

Metadata Field	Definition	Notes on Usage
dc.title	Name of the item you are describing.	Establish conventions, e.g. sentence case vs. title case, supplied information in brackets, etc.
dc.creator	The person or organization primarily responsible for making the item you are describing, e.g., artist, author.	Use a controlled vocabulary such as the Library of Congress Name Authority File (LCNAF) , Union List of Artist Names (ULAN) , or the Virtual International Authority File (VIAF) .
dc.contributor	Person or organization responsible for making contributions to the resource, e.g. illustrator.	Use a controlled vocabulary such as the Library of Congress Name Authority File (LCNAF) , Union List of Artist Names (ULAN) , or the Virtual International Authority File (VIAF) .
dc.date	Point or period of time associated with the item, e.g. date original item was created.	Use the international standard for date and time formats , e.g. 2017-01-01, which is nicely summarized in this W3C note on date and time formats .
dc.description	A free-text account of the item you are describing.	A good place for information that doesn't fit in other, more structured metadata fields.
dc.rights	Information about the rights status of the item.	Use standard descriptions such as Creative Commons licenses or the statements from RightsStatements.org .
dc.subject	Topic of the item you are describing.	Use a controlled vocabulary such as the Library of Congress Subject Headings (LCSH) or Thesaurus for Graphic Materials (TGM) .

dc.coverage	The spatial or temporal topic of the item being described: instead of the place or date when the item was created, the place or date that an item is about, e.g. the event that a monument commemorates.	For spatial topics, use a controlled vocabulary such as the Thesaurus of Geographic Names (TGN) . For temporal topics, use a structured format similar to that for dc.date.
dc.publisher	Person or organization responsible for making the item available.	Use a controlled vocabulary such as the Library of Congress Name Authority File (LCNAF) , Union List of Artist Names (ULAN) , or the Virtual International Authority File (VIAF) .
dc.relation	Citation of a related item.	Include URL to item, e.g., if it appears in another digital collection.
dc.source	Citation to where this item was found, e.g. collecting institution or or print resource.	Include URL to item, e.g., if it appears in another digital collection.
dc.format	Physical medium, file format, or dimensions of the item.	Use a controlled vocabulary, such as the Art & Architecture Thesaurus (AAT) .
dc.type	Nature or genre of the item.	Use a controlled vocabulary such as the DCMI Type Vocabulary .
dc.language	A language of the item.	Use a controlled vocabulary such as RFC 5646: Tags for Identifying Languages . According to this specification English as used in the United States would en-US. Otherwise, just be consistent!
dc.identifier	An unambiguous reference to the item.	E.g. file name or URI.

