Descriptive Metadata Plan

Part 1. Describing Metadata Fields

The metadata team is developing a Descriptive Metadata Plan for the digital collection of the Benjamin Franklin Papers. The Library of Congress owns the *Benjamin Franklin Papers* and most of the collection has been digitalized and stored by the Library of Congress. Because this Descriptive Metadata Plan focuses on a digital collection, the metadata team will utilize a Dublin Core metadata schema to describe digital items within the collection. As a universal metadata schema that has evolved to describe digital resources, the metadata team has chosen Dublin Core to describe the digital objects within the *Benjamin Franklin Papers*. After reviewing the digital collection, the metadata team with identify the following metadata fields:

a. **Review and adapt current metadata.**
the metadata team reviewed the current metadata descriptions present within the digital collection. Because the Library of Congress has organized the papers as a series or collection of volumes, these volumes contain a series of metadata properties/fields and values. For example, the Library of Congress has prioritized the following metadata properties: type, title, creator, contributor, and format. As a repeatable property, the title property is extremely relevant because the tile property may describe the series or volume and the individual images within the collection.

b. **Identify metadata unique to the collection.**
The digital collection consists of approximately 8,000 items, which are reproduced in the following image formats at various pixel sizes: jpeg, gifs, and tiffs. Because each digital image is hosted by the Library of Congress, the metadata team will use the URL links for each image to ensure access to the digital collection.

c. **List all the fields in your schema and define required metadata fields.**
The following includes a list of the metadata fields with specific parameters and requirements to complete the metadata description.

1. Field: **Collection Title**
   Parameters: Required and Nonrepeatable

2. Field: **Item Title**
   Parameters: Required and Nonrepeatable

3. Field: **Creator**
   Parameter: Required and Repeatable

4. Field: **Contributor**

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	Parameter:	Optional and Repeatable

5. Field: **Type**
   Parameter: Required and Repeatable

6. Field: **Language**
   Parameter: Required and Repeatable

7. Field: **Date Created**
   Parameter: Recommended and Nonrepeatable

8. Field: **Format**
   Parameter: Optional and Repeatable

9. Field: **Identifier**
   Parameter: Required and Nonrepeatable

Part 2. Metadata Creation

For this step, the metadata team will create rules for all metadata fields. In addition, the team will incorporate these rules within the project's workflow.

   a. Determine what information fits within each metadata field.

1. Field: **Collection Title**
   Rule: For the collection title, the field must include the collection name, series number, time duration of historic event, and the volume number vol.1. Each part of the title must be separated by a common and the title must not end with a period. The title for each item must include, the metadata team must include the following phrase in front of each title: (Image # of).

2. Field: **Item Title**
   Rule: For the item title will have the same rules as the collection title field, however this field will begin with the following phrase in front of each title: (Image # of).

3. Field: **Creator**
   Rule: The name must follow the last name, first name. After the third common, the creator's personal name must include their birth and death year.

4. Field: **Contributor**

Rule: The contributor's name must follow the same convention as the creator field.

5. Field: **Type**
   Rule: The field must include controlled vocabulary from the DCMI Type Vocabulary list:

6. Field: **Language**
   Rule: The language field must include ISO 639-2 Code to express the language of the digital resource.

7. Field: **Description**
   Rule: While this is a free text entry, the description will be a brief account of the resource or digital item.

8. Field: **Date Created**
   Rule: This field refers the volume's publication and creation time range. As a result, this date create field must adhere to the following convention: YYYY – YYYY.

9. Field: **Format**
   Rule: The field must adhere to Internet Media Types (MIME) standard to include the format. The following includes a few examples: image/jpeg, image/gif, and image/tiff.

10. Field: **Identifier**
   Rule: The identifier is a unique and active URL link that references the reproduced image of the document.

b. **Identify any relevant vocabularies for specific fields.**
The following fields must adhere to specific vocabularies, which will ensure interoperability and findability with the data:

1. Field: **Creator**
   Vocabulary: For this field, the metadata team must use the Faceted Application of Subject Terminology (FAST) vocabulary or standard to input the value.
2. Field: **Contributor**
   Vocabulary: Faceted Application of Subject Terminology (FAST).

3. Field: **Type**
   Vocabulary: DCMI Type Vocabulary

4. Field: **Language**

	Vocabulary:	The language field is using the ISO 639 standard.

5. Field: **Description**
   Vocabulary: While this field does not have a data value standard or controlled vocabulary, the field will be a free text entry that adheres to the conditions of the digital collection.

6. Field: **Date Created**
   Vocabulary: While this metadata field is utilizing the W3CDTF standard, the metadata team has decided to modify this standard to better describe the duration of the original documents.

7. Field: **Format**
   Vocabulary: The format field is using the Internet Media Types (MIME) to create a consistent standard within this field.

c. **Formatting each field.**
   This step is crucial because the format for each field will affect data sorting throughout the lifespan of the collection. The formatting for each section has already been discussed within part a and part b. Overall, the formatting for each field is dictated by the controlled vocabularies and data value standards, such as the Faceted Application of Subject Terminology (FAST).

d. **When will metadata be inserted within the workflow of the project.**
   Because the descriptive metadata plan will be creating metadata records for an existing digital collection, the team will be utilizing similar identified and file names for the collection records and for the item records. It is important to note that fragments of the collection title and fragments of the item title will be included with the identifiers of the URL. As a result, the metadata team will be able to ensure that the correct URL identifier matches the correct metadata record. Because of the nature of the collection, the metadata team choose to exclude subject headings from the metadata records to facilitate better data exchange and storage through the lifespan of the project.

e. **Determine who is responsible for metadata creation and quality control.**
   To ensure a high degree of quality control, the metadata team will formulate a work breakdown structure (WBS), where the project will be divided into the following task: digitize flat images individual pages, capture URL links, impute metadata fields, and test data for errors. The metadata project manager will assign specific staff members to specific teams handling a specific task. Through the lifespan of the project, the project manager will supervisor the work, review the collection, plan for updates to ensure a high degree of effectiveness and usability.

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Part 3. Data Dictionary Creation

A data dictionary is an extremely function tool that allows the metadata implementation team and users of the digital collection to clearly grasp the rules and the standards of the digital collection. In addition, a data dictionary ensures consistency during metadata creation and findability after the digital collection is fully operational. The following includes a data dictionary for the digital collection of the *Benjamin Franklin Papers*:

Field	Definitions and Rules	Example
Collection Title	A name designated or assigned to a collection resource. To filter collections, the title includes the collection name, series number, description (if applicable), and image number for each item. **Parameters: Required and Repeatable.**	Benjamin Franklin Paper, Series II, 1726-1818, vol.17.
Item Title	A name designated or assigned to a digital item. Unlike the Collection Title, this field this field will begin with the following phrase in front of each title: (Image # of). **Parameters: Required and Repeatable.**	Image 2 of Benjamin Franklin Paper, Series II, 1726-1818, vol.17.
Creator	The entity responsible for creating the resource. **Parameters: Optional and Repeatable.**	Franklin, Benjamin, 1706-1790. Faceted Application of Subject Terminology (FAST)
Contributor	An entity responsible for contributing to the resource. **Parameters: Optional and Repeatable.**	Franklin, William Temple, 1760-1823
Type	The nature or genre of the content within the resource. **Parameters: Required and Repeatable.**	Collection, Text (DCMI Type Vocabulary)
Language	The specified language within the intellectual content of the resource. **Parameters: Required and Repeatable.**	eng (ISO 639 standard)
Description	A brief account of the collection and of the digital item. **Parameters: Optional and Repeatable.**	Petition of the Continental Congress to the King.
Date Created	The date range associated with the creation and exchange of the original resource. **Parameters: Recommended and Nonrepeatable.**	YYYY-YYYY (modified W3CDTF standard).
Format	The digital or physical manifestation of the resource. As a digital collection, all formats will be digital. **Parameters: Optional and Repeatable.**	Image/jpeg, image/gif, image/tiff, Internet Media Types (MIME)
Identifier	A unique reference or URL to the item or digital resource within the digital collection. **Parameter: Optional and Nonrepeatable**	https://www.loc.gov/resource/mss21451.mss21451-005_00005_00409/?sp=4