



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

Metadata Readiness Checklist

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

Janet Hauck, Whitworth University (chair)

Anneliese Dehner, Metadata Applications Librarian, Alliance (author of this document)

Laura Zeigen, Oregon Health & Science University

Julia Simic, University of Oregon

Theodore Gerontakos, University of Washington

Jodi Allison-Bunnell, Alliance (ex officio)

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Overview

The checklist in this document is intended to help Alliance digital content managers evaluate whether a collection's records are compliant with the minimum requirements set by the Orbis Cascade Alliance Dublin Core Best Practices Guidelines (DCBPG). And the worksheet, that follows, is designed to help Alliance digital content managers plan metadata cleanup after evaluating a collection's records.

Checklist

This checklist is an aid to assess whether digital object metadata meets the minimum requirements set by DCBPG. When an OAI-PMH set of Simple Dublin Core records meets these minimum requirements, it is ready to be harvested for Alliance Primo and/or DPLA.

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.orbiscascade.org/>

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

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

Minimum requirements

Date (dc:date)

Compliant:

- All records contain a dc:date (Presence can be verified with the Required Data Checker)
- The date for harvest is the 1st instance of dc:date output (If you have multiple date fields, look at your OAI-PMH output to see their order)
- All dates for harvest are formatted according to ISO:8601, EDTF level 0 or 1, or W3CDTF (Use the Mapping Checker to view and evaluate your values)
- For more detailed metadata guidelines and to see more examples of compliant metadata, view DCBPG online here: <https://www.orbiscascade.org/dublin-core-best-practices/>

Compliant	Noncompliant
1977-04-01	April 1, 1977 04/01/1977 April 1st 1977

1842-12	December 1842
<i>Format approximate and uncertain dates by following the date with a tilde or question mark:</i> 1900~ 1900? 19.	<i>Do not use circa or square brackets to approximate dates:</i> circa 1900 c. 1900 1900 (circa) 1900 ca. ca. 1900 [1900]
<i>Estimate dates with date ranges:</i> 1900/1925 1975/1999	<i>Do not approximate time periods with “early” or “late”:</i> early 1900s late 1900’s
<i>Define centuries and decades with date ranges or “u” (unspecified):</i> 1900/1999 19uu 1950/1959 195u	<i>Do not define centuries and decades with the presence of “s” or “th century”:</i> 1900s 20th century 1950s
<i>Estimate a date or date range:</i> 1826/1899	<i>Do not use “undated”, “n.d.”, or “unknown”</i>
<i>The date to be harvested (the record’s first date) should be a single date or date range. If the date to be harvested contains multiple dates, convert to a date range using EDTF notation.</i> 1900/1901 1900~ 190u 1950/1957	<i>Do not separate multiple dates with a character other than a semicolon:</i> 1900 or 1901 1950 & 1957

Identifier (dc:identifier)

Compliant:

- All records contain a record URI (a URL pointing to a single record) in dc:identifier. Your digital asset management system (DAM) or institutional repository (IR) creates this value automatically. (Presence can be verified with the Required Data Checker; use the Mapping Checker to view and evaluate values)
- For more detailed metadata guidelines and to see examples of compliant metadata, view DCBPG online here: <https://www.orbiscascade.org/dublin-core-best-practices/>

Rights (dc:rights)

Compliant:

- All records contain exactly 2 dc:rights properties:
 - 1 standardized RightsStatements.org or CreativeCommons.org URI
 - 1 free-text rights statement

- For more detailed metadata guidelines and to see examples of compliant metadata, view DCBPG here: <https://www.orbiscascade.org/dublin-core-best-practices/>, and the Rights Statements documentation: <https://www.orbiscascade.org/rights-in-digital-collections/>

Compliant	Noncompliant
First statement: http://rightsstatements.org/vocab/InC/1.0/ Second statement: Copyright held by the estate of Estelle Baruch. Contact information available from staff at http://library.pinestate.edu/speccolls .	http://rightsstatements.org/vocab/InC/1.0/
First statement: http://rightsstatements.org/vocab/CNE/1.0/ Second statement: Rights will be evaluated in 2019. More information about rights and use of Pine State Digital Collections: http://library.pinestate.edu/rights	More information about rights and use of Pine State Digital Collections: http://library.pinestate.edu/rights

Title (dc:title)

Compliant:

- All records contain a value in dc:title (Presence can be verified with the Required Data Checker)
- For more detailed metadata guidelines and to see examples of compliant metadata, view DCBPG online here: <https://www.orbiscascade.org/dublin-core-best-practices/>

Type (dc:type)

Compliant:

- All records must contain at least one DCMI Type Vocabulary term in dc:type. It should be distinguished from non-DCMI Type values with a semicolon delimiter or a separate field. (Presence can be verified with the Required Data Checker; Use the Mapping Checker to view and evaluate values)
- For more detailed metadata guidelines and to see examples of compliant metadata, view DCBPG online here: <https://www.orbiscascade.org/dublin-core-best-practices/>

Compliant	Noncompliant
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Text; Masters theses Text	thesis
Image Image; StillImage Image; Photographs StillImage; Photographs Image; StillImage; Photographs	photograph

The next 3 fields are not required. But if present, they should be formatted as specified in Alliance Dublin Core Best Practices Guidelines

Contributor (dc:contributor)

Compliant: dc:contributor is not present in any records (Presence can be verified with the Required Data Checker)

- or -

Compliant: dc:contributor is present in one or more records, and all of these contributor values conform to RDA guidelines on recording attributes of persons, families, and corporate bodies (as outlined in RDA chapter 8). (Presence can be verified with the Required Data Checker; Use the Mapping Checker to view and evaluate values)

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

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

Compliant	Noncompliant
<i>Format names as Last name, First name, Middle name:</i> Francone, Clarice Ashworth Francone, Clarice Ashworth, illustrator	<i>Do not format names as First name, Middle name, Last name:</i> Clarice Ashworth Francone, illustrator
<i>Separate each contributor with a semicolon:</i> Addams, Jane, 1860-1935; Smith, Mary Rozet, 1863-1934	<i>Do not separate multiple contributors with characters other than semicolons:</i> Addams, Jane, 1860-1935 or Smith, Mary Rozet, 1863-1934

Creator (dc:creator)

Compliant: dc:creator is not present in any records (Presence can be verified with the Required Data Checker)

- or -

Compliant: dc:creator is present in one or more records, and all of these creator values conform to RDA guidelines on recording attributes of persons, families, and corporate bodies (as outlined in RDA chapter 8). (Presence can be verified with the Required Data Checker; Use the Mapping Checker to view and evaluate values)

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

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

Compliant	Noncompliant
<i>Separate each creator with a semicolon:</i> Lillard, Damian; McCollum, C.J.; Plumlee, Mason	<i>Do not separate multiple creators with characters other than semicolons:</i> Damian Lillard or C.J. McCollum or Mason Plumlee
<i>Format names as Last name, First name, Middle name (or middle initial and period). If birth and death dates are known, follow the name with a comma, space, birth year, hyphen, and death year:</i> Aggens, Steffen H., 1834-1888 Salisbury, Albert P., 1904-	<i>Do not format names as First name, Middle, Last name:</i> Steffen H. Aggens, 1834-1888 Albert Salisbury
<i>The presence of “unknown” is allowed, but it will be stripped out by the Alliance harvester:</i> unknown	

Language (dc:language)

Compliant: dc:language is not present in any records (Presence can be verified with the Required Data Checker)

- or -

Compliant: dc:language is present in one or more records, and all of these language values are present as ISO 639-2 three letter codes or as language names as they appear in ISO 639-2 (Presence can be verified with the Required Data Checker; Use the Mapping Checker to view and evaluate values)

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

Compliant	Noncompliant
eng English	en
eng English	en_us
jpn Japanese	jap

Metadata Readiness Worksheet

Use of this worksheet is optional, and intended to help Alliance libraries with the local process of identifying and preparing sets for central aggregation.

Collection Name _____

Number of Records _____

Dublin Core Element	Compliant	Cleanup Required	No-go	Notes (include plans for metadata cleanup)
Date				
Identifier				
Rights				
Title				
Type				
Contributor				
Creator				
Language				

Compliant: Records comply with the DCBPG minimum requirements and are ready to be contributed to the Alliance Harvester.

Cleanup Required: Records require cleanup to meet DCBPG minimum requirements. Include cleanup plan under “Notes”. Refer to the [Metadata Cleanup Decision Matrix](#) as you form your cleanup plan.

No-go: The cleanup required to meet DCBPGs minimum requirements is not possible, practical, or is otherwise prohibitive.