

Metadata Guidelines for Digital Georgetown

The Metadata Guidelines are intended to assist with the creation of metadata records for digital resources within Digital Georgetown. The guidelines are based on one of the most widely used metadata standards- Dublin Core, <http://dublincore.org>.

The Dublin Core is comprised of 18 elements and additional qualifiers. The Guidelines specified 7 mandatory elements and the remaining elements are optional but recommended. Subject terms were recommended to be taken from controlled vocabularies, thesauri, and subject heading lists whenever possible for more accurate retrieval. However, keywords could also be added to a record to enhance resource discovery.

The guidelines should be consulted when starting a new project. Modifications can be made on a project-by-project basis. The guidelines will be reviewed periodically to include these modifications.

Mandatory & Optional Elements

Mandatory	Optional
Title	Description
Contributor	Publisher
Date.Digital	Type
Date.Original (if applicable)	Source
Subject	Language
Format	Relation
Identifier	Coverage
	Rights
	Audience
	Provenance
	Rights Holder

Dublin Core Elements with Qualifiers

Element	Qualifier	Scope Note
audience		A class of entity for whom the resource is intended or useful
audience	mediator	An entity that mediates access to the resource
audience	education level	A general statement describing the education or training context

contributor		A person, organization, or service responsible for the content of the resource. Catch-all for unspecified contributors
contributor	advisor	Use primarily for thesis advisor
contributor	author	
contributor	editor	
contributor	illustrator	
contributor	other	
coverage	spatial	Spatial characteristics of content
coverage	temporal	Temporal characteristics of content
creator		Do not use; for harvested metadata only
date		Use qualified form if possible
date	accessioned	Date DSpace takes possession of item
date	digital	
date	original	
date	available	Date or date range item became available to the public
date	copyright	Date of copyright
date	created	Date of creation or manufacture of intellectual content if different from date.issued
date	issued	Date of publication or distribution.
date	submitted	Recommend for theses and dissertations
identifier		Catch-all for unambiguous identifiers not defined by qualified form; use identifier.other for a known identifier common to a local collection instead of unqualified form
identifier	citation	Bibliographic citation for works that have been published as a part of a larger work, e.g. journal articles, book chapters
identifier	govdoc	Government document

		number
identifier	isbn	International Standard Book Number
identifier	issn	International Standard Serial Number
identifier	sici	Serial Item and Contribution Identifier
identifier	ismn	International Standard Music Number
identifier	other	A known identifier type common to a local collection
identifier	uri	Uniform Resource Identifier
description		Catch-all for any description not defined by qualifiers
description	abstract	Abstract or summary
description	provenance	The history of custody of the item since its creation, including any changes successive custodians made to it
description	sponsorship	Information about sponsoring agencies, individuals, or contractual arrangements for the item
description	statementofresponsibility	To preserve statement of responsibility from MARC records
description	tableofcontents	A table of contents for this item
description	uri	Uniform Resource Identifier pointing to description of this item
format		Catch-all for any format information not defined by qualifiers
format	extent	Size or duration
format	medium	Physical medium
format	mimetype	Registered MIME type identifiers
language		Catch-all for non-ISO forms of the language of the item, accommodating harvested values
language	iso	Current ISO standard for language of intellectual content, including country

		codes (e.g., "en_US")
provenance		A statement of any changes in ownership and custody of the resource since its creation
publisher		Entity responsible for publication, distribution, or imprint
relation		Catch-all for references to other related items
relation	isformatof	References additional physical form
relation	ispartof	References physically or logically containing item
relation	ispartofseries	Series name and number within that series, if available
relation	haspart	References physically or logically contained item
relation	isversionof	References earlier version
relation	hasversion	References later version
relation	isbasedon	References source.
relation	isreferencedby	Pointed to by referenced resource
relation	requires	Reference resource is required to support function, delivery, or coherence of item
relation	replaces	References preceding item
relation	isreplacedby	References succeeding item
relation	uri	References Uniform Resource Identifier for related item
rights		Terms governing use and reproduction
rights	uri	References terms governing use and reproduction
rights holder		A person or organization owning or managing rights over the resource.
source		Do not use; for harvested metadata only
source	uri	Do not use; for harvested metadata only
subject		Uncontrolled index term
subject	classification	Catch-all for value from local classification system; global classification systems will receive specific qualifier.
subject	ddc	Dewey Decimal Classification

		Number
subject	lcc	Library of Congress Classification Number
subject	lcsh	Library of Congress Subject Heading
subject	mesh	Medical Subject Headings
subject	other	Local controlled vocabulary
title		Title statement/title proper
title	alternative	Varying (or substitute) form of title proper appearing in item, e.g., abbreviation or translation
type		Nature or genre of content