UMass Amherst **Libraries**

Metadata Guidelines

Authored by the Metadata Working Group
Last Revised, May 2013

Note: *These guidelines are a work in progress that will continue to be developed, refined, and updated. Feedback is welcome. Please email metadata@library.umass.edu if you have any comments or changes to the guidelines. Also note that the guidelines are best represented online and this is an adapted document. Much of the text of the guidelines and the examples are taken from the following standard or organization websites: Dublin Core Metadata Initiative, MODS, EAD, VRA Core, MARC, and DLF Guidelines for Shareable Metadata. The UMass Libraries support members of the UMass Amherst community in planning, creating, organizing, and/or preserving digital information. To further this goal, the Libraries are interested in partnering on digital projects that further the mission of the Libraries and the University. To submit a digital project proposal, visit: http://www.library.umass.edu/services/dscs/dpp/ The proposal will be reviewed by the Libraries' Digital Strategies Group, which will be evaluated according to the Libraries' Criteria for Evaluating Proposals to Produce, Curate, or Preserve Digital Content: http://www.library.umass.edu/about-the-libraries/library-policies-and-procedures/criteria-for-evaluating-digital-proposals/*

INTRODUCTION

These Metadata Guidelines were written to better position UMass Amherst Libraries' Digital Collections for optimal indexing and display in an aggregated environment.

The guidelines accomplish the following:

- Define basic metadata principles

- Collate resources (e.g. links to external cataloging tools/resources, including the Metadata Working Group bibliography on shareable metadata)

- Provide content guidelines and examples for different data elements

- Identify general data elements by degrees of "requiredness" and describe what functions are enabled or sacrificed depending on levels of adoption

These requirements are designed to identify the elements necessary for a user in a shared metadata environment to gain a basic understanding of a metadata record and what it describes. They are not format-specific, but rather identify those elements commonly needed across all formats. The names of elements used here are not prescriptive, but have been generalized to indicate the broadest meaning of the element that is necessary to encompass a variety of formats.

These guidelines are not intended to be a replacement for format- or project-specific metadata best practices within the Libraries. It is likely that specific formats will require more robust metadata than that outlined here. Individual projects and departments that are creating metadata should map their metadata elements to those provided here, to ensure that they are conforming to the minimal requirements for shared metadata. To help in this effort, these guidelines provide mappings to Dublin Core, EAD, MARC, MODS, and VRA Core.

Standards and Best Practices

The General Best Practices section provides an introduction to basic metadata concepts, and is organized by different types of metadata standards. The standards included are vetted standards and other standards may be included as needed, provided that they go through a MWG vetting process.

Metadata Elements
The Metadata Elements section identifies and defines twenty three descriptive metadata elements. Standards information is provided in addition to general and encoded examples.

GENERAL BEST PRACTICES

Content Standards for Metadata explain what information should be recorded when describing a particular type of resource and how that information should be recorded.

Data Value Standards for Metadata attempt to normalize data element sets to ensure consistency between records.

Structural Standards for Metadata are the fields or elements where the data resides.

Syntax Standards for Metadata provide the encoding/packaging for data so that they can be processed by different systems.

Content Standards for Metadata

Content Standards explain *what* information should be recorded when describing a particular type of resource and *how* that information should be recorded. Paired with **Structural Standards for Metadata**, Content Standards improve the ability to share metadata records and the discoverability of resources. When similar resources are described consistently across metadata records, users are better able to understand and analyze search results. Metadata that is formatted inconsistently (ex. names recorded both as "Last name, First name" and "First name / Last name") impacts indexing and sorting, and users bear the burden of having to decipher confusing or incomplete results.

The choice of which Content Standard should be decided based on the type of resources that will be described in the collection and the intended audience for the materials, and may be influenced by the Structural Standard being used.

List of Content Standards
- *Anglo-American Cataloguing Rules* (AACR2) cover the description of different formats, and the provision of access points with general libraries as their primary audience.

- *Resource Description and Access* (RDA) originally started as AACR3, but later became RDA in an effort to set it apart from previous practices. Major departures from AACR2 include: the format of the resource being cataloged is no longer the first decision to be made, catalogers are instructed to choose a preferred access point rather than a main access point, and the rules allow for better use of FRBR principles (WORK/EXPRESSION/MANIFESTATION/ITEM).

- *Cataloging Cultural Objects* (CCO), a data content standard published by ALA, was written mostly by Visual Resource Curators for the cultural heritage community. It serves a similar

purpose as AACR2 and RDA, but with special treatment for cultural objects like works of art, architecture, artifacts.

- *Describing Archives: A Content Standard* (DACS) is a content standard designed for single- and multi-level descriptions of archives, personal papers, and manuscripts, and can be applied to all material types.

Data Value Standards

Data Value Standards provide a normalized list of terms to be used for certain data elements. Using controlled terms ensures consistency between records and allows for collocation of resources related the same topic or person. This is done through the use of thesauri, controlled vocabularies, and authority files.

List of Data Value Standards
- Getty Art and Architecture Thesauri (AAT) is a structured vocabulary for terms used to describe art, architecture, decorative arts, material culture, and archival materials.

- Getty Thesaurus of Geographic Names (TGN) is a structured vocabulary for names and other information about places.

- Getty Union List of Artist Names (ULAN) is a structured vocabulary for names and other information about artists.

- Library of Congress Subject Headings (LCSH) comprises a thesaurus of subject headings, maintained by the United States Library of Congress.

- Library of Congress Name Authorities (LCNA) includes Corporate Names, Geographic Names, Conference Names, Personal Names.

- Thesaurus of Graphic Materials I: Subject Terms (TGM-I) consists of terms and numerous cross references for the purpose of indexing topics shown or reflected in pictures.

- Thesaurus of Graphic Materials II (TGM-II) is a thesaurus of terms to describe Genre and Physical Characteristic Terms.

Structural Standards for Metadata

Metadata structure is the *fields* or *elements* where the data resides. Structural standards define what the fields are and what types of information should be recorded in them. When it is feasible, it is best to begin with a metadata structure that has a high level of granularity. It is almost always easier to migrate data from a highly granular structure to a more simple structure than it is to parse single elements into multiple elements. Sometimes the Structural Standards mandate what Syntax Standards should be used.

General Points

- Fields should be unambiguous.

- Fields may be required.

- Some fields may be repeatable.

- Records may require that some fields have unique values, different from any other record in the system.

- Some fields may have defined relationships with other fields, e.g. qualifiers or subfields.

List of Structural Standards

- Dublin Core (DC) "The Dublin Core Metadata Initiative, or 'DCMI', is an open organization engaged in the development of interoperable metadata standards that support a broad range of purposes and business models."

- Encoded Archival Description (EAD) "The EAD Document Type Definition (DTD) is a standard for encoding archival finding aids using Extensible Markup Language (XML). The standard is maintained in the Network Development and MARC Standards Office of the Library of Congress (LC) in partnership with the Society of American Archivists".

- MARC "The MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form."

- Metadata Object Description Schema "Metadata Object Description Schema (MODS) is a schema for a bibliographic element set that may be used for a variety of purposes, and particularly for library applications. The standard is maintained by the Network Development and MARC Standards Office of the Library of Congress with input from users. – More about MODS"

- VRA Core 4.0 "The VRA Core is a data standard for the description of works of visual culture as well as the images that document them. The standard is hosted by the Network Development and MARC Standards Office of the Library of Congress (LC) in partnership with the Visual Resources Association."

Syntax Standards for Metadata

Syntax standards provide the encoding/packaging for data so that they can be processed by different systems. Syntax standards make the metadata machine readable. Some structural standards recommend or require a specific syntax standard. For those collections that are using a structural standard that doesn't require a syntax standard, choice of syntax should be based on how well it will enable sharing of records.

List of Syntax Standards

- **MARC Standards** (MARC) The MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form. Note that although MARC is often considered to be the syntax for exchanging a MARC record, the traditional syntax for MARC records is actually ISO 2709, and the MARC record format can also be expressed in XML syntax.

- **Extensible Markup Language** (XML) Extensible Markup Language is a simple, very flexible text format. Originally designed to meet the challenges of large-scale electronic publishing, XML is also playing an increasingly important role in the exchange of a wide variety of data on the Web.

- **Standard Generalized Markup Language** (SGML) The Standard Generalized Markup Language (ISO 8879:1986 SGML) is an ISO-standard technology for defining generalized markup languages for documents. HTML is a subset of SGML.

METADATA ELEMENTS

Metadata Elements by Level of Requiredness

Required
- Date Created or Date Published (dc:date)
- Identifier (dc:identifier)
- Institution Name (dc:publisher)
- Title (dc:title)
- Type of Resource (dc:type)

Required if Applicable
- Creator (dc:creator)
- Extent (dc:format)
- Language of Resource (dc:language)
- Related Item (dc:relation)

Recommended
- Description (dc:description)
- Access or Use Restrictions (dc:rights)
- Format of Resource (dc:format)
- Place of Origin (dc:coverage)
- Rights Information (dc:rights)
- Subject (dc:subject)

Optional
- Citation (dc:relation)
- Collection Name

- Contributor (dc:contributor)
- Genre (dc:type)
- Keywords or Tags (dc:subject)
- Language of Metadata Record (no dc map)
- Notes (dc:description)
- Publisher (dc:publisher)

REQUIRED

Date Created or Date Published

Recommended Dublin Core Map: *date*

(Required, Repeatable)

Overview

The *Date Created or Date Published* should be used to record the date of creation for a born-digital item or the date of the original creation or publication of the physical item if it was digitized.
- The Date Created or Date Published field is repeatable. Each new date should be recorded in a separate field. If the data structure allows, a date type and/or note should be used to limit any ambiguity, e.g. alteration date, publication date, etc.
- Dates used for sorting should conform to the ISO date standard ISO8601 or, if the date represented is a single date, with a known year, the W3CDTF profile of ISO8601. YYYY-MM-DD

More guidance can be found in your chosen Content Standard.

Subject Expressed by Select Metadata Schema

Dublin Core Metadata Element Set, Version 1.1, see date.
EAD Date of the Unit
MARC Publication Date, see subfield c.
MODS Date Issued/Created (subelements of originInfo)
VRA Core 4.0 Element Description and Tagging Examples (PDF)

Examples

Publication Date: 1949

Creation date: 2010-09-23

Encoded Examples

Dublin Core

```
<dc:date>

   <dcx:valueString>2005-05-05</dcx:valueString>

</dc:date>
```

EAD

<unitdate type="inclusive" normal="1952/1964">1952-1964</unitdate>

<unitdate>1881</unitdate>

MARC

260   ##$aNew York :$bXerox Films,$c1973.

260   ##$aLondon :$bCollins,$c1967, c1965.

260   ##$aOak Ridge, Tenn. :$bU.S. Dept. of Energy,$cApril 15, 1977.

MODS

<originInfo>

  <dateIssued encoding="w3cdtf">1889</dateIssued>

</originInfo>

<originInfo>

  <dateIssued>2003</dateIssued>

</originInfo>

<originInfo>

  <dateCreated encoding="w3cdtf">1955-03-22</dateCreated>

</originInfo>

VRA Core 4.0

<dateSet>

  <display>created 1520-1525</display>

  <date type="creation" source="Grove Dictionary of Art Online" href="http://www.groveart.com" dataDate="2005-06-08">

    <earliestDate>1520</earliestDate>

    <latestDate>1525</latestDate>

  </date>

```
</dateSet>
```

Identifier

Recommended Dublin Core map: identifier
(Required, Repeatable, Free-text)

Overview

Identifier is a unique standard number or code that distinctively identifies a resource. For analog materials, identifiers might be a standard record number such as an ISBN or ISSN or a classification number. Digital materials may also have an ISBN, ISSN, or local identification number, but the most important identifier for a digital resource is usually its URI or URL.

- Always include a URI or URL to link to digital resources.
- Include other recognized standard identifiers when available.
- Explicitly encode the nature of an identifier provided.
- Express multiple identifiers in repeated fields.

More guidance can be found in your chosen Content Standard.

Identifiers Expressed by Select Metadata Schema

Dublin Core, see identifiers
EAD identifier
Identifier is roughly equivalent to MARC fields 010, 020, 022, 024, 856

MARC Identifier Elements
MARC Electronic Location and Access
MODS identifier
VRA Core 4.0 Element Description and Tagging Examples (PDF)

Encoded Examples

Dublin Core

```
<identifier>http://scholarworks.umass.edu/afroam_faculty_pubs/4/</identifier>
```

EAD

```
<eadid countrycode="us" mainagencycode="txu-hu" publicid="-//us::txu-hu::hrc.00001//EN"
url="www.lib.utexas.edu/taro/hrc/00001.xml">hrc.00001</eadid>
```

MARC

```
022 0  1940-073X
```

```
856 40 ‡u http://scholarworks.umass.edu/rasenna
```

MODS

```
<mods:identifier type="local">MS 312</mods:identifier>

<mods:identifier type="uri">http://www.library.umass.edu/spcoll/mums312</mods:identifier>
```

VRA Core 4.0

```
<image id="i_765432109" refid="388438" source="History of Art Visual Resources Collection, UCB">…
</image>
```

Institution Name
Recommended Dublin Core map: publisher
(Required, Non-repeatable, Free-Text)

Overview
Institution name is a required field that identifies the University of Massachusetts Libraries as the body responsible for making the described resources available in their current form. Since resources are created and hosted by a variety of departments and other entities within the libraries, it is recommended that metadata creators include the name of the department along with the name of the institution.

- Do not confuse institution name with collection name; list only the name of a library department or other entity with the institution name. Hierarchy of a collection housed within a department or other entity should be expressed as collection name.

Institution Name Expressed by Select Metadata Schema
Dublin Core, see publisher
EAD, repository
MARC, Agency responsible for reproduction
MODS, location
VRA Core 4.0 Element Description and Tagging Examples (PDF), see LocationSet (for image record)

Examples
Institution name: University of Massachusetts Libraries, ScholarWorks

Institution name: University of Massachusetts Libraries, Image Collection Library

Institution name: Special Collections and University Archives, W.E.B. Du Bois Library, University of Massachusetts Amherst

Encoded Examples
Dublin Core

```
  <dc:publisher>Swift River Valley Historical Society</dc:publisher>
```

EAD

```
    <repository label="Repository:">
```

```
    <corpname>Minnesota Historical Society</corpname>

  </repository>

  <repository>Public Record Office, Kew</repository>
```

MARC

```
533 $a Electronic reproduction. $b Boston, Mass. $bSan Francisco, Calif. : $c Open Content Alliance, $d
2008. $n Scanned as part of the Boston Library Consortium OCA Digitization Project by the UMass
Amherst Libraries.
```

MODS

```
  <location>

    <physicalLocation xlink:href="http://www.loc.gov/rr/mss/" >Library of Congress Manuscript
Division</physicalLocation>

  </location>

  <location>

    <physicalLocation>University of Chicago </physicalLocation>

    <url"> http://pi.lib.uchicago.edu/1001/dig/chopin/373</url>

  </location>
```

VRA Core

```
  <locationSet>

  <display>History of Art Visual Resources Collection, UCB 534262</display>

  <location type="repository">

    <name type="corporate">History of Art Visual Resources Collection, UCB</name>

    <refid type="accession">534262</refid>

  </location>

  </locationSet>
```

Title

Recommended Dublin Core map: title
(Required, Repeatable, Free-text)

Overview

Title is a required field that identifies the name given to a resource.

- Titles can originate from two main sources: the creator of the resource or the creator of the metadata describing the resource. When available, titles assigned by the creator of the resource are preferred, and should be transcribed as accurately as possible. In cases where there is no original title for a work, a descriptive title created by the metadata author may be supplied. Preferably this will be created in accordance with an established standard, and describe, as concisely as possible, the content of the work.
- If an alternate or translated version of the title is available, this should be entered in a separate field. If using a metadata format that does not allow for designating title types for main title vs. alternate or translated titles, repeat the title element for each title and order the title elements so that the main title appears first.
- If the resource has a series title, this should be entered in a separate field. If using a metadata format that does not allow for designating title types, repeat the title element for each title and order the title elements so that the main title appears first.
- If using a metadata format that does not allow for specification of sub-title, title and sub-title may be collapsed into a single field, preferably separated by a colon or other punctuation.

More guidance can be found in your chosen Content Standard.

Titles expressed in select metadata schema

Dublin Core, see title
EAD unit title
MARC
MODS
VRA Core 4.0 Element Description and Tagging Examples (PDF)

Examples

- **Transcribed title:** Out stealing horses

- **Supplied title:** Letter from W. E. B. Du Bois to Nina Gomer Du Bois

- **Multiple titles:**
  > Title: Harry Potter and the philosopher's stone (listed first, because it is the main or uniform title)
  > Title: Harry Potter and the sorcerer's stone
  > **OR**
  > Main title: Harry Potter and the philosopher's stone
  > Alternate title: Harry Potter and the sorcerer's stone

- **Titles with subtitles:**
  > Title: Etruscan studies: journal of the Etruscan Foundation
  > **OR**
  > Title: Etruscan studies
  > Subtitle: Journal of the Etruscan Foundation

Encoded Examples

Dublin Core

```
<title>Alice in Wonderland</title>
```

EAD

```
    <c01>

      <did>

        <unittitle>Short stories </unittitle>

      <unitdate>1946-1954</unitdate>

    </did>

    <c02>

      <did>

        <unittitle><title render="italic">The Lottery</title>

        </unittitle>

      </did>

    </c02>

  </c01>
```

MARC

130 0 |a Lord of the rings, the fellowship of the ring (Motion picture)

245 14 |a The lord of the rings, the fellowship of the ring |h [videorecording] / |c New Line Cinema presents a Wingnut Films production ; producers, Barrie M. Osborne, Peter Jackson, Fran Walsh, Tim Sanders ; screenplay by Fran Walsh & Philippa Boyens & Peter Jackson ; directed by Peter Jackson.

MODS

```
<mods:titleInfo>

  <mods:title>Letter from W. E. B. Du Bois to John J. Gordon</mods:title>

</mods:titleInfo>
```

VRA

```
<titleSet>

  <display>Arnolfini Marriage</display>

  <title type="cited" pref="true" source="Grove Dictionary of Art Online">Arnolfini Marriage</title>

  <title type="repository" pref="false" source="National Gallery of Art (London, GB)">Portrait of
Giovanni (?) Arnolfini and his Wife ("The Arnolfini Portrait")</title>

 </titleSet>
```

Type of Resource
Recommended Dublin Core map: type
(Optional, Repeatable, Controlled Content)

Overview
Type of Resource provides a basic conceptual indication of the kind of object being described, using
broad terms. This information should relate to the original object (e.g., the original photograph in the
case of a digitized image). Content of this field should be drawn from the DCMI Type Vocabulary, MODS
<typeOfResource> Values, or another controlled list that could easily map to one of these.
- Do not confuse with genre or format of resource.

Type of Resource Expressed by Select Metadata Schema
Dublin Core Metadata Element Set, Version 1.1, see type.
There is no map to EAD.
MARC Leader byte 06
MODS Type of Resource
There is no map to VRA Core.

Examples
Type of Resource: text

Type of Resource: still image

Type of Resource: dataset

Encoded Examples
Dublin Core

```
<dc:type>

  still image

</dc:type>
```

MARC

06 - Type of record

a - Language material

c - Notated music

d - Manuscript notated music

e - Cartographic material

f - Manuscript cartographic material

g - Projected medium

i - Nonmusical sound recording

j - Musical sound recording

k - Two-dimensional nonprojectable graphic

m - Computer file

o - Kit

p - Mixed materials

r - Three-dimensional artifact or naturally occurring object

t - Manuscript language material

MODS

<typeOfResource>cartographic</typeOfResource>

<typeOfResource>sound recording-nonmusical</typeOfResource>

<typeOfResource>sound recording-musical</typeOfResource>

<typeOfResource>still image</typeOfResource>

REQUIRED IF APPLICABLE

Creator
Recommended Dublin Core map: creator
(Required if Applicable, Repeatable, Controlled Content)

Overview

Creator identifies the entity or entities primarily responsible for making the resource.

- The name(s) of the creator(s) of the resource should be included in the metadata record whenever they are known.
- If the name(s) of the creator(s) of the resource is not known, you may record 'unknown' in the creator field if suggested by your content standard.
- Multiple creator names should be coded in separate creator fields.
- It is recommended to use controlled forms of names, such as those found in the Library of Congress Name Authority File or other name authority files. For more information, see Data Value Standards.
- If names are unavailable in the Library of Congress Name Authority File or other name authority files, enter names from a locally created name authority file or construct a name that complies with a content standard such as AACR2.

More guidance can be found in your chosen Content Standard.

Creators expressed in select metadata schema

Dublin Core, see creator
EAD origination
MARC 245 subfield c Statement of responsibility
MARC 1xx Main Entry
MODS name (Use the role sub-element with the value "creator")
VRA Core 4.0 Element Description and Tagging Examples (PDF)

Examples

Creator: Tim Burton

Creator: Burton, Tim

Encoded Examples

Dublin Core

<creator>Proper, David R.</creator>

EAD

<origination label="Creator"><persname encodinganalog="100">Davenport, Mildred, 1900-1990</persname></origination>

<origination><corpname encodinganalog="110">Minnesota. Game and Fish Department</corpname></origination>

MARC

100 1 Rowling, J. K.

245 10 Harry Potter and the sorcerer's stone / ‡c by J.K. Rowling ; illustrations by Mary Grandpré.

MODS

```
<mods:name type="personal" authority="naf">

<mods:namePart type="family">Du Bois</mods:namePart>

<mods:namePart type="given">W. E. B. (William Edward Burghardt)</mods:namePart>

<mods:namePart type="date">1868-1963</mods:namePart>

<mods:role>

<mods:roleTerm type="text">creator</mods:roleTerm>

<mods:roleTerm type="code">cre</mods:roleTerm>

</mods:role>
```

VRA

```
<agent>

  <name type="personal">Wolf, Julie</name>

  <role>creator</role>

</agent>
```

Extent
Recommended Dublin Core map: format
(Required if applicable, Non-repeatable, Free-Text)

Overview
Extent is a statement of the size or duration of the object, such as dimensions, number of items, or running time. Provide both a number/numbers and a designation of the units being measured. For example, "1 photograph" rather than just "1."

Extent Expressed by Select Metadata Schema
Dublin Core Metadata Element Set, Version 1.1, see format.
EAD Extent
MARC Physical Description
MODS Extent
VRA Core 4.0 Element Description and Tagging Examples (PDF), see measurements.

Examples

Extent: 5 pages

Extent: 8 in x 10 in

Extent: 203 min

Encoded Examples

Dublin Core

```
<dc:format>

  5 pages

</dc:format>

 <dc:format>

  14 Kbytes

</dc:format>
```

EAD

```
<physdesc>

  <extent>100 boxes; </extent>

  <extent>50 linear feet</extent>

</physdesc>

<physdesc>

  <extent>14 letters</extent>

</physdesc>
```

MARC

300	149 p.;‡c 23 cm.
300	1 map:‡b col. ;‡c 30 x 55 cm.

MODS

```
<physicalDescription>

  <extent>7" x 9"</extent>
```

```
</physicalDescription>

<physicalDescription>

  <extent>1 sound disc (56 min.) : digital ; 3/4 in.</extent>

</physicalDescription>
```

VRA Core 4.0

```
<measurementsSet>

  <display>75.56 cm (height) x 62.23 cm (width)</display>

  <measurements type="height" unit="cm">75.56</measurements>

  <measurements type="width" unit="cm">62.23</measurements>

</measurementsSet>

<measurementsSet>

  <display>34 m (height)  x 130 m (length)</display>

  <measurements type="height" unit="m">34</measurements>

  <measurements type="length" unit="m">130</measurements>

</measurementsSet>
```

Language of Resource
Recommended Dublin Core Map: language
(Required if applicable, Repeatable, Free-text)

Overview
When language is essential to understanding the resource being described, use the *language* element to identify the language(s) expressed. If more than one language is represented in the resource being described, encode each language value in a separate field.
- The language element will be relevant for any textual resource and for most sound and video resources.
- The language element will likely not be relevant for visual resources, since language is not typically an essential component to an image. There are instances, however, when the language element can be useful; for example, if a photograph has a caption recorded on it or if an image captures language content (ex. a monument with an inscription).
- Many metadata schemas allow for the use of both the name of the language(s) of the resource described (expressed in text) as well as the standardized language code(s) (expressed as a three character alphabetic code). Refer to the appropriate authorities for names of languages

and the corresponding codes; specify which controlled list you consulted in the metadata record itself if your data structure allows.

Recommended authorities
MARC code for languages
ISO 639-2 names of languages

Language of Resource Expressed by Select Metadata Schema
Dublin Core, see language
EAD Language of Material
MARC 041 field
MARC 546 field
MARC 008 fixed field language
MODS Language
VRA Core, see inscription

Examples
Resource in English

> Language: English
> Language code: eng
> Authority: iso639-2b

Resource in French

> Language: French
> Language code: fre
> Authority: iso639-2b

Encoded Examples
Dublin Core

```
<dc:language>Primarily English, with some abstracts also in French</language>

<dc:language>eng</language>
```

EAD

```
<langmaterial>Correspondence in <language>French, </language>

<language>German, </language>and <language>English.</language>

</langmaterial>

<langmaterial label="Language(s)">

  <language langcode="eng">English</language>,

  <language langcode="fre">French</language> and

  <language langcode="lat">Latin</language>
```

</langmaterial>

MARC

    041 0 eng ‡ a fre ‡ a ger

    546   Text in English, French, and German.

MODS

  <language>

    <languageTerm type="code" authority="iso639-2b">fre</languageTerm>

  </language>

  <language>

    <languageTerm type="text">Italian</languageTerm>

  </language>

VRA Core 4.0

    <inscription>

      <author vocab="ULAN" refid="500118936">Goya, Francisco de</author>

      <position>on side of table at left</position>

      <text type="text" xml:lang="es">El Sueño de la Razon Produce Monstruos</text>

      <text type ="translation" xml:lang="en">The Sleep of Reason Produces Monsters</text>

    </inscription>

Related Item
Recommended Dublin Core map: relation
(Required if applicable, Repeatable, Free-text)

Overview
Related Item references a related resource.
- Use a string or formal identification system.
- Relationships can be reciprocal between records or one-directional.

More guidance can be found in your chosen Content Standard.

Related Item expressed in select metadata schema
Dublin Core, see Relation
EAD Related Material
MARC 76x-78x Fields
MODS relatedItem
VRA Core 4.0 Element Description and Tagging Examples (PDF), see Source

Examples
Related Material: Amin, Ash, editor. Post-Fordism: A Reader. Oxford: Blackwell Publishers, 1994: 23-45.

Encoded Examples
Dublin Core

<dc:relation>http://hdl.loc.gov/umich.dli.moa/AGE3371 </dc:relation>

<dc:relation>Amin, Ash, editor. Post-Fordism: A Reader. Oxford: Blackwell Publishers, 1994: 23-45.</dc:relation>

EAD

<relatedmaterial>

    <head>Related Correspondence</head>

    <p>Researchers should note that a significant amount of the correspondence

    between Franklin Wigglethorpe and Nellie Forbush is extant. In addition to the

    incoming letters in this collection from Mr. Wigglethorpe to Miss Forbush, the

    letters written to Mr. Wigglethorpe by Miss Forbush are available to researchers

    at the Mainline University Special Collections Library.</p>

    <archref><origination><persname>Wigglethorpe, Franklin.</persname></origination>

      <unittitle>Franklin Wigglethorpe Papers,

      <unitdate type="inclusive">1782-1809.</unitdate></unittitle>

      <unitid>MSS 00143</unitid>

    </archref>

    <p>An online guide to the Wigglethorpe Papers is available.

    <extptr actuate="onrequest" entityref="mu-scl-00143" show="new"></p>

</relatedmaterial>

MARC

773 0 ‡ 7 nnam ‡ t Great cases of Interpol. ‡ b 1st ed. ‡ d Pleasantville, N.Y. : Reader's Digest Association, c1982. ‡ w (OCoLC)8451518

780   0 0 American Hospital Association. ‡t Bulletin of the American Hospital Association ‡w (OCoLC)1777831

MODS

```
<relatedItem displayLabel="Appears in" type="host">

 <titleInfo>

 <title>Post-Fordism</title>

 <subTitle>A Reader</subTitle>

 </titleInfo>

 <name type="personal">

 <namePart type="given">Ash</namePart>

 <namePart type="family">Amin</namePart>

 <role>

 <roleTerm type="text">editor</roleTerm>

 </role>

 </name>

 <originInfo>

 <dateIssued>1994</dateIssued>

 <publisher>Blackwell Publishers</publisher>

 <place>

 <placeTerm type="text">Oxford</placeTerm>

 </place>
```

```
</originInfo>

<part>

<extent unit="page">

<start>23</start>

<end>45</end>

</extent>

</part>

</relatedItem>
```

VRA Core 4.0

```
<work>

...

<title type="popular" pref="true">Telephos Frieze</title

...

<relationSet>

<display>From the Altar of Zeus, Pergamon</display>

<relation type="partOf" relids="w_000987653"

href="http://~seurat.berkeley.edu/worksmetadata/13255.html">Altar of Zeus</relation>

<relation type="imageIs" relids="i_859348576"

href="http://~seurat.berkeley.edu/images/554678.jpg"></relation>

</relationSet>

...

</work>
```

RECOMMENDED

Description

Recommended Dublin Core Map: Description
(Recommended, Repeatable, Free-text)

Overview

Description (or abstract) is a brief summary of the content of the resource.

- ▪ The Description field is repeatable, and each new abstract/description should be recorded in a separate field.

More guidance can be found in your chosen Content Standard.

Abstract/Description Treatment by Metadata Schema:
Dublin Core Metadata Element Set, Version 1.1
EAD Abstract (for collection-level description)
EAD Scope and Content (for subordinate-level description)
MARC Abstract Treatment
MODS Abstract Treatment
VRA Core 4.0 Element Description and Tagging Examples (PDF)

Examples

Abstract: This study examines the relationship between corporate social responsibility (CSR) and financial performance for a sample of lodging and gaming companies. The study attempts to answer the question: do lodging and gaming companies ranked highly on CSR initiatives outperform their counterparts that are not highly ranked? The study utilizes data of publicly traded US hospitality firms obtained from the CRSP and Mergent databases. The study also uses the Fortune CSR ranking survey for hotels and casinos. The findings suggest that lodging and gaming firms with well executed CSR initiatives have higher profit margins and higher return on equity than the rest of sampled firms. Future studies should examine CSR and financial data for multiple years as well as the types of CSR initiatives that lead to better financial performance in the hospitality industry. Further explorations can be carried out by utilizing multiple accounting, CSR and market measures as well as by examining a diversity of companies since more is likely to be revealed when variables such as leverage and business structure are subjected to further scrutiny.

Description: A custom-made turntable with three arms that dig different grooves of the same record simultaneously.

Encoded Examples

Dublin Core

<dc:description>

  UKOLN is a national focus of expertise in digital information

  management. It provides policy, research and awareness services

  to the UK library, information and cultural heritage communities.

UKOLN is based at the University of Bath.

</dc:description>

EAD

Four manuscript survey maps and one plat map depicting areas of Orange County and attributed to the noted surveyor and judge Richard Egan. One map is dated 1878 and 1879 by Egan. The other maps are undated and unsigned but it is likely that he drew them during these years. These maps primarily depict subdivisions of non-rancho tracts of land occupying what is now Orange County, with the addition of some topographical details.

<scopecontent><p>Program for the Georgia Equal Rights Convention, held in Macon, Georgia on February 13 and 14, 1906. Includes list of officers, "A Call to the Colored Men & Women of Georgia," President's address, and address of the first meeting of the Georgia Equal Rights Convention, signed by the committee and approved by Two Hundred Delegates representing the Eleven Congressional Districts of the State of Georgia.</p></scopecontent>

MARC

520   Kate and Ben follow their rabbit into a haunted house and discover the source of the house's ghostly sound.

520 3 The study examines the fertility history of American couples in metropolitan

 America and the motivational connections between the environment and fertility decisions

 and behavior. ‡ b Phase I looks at the social and psychological factors thought to

 relate to differences in fertility. Phase II focuses on why some couples stopped at

 two children while others had a third or fourth during the first and second phase.

 Phase III examines how well attitudes and events of the early marriage determined

 the record of the later years of child bearing.

MODS

 Written in a rather whimsical style, this short article makes a serious statement about

 the direction in which libraries are evolving. The word 'library' may eventually be dropped

 from our vocabulary, to be replaced by the 'idea store'. Books are being displaced by

 computers, multimedia content, playgrounds, thematic displays, and cafes. This is proving

extremely propular, given the surge in client population. The library locales mentioned are

local, however, the transformation of libraries is universal.

VRA Core 4.0

<descriptionSet>

  <display>

    This drawing was originally part of a sketchbook, now lost, documenting the artist's

    2nd trip to Egypt in 1867. Some of the figure's costume elements appear in a painted work of a

    later date.

  </display>

  <description source=" Hardin, Jennifer, The Lure of Egypt, St. Petersburg: Museum of Fine Arts, 1995">

    This drawing was originally part of a sketchbook, now lost, documenting the artist's 2nd

    trip to Egypt in 1867. Some of the figure's costume elements appear in a painted work of a later date

  </description>

</descriptionSet>

Access, Use, and Rights
Recommended Dublin Core map: rights
(Recommended, Repeatable, Free-text)

Overview
Access, Use, and Rights provides information about the conditions that affect the availability of the resource or about the rights associated with resources.
- Provide access or use information in the most granular form.
- The audience for this element is the end-user, so use clear language free of legal or library jargon.
- This element may be used to describe a lack of use restrictions.
- Provide rights information in the most granular form.
- The audience for this element is the end-user, so use clear language free of legal or library jargon.
- State any restrictions on use of the resource.
- If the resource is in the public domain, state the lack of copyright restrictions.

- A link may be provided instead of or in addition to the content.
- Provide contact information for use by end users who wish to pursue required permissions for publication, dissemination, etc.
- The <rights> container available in the OAI protocol should not be used to describe rights pertaining to the resource, but to describe rights pertaining to the metadata. See DLF's Expressing Rights for Metadata within the OAI Protocol for more information.

More guidance can be found in your chosen Content Standard.

Access, Use, and Rights expressed in select metadata schema
Dublin Core, see Rights
EAD Conditions Governing Access (<accessrestrict> or <userestrict>)
MODS accessCondition, use with type="restriction on access"
MODS accessCondition, use with type="use and reproduction"
VRA Core 4.0 Element Description and Tagging Examples (PDF), see Rights
MARC 506 Restrictions on Access Note (R)
MARC 540 Terms Governing Use and Reproduction Note (R)
DLF's Guidelines for Shareable Metadata: Recording Rights Statements about Resources

Examples
Usage Guidelines: University records are public records and once fully processed are generally open to research use. Records that contain personally identifiable information will be closed to protect individual privacy. The closure of university records is subject to compliance with applicable laws.

Rights: This video and the performance it captures are the sole property of Grupo Cultural Yuyachkani. Information regarding syndication and/or replication of this work may be obtained by contacting Grupo Cultural Yuyachkani at yuyachkani@terra.com.pe

Encoded Examples
Dublin Core

```
<dc:rights>University records are public records and once fully processed are generally

    open to research use. Records that contain personally identifiable information will

    be closed to protect individual privacy.  The closure of university records is subject

    to compliance with applicable laws.</dc:rights>

<dc:rights>This video and the performance it captures are the sole property of Grupo Cultural

Yuyachkani. Information regarding syndication and/or replication of this work may be obtained by

contacting Grupo Cultural Yuyachkani at yuyachkani@terra.com.pe</dc:rights>
```

EAD

<accessrestrict>

    <p>There are no access restrictions on this collection.</p>

  </accessrestrict>

<c02 level="file">

    <accessrestrict>

      <p>Only the photocopies (housed in Box 105) of these fragile materials

      may be used.</p>

    </accessrestrict>

  </c02>

<userestrict>

      <p>Copyright to the collection has been transferred to the Regents

      of the University of Michigan.</p>

    </userestrict>

<userestrict>

      <p>Until 2015 permission to photocopy some materials from this collection

      has been limited at the request of the donor. Please ask repository staff for

      details if you are interested in obtaining photocopies from Series 1: Correspondence.</p>

    </userestrict>

MARC

506 Open to investigators with permission of the Clark family.

506 Classified under national security provisions; ‡ b Department of Defense; ‡ e Title 50, chapter 401, U.S.C.

540 Rights status not evaluated. For general information see "Copyright and Other Restrictions" ‡u http://www.loc.gov/rr/print/res/273_brum.html

540 Literary rights of Carrie Chapman Catt have been dedicated to the public.

MODS

<accessCondition type="restriction on access">Restricted: cannot be viewed until 2010; Members of donor's family</accessCondition>

<accessCondition type="use and reproduction">This repository grants to all users a free, irrevocable, worldwide, perpetual right of access to, and a license to copy, use, distribute, perform and display the resource publicly and to make and distribute derivative resources in any digital medium for any purpose, as well as the right to make any number of copies for any use.</accessCondition>

<accessCondition type="use and reproduction">Use of this resource is governed by the terms and conditions of the Creative Commons "Attribution-NonCommercial-ShareAlike" License (http://creativecommons.org/licenses/by-nc-sa/2.0/)</accessCondition>

VRA Core 4.0

<rightsSet>

 <display>© Ron Wiedenhoeft. Licensed for educational use via Scholars Resource: Saskia</display>

 <notes>Licensed for educational use via Scholars Resource: Saskia</notes>

 <rights type="copyrighted" href="http://www.saskia.com">

 <rightsHolder>Ron Wiedenhoeft</rightsHolder>

 <text>© Ron Wiedenhoeft. Licensed for educational use via Scholars Resource: Saskia</text>

 </rights>

</rightsSet>

<rightsSet>

 <display>© Faith Ringgold. All rights reserved.</display>

 <notes>Contact information: PO Box 429, Englewood, NJ 07631 858-576-0397</notes>

 <rights type="copyrighted">

 <rightsHolder>Faith Ringgold</rightsHolder>

 <text>© Faith Ringgold. All Rights reserved.</text>

 </rights>

```
</rightsSet>
```

Format of Resource

Recommended Dublin Core map: format
(Recommended, Repeatable, Controlled Content)

Overview

Format of Resource identifies the file type of the digital object being described. It is best practice to use the list of Internet Media Types (MIME) for this element. If more than one file format is present, record each term in a separate field. Use of this element is recommended, particularly when describing digital objects, as it can support the development of systems and services for specific file types.

- ▪ Do not confuse with type of resource or genre.

Format of Resource Expressed by Select Metadata Schema

Dublin Core Metadata Element Set, Version 1.1, see format.
There is no map to EAD.
MARC 856 subfield q
MODS Internet Media Type
VRA Core 4.0 Element Description and Tagging Examples, see Measurements. It is rare that this information is recorded in VRA Core.

Examples

Format of Resource: image/jpeg

Format of Resource: application/pdf

Format of Resource: audio/mp4

Format of Resource: text/xml

Encoded Examples

Dublin Core

```
<dc:format>

  image/jpeg

</dc:format>
```

MARC

```
856 40  ‡u http://www.cdc.gov/ncidod/EID/eid.htm ‡q text/html
```

MODS

```
<physicalDescription>
```

```
   <internetMediaType>text/html</internetMediaType>

</physicalDescription>
```

VRA Core 4.0

```
 <measurements type="other">image/jpeg</measurements>
```

Place of Origin
Recommended Dublin Core Map: coverage
(Recommended, Repeatable, Controlled Content)

Overview
Place of Origin provides place names associated with the creation or issuance of a resource. For example, it could be used to describe a place of publication.
- The Place of Origin field is repeatable, and each new place of origin should be recorded in a separate field.
- If possible, the Place of Origin term used should come from a controlled set of values, e.g. Library of Congress Subject Headings, Getty Art and Architecture Thesauri, a local taxonomy, etc. For more information, see Data Value Standards.

More guidance can be found in your chosen Content Standard.

Place of Origin Expressed by Select Metadata Schema
Dublin Core Metadata Element Set, Version 1.1, see coverage.
There is no map to EAD.
MARC Place of Publication
MARC Hierarchical Place Name
MODS place
VRA Core 4.0 Element Description and Tagging Examples (PDF) See location

Examples
Place of Origin: New York

Place of Publication: Washington, D.C.

Encoded Examples
Dublin Core

```
<dc:coverage>

  New York

</dc:coverage>
```

MARC

```
245 04 The Miami Herald
```

752	United States ‡b Florida ‡c Dade ‡d Miami.

MODS

```
<originInfo>

  <publisher>Random House</publisher>

  <place>New York</place>

</originInfo>
```

VRA Core 4.0

```
<location type="creation">New York</location>
```

Subject
Recommended Dublin Core Map: subject
(Recommended, Repeatable, Controlled Content)

Overview
Subject provides a way to record the topics related to the resource, what the resource is *of* or *about*.
Terms that describe the Who? What? and Where? of a resource should be recorded as subjects.
- The Subject field is repeatable, and each new subject should be recorded in a separate field.
- The subject term used should come from a controlled set of values, e.g. Library of Congress Subject Headings, Getty Art and Architecture Thesauri, a local taxonomy, etc. For more information, see Data Value Standards.
- If your data structure allows, the source of your subject term should be recorded as well as any reference id (in separate fields).

More guidance can be found in your chosen Content Standard.

Subject Expressed by Select Metadata Schema
Dublin Core Metadata Element Set, Version 1.1, see subject.
EAD Control Access (6XX)
MARC Subject
MODS Subject
VRA Core 4.0 Element Description and Tagging Examples (PDF), see Subject or SubjectSet

Examples
Library of Congress Subject Heading
> Subject: Lincoln, Abraham, 1809-1865

> Term type: personal name

> Vocabulary: Library of Congress Subject Authority File

Refid: n 79006779

Getty Thesaurus of Geographic Names
      Subject: Roman Empire

      Term type: Geographic Place

      Vocabulary: Getty Thesaurus of Geographic Names

      Refid: 7030347

Getty Art and Architecture Thesaurus
      Subject: canoes

      Term type: Descriptive Topic

      Vocabulary: Getty Art and Architecture Thesaurus

      Refid: 300212688

Encoded Examples

Dublin Core

```
<dc:subject>

  national centre, network information support, library

  community, awareness, research, information services,public

  library networking, bibliographic management, distributed

  library systems, metadata, resource discovery,

  conferences, lectures, workshops

</dc:subject>

<dc:subject xsi:type="dcterms:DDC">

  062

</dc:subject>

<dc:subject xsi:type="dcterms:UDC">

  061(410)

</dc:subject>
```

EAD

<controlaccess>

<corpname encodinganalog="610" source="lcnaf">Board of Game and Fish Commissioners of Minnesota</corpname

<persname encodinganalog="600" source="lcnaf">Evans, Thomas</persname>

<geogname encodinganalog="651" source="lcnaf">Northwest Territory</geogname>

<subject encodinganalog="650" source="lcsh">Gardening--History</subject>

</controlaccess>

MARC

650 1 2 Cardiovascular Physiology ‡ v Congresses.

650 1 7 Cooks. ‡ 2 ericd

MODS

<subject authority="lcsh">

  <geographic>United States</geographic>

  <topic>Politics and government</topic>

  <temporal>20th century.</temporal>

</subject>

<subject authority="lcsh">

  <topic>Mass media</topic>

```
  <topic>Political aspects</topic>


  <geographic>United States.</geographic>


</subject>
```

VRA Core 4.0

```
<subjectSet>

  <display>Hunting in art; Rivers; canoes</display>

  <subject>

    <term type="iconographicTopic" vocab="LCSAF" refid="sh 85063138">Hunting in art</term>

  </subject>

  <subject>

    <term type="descriptiveTopic" vocab="LCSAF" refid="sh 85114250">Rivers</term>

  </subject>

  <subject>

    <term type="iconographicTopic" vocab="LCSAF" refid="sh 85063138">Hunting in art</term>

  </subject>

  <subject>

    <term type="descriptiveTopic" vocab="Getty AAT" refid="300212688">canoes</term>

  </subject>

</subjectSet>
```

OPTIONAL

Citation

Recommended Dublin Core map: identifier

(Optional, Repeatable, Free-text)

Overview

Citation identifies the work described in the record or references a related work. *Citation* is most often used as an identifier to the work itself, or as a reference to another work.

- ▪ The citation should be formatted according to community standards.
More guidance can be found in your chosen Content Standard.

Citation expressed in select metadata schema

Dublin Core, see identifier
Guidelines for Encoding Bibliographic Citation Information in Dublin Core Metadata
EAD Bibliographic Reference
EAD Preferred Citation
MARC 524 Preferred Citation Note
MODS Note (Use type="citation")
VRA Core 4.0 Element Description and Tagging Examples (PDF), see Source
DLF's Guidelines for Shareable Metadata, with DCMI best practices

Examples

Recommended Citation: Library and Information Science Research 22(3), 311-338.

Encoded Examples

Dublin Core

<dc:identifier>Library and Information Science Research 22(3), 311-338</dc:identifier>

EAD

  <prefercite>

    <p>item, folder title, box number, Charles Thomas, Jr. Papers, Bentley

    Historical Library, University of Michigan.</p>

  </prefercite>

<bibref><title render="italic">Affiches americaines</title>. San Domingo: Imprimerie royale du Cap, 1782. Nos. 30, 35.</bibref>

MARC

 524        $a Smithsonian Archives Record Unit 54, Joseph Henry Collection, 1808, 1825-1878, Box 1,Folder 6, Item 3.

MODS

<mods:note type="citation">Library and Information Science Research 22(3), 311-338</mods:note>

VRA Core 4.0

<textrefSet>

 <display>ARV2 5 (6)</display>

 <textref>

 <name type="corpus">Beazley, J.D., Attic Red-figure Vase Painters (2nd edition), New York: Hacker Art Books, 1984</name>

 <refid type="citation" >p. 5, no. 6</refid>

 </textref>

 <textref type="electronic">

 <name>The Beazley Archive</name>

 <refid type="other" href="http://www.beazley.ox.ac.uk" dataDate="2005-06-08">Vase number 200020</refid>

 </textref>

</textrefSet>

Collection Name
Recommended Dublin Core Map: relation
(Optional, Repeatable, Free-text)

Overview
Individual items are often part of a larger body of material; understanding the relationship of the part to the whole is important in understanding the described item. When an item belongs to a larger organic or assembled body of materials it should be recorded as *collection name*.
- Collection name provides a single point of entry for a large body of related items and as such serves as a collocation device for rich but varied resources.
- Collection names can be formal (present on the materials) or supplied (preferred when the formal title is inadequate or not present).

- If a collection contains sub-collections or parts (i.e. there is an established hierarchy within the collection), express the different levels within a single collection name element.

More guidance can be found in your chosen Content Standard.

Collection Name Expressed in Select Metadata Schema
Dublin Core Metadata Element Set, Version 1.1, see relation.
EAD Archival Description / Unit Title
MARC corporate name added entry
MODS related item
VRA Core 4.0 Element Description and Tagging Examples (PDF), see collection

Examples
Collection name: W.E.B. Du Bois Papers, 1803-1973

Collection name: Cities and sites cartes-de-visite collection, 1854-ca. 1905.

Collection name: Chemical Engineering Dissertations Collection

Encoded Examples
Dublin Core

```
<dc:relation>Walter Smith Collection of Autograph Manuscripts</dc:relation>

<dc:relation>Margaret Dashwood Photograph Collection<dc:relation>
```

EAD

```
<archdesc level="collection" >

 <did>

 <unittitle label="Title:" encodinganalog="245$a">Harold T. McCarthy Papers</unittitle>

  <unitdate encodinganalog="245$f" type="inclusive" normal="1958/1989">1958-1989</unitdate>
```

MARC

```
 710 2  Hallmark Collection (Library of Congress) ‡5DLC
```

MODS

```
 <relatedItem type="host">

        <titleInfo>

    <title>Election 2002 Web Archive</title>

        </titleInfo>

        <identifier type="uri">http://www.loc.gov/minerva/collect/elec2002/</identifier>
```

```
    </relatedItem>
```

VRA Core 4.0

```
  <collection id="c_876543210" refid="BANC MSS 67/125 z" source="Bancroft Library, UCB">Joel Asaph
Allan Papers, 1883-1884</collection>
```

Contributor
Recommended Dublin Core map: contributor
(Optional, Repeatable, Controlled Content)

Overview
Contributor identifies the entity or entities that made contributions to the creation of the resource.
- It is useful to include the name(s) of the contributors(s) of the resource in the metadata record if they are known.
- Multiple contributor names should be coded in separate fields.
- It is recommended to use controlled forms of names, such as those found in the Library of Congress Name Authority File or other name authority files. For more information, see Data Value Standards.
- If names are unavailable in the Library of Congress Name Authority File or other name authority files, enter names from a locally created name authority file or construct a name that complies with a content standard such as AACR2.

More guidance can be found in your chosen Content Standard.

Contributor expressed by select metadata schema
Dublin Core, see contributor
Control Access (encoding analog 7XX)
MARC 7xx Added Entry Elements
MODS Name (Use the role sub-element to define the type of contributor.)
VRA Core 4.0 Element Description and Tagging Examples (PDF)
Examples
Contributor: Frey, Derek

Encoded Examples
Dublin Core

```
<contributor>Proper, David R.</contributor>
```

EAD

```
<controlaccess>

<persname encodinganalog="700" source="lcnaf">Davenport, Mildred, 1900-1990</persname>

<corpname encodinganalog="710" source="lcnaf">National Association for the Advancement of Colored
People</corpname>

<famname encodinganalog-"700" source="lcnaf">Ferry family</famname>
```

</controlaccess>

MARC

700 1 Mayne, Thom. ǂ4 arc

700 1 Howard, Edgar B. ǂ4 pro

700 1 Piper, Tom. ǂ4 drt

700 1 Gansa, Charles. ǂ4 drt ǂ4 flm ǂ4 cmp

700 1 Leitner, David W. ǂ4 pht

710 2 Morphosis Architects.

710 2 Checkerboard Foundation.

MODS

```
<mods:name type="personal" authority="naf">

 <mods:namePart type="family">Du Bois</mods:namePart>

 <mods:namePart type="given">W. E. B. (William Edward Burghardt)</mods:namePart>

 <mods:namePart type="date">1868-1963</mods:namePart>

 <mods:role>

  <mods:roleTerm type="text">recipient</mods:roleTerm>

  <mods:roleTerm type="code">rcp</mods:roleTerm>

 </mods:role>

</mods:name>
```

VRA

```
 <agentSet>

  <display>Francisco Goya (Spanish, 1746-1828)</display>

  <agent vocab="ULAN" refid=" 500035328">

    <dates type="life">
```

```
    <earliestDate>1746</earliestDate>

    <latestDate>1828</latestDate>

   </dates>

   <culture>Spanish</culture>

   <role vocab="AAT" refid=" 300025164">printmaker</role>

  </agent>

 </agentSet>
```

Genre

Recommended Dublin Core map: type
(Optional, Repeatable, Controlled Content)

Overview

Genre terms identify the physical form(s) or intellectual content of the materials being described. They are a more specific designation of physical medium than that provided by the type element. Genre terms should come from a controlled vocabulary list such as Art & Architecture Thesaurus or Thesaurus for Graphic Materials. If the metadata structure allows, the source of the term should be indicated. This is often done by recording the MARC Genre/Form Code for the thesaurus. When including more than one genre term, record each in a separate field.

- ▪ Do not confuse with type of resource or format of resource.

Genre Expressed by Select Metadata Schema
Dublin Core Metadata Element Set, Version 1.1, see type.
EAD Genre/Physical Characteristic
MARC Genre/Form
MODS Genre
VRA Core 4.0 Element Description and Tagging Examples (PDF), see worktype.

Examples
Genre: daguerreotypes

Genre: portraits

Genre: correspondence

Encoded Examples
Dublin Core

```
<dc:type>
```

portraits

</dc:type>

EAD

<controlaccess>

  <genreform encodinganalog="655$a" source="gmgpc">Architectural drawings</genreform>

  <genreform encodinganalog="655$a" source="gmgpc">Photographs</genreform>

</controlaccess>

MARC

655 7 Photographic prints.‡2 gmgpc

655 7 Portraits.‡2 gmgpc

655 7 Sketches ‡z United States. ‡2 aat

MODS

<genre authority="gmgpc">Landscape photographs</genre>

<genre authority="rbgenr">Hymnals–Germany</genre>

<genre>rock music</genre>

VRA Core 4.0

<worktypeSet>

  <display>buildings; basilicas; buildings; religious buildings; churches; cathedrals</display>

  <worktype vocab="AAT" refid="300007501">cathedral</worktype>

  <worktype vocab="AAT" refid="300170443">basilica</worktype>

</worktypeSet>

Keywords or Tags
Recommended Dublin Core Map: subject
(Optional, Repeatable, Free-text)

Overview

Keywords (or tags) are not official fields in most metadata schemas. Many digital collections use keywords or tags as local free-text fields to include important search terms without using subject headings or other controlled vocabularies. Because subject headings are recommended, when possible keywords should be used *in addition to*, *not in lieu* of subject headings.

- ▪ The Keyword field is repeatable. Each new keyword or tag should be recorded in a separate field or delimited by a comma or other character. The same delimiter should be used to separate keywords in every record.

More guidance can be found in your chosen Content Standard.

Examples

(with comma delimited values)

       Keywords: media literacy, video games, social work

(with repeated fields)

       Keyword: Cooking

       Keyword: Farming

       Keyword: Cooperatives

       Keyword: Gardening

Encoded Example

Dublin Core

```
<dc:subject>

 national centre, network information support, library

 community, awareness, research, information services, public

 library networking, bibliographic management, distributed

 library systems, metadata, resource discovery,

 conferences, lectures, workshops

</dc:subject>
```

Language of Metadata Record

There is no recommended Dublin Core map for this element
(Optional, Repeatable, Free-text)

Overview

Some metadata schemas allow for the language of the metadata record to be captured; when this is the case the language should be recorded as language of metadata record, which is distinct from language of resource.

- Do not confuse language of resource (item being described) with language of metadata record (the description itself). Example: letter written in German is described in English in the metadata record.

Recommended authorities

MARC code for languages
ISO 639-2 names of languages

Language of metadata record expressed in select metadata schema

EAD, language usage
MARC, 040 cataloging source, subfield b
MODS, language of cataloging
VRA Core 4.0 Element Description and Tagging Examples (PDF), see global attribute xml:lang

Examples

Metadata in English
    Language: English

    Language code: eng

    Authority: iso639-2b

Metadata in German
    Language: German

    Language code: ger

    Authority: iso639-2b

Encoded Examples

EAD

```
<language>Bilingual finding aid written in

  <language langcode="fre">French</language> and

  <language langcode="eng">English.</language>

</language>
```

MARC

```
040  CtY  ‡b fre
```

MODS

```
<recordInfo>

  <languageOfCataloging>

    <languageTerm authority="rfc3066">en </languageTerm>

  </languageOfCataloging>

  <languageOfCataloging>

    <languageTerm authority="rfc3066">fr</languageTerm>

  </languageOfCataloging>

</recordInfo>
```

VRA Core

```
<title type="creator" pref="true" xml:lang="es">Los Caprichos</title>
```

Notes
Recommended Dublin Core Map: description

Overview
Notes provide a way to record any information that does not fit neatly into any other fields. This field may also be used to clarify information found in other fields.

- The Notes field is repeatable, and each new note should be recorded in a separate field.

More guidance can be found in your chosen **Content Standard.**

Notes Treatment by Metadata Schema:
Dublin Core Metadata Element Set, Version 1.1
EAD Notes Treatment
MARC Notes Treatment
MODS Notes Treatment
VRA Core 4.0 Element Description and Tagging Examples (PDF)

Examples
Note: For information about Prints and Photographs Division collections and services, see the Prints and Photographs Division's Reading Room Home Page, http://www.loc.gov/rr/print/

Title: Near the Beach, Shinnecock

Title note: Title sourced from repository website

Encoded Examples

Dublin Core

The closest to a note field in Dublin Core is Description. Qualified Dublin Core may be of interest if the note is describing a specific field in Dublin Core.

```
<dc:description>

  UKOLN is a national focus of expertise in digital information

  management. It provides policy, research and awareness services

  to the UK library, information and cultural heritage communities.

  UKOLN is based at the University of Bath.

</dc:description>
```

EAD

```
<note>

    <p>For information about Prints and Photographs Division collections

        and services, see the Prints and Photographs Division's Reading Room Home Page:

        <extptr actuate="onrequest" href=http://www.loc.gov/rr/print.htm"  show="new">

    </p>

</note>
```

MARC

```
504   Includes bibliographical references. ‡ b 19

588   Description based on: Vol. 2, no. 2 (Feb. 1984); title from cover.
```

MODS

```
<note>Based on a play which originally appeared in France as "Un peu plus tard, un peu plus tôt"</note>
```

VRA Core 4.0

Notes in VRA Core 4.0 is a subelement that may be added to any element set as needed. See example.

```
<dateSet>

 <display>1932 (view before restoration)</display>
```

```
 <notes>view before restoration</notes>

 <date type="view">

   <earliestDate>1932</earliestDate>

   <latestDate>1932</latestDate>

 </date>

 <date type="creation">

   <earliestDate>1995</earliestDate>

   <latestDate>1995</latestDate>

 </date>

</dateSet>
```

Publisher
Recommended Dublin Core Map: publisher
(Optional, Repeatable, Free-text)

Overview
Publisher is the entity responsible for making the resource available in its present form. This may be a formal publisher, or for unpublished materials, a university department or other corporate entity. The intent of specifying this field is to identify the entity that provides access to the resource.
- The Publisher field is repeatable, and each new publisher should be recorded in a separate field. For example, a digitized book might have both an analog and digital publisher.
- The publisher term used should come from a name on the item itself, or identified through research.

More guidance can be found in your chosen **Content Standard.**

Publisher Treatment by Metadata Schema:
Dublin Core Metadata Element Set, Version 1.1 See Publisher element
EAD Publisher
MARC Publisher Treatment
MODS Publisher Treatment
VRA Core 4.0 Element Description and Tagging Examples (PDF), see Agent for a work record and Source to describe the image itself. This information is not usually recorded in a VRA Core record.

Examples
Publisher: HarperCollins

Publisher: University of Massachusetts Department of History

Publisher: 20th Century Fox

Publisher: American Chemical Society

Encoded Examples

Dublin Core

<publisher>HarperCollins</publisher>

EAD

<filedesc>

    <titlestmt>[...]</titlestmt>

    <publicationstmt>

      <date>1995</date>

      <publisher>Prints & Photographs Division<lb/>Library of Congress</publisher>

      <address><addressline>Washington, D.C. 20540</addressline></address>

    </publicationstmt>

  </filedesc>

MARC

260 Santa Ana, Calif. : ‡b Doubleday Multimedia, ‡c 1973.

260 New York : ‡b American Broadcasting Co. [production company] : ‡b Released by Xerox Films, ‡c 1973.

MODS

<mods:originInfo>

  <mods:place>

   <mods:placeTerm type="code" authority="marccountry">ohu</mods:placeTerm>

   <mods:placeTerm type="text">Westerville, Ohio</mods:placeTerm>

  </mods:place>

  <mods:publisher>American Issue Publishing Co.</mods:publisher>

  <mods:dateIssued encoding="w3cdtf" keyDate="yes">1934</mods:dateIssued>

```
  </mods:originInfo>
```

VRA Core

```
<sourceSet>

  <source>

    <name type="vendor">Fun Images</name>

  </source>

</sourceSet>
```

APPENDIX

Metadata Elements A-Z

Element	Recommended Dublin Core Map	Requirement Level	Repeatable?	Controlled Content?
Access or Use Restrictions	rights	Recommended	Y	N
Citation	identifier	Optional	Y	N
Collection Name	relation	Optional	Y	N
Contributor	contributor	Optional	Y	Y
Creator	creator	Required if applicable	Y	Y
Date Created or Date Published	date	Required	Y	N
Description	description	Recommended	Y	N
Extent	format	Required if applicable	Y	N
Format of Resource	format	Recommended	Y	Y
Genre	type	Optional	Y	Y
Identifier	identifier	Required	Y	N
Institution Name	publisher	Required	Y	N
Keywords	subject	Optional	Y	N
Language of Resource	language	Required if applicable	Y	N
Language of Metadata Record	none	Optional	Y	N
Notes	description	Optional	Y	N
Place of Origin	coverage	Recommended	Y	N
Publisher	publisher	Optional	Y	N
Related Item	relation	Required if applicable	Y	N
Rights Information	rights	Recommended	Y	N
Subject	subject	Recommended	Y	Y
Title	title	Required	Y	N
Type of Resource	type	Required	Y	Y

Usage Definitions

Levels of Requiredness

Required
This field has been designated as *Required* to ensure the best possible description of the cataloged resource. Inclusion of this field contributes to optimal indexing in a shared digital environment.

Required if applicable
This field has been designated as *Required if applicable* to ensure the best possible description of the cataloged resource. Inclusion of this field contributes to optimal indexing in a shared digital environment. This field may not be relevant to all collections or resources and should not be included where inapplicable.

Recommended
Because this field would greatly enhance search, browse, and retrieval (but is not functionally required) it has been designated as *Recommended*.

Optional

This field has been designated as Optional. This field may take a higher importance depending on the digital collection's data needs. If so, it may be deemed recommended or required by a collection administrator.

Repeatable

Repeatable

This field may be used multiple times in a single record. Recording single values in separate repeated fields is always preferred over listing multiple values in a single field. When in doubt, conform to the rules of the metadata schema that you are cataloging in, e.g. if your schema does not allow the field in question to be repeated, do not repeat the field.

Example:

Preferred:

> Subject: Enter the dragon (Motion picture)
>
> Subject: film still
>
> Subject: Fireworks

Rather than:

> ~~Subject: Enter the dragon (Motion picture), film still, Fireworks~~

Controlled Content vs. Free-text

Controlled Content

Controlled Content means that the values recorded in this field should come from established thesauri, controlled vocabularies, or other authority headings. The source of the value and any refid associated with the value should also be recorded if the data structure allows. For more information, see Data Value Standards.

Example:

Creator: Bettera, Bartolomeo

Vocabulary: Getty Union List of Art Names

Refid: 500001247

Free-text

Free-text means that the values recorded in this field do not have specified rules for how the information should be recorded.

Example:
Description: A custom-made turntable with three arms that dig different grooves of the same record simultaneously.

Extent: 8 in x 10 in

Metadata Elements by Level of Requiredness

Required
- Date Created or Date Published (dc:date)
- Identifier (dc:identifier)
- Institution Name (dc:publisher)
- Title (dc:title)
- Type of Resource (dc:type)

Required if Applicable
- Creator (dc:creator)
- Extent (dc:format)
- Language of Resource (dc:language)
- Related Item (dc:relation)

Recommended
- Description (dc:description)
- Access or Use Restrictions (dc:rights)
- Format of Resource (dc:format)
- Place of Origin (dc:coverage)
- Rights Information (dc:rights)
- Subject (dc:subject)

Optional
- Citation (dc:relation)
- Collection Name
- Contributor (dc:contributor)
- Genre (dc:type)
- Keywords or Tags (dc:subject)
- Language of Metadata Record (no dc map)
- Notes (dc:description)
- Publisher (dc:publisher)

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