Metadata

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From the Beginning

Dodie Gaudet
Bibliographic & Technical Services
Consultant
CMRLS

Dublin Core

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.wrn.aber.ac.uk/objects/metadata_overview/

Wikipedia entry
http://en.wikipedia.org/wiki/Dublin_core

DCMI: Using Dublin Core
http://www.dublincore.org/documents/usageguide/

CDP: Dublin Core Metadata Best Practices

(Originally Collaborative Digitization Project, now Bibliographical Center for Research) http://www.bcr.org/dps/cdp/best/dublin-core-bp.pdf#8

Library of Congress Subject Headings http://authorities.loc.gov/

Getty Thesaurus of Geographical Names
http://www.getty.edu/research/conducting_research/vocabularies/tgn/

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 <u>content</u> 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 <u>content</u> 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 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/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 <u>content</u> 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

DUBLIN CORE RECORD FORM

TITLE:_____

CREATOR:_____

SUBJECT:_____

_____

_____

DESCRIPTION:_____

_____

_____

_____

PUBLISHER:_____

CONTRIBUTOR:_____

DATE:_____

TYPE:_____

FORMAT:_____

IDENTIFER:_____

SOURCE:_____

LANGUAGE:_____

RELATION:_____

_____

COVERAGE:_____

RIGHTS:_____

_____