

Atla Digital Library

Metadata Guidelines & Best Practices

Version 1.3, July 2021



Our guidelines and practices were informed by the following documents:

- [Dublin Core Metadata Element Set](#) (v1.1, 2012)
- [PA Digital Metadata Guidelines](#) (May 2016)
- [Mountain West Digital Library Dublin Core Application Profile](#) (v2.0, July 2011)
- [Minnesota Reflections Metadata Entry Guidelines](#) (v4.1, July 2017)
- [Illinois Digital Heritage Metadata Best Practices](#) (January 2017)
- [Ohio Digital Network MAP](#) (v1.1, August 2017)
- [Empire State Digital Network Metadata Best Practices & Guidelines](#) (v1, October 2016)
- [DPLA Standardized Rights Statements](#) (July 2016)

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Introduction

The Atla Digital Library is designed to provide members and other organizations with a standards compliant, sustainable, and inter-operable hub that will promote visibility of and access to their valuable digital collections. Atla and Atla Digital Library Program participants are committed to the following principles:

- open access to and free use and re-use of metadata
- free online access to digital content to the extent possible given existing rights to the content
- collaboration and collectively developing and maintaining best practices among program participants

These guidelines and best practices were created to assist the institutions that contribute their digital collections' metadata to the Atla Digital Library. They are intended to guide the preparation and/or updating of metadata for inclusion in Atla Digital Library. These guidelines include the library's metadata application profile, suggestions for best practices, MARC mappings and recommended controlled vocabulary and syntax for elements. This information is not meant to replace existing local guidelines, it is meant to help ensure that the contributed metadata will enable users of the Digital Library to find resources.

Related Resources:

- [Atla Digital Library Metadata Application Profile](#)
- [Atla Digital Library mapping worksheet](#)

Best Practices for All Fields

- The metadata should describe the original resource not the digitized version (with the exception of the Format (Digital) element)
- We strongly recommend the use of qualified Dublin Core values. If that is not available, use simple Dublin Core.
- Avoid abbreviations - spell out names, states, pages for pgs., etc.
- Use of semicolons - It is best to put multiple values in separate element fields but if putting them in the same field use semicolons between values.
- MARC tags are given in each element table to help clarify the type of metadata that can be contained in the field and to assist with mapping from MARC records to Dublin Core.
- Avoid use of placeholder values such as “Unknown” or “s.n.” or “anonymous”. If there is no known metadata for a field leave it blank.
- Any field that you do not wish to share for harvesting should be mapped to “None”.
- Don’t use HTML tags within fields.

Field Requirements for Contribution

Required		
Thumbnail URL (not required for hosted collections)	dcterms:hasVersion	Web accessible URI for the thumbnail view of the resource. For some systems this can be derived from a URL pattern on import
Title	dc:title	A name given to the resource.
URL	dc:identifier	Web accessible URI that distinctively identifies the resource.
Rights	dc:rights	Information about rights held in and over the described resource.

Required if available		
Language	dc:language	Language(s) of described resource.
Type	dc:type	The nature or genre of the resource. (DCMI Types only)

Strongly Recommended		
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Date	dcterms:created	Date of creation of the original resource.
Format (Original)	dcterms:medium	The physical medium of the resource.
Place	dcterms:spatial	Spatial characteristics of the resource. Geographic location relevant to the original item.
Subject	dc:subject	The topic(s) of the resource.

Recommended		
Creator	dc:creator	An entity primarily responsible for making the resource.
Publisher	dc:publisher	An entity responsible for making the original resource available.

Optional		
Alternate Title	dcterms:alternative	Any alternative title of the described resource including abbreviations and translations.
Contributor	dc:contributor	An entity responsible for making contributions to the resource.
Description	dc:description	A free text account of the resource.
Extent	dcterms:extent	The size or duration of the resource.
Format (Digital)	dc:format	The file format of the digital resource.
Rights Holder	dcterms:rightsHolder	A person or organization owning or managing rights over the resource.
Time Period	dcterms:temporal	Time period covered by the original item.

Derived by Atla		
Contributing Institution		Name of the contributing institution
Collection		Name of collection or aggregation that the resource is a part. This will usually be derived from the OAI-PMH set.

Explanation of Table Properties

Atla Label	Assigned name for the field in the metadata record
Requirement	Indicates the extent to which the field is required in the metadata record: <ul style="list-style-type: none"> • Required - must be included • Mandatory when available - must be included if the data is known and available • Strongly Recommended • Recommended • Optional - inclusion is up to the discretion of the institution
Description	Definition of the field
Repeatable	Is the element repeatable in a single metadata record? Yes/No
Simple DC Element	Lists the Simple Dublin Core element to map to.
Qualified DC Element (Recommended)	Lists the Qualified Dublin Core element to map to. It is preferred that your metadata uses Qualified Dublin Core.
Controlled Vocabulary/Syntax	Identifies the controlled vocabularies or format convention used to structure the metadata in the field.
MARC Mapping	Tag in the MARC record to which this element is typically mapped.
Notes & Best Practices	Additional information or best practices that should be considered when using the field
Examples	Examples of how the field can be used

Metadata Elements (in alphabetical order)

Atla Label	Alternative Title
Requirement	Optional
Description	Any alternative title of the described resource including abbreviations and translations.
Repeatable	Yes
Simple DC Element	None

Qualified DC Element (Recommended)	dcterms:alternative
Controlled Vocabulary/Syntax	None
MARC Mapping	245\$b, 246\$a, also may use 210, 222, 240, 242, 243, and 247
Notes & Best Practices	If a secondary title is needed for a resource use alternative title instead of a second title field. Avoid using explanatory or qualifying symbols or text.
Examples	<ul style="list-style-type: none"> Undergraduate course catalog, 1961-62

Atla Label	Collection
Requirement	Required if available
Description	Name of collection or aggregation that the resource is a part.
Repeatable	Yes
Simple DC Element	(will use the OAI-PMH set name)
Qualified DC Element (Recommended)	will use the OAI-PMH set name or for CSV imports use dcterms:isPartOf
Controlled Vocabulary/Syntax	None
MARC Mapping	May appear in 710
Notes & Best Practices	Use this field if the resource belongs to a specific collection within the contributing organization's larger collection. The contributing institution's name will go in the field Contributing Institution, not here.
Examples	<ul style="list-style-type: none"> The George Truett Collection Missionary Research Library Pamphlets

Atla Label	Contributing Institution
Requirement	Derived
Description	The contributing institution name will come from the initial information form.
Repeatable	No

Simple DC Element	
Qualified DC Element (Recommended)	dc:source
Controlled Vocabulary/Syntax	This will be formatted as the institution name followed by the library name or the institution name alone. No commas or other punctuation should be included.
MARC Mapping	
Notes & Best Practices	
Examples	

Atla Label	Contributor
Requirement	Optional
Description	An entity responsible for making contributions to the resource, such as an illustrator, translator, editor.
Repeatable	Yes
Simple DC Element	dc:contributor
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	LCNAF, VIAF
MARC Mapping	700, 710, 711\$a when the value of the subfield \$e is not 'author' or 'creator', 720 (Added Entry – Personal name, Corporate name, Conference name, Uncontrolled Name)
Notes & Best Practices	<p>This field is for the names of people or other entities who have contributed to the creation of the resource but are not covered in the creator field. Examples could be editors, translators, illustrators, a photography studio, etc. It is preferred to include the name alone without any role indication.</p> <p>It is preferred that personal names follow the Last Name, First Name (life dates) format. Corporate names are in direct order.</p> <p>DO NOT use this field to enter information about who donated the original object to your organization or information regarding the resources' provenance.</p> <p>This field DOES NOT refer to the institution contributing the resource to the digital library; use the</p>

	CONTRIBUTING INSTITUTION ELEMENT.
Examples	<ul style="list-style-type: none"> • Scarborough, L. R. (Lee Rutland), 1870-1945 • Catholic Church. Archdiocese of Quito (Ecuador)

Atla Label	Creator
Requirement	Recommended
Description	An entity primarily responsible for making the resource.
Repeatable	Yes
Simple DC Element	dc:creator
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	LCNAF, VIAF
MARC Mapping	100, 110, 111, and 700, 710, 711 when the value of the subfield \$e is “author” or “creator”
Notes & Best Practices	This field is for the name of the person or other entity responsible for creating the intellectual content of the resource. Names should be from the Library of Congress Name Authority File or if the name is not listed there, use the LCNAF format to construct it. If the creator is not known, leave blank.
Examples	<ul style="list-style-type: none"> • Galilei, Galileo, 1564-1642 • Southwestern Baptist Theological Seminary

Atla Label	Date
Requirement	Strongly Recommended
Description	Date of creation of the original resource.
Repeatable	No
Simple DC Element	dc:date
Qualified DC Element (Recommended)	dcterms:created
Controlled Vocabulary/Syntax	ISO 8601 (using EDTF extension)
MARC Mapping	260\$c or \$g, 264\$c

Notes & Best Practices	<p>This field is for the date the resource was created. This is not for the date a physical item was digitized. If the exact date is not known, using a date range can be helpful. Use EDTF that is part of the ISO 8601 standard to make dates machine processable.</p> <ul style="list-style-type: none"> • For year only use YYYY • For month and year use YYYY-MM • For month, day and year use YYYY-MM-DD • For a date interval (item was created over a period of time) use YYYY/YYYY or YYYY-MM-DD/YYYY-MM-DD • For a specific unknown date somewhere within a date range use a set list [YYYY..YYYY] (for a range of years only) or [YYYY-MM,YYYY-MM] or YYYYX where the X represents an unknown value or 1887~/1889~ • Do not use the term circa (or ca.) or unknown, use ~ for circa/approximate and ? for uncertain at the end of the date. • If possible avoid the use question marks or any other punctuation other than dashes (-) and slashes (/) • If the date is not known you can estimate a date range or leave blank. Do not use or n.d. • The examples provided here are helpful.
Examples	<ul style="list-style-type: none"> • May 8, 1962 becomes 1962-05-08 • October 1925 becomes 1925-10 • ca. 1955 becomes 1955~ or 1955 • Maybe 1925 becomes 1925? or 1925 • A date sometime in the 1930s becomes 193X • A date sometime in the 20th century becomes 19XX • A date sometime between 1945 and 1952 becomes [1945..1952] • A date that is either May 1901 or June 1901 becomes [1901-05,1901-06]

Atla Label	Description
Requirement	Optional
Description	A free text account of the resource.
Repeatable	Yes
Simple DC Element	dc:description

Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	None
MARC Mapping	520, 545, 300, 500
Notes & Best Practices	<p>This field can be used for any significant information about the resource that is not covered in other fields. Keep in mind resources in the digital library will not have their original context, this field would be a good place to provide that context. It is best to use full sentences using standard punctuation and grammar. This should not be used as a “note” field. (see Resources for more on shareable metadata)</p> <p>Please do not map full text transcriptions for items to this field, it can cause issues with harvesting and retrieval.</p>
Examples	Daybook of Peter Nelson, serving as a missionary in Honduras, from 1905-1915.

Atla Label	Extent
Requirement	Optional
Description	The size or duration of the resource.
Repeatable	Yes
Simple DC Element	None
Qualified DC Element (Recommended)	dcterms:extent
Controlled Vocabulary/Syntax	None
MARC Mapping	300\$a
Notes & Best Practices	When entering the dimensions of a resource include units of measurement. It is recommended that abbreviations are spelled out.
Examples	<ul style="list-style-type: none"> • Example of duration - 01:24:33 • Example of dimensions - 3.5” x 6” x 10” • Example of pages - 23 pages • Example of pages & dimension - 149 pages; 23 centimeters

Atla Label	Format (Digital)
Requirement	Optional
Description	The file format of the digital resource.
Repeatable	Yes
Simple DC Element	dc:format
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	Recommend use of IANA Media Types https://www.iana.org/assignments/media-types/media-types.xhtml
MARC Mapping	
Notes & Best Practices	This field is for the file format of the digitized resource or born digital resource.
Examples	<ul style="list-style-type: none"> • tiff • mp4 • pdf

Atla Label	Format (Original)
Requirement	Strongly Recommended
Description	The physical medium of the resource.
Repeatable	Yes
Simple DC Element	None
Qualified DC Element (Recommended)	dcterms:medium
Controlled Vocabulary/Syntax	FAST Terms, LCGFT, TGM, AAT
MARC Mapping	340
Notes & Best Practices	This field is for the physical medium of the resource. This is not for the digital file format (pdf, tiff, jpg) or Dublin Core Type (Still Image, Text, etc.). For dimensions or duration use Extent. If the resource is born digital, put the file format in the Format (Digital) field.
Examples	<ul style="list-style-type: none"> • Photographs • Diaries

	<ul style="list-style-type: none"> Books
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Atla Label	Language
Requirement	Required if available
Description	Language(s) of described resource.
Repeatable	Yes
Simple DC Element	dc:language
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	ISO 639-2 or ISO 639-3 or spell out the language. For non-linguistic objects, you can use “no linguistic content”.
MARC Mapping	041 0# \$a
Notes & Best Practices	<p>This field is for the language or languages the resource is in. This should be applied for resources with any text or speech. If the resource is in more than one language the field can be repeated.</p> <p><u>DO NOT use the two letter language code.</u></p>
Examples	<ul style="list-style-type: none"> eng fre English French

Atla Label	Place
Requirement	Strongly Recommended
Description	Spatial characteristics of the resource. Geographic location relevant to the original item. Captures aboutness.
Repeatable	Yes
Simple DC Element	dc:coverage
Qualified DC Element (Recommended)	dcterms:spatial
Controlled Vocabulary/Syntax	FAST Terms, GeoNames, LCSH Geographic Terms
MARC Mapping	651 #0

Notes & Best Practices	<p>This field is for the geographical place or area that is described or represented by the resource. This is not for the place where the resource was published or digitized. It captures the “aboutness” of the resource.</p> <p>Tutorial on how to construct place name using GeoNames: http://www.libraryworkflowexchange.org/wp-content/uploads/2015/08/InstructionsforAssigningGeospatialMetadataUsingGeoNames.pdf</p>
Examples	<ul style="list-style-type: none"> FAST Terms - Arizona--Phoenix GeoNames - Phoenix, Maricopa County, Arizona, United States, http://sws.geonames.org/5308655/

Atla Label	Publisher
Requirement	Recommended
Description	An entity responsible for making the original resource available.
Repeatable	Yes
Simple DC Element	dc:publisher
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	Recommend use of LCNAF or similar syntax
MARC Mapping	260\$a and \$b
Notes & Best Practices	<p>This field is for the publisher of the original resource. This is not for the publisher of the digital resource. Be careful not to confuse publisher with contributor. Avoid the use of qualifying terms like “publisher”.</p>
Examples	<ul style="list-style-type: none"> Herbert S. Stone & Company Philadelphia Evening Bulletin

Atla Label	Rights
Requirement	Required
Description	Information about rights held in and over the described resource. Typically, rights information includes a

	statement about various property rights associated with the described resource, including intellectual property rights.
Repeatable	Yes
Simple DC Element	dc:rights
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	Use a URI from RightsStatements.org or Creative Commons
MARC Mapping	
Notes & Best Practices	<p>This field is used for a persistent URI from RightsStatements.org or Creative Commons. Alternatively you can copy and paste from our list of statements with URIs at the end of this document - here.</p> <ul style="list-style-type: none"> • The copyright holder is not necessarily the institution providing access to the resource. • Digitizing a resource does not justify a new copyright status for the digitized resource. • If using natural language rights statements, prefer a standardized statement ("blurb"). • If using a standardized statement as well as a "local" rights statement, input in separate fields. • Avoid the use of semicolons as punctuation.
Examples	<ul style="list-style-type: none"> • In Copyright - Educational Use Permitted. This Item is protected by copyright and/or related rights. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. In addition, no permission is required from the rights-holder(s) for educational uses. For other uses, you need to obtain permission from the rights-holder(s). http://rightsstatements.org/vocab/InC-EDU/1.0/ • Public Domain Dedication CC0 1.0 Universal https://creativecommons.org/publicdomain/zero/1.0/

Atla Label	Rights Holder
Requirement	Optional

Description	A person or organization owning or managing rights over the resource.
Repeatable	No
Simple DC Element	None
Qualified DC Element (Recommended)	dcterms:rightsHolder
Controlled Vocabulary/Syntax	Use LCNAF or similar syntax
MARC Mapping	
Notes & Best Practices	
Examples	<ul style="list-style-type: none"> Southwestern Baptist Theological Seminary

Atla Label	Subject
Requirement	Strongly Recommended
Description	The topic(s) of the resource.
Repeatable	Yes
Simple DC Element	dc:subject
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	Recommend use of controlled vocabulary such as LCSH, FAST Terms, VIAF, Local controlled vocabulary, MeSH, LCNAF, AAT, British Columbia First Nations Subject Headings, NCCDD Glossary of Disability Terms
MARC Mapping	650, 600, 651, 610, 653
Notes & Best Practices	This field is for subject headings describing the “aboutness” of the resource. Use a controlled vocabulary consistently. When possible use uncoordinated values (FAST subject headings are good for this). For example: instead of Religion and state--France, you would have the Subject “Religion and state” and the Place “France”. If you put multiple values in a single field use a semicolon between terms.
Examples	<ul style="list-style-type: none"> Social sciences History Theology, Practical Church Christian stewardship -- Sermons

Atla Label	Thumbnail URL
Requirement	Required for harvested collections only
Description	Web accessible URI for the thumbnail view of the resource. For some systems this can be derived from a URL pattern on import instead of being in the metadata.
Repeatable	No
Simple DC Element	
Qualified DC Element (Recommended)	dcterms:hasVersion
Controlled Vocabulary/Syntax	
MARC Mapping	
Notes & Best Practices	This field is for a URL to where a thumbnail sized image to represent the item is.
Examples	<ul style="list-style-type: none"> • http://collections.carli.illinois.edu/utls/getthumbnail/collection/tiu_beacon/id/1 • http://commons.ptsem.edu/?cover=northstarnewspap00unse

Atla Label	Time Period
Requirement	Optional
Description	Time period covered by the original item. Captures aboutness.
Repeatable	Yes
Simple DC Element	dc:subject
Qualified DC Element (Recommended)	dcterms:temporal
Controlled Vocabulary/Syntax	LCSH for named periods, ISO 8601 EDTF extension
MARC Mapping	033\$a, 650\$y, 651\$y
Notes & Best Practices	This field is for the time period represented or covered by the resource. This is not for the date the resource was published. If using a named period, use a controlled

	vocabulary (LCSH). If using date ranges, follow the EDTF that is part of the ISO 8601 standard.
Examples	<ul style="list-style-type: none"> • Eighteenth century • 1930/1939

Atla Label	Title
Requirement	Required
Description	A name given to the resource.
Repeatable	No
Simple DC Element	dc:title
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	None
MARC Mapping	245\$a and \$b
Notes & Best Practices	This field is for the title of the resource, what the resource is known by. Using a descriptive and informative title is preferred. Consider how the title will function outside of the local context or system in our aggregated context. Avoid using brackets, archival organization units or bulk dates, filenames, or identifiers in the Title field.
Examples	

Atla Label	Type
Requirement	Required if available
Description	The nature or genre of the resource.
Repeatable	Yes
Simple DC Element	dc:type
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	DCMI Type Vocabulary
MARC Mapping	

Notes & Best Practices	This field is for the DCMI type for the physical item. These are intended to be a way to broadly categorize resources.
Examples	<ul style="list-style-type: none"> • Text • Still Image or Image • Physical Object • Sound • Moving Image

Atla Label	URL
Requirement	Required for harvested collections only
Description	Web accessible URI that distinctively identifies the resource.
Repeatable	No
Simple DC Element	dc:identifier
Qualified DC Element (Recommended)	(use the simple DC element)
Controlled Vocabulary/Syntax	
MARC Mapping	856 \$u (when the first indicator is 4 and the second indicator is 0)
Notes & Best Practices	The identifier is usually automatically created by the content management system. Do not use local identifiers for this field.
Examples	

Controlled Vocabulary References

Date

- ISO 8601 Extended Date/Time Format extension (EDTF)
<https://www.loc.gov/standards/datetime/edtf.html>

Format (Digital)

- Internet Assigned Numbers Authority Media Types (IANA Types)
<https://www.iana.org/assignments/media-types/media-types.xhtml>

Format (Original) and Genre

- Faceted Application of Subject Terminology (FAST) <http://fast.oclc.org/searchfast/>

- Library of Congress Genre/Form Terms LCGFT
<http://id.loc.gov/authorities/genreForms.html>
- Thesaurus for Graphic Materials (TGM) <http://www.loc.gov/pictures/collection/tgm/>
- Getty Art and Architecture Thesaurus (AAT)
<https://www.getty.edu/research/tools/vocabularies/aat/>

Geographic Names

- Faceted Application of Subject Terminology (FAST) <http://fast.oclc.org/searchfast/>
- Getty Thesaurus for Geographic Names (TGN)
<http://www.getty.edu/research/tools/vocabularies/tgn/>
- GeoNames <http://www.geonames.org/>
- Library of Congress Subject Headings (LCSH) Geographic Type -
<http://id.loc.gov/authorities/subjects.html>

Language

- ISO 639-2 https://www.loc.gov/standards/iso639-2/php/code_list.php

Names (Creator, Contributor, Publisher, Subject)

- Library of Congress Name Authority File (LCNAF)
<http://id.loc.gov/authorities/names.html>
- Virtual International Authority File (VIAF) <https://viaf.org/>
- Getty Union List of Artist Names (ULAN)
<http://www.getty.edu/research/tools/vocabularies/ulan/>

Rights

- RightsStatement.org <http://rightsstatements.org/page/1.0/?language=en>
- Creative Commons <https://creativecommons.org/>

Subject

- Faceted Application of Subject Terminology (FAST) <http://fast.oclc.org/searchfast/>
- Library of Congress Subject Headings (LCSH) <http://id.loc.gov/authorities/subjects.html>
- National Library of Medicine's Medical Subject Headings (MeSH)
<https://www.nlm.nih.gov/mesh/>
- Getty Art and Architecture Thesaurus (AAT)
<https://www.getty.edu/research/tools/vocabularies/aat/>
- [NCCDD Glossary of Disability Terms](#)
- [British Columbia First Nations Subject Headings](#)

Time Period

- Library of Congress Subject Headings (LCSH)
<http://id.loc.gov/authorities/subjects.html>
- ISO 8601 Extended Date/Time Format extension (EDTF)
<https://www.loc.gov/standards/datetime/>

Type

- Dublin Core Metadata Initiative Media Type (DCMI Type)
<http://dublincore.org/documents/2010/10/11/dcmi-type-vocabulary/>

Crosswalking

The purpose of crosswalking your metadata is to allow for interoperability among all of the resources in the digital library while maintaining as much of your original metadata and meaning as possible. A metadata crosswalk is the result of mapping or translating metadata from one schema or standard into another. An example would be taking MARC metadata and translating it into Dublin Core by determining which Dublin Core elements the MARC metadata elements best fit into. Sometimes this mapping can be as straightforward as mapping a title field to a title field (or in MARC, mapping the Title Statement parts a and b to the Dublin Core Title). Sometimes it is more complicated than this, for example you may have date and publisher information in a single field while in Dublin Core these are separate fields.

To make this process easier you need clear and precise definitions of the elements for each schema you are working with. For the Atla Digital Library we have created a [Metadata Application Profile](#) that aims to do this for the Dublin Core elements that are used in the library. The MAP includes a section that identifies the MARC fields that map to each Dublin Core element, but for other metadata standards you may need to consult their documentation in combination with the MAP.

Copyright

Keep in mind that physically owning an item does not mean copyright ownership. The copyright holder is not necessarily the institution making the item available digitally. Making a digital version of an item does not mean copyright ownership. See the Bridgeman decision here https://www.law.cornell.edu/copyright/cases/36_FSupp2d_191.htm.

For more information on copyright Cornell University has tools and information available through their Copyright Information Center - <https://copyright.cornell.edu/>.

The ALA has a copyright Advisory Network (<http://librarycopyright.net/>) that includes useful tools as well:

- All of the ALA copyright related tools <http://librarycopyright.net/resources/>
- ALA Copyright Genie - <http://librarycopyright.net/resources/genie/index.php>

See our list of [References and Resources](#) for more information

RightsStatements.org Statements

We want to provide simple, clear and standardized information about how items in the digital library can be used. To this end we strongly recommend using one of the 12 standardized statements available from [RightsStatements.org](https://rightsstatements.org).

To help make using RightsStatements.org easier, we have put the statement's text and URIs together in the list below. You can copy and paste this text into your rights field in your metadata.

For more information on applying rights statements to digital collections, there are webinars available on the DPLA website at <https://dp.la/info/get-involved/workshops/#rights>

RIGHTS STATEMENTS FOR IN-COPYRIGHT ITEMS

In Copyright. This Item is protected by copyright and/or related rights. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. For other uses you need to obtain permission from the rights-holder(s).

<https://rightsstatements.org/vocab/InC/1.0/>

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Shareable Metadata

Shareable metadata is metadata that is optimized to work well outside of its original context. This means it is understandable and useful regardless of where it is being accessed and it promotes interoperability. Shareable metadata helps create a better experience for users, they will find more relevant resources and have more confidence in the information and resources they find.

According to Shreeves, Riley, and Milewicz (2006), shareable metadata should

- Have **content** that is optimized for sharing
- Be **consistent**
- Be **coherent** - it should be self explanatory, it should make sense to users.
- Should provide **context** that is needed once this item is outside of its local context.
- Should **conform to standards**

See the [References & Resources](#) section above for more information about shareable metadata.

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