Metadata Application Profile (Data Dictionary) "Template

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Digital Collection Name: Track Town Eugene, Oregon

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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 may include images, videos, audio, documents, and other resource types. 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.
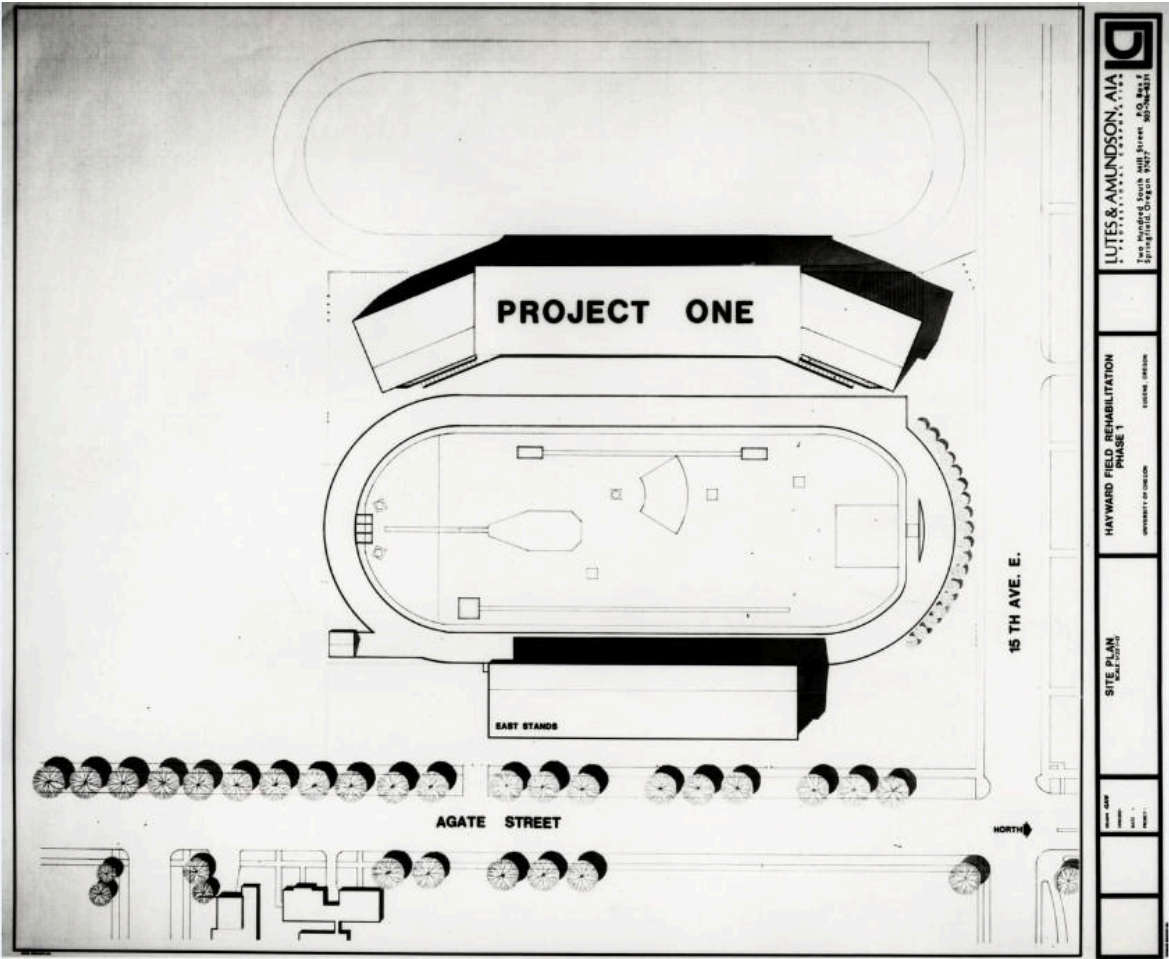
View example objects cataloged using a spreadsheet by going to this Google Sheet.

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.

Metadata 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: hisoftrktwn_1970_hywf_002
title: Hayward Field
filename: hisoftrktwn_1970_hywf_002.jpg
format: image/jpg
creator: Lutes & Amundson
date: 1970
description: The final layout of the construction of the original Hayward Field in relation to the rest of campus.
subject: Hayward Field;Renovations
location: Eugene, OR
source: UO Athletics University of Oregon. Libraries. Special Collections and University Archives.
type: Image; StillImage
language: eng
creativecommons: Attribution-NonCommercial-NoDerivs 4.0 International
rights: In Copyright
citation: "Hayward Field Rehabilitation." Oregon Digital, 1970, https://oregondigital.org/concern/images/df669410c.

Metadata Cataloging Guidelines

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse Link/ External link	Metadata Element Definition and Data Standard Requirement	Example
objectid	Not applicable	Required	No	no	A unique string with no spaces or special characters that will be used as an ID in the website. 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**.	histoftrktwn_1960_pkni_003
youtubeid	Youtube Id	Required	No	External link true	This is the unique string assigned to a video when it is uploaded to YouTube. An easy way to find this is to look at the URL for your YouTube video. The ID will be the string attached to the end of the URL.	JDIYbkV_8aY
title	Title	Required	No	no	A name given to the resource. This should be a short, descriptive set of words identifying the item. Each item may only have one title. Each title property should have a single unique value.	Hayward Field
filename	Not applicable	Required	No	no	The digital object's filename including the file extension/format. The value **must match the file's filename** in your "objects" directory (filenames are case-sensitive). **Filename conventions:** Each filename should be an all lowercase unique string with no spaces or	histoftrktwn_1960_pkni_003.pdf

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse Link/ External link	Metadata Element Definition and Data Standard Requirement	Example
					special characters. Underscores (_) are okay.	
format	Format	Required	Yes	no	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. 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. Image: image/jpeg Document: application/pdf Audio: audio/mp3 Video: video/mp4	image/jpeg document/pdf image/jpg
creator	Creator	Recommended	No	no	An entity primarily responsible for making the resource. For multiple creators, separate values with a semicolon. First Name Last Name - no comma	Bill Hayward
datecreated	Date Created	Required	No	Browse link true	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 *the creation of the original resource* when the resource was first created before undergoing any conversion.	Select one of the following formats. ● Year: YYYY (1997) OR ● Complete

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse Link/ External link	Metadata Element Definition and Data Standard Requirement	Example
					If the date is unknown, specify an estimated date or date range. This is a free text field. Please standardize the expression of your dates using the Example column.	date: MM/DD/YYYY(07/16/1997)
description	Description	Required	No	no	An account of the resource. 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.	Image from a Japanese Magazine of Phil Knight and Bill Bowerman posing in Nike's. The top portion shows Knight running in Nike's
image_alt_text	Alt Text	Required	no	no	Brief and descriptive attribute added to an image to provide textual description to needed users.	Color image from a Japanese magazine of Phil Knight and Bill Bowerman standing in front of trees wearing Nike's. The upper portion of the image is a series of photos showing Knight running in Nike's.
subject	Subject	Required	Yes	Browse link true	The topic(s) of the resource. For multiple subjects, separate values with a semi-comma.	Hayward Field;Bill Bowerman

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse Link/ External link	Metadata Element Definition and Data Standard Requirement	Example
location	Location	Required	Yes	No	A geographic location to which the resource applies. For multiple locations, separate values with a semicolon.	Eugene, OR
source	Source	Required	No	External link true	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 (-). For example, type this into a cell: Robert N. Dennis Collection of Stereoscopic Views - The New York Public Library Digital Collections In CollectionBuilder it will render on an item page to look like this: Robert N. Dennis Collection of	University of Oregon. Libraries. Special Collections and University Archives

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse Link/ External link	Metadata Element Definition and Data Standard Requirement	Example
					Stereoscopic Views - The New York Public Library Digital Collections	
type	Work Type	Required	Yes	no	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. The two values in a pair should be separated by a semi-colon (`;`).	Image;Still Image Text
language	Language	Required	Yes	no	This field indicates the language associated with the object. Use this for any objects that have a language associated with the object.	eng
rights	Rights Statement	Required	Yes	External link true	A standardized rights statement, not a creativecommons.org license statement, should be used in this field. The value in your metadata field should be written in HTML where Display Text Name of Copyright Statement For example, type this into a cell: No Copyright - In the United States In CollectionBuilder it will render on an item page to look like this: No Copyright - In the United States	In Copyright

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse Link/ External link	Metadata Element Definition and Data Standard Requirement	Example
creativecommons	Creative Commons License	Recommended, but could be Required	Yes	External link true	A standardized creative commons license, not a rightsstatement.org rights statement, should be used in this field. The value in your metadata field should be written in HTML where Display Text Name of Creative Commons License For example, type this into a cell: Public Domain Mark 1.0 In CollectionBuilder, it will render on an item page to look like this: Public Domain Mark 1.0	Attribution-NonCommercial-NoDerivs 4.0 International
citation	Citation	Required	No	External link true	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. The value in your metadata field should be written in HTML where "Title," Creator. Date, Repository, Repository Location. Website Name, Collection Name, URL to Source Repository **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.	"Knight and Bowerman".15 Feb 2024,UO Archives Photographs, University of Oregon.https://oregondigital.org/concern/images/df66nm50z

Metadata Element Name	Metadata Element Display Label	Metadata Element Obligation	Controlled Vocabulary	Browse Link/ External link	Metadata Element Definition and Data Standard Requirement	Example
					For example, type this into a cell: "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 In CollectionBuilder, it will render on an item page to look like this: "Knight and Bowerman".15Feb2024,UO Archives Photographs, University of Oregon.https://oregondigital.org/concern/images/df66nm50z	

Controlled Vocabularies

Metadata Element Name	*Controlled Vocabularies* 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. ● Phil Knight: Co-Founder of Nike. A significant supporter of Tracktown USA. ● Bill Bowerman: Co-Founder of Nike. Head Coach of the University of Oregon Track and Field for 24 years. Pivotal role in developing Tracktown USA ● Nike: Multinational corporation strongly ties to Eugene, Oregon, and major supporter of Tracktown USA. ● Hayward Field: Historic track and field stadium located at the University of Oregon that hosts the Olympic Trials and NCAA Championships. ● Steve Prefontaine: Famous long-distance runner who competed for the University of Oregon. His legacy stays within Tracktown. ● Robert Taylor: Prominent figure known for contributions to coaching, organizing events, and supporting athletes. ● Trails: Outdoor paths or routes designated for running or walking. ● Bill Hayward: Known as the father of Oregon track and field and the "Grand Old Man" during the 44 years he was a coach and athletic trainer at the University of Oregon (Hayward Field is named after him) ● Oregon Daily Emerald: Student-run University of Oregon newspaper on campus ● Oregon Track and Field: The Oregon Track and Field Team ● Hayward Field Renovations: The reconstruction and rebuilding of Hayward Field ● Hayward Day: A fun field day that takes place in Hayward Field open to any students with a team. Made in memory of Bill Hayward and the impact he left on Oregon Track and Field. ● Will Mundy: Track and Field runner at the University of Oregon. ● Stadiums: Track and Field Stadiums. ● University of Oregon; Student Newspapers and Periodicals: Newspaper made by University of Oregon Students. ● Duck Track Season: The University of Oregon Ducks track team season. ● Track Town Triumphs: The University of Oregon making Eugene known as Track Town because of their track and field skills. ● Eugene;Murals: Track mural painted in Eugene.
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 ● Eugene, OR
rights	Rights Statements: https://rightsstatements.org/page/1.0/?language=en
creative commons	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/