



**Orbis Cascade Alliance  
Content Creation &  
Dissemination Program  
Digital Collections Service**

## **Metadata Cleanup Decision Matrix**

Produced by the Digital Collections Working Group of the Content Creation & Dissemination Team

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## Overview

This decision matrix is an aid to help Alliance libraries prepare digital object metadata for central aggregation. The matrix asks five questions, and the answers to these questions will guide Alliance libraries in deciding where and how to clean up their metadata.

Related resources are available in [Alliance Digital Collections Documentation](#).

## Decision Matrix

<i>Contributor</i>					
<b>How is the metadata noncompliant?</b>	<b>How many records contain noncompliant values?</b>	<b>Can a single value be applied to every record in the set?</b>	<b>Can the Alliance harvester edit these values?</b>	<b>Do you want to clean up records in your local system?</b>	<b>How to fix it</b>
Values are present, but not all contributor values are formed according to Resource Description Access (RDA).	Just a few.		No.		Clean up the contributor values in your local system.
	Lots of records.		No.		Clean up the contributor values in OpenRefine.
Multiple values are present in one field, and they are not separated by a semicolon.	Just a few.		No.		Clean up the contributor values in your local system.
	Lots of records.		No.		Clean up the contributor values in OpenRefine.

*Creator*

<b>How is the metadata noncompliant?</b>	<b>How many records contain noncompliant values?</b>	<b>Can a single value be applied to every record in the set?</b>	<b>Can the Alliance harvester edit these values?</b>	<b>Do you want to clean up records in your local system?</b>	<b>How to fix it</b>
Values are present, but not all creator values are formed according to Resource Description Access (RDA).	Just a few.		No.		Clean up the creator values in your local system.
	Lots of records.		No.		Clean up the creator values in OpenRefine.
Multiple values are present in one field, and they are not separated by a semicolon.	Just a few.		No.		Clean up the creator values in your local system.
	Lots of records.		No.		Clean up the creator values in OpenRefine.

*Date*

How is the metadata noncompliant?	How many records contain noncompliant values?	Can a single value be applied to every record in the set?	Can the Alliance harvester edit these values?	Do you want to clean up records in your local system?	How to fix it
Values are absent in some records in the set.	Just a few.		No.		Clean up the date values in your local system.
	Lots of records.	No, the creation date varies.	No.		Manually add date values to the records in your local system.
	Lots of records.	Yes, the same creation date applies to all records in the set.	No.		Batch add the date values in a spreadsheet or in OpenRefine.
Values are present, but not all date values are ISO8601, EDTF (level 0 or 1), or W3CDTF compliant.	Just a few.		No.		Clean up the date values in your local system.
	Lots of records.		No.		Clean up the date values in OpenRefine.
Multiple values are present in one field.	Just a few.		No.		Clean up the date values in your local system.
	Lots of records.		No.		Clean up the date values in OpenRefine.

*Language*

How is the metadata noncompliant?	How many records contain noncompliant values?	Can a single value be applied to every record in the set?	Can the Alliance harvester edit these values?	Do you want to clean up records in your local system?	How to fix it
Values are absent in some or all records in the set.		Yes, all digital objects in the set have linguistic content and the content is in the same language(s).	Yes.	No.	In the Alliance harvester's submission interface, insert a single language value in all records of the OAI set. This value will overwrite the language values output by your local system.
Values are present, but not all language values are ISO639-2 compliant.		Yes, all digital objects in the set have linguistic content and the content is in the same language(s).	Yes.	No.	In the Alliance harvester's submission interface, insert a single language value in all records of the OAI set. This value will overwrite the language values output by your local system.
	Just a few.		Yes.	Yes.	Clean up the language values in your local system.
	Lots of records.	Yes, all digital	Yes.	Yes.	Clean up the

Values are present, but not all language values are ISO639-2 compliant.		objects in the set have linguistic content and the content is in the same language(s)			language values in OpenRefine.
Multiple values are present in one field, and they are not separated by a semicolon.	Just a few.		Yes.	Yes.	Clean up the language values in your local system.
	Lots of records.		Yes.	Yes.	Clean up the language values in OpenRefine.

## Rights

How is the metadata noncompliant?	How many records contain noncompliant values?	Can a single value be applied to every record in the set?	Can the Alliance harvester edit these values?	Do you want to clean up records in your local system?	How to fix it
Free-text rights statements are absent in some records in the set.  <u>OR</u> Free-text rights statements are present, but are either not fully accurate or not compatible with the applied RightsStatements.org		Yes, the same free-text rights statement applies to all digital objects in the set.	Yes.	No.	In the Alliance harvester's submission interface, insert a single free-text rights statement in all records of the OAI set. This value will overwrite the rights values output by your local system.

<p>Free-text rights statements are absent in some records in the set.</p> <p><u>OR</u></p> <p>Free-text rights statements are present, but are either not fully accurate or not compatible with the applied RightsStatements.org URL.</p>	Just a few.		Yes.	Yes.	Manually add a free-text rights statement or clean up existing free-text rights statements in your local system.
	Lots of records.	No, the free-text rights statement varies.	Yes.	Yes.	Manually add a free-text rights statement or clean up existing free-text rights statements in your local system.
	Lots of records.	Yes, the same free-text rights statement applies to all digital objects in the set.	Yes.	Yes.	Add a free-text rights statement or clean up existing free-text rights statements in a spreadsheet or in OpenRefine.
<p>RightsStatements.org URLs are absent in some records in the set.</p>		Yes, the same RightsStatements.org URL applies to all digital objects in the set.	Yes.	No.	In the Alliance harvester's submission interface, insert a single RightsStatements.org URL in all records of the OAI set. This value will overwrite the rights values output by your local system.
	Just a few.		Yes.	Yes.	Manually add RightsStatements.org URLs to the

RightsStatements.org URLs are absent in some records in the set.					records in your local system.
	Lots of records.	No, the RightsStatements.org URL varies.	Yes.	Yes.	Manually add RightsStatements.org URLs to the records in your local system.
	Lots of records.	Yes, the same RightsStatements.org URL applies to all digital objects in the set.	Yes.	Yes.	Add a RightsStatements.org URL in a spreadsheet or in OpenRefine.

<i>Type</i>					
How is the metadata noncompliant?	How many records contain noncompliant values?	Can a single value be applied to every record in the set?	Can the Alliance harvester edit these values?	Do you want to clean up records in your local system?	How to fix it
<p>Values are absent in some records in the set.</p> <p><u>OR</u></p> <p>Values are present, but they are not compliant (they do not include DCMI Type terms.)</p>		Yes, the same DCMI Type term(s) apply to all digital objects in the set.	Yes.	No.	In the Alliance harvester's submission interface, insert a single type value in all records of the OAI set. This value will overwrite the type values output by your local system.

<p>Values are absent in some records in the set.</p> <p><u>OR</u></p> <p>Values are present, but they are not compliant (they do not include DCMI Type terms.)</p>	Just a few.		Yes.	Yes.	Manually add DCMI Type terms or clean up existing type values in your local system.
	Lots of records.	Yes, the same DCMI Type term(s) apply to all digital objects in the set.	Yes.	Yes.	Add DCMI Type terms or clean up existing type values in a spreadsheet or in OpenRefine.
	Lots of records.	No, the type of digital objects in the set vary.	Yes.	Yes.	Manually add DCMI Type terms or clean up existing type values in your local system.  If genre/form/format values (eg. photographs) are consistently applied in this or another field, they may be used to add DCMI Type terms in OpenRefine.