

Element	Dublin Core Mapping	Obligation	Cardinality	Content Guidelines	Controlled Vocabulary	Examples
objectid	Identifier	M	1	The objectid should be formatted as bs####. For the parent object, add “-0”. For children objects, add “-#” where # is 1 more than the previous entry.		bs019-0 bs019-1 bs019-2
filename	Identifier	M	1	The filename should be the objectid followed by “-#”, followed by the appropriate filename extension.		bs0019-1.jpg bs0019-2.mp3
title	Title	M	1	Use the title of the item as given by the finding aid . Omit the date if present after a comma.		Wooden Egg Michael Jackson Drawing Draftsman’s Stool
parentid	Relation	MA	1	List the objectid of the relevant compound object.		bs019-0 bs001-0
format	Format	M	1	Follow the guidelines given	MIME type	image/jpg audio/mp3

				by CollectionBuilder		
description	Description	MA	1	Provide a short description. May use description found in finding aid .		
subject	Subject	M	1	Will be equivalent to Series and Subseries headings from the finding aid . Treat Series and Subseries as separate subjects and separate with a semi-colon	Only use terminology from the existing Series and Subseries from the finding aid	Household Items; Office Items Awards; Proclamations & Resolutions
identifier	Identifier	MA	1	objectid should match the “Component Identifier” given for the object by the official finding aid		B1671 B0003
archive_link	Relation	MA	1	Provide a URL to the item’s page in the finding aid		https://archives.iu.edu/catalog/VAD8042aspace_VAD8042-02032
date	Date	MA	1	If there is a creation date associated with an item, list it here. Format as	WC3 Date and Time Formats	1956 1977-01-26

				“yyyy”, “yyyy-mm”, or “yyyy-mm-dd”.		
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Key

M = Mandatory

MA = Mandatory if applicable