecibo appellate court district, which includes the towns of Arecibo, Barceloneta, Camuy, Ciales, Hatillo, Manatí, Morovis, Quebradillas, and Utuado. The cases cover the full range of civil litigation that might have been brought to court during that period. Cases about disputes over economic holdings such as land, slaves, and livestock hold special interest. The collection is also a treasure trove for genealogists, historians, legal researchers, and other social-sciences researchers interested in Puerto Rico's social dynamic during the 19th century."

**Record Information**

**Source Institution:** University of Florida

**Holding Location:** University of Florida

**Rights Management:** Material from the University of Connecticut, see: <http://doddcenter.uconn.edu/asc/findaids/PRCourt/MSS20000130.html>

**System ID:** AA00015401:00001

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## How Do I Create a Record with Linked Resources?

To create a Record with Linked Resources, follow the same process as with submitting a new item<sup>1</sup> by logging in to myDLOC, and clicking on the link to “Start New Item”.

The New Item form shows the fields for standard, simple metadata. Complete as much as possible, and click next. The next screen asks you to upload the digital files. Because this is a record with linked resources, there are no files to upload, so click “Submit”. This brings up the completed item screen.

On this screen, select “View This Item” to return to metadata editing. This is the more expanded metadata form. For *Records with Linked Objects*, select the third tab, “Record Information,” to add the URL to the linked resources in the “Related URL” field as shown in the screenshot.

The screenshot shows the 'Record Information' tab in the myDLOC system. The form is divided into two main sections: 'Internal Record' and 'External Records'.  
**Internal Record:**  
- Bibliographic ID: AA00015401  
- Volume ID: 00001  
- Record Status: METADATA UPDATE  
- METS Note: Online edit by Laurie N. Taylor ( 5/19/2013 ) and Online edit by Laurie N. Taylor ( 6/29/2013 )  
- Record Origin: (empty)  
- Encoding Level: (none)  
- Source Institution: UF (University of Florida)  
- Holding Location: UF (University of Florida)  
- Tickler: (empty)  
- Rights Management: Material from the University of Connecticut, see: http://doddcenter.uconn.edu/asc/findaids/PRCourt/MSS20000130.html  
**External Records:**  
- Identifier: (empty) Identifier Type: (empty)  
- Classification: (empty) Authority: (empty)  
- Serial Hierarchy: Empty Serial Hierarchy  
- Related EAD: Empty Related EAD  
- Physical Container: (empty) Label: (empty)  
- Related URL: http://archive.org/stream/puertoricancivilcourtdocuments/uconn\_asc\_mss20000130\_box11#page/ (A red arrow points to this field.)  
- Embedded Video: (empty)  
- Related Item: Empty Related Item  
- Downloads: (empty) Label: (empty)  
Buttons: CANCEL and SAVE are located at the top and bottom of the form.

<sup>1</sup> Quick Guide: <http://www.dloc.com/AA00013238/00001/pdf>

After adding the link to the resources, also make sure to review the metadata to ensure as much information as possible is included.

For all items, the recommended minimum metadata fields to be completed are:

1. Title
2. Other titles (as applicable)
3. Type
4. Physical description
5. Language
6. Identifier (as applicable; e.g., Library of Congress number, number as listed in an authoritative bibliography, etc.)
7. Holding location
8. Source institution
9. Creator
10. Publisher
11. Place of publication
12. Date of publication
13. Subject
14. Spatial subject (as applicable)
15. Coordinates (as applicable)
16. Abstract
17. Note (as applicable)

For more on these fields, see the *dLOC Metadata Guide*: <http://www.dloc.com/AA00002864/00001/pdf>