

Metadata Application Profile Guidelines for DSCI/LIB350m Fall 2025

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: No Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: No	Required	A descriptive text that conveys the meaning of an image or graphic for people who cannot see it.	No	Write 1–2 clear sentences describing what is visually happening. Keep it objective and non-interpretive unless context requires meaning. Use plain language and past/present tense naturally.	“Two women riding a bike down a street.”
Citation	DublinCore Alignment: Instructor Requirement: No Collection Managers Requirement: Yes CollectionBuilder	Required	The citation or reference for each object/source where it can be found digitally.	No	Using MLA format: Author, “Title of Web Page”, Title of Site, Publisher, Date, DOI	“Oregon Historical Society. "Group of Riders at Cycle Trades Field Day in Portland, Oregon." OHS Digital Collections, 1926, digitalcollections.ohs.org/orglot1003-f11-001.”

	Requirement: Optional					
Creator	DublinCore Alignment: Yes, "Creator" Instructor Requirement: Yes Collection Managers Requirement: Creator CollectionBuilder Requirement: Optional, creator	Required	The name of the photographer or creator of the object. Also includes additional Creators such as composers, illustrators, and/or lyricists.	No	Write the creator's name as "last name, first name" to be formatted for DublinCore. The name must also be written completely in lowercase to be formatted for CollectionBuilder. Objects with multiple creators can be separated by using a ";" [semicolon] If an object has a blank creator field, or no known creator; use "Unknown" in place of.	"Doe, John" "Doe, John; Doe, Jane" "Unknown"
Date	DublinCore Alignment: Yes, Date Instructor Requirement: Yes Collection Managers Requirement: Date CollectionBuilder Requirement: Yes, date	Required	Calendar date of creation of the object.	Yes	"A resource may have several dates associated with it. The date covered by this table refers to the creation of the original resource, that is, when the resource was first created, before undergoing any conversion. If the date is unknown, specify an estimated date or date range." - CollectionBuilder dictionary - CollectionBuilder Data Dictionary	"Year: YYYY (1997) Year and month: YYYY-MM (1997-07) Complete date: YYYY-MM-DD (1997-07-16)" - CollectionBuilder Data Dictionary
Description	DublinCore Alignment: Yes, Description Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Recommended	Required	Brief written representation based on the image's observation.	No	Write a comprehensive, objective summary. Using complete sentences to focus on content, scope, key features, and primary subjects. While avoiding repeating the title.	"A 1965 B&W photo of the city hall's new entrance. Shows two figures standing next to the door, including one of the figures holding a plaque."
Display	DublinCore Alignment: No	Required	Reusable format used	Yes	Use a CSV file for metadata to ensure all	image

Template	Instructor Requirement: Yes Collection Managers Requirement: No CollectionBuilder Requirement: yes		to format how the data is presented.		field names are lowercase without spaces or special characters. Plus specific naming conventions like object ID.	
Format [Extension]	DublinCore Alignment: Yes, Format Instructor Requirement: Yes Collection Managers Requirement: No CollectionBuilder Requirement: yes	Required	How the data and objects are stored and saved in the computer.	Yes	Defines how data and content are presented to the user, and action as a blueprint for its appearance and behavior.	image/jpeg
Identifier	DublinCore Alignment: Not req Instructor Requirement: Optional Collection Managers Requirement: CollectionBuilder Requirement: no	Optional	A unique accession number for individual objects.	No	Use a consistent format across all items. Enter either a full handle path for each object; the identifier should reliably point to the digital object based on the individual who logged it. Should not change once published.	hr-04
Object ID	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: Yes	Required	A unique identifier used to ID each object, cataloger initials, repository acronym, date, format type, and object name.	No	Use a short, consistent ID with no spaces. Follow the project's naming convention (for example: all lowercase, use underscores if needed). IDs should be stable; once assigned, they never change.	ba_laplpc_1886_photo_b ikingacrosstown

	CollectionBuilder Requirement:				Each ID must be unique across the entire collection.	
Language	DublinCore Alignment: Yes, Language Instructor Requirement: Optional Collection Managers Requirement: No CollectionBuilder Requirement: No	Optional	A language of the resource.	No	Typically in English	English
Location [Geography /Coverage]	DublinCore Alignment: Yes, Coverage (Spatial) Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Yes	Required	Geographical location of the image.	Yes	Use a clear place name, written as City, State/Region, Country when applicable. Use consistent formatting across all items. If the exact location is unknown, provide the most specific, reliable level (e.g., “Oregon,” “United States,” or “Pacific Northwest”). Do not include full street addresses.	New York, New York
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: Yes, Rights Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Yes	Required	Legal or moral permissions for tertiary use of the image or item. Human-readable copyright text.	No	Look for any additional rights information provided by the source repository either on the individual object or within their Copyright information.	The University of Minnesota believes that this item is in the Public Domain under the laws of the United States, but did not make a determination as to its copyright status under the copyright laws of other countries. The item may not be in the Public Domain under the laws of other countries.
Source [Repository]	DublinCore Alignment: Yes, Source Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Yes	Required	Place of origin of creation or publishing for the image/object.	No	The official name of the repository. Include sub-collection or location code if needed for unique identification within the repository.	“The National Archives”
Subject	DublinCore Alignment: Yes, subject Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: No	Required	A set of keywords or topical terms that describe what the item is about.	Yes	The topic of the resource. Typically, the subject will be expressed as keywords or phrases that describe the subject or content of the resource. The use of controlled vocabularies and formal classification schemes is encouraged. For multiple subjects, separate values with a semicolon.	“Man; Portrait; Penny-farthing”
Title [Object Title]	DublinCore Alignment: Yes, Title	Required	The name of the item as it should appear in the collection.	No	Write a clear, concise title that summarizes the item. Capitalize major words and avoid overly	Bicycle Days

	<p>Instructor Requirement: Yes</p> <p>Collection Managers Requirement: Yes</p> <p>CollectionBuilder Requirement: Yes</p>				<p>long captions or descriptions. The title should be short.</p> <p>Do not include dates, locations, or rights information in the title field because those belong in their own metadata elements.</p> <p>If untitled, give a brief descriptive title.</p>	
Type [Medium]	<p>DublinCore Alignment: Yes, Type</p> <p>Instructor Requirement: Yes</p> <p>Collection Managers Requirement: Yes</p> <p>CollectionBuilder Requirement: Yes</p>	Required	<p>A category describing The nature or format of the item. This usually follows Dublin Core or CollectionBuilder conventions.</p>	Yes	<p>Specific terms available from the controlled Vocabulary that describe the form of the resource. Avoid broad terms if a more specific one is available.</p>	<p>Pick List: Determined by object material/medium:</p> <p>Photograph</p> <p>Chromolithograph</p> <p>Paper photo-emulsion</p> <p>Print</p> <p>Wood Engraving</p>
File Name	<p>DublinCore Alignment: No</p> <p>Instructor Requirement: Yes</p> <p>Collection Managers Requirement: Yes</p> <p>CollectionBuilder Requirement: Yes</p>	Required	<p>The name of the digital file uploaded to the system.</p>	No	<p>Follow the File Naming Standard</p> <p>Use the exact file name, including the extension (.jpg, .tif, .png, .mp4).</p> <p>No spaces are allowed. Use underscores if needed.</p>	<p>ac_nypldc_1935-1945_p hoto_sportsbicycling-man onbicycle.jpg</p>

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.
Date	Controlled List Type: Authority Control Should be formatted as "YYYY-MM-DD" when available.
Subject	Controlled List Type: Pick List Determined by factors of the object. Use 2-5 per object. <ul style="list-style-type: none">● Gender: Man, Woman, Boy, Girl● Number of Subjects: Portrait, Group● Location of Subject(s): Inside [interior] or Outside [exterior]● Activity of Subject: Labor or Leisure● Specific - Types of Bicycles: Velocipede, Penny-Farthing, Safety Bicycle
Medium	Controlled List Type: Pick List Determined by object material/medium. <ul style="list-style-type: none">● Photograph

	<ul style="list-style-type: none"> ● Chromolithograph ● Paper photo-emulsion ● Print ● Wood Engraving
Location	<p>Controlled List Type: Pick List</p> <p>Determined by object's origins location, or closest known location. Formatting based on CollectionBuilder's standards of "City, State (Country)", when known. List:</p> <ul style="list-style-type: none"> ● Brooklyn, New York ● Denver, Colorado ● Drammen, Norway ● Minneapolis, Minnesota ● Minneapolis; St. Paul, Minnesota ● New York, New York ● Oregon ● Corvallis, Oregon ● Portland, Oregon ● San Fernando, California ● United States of America ● Washington, D.C.
Display Template	<p>Controlled List Type: Authority Control</p> <p>Determine how the item appears on its individual page. Must use one of CollectionBuilder's approved item page templates.</p>