Metadata

From the Beginning

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What is Metadata?

Metadata can be integrated or separate.
- Descriptive metadata integrated – shown with the image
- Administrative metadata separate – hidden from viewer

Examples of metadata schema
- Dublin Core
- PB Core (Public Broadcasting Core)
- EAD (Encoded Archival Description)
- AACR2/MARC (Anglo-American Cataloging Rules/Machine Readable Cataloging)
- MODS/METS (Metadata Object Descriptive Schema/Metadata Encoding and Transmission Standard)
- VRA Core (Visual Resources Association Core Categories)

What is Dublin Core?
An internationally recognized metadata standard composed of fifteen basic elements, or descriptive categories, used to describe a variety of digital resources.

Begun in 1995 in Dublin Ohio by librarians, digital library researchers, content providers, and text markup experts for searching digital resources.

Maintained by the Dublin Core Metadata Initiative (DCMI)
www.dublincore.org

Intended to co-exist with other metadata standards, not replace them
**Characteristics of Dublin Core:**
- Simple to create and maintain
- Uses commonly understood terminology
- International in scope
- Extensible (QDC – Qualified Dublin Core)

**All elements are optional**
- Digital Treasures Project requires **Title**
- Strongly recommends (if available)
  - Creator
  - Subject
  - Description
  - Date
  - Type
  - Format

**All elements are repeatable**

**Elements may appear in any order**

**Controlled vocabulary is recommended** *(e.g. Library of Congress Subject Headings)*

General Input Guidelines:
- **Punctuation**: Avoid ending punctuation unless it is part of the content of the resource
- **Abbreviations**: Common or accepted abbreviations are allowed (St., Mrs.) Avoid abbreviations that would make the record unclear. If in doubt, spell out the abbreviation.
- **Capitalization**: Follow AACR2 guidelines. Capitalize the first word of a title and all proper nouns. Capitalize content in the description element according to normal rules of writing. Acronyms should be entered in capital letters.

**Resources**
- Metadata in repositories: An overview  
  [http://www.wm.aber.ac.uk/objects/metadata_overview/](http://www.wm.aber.ac.uk/objects/metadata_overview/)
- Wikipedia entry  
- DCMI: Using Dublin Core  
- CDP: Dublin Core Metadata Best Practices
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.)

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.
**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 ISO 8601)
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/jpg”; “text/html” also possible
Example: image/jpg
text/jpg

**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:** Items created prior to 1923 are not subject to copyright laws. Leave this area blank if there is no specific Rights Management statement  
**Example:** Permission to use images must be obtained in advance and in writing from the Clark University Archives by writing to Archives@clarku.edu

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**DUBLIN CORE RECORD FORM**

**TITLE:**

**CREATOR:**

**SUBJECT:**

**DESCRIPTION:**

**PUBLISHER:**

**CONTRIBUTOR:**