



Orbis Cascade Alliance Content Creation & Dissemination Program Optimal Metadata Enrichment Checklist

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This checklist is an aid to assess whether digital object metadata meets the **optional recommendations** set by The Orbis Cascade Alliance Dublin Core Best Practices Guidelines (DCBPG). This aid is a supplement to the Metadata Readiness Checklist, which can be accessed here:
<https://www.orbiscascade.org/digital-collections-documentation/>

For more detailed metadata guidelines and to see examples of compliant metadata, view DCBPG online here:
<https://www.orbiscascade.org/dublin-core-best-practices/>

Metadata evaluation tools

<http://evaluationtools.harvester-dev.orbiscascade.org/>

Is the metadata present?

Use the **Required Data Checker** to find out.
Provide a valid OAI-PMH base URL, then choose a set. The Required Data Checker will parse the entirety of an OAI set looking for records

Is the metadata mapped and formatted correctly?

Review a set's metadata with the **Dublin Core Mapping Checker**.
Provide a valid OAI-PMH base URL, then choose a set to get a table of simple Dublin Core fields arrayed left to right, with "required" fields listed first, then "recommended" ones. This is intended as a means to

that are missing required or recommended fields. The result table is ordered by the number of missing fields per record.

see what kinds of data is mapped to each field, to catch mapping errors, and to identify data for cleanup in the local repository.

Recommended Enrichment

Contributor (dc:contributor)

Enriched: When present, dc:contributor values match terms in one of the following schemes:

- Library of Congress Name Authority File (LCNAF)
- Getty Union List of Artist Names (ULAN)
- International Standard Name Identifier (ISNI)
- Or any other contributor to The Virtual International Name Authority File (VIAF) <http://viaf.org/>

For more detailed metadata guidelines and to see examples of compliant metadata, view DCBPG online here:

<https://www.orbiscascade.org/dublin-core-best-practices/>

Enriched	Meets minimum requirements
Francone, Clarice Ashworth	Francone, Clarice
Addams, Jane, 1860-1935	Addams, Jane
Lillard, Damian, 1990-	Lillard, Damian

Creator (dc:creator)

Enriched: When present, dc:creator values match terms in one of the following schemes:

- Library of Congress Name Authority File (LCNAF)
- Getty Union List of Artist Names (ULAN)

- International Standard Name Identifier (ISNI)
- Or any other contributor to The Virtual International Name Authority File (VIAF) <http://viaf.org/>

For more detailed metadata guidelines and to see examples of compliant metadata, view DCBPG online here: <https://www.orbiscascade.org/dublin-core-best-practices/>

Enriched	Meets minimum requirements
Selznick, David O., 1902-1965	Selznick, David
Merz, Albert R. (Albert Ronald), 1887-1990	Merz, Albert R.

Format (dc:format)

Enriched:

- Match digital format values to Internet Media Type (IMT) terms
- A commonly used subset of the entire IMT set of acceptable formats is available for download here: http://mwdl.org/docs/format_values.txt

For more detailed metadata guidelines and to see examples of compliant metadata, view DCBPG online here: <https://www.orbiscascade.org/dublin-core-best-practices/>

Enriched	Meets minimum requirements
application/pdf	pdf
image/jpeg	jpg
video/mp4	video

Type (dc:type)

Enriched:

- Include genre values to refine the required DCMI Type term
- Match genre values to Art & Architecture Thesaurus (AAT) terms
- A commonly used subset of AAT genre terms is available for download here: http://mwdl.org/docs/AAT_subset.txt

For more detailed metadata guidelines and to see examples of compliant metadata, view DCBPG online here:
<https://www.orbiscascade.org/dublin-core-best-practices/>

Enriched	Meets minimum requirements
Black-and-white photographs; Image	Image
Text; Articles	Text
Masters theses; Text	Text

Metadata Enrichment Worksheet

Use of this worksheet is optional, and is intended to help Alliance libraries with the local process of identifying and preparing sets for central aggregation. This worksheet is a supplement to the Metadata Readiness Worksheet, which can be accessed here: <https://www.orbiscascade.org/digital-collections-documentation/>

Collection Name _____

Number of Records _____

Dublin Core Element	Enriched	Pending	No-go	Notes (include plans for remediation and/or reconciliation)
Contributor				
Creator				
Format				
Type				

- Enriched:** Records have been enriched to meet DCBPG optional recommendations and are ready for harvest.
- Pending:** Records require cleanup to meet DCBPG optional recommendations. Include basic remediation and/or reconciliation plan under “Notes”.
- No-go:** The cleanup required to meet DCBPGs optional recommendations is not possible, practical, or is otherwise prohibitive.