

Technical Documentation for Online Campaign Literature Archive Database

Descriptive metadata is based on Dublin Core. Fields are listed as described in the public displays. The working database uses the full Dublin Core field names listed in parentheses.

Fields in the Public Display

Title (DC_Title)

- Definition: A name given to the resource.
- Few of the print materials in the Campaign Literature Archive have obvious titles or even a clear beginning and end. Titles are thus chosen subjectively based on whatever phrases on the material appear most prominent.
- Campaign literature also commonly creates different versions of very similar documents. In order to have a unique title for each item in a specific folder, additional description is added in brackets. Examples include [letter of November 12], [Los Angeles version], or simply [version 1].
- Websites usually have an explicitly defined title provided in the <title> tag of the header, and this is normally used as the DC_Title. In some cases, however, the <title> tag is missing, empty, or contains non-descriptive information left over from a generic template (such as “Home Page”). When this happens, a title is derived from the content of the site’s home page, as with print materials.

Date (DC_Date)

- Definition: A date of an event in the lifecycle of the resource.
- Publication dates of campaign material can be problematic, so in this database DC_Date is defined as the year of the election.

Content

- Link to the website or document.

Subjects (DC_Subject)

- Definition: A topic of the content of the resource.
- The Campaign Literature Archive database uses a system of faceted subject headings. In cases where there could be confusion about a subject’s facet, the facet name is included in parentheses. Example: California (Jurisdiction) and California (District).
- See below for detailed definition of the subject facets.

Description (DC_Description)

- Definition: An account of the content of the resource.
- For websites this field contains the URL of the original website from which the copy was captured and the date of capture.
- Not used for print materials.

Language (DC_Language)

- Definition: A language of the intellectual content of the resource.
- Note: At this time this field is accurate only for website records. In the future we intend to go through and identify the language for all records.

Folder

- The parent folder which contains the item. For print materials this is a physical folder. For websites this is a virtual folder containing all of the web sites associated with an individual election.

Admin Notes (DC_Description <adminnote>)

- Technical notes related to the copying process.
- For print materials, this field contains any special notes of interest about the scanning process.
- For websites, this field contains the name of the software or method used to capture the website, plus any special modifications made to the files.

Fields not in the Public Display

DC_Type

- Definition: The nature or genre of the content of the resource.
- Note: Currently populated only with “item” or “website”.
- In the future this field will be used to provide a short description of the type of material, such as bumper sticker, poster, or website. A controlled vocabulary will eventually be created and used for this field.

DC_Format

- Definition: The physical or digital manifestation of the resource.
- For print materials, this contains the physical description of the item in terms of its size and structure. Examples: “2 printed pages, 1 sheet, 8.5 x 11 inches”, “17 sheets, folded and stapled, 68 printed pages, 5.5 x 8.5 inches”.
- For websites, this field contains the mime-type: text/html. Note: This is only the mime/type of the home page, not the numerous pages which are linked from it.

DC_Coverage

- Definition: The extent or scope of the content of the resource.
- Used for the actual date of the election (format YEAR-MO-DY). This field is populated for all websites but only a few print items.

Definitions of Subject Facets

Year

- Required.
- Format: four digits. Examples: 1986, 2002
- Defines the year of the election which the material describes.

Jurisdiction

- Required.
- Format: commonly used names, no abbreviations
- Defines the government or independent special district to which the Office or Measure in the item’s content belongs. Examples: United States, California, Los Angeles County, City of Los Angeles, Los Angeles Unified School District
- Note: The Jurisdiction is distinct from the entity organizing the election.

- Dependent special districts, which operate under the control of a county board of supervisors or a city council, are defined as part of the jurisdiction of the controlling county or city.
- If an item has content about Offices and Measures in multiple jurisdictions, then all applicable subject headings are applied.

Candidate

- Required for any item with significant content about individual candidates or which is clearly associated with one or more individual candidates' campaigns.
- Format: names in the format used on ballots. Examples: George W. Bush, Al Gore, Charles "Chuck" Pineda, Jr. When a candidate's name appears differently on different ballots, use the most complete version of the name: middle name/initial included, middle name spelled out, additional nicknames added.
- Defines the candidate(s) which the content explicitly endorses.
- If the content does not explicitly endorse a candidate, then use the candidate which the content is primarily about.
- If two candidates are endorsed by a single item, then each is listed as an individual subject. If three or more candidates are endorsed by a single item, then use the subject heading Miscellaneous Candidates.
- Authoritative versions of candidate names in state elections are determined by referring to the Certified List of Candidates, Statement of Vote, or a copy of a ballot. Authoritative versions of candidate names for municipal elections are determined by official documents where available.

Party

- Required for any item with significant content about individual candidates running for partisan office, otherwise optional.
- Format: commonly used name. Examples: Democratic Party, Green Party.
- Defines the party of the Candidate subject(s) defined above if running for partisan office. If running for non-partisan office, the candidate's party affiliation is only given as a subject heading if it is prominently identified in the item content.
- May also define the party which sponsored the item, especially when an item is primarily about a party's overall activities rather than that of individual candidates.
- If an item has content about multiple parties, then all applicable subject headings are applied. Special note: At certain times in California history, candidates were allowed to run under multiple party affiliations.
- Authoritative information on candidate party affiliations in state elections for partisan office is determined by referring to the Certified List of Candidates, Statement of Vote, or a copy of a ballot.

Office

- Required for any item with significant content about individual candidates.
- Format: commonly used terminology.
- Defines the office or offices for which a Candidate subject (defined above) is running.
- Offices within collegiate bodies are defined by the name of the body, not the individual office. Examples: State Assembly, City Council, Board of Education.
- President is used even though the actual votes are cast for electors.

- When an office is described by a term which may be used at multiple jurisdictional levels, it is usually prefixed by the level of government to which it belongs. Examples: U.S. Senate, State Senate, County Assessor.
- If two candidates (with separate offices) are endorsed by a single item, then each office is listed as an individual subject. If three or more candidates (with separate offices) are endorsed by a single item, then use the subject heading Miscellaneous Offices.

District

- Required for any item with significant content about individual candidates running for membership in a collegiate body whose members represent geographic districts.
- Format: commonly used names. Examples: 1st Council District, 43rd Assembly District.
- Defines the district in which a Candidate subject (defined above) is running.
- The district of a U.S. Senator is the name of the state. Note: District names for the House of Representatives are assumed to be California unless otherwise noted. Example: Arizona 2nd Congressional District.
- If two districts are mentioned in the item, then each district is listed as an individual subject. If three or more districts are covered, then this subject is not used.
- District information for state elections is derived from the Certified List of Candidates, Statement of Vote, or a copy of a ballot. District information for municipal elections is derived from official documents where available.

Measure

- Required for any item with significant content about individual ballot measures.
- Format: names in the format used on ballots.
- If two measures are addressed by a single item, then each is listed as an individual subject. If three or more measures are addressed by a single item, then use the subject heading Miscellaneous Measures.
- Authoritative versions of ballot measure names in state elections are determined by referring to the California Voter Information Guide, Statement of Vote, or a copy of a ballot. Authoritative versions of ballot measures names for municipal elections are determined by official documents where available.

Topic

- Optional
- Format: use Library of Congress Subject Headings (LCSH) with minimal subdivisions.
- Defines a general topic or issue on which the item has significant content.
- Topic is only used when the item's content is devoted primarily to a topic which is not clearly evident from other subjects (such as Party or Measure).