

# Metadata Application Profile Guidelines for DSCI/LIB350m Fall 2025

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## 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/](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?
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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
normalized_field_name  image_alt_text	DublinCore Alignment: No  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: Strongly Suggested	Required	A brief description of the object. This is used by machine reading for visually impaired users. Additionally, if an object does not load, it will display the alt. text instead.	No	A brief description should include the following. The image's subject matter, details of any specific elements (ex: Julian Eltinge poses in a dress). If there is text, provide this as well (ex: A postcard which reads "Julian Eltinge" beneath two juxtaposed images of Julian Eltinge's face, one masculine and one feminine).	A series of illustrations of Julian Eltinge by Winsor M'Cay. The piece is titled, "Winsor M'Cay draws impressions of Mr. Julian Eltinge at Orpheum".

Creator <i>creator</i>	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: optional CollectionBuilder Requirement: optional	Required	As defined by CollectionBuilder documentation, “the creator property designates an entity primarily responsible for making the resource” ( <a href="#">CollectionBuilder Documentation</a> )	No	Creator should be represented in <i>Firstname, Lastname</i> format.	John Doe, John
Date <i>date</i>	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Required for Visualization	Required	The date indicates a point of time associated with the object.	No	Dates should be represented in the format <i>yyyy-mm-dd</i> , which will enable our various timeline visualizations.  For less exact dates, <i>yyyy-mm</i> or <i>yyyy</i> may be used	1927, 1927-03-26, 1927-03
Description <i>description</i>	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: optional	Required	“An account of the object” per CollectionBuilder Documentation and DublinCore standards, either generated by Collection Managers or as defined by the source.	No	Either generate a brief account of the object, or copy and cite the description provided by the source if available.	Postcard of the Memorial Gymnasium on the University of Idaho campus in Moscow, Idaho.
Display Template <i>display_template</i>	DublinCore Alignment: No Instructor Requirement: Yes Collection Managers Requirement: Yes	Required	As defined by CollectionBuilder documentation, <i>display_template</i> is “used for the Item page <i>and</i> is used in logic to choose representations in other	Yes	Use a supported default option defined in <a href="#">CollectionBuilder Documentation</a> .	image

	CollectionBuilder Requirement: Strongly Suggested		pages" ( <a href="#">CollectionBuilder Documentation</a> ).			
Format <i>format</i>	DublinCore Alignment: Yes  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: Strongly Suggested	Required	As defined by CollectionBuilder documentation, format "indicates the object's media type" ( <a href="#">CollectionBuilder Documentation</a> ).	Yes	Use a supported default option defined in <a href="#">CollectionBuilder Documentation</a> .	image/jpeg
Identifier <i>identifier</i>	DublinCore Alignment: Yes  Instructor Requirement: Optional  Collection Managers Requirement: optional  CollectionBuilder Requirement: optional	Optional	The identifier field is used to preserve the unique identifier assigned to the object by the object's (usually physical) source collection.  <a href="https://collectionbuilder.github.io/cb-docs/docs/metadata/csv_metadata/">https://collectionbuilder.github.io/cb-docs/docs/metadata/csv_metadata/</a>	No	Enter the item's official identifier (accession number, catalog number, or digital object ID) from the source institution or database.  Enter it exactly as it appears, including periods, hyphens, and capitalization	ASC.2012.53
Object ID <i>objectid</i>	DublinCore Alignment: No  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: required	Required	As defined by Collection Builder documentation and standards, the field that CollectionBuilder uses to identify each object. Please do not include the file format.	No	This should be a unique string, all lowercase 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. Should include image format.  For more info; <a href="https://collectionbuilder.github.io/cb-docs/docs/metadata/csv_metadata/">https://collectionbuilder.github.io/cb-docs/docs/metadata/csv_metadata/</a>	bertsavoy_cbm_memorial_1923

Language <i>language</i>	DublinCore Alignment: Yes  Instructor Requirement: Optional  Collection Managers Requirement: optional  CollectionBuilder Requirement: optional	Optional	As defined by the Dublin Core standard, A language of the intellectual content of the resource. i.e., if there is language content available, what language is it?	No	Enter the corresponding language of the written content of the artifact into the field.	English
Location <i>location</i>	DublinCore Alignment: Yes  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: required for visualization	Required	This field designates a geographic location to which the item is tied.	No	The Location field identifies the geographic place associated with the item. Use TGN ( <a href="#">Thesaurus of Geographic Names</a> ) authority terms whenever possible to ensure consistency, entering the preferred TGN place name for each location and separating multiple entries with a semicolon. Avoid abbreviations, and only use "Unknown" when a location cannot be determined.	New York (United States), Hollywood (California, United States), Cincinnati (Ohio, United States), Unknown
Rights Statement <i>rightsstatement</i>	DublinCore Alignment: No  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 <a href="#">RightsStatements.org</a> URI addressed as the authority control.  Do not hyperlink. CollectionBuilder will automatically transform the URI into hyperlinked text.	<a href="http://rightsstatements.org/vocab/">http://rightsstatements.org/vocab/</a> b/InC/1.0/
Rights <i>rights</i>	DublinCore Alignment: Yes  Instructor Requirement: Yes	Required	The rights field should include a free-text rights statement describing information about rights	Yes	The rights field should include a free-text rights statement describing information about rights held in and	Educational use includes non-commercial use of text and images in materials for teaching and research purposes. Digital

	<p>Collection Managers Requirement: Yes</p> <p>CollectionBuilder Requirement: optional</p>		held in and over the object.		over the object.	reproduction rights granted by the University of Idaho Library. For other uses beyond free use, please contact the University of Idaho Library Special Collections and Archives Department.
Source <i>source</i>	<p>DublinCore Alignment: Yes</p> <p>Instructor Requirement: Yes</p> <p>Collection Managers Requirement: Yes</p> <p>CollectionBuilder Requirement: optional</p>	Required	The source field designates a related source collection or resource from which the object is derived.	No	The name of the physical archival collection as the input for this field. The input should be expressed as the collection name followed by a comma, then followed by the holding library.	PG 5, University of Idaho Library Special Collections and Archives
Subject <i>subject</i>	<p>DublinCore Alignment: Yes</p> <p>Instructor Requirement: Yes</p> <p>Collection Managers Requirement: Yes</p> <p>CollectionBuilder Requirement: Required for visualizations</p>	Required	A term or phrase that describes the topic or content of a resource, often used to support discovery, classification, and retrieval.	Yes	This field allows for multiple subjects to be input for a single record. Each value should be separated with a semicolon	Dogs; Cats; Zebras
Title <i>title</i>	<p>DublinCore Alignment: Yes</p> <p>Instructor Requirement: Yes</p> <p>Collection Managers Requirement: Yes</p> <p>CollectionBuilder Requirement: Required</p>	Required	A title is a word or phrase that names or designates something, such as a book, artwork, document, or piece of media.	No	A title is not technically required, but will leave blank areas in the template.	Haystack Rock

Type Ben type	DublinCore Alignment: Yes  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: optional	Required	An object's type distinguishes between types of image, sound, text, etc., using a one- or two-value input.	No	The input should contain a value chosen from the DCMI Type Vocabulary. If using a second value, the second value does not need to relate to a controlled vocabulary, but should give further specification of the object type. The two values in a pair should be separated by a semicolon	Image;Still Image; Moving Image, Text, Sound
Filename filename	DublinCore Alignment: Yes  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder Requirement: Yes	Required	This field will be the digital object's filename including the file extension, or a full URL to a file hosted external to your project.	No	The value must exactly match the actual filename of the file in your "objects" directory, including the case of the filename and file extension. Most web servers are case sensitive, so make sure everything matches!	img101_b6_photographs_01.jpg
Citation citation	DublinCore Alignment: No  Instructor Requirement: No  Collection Managers Requirement: Yes  CollectionBuilder Requirement: No	Required	A MLA citation of digital object from source	No	The citation should conform to MLA standards as defined by <a href="#">PurdueOWL</a> .	Billy Rose Theatre Division, The New York Public Library. "Bothwell Browne" The New York Public Library Digital Collections. 1850 - 2020. <a href="https://digitalcollections.nypl.org/items/86257580-ff5d-012f-7e78-58d385a7bc34">https://digitalcollections.nypl.org/items/86257580-ff5d-012f-7e78-58d385a7bc34</a>
Cataloguer cataloguer	DublinCore Alignment: No  Instructor Requirement: Yes  Collection Managers Requirement: Yes  CollectionBuilder	Required	The first name of the Collection Manager who catalogued the object.	No	The cataloguer should be first name only, with the first letter capitalized.	Calista

	Requirement: No					

## Controlled Vocabulary Lists

<b>Field Name</b>	<b>Controlled Vocabulary</b> Use these controlled vocabularies for each designated field. Identify if it is a pick list or an authority control.
Rights Statements	<b>Controlled List Type:</b> Authority Control  Any URIs found at <a href="#">RightsStatements.org</a> should be used for this field's controlled vocabulary.
Display Template	<b>Controlled Type List:</b> image, pdf, video, audio, panorama, record, item, compound_object, multiple  Defined by <a href="#">CollectionBuilder Documentation</a>
Format	<b>Controlled Type List:</b> image/jpeg, application/pdf, audio/mp3, video/mp4  Defined by <a href="#">CollectionBuilder Documentation</a>
Rights	<b>Controlled List Type: Authority Control</b> Public domain, copyright undetermined
Subject	<b>Controlled Type list:</b> Karyl Norman, Bert Savoy, Vesta Tilley, Bothwell Browne, Della Fox, Julian Eltinge, Bert Errol, Ella Wesner
Location	<b>Authority Control:</b> <a href="#">Thesaurus of Geographic Names</a>