Digital Collections Center Metadata Guidelines

Updated 06/10/2022

We are using [qualified Dublin Core metadata](#).

Identifier

A unique identifier that sets the digital object apart from other digital objects.

Mapping
dc.identifier

Input Guidelines
- For consistency's sake, the "Identifier" should be the same as the File Name.
- If an "identifier" needs to be created, please refer to local naming conventions INSERT LINK

Example
      bonhomie-1933.pdf

Title

Name or label given to the resource by the creator or publisher; may also be a phrase or name of the object supplied by the content contributor.

Mapping
dc.title

Input Guidelines
- Capitalize only the first letter of the title and proper nouns contained within the title.
- In general, use the punctuation provided with the title. However, you are allowed to change punctuation when necessary to make the title easier to read.
- Do not include initial articles such as a, an, the, etc. For non-English titles, check specific guidelines for that language.

Example
      Tragedy of the Korosko

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Creator

The individual, family, or corporate body primarily responsible for the creation of the resource.

Mapping
dc.creator

Input Guidelines
- Use the [Library of Congress Name Authority File](#) (LCNAF) form of the name
- Separate multiple Creator Name fields with semicolon-space.
- If the name does not appear in the LCNAF, follow Library of Congress guidelines for establishing name authorities EXCEPT always add birth and death dates when available.
- If name is unknown, leave field blank.

Example
> Doyle, Arthur Conan, Sir, 1859-1930.

Examples for birth date only and death date only:

- Morgan, Beth A., 1979-

- Morgan, Beth A., d. 2048*

Contributor

Persons or organizations who made significant intellectual contributions to the resource, but whose contribution is secondary to the Creator. Examples include co-author, editor, transcriber, translator, illustrator, etc. Recipients of letters or postcards may also be recorded in this field.

Mapping
dc.contributor

Input Guidelines
- Use the [Library of Congress Name Authority File](#) (LCNAF) form of the name
- Separate multiple Contributor Name fields with semicolon-space
- If the name does not appear in the LCNAF, enter the personal names in the form "Last Name, First Name." For corporate names or state agency names, not listed in the LCNAF, please refer to the Discovery Services Division.

Example
> Mulkey Engineers and Consultants

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Date

The date an item was originally created, issued, or published.

Mapping
dc.date.created

Input Guidelines
- Use the ISO 8601 W3C Date Time Format as the input standard for this field. See the table below for guidelines
- There is no way to express date ranges to include months and/or days, so just enter the range of years. In the Description field list the date range as it appears in the document.
- There is no way to express days or months if the year is unknown. If this is the case, leave the Date – Original field blank and enter this month/day information in the Description field.

Examples

Date Type	Date on Publication	Use This in Date - Original
Single dates	July 4, 2003	2003-07-04
	July, 2003	2003-07
	2003	2003
	July 4	[leave blank. Enter in Description field]
Range dates	July 4, 2003 – July 10, 2003	2003
	July 2001 – July 2003	2001-2003 OR 2001; 2002; 2003
	July 2000 – current	2000

Alt Text

A brief description of a photograph or image for accessibility purposes

Mapping
Omeka Alt Text Plug-in

Input Guidelines
- Briefly describe what is happening in the photograph or image.
- If you are describing a page of text saved in an image format (e.g. JPG, PNG, or GIF) then the alt text can say something simple like "handwritten letter".

Examples
Handwritten manuscript
Joe Vaughn standing on the steps of the library looking up

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Description

A textual description of the content of the resource.

Mapping
dc.description

Input Guidelines
- Enter descriptive information about the item. Whenever possible, stick to the 5 Ws: who, what, when, where, why.
- Keep description information succinct. Use complete sentences. Limit to 3 sentences whenever possible.
- Separate multiple values with semicolon-space.
- If work is unpublished, note here.

Example
> The towers of the "Kölner Dom" (Cologne Cathedral) is Germany's most visited landmark. It is a Gothic style cathedral and a monument of German Catholicism built between 1248 and 1880. It did not collapse during World War II even after taking 70 hits by aerial bombs.

Subject

What the content of the resource is about or what it is, expressed by topical, personal, corporate, or geographic terms for significant people, places, organizations, events, and topics reflected.

Mapping
dc.subject

Input Guidelines
- Use [Library of Congress Subject Headings (LCSH)](#) as the controlled vocabulary.
- Enter keywords in non-LCSH format into the "Description" field.
- Separate multiple values in this field with semicolon. DO NOT USE A SPACE!
- To facilitate searching in CONTENTdm, be sure to enter subject headings that are sufficiently general to bring together materials on the same topic.
- There is not a limit to number of subject headings, they should be sufficient to find the resource.

Example
> Furman University
> Coins, Roman

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Publisher

The company responsible for originally publishing or printing the item, typically a book, newspaper, magazine, or article

Mapping
dc.publisher

Input Guidelines
- Enter the Publisher's name as it appears on the physical material or in the Library Catalog record.
- If publisher is unknown, leave field blank.

Example
> Ballantine Books

Source

If the resource is part of a larger resource (e.g. an article in a newspaper or an excerpt from a book), use this field to describe the source

Mapping
dc.source

Input Guidelines
- Provide title, author, date, and page number.
- If the source is already available in CONTENTdm, include a link

Example
> Furman Magazine. Vol. 12, Issue 3. Autumn 1963. Pages 13-15
> https://cdm16821.contentdm.oclc.org/digital/collection/p16821coll5/id/1558/rec/66

Geographic Location

The geographic location significantly discussed or represented in the content of the resource. If there is a geographic location, "Latitude" and "Longitude" fields must also be completed.

Mapping
dc.coverage.spatial

Input Guidelines
- Use Library of Congress Subject Headings (LCSH) for the correct format of Geographic Location. Do not include city names or county names without including state information as well.
- Geographic Location may include cities, towns, counties, states, and countries.
- Separate multiple Geographic Location fields with a semicolon-space.

- If the Geographic Location is a city or town in South Carolina, fill out the "S.C. County" field below.

Example
> Travelers Rest (S.C.)
> Philadelphia (Pa.)
> Tarrant County (Tex.)

Latitude

If known, the latitude of the specific geographic location significantly discussed or represented in the content of the resource. If latitude and longitude are known, the "Geographic Location" field must be completed.

Mapping
dc.coverage.spatial

Input Guidelines
- You can look up specific latitude/longitude using Google Maps. Simply type in the location and then look up at the URL in the browser. The numbers after the @ symbol are latitude and longitude. Latitude is the first number. See example

Example
> 49.9705614

Longitude

If known, the longitude of the specific geographic location significantly discussed or represented in the content of the resource. If latitude and longitude are known, the "Geographic Location" field must be completed.

Mapping
dc.coverage.spatial

Input Guidelines
- You can look up specific latitude/longitude using Google Maps. Simply type in the location and then look up at the URL in the browser. The numbers after the @ symbol are latitude and longitude. Longitude is the second number. See example

Example
> 15.3272451

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Format

The electronic format of the item being described.

Mapping
dc.format

Input Guidelines
- Locate the file extension in the *File Extensions* column in the table below. The term listed in the *Format - Digital* column will be what you use in the metadata field.
- If you cannot find the appropriate file extension on the list below, refer to the list of Internet Media (MIME) Types.

File Extensions	Format - Digital
avi	video/x-msvideo
gif	image/gif
htm, html	text/html
jpeg, jpg, jpe, jp2000	image/jpeg
mov	video/quicktime
mp2	video/mpeg
mp3	audio/mpeg
mpeg, mpa, mpe, mpf, mpv2	video/mpeg
pdf	application/pdf
rtf	application/rtf
swf	application/x-shockwave-flash
tif, tiff	image/tiff
txt	text/plain
wav	audio/x-wav

Medium

The format of the original item. If the item is born digital, this may be the same as the "Format – Digital" field.

Mapping
dc.format.medium

Input Guidelines
- Use the *Art and Architecture Thesaurus* (AAT) when describing the original format. See the list below for common format terms.
- Separate multiple values in this field with semicolon-space.
- Use multiple values whenever you deem it necessary.

Examples
Annual reports   Coins (money)

Costume Designs
Directories
Ephemera
Exhibition catalogs
Legal documents
Maps
Maquettes (sculptures)
Minutes (administrative records)
Models (representations)
Negatives (photographic)
Newsletters
Newspapers
Newspaper columns

Paint Elevations
Periodicals
Photographs
Postcards
Posters
Programs
Reports
Sculptures
Set Designs
Sketches
Slides (photographs)
Statistics
Technical reports

Type

A broad term drawn from a controlled vocabulary that describes the genre or nature of the resource.

Mapping
dc.type

Input Guidelines
- Use the DCMI Type vocabulary to establish the type value for a resource.
- Separate multiple Type values with semicolon-space.

Examples
– Image
– Moving image
– Text

Language

The language of the content of the item. If the item is an image without words, this field may be omitted.

Mapping
dc.language

Input Guidelines
- Use the ISO 639-2RFC 3066 list of languages
- Separate multiple Language values with semicolon-space.

Examples
English
Spanish

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Contributing Institution

Entity or entities that make the resource available as part of their digital repositories.

Mapping
Omeka custom field

Input Guidelines
- This field may contain the entry "Centre College", "Centre College Library", "Centre College Special Collections"

Example
Centre College Library

Physical Location

The physical collection from which the item was derived, either in whole or in part. This field is not required for the Centre College Institutional Repository Collection.

Mapping
dc.relation

Input Guidelines
- If applicable, enter the name of the physical collection of which the item is a part.

Example
Kilburg Coin Collection. Special Collections and Archives. Furman University

Rights

A statement relating to the copyright status and usage guidelines for the item.

Mapping
dc.rights

Input Guidelines
- Enter rights/usage information based on one of the statements below or create a new statement in consultation with the University Copyright Officer and the Digital Collections Center.

Examples

The rights status of this object is unclear and requires further research. This work may be in the public domain or it may be controlled by copyright holder(s). Grace Doherty Library cannot guarantee that your use of this digital image will not violate the rights of unknown copyright holders. It is your responsibility to determine and satisfy copyright or other use restrictions

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File Name

The name of the digital file.

Mapping
N/A will not migrate into Omeka

Input Guidelines
- For consistency's sake, the "File Name" should be the same as the Identifier.

Example
> bonhomie-1933.pdf