

## CSWR Guidelines for Using Dublin Core

Consistent application of a metadata standard is essential for the interoperability of Center for Southwest Research digital collections, either material that was born digital or material reformatted from existing resources. Dublin Core (DC) was chosen as the appropriate standard for CSWR due to the use of DC in regional collaborative projects with which CSWR is already involved, as well as the wide-spread use of DC among cultural heritage institutions in the U.S. and abroad.

The CSWR Guidelines are designed to be used in conjunction with Collaborative Digitization Program Dublin Core Metadata Best Practices (CDPDCMBP), available online at <http://www.cdpheritage.org/cdp/documents/CDPDCMBP.pdf>. Refer to it for detailed descriptions and instructions for applying each DC element. The elements are listed in this document in the same order that they appear in CDPDCMBP.

While CDPDCMBP identifies ten mandatory elements. The CSWR uses two additional mandatory elements, reflecting local needs for administrative control and search strategies. Local applications of certain DC elements are designed to ensure compatible description across the various CSWR collections and databases.

### CDPDCMBP Mandatory elements:

- Title
- Creator (if available)
- Subject
- Description
- Date Original (if applicable)
- Date Digital
- Format
- Digitization Specifications
- Resource Identifier
- Rights Management

### CSWR Additional Mandatory elements:

- Publisher
- Type

Use of the non-mandatory DC elements is recommended where applicable. Other metadata elements may be used in addition to the CDP Dublin Core elements to allow for more refined description of certain collections. Keep in mind, however, that those additional elements may not migrate well into other Dublin Core based systems.

### Compound Objects

The Center for Southwest Research uses CONTENTdm to manage digital collections. The system has a method for grouping individual pages into what is called a Compound Object. For instance, each page of a multiple page document can be grouped together as

one document for viewing. A full description should be made only at the document level for a Compound Object. Limited metadata is applied to individual pages of a document in order to make searching and retrieval more efficient. Normally, only the Title and Resource Identifier are necessary for each page in a compound object. Other elements such as Description may be added for individual pages as needed.

## Western States Dublin Core Elements

### **TITLE**      **Mandatory**

Exclude initial articles.

When describing material that is also described in another CSWR or collaborative database (i.e. OANM), use the exact same title in both instances where possible. CONTENTdm does not display long titles well, therefore longer titles may need to be shortened there.

For items with multiple pages, use the same title for each page followed by a unique page number.

*Example:*

Report on Surveys Made Near San Marcial, N.M., p.001

Report on Surveys Made Near San Marcial, N.M., p.002

Report on Surveys Made Near San Marcial, N.M., p.003

### **CREATOR**    **Mandatory If Available**

Use a standard form of the name from an authority such as Library of Congress Name Authority, or construct the name according to standards such as Describing Archives: A Content Standard or AACR2. For items with multiple pages, Creator should be used only at the document description level.

### **SUBJECT**    **Mandatory**

Use of Library of Congress Subject Headings is recommended. Terms from other controlled vocabularies such as Art and Architecture Thesaurus or LC Thesaurus for Graphic Materials I and II may be used in addition to LCSH terms where applicable. List multiple subject headings in one subject field, separating each by a semicolon and space. For items with multiple pages, Subject should be used only at the document description level.

*Example:*

San Marcial (N.M.); Floods -- Rio Grande Valley

**DESCRIPTION      Mandatory**

Use to describe the content of the digital resource for both the document and page level. Properties of the original item that cannot be observed in the digital resource are described in the Source element.

The full text of a page may be included in the Description element by using OCR or transcribing the text.

**PUBLISHER          Mandatory**

The default statement in the example below should be used in most cases.

*Example:*

Center for Southwest Research, University Libraries, University of New Mexico

**CONTRIBUTOR**

Use to credit contributors other than the author such as editor, transcriber or illustrator.

**DATE ORIGINAL    Mandatory If Available**

Use ISO-8601 form of the date (YYYY-MM-DD) to indicate the date that the original material was created. It is not necessary to indicate "undated" when no date is available. For items with multiple pages, Date Original should be used only at the document description level.

This date is not used for born digital resources. Use Date Digital instead.

**DATE DIGITAL      Mandatory**

Use ISO-8601 form of the date (YYYY-MM-DD). For items with multiple pages, Date Digital should be used only at the document description level.

**TYPE                Mandatory**

Select a type from the DCMI Type Vocabulary available online at <http://dublincore.org/documents/dcmi-type-vocabulary/>.

For items with multiple pages, Type should be used only at the document description level.

## **FORMAT      Mandatory**

Use the Content Type and Content Subtype as defined in the Internet Media Type scheme available at: <<http://www.iana.org/assignments/media-types/>>. Information about file size and duration may also be included in conjunction with a refinement label.

*Examples:*

video/quicktime

image/jp2 [Extent] 105 KB

## **DIGITIZATION SPECIFICATIONS      Mandatory**

Use for technical information about the digitization of the resource. For items with multiple pages, Digitization Specifications should be used only at the document description level.

*Example:*

Scanned on Epson1640XL, 600 ppi, 8 bit

## **RESOURCE IDENTIFIER      Mandatory**

The Resource Identifier can be added automatically in CONTENTdm by selecting "filename" from the drop-down box in the default column for Resource Identifier in the "Template Creator" when importing images.

## **SOURCE**

Describe characteristics of the original item that are not apparent in the digital representation. Information about the location of the original may be put here as well.

*Example:*

Original blueprint. Scale: 2 miles = 1 inch. MSS 29 BC SER 301 OV Folder 2

## **LANGUAGE**

List multiple languages in one language field, separating each by a semicolon and space. For items with multiple pages, Language should be used only at the document description level.

*Example:*

English; Spanish

## **RELATION**

Use this element to cite the collection from which the original item came and the online guide to that collection. Include the title and collection number for the collection being cited. Add a link to the online finding aid if available.

*Example:*

Part of United States Soil Conservation Service Region Eight Records (MSS 289 BC). Guide to collection available at:  
<<http://libxml.unm.edu/oanm/nmu/nmu1mss289bc.html>>.

## **COVERAGE**

Use to describe spatial or temporal characteristics of the content of the resource. This information may be included in the Subject element instead.

## **RIGHTS MANAGEMENT            Mandatory**

The default statement in the example below should be used in most cases.

*Example:*

Rights to the digital resource are held by the University of New Mexico  
<<http://www.unm.edu/disclaimer.html>>.

## **CONTRIBUTING INSTITUTION**

Use to identify institutions or departments other than CSWR that contributed significantly to a digitization project.