

Orbis Cascade Alliance

Content Creation & Dissemination Team

Digital Content Metadata Group

Dublin Core Best Practices Guidelines

DRAFT FOR FINAL COMMENT

2016 March 11

The purpose of the Orbis Cascade Alliance's Dublin Core Best Practices Guidelines are to:

- Ensure a basic level of uniformity in the structure, encoding, and content of Alliance digital object metadata in keeping with the Mountain West Digital Library Dublin Core metadata application profile and other relevant standards
- Promote interoperability within Alliance institutions metadata records developed from diverse repositories
- Facilitate access to digital content by end users

These guidelines are not to be used for Encoded Archival Description (EAD) records; for those, please consult the Alliance's EAD Best Practice Guidelines at <https://www.orbiscascade.org/best-practices-for-ead-1/>.

The need for shared digital object metadata standards was well demonstrated by the AEW grant project (IMLS National Leadership Grant, 2011-2014):

- The project demonstrated that large-scale metadata wrangling is not feasible or scalable
- The AEW Working Group conclusions include a recommendation for the Alliance members to adopt a single minimal metadata standard across all institutions
- A shared minimal metadata standard cuts down considerably on the amount of metadata cleanup and enhancement that needs to be done centrally
- Minimal metadata standard allows the Alliance to prepare for participation in DPLA in the future even if that's not the road chosen now
- Adoption of a minimal standard would increase the need for training across Alliance institutions to bring everyone's metadata up to minimal standards
- Adopting a simple backend OAI harvest allows for less staffing, but training is still an issue regardless.

Intended audience: Alliance members who create and manage digital object metadata. These standards focus ultimately on producing the desired outputs, but offer guidance on how to create metadata such that it will most easily create those desired outputs.

Other institutions are free to adopt the Orbis Cascade Alliance Dublin Core Best Practices Guidelines, in full or in part, for their local use.

These guidelines are based on the Mountain West Digital Library Dublin Core Application Profile, Version 2.0, released July 20, 2011.

Archive Engine West Working Group, 2014 September:

- Stephanie Beene, Lewis & Clark College
- Sam Meister, University of Montana
- Tom Johnson, Oregon State University/Digital Public Library of America
- Kira Homo, University of Oregon
- Leigh Grinstead, Metadata Consultant
- Jodi Allison-Bunnell, Alliance staff

Digital Content Metadata Working Group, 2015 September:

- Ann Lally, University of Washington (chair)
- Theo Gerontakos, University of Washington
- Michael Boock, Oregon State University
- Devin Becker, University of Idaho
- Stephanie Beene, Lewis & Clark College
- Rick Block, Seattle University
- Jodi Allison-Bunnell, Alliance staff

Digital Content Metadata Working Group, 2016 March:

- Ann Lally, University of Washington (chair)
- Theo Gerontakos, University of Washington
- Devin Becker, University of Idaho
- Rick Block, Seattle University
- Laura Buchholz, Reed College
- Jodi Allison-Bunnell, Alliance staff

In order for your digital objects and metadata to be harvested into an Alliance-wide aggregation of digital content, the below requirements will need to be met to ensure consistency and usability. However, please note: ***These are recommendations for preparing your digital object metadata for harvest and are not meant to dictate how you practice metadata creation at your own institution.*** That said, we do hope that these guidelines will be useful for your practices going forward, and that the recommendations here might serve as models for your digital object metadata creation when needed.

ORBIS CASCADE ALLIANCE

OUTPUT STANDARD FOR DIGITAL COLLECTIONS

Required=Required for content aggregation, and must be formatted as specified

Required if applicable=Use if present, not required for content aggregation, but must be formatted as specified

label	Identifier
property	http://purl.org/dc/elements/1.1/identifier
required?	Required
repeatable?	No
output notes	Output the resource identifier. Output one identifier only.
output examples	<pre><dc:identifier>http://digitalcollections.lclark.edu/items/show/6162</dc:identifier></pre> <pre><dc:identifier>http://cdm16786.contentdm.oclc.org/cdm/ref/collection/ohc/id/2</dc:identifier</dc:identifier></pre>
input	http://digitalcollections.lclark.edu/items/show/6162

examples	http://cdm16786.contentdm.oclc.org/cdm/ref/collection/ohc/id/2
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label	Date
property	http://purl.org/dc/elements/1.1/date
required?	Required
repeatable?	No
output notes	<p>Output value in ISO 8601:2004 format or, if that is not sufficient, Library of Congress' Extended Date Time Format (EDTF).</p> <p>Output one dc:date only.</p> <p>Date corresponds to the date created.</p> <p>For more complex dates than shown in examples below, see the EDTF proposed standard at the Library of Congress (http://www.loc.gov/standards/datetime/pre-submission.html), or consult Alliance staff.</p>
output examples	<code><dc:date>1997</dc:date></code>

	<pre> <dc:date>1997-07</dc:date> <dc:date>1997-07-16</dc:date> <dc:date>19970716</dc:date> <dc:date>1997-07-16T19:20+01:00</dc:date> <dc:date>1997-07-16T19:20:30+01:00</dc:date> <dc:date>1997-07-16T19:20:30.45+01:00</dc:date> <dc:date>1900/1920</dc:date> <dc:date>194u</dc:date> <dc:date>1886~</dc:date> </pre>
<p>input examples</p>	<p><i>Year</i>:YYYY (e.g. 1997)</p> <p><i>Year and month</i>:YYYY-MM (e.g. 1997-07)</p> <p><i>Complete date</i>:YYYY-MM-DD (e.g. 1997-07-16) or YYYYMMDD (e.g. 19970716)</p> <p><i>Complete date plus hours and minutes</i>:YYYY-MM-DDThh:mmTZD (e.g. 1997-07-16T19:20+01:00)</p> <p><i>Complete date plus hours, minutes and seconds</i>:YYYY-MM-DDThh:mm:ssTZD (e.g.1997-07-16T19:20:30+01:00)</p> <p><i>Complete date plus hours, minutes, seconds and a decimal fraction of a second</i>:YYYY-MM-DDThh: mm:ss.sTZD (e.g. 1997-07-16T19:20:30.45+01:00)</p>

	<p><i>Date range</i>:YYYY/YYYY (e.g. 1900/1920)</p> <p><i>Decade</i>:YYYu (e.g. 194u)</p> <p><i>Circa/approximate</i>:YYYY~ (1886~)</p>
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label	Type
property	http://purl.org/dc/elements/1.1/type
required?	Required
repeatable?	Yes
output notes	<p>Output at least one value from DCMI Type Vocabulary.</p> <p>For multiple values, either enter as a single property with values separated by semi-colons or repeat the property for each value.</p>
output examples	<pre><dc:type>Image; StillImage</dc:type></pre> <pre><dc:type>Image; MovingImage</dc:type></pre>

	<pre><dc:type>Sound; Text</dc:type></pre> <pre><dc:type>Text</dc:type></pre>
input examples	<p>Image; StillImage</p> <p>Image; MovingImage</p> <p>Sound; Text</p> <p>Text</p>

label	Title
property	http://purl.org/dc/elements/1.1/title
required?	Required
repeatable?	Yes
output notes	<p>Each title property should have a single title value.</p> <p>For multiple titles, repeat the property.</p>

<p>output examples</p>	<pre><dc:title>Haystack Rock</dc:title></pre> <pre><dc:title>Bakery at McNeil Island Penitentiary</dc:title></pre> <pre><dc:title>White Pass & Yukon Railroad train stopped at the summit of White Pass, ca. 1914</dc:title></pre>
<p>input examples</p>	<p>Haystack Rock</p> <p>Bakery at McNeil Island Penitentiary</p> <p>White Pass & Yukon Railroad train stopped at the summit of White Pass, ca. 1914</p>

<p>label</p>	<p>Rights</p>
<p>property</p>	<p>http://purl.org/dc/elements/1.1/rights</p>
<p>required?</p>	<p>Required</p>
<p>repeatable?</p>	<p>Yes</p>

output notes	<p>Output one or more rights statements pertaining to resource.</p> <p>For multiple statements, repeat the property.</p> <p>The value can be either a URI representing a rights statement at rightsstatements.org, or a URI representing a Creative Commons License.</p>
output examples	<pre><dc:rights>http://creativecommons.org/licenses/by/4.0/</dc:rights></pre> <pre><dc:rights>http://rightsstatements.org/vocab/InCOWEU/1.0/</dc:rights></pre>
input examples	<p>http://creativecommons.org/licenses/by/4.0/</p> <p>http://rightsstatements.org/vocab/InCOWEU/1.0/</p>

label	Creator
property	http://purl.org/dc/elements/1.1/creator
required?	Required if applicable

repeatable?	Yes
output notes	Each creator property should have a single creator value. For multiple creators, repeat the property.
output examples	<pre><dc:creator>Aggens, Steffen Heinrich, 1834-1888</dc:creator></pre> <pre><dc:creator>Callaway Family</dc:creator></pre> <pre><dc:creator>Adelphian Literary Society (Oregon State University)</dc:creator></pre>
input examples	<p>Aggens, Steffen Heinrich, 1834-1888</p> <p>Callaway Family</p> <p>Adelphian Literary Society (Oregon State University)</p>

label	Spatial Coverage
property	http://purl.org/dc/elements/1.1/coverage

required?	Required if applicable
repeatable?	Yes
output notes	<p>Output spatial coverage only.</p> <p>Output one value for dc:coverage.</p> <p>For multiple coverage statements, repeat the property.</p> <p>See input and output examples below for suggestions on how to input/output values for "Ellensburg, Washington."</p>
output examples	<pre><dc:coverage>Ellensburg, Washington, United States</dc:coverage></pre> <pre><dc:coverage>Ellensburg, Kittitas County, Washington, United States</dc:coverage></pre> <pre><dc:coverage>Ellensburg--Kittitas County--Washington (State)--United States</dc:coverage></pre> <pre><dc:coverage>Ellensburg (Wash.)</dc:coverage></pre> <pre><dc:coverage>Washington, United States</dc:coverage></pre> <pre><dc:coverage>Washington (State)--United States</dc:coverage></pre> <pre><dc:coverage>Ellensburg (Washington, United</pre>

	<pre>States)</dc:coverage> <dc:coverage>Ellensburg (Wash.)</dc:coverage> <dc:coverage>United States--Washington (State)--Ellensburg</dc:coverage> <dc:coverage>United States--Washington (State)--Kittitas County--Ellensburg</dc:coverage> <dc:coverage>Ellensburg, Washington</dc:coverage></pre>
<p>input examples</p>	<p>Ellensburg, Washington, United States</p> <p>Ellensburg, Kittitas County, Washington, United States</p> <p>Ellensburg--Kittitas County--Washington (State)--United States</p> <p>Ellensburg (Wash.)</p> <p>Washington, United States</p> <p>Washington (State)--United States</p> <p>Ellensburg (Washington, United States)</p> <p>Ellensburg (Wash.)</p> <p>United States--Washington (State)--Ellensburg</p> <p>United States--Washington (State)--Kittitas County--Ellensburg</p> <p>Ellensburg, Washington</p>

label	Language
property	http://purl.org/dc/elements/1.1/language
required?	Required if applicable
repeatable?	Yes
output notes	<p>Output either the ISO 639-3 language name(s) or the three letter ISO 639-3 language code(s).</p> <p>Multiple languages are accepted, but do not output both the language name and code for a single language.</p>
output examples	<pre><dc:language>Greek, Modern (1453-)</dc:language></pre> <pre><dc:language>gre</dc:language></pre> <pre><dc:language>ell</dc:language></pre> <pre><dc:language>eng; spa</dc:language></pre> <pre><dc:language>English; Spanish</dc:language></pre>
input examples	<p>Greek, Modern (1453-)</p> <p>gre</p>

	<p>ell</p> <p>eng; spa</p> <p>English; Spanish</p>
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label	Subject
property	http://purl.org/dc/elements/1.1/subject
required?	Required if applicable
repeatable?	Yes
output notes	<p>Output all dc:subject.</p> <p>For multiple values, either enter as a single property with values separated by semi-colons or repeat the property for each value.</p> <p>Preferred: multiple values separated with semi-colon.</p>
output examples	<pre><dc:subject>Dentistry</dc:subject></pre> <pre><dc:subject>Racetracks (Horse racing)--United</pre>

	<pre> States</dc:subject> <dc:subject>Heart Failure/physiopathology</dc:subject> <dc:subject>Gastronomy</dc:subject> <dc:subject>Pencils</dc:subject> <dc:subject>Film trailers</dc:subject> <dc:subject>nature films</dc:subject> <dc:subject>Dogs; Cats; Zebras</dc:subject> </pre>
<p>input examples</p>	<p>Dentistry</p> <p>Racetracks (Horse racing)--United States</p> <p>Heart Failure/physiopathology</p> <p>Gastronomy</p> <p>Pencils</p> <p>Film trailers</p> <p>Nature films</p> <p>Dogs; Cats; Zebras</p>

label	Description
property	http://purl.org/dc/elements/1.1/description
required?	Required if applicable
repeatable?	Yes
output notes	Output all dcterms:description.
output examples	<pre><dc:description>Camp II Bus Station at Poston with a Japanese flair.</dc:description></pre> <pre><dc:description>Postcard of the Memorial Gymnasium on the University of Idaho campus in Moscow, Idaho.</dc:description></pre> <pre><dc:description>Alpine aster; Aster alpigenus var. alpigenus</dc:description></pre>
input examples	<p>Camp II Bus Station at Poston with a Japanese flair.</p> <p>Postcard of the Memorial Gymnasium on the University of Idaho campus in Moscow, Idaho.</p> <p>Alpine aster; Aster alpigenus var. alpigenus</p>

