

Metadata Application

Element Name	Dublin Core Mapping	Controlled Vocabulary	Content Guidelines	Obligation	Cardinality	Examples
objectid	Identifier		objectid should be sb_XXXX where in XXXX is a four digit number	M	NR	sb_0001 sb_0025
filename	Identifier		Will be the filename	M	NR	charley_my_boy.jpeg rings.jpeg
format	Format	IANA Media Types	Follow IANA guidelines	M	NR	image/jpeg image/png
title	Title		Title should appear as the title of each sheet music booklet	M	R	Come Back to Erin Take Me Back to the Garden of Love
subject	Subject	Library of Congress Subject Headings	Use the preferred term of the LCSH with the first character of the term capitalized and some will be in plurals. This should be the subject of the song; multiples should be separated by a semicolon	MP	R	Love songs World War, 1914-1918 Germany Romances (Music)

date	Date	W3C Date and Time Formats	Use the format indicated by the W3C; this would be YYYY. This is the copyright date printed in the materials.	MP	NR	1924 1926
rights	Rights	U.S. Copyright Office	This is the copyright status of each songbook. As all have been copyrighted in the United States before or in 1929 all items will be in the public domain.	MP	NR	Public Domain In Copyright
rightsstatement	Rights	Rights Statements	Use statement provided by Rightsstatements.org post the copyright status of the material, by inserting link to the “No Copyright” statement.	M	NR	https://rightsstatements.org/page/NoC-NC/1.0/?language=en
type	Type	DMCI Type Vocabulary	Follow DMCI Type vocabulary. Multiples should be separated by a semicolon. This is the format of the object.	MP	NR	Image;StillImage
genre	Subject	Library of Congress Genre/Form Terms	Multiples should be separated by a semicolon. This is the genre of the music, some genres have been stated by the	MP	R	Jazz Ragtime Music

			<p>publisher of the songbook. For genres with multiple words the first word should be capitalized per LCGFT format.</p>			
lyricist	Creator	LC Name Authority File	<p>Follow the guidelines and format laid out by the LCNAF. Multiples should be separated with a semicolon. This is the name of the lyricist(s) of the song and should be in the following format Lastname, Fristname; both first and last name should have the first character capitalized. Some will include year of birth and year of death this should be included if indicated by the LCNAF.</p>	MP	R	<p>Berlin, Irving, 188-1989</p> <p>Klein, Lou, 1888-1945</p>
publisher	Publisher	LC Name Authority File	<p>Follow the format laid out by the LCNAF. This is the name of the publisher/publishing company.</p>	MP	NR	<p>Irving Berlin inc.</p> <p>Leo Feist, Inc.</p>

composer	Creator	LC Name Authority File	Multiples should be separated with a semicolon. This is the name of the musical composer(s) of the song; multiples should be separated by a semicolon. Should follow Lastname, Firstname format; both first and last name should have the first character capitalized. Some will include year of birth and year of death this should be included if indicated by the LCNAF.	MP	R	Donaldson, Walter, 1893-1947 Osborne, Nathan

Key

M- Mandatory

MP- Mandatory if Present

R- Required

NR- Not Required

