University of Vermont Center for Digital Initiatives
Dublin Core Data Dictionary
Last updated: 4/12/2007

Identifier

Mandatory: Yes
Controlled: Yes
Repeatable: Yes

Dublin Core Element: identifier
Dublin Core Definition:
> An unambiguous reference to the resource within a given context.

Dublin Core Comments:
> Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Example formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN).

Guidelines
- Supplied by the scanning technician.

Title

Mandatory: Yes
Controlled: Follow best practice guidelines for creating and formatting a title.
Repeatable: Yes

Dublin Core Element: title
Dublin Core Definition:
> A name given to the resource,.

Dublin Core Comments:
> Typically, a title will be a name by which the resource is formally known.

Guidelines:
- Omit unnecessary articles at the beginning of the title, e.g. "a", "an", "the"
- The title will include sub-title in a single field
- Alternate or Additional titles should be provided in an additional title field.

Creator

Mandatory: If available
Controlled: Follow best practice guidelines for formatting.
Repeatable: Yes

Dublin Core Element: creator
Dublin Core Definition:
An entity primarily responsible for making the content of the resource.
Dublin Core Comment:
Examples of a creator include a person, an organization, or a service. Typically, the name of a creator should be used to indicate the entity.

Guidelines:
- Enter last name, first name, and birth and death dates (if known)
- Enter names of organizations in full, direct form.
- Use the Library of Congress Authority File to help determine the correct form of the name.

Contributor

Mandatory: If available
Controlled: Follow best practice guidelines for formatting.
Repeatable: Yes

Dublin Core Element: contributor
Dublin Core Definition:
An entity primarily responsible for making contributions to the content of the resource.
Dublin Core Comments:
Examples if a contributor include a person, an organization, or a service.
Typically the name of a contributor should be used to indicate the entity.

Guidelines
- Enter last name, first name, and birth and death dates (if known)
- Enter names of organizations in full, direct form.
- Use the Library of Congress Authority File to help determine the correct form of the name.

Date digitized

Mandatory: Yes
Controlled: Follow best practice guidelines for formatting.
Repeatable: No

Dublin Core Element: date
Dublin Core Definition:
    A date associated with an event in the life cycle of the resource..
Dublin Core Comment:
    Typically, date will be associated with the creation or availability of the resource. Recommended best practice for encoding the date value is defined in a profile of ISO 860 [W3DTF] and follows the YYYY-MM-DD format.

Guidelines
- The date digitized is generated during the scanning.
- If inputting the date by hand the following guidelines should be adhered to:
  - This date should be represented as a single date not a range or approximate date.
  - Dates should follow the ISO date format "YYYY-MM-DD." Use a single hyphen to separate the year, month, and date components:
    Examples:
    - 2006-05-09 (for May 9, 2006)
    - 2006 -05 (for May 2006)
    - 2006 (for just the year 2006)

Publisher

Mandatory: Yes
Controlled: Yes
Repeatable: No

Dublin Core Element: publisher
Dublin Core Definition:
    An entity responsible for making the resource available.
Dublin Core Comment:
    Examples of a publisher include a person, an organization, or a service.

Guidelines:
- Contents of this field are fixed: University of Vermont, Bailey/Howe Library, Special Collections

Source document

Mandatory: No
Controlled: Follow best practice guidelines for creating and formatting
Repeatable: Yes

Dublin Core Element: source
Dublin Core Definition:
> A reference to a resource from which the present resource is derived.

Dublin Core Comment:
> The present resource may be derived from the source resource in whole or in part. Recommended best practice is to reference the resource by means of a string or a number conforming to a forma identification system.

Guidelines
- The source document is the original/physical item that was scanned. Source document references should be as complete as possible, including title, publisher, dates, and document location.

Coverage (temporal)

Mandatory: If available
Controlled: Follow best practice guidelines for formatting
Repeatable: Yes

Dublin Core Element: coverage/dcterms:temporal
Dublin Core Definition:
> The extent or scope of the content of the resource.

Dublin Core Comment:
> Coverage will typically include spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). Recommended best practice is to select a value from a controlled vocabulary (for example the Thesaurus of Geographic Names [TGN]) and that, where appropriate, named places or time periods be used in preference to numeric identifiers such as sets of coordinates or date ranges.

Guidelines
- Dates can be a single date or a date range.
- For this date field only the year is necessary.
  Examples:
    - 2006
    - 2004 - 2006

Subject

Mandatory: Yes
Controlled: Yes
Repeatable: Yes

Dublin Core Element: subject
Dublin Core Definition:
> The topic of the content of the resource.

Dublin Core Comment:
> Typically, a subject will be expressed as keywords, key phrases of classification codes that describe a topic of the resource. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme.

Controlled Vocabularies:
> LCSH

Geographic coverage

Mandatory: No
Controlled: Yes
Repeatable: Yes

Dublin Core Element: coverage
Dublin Core Definition:
> The extent or scope of the content of the resource.

Dublin Core Comment:
> Coverage will typically include spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). Recommended best practice is to select a value from a controlled vocabulary (for example the Thesaurus of Geographic Names [TGN]) and that, where appropriate, named places or time periods be used in preference to numeric identifiers such as sets of coordinates or date ranges.

Controlled Vocabularies:

Genre

Mandatory: No
Controlled: Yes
Repeatable: Yes

Dublin Core Element: type
Dublin Core Comment:

Type includes terms describing the general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a values from a controlled vocabulary (for example the DCMI Type Vocabulary[DCMITYPE]). To describe the physical or digital manifestation of the resource use the format element.Examples:

Controlled Vocabularies:
MARC - http://www.loc.gov/marc/sourcecode/genre/genrelist.html

Description

Mandatory: No
Controlled: No
Repeatable: Yes

Dublin Core Element: description
Dublin Core Definition:
An account of the content of the resource.
Dublin Core Comments:
Description may include but is not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.

Guidelines
- Items with full text transcriptions will not need a description field.
- Manuscripts without a transcription, images, and collections should have a brief description.

Language

Mandatory: No
Controlled: Yes
Repeatable: Yes

Dublin Core Element: language
Dublin Core Definition:
A language of the intellectual content of the resource.
Dublin Core Comments:
Recommended best practice is to use RFC 3066 [FRC3066], which, in conjunction with ISO 639 [ISO639], defines two-and three-letter primary language tags with optional subtags. Examples include "en" or "eng" for English, "akk" for Akkadian, and "en-GB" for English used in the United Kingdom.

Guidelines

Digital format

Mandatory: No
Controlled: Yes
Repeatable: Yes

Dublin Core Element: format
Dublin Core Definition:
> The physical or digital manifestation of the resource.

Dublin Core Comments:
> Typically, format may include the media-type or dimensions of the resource, Format may be used to determine the software or other equipment needed to display or operate the resource. Examples of dimensions include size and duration. Recommended best practice is to select a value from a controlled vocabulary (for example the list of Internet Media Types [MIME] defining computer media formats).

Controlled vocabulary:
> MIME - http://www.iana.org/assignments/media-types/

Guidelines
 Examples:
- image/jpeg
- text/xml
- audio/mpeg

Rights management

Mandatory: Yes
Controlled: Link to access policies
Repeatable: Yes

Dublin Core Element: rights
Dublin Core Definition:
> Information about rights held in and over the resource.

Dublin Core Comments:
> Typically, a rights element will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights, Copyright, and various Property Rights. If the rights element is absent, no assumptions can be made about the status of these and other rights with respect to the resource.

Guidelines:
- This is a fixed field, linking to the Center for Digital Initiatives' rights policy.

Collection

This is to enable items to reference collections they are a part of. The tag is repeatable so each item can belong to multiple collections.

Mandatory: No
Controlled: Yes
Repeatable: Yes

Dublin Core Element: isPartOf
Dublin Core Definition:
> A reference to a related resource.

Dublin Core Comment:
> Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.

Guidelines:
- This field will map to general topic areas and physical collections the item belongs to.
- This information will be provided content selection and added by the scanning technician.