

Metadata Standards

This project follows Dublin Core standards for metadata creation and management. Refer to the [Tutankhamun Centenary Metadata Standards for Text Items](#) document for creating metadata for Carter documents. Examples for the Howard Carter Letters and Documents collection are provided below:

Title

File Name

Subject

Not used for this collection.

Description

Description of item, including main ideas addressed in the item.

Example: A letter from Douglas Derry to Howard Carter, describing the two child mummies (317a and 317b) found in Tutankhamun's tomb, now identified as his infant daughters.

Creator

Author, initial creator, or owner of the item.

Example: Howard Carter

Source

Private Collection

Carter documents have been provided to us by a private collector. If a document is received from another source, follow [Tutankhamun Centenary Metadata Standards for Text Items](#) guidelines.

Publisher

Not used for this collection.

Date

YYYY-MM-DD

Contributor

Additional creators, important former caretakers of the item. If multiple contributors, separate by comma followed by a period. Follow last name, first name format. If contributor is unknown, leave blank or use organization title.

Examples:

Fakhry, Hussein. Garstin, William Edmund.
Ministry of Public Works Egypt
Carter,Howard

Rights

Used with permission, note if not for reuse. All Carter documents follow the International Creative Commons license (CC BY-NC-ND 4.0).

Copy and paste the following statement into the “Rights” field:

This item is under a Attribution-NonCommercial-NoDerivatives 4.0 International Creative Commons license (CC BY-NC-ND 4.0).
<https://creativecommons.org/licenses/by-nc-nd/4.0/>

Relation

Not used for this collection.

Format

JPEG or PNG

Language

Language(s) used in the item, use standard language code. All Carter documents use the following language codes:

British English: en-GB

French: fr

Arabic: ar

For multiple languages in a single document, separate by colon.

Example:

fr;ar;en-GB

Type

Options for Carter documents include:

Letter (for **Letters Home** or other letter)

Personnel Record (for **Personnel Files**)

Private Record (for **Memoir and Writings**)

Identifier

Not used for Carter documents.

Coverage

Not used for Carter documents.

When in doubt, refer to Dublin Core standards:

[Using Dublin Core: The Elements](#)
[Dublin Core: Creating Metadata](#)

File Creation

New Carter documents added to the collection should ideally be saved as **.jpeg** files, with **.png** as an alternative.

Naming files

File names in the collection may vary, but ideally should adhere to the following guidelines:

For **Letters Home** and other Letters:

Date (YYYY-MM-DD)_SenderNameRecipientName_Location (if applicable)_Page Number (if multiple pages)

Examples:

1902-04-15_CarterMater_Luxor_01

1928-06-26_WinlockCarter

1930-01-10_NewberryCarter_01

For **Personnel Files**:

Date (YYYY-MM-DD)_OrganizationName_Location (if applicable)_Page Number (if multiple pages)

For personnel files from the Egyptian Antiquities Service, use **AntiquitiesService**.
For files from the Egyptian Ministry of Public Works, use **MPW**.

Examples:

1899-11-9_AntiquitiesService_DeirElBahri

1899-11-06_MPW

For miscellaneous Personnel Files:

Date (YYYY-MM-DD)_DescriptiveTerm_Location (if applicable)_Page Number (if multiple pages)

Examples:

1905-09-28_Telegraph

1932-02-06_Note

ND_Note_03

For Memoir Pages:

Date (YYYY-MM-DD)_CarterMemoir_ Page Number (if known)

ND(Unknown Date)_CarterMemoir_NP (unknown consecutive page number)_Page Number (if multiple pages)

Examples:

ND_CarterMemoir_06

ND_CarterMemoir_NP_01

General guidelines:

- Always use **YYYY-MM-DD** for the date format.
- If a date is unknown use **ND**.

Example: ND_CarterMemoir_27

- If a document pertains to a significant event, include at the end of the file name at your discretion.

Example:

1905-01-11_AntiquitiesService_SaqqaraIncident_Resignation

Choosing a subcollection for the Omeka Exhibit:

There are three subcollections within the Howard Carter Letters and Documents collection:

- [Letters Home](#)

- [Personnel Files](#)
- [Memoir and Writings](#)
 - The **Letters Home** collection is for correspondence between Howard Carter and his family Members.
 - The **Personnel Files** collection is for any documents pertaining to his career or work and any other letters or correspondence between Carter and friends or colleagues.
 - The **Memoir and Writings** collection is for Howard Carter's memoir or other works written by Howard Carter.

Website Item Titles

Titles for items used on the Tutankhamun Centenary site (Omeka) should be changed by removing underscores or camel case, to ensure legibility, accessibility, and continuity on the site, but should always include the date (YYYY-MM-DD) first. Below are some general guidelines for each subcollection. Any document that does not fall into these categories is up to the discretion of the uploader.

Letters Home

YYYY-MM-DD Letter from SENDER NAME to RECIPIENT NAME

Examples:

File name: **1900-09-12_CarterMater_Luxor_01**

Omeka title: **1900-09-12 Letter from Howard Carter to Martha Joyce Carter, Luxor**

Personnel Files

Examples:

File Name: **1899-11-9_AntiquitiesService_DeirElBahri**

Omeka Title: **1899-11-9 Antiquities Service**

File Name: **1929-12-18_GardinerCarter_01**

Omeka Title: **1929-12-18 Letter from Alan Gardiner to Howard Carter**

File Name: **1903-05-07_MPW**

Omeka Title: **1903-05-07 MPW**

Memoir and Writings

Examples:

File Name: **ND_CarterMemoir_09**

Omeka Title: **Carter Memoir 09**

File Name: **1931_Carter_ChapterForEdenison_01**

Omeka Title: **1931 Carter Chapter for Edward Denison Ross**

Adding Tags (keywords)

- Please follow the [Tut Talks Taxonomy Terms List](#).
- New terms may be added to the goggle doc for consideration. Any new terms should have an occurrence of two or more instances across documents.
- If a new term has less than two instances, relevance may be determined by historical value.