Dublin Core Elements

Element Name: Title
Label: Title
Definition: A name given to the resource
Comment: A name by which the resource is formally known
Guidelines: Repeat the element for title variants
Use a title from the image if there is one
Use AACR2 guidelines
Avoid simple generic terms such as “Papers” or “Photograph”
Exclude initial articles unless they are an essential part of the title
Capitalize the first letter of the first word of the title and proper names
Example: Tahoma High School basketball team
Cantril School, Castle Rock, Colorado

Element Name: Creator
Label: Creator
Definition: An entity primarily responsible for making/creating the content of the resource
Comment: Examples include artists, photographers, the person who wrote the letter
Guidelines: List multiple creators separated by semi-colons (;)
List Creators in the order they appear on the item
Use the Library of Congress Name Authority File http://authorities.loc.gov/ whenever possible
List personal names as last name, first name with birth and/or death dates if available
When in doubt, do not invert; give the name as it appears
Enter group or organization names in full, direct form; in the case of hierarchy, list parts from the largest to smallest, separated by periods (.)
In cases of lesser responsibility, use Contributor
Example: Adams, Ansel, 1902-
University of Colorado, Boulder. Dept. of Geography.
**Element Name: Subject**

Label: Subject

Definition: A topic of the content of the resource

Comment: Typically, Subject will be expressed as keywords, key phrases, or classification codes that describe a topic of the resource.

Guidelines: Use Library of Congress Subject Headings; add keywords if necessary
- List multiple subject terms separated by semi-colons (;)
- List Subjects in order of importance
- Choose significant and unique words from the title or description of the item; general topical words are less useful
- If the name is a person or organization, use the same form of the name as for the Creator element
- Don’t repeat the name if it is the same as the Creator
- If geographic terms are needed, add them here

Example: Silk industry – Massachusetts – Northampton; Northampton (Mass.)
Footwear industry – Massachusetts – Sturbridge; Sturbridge (Mass.)

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**Element Name: Description**

Label: Description

Definition: An account of the content of the resource

Comment: Description of the content of the item, not the item itself
- Examples include an abstract, table of contents, or a free-text summary

Guidelines: Limit to a few brief, significant sentences

Example: A woman and a child in a horse-drawn buggy, identified on back as Mrs. Merrick and Charlotte, on Garden of the Gods Road, by White House Ranch.

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**Element Name: Publisher**

Label: Publisher

Definition: An entity responsible for making the resource available

Comment: For digital objects, Publisher is the entity that created the digital resource; C/W MARS is doing the scanning and hosting the data, therefore, C/W MARS is the Publisher

Example: C/W MARS
Element Name: Contributor
Label: Contributor
Definition: An entity responsible for making contributions to the content of the resource
Comment: For persons or organizations with less responsibility for the creation of the content than the Creator; an assistant, transcriber, illustrator, etc.
Guidelines: Follow guidelines for Creator as to form (last name, first name; multiple names separated by semi-colons, etc.)
Not the person or organization who donated the original item
Example: Rockwell, Norman, 1894-1978

Element Name: Date
Label: Date
Definition: Date of an event in the lifecycle of the resource
Comment: The date of the original item; approximate if not known
Guidelines: Use YYYY-MM-DD (per ISO8601)
Follow date with a question mark (1897?) if date is approximate
If the date cannot be determined beyond a broad range (e.g. 1800-1850), include that information in Description.
Example: Year: 1897
Year and month: 1897-07
Year, month, day 1897-07-16

Element Name: Type
Label: Type
Definition: The nature or genre of the content of the resource (not format)
Comment: The two Types currently used in Digital Treasures are “image” and “text”
Guidelines: If the item is an image with significant text, list both separated by a semi-colon (;)
Example: Image; Text

Element Name: Format
Label: Format
Definition: The physical or digital manifestation of the resource
Comment: The format element may be used to determine the software or equipment
Guidelines: The two formats currently used in Digital Treasures are “image/jpg” and “text/html”
Example: image/jpg
text/html
Element Name: Identifier
Label: Resource Identifier
Definition: An unambiguous reference to the resource within a given context
Comment: Identify the resource by means of a string or number conforming to a formal identification system (URI, ISBN)
Local identifiers such as ID numbers, accession numbers or call numbers may also be used
Guidelines: Use for the accession number or call number
Example: LH6295

Element Name: Source
Label: Source
Definition: A reference to a resource from which the present resource is derived
Comment: Consider the Relation element first; use the Source element for information that does not fit easily into Relation
Reference the Source using URI, ISBN, call number or accession number
Guidelines: Source is used when describing the chapter of book; one letter of a collection
Source is also used for the publisher of the original item or for describing the original item
Example: Image from page 54 of the 1922 edition of Romeo and Juliet.
Hand-colored postcard; 4” x 5 ½”

Element Name: Language
Label: Language
Definition: The language of the intellectual content of the resource
Comment: The language(s) in which a text is written or the spoken language(s) of an audio or video resource. Visual images do not usually have a language unless there is significant text in a caption or in the image itself.
Guidelines: Use 2 digit language code (per ISO 639) qualified by country
Most items in Digital Treasures are English or left blank
Example: en-US
**Element Name: Relation**

Label: Relation  
Definition: A reference to a related resource  
Comment: Expresses the relationship between the present resource and a related resource  
If the item is part of a larger collection, the larger collection is named here  
Example: Is part of Jack and Charmian London correspondence and papers, 1984-1953. Utah State University Special Collections & Archives, MSS COLL 10  

**Element Name: Coverage**

Label: Coverage  
Definition: The extent or scope of the content of the resource  
Comment: Typically, Coverage will include spatial location (a place name or geographic coordinated), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity).  
Select a value from a controlled vocabulary such as the Getty Thesaurus of Geographical Names  
Guidelines: If a book published in 1920 is a history of the American Civil War, Coverage is 1860-1865  
Use Coverage for maps  
Example: 394916N0771325W [Latitude/Longitude for Gettysburg National Military Park]  

**Element Name: Rights**

Label: Rights Management  
Definition: Information about rights held in and over the resource  
Comment: If Rights element is absent, no assumptions can be made about the status of these and other rights with respect to the resource  
Guidelines: All items created prior to 1923 are not subject to copyright laws  
Leave this area blank if there is no specific Rights Management statement