



Metadata Application Profile

Version 3 (2019)

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The Mountain West Digital Library (MWDL) provides a portal (<https://mwdl.org>) to digital resources in universities, colleges, public libraries, museums, archives, historical societies, government agencies, and other entities in Utah, Nevada, and other parts of the Western United States.

MWDL collection managers and metadata creators use this application profile to guide creation of new metadata records.

Acknowledgements, Versioning, and Licensing

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Version History

Version	Date	Created/Changed By	Changes Made
1	June 1, 2010	Created by Utah Academic Library Consortium Digitization Committee's Metadata Task Force (2009/10)	First release
1.1	June 7, 2010	Cheryl Walters and Sandra McIntyre	Minor edits and reformatting
2.0	July 20, 2011	Sandra McIntyre on behalf of Utah Academic Library Consortium Digitization Committee's Metadata Task Force (2010/11)	Addition of genre element; changes to date, subject, masterChecksum; masterCompression; masterCreation; masterExtent; masterFormat; masterMedium; masterOperatingSystem; masterQuality; masterSoftware, type
3.0	2019	Teresa Hebron and Liz Woolcott on behalf of the MWDL Metadata Application Profile Taskforce	<p>Significant overhaul of application profile.</p> <p>Changes to element table structure: Added "MODS mapping" and "Element Describes" to each element table; Changed definition in element table from "DC Definition" to "Element Definition"; Changed requirement levels to "Required," "Recommended," and "Optional";</p> <p>Changes to Elements: Changed name of genre element to be medium; removed abstract, alternativeTitle, conversionSpecifications, coverage, isPartOf, tableOfContents, and transcription; Adjusted definitions, How to Use instructions, and/or schemas for contributor, creator, date, description, extent, format, identifier, language, publisher, relation, rights, source, spatial, subject, temporal, title, and type;</p> <p>Changes to Profile: Removed Section IV: Parsed Preservation Elements about Master Archival Files (Optional) ; updated Best Practices and General Guidelines ; established formal feedback and issue review process.</p>

Namespaces

The following namespaces are referenced in this document:

- dc: <http://purl.org/dc/elements/1.1/>
- dcterms: <http://purl.org/dc/terms/>
- dcmitype: <http://purl.org/dc/dcmitype/>
- gn: <http://www.geonames.org/ontology#>
- mods: <http://www.loc.gov/mods/v3>

Licensing

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Acknowledgements

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Explanation of Table Components

Element Label	The unique name given to the element
Element Definition	Explanation of the nature of the element
Element Describes	Indicates whether the element describes the original resource or the digital object
Is Element Required?	Indicates the extent to which this field is required in a record: <ul style="list-style-type: none"> • Required: Field must be included in record. • Recommended: Strongly recommend inclusion of this field. • Optional: Inclusion of field is up to the discretion of the collection manager.
Is Element Repeatable?	“No” indicates a field may occur just once in a single record. “Yes” indicates a field may appear multiple times in a single record.
How to Use	Guidelines for what to put into an element and how to enter the data.
Refines/Refinement	<p>Refines provides the larger element refined by the element in question. In other words, the element described by a table containing a Refines statement is a sub-property or child element of a broader, parent element.</p> <p>Example: The element <i>tableOfContents</i> is a specialized form of the <i>description</i> element. The table for <i>tableOfContents</i> would state: Refines Description in its Refines/Refinement section.</p> <p>A single metadata record might contain both a <i>description</i> element and a <i>tableOfContents</i> element. If <i>tableOfContents</i> is mapped to dcterms:tableOfContents as recommended here, when the record is harvested as Qualified Dublin Core, these two elements are harvested as two separate fields and kept distinct. If, however, an aggregator can harvest only simple Dublin Core, then the data in these two fields are combined into a single description field. The <i>tableOfContents</i> data loses its specificity and is mixed in with other description data (i.e., is “dumbed down”). When harvesting is limited to Simple Dublin Core, it may be advisable to omit child elements like <i>tableOfContents</i> rather than dump them into the broader parent element field with other data. To “omit” an element from a harvest, simply map the field to “none.”</p> <p>Refinement lists child element(s) that may more finely describe the data contained in the field.</p> <p>Example: The <i>title</i> table lists in its Refines/Refinement section: Refinement: alternative. Another table profiles the element <i>alternative</i> and indicates in its Refines/Refinement section: Refines: title.</p>

Schemes	Identifies controlled vocabulary or format convention used to structure the data contained in the element; these are called schemes. For more information about a mentioned scheme, click the scheme name. Section V: Vocabulary Encoding Schemes of this profile provides tables for the most commonly encountered vocabulary encoding schemes while Section VI: Syntax Encoding Schemes provides tables for format conventions for languages and dates. The last row of each table provides a link to a list of controlled vocabulary terms or explanation of a format convention such as how to structure dates or language codes. A few controlled vocabulary schemes do not have tables in this profile; for these, an external link to more information is provided. DC Mapping Lists the Dublin Core element to map to for harvesting purposes. Some element tables provide two different mappings, one for harvesting using Simple Dublin Core (simple DC) and the other for harvesting using Qualified Dublin Core (QDC).
DC Mapping	Displays the Dublin Core term to which this element applies. This term is linked to the URI namespace for that element.
MARC Mapping	Tag in the MARC record to which this element is normally mapped. This information is provided to help metadata creators conversant in MARC better understand the contents of this element.
MODS Mapping	Displays the MODS term to which this element applies. This term is linked to the URI namespace for that element.

Element Tables

Contributor

Element Label	contributor
Definition	An entity responsible for making secondary contributions to the resource.
Describes	Original resource
Required	Optional
Repeatable	Yes
How to Use	<p>Use for other people or entities who contributed to making the intellectual content of the resource, but who are not covered in the creator field. Examples include illustrators, editors, translators, etc.</p> <p>Prefer form of name as verified in the Library of Congress Name Authority File (LCNAF), Western Name Authority File (WNAF), Social Networks and Archival Context (SNAC) or Virtual International Authority File (VIAF). If name is not listed there, give name in the following format: Last name, First name, Middle Initial with period, year of birth and/or death if known, separated by a hyphen (e.g. Jones, Janet L., 1952-2019).</p> <p>For further help in formatting names not found in an authority, consult a cataloging resource such as Resource Description and Access (RDA) or Describing Archives: A Content Standard (DACS).</p>
Refines/Refinement	None
Schemes	<ul style="list-style-type: none"> • Library of Congress Name Authority File (LCNAF) • Western Name Authority File (WNAF) • Social Networks and Archival Context (SNAC) • Virtual International Authority File (VIAF)
DC Mapping	dcterms:contributor
MARC Mapping	700, 710, 711, 720 (Added Entry - Personal name, Corporate name, Conference name, Uncontrolled name).
MODS Mapping	name:namePart

Creator

Element Label	creator
Definition	An entity primarily responsible for making the resource
Describes	Original resource
Required	Recommended
Repeatable	Yes
How to Use	<p>Person or entity responsible for creating the intellectual content of the resource such as a person, organization or service. Prefer a form of name as verified in a published name authority such as Library of Congress Name Authority File (LCNAF), Western Name Authority File (WNAF), Social Networks and Archival Context (SNAC) or Virtual International Authority File (VIAF).</p> <p>If a name is not listed there, give the name in the following format: Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen (e.g. Jones, Janet L., 1952-2019).</p> <p>For further help in formatting names not found in an authority, consult a cataloging resource such as Resource Description and Access (RDA) or Describing Archives: A Content Standard (DACs).</p>
Refines/Refinement	None
Schemes	<ul style="list-style-type: none"> • Library of Congress Name Authority File (LCNAF) • Western Name Authority File (WNAF) • Social Networks and Archival Context (SNAC) • Virtual International Authority File (VIAF)
DC Mapping	dcterms:creator
MARC Mapping	100 1#, 100 2#, or 111 1# (Main Entry--Personal name, Corporate name, or Conference name). Could also reside in 700/710/711.
MODS Mapping	name:namePart

Date

Element Label	date (display label: Creation Date)
Definition	The date, point or period of time when the resource described was first created, published or released
Describes	Original resource
Required	Required
Repeatable	No
How to Use	<p>A resource may have several dates associated with it. The date covered by this table refers to creation of the <i>original</i> resource, that is, when the resource was first created, before undergoing any conversion.</p> <ul style="list-style-type: none"> • For resources created in a non-digital format and converted to digital format, use the date the non-digital resource was first created -- e.g., for print books, use the publication date of the print book. • For resources that have always been in digital format and never converted, use the date the digital resource was created -- e.g., PDF document uploaded as a PDF document. • For resources that were first created in one digital format, then converted to another digital format -- e.g., audio file recorded in WAV format, then converted to MP3 format -- use creation date of the first digital format -- e.g., WAV. <p>Additional types of dates (see refinements) are allowed, though only one date (i.e., date of the original) should be mapped to dcterms:date to prevent confusion in harvesting environments that use only simple DC.</p> <p>If the date is unknown, specify an estimated date or date range.</p> <p>See General Guidelines for Digital Metadata for more information about types of dates.</p>

Refines/Refinement	<p>Other specialized Dublin Core elements can refine <i>date</i> but are less frequently used. Optionally, these element may be used in addition to the required <i>date</i> element described above. These include:</p> <ul style="list-style-type: none"> • <i>available</i> (date, often a range, that the resource became or will become available) • <i>dateAccepted</i> (date a thesis or article was accepted for publication) • <i>dateCopyrighted</i> (date of copyright) • <i>dateSubmitted</i> (date of submission) • <i>modified</i> (date when the resource was changed) <p>Consult http://dublincore.org/documents/dcmi-terms/ for definitions.</p>
Schemes	<ul style="list-style-type: none"> • W3C Date Time Format profile of ISO 8601 (W3CDTP) • Extended Date Time Format (EDTF)
DC Mapping	dcterms:date
MARC Mapping	260 ## subfield c or 264 #1 subfield c (Date of publication, distribution, etc.)
MODS Mapping	dateIssued

Description

Element Label	description
Definition	A summary of the intellectual content of the resource
Describes	Original resource
Required	Recommended
Repeatable	Yes
How to Use	<p>Free-text.</p> <p>Use standard punctuation and grammar to describe the item's history, physical appearance, contents, abstract, etc.</p> <p>Note: Only the first 150 words of description will be harvested and displayed in the MWDL search portal.</p>
Refines/Refinement	Refinements: abstract and tableOfContents .
Schemes	None
DC Mapping	dcterms:description
MARC Mapping	500, 520, 545
MODS Mapping	abstract , note , or tableOfContents

Extent

Element Label	extent
Definition	The size or duration of the resource
Describes	Digital object
Required	Optional
Repeatable	Yes
How to Use	<p>Describe the file size and, if applicable, duration of the digital object.</p> <p><i>Examples:</i> 109,568 bytes 00:16 minutes</p> <p>For help in converting file sizes, see http://en.wikipedia.org/wiki/File_size</p>
Refines/Refinement	Refines dcterms:format
Schemes	None
DC Mapping	dcterms:extent
MARC Mapping	347## subfield c or 856 subfield s
MODS Mapping	physicalDescription:extent

Format

Element Label	format
Definition	The file format of the digital resource
Describes	Digital object
Required	Required
Repeatable	Yes
How to Use	<p>Describe the file format of the resource using the Internet Media Type (MIME) scheme.</p> <p><i>Some examples:</i> audio/mp4 image/jp2 application/pdf</p> <p>Some digital objects may involve more than one format. For example, an oral history interview may consist of both an audio file (audio/mp4) and text transcription (application/pdf). In these cases, list both formats (audio/mp4; application/pdf).</p> <p>Optionally, collection managers may describe file size and/or duration using the more refined dcterms:extent field.</p>
Refines/Refinement	Refinement: dcterms:extent
Schemes	Internet Media Type (MIME) A commonly used subset of the entire MIME set of acceptable formats is available for download on the MWDL website .
DC Mapping	dcterms:format
MARC Mapping	856 subfield q
MODS Mapping	physicalDescription:internetMediaType

Identifier

Element Label	identifier
Definition	A unique reference that supports persistent access to the resource
Describes	Digital object
Required	Required
Repeatable	Yes
How to Use	<p>Multiple identifier fields may be created as needed for local use, such as call number, filename, etc.</p> <p>However, only the identifier that contains the URI leading back to the resource should be mapped to dcterms:identifier because of the possibility of confusion for harvesters. Handle these additional identifiers one of three ways: map the field to “None”; map it to some other field besides dcterms:identifier; or begin the value of the field with something other than a URI scheme.</p> <p>Digital asset management systems (DAMS) may format identifier differently; these are examples from various systems used in the MWDL community as of this writing:</p> <ul style="list-style-type: none"> • Islandora: https://libarchive.slcc.edu/islandora/object/admin%3A964 • CONTENTdm: http://images.archives.utah.gov/cdm/ref/collection/540/id/171 • Knowvvation: https://digitallibrary.utah.gov/awweb/guest.jsp?smd=1&cl=all_lib&lb=document_id=74962 • Solphal: https://collections.lib.utah.edu/details?id=408352
Refines/Refinement	None
Schemes	None
DC Mapping	dcterms:identifier
MARC Mapping	347 subfield 1 or 856 subfield u
MODS Mapping	identifier

Language

Element Label	language
Definition	A language of the resource
Describes	Original resource
Required	Optional
Repeatable	Yes
How to Use	Use ISO 639-3 three letter codes. For multiple languages, use separate language fields or list all in a single field, separating each with a semicolon and a space. More detail about the languages may be included in the Description element. Example: In German and English in parallel columns.
Refines/Refinement	None
Schemes	ISO 639-3 (ISO 639-3)
DC Mapping	dcterms:language
MARC Mapping	041 0# subfield a (language code); 008/35-37
MODS Mapping	language:languageTerm

Medium

Element Label	medium
Definition	The material or physical carrier of the original resource
Describes	Original resource
Required	Optional
Repeatable	Yes
How to Use	<p>Describe the nature of the original object (what it is, not what it is about) expressed in terms from a controlled vocabulary if possible. An item described with the term “Photographs” is an actual photograph, not a book about photographs. Note that the element label can be determined locally.</p> <p>The medium element is optional and in addition to the required element type which uses the DCMI Type vocabulary.</p>
Refines/Refinement	dc:format
Schemes	<p>Strongly recommended using established controlled vocabularies such as:</p> <ul style="list-style-type: none"> • Art and Architecture Thesaurus (AAT) • Thesaurus for Graphic Materials (TGM) • Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT) <p>A commonly used subset of AAT and TGM genre terms is available on the MWDL website.</p>
DC Mapping	dcterms:medium
MARC Mapping	655 #7 subfield a (Index Term--Genre/Form) plus subfield 2=local (for DCMI Type); =gmgpc (for Thesaurus for Graphic Materials); =aat (for Art & Architecture Thesaurus); =lcgft (Library of Congress Genre/Form Terms for Library and Archival Materials)
MODS Mapping	physicalDescription:form , attribute:type

Publisher

Element Label	publisher
Definition	An entity responsible for making the resource available
Describes	Original resource, Digital object
Required	Optional
Repeatable	Yes
How to Use	<p>Name of the entity that created or is providing access to the resource. A publisher may include a person, organization, or a service.</p> <p>Recommend clarifying the role this entity played in making the resource available by adding a prefix such as Digitized by, Hosted by, or Published by. For example, Published by Utah State Historical Society; digitized by Merrill-Cazier Library, Utah State University; hosted by J. Willard Marriott Library, University of Utah.</p>
Refines/Refinement	None
Schemes	None
DC Mapping	dcterms:publisher
MARC Mapping	260 subfield b (if born digital) or 533 subfield c (if reformatted)
MODS Mapping	originInfo:publisher

Relation

Element Label	relation (display label: Related Resources)
Definition	A related resource
Describes	Original resource, Digital Object
Required	Optional
Repeatable	Yes
How to Use	<p>Free-text.</p> <p>MWDL harvests this element and displays it with the title "Related Resources" and the label of the refinement if any is used, for example:</p> <p>Related Resources Is part of: Register of Deaths Is format of: Box 1</p>
Refines/Refinement	<p>DCMI Terms offers possible refinements including:</p> <ul style="list-style-type: none"> • hasFormat • hasPart • hasVersion • isFormatOf • isReplacedBy • isReferencedBy • isRequiredBy • isVersionOf • replaces • requires • references <p>Consult DCMI Terms for definitions.</p>
Schemes	None
DC Mapping	dcterms:relation
MARC Mapping	None
MODS Mapping	relatedItem

Rights

Element Label	rights
Definition	Information about rights held in and over the resource. Rights information includes a statement about various property rights associated with the resource, including intellectual property rights.
Describes	Original resource
Required	Required
Repeatable	Yes
How to Use	<p>Use Rights to describe the copyright status of the access file. Best practices for this field will include an applicable URI from the linked rights schemes.</p> <p>Additional information such as copyright holder and contact information (if applicable), and physical ownership rights (if applicable) can be displayed in additional local field refinements. If it is not possible to use a Creative Commons or rightsstatement.org statement, a standardized string can also substitute.</p> <p>See General Guidelines for Digital Metadata under “Copyright” for more information applicable to all types of rights.</p>
Refines/Refinement	<p>Other specialized Dublin Core elements can refine rights but are not frequently used. These include:</p> <ul style="list-style-type: none"> • accessRights • license • rightsHolder <p>Consult DCMI Terms for definitions</p>
Schemes	<ul style="list-style-type: none"> • Rightsstatement.org • Creative Commons
DC Mapping	dcterms:rights
MARC Mapping	540
MODS Mapping	accessCondition

Source

Element Label	source (display label: Related Resources)
Definition	A related resource from which the described resource is derived
Describes	Original resource
Required	Optional
Repeatable	Yes
How to Use	<p>Free-text. Provide sufficient information to identify and find the original resource. MWDL harvests this element and displays it with the label "Related Resources".</p> <p>For other types of related resources, use <i>relation</i> or some refinement of <i>relation</i>.</p>
Refines/Refinement	None
Schemes	None
DC Mapping	dcterms:source
MARC Mapping	534
MODS Mapping	Possibly: relatedItem with attribute:type=original

Spatial

Element Label	spatial (Display label: Location)
Definition	The spatial topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant
Describes	Original Resource, Digital Object
Required	Optional
Repeatable	Yes
How to Use	<p>Use to state the place or area that is described or represented by the resource. May name a place or specify geographic coordinates. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies. For example, Salt Lake City, UT:</p> <ul style="list-style-type: none"> • Salt Lake City, Salt Lake County, Utah, United States, http://sws.geonames.org/5780993/ <p>Consult Best Practices for more guidance and examples.</p>
Refines/Refinement	Refines dcterms:coverage
Schemes	<p>Use of GeoNames.org is strongly preferred. Some additional possibilities:</p> <ul style="list-style-type: none"> • Library of Congress Subject Headings (LCSH) • Thesaurus of Geographic Names (TGN) • U.S. Geological Survey (USGS)
DC Mapping	dcterms:spatial
MARC Mapping	651 #0 (for LCSH place names) or #7 with the specific vocabulary source provided in subfield 2 (TGN, for example)
MODS Mapping	location

Subject

Element Label	Subject
Definition	The topic of the resource
Describes	Original resource
Required	Recommended
Repeatable	Yes
How to Use	Describe what the resource content is about, expressed in keywords, phrases, names, subject headings, or classification codes.
Refines/Refinement	None
Schemes	<p>Strongly recommend use of established controlled vocabularies such as:</p> <ul style="list-style-type: none"> • Library of Congress Subject Headings (LCSH) • Medical Subject Headings (MeSH) <p>For resources about an individual or entity, recommend using:</p> <ul style="list-style-type: none"> • Library of Congress Name Authorities (LCNAF) • Western Name Authority File (WNAF) • Social Networks and Archival Context (SNAC)
DC Mapping	dcterms:subject
MARC Mapping	600, 610, 650, 651, 653
MODS Mapping	subject

Temporal

Element Label	temporal
Definition	The time period covered by resource
Describes	Original resource
Required	Optional
Repeatable	Yes
How to Use	Use to describe the time period covered or represented by the resource, not the date when the resource was published. Temporal topic may be a named period, date, or date range. Where appropriate, time periods can be used in preference to numeric identifiers such as date ranges.
Refines/Refinement	Refines dcterms:coverage
Schemes	None
DC Mapping	dcterms:temporal
MARC Mapping	None
MODS Mapping	subject:temporal

Title

Element Label	title
Definition	An unambiguous word or phrase to identify the resource, either formal or derived
Describes	Digital object
Required	Required
Repeatable	No
How to Use	<p>Free-text. Use a concise, unique description of item.</p> <p>If titles are not unique, disambiguation by adding additional information is encouraged, ex:</p> <ul style="list-style-type: none"> • Woman Figure Skating, 1 • Woman Figure Skating, 2 • Woman Figure Skating, 1998 Olympics • Woman Figure Skating, 2002 Olympics <p>See Best Practices Guidelines for recommendations on assigning titles.</p>
Refines/Refinement	Refinement: <i>dcterms:alternative</i>
Schemes	None
DC Mapping	dcterms:title
MARC Mapping	245 subfields a and b
MODS Mapping	titleInfo:title

Type

Element Label	type
Definition	The nature or genre of the resource
Describes	Original resource
Required	Required
Repeatable	Yes
How to Use	<p>Must have at least one type field containing appropriate type(s) from DCMI Type vocabulary.</p> <ul style="list-style-type: none"> • If a resource is an image of text (such as a scan of a printed article), use the term Text. • Images may be refined with a second term, either StillImage or MovingImage (i.e., use Image;StillImage, Image;MovingImage, Image/StillImage, or Image/MovingImage). Note that these combined terms contain no space after the delimiter and that both words in the second term are capitalized. • If the resource consists of more than one type (e.g., an interview with sound and text files), use multiple type terms as needed to describe, separating them with a semicolon and a space (e.g., Sound; Text). <p>To describe the nature or genre of the original object, use the optional element <i>medium</i>.</p>
Refines/Refinement	None
Schemes	DCMI Type Vocabulary
DC Mapping	dcterms:type
MARC Mapping	655 #7 subfield a (Index Term--Genre/Form) plus subfield 2=local (for DCMI Type)
MODS Mapping	typeOfResource

Best Practices for Creating Metadata

Introduction

The Best Practices below were developed by the Mountain West Digital Library Metadata Application Profile Task Force in 2018-2019*. The Best Practices coincide with the MWDL Metadata Application Profile Version 3 (2019). The Practices depict the current understanding of the Task Force and are subject to change. The Practices have been upgraded to reflect a more universal approach to various Metadata Schemas, including Dublin Core, MODS, MARC, etc. The Best Practices coexist with the Guidelines to provide examples and descriptions of select elements to enable better interoperability between MWDL Partners and Collections.

To reference this document, please point to “Best Practices” posted on the Mountain West Digital Library website at <https://mwdl.org>.

Requirement status

Required: Element must be included in record. There are six required elements:

- date
- format
- identifier
- rights
- title
- type

Recommended: If the data is known, we strongly encourage it be included in records. There are three recommended elements:

- creator
- description
- subject

Optional: Inclusion of element is up to the discretion of the collection manager

Adding local fields not covered by this profile

This profile does not prohibit collection managers/metadata creators from adding other fields to their metadata records as needed to serve local needs. Some examples of fields needed locally may include:

- fields for data specific to a particular discipline or user community
- tags needed for customized searching
- other optional Dublin Core elements such as audience or bibliographicCitation
- transcription: this optional field may contain full-text data mapped from MARC:520 or transcribed by the metadata creator.

Use of the term resource

This profile uses the term resource to refer to the digital resource provided for direct access by users and described by the metadata record. This resource may be a born-digital object, a digital object converted from another digital format, or a digital object converted from a non-digital format such as text, taped recordings, slides, film, etc. Consult element table row “Describes” for more details.

Notes on format element

New media types and applications are always emerging. If the resource format being described is not yet part of the MIME type list, follow the MIME convention by selecting a broad category of object format (audio, video, application, etc.) for the first part of the MIME type. For the second half of the MIME type, use the file extension that is usually attached to files of this format.

Notes on URIs in elements

If a Uniform Resource Identifier (URI) is included in an element such as spatial, rights, or creator, please position it last. For example:

- Phoenix, Maricopa County, Arizona, United States, <http://sws.geonames.org/5308655/>
- No Copyright - United States, <http://rightsstatements.org/vocab/NoC-US/1.0/>
- Savage, C. R. (Charles Roscoe), 1832-1909, <http://id.loc.gov/authorities/names/n84131226>
- Jelesnik, Eugene, 1914-1999, <http://n2t.net/ark:/99166/w6902z0z>

Notes on title element

Take title from digitized item when possible. Metadata creator may supply a title if none exists and does not need to put this supplied title in brackets. For further guidance on devised titles, consult the [Describing Archives: A Content Standard \(DACS\) on title creation](#).

Rights

Rights statements are a required field for MWDL and items harvested into DPLA. We strongly recommend the use of standardized rights statements as articulated on <https://rightsstatements.org/en/>. Usage of rights statements in metadata records should consist of a URL representing the applicable rights statement. Additional licenses such as Creative Commons can be used when applicable. Alternatively, a text-based rights statement can be used. Additional information about rights for the digital object such as copyright date or information about the holder of copyright can be placed in an additional rights field such as RightsHolder (<http://purl.org/dc/terms/rightsHolder>) or AccessRights (<http://purl.org/dc/terms/accessRights>). As a best practice, consult your institution's legal department for assistance in creating the appropriate rights statement.

For example:

- Rightsstatements.org: <http://rightsstatements.org/vocab/NoC-US/1.0/>
- Creative Commons: This work is licensed under a Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 United States License: <http://creativecommons.org/licenses/by-nc-nd/3.0/us/>
- Text-based rights statement: Materials may be used for non-profit and educational purposes; please credit University Archives, Stewart Library, Weber State University.

Geospatial Metadata

It is recommended that the MWDL partners use the [GeoNames.org database](#) as the primary recommended controlled vocabulary to create a geospatial metadata. In addition, geospatial metadata should present in a hierarchy from smallest entity to largest, with the hierarchy split by commas. Semi-colons should only be used to indicate separate and distinct places within the same geospatial field. Below is Salt Lake City as an example:

- Salt Lake City, Salt Lake County, Utah, United States

Additionally, MWDL partners are highly encouraged to provide the URI following the name hierarchy in order to begin laying the groundwork for future involvement in linked data initiatives. All place name metadata referring to the same place should be separated by commas only. An example entry for Salt Lake City, Utah would look like this:

- Salt Lake City, Salt Lake County, Utah, United States, <http://sws.geonames.org/5780993/>

If a partner would like to include latitude and longitude data, it should be listed after the country. Or if using URI's after the URI.

- Salt Lake City, Salt Lake County, Utah, United States, 40.76078, -111.89105
- Salt Lake City, Salt Lake County, Utah, United States, <http://sws.geonames.org/5780993/>, 40.76078, -111.89105

There is extensive supplemental documentation on the best practices for geospatial metadata creation in the Mountain West Digital Library.

- [Best practices in geospatial metadata creation for MWDL Cultural Heritage Digital Repositories.](#)
- [Instructions for assigning geospatial metadata using geonames.org](#)

General Guidelines

Introduction

The Guidelines below were developed by the Metadata Task Force of the Utah Academic Library Consortium Digitization Committee in 2010-2011 as part of the revision of the MWDL Dublin Core Application Profile and revised in 2019 by the MWDL Metadata Application Profile Revision Taskforce. The Guidelines represent the current understanding of the Task Force and are subject to change. The Guidelines were developed to enhance the interoperability of digital collections within the Mountain West Digital Library.

To reference this document, please point to "the MWDL General Guidelines for Digital Metadata" at <https://github.com/mountainwestdl/mwdl-map/wiki/General-Guidelines>.

Please contact Mountain West Digital Library at mountainwestdl@gmail.com with the subject "MWDL Metadata Guidelines" if you have corrections or additions to these Guidelines.

Mapping to Dublin Core

- Fields that are to be shared via OAI for harvesting should be mapped to Qualified Dublin Core (QDC) or simplified Dublin Core (DC). Mountain West Digital Library harvests QDC from servers where QDC is provided, and DC from other servers. Local fields that you do not wish to share for harvesting should be mapped to "None".
- Multiple local fields may be mapped to the same QDC or DC field. These fields will be shared via OAI as distinct fields with the same DC/QDC tag. Keep in mind that the harvester may concatenate these distinct fields into one field in the harvested environment. Therefore, to avoid the values of those fields being run together illegibly, place a semicolon at the end of each entry.
- You can view exactly what the MWDL harvester and other Open Archives Initiative (OAI) harvesters can retrieve from your digital assets management system by requesting the OAI stream via queries in a Web browser. Instructions for doing this are on the MWDL website page on [Open Archives Initiative \(OAI\) Queries](#). You can test compliance of your metadata by using the [MWDL OAI Metadata Audit Tool](#).

Placeholder Data in Required Fields

It may happen that information necessary for required fields is not yet known or not yet included when a collection is first uploaded, or even published. In such a case, enter a placeholder to both fulfill the entry requirement and be able to find records for follow-up. The recommended placeholder is the word "Pending".

Example:

Subject: Pending

Local field name vs. DC Mapping

Each collection can have its own local field names. The "labels" indicated in the MWDL Metadata Application Profile are just indicative, and you are free to name your fields as you wish. However, you have to map the fields correctly. Only the mapping matters when a collection is harvested. If a field is not mapped, it will not appear in the MWDL record. If it is mapped to the wrong "DC map", the metadata will appear in the wrong MWDL field.

Example:

The entity primarily responsible for making the resource has to be mapped to "Creator" (dc:creator). But the local name can be what you want: "Creator", "Artist", "Author", "Photographer", etc. If relevant to your collection, you may create several fields mapped to "Creator".

Identifier

The value of the required field [Identifier](#) is the URI of the resource. This field is automatically created by your local system. You do not have to create this field and enter a value. If you create additional Identifier fields in your collection, map them to "None", not to "Identifier". Only the automatically generated "reference URL" should be mapped to "Identifier".

No HTML tags within metadata

Metadata should be kept free of tags and formatting codes as much as possible since it is shared as text via OAI with MWDL. Because it is not predictable how metadata will be used, crosswalked, or formatted at the harvesting end, it is advisable to keep it "clean" of any tags.

Date Fields

When setting up the fields for your collection and starting to enter values, remember to treat Date fields differently. Here are some tips about configuring field properties and formatting dates.

Date Fields Setup

You can establish several different kinds of dates, if you like. The MAP requires you to enter the Date as the original date of the original object. For a photo taken in 1922 and digitized in 2019, the date would be 1922.

Date Formatting

Unsure how to format dates?

1. These formats are all compliant with the international standard for dates, ISO 8601.
 - yyyy
 - yyyy; yyyy; yyyy; yyyy [date ranges are converted to semicolon-separated list of single years]
 - yyyy-mm
 - yyyy-mm-dd
2. Non-standard dates: Label such non-standard dates appropriately. Examples:
 - BCE Date: 48 BCE;
 - BCE Date: 1000-800 BCE;
 - Date: 915 CE;
 - Date: 404-415 AD;
 - Hebrew Date: 5750;
 - Islamic Date: Hijri 1350;
 - Julian Date: 1849 AD;

If a collection consists of both standard dates and non-standard dates, it is recommended to only set up the standardized date field for harvesting.

Copyright

The Rights element in MWDL metadata records should contain information regarding copyright ownership not physical ownership. Physically owning a work of authorship does not always mean owning the copyright in the work. Physical ownership means to hold the work as physical property. Copyright means to own the intellectual content contained in the work. Making a digital version of a work also does not merit copyright protection because, according to [the Bridgeman decision](#), it lacks sufficient original creativity (one of the tests to meet for copyright protection). The U.S. Copyright Office addresses this matter in the [Compendium of Practices, 3rd edition](#) (pg. 16-17).

Do you have rights to the material you are adding to your digital collection?

Copyright protects the creators of original literary, dramatic, musical, artistic, and certain other intellectual works (Title 17, U.S. Code). The protection extends to both published and unpublished material. "Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following" (Copyright Basics, US Copyright Office):

- To reproduce the work
- To prepare derivative works
- To distribute copies of the work
- To perform the work publicly
- To display the work publicly

Use these questions as an initial guide:

1. Are you the original creator/author?
 - If yes, then you are the rights holder.
2. Did someone else create the work?
 - If so, then you are most likely not the rights holder.
3. Did someone assign rights to you through a written assignment?
 - If yes, then you are the rights holder.

If someone else created the work and did not assign rights to you, you will need to determine who the rights holder is. Determining a work's copyright status requires a bit of investigation, but there are many tools to assist with this.

Step 1: Research

Research [U.S. Copyright Office registration records](#). The catalog contains records from 1978 to the present. For works older than 1978, use [Stanford's Copyright Renewal Database](#). Search by author, creator, publisher, or title.

Step 2: Ask (if needed)

If you find a record, it usually means there's a rights holder and that entity (not necessarily the library) should be listed as the copyright holder and you may need to consider getting permission to digitize. See "[The Basics of Getting Permission](#)" for more information or consult the [Fair Use Evaluator Tool](#).

Step 3: Use Public Domain Slider

If there's not a record, check [the Public Domain slider](#), to determine if it fits the criteria for public domain.

Sample Statements

Once you've done some investigation and have an informed idea of the work's copyright status, consult the standardized statements at [rightsstatements.org](#) to find the best match.

MWDL strongly recommends using [rightsstatements.org](#)'s standardized copyright statements.

The sample statements below also include wording in the case of unknown copyright status. In the sample wordings below, replace italicized text with applicable local information.

For copyrighted works with all rights reserved: © *Personal/Corporate name, year, email/web address (if available)*. Transmission or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owner. Responsibility for any use rests exclusively with the user.

For copyrighted works with some permission built-in (Creative Commons):

© *Personal/Corporate name, year, email/web address (if available)*. Use of this file is allowed in accordance with the Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 United States License; <http://creativecommons.org/licenses/by-nc-nd/3.0/us/>

For public domain works: Material in the public domain. No restrictions on use. If you wish to purchase print copies or a high-resolution version of the image, see [local site].

For works where copyright status is unknown: Copyright status unknown. Some material in these collections may be protected by the U.S. Copyright Law (Title 17, U.S.C.). In addition, the reproduction and/or commercial use of some materials may be restricted by gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing agreements, and/or trademark rights. Distribution or reproduction of materials protected by copyright beyond that allowed by fair use requires the written permission of the copyright owners. To the extent that restrictions other than copyright apply, permission for distribution or reproduction from the applicable rights holder is also required. Responsibility for obtaining permissions and for any use rests exclusively with the user.

Brief example

Let's say a digital collection contains a digital copy of an original photograph taken in 1907. The photograph is likely in the public domain (check the Public Domain slider). In this case the digital reproduction of the original is not eligible for copyright protection because it lacks sufficient creativity/originality. The Rights field indicates that the photograph is in the public domain with a statement like "Material in the public domain. No restrictions on use." However, the library that digitized the photograph offers prints of it for a fee, so the Rights statement explains that users can order copies of the digital image for a fee and provides a link to an order form and pricing information. The resulting statement looks like this:

Material in the public domain. No restrictions on use. To purchase print copies or a high-resolution version of the image, see [URL for webpage describing how to order].

OR

Rights: <http://rightsstatements.org/vocab/NoC-US/1.0/>

accessRights: To purchase print copies or a high-resolution version of the image, see [URL for webpage describing how to order]