

General Repository Browse Terms

University of Maryland, Digital Collections

The general repository browse terms (or “Browse-able Categories” from the *Digital Content Guidelines*) are based on the broad collection strengths of the University of Maryland Libraries. The intention of assigning general browse terms to all objects deposited in the digital repository is two-fold:

1. To make all objects in the digital repository discoverable via a browse, and to alleviate the need to assign all objects to a named, thematic collection (such as *University AlbUM* or *Films@UM*)
2. To mildly constrain the range of materials that curators should deposit in the digital repository. All objects deposited in the repository must fall under at least one these broad categories.

ANY of the following as applicable:

Agriculture, Environment, Conservation, the Natural World

Scope: Images, films, manuscripts and other items that are about or document the science and practice of agriculture and related fields, including environmental issues and other broadly related topics, and people and organizations (including academic) that support agriculture (including industrial agriculture and canning), and environmental and conservation concerns, and the study of the natural world.

Examples include:

- The annual reports of the Farmers’ Institutes
- Images of important figures in the field of agriculture and related disciplines
- A pamphlet about the Chesapeake Bay
- Images of workers at a canning factory
- A map showing the environmental impact of the Intercounty Connector

NOT included:

- Political or geographical maps (**note:** *an exception would be maps that were explicitly created to depict agricultural production or environmental concerns*)
- Images of animals, such as horses, where the animal is not the subject of the image (such as police on horses at a riot, or horses in a parade)

Architecture, Landscape, Historic Places

Scope: Images, films, manuscripts and other items that depict or document significant and historic places, architecture and architectural styles, and landscapes, as well as efforts to preserve them. This category includes items that were not originally created with the expressed intention of documenting a place or architectural style, but that have been collected for that purpose, such as postcards.

Examples include:

- A postcard of the Ocean City boardwalk
- The cover of a Sears kit home catalog
- A report on Neighborhood Preservation
- Images of Riversdale Mansion (a national historic landmark)

Architecture, Landscape, Historic Places, **cont.**

- Images of historic houses in Howard County, Maryland, taken by Celia Holland, a historian writing the history of the county and its structures

NOT included:

- An aerial photograph of campus
- A photograph of a campus building (**note:** *an exception would be a photograph depicting a campus building that is the subject of historic preservation activity, or that is historically or architecturally significant, beyond its purpose as a University building*)
- An image that includes houses or buildings, but that has not been collected for the purpose of documenting those structures, such as a photograph of a VIP on her front porch.

Broadcasting, Communications

Scope: Images, films, manuscripts and other items that are about the topic of broadcasting and communications, or the history of broadcasting and communications. Films and items that are simply broadcasts, and not about broadcasting, are not included. An exception would be a film that is a milestone in broadcasting history, and has been collected for that reason.

Examples include:

- An image of a student DJ plying his trade
- A video about the process of producing a sitcom
- A video about Hispanic representation in the media
- Program notes from a radio show

NOT included:

- A video of the play *Antigone*, produced for the BBC
- A video of an episode of a television series, such as *The Great Philosophers*, collected by Non-Print from the educational films distributor, Films for the Humanities (**note:** *a related exception would be a video of an episode of a television series which is part of a collection in the Broadcasting Archives. This is because such a video would have been collected to document the history of broadcasting*)

Cartography, Geography

Scope: Maps, atlases, images and other items that depict geographic and political regions, and films, manuscripts and other items related to the science of mapmaking and geography.

Examples include:

- A map of campus
- A 1985 highway map of Maryland
- Census enumeration district maps

NOT included:

- An aerial photograph of campus (**note:** *an exception would be an aerial photograph created for the purpose of mapmaking*)
- Correspondence about travelling

Civil Rights, Civic Engagement

Scope: Images, films, manuscripts and other items that are about the topic of civil rights or civic engagement, or that document events specific to the Civil Rights movement, broadly defined, as well as other public demonstrations for or against various issues. Additionally, images, manuscripts and other supporting documentation of “individual and collective actions designed to identify and address issues of public concern*.”

**Quoted definition is taken from the APA’s website on civic engagement*

Examples include:

- A letter from UM President Raymond Pearson to Donald Murray rejecting Murray’s application on the basis of his race
- Images of anti-Vietnam war demonstrations on campus
- The minutes of Suburban Maryland Fair Housing, Inc
- Pamphlets on child labor produced by the League of Women Voters of Maryland

NOT included:

- A video about controversial legislation (**note:** *an exception would be if the video includes content about protests and public controversy and activism regarding the legislation*)
- Images of people who represent “firsts”, such as Billy Jones, first African-American basketball player in the ACC; Elizabeth Hook, first female graduate of UMCP; Pyon Su, first Korean graduate of MAC (**note:** *an exception would be images of individuals who actively participated in the civil rights movement or civic engagement, such as an image of Donald Murray, first African-American graduate of UM Law School, who, with Thurgood Marshall as his attorney, challenged the UM in a court case*)

Economics, Business, Commerce, Labor

Scope: Images, films, manuscripts and other items that are about the topic of economics, business, commerce and labor, or that document the life and work of people and organizations who practice and engage in same.

Examples include:

- Correspondence about labor issues related to the farm labor shortage of WWI
- Images of important figures in labor and business, particularly (but not exclusively) those whose papers or organizations are collected by us
- Images of ephemera generated by labor and business, such as 8-hour day campaign buttons, holiday cards circulated by the United Brotherhood of Carpenters and Joiners of America International Union, etc.
- Images of the activities of business and labor, such as workers at a crab factory or construction workers building a campus dormitory

NOT included:

- An image that includes workers, but the subject of the image is not their work *as* work, such as an image of policemen at a riot

Education

Scope: Images, films, and other items that are about the topic of education, either as an activity or as an academic or political topic.

Examples include:

- An image of a kindergarten class reading a book
- A report from the Association for Childhood Education International (ACEI)
- A video about distance learning

NOT included:

- An image of the Education building
- Images of students who are doing something other than learning (such as registering for classes, dancing at prom, etc)

Fine Arts

Scope: Images of fine art objects, and images, manuscripts, and other items that depict and document the lives and work of artists and their families, friends and business correspondents, the production and exhibition of the fine arts.

Examples include:

- A painting, print, drawing, etc (such as a drawing by Djuna Barnes, which would also be assigned the term **Literature, Print Culture** because of her prominence as an author)
- A photograph that is considered a work of fine art, rather than documentary
- Correspondence regarding an exhibition of fine art
- An image of students in a sculpture class

NOT included:

- Documentary photography (**note:** *an exception would be a photograph of an artist or exhibition*)
- **Literature, Print Culture** and **Performing Arts, Music** (**note:** *an exception would be in the case of legitimate overlap, as in the case of Djuna Barnes, as illustrated in the example above*)

Government, Law, Politics

Scope: Images, films, manuscripts and other items that are about the topic of government, law, or politics, or that document the life and work of people who practice same, or that are produced as part of the daily business of government.

Examples include:

- A typescript of a speech given by Governor/Vice President Spiro Agnew
- A video of President Clinton discussing policy issues
- Correspondence related to a court case, including correspondence that may be evidence for a court case
- Images of political figures whose papers are part of our collections, such as Spiro Agnew, Theodore McKeldin, James Bruce, Connie Morella, Ann Hull
- Documents from those collections, and from the collections of political organizations, such as the League of Women Voters of Maryland

NOT included:

- An image of an important political figure, whose papers are not part of our collections, in which the subject of the picture is not politics, such as Bill Clinton with UM President Kirwan looking at a plaque, or Al Gore and the solar car
- Documents from the collections of civic organizations, such as the Berwyn Heights Elementary School PTA (**note:** *an exception would be civic groups with an expressed intention to lobby or participate in political work, such as the Adelphi Citizens' Association*)
- Images of political demonstrations (**note:** *an exception would be if the image comes from the papers of a political figure or organization, and so contextualizes the work of that figure or organization. In that case, the object would fall within the scope of this term*)

Literature, Print Culture

Scope: Images, manuscripts, books and other items that depict and document the lives and work of literary figures and their families, friends and business correspondents, the production of books and other printed works, including fine press activities, and significant editions of printed literature of all genres.

Examples include:

- A photograph of Thelma Woods, friend of Djuna Barnes
- A drawing by Djuna Barnes
- Business correspondence for the Kelmscott Press, a fine press
- Correspondence, both business and personal, created by or sent to, a literary figure, particularly one whose papers are collected by the Libraries
- A video about the life of Virginia Woolf
- A video of a production of a play by a significant literary figure, such as Shakespeare or Samuel Beckett

NOT included:

- A video of a production of a play that is not based on a work of literature, such as *Grease* (see **Performing Arts, Music**)
- University yearbooks or any other non-literary item that is printed, but where the process of printing is not central to the object

Performing Arts, Music

Scope: Films, images, manuscripts, and other items that depict and document performances of dance, theater, music and other performed arts, and the production of same; and education and organizations related to the performing arts and music.

Examples include:

- A photograph of a campus production of *Oklahoma!*
- A video of a production of any play (including plays that also fall under the category of **Literature, Print Culture**)
- A video about the history of early English drama
- A video about the oboe

Performing Arts, Music, **cont.**

- Audio or video of a concert
- A photograph of the Ramones performing at the University of Maryland
- The minutes of the American Bandmaster Association
- Images of the University of Maryland marching band, where the marching band is the main focus of the image

NOT included:

- Images of a marching band where the main focus of the image is on a sporting event

Personal and Family Lives

Scope: Images, films, and other items that are about the daily life of a particular person or family. Items assigned this term will most likely come from small personal papers collections in Historical Manuscripts.

Examples include:

- Images of correspondence between a soldier and his mother during the Civil War
- A photograph of domestic life, such as a family at dinner (may be either a named family or an anonymous family)
- Images of individual family members associated with a collection of family or personal papers
- Genealogical records such as family trees, histories, etc.
- Diaries that document personal or family life (such as the diary of Susan Mathiot Gale)

NOT included:

- A documentary film that includes personal anecdotes about a particular event (where the topic of the film itself is the event, and not the personal lives of the interviewees)
- Business correspondence (any correspondence or papers created for or during the course of business)
- Images of individuals whose primary role in the image is not related to personal or family life, such as a student studying, a May Queen, a MAC cadet, etc (sure they had personal and family lives, but that is not why the image is here)
- Biographical films, unless they focus predominantly on the non-work and non-public aspects of an individual's life

Religion

Scope: Images, films, and other items that are about religion or that document the lives and activities of important religious leaders and organizations.

Examples include:

- Correspondence where the topic is religious activity, planning, revelation, etc.
- Images of important religious figures and religious figures whose papers have been collected by the Libraries
- An video about Confucianism
- A video about Afghan women living under the Taliban
- A map of churches in Baltimore

- An image of a church building
- A sermon

NOT included:

- An image of someone whose dress may indicate that they are of a particular religion, but where the *subject of the image* is not their religion, such as a student in a turban working on a science experiment or a nun looking in a store window

Science, Technology

Scope: Images, films, and other items that are about science and technology or that document the lives and activities of important people and organizations related to science and technology.

Examples include:

- Correspondence about scientific studies
- An image of Mary Shaw Shorb examining test tubes
- Pages from a laboratory notebook
- An image of the Terrapin rocket and rocket team

NOT included:

- An image of a well-known scientist where the *subject of the image* is not their scientific work, such as Albert Einstein at a party.

Sports, Recreation

Scope: Images, films, ephemera and other items that are about sports and recreation or that document the lives and activities of important people and organizations related to sports and recreation.

Examples include:

- Images of sports teams and famous players and coaches
- Images of games, action shots
- Game programs
- Memorabilia from games, such as ticket stubs
- Documents related to Title IX or other sports-related legal issues

NOT included:

- An image of someone wearing clothes with a team logo
- Team mascots, such as Testudo, outside of game activities (such as Testudo visiting the Library)

University of Maryland

Scope: Images, films, and other items that are about the University of Maryland, or that document its history, including people, events, and the campus and surrounding area. Any image that would also be included in the collection *University AlbUM* should be assigned this browse term.

Examples include:

- An image of anti-Vietnam war protests on the campus
- Students in a classroom at the University of Maryland

University of Maryland, *cont.*

- Images of faculty, athletes, homecoming queens, etc, who are affiliated with the University of Maryland
- An aerial photograph of campus
- A video about the history of the University of Maryland
- An image of Testudo
- Correspondence about the University of Maryland, both official and personal
- Yearbooks, photographs from the yearbook, student handbooks
- Images of University of Maryland events, such as sports events, commencement, naming ceremonies, etc

NOT included:

- Correspondence created by someone who is an alum of UM, but where the subject of the correspondence is not related to the University or college life

War, Military

Scope: Images, films, and other items that are distinctly about the topic and activities of war and the military.

Examples include:

- An image of anti-Vietnam war protests (where the object of the protest is clear)
- Correspondence between a soldier in the Civil War and his family (regardless of content)
- An image of a battleship docked in Baltimore harbor
- A video about the Irish Civil War
- Students at an ROTC event

NOT included:

- Correspondence created during wartime, but where the creator and recipient are not soldiers or other active participants, and where subject is not the war itself.
- Images of the Maryland versus Navy football game
- Images that include military personnel, but where the subject of the image is not their role as military personnel (such as an Inauguration parade)
- Images of early Maryland Agricultural College students, called Cadets

Women's Studies

Scope: Images, films, and other items that are distinctly about women and women's achievements and issues, including significant individual achievements or "firsts". An image of a woman where the topic has nothing to do with her gender would not be included.

Examples include:

- An image of women demonstrating for the Equal Rights Amendment
- An image of a pamphlet published by the League of Women Voters of Maryland
- An image of Elizabeth Hook, first female graduate of the University of Maryland, College Park
- A video about Afghan women living under the Taliban

NOT included:

- An image of the women's lacrosse team (or any women's sport – **note:** *exception would be if the image were made for the purpose of demonstrating for Title IX. In that case, the gender of the team is the central issue and goes beyond the simple distinction between men's and women's teams*)
- Images of May Queens or May Day ceremonies (events traditionally dominated by women, but not about women's issues)
- Images of student life that are primarily or exclusively made up of women (such as “women drinking tea”, “women singing at a piano”)
- Items concerning prominent female authors, artists, celebrities, etc., unless they are known primarily for their stances on women's issues