DRC Bucket Map to be used by ARB and Winkler Center

Sheet1

Field (Qualified DC)	Value	Notes	Vocabularies	Input Guidelines
dc.contributor	Use for: creator of resource.	There are a variety of qualified forms of dc.contributor such as author or photographer. Best practice is to be as specific as possible.	LCNAF when applicable	Required
	For unknown creators, use: Unknown			
	For personal names:			
	Format: surname, first name, (middle initial or name, if applicable), (suffix, if applicable), life dates (if needed to differentiate from other names in LCNAF)			
	Ex. Jefferson, Thomas, 1743-1826			
	Ex. King, Martin Luther, Jr., 1929-1968			
	For corporate/conference names: Use the form of the name as it appears on the item	Authority control for corporate/conference names will be an enhanced metadata service. Carolyn can perform this.		
dc.date.created	Use: Date the original resource was created	Convert the date to ISO format.	ISO	Required if applicable (for unpublished materials). Published materials will have dc.date.issued
	Format for year: YYYY			
	Format for year and month: YYYY-MM			
	Format for complete date: YYYY-MM-DD			
	Format for date range: YYYY - YYYY (include space before and after hyphen)			
	Format for questionable date: YYYY?			
	Ex. October 12, 1980 would be entered: 1980-10-12			
dc.date.digitized	Use for: Date the original resource was scanned.	Convert the date to ISO format.	ISO	Required
	See date instructions under dc.date.created			
dc.date.issued	Use: Date of original publication	Convert the date to ISO format.	ISO	Required if applicable (for published materials). Unpublished materials will have dc.date.created
	See date instructions under dc.date.created			
dc.description	Brief description of resource. This field is free-text.			Optional
dc.format.mimetype	Varies. See below for common examples.		Internet Media Types (registries at: http://www.iana.org/assignments/media-types/media-types.xhtml)	Required
	For jpeg 2000: image/jp2			
	For tiff: image/tiff			

dc.language.iso	Varies. See below for common examples.	For other languages, see: http://www.loc.gov/standards/iso639-2/php/code_list.php	ISO	Required if applicable
	For English: en			
	For German: de			
	For French: fr			
	For Spanish (Castillian): es			
	For Italian: it			
	For Latin: la			
dc.publisher	Varies. Use the form of the name as it appears on the item.			Optional
dc.publisher.digital	University of Cincinnati. Libraries			Required
dc.publisher.OLinstitution	University of Cincinnati			Required
dc.publisher.OLrepository	University of Cincinnati. Langsam Library OR University of Cincinnati. Henry R. Winkler Center for the History of the Health Professions			Required
dc.rights	Attribution-NonCommercial-NoDerivs 3.0 United States			Required
dc.rights.uri	http://creativecommons.org/licenses/by-nc-nd/3.0/us/			Required
dc.relation.ispartofseries	Varies. Use as a tag to bring together like materials. See below for examples.			Optional
	Ex. Rapid Transit Photographs -- Box 12			
	Ex. Sabin Archives. Correspondence, General. Box 01. File 06 (Cancer -- 1969)			
	Ex. Notes from the Oesper Collections			
dc.subject	Use: Keywords or terms from controlled vocabularies (mainly LCNAF)	Add personal or corporate names if they are the subject of the interview. For names of corporate bodies, use LCNAF if applicable, and if not available, check with Metadata Librarian for formatting. This field can also be used to enter subject keywords that do not come from a controlled vocabulary. Uncontrolled subject keywords should not be used for corporate names.	LCNAF for personal/corporate names when applicable (do not add personal/corporate names to dc.subject.lcsh)	Optional
dc.subject.lcsh	Use LCSH subject headings if applicable Ex. Art--Study and teaching	See: http://authorities.loc.gov/ (Note: Do not search through id.loc.gov; this is not a complete list of authorities)	LCSH	Optional
dc.subject.mesh	Use MeSH subject headings if applicable Ex. Poliomyelitis	See: https://www.nlm.nih.gov/mesh/	MeSH	Optional
dc.subject.aat	Use AAT subject headings if applicable Ex. black-and-white prints (photographic)	See: http://www.getty.edu/research/tools/vocabularies/aat/index.html	AAT	Optional

dc.title	Use title as it appears on piece. Can use ellipses (…) for very long titles.			Required
dc.title.alternative	Can use if there are multiple titles (ex. Title page title for dc.title; caption title for dc.title alternative)			Optional
dc.type	Use the following chart. These terms are mapped for discovery in the Summon catalog layer	Field is repeatable; enter each term in separate field.	DCMI Type, if applicable	Required
	For textual materials: Text			
	For photographs: Photograph			
	For videos: MovingImage			
	For vairous formats: Archival Material			
	For 3-D objects: Artifact			

DRC to Scholar Mapping

DRC Field	Scholar Field				
dc.contributor.author	Creator	Author if worktype is article			
dc.contributor.editor	Creator				
dc.contributor.other	Creator				
dc.coverage.spatial	Geographic Subject				
dc.coverage.temporal	Time period				
dc.date.accessioned					
dc.date.available					
dc.date.created	Date Created				
dc.date.digitized					
dc.date.issued					
dc.description	Abstract				
dc.format.mimetype					
dc.identifier.uri	Note				
dc.identifier.oclc	Note				
dc.language.iso	Language				
dc.publisher.digital	Publisher				
dc.publisher.OLinstitution					
dc.relation.ispartof					
dc.rights	Access Rights				
dc.rights.uri	Content License				
dc.subject.lcsh	Subject				
dc.subject.mesh	Subject				
dc.subject	Subject				
dc.title.alternative	Alternate title				
dc.title	Title				
dc.type	Note				
id					
collection					
	Journal Title				
	ISSN				

Metadata Guidelines for Digitization Spokes
at UC Libraries

(Updated May 2015 by Carolyn Hansen)

Contents

I. Introduction

This document is intended to provide guidelines for metadata input into the Digital Resource Commons (DRC) general deposit collections for the ARB Library and the Winkler Center.

A minimum metadata standard as been applied; options for increasing granularity and extensiveness of description are described. Best practices are also given in this document and the accompanying metadata map.

II. Metadata Fields

Two types of fields will be used on the metadata input submission forms:

1. Required / Required if Applicable Fields
2. Optional Fields

Required / Required if Applicable Fields:
All metadata records must contain these fields. See metadata map for more information on each field.

dc.contributor
dc.date.created (unpublished materials) OR dc.date.issued (published materials)
dc.date.digitized
dc.format.mimetype

dc.language.iso (if applicable)	
dc.publisher.digital	
dc.publisher.OLinstitution	
dc.publisher.OLrepository	
dc.rights	
dc.rights.uri	
dc.title	
dc.type	

Example:
Record with Minimum Metadata

dc.contributor[1]	Unknown photographer
dc.date.created	1972-04-28
dc.date.digitized	2013-07-29
dc.format.mimetype	image/jp2
dc.language.iso (if applicable)	[no data entered; resource is a photograph with no text]
dc.publisher.digital	University of Cincinnati. Libraries
dc.publisher.OLinstitution	University of Cincinnati
dc.publisher.Olrepository	University of Cincinnati. Archives and Rare Books Library
dc.rights	Attribution-NonCommercial-NoDerivs 3.0 United States
dc.rights.uri	http://creativecommons.org/licenses/by-nc-nd/3.0/us/
dc.title	Photograph of Neil Armstrong, circa 1970
dc.type	Image

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[1] The DRC has more granular description options for creator roles. For example, the photographer's name could be entered under dc.contributor.photographer; although it is still correct to enter under dc.contributor. Best practice is to use the more granular field name whenever possible.

Optional Fields:
These fields can be added to provide more description. Best practice is to use optional fields whenever possible.

dc.description
dc.publisher (publisher of the original resource)
dc.relation.ispartofseries
dc.subject
dc.subject.lcsh
dc.subject.mesh
dc.subject.aat
dc.title.alternative

Example:
Record with Full Metadata

dc.contributor	Unknown photographer
dc.date.created	1972-04-28
dc.date.digitized	2013-07-29
dc.description	Photograph of Neil Armstrong sitting at desk.
dc.format.mimetype	image/jp2
dc.language.iso (if applicable)	[no data entered; resource is a photograph with no text]
dc.publisher.digital	University of Cincinnati. Libraries
dc.publisher.OLinstitution	University of Cincinnati
dc.publisher.OLrepository	University of Cincinnati. Archives and Rare Books Library
dc.relation.ispartofseries	Neil A. Armstrong Commemorative Archive : Photographs
dc.rights	Attribution-NonCommercial-NoDerivs 3.0 United States
dc.rights.uri	http://creativecommons.org/licenses/by-

	nc-nd/3.0/us/
dc.subject	Armstrong, Neil, 1930-2012
dc.title	Photograph of Neil Armstrong
dc.type	Image

III. Metadata Enhancement

Carolyn can provide metadata enhancement services. This consists of subject analysis (adding subject headings from controlled vocabularies such as LCSH, MeSH, and AAT) and name authority control (for personal names, corporate bodies, and conferences).

Carolyn can be reached at carolyn.hansen@uc.edu or x61995.

<div align="center">**Scholar Metadata Standardization and Enhancement**</div>

Scholar@UC is a self-submission repository. As a result, incoming metadata may not be aligned to data standards that facilitate effective searching and interoperability across systems. This document outlines a policy by which metadata specialists at UC will edit and enhance existing metadata in Scholar@UC in order to improve the quality of description.

Scope of Work

Metadata specialists at UC want to standardize and enhance metadata in Scholar@UC while being respectful of the submitters' originally inputted metadata. To achieve this balance, metadata standardization and enhancement will focus on faceted fields, where lack of standardization creates the most problems for access.

Faceted fields include:

- Creator
  - de-dupe names that appear multiple times due to punctuation, trailing whitespace, typos, etc.

- Subject
  - de-dupe subjects that appear multiple times due to capitalization, punctuation, etc.
  - if an individual subject field has multiple entries due to incorrect entry, break into individual subject entries (ex. "Marlow Crowne; BIS/BAS; EMG; peripheral …")
  - authority control on names used as subjects
  - authority control on geographic locations used as subjects

Other Fields:

- Title
  - standardize the order in which numbers appear in titles for series of interrelated works (ex. "6). Spray-can graffiti covered…" vs "Along the Wall in the Kade Center 6")
  - edit punctuation that could cause an ISBD error when harvested to Summon

- Abstract
  - investigate how diacritics, special characters, and quotation marks are handled in Summon. If there are problems with the Summon import, a workflow will be created to fix the problem during harvest.

Communication

Due to staffing levels, only substantive metadata changes will be communicated to work owners. Ideally, an automated notification process would be created and implemented by the Development Team.

Examples of non-substantive changes:

- Names of creators
  - Correction of capitalization, punctuation, name in direct order, etc.
    - Ex. "Hansen, Carolyn" instead of "Carolyn Hansen"
  - If a name is entered in multiple formats that require a curatorial differentiation, metadata specialists will contact the work owner and request that person's input
    - Ex. "Hansen, Carolyn" "Hansen, Carolyn M." "Hansen, Carolyn Marie"

- Names entered as subjects
  - These will be matched against LC authority files if the name is well known
    - Ex. "Twain, Mark, 1835-1910" versus "Mark Twain"
    - Ex. "University of Cincinnati" versus "UC" (unless UC is part of the official name of a group such as "UCHealth"

- Geographic subjects entered as subjects
  - These will be matched against LC authority files if the name is well known
    - Ex. "Cincinnati (Ohio)" versus "Cincinnati"
    - Ex. "Little Miami River (Ohio)" versus "Little Miami"

Other Tasks

- Metadata specialists will work with the Development Team to programmatically standardize the names of UC colleges and departments for facets and profile pages.
- Ask Early Adopters WG to identify any records and attached files that were added during testing but are not appropriate for archiving (ex. "p.txt" file)

Workflow

- Standardization and enhancement will occur quarterly. Frequency can be adjusted based on need.
- Metadata specialists will keep a spreadsheet listing records that have been edited. If possible, an RSS feed would greatly improve the efficiency of the workflow.
- Metadata specialists will contact the Development Team about any changes that could be addressed programmatically (ex. trailing whitespace)
- Editing will be done in the GUI until a batch export/import functionality is available