PA Digital Metadata Guidelines

Requirements, Recommendations, and Best Practices for Preparing Metadata for PA Digital's DPLA Aggregator

Version 1.2 (August 2018)

History and Acknowledgements

The PA Digital Metadata Team develops and maintains these guidelines, which were initially drafted in 2015 and first published in 2016. They are reviewed and updated annually. Group members have included:

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Table of Contents

Introduction

These guidelines are meant to assist contributing institutions as they plan metadata creation for digital projects. They also serve as an assessment tool for legacy collections. We recognize that contributing shareable metadata takes time and resources. To support our partners, the PA Digital Metadata Team provides consultation services on description, remediation, and rights assessment during the onboarding process and beyond. To inquire about these services, please contact info@padigital.org.

Potential contributors should review PA Digital's Readiness Checklist in addition to these guidelines.

Our aggregation software is based on the Open Archives Initiative's Protocol for Metadata Harvesting (OAI-PMH) and on the Dublin Core metadata element set. The following best practices apply to metadata contributed to PA Digital generally:

- We recommend the use of qualified Dublin Core elements whenever possible. If your repository does not support the use of qualified Dublin Core, use the matching simple Dublin Core element recommended in these guidelines
- The OAI-PMH metadata prefixes **oai_qdc** (for qualified Dublin Core) and **oai_dc** (for simple) are preferred
- Unless otherwise specified, metadata should describe the *original resource*, not its digital representation
- Common delimiting characters such as pipes (" | ") and semicolons (" ; ") should be avoided; PA Digital uses semicolons to delimit fields with multiple values
- When using URIs, they should be added in addition to string values, not in place of them

Though we do not currently accept metadata in MODS or MARC, we do aggregate Dublin Core records that have been mapped from these formats if they are harvestable via OAI-PMH. We may also accept metadata in comma-delimited text files (CSVs) from institutions without OAI-PMH capability.

Shareable Metadata

Contributors to PA Digital should strive to provide shareable, quality metadata. In *Best Practices for OAI Data Provider Implementations and Shareable Metadata* (2007), the authors provide recommendations to assure that aggregated records retain meaning within a shared portal. The characteristics they describe are useful for contributors to PA Digital and the DPLA.

Context. Records within the DPLA are removed from the context provided by local systems and users. Descriptions that make sense locally may not be ideal in a large, shared system such as the DPLA. Quality, shareable metadata remain meaningful even in an aggregated environment removed from the originating repository.

Completeness. Records in a shared system are most discoverable and meaningful when they are complete and robust. They should make sense standing on their own and they should be rich enough to enable discovery in a system with roughly 30 million records. Avoid the use of abbreviations or ambiguous references.

Consistency. Syntax, elements, and vocabularies should be used consistently. This allows PA Digital and the DPLA to more easily assess, prepare, and aggregate your metadata and provide discovery platforms that increase access to your valuable, contributed resources.

Controlled vocabularies. The use of widely-adopted vocabularies helps to better integrate records from other contributing institutions.

In the spirit of shareable metadata, note that PA Digital and the DPLA require that metadata (*but not digital content*) be licensed as CC0 ("No rights reserved"). The following excerpt from *The Digital Public Library of America Policy Statement on Metadata* speaks to the importance of this policy in fulfilling the DPLA's mission and values:

"The DPLA aims to make the cultural and scientific record available, free of charge, to all through databases of metadata. The DPLA, for this purpose, has undertaken the task of ingesting, indexing, enriching, and making available descriptive metadata and wishes to make such metadata widely available for reuse.

The DPLA wishes to promote innovation in the development of applications and tools that use and rely on this metadata. In order to foster such innovation, the DPLA is committed to ensuring such metadata is unencumbered by legal restrictions. This policy and statement on metadata contained in the DPLA's databases reflects that commitment. To that same end, the DPLA believes this policy is in accord with the letter and spirit of United States copyright law and would be fully respected in a court of law.

The DPLA hopes that the content and resources in the library will be put to creative uses that educate, inform, and empower current and future generations."

PA Digital Metadata Fields Cheatsheet

DPLA Label	PA Digital Label	PA Digital Status	Qualified DC Element	Simple DC Element
Alternate Title		Optional; not currently output to DPLA	dcterms:alternative	
Contributor	Contributor	Optional	dcterms:contributor	dc:contributor
Creator	Creator	Recommended	dcterms:creator	dc:creator
Date	Date	Recommended	dcterms:created	dc:date
Description	Description	Recommended	dcterms:description	dc:description
Extent		Optional; not currently output to DPLA	dcterms:extent	
File Format	Format	Optional	dcterms:format	dc:format
Format	Type	Recommended	dcterms:type	dc:type
Identifier	Identifier	Optional	dcterms:identifier	dc:identifier
Is Shown At	Identifier	Required	dcterms:identifier	dc:identifier
Language	Language	Recommended for textual and spoken material	dcterms:language	dc:language
Place	Coverage	Recommended	dcterms:spatial	dc:coverage
Preview	Identifier	Strongly recommended	dcterms:identifier	dc:identifier
Publisher	Publisher	Optional	dcterms:publisher	dc:publisher
Relation	Relation	Optional	dcterms:relation	dc:relation
Rights	Rights	Required	dcterms:rights	dc:rights
Rights Holder		Optional; not currently output to DPLA	dcterms:rightsholder	
Source		Optional; not currently output to DPLA	dcterms:source	dc:source
Standardized Rights Statement	Rights	Required	dcterms:rights	dc:rights
Subject	Subject	Recommended	dcterms:subject	dc:subject
Subtype	Type	Optional	dcterms:type	dc:type
Title	Title	Required	dcterms:title	dc:title

Type	Type	Recommended	dcterms:type	dc:type

PA Digital supplied fields

DPLA Label	PA Digital Label	PA Digital Status	Qualified DC Element	Simple DC Element
Collection	Collection Name	PA Digital supplied/OAI set name	dcterms:isPartOf	dc:relation
Data Provider	Contributing Institution	PA Digital supplied		
Intermediate Provider	Intermediate Provider	PA Digital supplied when applicable		

Guidelines Key

Fields are arranged alphabetically by the DPLA label. Descriptors with no content are omitted.

DPLA Label	Field label used by the DPLA
PA Digital Label	Field label used by PA Digital
Status	Identifies whether a field is required, strongly recommended, recommended, optional, or PA Digital supplied
Description	A description of the field
Qualified DC Element	The qualified Dublin Core element to which a field should map
Simple DC Element	The simple Dublin Core element to which a field should map if qualified element is unavailable
CONTENTdm Mapping	The DC Map value in Field properties
Repeatable	Whether a field may be repeated
CV/Syntax	Recommended controlled vocabularies and syntax
Notes and Best Practices	Includes recommendations for a field's content, application, and punctuation
Examples	Examples that illustrate best practices

Fields

DPLA Label	Alternate Title
Status	Optional; not currently output to DPLA
Description	Any alternative title of the described resource including abbreviations and translations
Qualified DC Element	dcterms:alternative
CONTENTdm Mapping	Title-Alternative
Repeatable	Yes
CV/Syntax	● Natural language
Notes and Best Practices	● PA Digital does not currently output this field to the DPLA. Best practices indicated here are offered as a resource ● Comparable to MARC variations of titles (such as alternative spellings) ● May also be used for translations of titles in foreign languages ● Avoid use of explanatory or qualifying symbols (e.g., brackets)
Examples	● Undergraduate course catalog, 1961-62

DPLA Label	Collection
PA Digital Label	Collection Name
Status	PA Digital supplied/OAI set name
Description	Collection or aggregation of which described resource is a part
Qualified DC Element	dcterms:isPartOf

Simple DC Element	dc:relation
CONTENTdm Mapping	Relation-Is Part Of
Repeatable	No
Notes and Best Practices	● PA Digital does not map from this field; it is hub supplied from the OAI-PMH set name. If a different collection name is desired, please inform PA Digital during the onboarding process. Best practices and mapping recommendations indicated here are offered as a resource

DPLA Label	Contributor
PA Digital Label	Contributor
Status	Optional
Description	An entity responsible for making secondary contributions to the described resource. Examples of a Contributor include a person, an organization, or a service
Qualified DC Element	dcterms:contributor
Simple DC Element	dc:contributor
CONTENTdm Mapping	Contributor
Repeatable	Yes
CV/Syntax	● Use standard vocabularies such as LCNAF, VIAF, or ULAN whenever possible; consistently applied local vocabularies are acceptable ● If an authorized form is unavailable, use similar syntax (Lastname, Firstname, YYYY-YYYY)
Notes and Best Practices	● Use a semicolon to separate multiple values ● Avoid use of placeholder values (e.g., "Unknown") ● For oral histories, Contributor is the interviewer

	● Use name only without indication of role except in cases where a person's role is included in an authorized form. For example, prefer "Smith, John, 1880-1960" not "Smith, John, 1880-1960, publisher"
Examples	● Beck, James M. (James Montgomery), 1861-1936 ● United States. Army Map Service

DPLA Label	Creator
PA Digital Label	Creator
Status	Recommended
Description	An entity primarily responsible for making the described resource. Examples of a Creator include a person, an organization, or a service
Qualified DC Element	dcterms:creator
Simple DC Element	dc:creator
CONTENTdm Mapping	Creator
Repeatable	Yes
CV/Syntax	● Use standard vocabularies such as LCNAF, VIAF, or ULAN whenever possible; consistently applied local vocabularies are acceptable ● If an authorized form is unavailable, use similar syntax (Lastname, Firstname, YYYY-YYYY)
Notes and Best Practices	● Use a semicolon to separate multiple values ● Avoid use of placeholder values (e.g., "Unknown") ● For oral histories, Creator is the interviewee ● Use name only without indication of role except in cases where a person's role is included in an authorized form. For example, prefer "Smith, John, 1880-1960" not "Smith, John, 1880-1960, publisher"
Examples	● Littell, Franklin H. (Franklin Hamlin), 1917-2009 ● Catholic Church. Archdiocese of Philadelphia (Pa.)

DPLA Label	Data Provider
PA Digital Label	Contributing Institution
Status	PA Digital supplied
Description	The organization that supplies data to PA Digital

DPLA Label	Date
PA Digital Label	Date
Status	Recommended
Description	Date of creation of the described resource
Qualified DC Element	dcterms:created
Simple DC Element	dc:date
CONTENTdm Mapping	Date-Created
Repeatable	Yes
CV/Syntax	● Prefer use of EDTF (13 January 2012 draft submission) for both known and uncertain dates ● The DPLA can parse many types and formats of dates. Please refer to their Geographic and Temporal Guidelines for examples
Notes and Best Practices	● Avoid use of placeholder values (e.g., "Unknown", "n.d."). If a date is unknown, we encourage including an estimated date range or value compatible with EDTF. If an estimate cannot be made, leave the field blank ● For guidance on dates or date ranges that reflect "aboutness" (for example, a memoir *about* the 1870s) please see Temporal Coverage ● Except where appropriate for born-digital objects, do not map dates of digitization or digital publication (as opposed to the creation of the original) to dcterms:created or dc:date. Institutions with QDC support may use

	alternate mappings such as dcterms:issued or dcterms:available. Institutions without QDC support should map only the date the item was created to dc:date
Examples	Known date ● 1999 ● 1999-05 ● 1999-05-01 Uncertain date ● 1999? ● 199u ● 1999-05? ● 1999-05-01? Approximate date ● 1999~ ● 1999-05~ ● 1999-05-01~ Date range ● 1992/1995 ● 1990-02-08/2017-03-09 ● 1984/2004-06~ Acceptable non-EDTF values ● circa 1999 ● ca. 1999 ● approximately 1999 ● 1992-1995

[Back to Field Table]

DPLA Label	Description
PA Digital Label	Description
Status	Recommended
Description	A free text account of the described resource that succinctly captures its "aboutness"

Qualified DC Element	dcterms:description
Simple DC Element	dc:description
CONTENTdm Mapping	Description
Repeatable	Yes
CV/Syntax	Natural language
Notes and Best Practices	● Description at the object-level is preferred ● Contributing institutions should consider the utility of the Description field in the DPLA portal as a rich source of keywords for discovery ● Do not map fields with OCR or full-text transcription into the Description field
Examples	● Program dated February 14, 1943 for a lecture titled "This Year of Our Lord," given by Fordham University President Robert I. Gannon, S.J. at the Hotel Casey in Scranton, Pennsylvania. Gannon's lecture was part of the University of Scranton Lecture series. The program also advertises the next lecture in the series, a talk on "Christendom and the Coming Peace" by Fordham University professor Gerald Groveland Walsh, S.J. scheduled for March 14, 1943. 4 pages. ● Mummer's Parade on New Year's Day. South Broad Street, South Philadelphia, PA. ● Oral history recorded December 23, 1981 and May 20, 1982 in Newark, N.J. and Rochester, N.Y.

DPLA Label	Extent
Status	Optional; not currently output to DPLA
Description	The size or duration of the described resource. Examples for printed materials include number of pages, a specification of length, width, and breadth, or for audio-visual materials, a time period of duration in hours, minutes, and seconds
Qualified DC Element	dcterms:extent
CONTENTdm Mapping	Format-Extent

Repeatable	Yes
CV/Syntax	● Natural language
Notes and Best Practices	● PA Digital does not currently output this field to the DPLA. Best practices indicated here are offered as a resource ● Recommend use of a content standard such as RDA, CCO, or DCRMS when applicable ● Use a semicolon to separate multiple values ● For dimensions, include units. Spell out abbreviations for maximum clarity ● For video or sound recording run times, use HH:MM:SS format with leading zeros when necessary
Examples	● 4 7/8 x 8 3/16 inches ● 1 map on 13 sheets ● 00:14:21

[Back to Field Table]

DPLA Label	File Format
PA Digital Label	Format
Status	Optional
Description	The file format of the **digital object**, not the format of the original resource
Qualified DC Element	dcterms:format
Simple DC Element	dc:format
CONTENTdm Mapping	Format
Repeatable	Yes
CV/Syntax	● Recommend use of IANA Media Types
Notes and Best Practices	● For guidance on describing the format of the original resource, please see Format, Type, and Subtype ● Entries include a media type and subtype, separated with a slash ● Use a semicolon to separate multiple values

Examples	- application/pdf - audio/mpeg - image/jpeg - image/jp2 - image/tiff - video/mpeg - video/mp4

[Back to Field Table]

DPLA Label	Format
PA Digital Label	Type
Status	Recommended
Description	Physical medium of the described resource
Qualified DC Element	dcterms:type
Simple DC Element	dc:type
CONTENTdm Mapping	Type
Repeatable	Yes
CV/Syntax	Use standard vocabularies such as AAT, TGM; consistently applied local vocabularies are acceptable
Notes and Best Practices	- Format is a more granular description of an object's type than what is possible with the DCMI vocabulary used in the DPLA's Type field - Values in PA Digital's Type field not found in the DCMI Type vocabulary or in Appendix C of the DPLA Metadata Application Profile, version 5.0 will map to Format in the DPLA's portal. Please see Type and Subtype for additional mappings from our Type field - Use a semicolon to separate multiple values
Examples	- Fire insurance maps - Zines

DPLA Label	Identifier
PA Digital Label	Identifier
Status	Optional
Description	An unambiguous reference to the described resource within a given context
Qualified DC Element	dcterms:identifier
Simple DC Element	dc:identifier
CONTENTdm Mapping	Identifier
Repeatable	No
CV/Syntax	● Recommend alphanumeric strings only with no spaces or special characters such as " @ ", " # ", " $ ", " % ", " &", " * ", " ' ", " . "
Notes and Best Practices	● Recommended best practice is to uniquely identify the resource within an institution's collections by means of a string conforming to a formal identification system
Examples	● P441110B ● HPHWPZ201404000165 ● 1999-002_006

DPLA Label	Is Shown At
PA Digital Label	Identifier
Status	Required
Description	Unambiguous URL reference to the digital object in its local repository

Qualified DC Element	dcterms:identifier
Simple DC Element	dc:identifier
Repeatable	No
Notes and Best Practices	- The URL must resolve to a digital object and its associated metadata record - If a consistent pattern is used, PA Digital may generate URLs based on values found elsewhere in the record

DPLA Label	Intermediate Provider
PA Digital Label	Intermediate Provider
Status	PA Digital supplied when applicable
Description	An intermediate organization that selects, collates, or curates data from a contributing institution that is then aggregated by PA Digital
Repeatable	No

DPLA Label	Language
PA Digital Label	Language
Status	Recommended for textual and spoken material
Description	Language expressed in a resource that contains text or speech
Qualified DC Element	dcterms:language
Simple DC Element	dc:language

CONTENTdm Mapping	Language
Repeatable	Yes
CV/Syntax	Use standard vocabularies; ISO 639-3 is preferred. These codes will be automatically converted to full language names (for example, "eng" will display as "English")
Notes and Best Practices	- Use a semicolon to separate multiple values - Do not use for non-linguistic content such as images containing no text
Examples	- eng - fre - afr ; afu ; eng

[Back to Field Table]

DPLA Label	Place
PA Digital Label	Coverage
Status	Recommended
Description	Geographic location relevant to the described resource; captures its "aboutness"
Qualified DC Element	dcterms:spatial
Simple DC Element	dc:coverage
CONTENTdm Mapping	Coverage-Spatial
Repeatable	Yes
CV/Syntax	Use standard vocabularies such as LCNAF, TGN, GeoNames, or FAST whenever possible; consistently applied local vocabularies are acceptable
Notes and Best Practices	- Use a semicolon to separate multiple values - Addresses, latitude/longitude, or other forms of location markers may also be mapped to this field

<table>
<tr><td></td><td>The DPLA recommends consistency when using hierarchical values (e.g., "Pittsburgh, Pennsylvania, United States of America")
For latitude/longitude, the DPLA prefers latitude first, with the two coordinates separated by a comma, limited to whole numbers and decimals as opposed to degree-minutes-seconds (e.g., "6.703, 46.627"). If used, compass directions should appear after the number
See the DPLA's Geographic and Temporal Guidelines for more information</td></tr>
<tr><td>Examples</td><td>Pittsburgh (Pa.)
Allegheny County (Pa.)
Harrison (Allegheny County, Pa. : Township)
40.85N, 77.84W
40.85, -77.84</td></tr>
</table>

[Back to Field Table]

DPLA Label	Preview
PA Digital Label	Identifier
Status	Strongly recommended
Description	The URL of a thumbnail, extract, or other type of resource representing the digital object for the purposes of providing a preview
Qualified DC Element	dcterms:identifier
Simple DC Element	dc:identifier
Repeatable	No
Notes and Best Practices	- The URL must resolve to a preview of the digital object - If a consistent pattern is used, PA Digital may generate preview URLs based on values found elsewhere in the record

DPLA Label	Publisher
PA Digital Label	Publisher
Status	Optional
Description	An entity responsible for making the described, original resource available
Qualified DC Element	dcterms:publisher
Simple DC Element	dc:publisher
CONTENTdm Mapping	Publisher
Repeatable	Yes
CV/Syntax	- Use standard vocabularies such as LCNAF or VIAF whenever possible; consistently applied local vocabularies are acceptable - If an authorized form is unavailable, use similar syntax
Notes and Best Practices	- Use this field for published materials such as books, magazines, and journals - Use a semicolon to separate multiple values - Avoid use of placeholder values (e.g., "Unknown", "s.n.") - Avoid use of qualifying term except in cases where a role is included in the authorized form. For example, prefer "Rand McNally and Company" not "Rand McNally and Company, publisher" - Not to be used for the entity responsible for digitizing or making the digital representation available
Examples	- Rand McNally and Company - Philadelphia Evening Bulletin

DPLA Label	Relation
PA Digital Label	Relation
Status	Optional

Description	A related resource
Qualified DC Element	dcterms:relation
Simple DC Element	dc:relation
CONTENTdm Mapping	Relation
Repeatable	Yes
CV/Syntax	● Use a local controlled vocabulary
Notes and Best Practices	● Use a semicolon to separate multiple values ● PA Digital's crosswalk to the DPLA relies on simple Dublin Core, therefore "Relation" may be used to indicate that a resource belongs to a theme, series, or collection
Examples	● George D. McDowell Philadelphia Evening Bulletin Collection ● The Zaner-Bloser, Inc. / Sonya Bloser Monroe Collection

[Back to Field Table]

DPLA Label	Rights
PA Digital Label	Rights
Status	A rights statement, whether natural language in this field or a URI in Standardized Rights Statement, is required
Description	Information about rights held in and over the digitized resource. Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights
Qualified DC Element	dcterms:rights
Simple DC Element	dc:rights
CONTENTdm Mapping	Rights

Repeatable	Yes
CV/Syntax	● Natural language
Notes and Best Practices	● Values that are not URIs will map to the DPLA's Rights field; URIs will map to Standardized Rights Statement ● Use of a URI is preferred over natural language statements ● If supplying both a URI and a natural language statement, use separate fields. Both may be mapped to dcterms:rights if the URI field is the first instance ● If using natural language, use clear, standardized statements; statements that provide only contact or reproduction information are insufficient ● Natural language statements should not contradict, or merely reiterate, the rights statement from RightsStatements.org or Creative Commons; URIs will resolve to a textual statement in the DPLA portal ● See Standardized Rights Statement for guidance on using and mapping rights statement URIs
Examples	● Copyright status of the resource is unknown. ● In the public domain and may be used without copyright restriction.

[Back to Field Table]

DPLA Label	Rights Holder
Status	Optional; not currently output to DPLA
Description	A person or organization owning or managing rights over the described resource
Qualified DC Element	dcterms:rightsholder
CONTENTdm Mapping	Rights-RightsHolder
Repeatable	No
CV/Syntax	● Use standard vocabularies such as LCNAF or VIAF whenever possible; consistently applied local vocabularies are acceptable ● If an authorized form is unavailable, use similar syntax (Lastname, Firstname, YYYY-YYYY)
Notes and Best Practices	● Do not map this information to dc:rights ● PA Digital does not currently output this field to the DPLA. Best practices indicated here are offered as a resource

Examples	● University of Scranton

DPLA Label	Source
Status	Optional; not currently output to DPLA
Description	A related resource from which the described resource is derived. May include information the user would need to locate the original item in a physical archives
Qualified DC Element	dcterms:source
Simple DC Element	dc:source
CONTENTdm Mapping	Source
Repeatable	Yes
CV/Syntax	● Use a consistently applied local vocabulary
Notes and Best Practices	● PA Digital does not currently output this field to the DPLA. Best practices indicated here are offered as a resource ● Use a semicolon to separate multiple values
Examples	● Collection, Box 1, Folder 1 ● File A93-25 Folder 1

DPLA Label	Standardized Rights Statement
PA Digital Label	Rights
Status	A rights statement, whether a URI in this field or a natural language statement in Rights, is required

Description	A standardized rights statement URI from RightsStatements.org or Creative Commons that conveys information about rights held in and over the digitized resource
Qualified DC Element	dcterms:rights
Simple DC Element	dc:rights
CONTENTdm Mapping	Rights
Repeatable	No
CV/Syntax	● Must use URIs from RightsStatements.org or Creative Commons
Notes and Best Practices	● Use this field for persistent URIs from RightsStatements.org or Creative Commons. These URIs will enable machine-readable and machine-actionable rights statements. URIs will point to web pages that provide more information on each rights statement and will resolve to a textual statement in the DPLA portal ● Fields with URIs should contain no other text ● If supplying both a URI and a natural language statement, use separate fields. Both may be mapped to dcterms:rights if the URI field is the first instance ● See Rights for guidance on using and mapping natural language rights statements
Examples	● http://rightsstatements.org/vocab/InC-RUU/1.0/ ● http://rightsstatements.org/vocab/NoC-US/1.0/ ● https://creativecommons.org/publicdomain/zero/1.0/

DPLA Label	Subject
PA Digital Label	Subject
Status	Recommended
Description	The topic of the described resource
Qualified DC Element	dcterms:subject

Simple DC Element	dc:subject
CONTENTdm Mapping	Subject
Repeatable	Yes
CV/Syntax	● Use standard vocabularies such as LCSH, MeSH, or LCNAF whenever possible; consistently applied local vocabularies are acceptable
Notes and Best Practices	● Use a semicolon to separate multiple values ● Use uncoordinated subject headings when possible and enter geographic and format information in separate fields. See Place and Format ● When subdividing a subject term, prefer one space between LCSH subjects and dashes (Term -- Term) ● If using a geographic or form subdivision, provide a corresponding value in Place or Format respectively

Examples	● Coal miners -- Social conditions
	● `<dc:subject>Civil rights movements</dc:subject>` AND `<dc:coverage>Philadelphia (Pa.)</dc:coverage>`
	Instead of:
	`<dc:subject>Civil rights movements -- Pennsylvania -- Philadelphia</dc:subject>`
	● `<dc:subject>Harlem Renaissance</dc:subject>` AND `<dc:type>Maps</dc:type>`
	Instead of:
	`<dc:subject>Harlem Renaissance -- Maps</dc:subject>`

[Back to Field Table]

DPLA Label	Subtype
PA Digital Label	Type
Status	Optional
Description	Captures specific genre terms as identified by the DPLA. Does not reflect "aboutness"

Qualified DC Element (Recommended)	dcterms:type
Simple DC Element	dc:type
CONTENTdm Mapping	Type
Repeatable	Yes
CV/Syntax	● Values included in Appendix C of the DPLA's Metadata Application Profile, version 5.0 will map to the DPLA's Subtype field. They include select terms from the Getty Research Institute's Art and Architecture Thesaurus
Notes and Best Practices	● Subtype does not need to be a distinct field. The DPLA will map values based on the strings found in PA Digital's Type field. Subtype values may also be supplied during the DPLA's data enrichment process based on values found elsewhere in the record ● See Type and Format for additional mappings from our Type field ● Use a semicolon to separate multiple values
Examples	● Theses ● Newspapers ● Postcards

[Back to Field Table]

DPLA Label	Temporal Coverage
PA Digital Label	Subject
Status	Optional
Description	Temporal characteristics of the described resource
Qualified DC Element	dcterms:temporal
Simple DC Element	dc:subject

CONTENTdm Mapping	Coverage-Temporal
Repeatable	Yes
CV/Syntax	- If using a named period, use standard vocabularies such as LCSH whenever possible; consistently applied local vocabularies are acceptable - For dates or date ranges, prefer use of EDTF (13 January 2012 draft submission)
Notes and Best Practices	- PA Digital currently outputs Temporal Coverage to the DPLA as Subject - If qualified Dublin Core is not supported, map to dc:subject (see Subject). Use dc:coverage only for geographic information - The field should describe the time period covered or represented by the resource's content, not the date when the resource was created or published. See Date for guidance on describing the date or date range of a resource - Temporal topics may be a named period, date, or date range - Use a semicolon to separate multiple values
Examples	- Dust Bowl Era, 1931-1939 1958-07/1959-06

DPLA Label	Title
PA Digital Label	Title
Status	Required
Description	A name given to the described resource. Typically, a Title will be a name by which the described resource is formally known
Qualified DC Element	dcterms:title
Simple DC Element	dc:title
CONTENTdm Mapping	Title

Repeatable	No
CV/Syntax	● Natural language
Notes and Best Practices	● Keep the title descriptive yet brief. The Description field may be used to provide more detail ● Avoid use of explanatory or qualifying symbols (e.g., brackets) ● Descriptive and informative titles are preferred whenever possible (as opposed to things like "unknown" or an id number). But, not all materials can or should be titled uniquely ● If a formal title does not exist, create a contrived title that succinctly describes the item. Refer to content standards such as DACS and RDA for guidance
Examples	● 1025 South Fairhill Street ● Swimsuit parade at Stanley Green's ● Senator J. William Fulbright awarded honorary degree, 1983

DPLA Label	Type
PA Digital Label	Type
Status	Recommended
Description	The nature or genre of the described resource
Qualified DC Element	dcterms:type
Simple DC Element	dc:type
CONTENTdm Mapping	Type
Repeatable	Yes
CV/Syntax	● The following values from the DCMI Type Vocabulary map to the DPLA's Type field: image, text, sound, moving image, physical object
Notes and Best Practices	● Assign the type Text to images of textual materials ● PA Digital may map from local controlled vocabularies to the DPLA's type vocabulary at the collection level

	● Please see [Format] and [Subtype] for additional mappings from our Type field ● Use a semicolon to separate multiple values
Examples	● Text ● Image ● Physical Object ● Sound ● Moving Image

Appendix A - Changes From Version [1.1] (August 2017)

- Added table of contents and navigational links
- Standardized and updated language and punctuation throughout
- The following sections were updated:
  - History and Acknowledgements
    - Updated names
    - Moved cited resources to new Appendix B
  - Introduction (was Overview)
  - Updated and moved Controlled Vocabulary References to Appendix C
  - The field tables were reorganized and updated to:
    - Incorporate new and updated DPLA documentation, including their MAP 5.0, Metadata Quality Guidelines, and Standardized Rights Statements Implementation Guidelines
    - Reflect current crosswalk and fields used in the PA Digital aggregator
    - Clarify internal normalizations and mappings
    - Address frequently asked questions and common quality issues
- The following sections were added:
  - Shareable metadata
  - Guidelines key
  - Appendix D - PA Digital to DPLA Crosswalk

Appendix B - Other Resources and Guidelines

The Guidelines were greatly informed and influenced by the following documents, prepared by the DPLA and their hubs, service providers, and other information professionals:

- DPLA Metadata Resources, particularly
  - DPLA Metadata Application Profile (v5.0, December 2017)
  - DPLA Geographic and Temporal Guidelines (December 2015)
  - DPLA Metadata Quality Guidelines (December 2016)
  - DPLA Standardized Rights Statements Implementation Guidelines (December 2017)
- Dublin Core Metadata Element Set (v1.1, 2012)
- South Carolina Digital Library Metadata Schema and Guidelines (July 2016)
- South Carolina Digital Library Dublin Core Mapping for CONTENTdm Administrators (June 2013)
- Metadata Requirements for DPLA Participation through the North Carolina Service Hub (April 2014)
- Mountain West Digital Library Dublin Core Application Profile (v2.0, July 2011)
- Minnesota Reflections Metadata Entry Guidelines (v4.1, July 2017)
- Empire State Digital Network Metadata Requirements
- Best Practices for CONTENTdm and other OAI-PMH Compliant Repositories: Creating Sharable Metadata (v3.1, June 2013)
- Digital Library Federation (DLF) Best Practices for Shareable Metadata
- Recommendations for Standardized International Rights Statements (January 2016)

Appendix C - Standards and Controlled Vocabularies Referenced

Abbreviation	Full name	URL
AAT	Getty Art & Architecture Thesaurus	http://www.getty.edu/research/tools/vocabularies/aat
CCO	Cataloging Cultural Objects	http://cco.vrafoundation.org/
DCMI	DCMI Type Vocabulary	http://dublincore.org/documents/dcmi-type-vocabulary/#H7
DCRM(S)	Descriptive Cataloging of Rare Materials (Serials)	http://rbms.info/dcrm/dcrms/
EDTF	Extended Date/Time Format	https://www.loc.gov/standards/datetime/pre-submission.html
FAST	Faceted Application of Subject Terminology	http://fast.oclc.org/searchfast/
GeoNames	GeoNames	http://www.geonames.org/
IANA	IANA Media Types	https://www.iana.org/assignments/media-types/media-types.xhtml
ISO 639-3	Codes for the Representation of Names of Languages	https://iso639-3.sil.org/code_tables/639/data
LCNAF	Library of Congress Name Authority File	http://id.loc.gov/authorities/names
LCSH	Library of Congress Subject Headings	http://id.loc.gov/authorities/subjects.html
RDA	Resource Description & Access	https://www.rdatoolkit.org/
RightsStatements	RightsStatements.org	http://rightsstatements.org/
TGM	Library of Congress Thesaurus for Graphic Materials	http://id.loc.gov/vocabulary/graphicMaterials
TGN	Getty Thesaurus of Geographic Names	http://www.getty.edu/vow/TGNSearchPage.jsp
ULAN	Getty Union List of Artist Names	http://www.getty.edu/research/tools/vocabularies/ulan/index.html
VIAF	Virtual International Authority File	https://viaf.org/

Appendix D - PA Digital to DPLA Crosswalk

PA Digital Label	PA Digital inbound property	PA Digital outbound property	PA Digital outbound stack	DPLA label	DPLA DC class	DPLA DC property
Subject	dc:subject	dc:subject		Subject	dpla:SourceResource	dc:subject
Subject	dcterms:temporal	dc:subject		Subject	dpla:SourceResource	dc:subject
Type	dc:type	dc:type		Type	dpla:SourceResource	dc:type (where element = DPLA DCMI Type)
Type	dc:type	dc:type		Format	dpla:SourceResource	dc:format
Format	dc:format	dc:format		File Format	edm:WebResource	dc:format
Contributing Institution	supplied	dc:contributor	last occurrence	Data Provider	ore:Aggregation	edm:dataProvider
Intermediate Provider	supplied	dc:source		Intermediate Provider	ore:Aggregation	dpla:intermediateProvider
Collection Name	supplied	dc:relation	first occurrence	Collection	dpla:SourceResource	dcterms:isPartOf
Language	dc:language	dc:language		Language	dpla:SourceResource	dc:language
Publisher	dc:publisher	dc:publisher		Publisher	dpla:SourceResource	dc:publisher
Creator	dc:creator	dc:creator		Creator	dpla:SourceResource	dc:creator
Contributor	dc:contributor	dc:contributor	before last occurrence	Contributor	dpla:SourceResource	dc:contributor
Date	dc:date	dc:date		Date	dpla:SourceResource	dc:date
Date	dcterms:created	dc:date		Date	dpla:SourceResource	dc:date
Date	dcterms:issued	dc:date		Date	dpla:SourceResource	dc:date
Identifier	dc:identifier	dc:identifier	second	Is Shown At	ore:Aggregation	edm:isShownAt

			occurrence			
Identifier	dc:identifier	dc:identifier	last occurrence	Preview	ore:Aggregation	edm:preview
Source	supplied	dc:source		Contributing Institution	ore:Aggregation	dpla:intermediateProvider
Relation	dc:relation	dc:relation	after first occurrence	Relation	dpla:SourceResource	dc:relation
Coverage	dc:coverage	dc:coverage		Place	dpla:SourceResource	dcterms:spatial
Coverage	dcterms:spatial	dc:coverage		Place	dpla:SourceResource	dcterms:spatial
Rights	dc:rights	dc:rights		Rights	dpla:SourceResource	dc:rights
Rights	dcterms:Rights Statement	dc:rights		Rights	dpla:SourceResource	dc:rights
Rights	dcterms:license	dc:rights		Rights	dpla:SourceResource	dc:rights
Title	dc:title	dc:title		Title	dpla:SourceResource	dc:title
Description	dc:description	dc:description		Description	dpla:SourceResource	dc:description