

Group 1 Metadata Application Profile (Data Dictionary) Template

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Digital Collection Name: Oregon Flora Collection

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About this template

This data dictionary is intended to support the metadata standardization and object cataloging for the Humanities Research Data Management course. Objects will include images and illustrations. Each project group should have its method for resource description documented so catalogers can use this MAP for reference while performing resource descriptions. The data standards included in this MAP aligns with CollectionBuilder’s machine-readable requirements for object representation rendering and system functionality. [This MAP must align with the CollectionBuilder’s Data Dictionary.](#)

[View example objects cataloged using a spreadsheet by going to this Google Sheet.](#)

MAP Table Explanation

Metadata Element Name: This column represents the metadata field names required or recommended when using CollectionBuilder.

Metadata Element Display Label: This column represents the text that will display on a CollectionBuilder item page. View an [Item Page example](#) to see how elements are displayed.

Data Entry Obligation: This column represents a cataloger’s obligation to add a value to a specific metadata element.

Metadata Element Definition and Data Entry Standard Requirement: This column represents the definition for metadata elements and how a cataloger needs to enter descriptions in a specific way for CollectionBuilder to be able to properly render and display metadata.

Controlled Vocabulary Requirement: This column represents if a cataloger needs to use a controlled vocabulary or not. If yes, then a cataloger should reference the controlled vocabularies table and use whichever one is identified.

Example: This column represents examples for how data should

Object Example

This is an example of how you should enter data so it can accurately display on a CollectionBuilder item page.



objectid: ofc_018_lupine_1968
title: Lupine
filename: ofc_018_lupine_1968.jpg
format: image/jpg

creator: Robert W. Henderson
date: 1968-1978
description:Lupine is a plant of the pea family. Its flowers resemble an upside cone.
Subject: Plant; Poisonous Plants; Flowers; Color Photograph (Visual Works)
location: Oregon
source: OSU Special Collections & Archives Research Center, Oregon State University. "Lupine, Oregon, circa 1973" Oregon Digital.
type: Image; StillImage
language: eng
creativecommons: Public Domain Mark 1.0
rights: In Copyright - In the United States
citation: Henderson, Robert W., "Lupine, Oregon, circa 1973," OSU Special Collections & Archives Research Center, Oregon State University. Oregon Digital. 1973 https://oregondigital.org/concern/images/kk91g265g

Metadata Cataloging Guidelines

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse link or External link, why?	Metadata Element Definition and Data Standard Requirement	Example
objectid	Not applicable	Required	No	n/a	<p>A unique string with no spaces or special characters that will be used as an ID in the website.</p> <p>Each objectid property should have a single unique value. This should be a unique, lowercase string with no spaces or special characters as it will be used to form the item's URL. Underscores (_) and dashes (-) are okay; slashes (/) should NOT be used in this field.</p>	ofc_016_oregongrape_1975
title	Title	Required	No	n/a, not repeatable	<p>A name given to the resource. This should be a short, descriptive set of words identifying the item.</p> <p>Each item may only have one title. Each title property should have a single unique value.</p>	Oregon Grape
filename	Not applicable	Required	No	n/a	<p>The digital object's filename including the file extension <i>or</i> a full URL to a file hosted external to your project.</p> <p>The value must match the file's filename in your "objects" directory (filenames are case-sensitive).</p> <p>Important note on external items: URLs to external media should always be secure HTTPS links.</p> <p>Filenaming conventions: Each filename should be an all lowercase unique string with no spaces or</p>	ofc_016_oregongrape_1975.jpg

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					special characters. Underscores (<u> </u>) are okay.	
format	Format	Required	Yes	n/a, all the same type so not necessary to differentiate	<p>Indicates the item's media type. Since CollectionBuilder uses logic based on format to display objects, this is the most important field to ensure the interactive visualizations function correctly. If there are errors or anomalies, some pages will not work.</p> <p>The input for this field should be structured according to MIME type standards, consisting of a type and a subtype concatenated with a slash (/) between them.</p> <p>Image: image/jpeg Document: application/pdf Audio: audio/mp3 Video: video/mp4</p>	image/jpeg
creator	Creator	Recommended	No	Browse link, all items will be tagged with the creator name	<p>An entity primarily responsible for making the resource.</p> <p>For multiple creators, separate values with a semicolon.</p>	Robert W. Henderson

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse link or External link, why?	Metadata Element Definition and Data Standard Requirement	Example
datecreated	Date	Recommended	No	n/a, not relevant to the plant info	<p>A point or period of time associated with an event in the lifecycle of the resource. A resource may have several dates associated with it. The date covered by this table refers to <i>the creation of the original resource</i> when the resource was first created before undergoing any conversion.</p> <p>If the date is unknown, specify an estimated date or date range.</p> <p>This element controls the CB Timeline feature. You must comply with the example data entry requirements expressed in the Example column.</p>	1974
description	Description	Recommended	No	n/a, not repeatable	<p>An account of the resource. Anything significant about the digital resource not covered elsewhere.</p> <p>Use standard punctuation and grammar to describe the item's history, physical appearance, contents, abstract, etc.</p>	An evergreen fern with elongated leaves. This plant grows upwards.
image_alt_text	Image Alt Text	Required	No	n/a, not repeatable	<p>An appropriate textual description of the image for screen readers (for visual impaired people). The length should be no more than 3 sentences.</p> <p>This is in addition to the description specifically for visually impaired people.</p>	Color botanical illustration of a Gaultheria shallon, or salal, branch with large green leaves and dark purple berries.
subject	Subject	Recommended	Yes	Browse link, all	The topic(s) of the resource.	Plant; Flowers; Botanical

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				items will be tagged with same subjects like “invasive” or “bulbous”	For multiple subjects, separate values with a semicolon.	Illustration; drawings (visual works)
location	Location	Recommended	Yes	n/a, we’re not using location since the plants grow in more than one place	A geographic location to which the resource applies. For multiple locations, separate values with a semicolon.	Oregon
source	Source	Recommended	No	External link, the link clicked will take the consumer to the original	Designates a related source collection or resource from which the object is derived. In such a situation, the name of the collection name and repository would be the input for this field. The input should be expressed as the collection name followed by a comma, then followed by the repository. This element aligns with the “Repository” element identified in your group’s content inventory. The value in your metadata field should be written in HTML where Display Text Name of Collection - Name of Source Repository Note: Instead of using a comma between the collection and the repository names, please use a hyphen (-).	Cleveland Rockwell Papers - OHS Digital Collection

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse link or External link, why?	Metadata Element Definition and Data Standard Requirement	Example
					<p>For example, type this into a cell:</p> <pre>Robert N. Dennis Collection of Stereoscopic Views - The New York Public Library Digital Collections</pre> <p>In CollectionBuilder it will render on an item page to look like this: Robert N. Dennis Collection of Stereoscopic Views - The New York Public Library Digital Collections</p>	
type	Work Type	Recommended	Yes	n/a, all types are the same so no need to differentiate	<p>Distinguish between types using a one- or two-value input. If using a second value, the second value does not need to relate to a controlled vocabulary but should give the further specification of the object type.</p> <p>The two values in a pair should be separated by a semi-colon (;).</p>	Image; Still Image
rights	Rights Statement	Required	Yes	External link, the link will take consumers to an explanation of the rights statement	<p>A standardized rights statement, not a creativecommons.org license statement, should be used in this field.</p> <p>The value in your metadata field should be written in HTML where <code>Display Text Name of Copyright Statement</code></p> <p>For example, type this into a cell:</p>	<pre>No Copyright - In the United States</pre>

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					<p>No Copyright - In the United States</p> <p>In CollectionBuilder it will render on an item page to look like this: No Copyright - In the United States</p>	
creativecommons s	Creative Commons License	Recommended, but could be Required	Yes	External link, the link will take consumers to the explanation of the creative commons license	<p>A standardized creative commons license, not a rightsstatement.org rights statement, should be used in this field.</p> <p>The value in your metadata field should be written in HTML where Display Text Name of Creative Commons License</p> <p>For example, type this into a cell:</p> <p>Public Domain Mark 1.0</p> <p>In CollectionBuilder, it will render on an item page to look like this: Public Domain Mark 1.0</p>	<p>Public Domain Mark 1.0</p>
citation	Citation	Required	No	n/a, opted to link source instead	<p>A citation representing where you got your object from. Use "Citing Artifacts in a Digital Archive" for citation styling. Make sure to add the URL or DOI for the original source's online location.</p> <p>The value in your metadata field should be written in HTML where "Title," Creator. Date, Repository,</p>	"Botanical illustrations of sweet pea flowers," Rockwell, Cleveland. 1862-1907, Oregon Historical Society. Library. Website Name, Cleveland

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse link or External link, why?	Metadata Element Definition and Data Standard Requirement	Example
					<p>Repository Location. Website Name, Collection Name, URL to Source Repository</p> <p>Note: For the citation field, you must use single quotes for the URL and target=' _blank ' because the whole value is enclosed in double quotes to account for the commas.</p> <p>For example, type this into a cell:</p> <p>"Oregon City, Oregon," Carleton E. Watkins. 1837, The New York Public Library Digital Collections, New York. NYPL Digital Collections, Robert N. Dennis Collection of Stereoscopic Views, https://digitalcollections.nypl.org/items/510d47e2-699a-a3d9-e040-e00a18064a99</p> <p>In CollectionBuilder, it will render on an item page to look like this:</p> <p>"Oregon City, Oregon," Carleton E. Watkins. 1837, The New York Public Library Digital Collections, New York. NYPL Digital Collections, Robert N. Dennis Collection of Stereoscopic Views, https://digitalcollections.nypl.org/items/510d47e2-699a-a3d9-e040-e00a18064a99</p>	Rockwell Papers, https://digitalcollections.ohs.org/mss2163-f13-004

Controlled Vocabularies

<i>Metadata Element Name</i>	<i>Controlled Vocabularies</i> The fields listed below require the use of controlled vocabularies. Use the lists to guide you in the selection of terms that should be applied to each field.
subject	Please use your subject vocabulary list with definitions. <ul style="list-style-type: none">•
type	DCMI Type Vocabulary: https://www.dublincore.org/specifications/dublin-core/dcmi-type-vocabulary/2003-02-12/
format	MIME Types: https://developer.mozilla.org/en-US/docs/Web/HTTP/Basics_of_HTTP/MIME_types/Complete_list_of_MIME_types
language	ISO 639-2 Codes for the Representation of Names and Languages: https://www.loc.gov/standards/iso639-2/php/code_list.php
location	Please use your location vocabulary list or TGN https://www.getty.edu/research/tools/vocabularies/tgn/?find=oregon&place=&nation=&english=Y
rights	Rights Statements: https://rightsstatements.org/page/1.0/?language=en
creativecommons	Creative Commons Licenses: https://creativecommons.org/licenses/ For objects in the public domain you should use this marking within the Creative Commons field: https://creativecommons.org/publicdomain/mark/1.0/