

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?
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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
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"
Creator Ceilidh	DublinCore Alignment: Yes, "Creator" Instructor Requirement: Yes	Required	The name of the photographer or creator of the object. Also includes additional	No	Write 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	"doe, john" "doe, john; doe, jane"

	Collection Managers Requirement: Creator CollectionBuilder Requirement: Optional, creator		creators such as composer, illustrator, and/or lyricist.		CollectionBuilder. Objects with multiple creators can be separated by using a “;” [semicolon]	
Date Ceilidh	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	"Year: YYYY (1997) Year and month: YYYY-MM (1997-07) Complete date: YYYY-MM-DD (1997-07-16)" - CollectioBuilder Data Dictionary
Description Billy	DublinCore Alignment: Yes, Description Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Recommended	Required	Brief written representation based of 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 Template Britta	DublinCore Alignment: No Instructor Requirement: Yes Collection Managers Requirement: No CollectionBuilder	Required	Reusable format used to format how the data is presented.	Yes	Use a CSV file for metadata to ensure all field names are lowercase without spaces or special characters. Plus specific naming conventions like object ID.	image

	Requirement: yes					
Format [Extension] Britta	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, 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 that logged it. Should not change once published.	hr-04
Object ID	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement:	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. Each ID must be unique across the entire collection.	ba_lapipc_1886_photo_b ikingacrosstown
Language Britta	DublinCore Alignment: Yes, Language Instructor Requirement:	Optional	A language of the resource.	No	Typically in English	English

	Optional Collection Managers Requirement: No CollectionBuilder Requirement: No					
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 Hailey	DublinCore Alignment: Yes, Rights Instructor Requirement: Yes Collection Managers Requirement: Yes	Required	Legal or moral permissions for tertiary use of the image or item. Human-readable copyright text.	No	Write a short sentence describing the copyright of the item. Be sure to include who holds the rights, whether the item is copyrighted, public domain, or permission-based, and any requirements for reuse such as attribution or permission requests.	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

	CollectionBuilder Requirement: Yes					of other countries. The item may not be in the Public Domain under the laws of other countries.
Source [Repository] Billy	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 Ceilidh	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, 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] Hailey	DublinCore Alignment: Yes, Title Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Yes	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 long captions or descriptions, the title should be short. Do not include dates, locations, or rights information in the title field because those belong in their own metadata elements. If untitled, give a brief descriptive title.	Bicycle Days
Type	DublinCore Alignment: Yes,	Required	A category describing	No	Specific terms available from the controlled	Genre: Text or collection

[Medium] Billy	Type Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Yes		the nature or format of the item. This usually follows Dublin Core or CollectionBuilder conventions.		vocabulary that describe the form of the resource. Avoid broad terms if a more specific one is available.	Medium: Oil paint on canvas digital: video/mp4
File Name Andre	DublinCore Alignment: No Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Yes	Required	The name of the digital file uploaded to the system.	No	Use the exact file name, including the extension (.jpg, .tif, .png, .mp4). No spaces are allowed. Use underscores if needed.	ac_nypldc_1935-1945_p hoto_sportsbicycling-man onbicycle.jpg

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• Chromolithograph• Paper photo-emulsion• Print• Wood Engraving
Location	Controlled List Type: Pick List Determined by object's origins location, or closest known location. Formatting based on CollectionBuilder's standards of "City, State (Country)", when known. List: <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

	<ul style="list-style-type: none">• San Fernando, California• United States of America• Washington, D.C.
Display Template	Controlled List Type: Authority Control Determine how the item appears on its individual page. Must use one of CollectionBuilder’s approved item page templates.