CollectionBuilder Data Dictionary

Field	DisplayName	ExampleValue	Definition	DataType	InputRules	Obligation	Search
objectid		test001	A unique string with no spaces or special characters that will be used as an ID in the website.	Text	Each objectid must be unique. Each objectid property should have a single value.	Required	No
filename		jpg, pdf, mp3: include file extension (pg1_440.jpg) YouTube: include youtube id (Mw0K0u_gBDs)	The digital object's filename.	Text	Each filename property should have a single value and end with a file extension unless that file is a YouTube video, in which case the filename should be the YouTube ID, with no file extension attached.	Required	No
title	Item title	Haystack Rock White Pass & Yukon Railroad train stopped at the summit of White Pass, ca. 1914	A name given to the resource.	Text	Each title property should have a single title value.	Required	Yes
creator	Creator	For multiple creators, separate values with a semicolon.	An entity primarily responsible for making the resource.	Text	For multiple creators, separate values with a semicolon.	Recommended	Yes
date	Date Created	Year: YYYY (1997) Year and month: YYYY-MM (1997-07) Complete date: YYYY-MM-DD (1997-07-16)	A point or period of time associated with an event in the lifecycle of the resource.	Integer	A resource may have several dates associated with it. The date covered by this table refers to the creation of the original resource, that is, when the resource was first created, before undergoing any conversion. If the date is unknown, specify an estimated date or date range.	Required	Yes
description	Description	Camp II Bus Station at Poston with a Japanese flair. Postcard of the Memorial Gymnasium on the University of Idaho campus in Moscow, Idaho.	An account of the resource.	Text	Anything significant about the digital resource not covered elsewhere. Use standard punctuation and grammar to describe the item's history, physical appearance, contents, abstract, etc.	Recommended	Yes
subject	Subjects	Dentistry Dogs; Cats; Zebras	The topic of the resource.	Text	For multiple subjects, separate values with a semicolon.	Recommended	Yes
location	Location	Pullman, Washington	A geographic location to which the resource applies.	Text	Use for human readable place name.	Recommended	Yes
latitude	Latitude	46.731643	A geographic coordinate that specifies the north-south position of an item's place.	Decimal	Expressed as decimal degrees instead of degrees-minutes-seconds format.	Recommended	No
longitude	Longitude	-117.165625	A geographic coordinate that specifies the east-west position of an item's place.	Decimal	Expressed as decimal degrees instead of degrees-minutes-seconds format.	Recommended	No
collection	Source Collection	PG 5, University of Idaho Library Special Collections and Archives	A related resource from which the described resource is derived.	Text	Expressed as collection name followed by a comma, then followed by holding library.	Required	No
identifier	Source Identifier	Postcard_023 ARG-02-16-1993	An unambiguous reference to the resource within a given context.	Text	Use to reflect unique naming given by source collection	Required	No
type	Type	Image; Black-and-white photographs Image; MovingImage Sound; Text Text; Articles	The nature or genre of the resource.	Text	Use to describe the type of the resource with at least one value from DCMI Type vocabulary. For multiple values, either repeat the property or separate values with a semicolon. Optional: Use to refine the selected DCMI Type value with one or more genre value(s). Use of AAT genre terms is preferred. Adding genre values is optional and is in addition to the required type value(s).	Required	No
format	Format	audio/mp4 application/pdf image/tiff video/avi	The digital file format of the resource.	Text	Use for the digital format of the resource, form as an Internet Media Type (IMT) term. For multiple formats, either repeat the property or separate values with a semicolon.	Required	No
language	Language	eng	A language of the resource	Text	Recommended best practice is to use a controlled vocabulary such as https://www.ietf.org/rfc/rfc4646.txt	Recommended	No
rights	Rights	Educational use includes non-commercial use of text and images in materials for teaching and research purposes. Digital reproduction rights granted by the University of Idaho Library. For other uses beyond free use, please contact University of Idaho Library Special Collections and Archives Department at libspec@uidaho.edu.	Information about rights held in and over the resource.	Text	A free-text rights statement that complements the selected standardized rights statement.	Recommended	No

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Use a rightsstatements.org statement to express the rights status if your institution does not hold the rights, or if your institution holds the rights but does not wish to use a Creative Commons license.
Use a Creative Commons license if your institution hold the rights and you're authorized to make that determination. If the creator already assigned one, use they one they assigned.
For materials in the public domain, use a rightsstatement.org statement or the Creative Commons Public Domain Mark. | Required | No |