

# Metadata Best Practices for the Illinois Digital Heritage Hub

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A partnership of:



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# Introduction

The Digital Public Library of America (DPLA)<sup>1</sup> is a portal to America's cultural heritage that provides access to archival resources, works of art, and the written word. The Illinois Digital Heritage Hub (IDHH)<sup>2</sup> is the service hub that aggregates and provides Illinois' rich and unique digital resources' metadata to DPLA. As of December 2016, DPLA provides access to more than 14 million searchable items, and those numbers continue to grow daily.

This document was created for institutions (libraries, archives, and museums) that contribute their digital collections' metadata to the IDHH. Below are the best practices for each metadata field that is used by the DPLA, based on DPLA's Metadata Application Profile (DPLA-MAP).<sup>3</sup> Each field is formatted as a table named with the DPLA display label, and includes suggestions for controlled vocabularies, formatting and structuring, and other areas. Additionally, the equivalent field from Dublin Core, MARC and MODS, can be found at the top of each table. Only the metadata fields that are used in DPLA are included in this document. A list of controlled vocabularies, as well as references, and a crosswalk to the DPLA Metadata Application Profile (DPLA-MAP) are included as appendices at the end of this document. These suggestions are intended to facilitate better discovery of IDHH resources in DPLA.

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<sup>1</sup> <https://dp.la/>

<sup>2</sup> <https://ildplametadataawrkgrp.wordpress.com/>

<sup>3</sup> <https://dp.la/info/developers/map/>

# Metadata Guidelines

## Table Key

### DPLA Label (\*)

*The human readable label for the field that is used in the DPLA.*

*\*An asterisk denotes that the given field is displayed in the DPLA portal.*

Field Name	Simple / Qualified Dublin Core	MARC	MODS
Requirement	<i>Whether the field is Required, Strongly Recommended, Recommended if Available, or Optional</i>		
Repeatable	<i>Yes/No</i>		
Definition	<i>Definition of the field</i>		
Controlled Vocabularies**	<i>Controlled vocabularies that can be used in the field.</i>		
Notes**	<i>Additional information or best practices that should be considered when using the field</i>		
Examples	<i>Examples for how the field can be used</i>		

**\*\***When a given field does not have necessary information, the row will be excluded.

## Alternate Title

Alternative Title	dcterms:alternative	245\$b 246\$a	<titleInfo><subTitle> <titleInfo><title type="alternative," "uniform," "abbreviated," or "translated">
Requirement	Optional		
Repeatable	Yes		
Definition	Alternative name for the resource, including subtitles or varying form of a title.		

Notes	If a secondary title is necessary for a resource, it is recommended to use<Alternate Title> instead of repeating the <Title> field.
Examples	<p><i>&lt;Alternate Title&gt; can include a fuller form of the title that may appear elsewhere in the resource, when &lt;Title&gt;, taken directly from the title page of the resource, is not a full title.</i></p> <p>Title: Benjamin Foster House  <b>Alternate Title:</b> The Benjamin Foster House Yearbook, 1917</p> <p><i>&lt;Alternate Title&gt; can include the subtitle of the resource.</i></p> <p>Title: Animal Husbandry  <b>Alternate Title:</b> An Introduction to Breeding and Birthing Animals for Agriculture</p>

## Collection

Collection Name	dcterms:isPartOf	May appear in 710, depends on local practice	<relatedItem type="series"> Or <relatedItem type="host">
Requirement	Required		
Repeatable	No		
Definition	Name of collection or aggregation that the resource is a part.		
Examples	<b>Collection:</b> Jacob and Melba Whetstone Oral History Collection <b>Collection:</b> Dance Card Collection (Monmouth College) <b>Collection:</b> Midwest Postcard Collection (Monahan Public Library)		

## Contributor

Contributor	dc:contributor	700, 710, 711\$a when the value of the subfield \$e is not 'author' or 'creator'	<name><namePart> where <name> also contains <role><roleTerm>contributor</roleTerm></role>
Requirement	Optional		
Repeatable	Yes		
Definition	Entity responsible for making contributions to the resource.		

Controlled Vocabularies	Getty Union List of Artist Names Library of Congress Name Authority Files Local controlled vocabularies Virtual International Authority File
Notes	It is recommended that personal names follow the format Last Name, First Name (life dates) Corporate names are added in direct order.
Examples	<i>Corporate name:</i> <b>Contributor:</b> Arlington Heights Public Library  <i>Personal name:</i> <b>Contributor:</b> Garcia-Rodriguez, Manuel S. (1972- )

## Creator\*

Creator	dc:creator	100, 110, 111, and 700, 710, 711 when the value of the subfield \$e is "author" or "creator"	<name><namePart> where a value of the <role><roleTerm> is "author" or "creator"
Requirement	Recommended if available		
Repeatable	Yes		
Definition	An entity primarily responsible for making the resource		
Controlled Vocabularies	Getty Union List of Artist Names Library of Congress Name Authority Files Local controlled vocabularies Virtual International Authority File		
Notes	It is recommended that personal names follow the format Last Name, First Name (life dates) Corporate names can be added in direct order.		
Examples	<i>Corporate name:</i> <b>Creator:</b> Arlington Heights Public Library  <i>Personal name:</i> <b>Creator:</b> Garcia-Rodriguez, Manuel S. (1972- )		

## Data Provider\*

Provenance	dcterms:provenance	110, 710	<name> with type="corporate"
Requirement	Required		
Repeatable	Yes		
Definition	Name of the contributing institution that creates the digital collection.		
Note	<p>This information is displayed in DPLA as "Contributing Institution," which shows where the item originates from.</p> <p>This field is mapped to the &lt;dcterms:provenance&gt; for the OAI QDC mapping. For all other information regarding the provenance of the item (i.e., provenance of physical items), it is recommended to use the &lt;dc:source&gt; field.</p> <p>Because this is the display name in DPLA, it is recommended that the metadata in this field only describe the contributing institution, other identifying information (such as URLs or physical addresses) should be mapped elsewhere.</p>		
Example	<b>Contributing Institution:</b> Arthur Public Library District		

## Date\*

Date	dc:date	260\$c or \$g 264\$c	<originInfo><dateCreated keyDate="yes">
Requirement	Strongly recommended		
Repeatable	No		
Definition	Date of creation of the resource.		
Controlled Vocabularies	Extended Date/Time Format (EDTF)		
Notes	When more than one date field is used in the local environment, e.g., original date, digitization date, or acquisition date, only the original date should be mapped to <Date>.		

Example	<p><i>When describing the year, month and day, format as:</i> <b>Date:</b> 2004-01-02</p> <p><i>When describing date range, format as:</i> <b>Date:</b> 1956-1957</p> <p><i>When describing the year and month, format as:</i> <b>Date:</b> 1965-08</p>
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## Description\*

Description	dc:description	500-599, except 506, 530, 540, 546	<note type="content">
Requirement	Optional		
Repeatable	Yes		
Definition	A free-text account of the described resource		
Notes	Description may include abstracts, general descriptions, or table of contents. However, all fields mapped to <Description> will be viewed in a single field in DPLA, and will not include the local labels. DPLA is unable to take raw OCR and transcriptions. It should be noted that when DPLA harvests from the IDHH, description fields longer than 450 characters will be truncated; this will not affect the metadata in the local environment.		
Example	<p><i>Three examples show varying degrees of descriptions, however they all include contextual information which helps the user understand the resource being described.</i></p> <p><b>Description:</b> Puerto Rican student demonstrators, from the University of Illinois, protesting the shooting of a young Puerto Rican man during the Puerto Rican Parade in Chicago, Ill., June 1966.</p> <p><b>Description:</b> Daybook of Peter Nelson, serving as a missionary in Honduras, from 1905-1915.</p> <p><b>Description:</b> Exterior of the Essex mayor's house. The building is in the Neo-Classical style with a French garden and fountain in the front. The house is two storied, and has six columns. There is a horse and carriage on the right, and a man and woman walking on the sidewalk on the left.</p>		



## Extent

Extent	dcterms:extent	300\$a	<physicalDescription><extent>
Requirement	Recommended		
Repeatable	Yes		
Definition	The duration, such as the length of a video or audio recording (in hours, minutes, and seconds), or the size (in inches or centimeters) of a resource.		
Example	<p><i>Describes the hours, minutes, and seconds of a video or sound file</i>  <b>Extent:</b> 01:24:33</p> <p><i>Describes the dimensions in inches of a three-dimensional object</i>  <b>Extent:</b> 3.5" x 6" x 10"</p> <p><i>Describes the dimensions in centimeters of a two-dimensional object</i>  <b>Extent:</b> 7 x 12 cm.</p>		

## Identifier

Identifier	dc:identifier	856 \$u (when the first indicator is 4 and the second indicator is 0)	<identifier> or <location><url>
Requirement	Required		
Repeatable	No		
Definition	Web accessible URI that distinctively identifies the resource		
Notes	Identifier is usually automatically generated by the content management system. Please do not use local identifiers in strings as values for <Identifier>.		
Example	<b>Identifier:</b> <a href="http://collections.carli.illinois.edu/cdm/ref/collection/wiu_digimgc/id/2000">http://collections.carli.illinois.edu/cdm/ref/collection/wiu_digimgc/id/2000</a>		

## Language\*

Language	dc:language	041 subfields \$a\$b\$d\$e\$f\$g\$h\$j, 008 positions 35-37	<language><languageTerm>
Requirement	Strongly recommended for text materials		
Repeatable	Yes		
Definition	A language of the resource		
Controlled Vocabularies	ISO 639-2 (code or text) ISO 639-3 (code or text)		
Note	Only use this field if there is text in the resource. This field is not intended to describe the metadata.		
Example	<i>Using consistent formatting allows for better search and discovery</i> <b>Language:</b> English <b>Language:</b> Spanish <b>Language:</b> Swedish		

## Medium

Format	dcterms:medium dc:format	340\$a	<physicalDescription><form>
Requirement	Optional		
Repeatable	Yes		
Definition	Physical medium of described resource.		
Controlled Vocabularies	Art and Architecture Thesaurus Thesaurus of Graphic Materials		
Example	<i>Three examples of common usages:</i> <b>Medium:</b> Color photographs <b>Medium:</b> Digital images <b>Medium:</b> Diaries		

## Place\*

Spatial Coverage	<div> <div>dcterms:spatial</div> <div>043\$c 651#a 650\$z</div> <div>&lt;subject&gt;&lt;geographic&gt;</div> </div>
Requirement	Recommended if available
Repeatable	Yes
Definition	Spatial characteristics of the resource, such as a country, city, region, address or other geographical term.
Controlled Vocabularies	FAST Terms GeoNames Getty Thesaurus for Geographic Names Library of Congress Subject Headings
Note	Please see the DPLA Geographic and Temporal Guidelines: <a href="http://bit.ly/dpla-geo-styleguide">http://bit.ly/dpla-geo-styleguide</a>
Example	<p><i>Below are two examples of Lincoln Park in Chicago as expressed through the above controlled vocabularies. This reduces spelling errors and provides consistent format for place terms.</i></p> <p><i>This LCSH term is in direct form, with the jurisdiction the park is located in is in the parentheses.</i>  <b>Place:</b> Lincoln Park (Chicago, Ill.)</p> <p><i>FAST terms are in inverted form as State—City—Place.</i>  <b>Place:</b> Illinois—Chicago—Lincoln Park</p>

## Publisher\*

Publisher	<div> <div>dc:publisher</div> <div>260\$b</div> <div>&lt;originInfo&gt;&lt;publisher&gt;</div> </div>
Requirement	Recommended if available
Repeatable	Yes
Definition	Entity responsible for making the described resource available, typically the publisher of an original resource.

Note	Use for the publisher of the original resource.
Example	<p><i>Two different examples of publishers (corporate and academic). Note that all names are in direct form.</i></p> <p><b>Publisher:</b> McKettrick Publishing Co.  <b>Publisher:</b> Augustana College</p>

## Relation

Relation	dc:relation	530 760-787 subfields \$o\$t	<relatedItem><location><url> and/or <relatedItem><titleInfo><title>
Requirement	Optional		
Repeatable	Yes		
Definition	Related resource		
Note	Used to connect other resources (i.e., resources or physical collections) with the resource being described. However, if the relationship is that of a digital collection, that should be added in the <Collection> field.		
Example	<p><i>When the item is a part of a series:</i>  <b>Relation:</b> Suggestions for the Study of Great Literature series</p> <p><i>When the item is a part of an archival collection:</i>  <b>Relation:</b> President Andrew Thorpe Papers</p>		

## Rights\*

Rights	dc:rights	506 540	<accessCondition>
Requirement	Required		
Repeatable	Yes		
Definition	Rights held in and over the resource, usually the condition of use or the copyright statement for the resource.		

Controlled Vocabularies	Creative Commons Licenses Rightsstatements.org
Notes	<p>The copyright holder is not necessarily the institution that provides access to the resource, similarly digitization by the owner is not a significant enough transformation to legally justify a new copyright status for the digitized resource.</p> <p>When attributing a rights statement, it is recommended that the statement on an item be clear as to how a user can interact with the resource (use, permissions, reproductions, etc.) and if the statement is describing the original or digital item.</p> <p>As DPLA and other digital platforms move toward the semantic web and a linked data environment, we anticipate that there will be a wider adoption of (and, required use of) using URIs as values for &lt;Rights&gt;.</p> <p>Rightsstatements.org and Creative Commons make available their rights statements as URIs. We encourage IDHH contributing institutions to use URIs in the &lt;Rights&gt; field values in addition to textual statements.</p> <p>For more information on attributing rights statements to digital collections, watch the webinars available on the DPLA website at <a href="https://dp.la/info/get-involved/workshops/">https://dp.la/info/get-involved/workshops/</a></p> <p>For more information on public domain and copyright, please see the Cornell Copyright page at <a href="http://copyright.cornell.edu/resources/publicdomain.cfm">http://copyright.cornell.edu/resources/publicdomain.cfm</a></p> <p>For more information on using standardized rights statements, please see <a href="http://bit.ly/dpla-rights-guidelines">http://bit.ly/dpla-rights-guidelines</a></p>
Example	<p><i>The first field is a human readable free text rights statement, and the second field is used for the URI of the standardized statement. This is intended only as an example of an item in copyright. Each resource should be evaluated individually to determine the most appropriate rights statement.</i></p> <p><b>Rights:</b> All rights held by the University of Park Place. For permission to reproduce, distribute, or otherwise use this image, please contact <a href="mailto:libraryarchives@parkplace.edu">libraryarchives@parkplace.edu</a>.</p> <p><b>Rights:</b> <a href="http://rightsstatements.org/vocab/InC/1.0/">http://rightsstatements.org/vocab/InC/1.0/</a></p>

## Subject\*

Subject	dc:subject	600 610 611 630 650	<subject><topic>
Requirement	Strongly Recommended		
Repeatable	Yes		
Definition	The topic of the resource		
Controlled Vocabularies	FAST Terms Library of Congress Subject Headings Local controlled vocabulary VIAF		
Example	<p><i>A compound term provides more granularity to the topic described—for this example, the compound term would have been Soldiers—United States—Correspondence. However, DPLA prefers<sup>4</sup> the terms to be singular terms for better search and discovery, such as the above example.</i></p> <p><b>Subject:</b> Soldiers  <b>Subject:</b> United States  <b>Subject:</b> Correspondence</p> <p><i>A broad term provides a wider range of access by users.</i>  <b>Subject:</b> Biologists</p>		

## Temporal Coverage

Temporal Coverage	dcterms:temporal	033\$a 650\$y 651\$y	<subject><temporal>
Requirement	Recommended if available		
Repeatable	Yes		
Definition	Temporal characteristics of the resource.		

<sup>4</sup> “DPLA Metadata Quality Guidelines,” December 2016.

[https://docs.google.com/document/d/1dITqEYEWsMX1a2pLPmkL78k1LN2b4im03spn8\\_QFscY/edit#](https://docs.google.com/document/d/1dITqEYEWsMX1a2pLPmkL78k1LN2b4im03spn8_QFscY/edit#)

Notes	Temporal Coverage is used for describing the temporal characteristics of a resource, not the date of creation. Temporal values are best captured when they are separated (i.e., not combined with spatial information in a generic “coverage” field).
Example	<p><i>Describes a specific date range of the resource</i>  <b>Temporal Coverage:</b> 1972-1989</p> <p><i>Describes a general period of time for the resource</i>  <b>Temporal Coverage:</b> 18<sup>th</sup> Century</p> <p><i>Describes a decade that relates to the resource</i>  <b>Temporal Coverage:</b> 1930-1939</p>

## Title\*

Title	dc:title	245\$a	<titleInfo><title>
Requirement	Required		
Repeatable	No		
Definition	Primary name given to the described resource.		
Notes	Descriptive and informative titles are preferred whenever possible. Titles with identifiers, filenames, or archival organization units (e.g., Box 2, Folder 7) <b>do not</b> make the resource discoverable, please refrain from use of these in the <Title> field.		
Example	<p><i>A descriptive title with contextual information allows the resource to be more discoverable within the context of DPLA.</i>  <b>Title:</b> Medical Saw Used in Civil War, 1863</p> <p><i>Adding the name and location of the cemetery provides users with information about where it is located, distinguishing it from any other cemetery.</i>  <b>Title:</b> Mt. Lookout Cemetery, Janesville, IL</p> <p><i>Adding the year informs users the photograph was taken before Lincoln’s presidency, and describing it as a seated portrait differentiates it from a family portrait, a presidential painting, or a marble bust, etc.</i>  <b>Title:</b> Seated Portrait of Abraham Lincoln, 1858</p>		

## Type\*

Type	dc:type	Leader positions 06, 07 655	<typeOfResource>
Requirement	Strongly recommended		
Repeatable	Yes		
Definition	The nature or genre of the resource		
Controlled Vocabularies	DCMI Type Locally created controlled vocabulary		
Notes	Type is intended as a broad categorization, not a more granular term like Format or Genre.		
Example	<p><i>A visual representation other than text. Including but not limited to describing photographs, drawings, or visual documents.</i>  <b>Type:</b> Image</p> <p><i>A moving image. Including but not limited to describing video recordings, zoetropes, or animations.</i>  <b>Type:</b> MovingImage</p> <p><i>An inanimate three dimensional object. Including but not limited to describing sculptures, or tools.</i>  <b>Type:</b> PhysicalObject</p>		



# Shareable metadata

What is shareable metadata?

Shareable metadata is interoperable on multiple platforms, and is understandable regardless of the platform on which it is being viewed. According to Shreeves, Riley, and Milewicz (2006)<sup>5</sup> shareable metadata has the following characteristics:

- *Content* is optimized for sharing.
- Metadata within shared collections reflects *consistent* practices.
- Metadata is *coherent*.
- *Context* is provided.
- The metadata provider *communicates* with aggregators through direct or indirect means.
- Metadata and sharing mechanisms *conform to standards*.

What is crosswalking and why does it matter in DPLA?

A crosswalk is “a mapping of the elements, semantics, and syntax from one metadata scheme to those of another.”<sup>6</sup> This enables interoperability between metadata schemas, in this case from the local schema (Dublin Core, MODS, or MARC) to the DPLA-MAP. Mapping appropriately ensures that metadata from the native collection correlates to the correct property when made available on the DPLA website.

It is also important to consider that what may be clear in a local content management system may not be clear in a non-native platform due to the lack of local field labels. For example, when multiple local fields are mapped to a single Dublin Core field (many to one mapping), the contextual information contained in the local field names are all lost. Some information (e.g., local call number, yes/no values) that is available in the local environment may become ambiguous without the locally defined field label due to the lack of specificity in Dublin Core fields.<sup>7</sup> It is recommended that fields useful only in the local content management system are not made available to DPLA.

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<sup>5</sup> Shreeves, Sarah L., Jenn Riley, and Liz Milewicz. “Moving towards Shareable Metadata.” First Monday 11, no. 8 (August 7, 2006). <http://firstmonday.org/ojs/index.php/fm/article/view/1386>.

<sup>6</sup> NISO (National Information Standards Organization). (2004). *Understanding metadata*. Bethesda, MD: NISO Press. Available: <<http://www.niso.org/standards/resources/UnderstandingMetadata.pdf>>.

<sup>7</sup> Myung-Ja Han, Christine Cho, Timothy W. Cole & Amy S. Jackson (2009) Metadata for Special Collections in CONTENTdm: How to Improve Interoperability of Unique Fields Through OAI-PMH, *Journal of Library Metadata*, 9:3-4, 213-238, DOI: 10.1080/19386380903405124

For example, a field with “yes” or “no” values may not be coherent in the DPLA environment because the local field labels are not available.

In local content management system:

Local Label	Dublin Core Field	Value
Audio Exists	<dc:description>	Yes
Description	<dc:description>	Color video of a field day at the University of Lautrec in the Spring semester of 1965.

*When seen in the local environment, the value for both fields is understandable and clear because the local field label gives context for the value.*

In DPLA:

DPLA Label	Dublin Core Field	Value
Description	<dc:description>	Yes
Description	<dc:description>	Color video of a field day at the University of Lautrec in the Spring semester of 1965.

## Geographic Enrichment

When metadata is harvested, DPLA enriches the geographic data by matching values with known geographic vocabularies, typically GeoNames. These matches can be created from string values, URIs, or geospatial coordinates. When a match is found, “the enrichment writes the coordinates, URI, and preferred label back to the DPLA MAP record in the spatial class.” The original data is then stored as the provided label.

The best practice for geographic values is to be contained in a single field, rather than in individual <Place> fields. This prevents any geographic ambiguity, especially when an address, city, or county may exist in a geographic location other than the one being described.

The concatenation can be done through a string of terms that are separated by commas (,) or semi-colons (;), which will produce the same result:

**Location:** Southside, Chicago, Cook County, Illinois

**Location:** Southside; Chicago; Cook County; Illinois

When a geographically ambiguous value is added in separate fields, this can result in a bad enrichment. For example:

*Local content management system:*

```
<dcterms:spatial>Cairo</dcterms:spatial>
<dcterms:spatial>Illinois</dcterms:spatial>
<dcterms:spatial>United States</dcterms:spatial>
```

*Gets enriched by DPLA to:*

```
"spatial": [
  {
    "name": "Cairo",
    "state": "Cairo",
    "coordinates": "30.05, 31.65",
    "country": "Egypt"
  },
  {
    "name": "Illinois",
    "state": "Illinois",
    "coordinates": "40.00032, -89.25037",
    "country": "United States"
  }
],
```

Adjoining the above terms in a single field removes the ambiguity of the geographic term, and ensures a proper enrichment by DPLA:

```
<dcterms:spatial>Cairo, Illinois, United States</dcterms:spatial>
```

## Watermarks and DPLA Social Media

DPLA uses various social media outlets in order to promote collections by highlighting specific resources. If contributing institutions are interested in having resources in their collections highlighted by DPLA, the resources need to be free of any branding, including, but not limited to banding or watermarking. According to the DPLA Social Media Policy,<sup>8</sup> "...DPLA prefers not to highlight watermarked or branded resources

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<sup>8</sup> "DPLA Social Media Policy," September 2014.  
[https://dp.la/info/wp-content/uploads/2013/04/DPLASocialMediaPolicy\\_September2014.pdf](https://dp.la/info/wp-content/uploads/2013/04/DPLASocialMediaPolicy_September2014.pdf).

because they limit full access and reuse--even in educational cases--by obscuring or otherwise detracting from the content within the resource.”

## Objects with Restricted Access

The DPLA has a strong stance on providing access, with little to no barriers, to items that are included in their portal. Such restrictions include, but are not limited to: IP-restricted content, copyright restrictions with limited viewing, and/or metadata without a digital object. If a collection includes items with restrictions, please include a <Relation> field with the value “notdpla,” in the metadata, mapped to <dc:relation> so those items will not be ingested into the DPLA.

`<dc:relation>notdpla</dc:relation>`

## Contact

If you have any questions, or would like feedback on your collection's metadata, please feel free to contact Hannah Stitzlein:

Hannah Stitzlein

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# Appendix I: DPLA Crosswalking

Below is the suggested crosswalk table from *An Introduction to the DPLA Metadata Model*.<sup>9</sup>

DPLA Label	DPLA Property	QDC Element	DC Element	MODS Element
Alternative Title	dcterms:alternative	dcterms:alternative	<i>No suggested mapping*</i>	<titleInfo type="alternative"><title>
Collection	dcterms:isPartOf	dcterms:isPartOf	<i>No suggested mapping</i>	<relatedItem type="series">
Contributor	dcterms:contributor	dcterms:contributor	dc:contributor	<name><namePart> where <name> also contains <role><roleTerm>contributor </role>
Creator	dcterms:creator	dcterms:creator	dc:creator	<name><namePart> where <name> contains <role><roleTerm>creator</role>
Data Provider	dcterms:provenance	dcterms:provenance	<i>No suggested mapping</i>	<name> with type="corporate"
Date	dc:date	dc:date	dc:date	<originInfo><dateCreated keyDate="yes">
Description	dcterms:description	dcterms:description	dc:description	<note type="content">
Extent	dcterms:extent	dcterms:extent	<i>No suggested mapping</i>	<physicalDescription><extent>
Format	dc:format	dcterms:medium	dc:format	<physicalDescription><form>
Genre	edm:hasType	<i>No suggested mapping</i>	<i>No suggested mapping</i>	<genre>
Identifier	dcterms:identifier	dcterms:identifier	dc:identifier	<identifier>
Language	dcterms:language	dcterms:language	dc:language	<language><languageTerm>

<sup>9</sup> *An Introduction to the DPLA Metadata Model*. 5 March 2015.  
[https://dp.la/info/wp-content/uploads/2015/03/Intro\\_to\\_DPLA\\_metadata\\_model.pdf](https://dp.la/info/wp-content/uploads/2015/03/Intro_to_DPLA_metadata_model.pdf)

Place	dcterms:spatial	dcterms:spatial	dc:coverage	<subject><geographic>
Publisher	dcterms:publisher	dcterms:publisher	dc:publisher	<originInfo><publisher>
Relation	dc:relation	dc:relation	dc:relation	<relatedItem><location><url> and/or <relatedItem><titleInfo><title>
ReplacedBy	dpla:replacedBy	dcterms:replacedBy	<i>No suggested mapping</i>	<relatedItem type="enumerated:succeeding">
Replaces	dpla:replaces	dcterms:replaces	<i>No suggested mapping</i>	<relatedItem type="enumerated:preceding">
Rights	dc:rights	dcterms: rights	dc:rights	<accessCondition>
RightsHolder	dcterms:rights	dcterms:rightsHolder	<i>No suggested mapping</i>	<i>No suggested mapping</i>
Subject	dcterms:subject	dcterms:subject	dc:subject	<subject><topic>
Temporal Coverage	dcterms:temporal	dcterms:temporal	dc:coverage	<subject><temporal>
Title	dcterms:title	dcterms:title	dc:title	<titleInfo><title>
Type	dcterms:type	dcterms:type	dc:type	<typeOfResource>

\* "No suggested mapping" means that there is no preferred mapping suggestion by DPLA.

## Appendix II: Controlled Vocabularies

Controlled vocabularies provide a set of terms that support consistency in metadata quality that ultimately ensure discoverability and accessibility of resources in both original and aggregated environments. They can also link together the same terms in a content management system, promoting serendipitous discovery of resources. Please find below a set of controlled vocabularies that are widely used in the cultural heritage community. When you cannot find specific terms that are important for describing resources in your collection, local controlled vocabularies can be established.

### Date & Time

- Extended Date/Time Format (EDTF)  
<https://www.loc.gov/standards/datetime/>

### Geographic Names

- Faceted Application of Subject Terminology (FAST)  
<http://fast.oclc.org/searchfast/>
- Getty Thesaurus of Geographic Names  
<http://www.getty.edu/research/tools/vocabularies/tgn/>
- GeoNames  
<http://www.geonames.org/>

### Language

- ISO 639-2  
[https://www.loc.gov/standards/iso639-2/php/code\\_list.php](https://www.loc.gov/standards/iso639-2/php/code_list.php)

### Medium

- Thesaurus for Graphic Materials  
<http://www.loc.gov/pictures/collection/tgm/>
- Getty Art & Architecture Thesaurus  
<http://www.getty.edu/research/tools/vocabularies/aat/>

### Names

- Library of Congress Name Authority File (LCNAF)  
<http://authorities.loc.gov/>
- Getty Union List of Artist Names (ULAN)  
<http://www.getty.edu/research/tools/vocabularies/ulan/>



- Virtual International Authority File (VIAF)  
<https://viaf.org/>

#### Rights Statements

- Rightsstatements.org  
<http://rightsstatements.org/page/1.0/?language=en>
- Creative Commons Licenses  
<https://creativecommons.org/>

#### Subject Headings

- Library of Congress Subject Headings (LCSH)  
<http://id.loc.gov/authorities/subjects.html>

#### Type

- IMT-Type  
<http://www.iana.org/assignments/media-types/media-types.xhtml>
- DCMI Type  
<http://dublincore.org/documents/2010/10/11/dcmi-type-vocabulary/>

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