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: No Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: No	Required	This field provides a short textual description of the image to ensure accessibility for users relying on screen readers.	No	Provide a brief, Neutral description of the object.	Black and white photograph of a woman holding a camera.

Creator	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: No	Required	This field identifies the person, organization, or group responsible for creating the item.	No	-Enter "Last Name, First Name." If unknown, write "Unknown." -Both Publisher, as well as photographer if applicable.	Smith, Jordan
Date	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: No	Required	This field records the date in which the item was created/published.	No	- If date range, use first date - If date, use the following format with as much precision as provided: yyyy-mm-dd yyyy-mm yyyy	1945 1945-07-01 1945-07 1945
Description	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: No	Required	This field provides a brief summary or context behind the object.	No	1-3 sentences providing a brief summary or description of the object.	Campus anti-war graffiti is visible on particle board that surrounds a campus building project. The graffiti reads: Communists lose in Vietnam.
Display Template	DublinCore Alignment: No Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder	Required	This field shows how the item appears in the collection (image, map, audio, etc.).	Yes	Choose a display template from the corresponding controlled vocabulary list.	Image

	Requirement: Strongly suggested					
Format	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: Yes	Required	This field describes the file type, physical medium or digital format of the item.	Yes	Enter file type, choose from either image/tiff or image/jpeg	image/tiff
Identifier	DublinCore Alignment: Yes Instructor Requirement: Optional Collection Managers Requirement: CollectionBuilder Requirement: No	Optional	The original unique identifier assigned to the object by the object's source collection.	No	Use the identifier found in the metadata of the object in the original digital collection the object was found in.	SPAM96_P_05_022
Filename	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: Yes	Required	This field provides the actual filename of the individual object	No	Reference this document for filename conventions: File Naming Conventions	ucla_1966_film-photo_002.jpg
Object ID	DublinCore Alignment: No Instructor Requirement: Yes Collection Managers	Required	This field records the internal number for the physical or original item.	No	Same as filename but remove the .jpg or .tiff	ucla_1966_film-photo_002

	Requirement: CollectionBuilder Requirement: Yes					
Language	DublinCore Alignment: Yes Instructor Requirement: Optional Collection Managers Requirement: CollectionBuilder Requirement: No	Optional	This field indicates the language or languages associated with this item	Yes	Choose from a list of controlled variables for language. If multiple languages, separate with a semicolon and a space.	English
Location	DublinCore Alignment: No Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: No	Required	This field indicates the University that the item is associated with.	Yes	Choose a University title from the corresponding controlled vocabulary.	University of California, Los Angeles
Latitude	DublinCore Alignment: No Instructor Requirement: No Collection Managers Requirement: Yes CollectionBuilder Requirement: No	Required	This field indicates the latitude corresponding to the university the object is associated with.	No	Enter the latitude of the University the item corresponds to. This should include just digits, no alphabetical letters.	37.8712
Longitude	DublinCore Alignment: No Instructor Requirement: No	Required	This field indicates the longitude corresponding to the	No	Enter the latitude of the University the item corresponds to. This should include just digits, no	-122.2555

	Collection Managers Requirement: Yes CollectionBuilder Requirement: No		university the object is associated with.		alphabetical letters.	
Rights Statement	DublinCore Alignment: Yes, Rights Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: No	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 Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: No	Required	This field provides a short textual statement about the copyright holder or usage permissions.	No	Add information about rights held in and over the resource. This way include people, organizations, business, government agencies, estates, or other entities that could hold ownership.	Permission has been granted to publish by the University of British Columbia's Special Collections department
Source	DublinCore Alignment: No Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: No	Required	This field identifies the original source, collection, or repository from which the item originated.	No	Provide the name of the source followed by a dash (-) and the link to the source.	UBC Berkeley 1968-1973 Poster Collection - https://open.library.ubc.ca/collections/berkpost/items/1.0001204

Subject	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: No	Required	This field lists the main topics, themes, or subjects represented in the item.	Yes	Choose a subject or subjects from the corresponding controlled vocabulary that best represent the object. Separate subjects with a semicolon and a space	Slogans; Political art; Posters; Draft; Civil disobedience; UC Berkeley
Title	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: Yes	Required	This field provides the formal title or name given to the item.	No	Utilize the title given by the digital collection for the object. If no title is provided, write [Unknown]	UCLA students and faculty standing in silence protest over the Vietnam War, 1966
Type	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement: No	Required	This field describes the nature or genre of the item.	Yes	Choose a type from the corresponding controlled vocabulary.	Poster
Citation	DublinCore Alignment: No Instructor Requirement: No Collection Managers Requirement: Yes CollectionBuilder	Required	This field provides a full MLA citation of the resource	No	Enter the MLA formatted citation for your object.	The Law Requires That You Inform Your Draft Board of All Changes in Status. 1968. UBC Berkeley 1968–1973 Poster Collection, University of British Columbia

	Requirement: No					Library, Rare Books and Special Collections, open.library.ubc.ca/collections/berkpost/items/1.0001204.

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.
Display Template	Choose a display template from this list: ● Image ● Audio ● Video ● Map ● Document ● Timeline item ● Generic item
Type	Choose a type from this list: ● Black and white film camera

	- Film - Button - Poster
Format	Use only these terms to catalog: - image/tiff - image/jpg
Language	Use the Library of Congress's controlled vocabulary list for languages: https://www.loc.gov/standards/iso639-2/php/code_list.php
Location	Choose a University from this list to catalog: - University of California, Berkeley - University of California, Los Angeles - University of Oregon - San Jose State University
Subject	Choose subject(s) from this list, use only these terms: - Protest - Students - Anti-war - Protest signs - Slogans - Civil disobedience - Draft - Pacifism - Campus activism - Public speaking - Crowds - Political art - Activism - Black-and-white photographs - Posters - Strike - Violence - UCLA - UC berkeley - San Jose State University - University of Oregon

	● Eugene