

State Library of Queensland - Digital Standard 1 – Metadata for digital objects and other specified resource types, version 1.5

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0.01	31 May 2002	First consultation draft, distributed for comment and feedback via picqld mailing list.
0.02	23 July 2002	Revised consultation draft following discussions by Cataloguing/Metadata Working Group.
0.03	1 August 2002	Revised consultation draft following discussions by Cataloguing/Metadata Working Group. Feedback requested SMG meeting 7 August 2002.
0.04	30 August 2002	Revised draft following ENCompass testing and discussions on technical metadata. No feedback received from SMG members.
0.05	19 September 2002	Revised draft following pilot ENCompass work. Director, CSC requested the Manager, Technical Services approve the standard.
1.00	4 November 2002	Standard approved.
1.1	24 February 2003	Title changed to include State Library of Queensland
1.2	21 July 2003	Minor changes resulting from feedback from Manager, PictureAustralia
1.3	27 July 2004	Annual review, includes table of EAD elements
1.4	18 June 2007	Addition of MODS & annual review. Endorsed DSC 4 September 2007.
1.5	23 February, 2010	Reviewed to incorporate changes due to DigiTool migration. Endorsed CSG 15 Mar, 2010

1. Related Documents	3
2. Metadata categories	3
3. Metadata schema	4
4. Subject headings	4
5. Review Process	5
Sources consulted	6
Appendix A – Dublin Core Schema.....	7
Appendix B – Encoded Archival Description (EAD) Schema	13

Introduction

This document details State Library of Queensland's core metadata standards for resource discovery of digital objects and other specified resource types held in State Library's digital repositories.

The State Library's metadata standards are dynamic and evolving. They are crucial for resource discovery - to assist clients to search, locate and retrieve information online - and for interoperability across collections and organisations. The Library recognises that adherence to standards does not in itself guarantee resource discovery or interoperability. The application of standards in line with international best practice is critical to the successful implementation of digital projects. Similarly if resource description is poorly planned or insufficient description is done, then clients will not be able to retrieve the resources they require and the State Library's performance in implementing digitisation is degraded.

Other institutions have done a great deal of work to define metadata. It makes sense for the State Library to refer to, and draw on those standards rather than reinvent them. Documents were reviewed from projects like American Memory and the Colorado Digital Project and consultations were organised with staff from the National Libraries of Australia and New Zealand as well as the State Library of Victoria.

1. Related Documents

This Standard must be read in conjunction with:

1. [Guidelines for the Use of Metadata in the Description of Digital Images](#)
2. *Guidelines for the Use of ISAD(G) and EAD in the creation of Finding Aids*

as these contain the rigour and detail needed for best practice application of standards.

2. Metadata categories

The State Library is examining the four key metadata categories listed in Kenney and Rieger's *Moving theory into Practice 2*. These are:

- a. Resource discovery – ensuring the materials that the Library has collected are locatable and retrievable by clients.
- b. Structural – presenting objects in context and not just as a bunch of files (eg., the pages of a digitised book) and navigating within this context (eg page 1 to page 2 etc).
- c. Rights management and access control – ensuring protection of intellectual property rights, authentication of clients and authorisation of clients to access online objects.
- d. Technical and administrative – identifying the essential attributes of digital objects and the processes and technologies that create them which are required for long term storage, management, preservation and access.

Metadata for resource discovery is only one part of a complex metadata framework needed by digital libraries. This standard therefore is only the first step in the State Library's metadata framework. The next step is the development of other metadata standards that are associated with a digital object (technical, administrative, structural, rights, access control) and that cannot be easily encoded in descriptive metadata.

3. Metadata schema

The Library supports the application of Dublin Core (DC) and Encoded Archival Description (EAD) schemas.

Dublin Core (DC) is currently used at the State Library to describe the DC types of still image (see Appendix A), sound, collection and event. DC is one of the most widely used metadata standards for resource discovery. The Dublin Core Metadata Element Set consists of a core set of 15 elements and is intended for simple resource description across a variety of disciplines. The 15 core elements can easily be adapted to suit local needs by extending with added elements and refining through the use of qualifiers. State Library uses qualified Dublin Core as reflected in Appendix A.

The *Guidelines for the use of metadata in the description of digital images* (see section 2 above) outlines the mandatory Dublin Core elements, local extensions and their application in the State Library.

Dublin Core had been approved as an ANSI/NISO standard (Z39.85-2001), an ISO standard (15836) and adopted by the State and Federal governments.

Encoded Archival Description (EAD) is used at the State Library for encoding archival finding aids which describe manuscript materials (see Appendix B). EAD is a much more sophisticated metadata scheme than DC. It is much more efficient and offers greater management capabilities when describing relationships between materials. EAD maintains the hierarchies in manuscript and archival collections (accession, series, items). EAD is used in conjunction with *ISAD(G): General International Standard Archival Description*, which is the descriptive standard used in creating finding aids.

EAD is maintained in the Network Development and MARC Standards Office of the Library of Congress (LoC) in partnership with the Society of American Archivists.

4. Subject headings

The following controlled vocabularies will be used, where appropriate, for subject access:

Library of Congress Subject Headings (LCSH)

- <http://authorities.loc.gov>
- used as the controlled vocabulary for subject headings

Library of Congress Name Authorities (LCNA)

- <http://authorities.loc.gov/>
- used as the control for personal and organisational headings

Australian Pictorial Thesaurus (APT)

- <http://www.picturethesaurus.gov.au/>
- primary thesaurus for assigning topical subject headings for images as recommended by PictureAustralia

Art and Architecture Thesaurus (AAT) from Getty Information Institute

- http://www.getty.edu/research/conducting_research/vocabularies/aat
- used to identify document formats and functions in the description of archival materials.

Gazetteer of Australia

- <http://www.ga.gov.au/map/names/>
- used to control geographic locations

John Oxley Library (JOL) Thesaurus

- acts as the call number for filing photographic prints in the John Oxley Library (being phased out)

5. Review Process

This standard will be reviewed annually (or sooner, if required). The review will be instigated by the Metadata Working Group in consultation with interested units.

Amendments to this standard will be endorsed by the Collections Steering Group.

Sources consulted

California Digital Library (2001). *Digital Object Standard: Metadata, Content and Encoding*.

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<<http://www.niso.org/publications/rp/framework3.pdf>> [Accessed 23 Feb., 2010]

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Kenny, A. & Rieger, O. *Moving theory into practice: digital imaging for libraries and archives*. California: Research Libraries Group, 2000.

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National Information Standards Organization (2002). *Data Dictionary - Technical Metadata for Digital Still Images*. Available from
<http://www.niso.org/kst/reports/standards?step=2&gid=None&project_key=b897b0cf3e2ee526252d9f830207b3cc9f3b6c2c> [Accessed 23 Feb., 2010]

Picture Australia (2002). *Creating resource discovery metadata for Picture Australia: draft best practice guidelines*. Provided as Word attachment to email correspondence July 2002.

Society of American Archivists (2002). *Encoded Archival Description Tag Library*, version 2002. Available from <<http://www.loc.gov/ead/tglib/index.html>> [Accessed 23 Feb., 2010]

State Library of Victoria (2001). *Description of Image processing into the Pictures database at the State Library of Victoria*. Provided as Word attachment to email correspondence April 2002.

JISC Digital Media (formerly known as TASI) *Advice on still images*. Available from
<<http://www.jiscdigitalmedia.ac.uk/stillimages/>> [Accessed 23 Feb., 2010]

Appendix A – Dublin Core Schema

Dublin Core element	DC Element Qualifier	Element Encoding scheme	Description	Example
Title			Name given to the resource.	Registrar-General's office Brisbane, ca. 1885 Ekka Hurrah for the bat and ball Our land, Australia Queensland waltz
	alternative		Any form of the title used as a substitute or alternative to the formal title of the resource.	Royal Queensland Show Dedicated to the Australian cricket team of 1896 Indooroopilly : the tongue twisting waltz song hit
Creator			Person or organisation primarily responsible for creating the intellectual content of the resource.	Boag, William Irmer, Reina Unknown

Subject			Topic of the content of the resource.	registry offices sugar cane Griffith, Samuel, Sir, 1845-1920
		Australian Pictorial Thesaurus (APT)	Subjects that describe the photograph, using Australian Pictorial Thesaurus (APT)	bullock teams railway lines tents ploughs
		Library of Congress Subject Headings (LCSH)	Named places, people, events, etc as subjects, following the Library of Congress Subject Headings format.	Campbell, James, 1963-1910 Australian Workers Heritage Centre (Barcaldine, Qld.) Queen's Park (Maryborough, Qld.) Jimbour House (Dalby, Qld.) Gympie District Gold Rush Festival Popular music, To 1901
Description			Account of the content of the resource.	Image of Registrar-General's Office erected on the corner of Queen and George Streets, Brisbane 1872-1874. The building was demolished in 1923 to make way for the final stage of the Treasury Building. Some horse-drawn vehicles are illustrated.
			Description of digital enhancements to original image.	Contrast has been sharpened. Fold marks on original have been eliminated.

Publisher			Person or organisation responsible for making the resource available in its present form.	John Oxley Library, State Library of Queensland Chinchilla Shire Council EMI
Contributor			Person or organisation responsible for making contributions (ie, secondary to the creator) to the intellectual content of the resource.	State Library of Queensland Albert Lomer Studio Rowland, Leila Ruth, 1879-1958 Shorley, E. T. (Ezra Thomas)
Date			A date of an event in the lifecycle of the resource.	19— 1924 1956-06 1993-01-21
	created		The date that the record source was created in the database.	2002-07-08
	modified		The date the record was last modified.	2002-07-11
Type		DCMI Type Vocabulary	Category or genre of the resource.	Image Printed sheet music

Format		Internet Media Type (IMT)	Physical or digital manifestation of the resource.	copy print : b&w
	extent		The size or duration of the resource.	21 minutes 1 score ([4, i] p.) ; 32 cm. 1 manuscript score (1 p.) ; 27 cm.
	medium		The material or physical carrier of the resource.	image/jpeg digital file audio file
Identifier		URI	Unambiguous reference to the resource within a given context.	ASM PVM BUN (Music Collection, State Library of Queensland)
			Unique form of identification which can be used to order a resource	2468
			Unique number to identify each item across collections.	REPO03 JMUS 783.2 WOO (John Oxley Library)- 20020918-164415
			Provides the internet address of the thumbnail image.	http://www.slq.qld.gov.au/slq/neg/tnl/002400/2468b.jpg
			Provides the internet address of the derivative files used for display purposes.	http://www.slq.qld.gov.au/slq/neg/preview/002400/2468p.jpg http://enc.slq.qld.gov.au/slq/mus/pdf/mus00016.pdf
			Provides the internet address of the research image.	http://www.slq.qld.gov.au/slq/neg/research/002400/2468r.jpg

Source			Reference to a resource from which the present resource is derived either in whole or in part. Clarifies responsibility and ownership.	Item is held by John Oxley Library, State Library of Queensland Item is held by the Chinchilla Shire Council
			The collection or source from which the item originates.	Digitised from original photograph held in the Charleville Public Library photographic collection. Photographed and digitised from an image appearing in <i>The Queenslander</i> , 25 July 1929, p.32
Language		RFC 3066	Language of the intellectual content of the resource.	en fr Primarily English, with some abstracts also in French
Relation			Reference to a related resource.	
			The accession number to which the image belongs.	99-5-4 OMR 98/2967 Rawson Archives
	is part of		To indicate that an image is related to another resource. May be used to indicate the image has been included in an online or other exhibition, or is part of a photo album, etc.	Is part of Child's Play < http://childsplay.slq.qld.gov.au/ >

Coverage			Extent or scope of the content of the resource.	
	temporal		Creation date or approximate date of the original physical item.	1880-1890 Twentieth Century
	spatial		Geographic locations or areas covered in the resource.	Queen Street, Brisbane Queensland Longreach, Queensland
			Geographic coordinates for area covered in the resource	-24.13, 145.65
Rights			Information about rights held in and over the resource.	This image is free of <i>copyright</i> restrictions. Permission to use this image for any purpose other than private study and research may attract a fee for <i>reproduction</i> rights.

<genreform>			Item	Baptismal register
<physfacet>			Item	Hand coloured
<origination>	Name of creator(s) 3.2.1	The proper name(s) of the creator(s) of the resource Use AACR2 rules to structure	Accession Series Item	Uniting Church in Australia. Synod of Queensland Walters family Jones, Mary E.
<bioghist>	Administrative / Biographical history 3.2.2	The administrative history or biographical details about the creator(s) of the resource	Accession Series	<i>Prose text in structured sentences and paragraphs. Usual maximum of 3 paragraphs. May be exceeded if appropriate</i>
<custodhist>	Archival history 3.2.3	Information about the history of the resource (i.e. who had it when). Relates to the authenticity, integrity and interpretation of the resource	Accession	<i>Prose text in structured sentences. New sentence for each different custodian</i>
<acqinfo>	Immediate source of acquisition or transfer 3.2.4	The acquisition type, source, date and price of the resource. If this information is not known, record this Following, record all contact information for the donor and the donor's nominated contact.	Accession	Donated by Emily Smith 16 Feb 1987. Purchased from Reads Rare Books 16 Mar 1999 for \$300. Type, source and date of acquisition unknown. Donor: Emily Smith 15 Moon Street Bardon Q 4065 Telephone: 07 3368 1010 Email: esm@bigpond.com Alternate Contact: Polly Smith 25 Star Crescent Red Hill Q 4059
<address> <addressline> <addressline> <addressline> <addressline> <addressline> <addressline> <addressline> <addressline> <addressline>				
<scopecontent>	Scope and content	A summary of the scope (geographic, time period, etc)		<i>Prose text in structured sentences and paragraphs. Usual maximum of 3</i>

	3.3.1	and the content (subject matter, documentary forms, etc) of the resource appropriate to the level of description	Accession Series Item	<i>paragraphs.</i> <i>Least detail</i> <i>More detail</i> <i>Most detail</i>
<appraisal>	Appraisal, destruction and scheduling information 3.3.2	Information about any appraisal, destruction or scheduling actions, already undertaken or planned	Accession Series Item	Deaccessioned 22 Jun 2000. Transferred to Queensland State Archives.
<arrangement>	System of arrangement 3.3.4	Information about internal structure or order of the resource appropriate to the level of description	Accession Series Item	Arranged into 5 series Arranged by correspondent then chronologically Alphabetical by surname
<accessrestrict>	Conditions governing access 3.4.1	Information about any restrictions or lack of restrictions affecting access to the resource	Accession Series Item	Unrestricted access Unrestricted access on material more than 20 years old
<userrestrict>	Conditions governing reproduction 3.4.2	Identification of any restrictions on the reproduction of the resource	Accession Series Item	Copyright reserved Copyright Library Board of Queensland Copying permitted
<langmaterial> <language>	Language / scripts of material 3.4.3	Identification of the language(s) or scripts(s) the resource is written in	Accession Series Item	English English French German
<phystech>	Physical characteristics and technical requirements 3.4.4	Identification of any physical characteristics or technical requirements which affect the use of the resource	Item	VHS video cassette
<otherfindaid>	Finding aids	Information about any additional	Accession	A series and item list is available

	3.4.5	finding aids relating to the resource	Series Item	An item list is available A typed transcription is available
<originalsloc>	Existence and location of originals 3.5.1	Indicates the existence, location, availability or destruction of the originals where the resource consists of copies	Accession Series Item	Originals are held by Mitchell Library, NSW. Originals were destroyed in the 1978 flood. Original letter in private ownership.
<altformavail>	Existence and location of copies 3.5.2	Indicates the existence, location and availability of copies of the resource	Accession Series Item	A microfilm copy is held by Mitchell Library, NSW. A photocopy is available A digital version is available
<relatedmaterials> <separatedmaterials>	Related units of description 3.5.3	Cites a separate accession which has some association (eg subject) to the resource and is cited as it may be of use to a client A separate accession which is related by provenance to the described resource	Accession	Reference Code: Accession Title
<bibliography>	Publication note 3.5.4	Identifies any publications which are about or based on the use, study, analysis of the resource. Includes references to published facsimiles or transcriptions	Accession Series Item	Formula (Harvard - books): Author (surname, initials), year published. <i>Title</i> , edition (if not the first), volume (if more than 1), Place of publication, Publisher. EG. Falkiner, S. and Oldfield, A., 2000. <i>Lizard Island: the journey of Mary Watson</i> , Crows Nest, NSW, Allen & Unwin.
<odd>	Note 3.6.1	Information which does not fit into any other available field. May be temporary information	Accession Series Item	Donation agreement sent 16 Mar 2002. Previously identified as OMGN/1. Estimated value \$10 000 in 2004.
<processinfo>	Archivist's note	Identify the actions taken in preparing the description: who	Accession	Registered by Fiona Gaske 16 Mar 1998. Arranged and described by Fiona Gaske

	3.7.1	was responsible and when.	Series Item	2003. Described by Naomi Elliott 2004. Described by Jorn Harbeck 2004.
<descrules>	Rules or conventions 3.7.2	Identify any rules, protocols or standards followed in preparing the description of the resource	EAD Header	Described under the rules of ISAD(G)
<controlaccess>	<i>No ISAD(G) equivalent.</i> <corpname> LCNA/AACR2 <famname> LCNA/AACR2 <persname> LCNA/AACR2 <name> LCNA/AACR2 <geogname> Gazetteer of Australia <subject> LCSH <function> Use AAT <genreform> Use AAT <occupation> LCSH	Controlled access headings for subject searching Corporate name Family name Personal name Name Geographic location Subject (topical) Function Genre or format Occupation	Accession	Australian Labor Party Smith family Jones, Mary G., b. 1908 <i>When cannot identify type of name</i> Brisbane (Qld.) Pioneers -- Queensland Personal correspondence Letters (correspondence) Butcher
<physloc>		Physical location of the described resource	Accession Item	Boxes 564 to 571; 568 O/S Box 1154
<prefercite>		Gives the required information for citing the resource	Accession	Formula: Item reference code, Accession Title, John Oxley Library/James Hardie Library, State Library of Queensland, Australia.
<abstract>		Summary, giving brief biographical or historical information about the creator(s) of the collection and brief information on the scope and content of the collection	Accession	<i>Prose text in structured sentences. One paragraph only</i> <i>Does not include any information that does not also appear in other elements, esp <bioghist> and <scopecontent></i>
<repository> <corpname> <subarea> <address> <addressline>		Institution responsible for intellectual access to the collection / finding aid	Accession	<repository> <corpname>State Library of Queensland <subarea>John Oxley Library <address> <addressline>PO Box 3488 <addressline>South Brisbane Q 4101
<dao>		Still under investigation	Item	

<p><daodesc></p> <p><daogrp></p> <p><daoloc></p>				
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EAD HEADER – Administrative Metadata

EAD Tag	Title in full	Description	Example
<ead>	Encoded Archival Description	REQUIRED – Primary wrapper element for the finding aid. Wraps administrative and descriptive sections.	
<eadheader>	EAD Header	Wrapper for bibliographic and descriptive information about the finding aid (not the materials being described).	
<eadid>	EAD Identifier	REQUIRED - Unique identifier of the EAD instance	
<filedesc>	File Description	REQUIRED – Bundles bibliographic information about the finding aid. Sub elements must be in the following order: <titlestmt> <editionstmt> <publicationstmt> <seriesstmt> <notestmt>	
<titlestmt>	Title Statement	REQUIRED – Wrapper element for information about the name of an encoded finding aid and those responsible for its intellectual content.	
<titleproper>	Title Proper of the Finding Aid	The name of the finding aid.	Finding Aid to the Robinson Family Papers
<subtitle>	Subtitle	A secondary or subsidiary name of an encoded finding aid.	
<author>	Author	Name of institution(s) or individual(s) responsible for compiling the intellectual content of the finding aid.	Naomi Elliott

<sponsor>	Sponsor	Name(s) of institution(s) or individual(s) who endorsed, financed, or arranged the acquisition, appraisal and processing of the described materials or the preparation and distribution of the finding aid.	Purchase of this material was made possible by the support of the State Library of Queensland, Library Foundation.
<editionstmt>	Edition Statement	OPTIONAL – Wraps information about the edition of the finding aid.	
<edition>	Edition	The version of the finding aid. A new version represents substantial changes to the finding aid from the superseded version. Minor changes are recorded in <change>.	
<p>	Paragraph	Paragraph indicating the differences in the newer version.	
<publicationstmt>	Publication Statement	OPTIONAL – Wrapper element for information about the publication of the finding aid. Includes the publisher's name, address, and date of publication.	
<publisher>	Publisher	The name of the party responsible for issuing or distributing the encoded finding aid.	State Library of Queensland
<date>	Date	Generic element for encoding dates. In this instance the date the finding aid was created / published.	15 July 2004
<address>	Address	Generic element which wraps postal, address and contact information.	
<addressline>	Address line	Generic element which contains one line of postal, address or contact information.	<addressline> State Library of Queensland <addressline> PO Box 3488 <addressline> South Brisbane Q 4101
<seriesstmt>	Series Statement	OPTIONAL – Wrapper element for information about the published monographic series, if any, to which an encoded finding aid belongs.	
<titleproper>	Title Proper of the Finding Aid	Use for the name of the finding aid series the finding aid belongs to.	
<num>	Number	Generic element for numeric	

		information. In this instance to identify a number associated with the series identified in <seriesstmt>	
<p>	Paragraph	Generic element. Formatting allowing one of more sentences forming a prose passage to be distinct.	
<profiledesc>	Profile Description	OPTIONAL – Information about the creation of the encoded version of the finding aid including the who, where and when of the encoding.	
<creation>	Creation	Information about the encoding of the finding aid, the person(s) or agency(ies) responsible for the encoding, the date and the circumstances under which the encoding was done.	Created in an XML template within ENCompass.
<descrules>	Descriptive Rules	Identify the rules, standards, conventions and protocols followed in preparing the description.	Described under the rules of ISAD(G)
<language>	Language Usage	Statement about which language(s) or script(s) the finding aid is written in.	Finding aid written in
<language>	Language	Identifies the language the finding aid is written in.	English.
<revisiondesc>	Revision Description	OPTIONAL - information about changes or alterations made to the encoded finding aid. Order the <change>s in reverse chronological order.	
<change>	Change	Wraps information about updates made to the EAD document	
<date>	Date	Generic element for encoding dates. In this instance, the date on which a change was made to the finding aid. Pair with <item>.	2003-12-01
<item>	Item	Information about the revision. Always pair with a <date>.	Biographical history written and added to the finding aid.
<frontmatter>	Front Matter	Wrapper element for prefatory text about the finding aid, including	

		creation, publication and use.	
<titlepage>	Title Page	Wrapper element that groups bibliographic information about an encoded finding aid.	
<titleproper>	Title Proper of the Finding Aid	The name of the finding aid.	Finding Aid to the Robinson Family Papers
<subtitle>	Subtitle	A secondary or subsidiary name of an encoded finding aid.	
<date>	Date	Generic element for encoding dates. In this instance the date the finding aid was created / published.	15 June 2003
<num>	Number	Generic element for numeric information. In this instance use to identify the accession number of the finding aid.	Accession 4567
<author>	Author	Name of institution(s) or individual(s) responsible for compiling the intellectual content of the finding aid.	Penelope Steen
<edition>	Edition	The version of the finding aid. A new version represents substantial changes to the finding aid from the superseded version. Minor changes are recorded in <change>.	
<publisher>	Publisher	The name of the party responsible for issuing or distributing the encoded finding aid.	State Library of Queensland
<sponsor>	Sponsor	Name(s) of institution(s) or individual(s) who endorsed, financed, or arranged the acquisition, appraisal and processing of the described materials or the preparation and distribution of the finding aid.	Purchase of this material was made possible by the support of the State Library of Queensland, Library Foundation.