Cataloging and Metadata Guidelines for the New Hampshire History Network
Prepared by New Hampshire Historical Society, September 2015

Required and Recommended Fields in the New Hampshire History Network

The following table represents fields of required and recommended metadata for participation in the New Hampshire History Network. In addition to the metadata, a digital image is also required for all records contributed to the Network.

Please see the second table showing how fields in PastPerfect Museum Software correspond to fields in the Network, indicating which fields in PastPerfect may be required.

New Hampshire History Network Fields	Status
Title	Required, if no Object Name
Object Name	Required, if no Title
Creator	Required
Date	Required
Date Range	Recommended, Required if no specific date
Material	Recommended
Dimensions	Recommended
Description	Required
Provenance	Recommended
Subjects	Required
Place	Recommended
Publisher	Recommended
Language	Recommended
Collection Name	Recommended
Item Number	Required
Accession Number	Recommended
Reference Number	Recommended
Type of Material	Recommended
Copyright Statement	Required (automatically generated)
Credit Line	Recommended
Participating Organization	Required (automatically generated)

Mapping of PastPerfect Fields to the New Hampshire History Network

The following is a table that shows how certain metadata fields in PastPerfect Museum Software will be displayed within the New Hampshire History Network.

PastPerfect Fields	New Hampshire History Network Fields
Title Other Title	Title
Name of Creator Other Creators Role Photographer Artist Author	Creator
Subject Terms Search Terms People Events	Subjects
Description Scope and Content Abstract System of Arrangement Summary Caption Physical Description	Description
Date Publish Date	Date
Year Range	Date Range
Object ID Number	Item Number
Accession Number	Accession Number
Reference Code Call Number	Reference Number
Collection	Collection Name
Object Name	Object Name
Material	Material
Language of Materials	Language
Publisher	Publisher
Publication Place Associated Place Place of Origin	Place
Dimensions	Dimensions
Provenance	Provenance
Credit Line	Credit Line
Automatically Generated	Type of Material Copyright Statement Participating Organization