Metadata Application Profile Guidelines for DSCI/LIB350m Fall 2025

What is this document?

You will be creating a **metadata application profile guidelines document** – a comprehensive set of instructions and standards that will guide how items in your digital collection are cataloged and described.

Why are you creating this?

Think of this document as a blueprint or instruction manual. When multiple people contribute to a digital collection, they need to describe items in consistent, predictable ways. Without clear guidelines, one person might catalog a photograph one way, while another person catalogs it completely differently. This inconsistency makes it difficult (or impossible) for users to find what they're looking for.

Your guidelines document ensures that:

- **Anyone** cataloging items for your collection knows exactly what information to include and how to format it
- Items are described **consistently** across the entire collection
- Users can **find** what they need through effective searching and browsing
- The collection is **usable** and **accessible** to your intended audience
- **Meet CollectionBuilder data entry standards** in order for the tool to operate properly.
  - Reference:
    - Metadata CSV: https://collectionbuilder.github.io/cb-docs/docs/metadata/csv_metadata/
    - Metadata Formatting: https://collectionbuilder.github.io/cb-docs/docs/metadata/formatting/

Your document should answer:

- What metadata fields (metadata elements!) should be used for each item?
- Is the metadata field one of the 15 Simplified DublinCore metadata fields?
- Is the metadata field one that my instructor requires?
- Is the metadata field required for cataloging?
- What information goes in each field?
- Are there controlled vocabularies or specific standards to follow?
- How should that information be formatted? Does a computer system require information be formatted in a specific way to make sure the software works properly?

Field Name	Is the field required by my instructor? Does the field align with a DublinCore Standard element? Is the field required by Collection Managers? Is it a CollectionBuilder required or optional field?	Obligation: Required or Optional	Definition	Is a Controlled Vocabulary Required?	Data Entry How-to	Example
Alternative Text	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required				
Creator	DublinCore Alignment:	Required				

	Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:				
Date	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required			
Description	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required			
Display Template	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required			

Format	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required			
Identifier	DublinCore Alignment: Instructor Requirement: Optional Collection Managers Requirement: CollectionBuilder Requirement:	Optional			
Object ID	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required			
Language	DublinCore Alignment: Instructor Requirement: Optional Collection Managers Requirement:	Optional			

	CollectionBuilder Requirement:					
Location	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required				
Rights Statement	DublinCore Alignment: Yes, Rights Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Optional	Required	This field is a standardized rights statement, designated in the form of a URI.	Yes	Use a rights statement that matches the copyright status for an item. Required to use the RightsStatements.org URI addressed as the authority control. Do not hyperlink. CollectionBuilder will automatically transform the URI into hyperlinked text.	http://rightsstatements.org/vocab/InC/1.0/
Rights	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required				
Source	DublinCore Alignment: Instructor Requirement: Yes	Required				

	Collection Managers Requirement: CollectionBuilder Requirement:					
Subject	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required				
Title	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required				
Type	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required				

Controlled Vocabulary Lists

Field Name	Controlled Vocabulary Use these controlled vocabularies for each designated field. Identify if it is a pick list or an authority control.
Rights Statements	**Controlled List Type:** Authority Control Any URIs found at RightsStatements.org should be used for this field's controlled vocabulary.