

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	<div>Is the field required by my instructor?</div> <div>Does the field align with a DublinCore Standard element?</div> <div>Is the field required by Collection Managers?</div> <div>Is it a CollectionBuilder required or optional field?</div>	Obligation: Required or Optional	Definition	Is a Controlled Vocabulary Required?	Data Entry How-to	Example
Alternative Text	<div>DublinCore Alignment: None</div> <div>Instructor Requirement: Yes</div> <div>Collection Managers Requirement: Yes</div> <div>CollectionBuilder Requirement:</div>	Required	Alternative description for visually impaired or other disabilities, to access information. Usually used with a screen reader. Basically a description of what is on the page, like images.	No	Appropriate textual description of the image_small representation of the item. Also follow tutorial here	“Man standing with pump machinery next to a river with trees and mountains in the distance” (from CollectionBuilder)

Creator	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement:	Required	The creator/artist of the object.	No	Use the creator/artist name used by the GLAM the object was taken from.	Umpqua Artist
Date	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required	The year the object was known to be created or suspected of being created.	No	Use only the year the object was created or thought to be created. If GLAM says “ca. 1850” then enter “1850”. Given a range of years, use the most recent year possible. For example given “ca. 8th century to 12th century” enter “1100”.	1850
Description	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required	A description of the object.	No	Enter a description describing the structure, subject and artist of the object	A beaded pouch created by an unknown artist in the Southern Oregon Coast.

Display Template	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required	“Sets the template type used for the Item page and is used in logic to choose representations in other pages”(from CollectionBuilder)	No	Only use image	image
Format	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required	The type of file format.	No	Enter the file format of the object. Only use JPEG	image/jpeg
Identifier	DublinCore Alignment: Yes Instructor Requirement: Optional Collection Managers Requirement: No 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.	No	Enter the identifier the GLAM uses for the object	2017.026.040 (used by https://willametteart.pastperfectonline.com/webobject/1618F43E-0758-40BB-9500-121802155937)
Object ID	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: Yes	Required	Unique identifier for each object. The same as the file name without the file extension.	No	Enter the identifier according to the document naming standard without the file extension at the end.	sculpture_01_sauvieisl and_1830

	CollectionBuilder Requirement: Required					
Language	DublinCore Alignment: Instructor Requirement: Optional Collection Managers Requirement: CollectionBuilder Requirement:	Optional	The language of the resource	No	None of our objects so far have text or words present, but if they do then input the majority language present.	Lorem ipsum
Location	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required	The location where the object was created.	Yes	Use the location that the GLAM provides for the object. Given multiple locations, use all separated by a semicolon.	Oregon; California
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 Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement: Optional	Required	Information about the rights held in and over the resource	No	If rights are not able to be determined then add Undetermined; include people, orgs, business, government agencies, estates, or other entities that could hold ownership	“Educational use includes non-commercial use of text and images in materials for teaching and research purposes. Digital reproduction rights granted by the University of Idaho Library. For other uses beyond free use, please contact University of Idaho Library Special Collections and Archives Department” (CollectionBuilder)
Source	DublinCore Alignment: Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement:	Required	The GLAM that the object is collected at	No	List the name of the GLAM	Portland Art Museum
Subject	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required	The topic of the resource	Yes	Separate multiple subjects using a semicolon “;”	Bone Carvings; Ivory Carvings

Title	DublinCore Alignment: Yes Instructor Requirement: Yes Collection Managers Requirement: CollectionBuilder Requirement:	Required	Indicate the name of an item	No	Enter the title used by the GLAM the object was received from	Handled Gathering Basket
Type	DublinCore Alignment: Yes, type Instructor Requirement: Yes Collection Managers Requirement: Yes CollectionBuilder Requirement:	Required	The genre of an object	No	All in our collection are listed as Image; StillImage	Image;StillImage
Structure	DublinCore Alignment: None Instructor Requirement: No Collection Managers Requirement: Yes CollectionBuilder Requirement: Optional	Required	The structure that the artwork takes on in form	Yes	Choose the fitting structure from core requirements	basket
File Name	DublinCore Alignment: None Instructor Requirement: Yes Collection Managers Requirement: Yes	Required	The name of the file in the collection	No	Enter the name of the file according to the standard we have set The order: structure, number, location, year	drawing_01_oregon_1855.jpg

	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.
Structure	Controlled List Type: Pick list Choose from: Basket, Painting, Sculpture, Textile, Bag, Clothing, Drawing
Location	Controlled List Type: Authority Control Use the locations with their Getty Art and Architecture Thesaurus link according to the controlled vocabulary standard
Subject	Controlled List Type: Authority Control Use the subject with its Getty Thesaurus of Geographic Names link according to the controlled vocabulary standard

