Sample Data Dictionary

Field label	Dublin Core mapping	Comment	Obligation	Repeatable?	Vocabulary/Format	Definition	Guidelines (including sources of information, encoding, vocabularies used...)	Example	Who creates values
Creator	dcterms:creator		Required if known	Yes	LC Name Authorities if record exists, otherwise use local controlled vocabulary	DC: "An entity primarily responsible for making the resource." Used here as the "sender" of the correspondence.	Use values in the local controlled vocabulary or Library of Congress Name Authorities to identify the given creator(s) of the resource. For images of creative works (such as photographs of statues), the creator of the photograph as well as of the creative work pictured may both be included, if known. If creator cannot be determined, leave blank.	Davidson, Jay Brownlee (1880-1957) II International Congress on Rural Engineering, Madrid, Spain, 1935 *[blank value]*	Cataloging & Metadata Unit
Events	none		Recommended if relevant	Yes	Local	An event of which the resource is about.	Use local vocabulary terms when available.	Commencement	Cataloging & Metadata Unit
Geographic Subject	dcterms:spatial		Recommended	Yes	Local, derived from Getty TGN, LCSH, or local resources	DC Spatial Coverage: Spatial characteristics of the resource.	Assign one or more geographic location(s) or subject(s) to the item. Consult the Getty Thesaurus of Geographic Names (TGN) (http://www.getty.edu/research/tools/vocabularies/tgn/) for preferred names of geographic places. Choose the English-preferred (English-P) value if different from the overall preferred value. Give enough context that, the place information can be determined internationally (see examples). However, for local place names (ex: ISU campus), you may use LCSH if established term exists, or generate local controlled term. Use local controlled vocabulary to ensure consistency in location specific to campus and Ames. Follow local syntax and punctuation practices. List place strings hierarchically in ascending order of granularity (least specific to most specific) if using LCSH.	Yangtze River *[use English-preferred values for places known in multiple languages]* Paris, France Chicago, Illinois United States-- Iowa--Ames-- Iowa State University *[established LCSH heading, listed in local controlled vocabulary]*	Cataloging & Metadata Unit
		Used for	Recommended			An organization that is in some		Iowa State	Cataloging &

Organizations	none	faceting	if relevant	Yes	Local	way associated with the resource.	Use local vocabulary terms when available.	University	Metadata Unit
People	none	Used for faceting	Recommended if relevant	Yes	Local	A person that is associated with a resource or that the resource is about.	Use local vocabulary terms when available.	Shreve, Earl	Cataloging & Metadata Unit
Subject	dcterms:subject		Required	Yes	LCSH, local	DC: "The topic of the resource."	Select subject headings after performing subject analysis. Use LCSH or local controlled vocabulary as appropriate. Do not assign places, personal names, corporate names, events, or time periods to this field; instead, enter these in the `Geographic Subject`, `People`, `Organizations`, `Events`, and `Time Period` fields, respectively. Use information given in tables of contents within the resource as well as any notes on the object itself; however, it is not obligatory to perform more extensive research for subject analysis beyond what has been included. It is acceptable to include subject terms outside of the controlled vocabularies for the purpose of improving the user search experience. These values will be added to the local controlled vocabulary.	Photographs Agricultural engineering College students	Cataloging & Metadata Unit
Title	dcterms:title		Required	No		DC: "A name given to the resource."	Create a descriptive title for the item/object following the general guidelines for titles given in Describing Archives: a Content Standard (DACS) 2.3 Title (page 17). Prefer any information given within the resource itself, such as the author's table of contents or a hand-written note on an album page serving the function of a title page. Information from the finding aid (see Appendix I) can,also be used to assist in item identification. For correspondence, follow the format: **[authorized name of sender] letter to [authorized name of recipient] regarding [subject], [date]**	J.B. Davidson pictorial record, trip to Europe (Germany, England, France, Spain), book 1 of 3 *[compound object based on hand-written note on title page]* J.B. Davidson notes, photographs, and proceedings documenting agricultural work in China, 1948-1949	Cataloging & Metadata Unit

								Page 6 *[page-level description of compound object]*	