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METADATA ESSENTIALS

This guide provides basic recommendations for creating or adjusting metadata in preparation for harvesting by the Recollection Wisconsin DPLA Service Hub and ingestion into the Digital Public Library of America.

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Background

This guide replaces the *Wisconsin Heritage Online Metadata Guidelines* (2009) and *Wisconsin Heritage Online Quick Guide to Metadata* (2010). Legacy metadata created using those earlier guidelines is still eligible to be harvested by Recollection Wisconsin and DPLA. However, compliance with the recommendations in this document will result in higher quality metadata in the context of the DPLA aggregation.

Summary of Changes

Four metadata fields are now required for harvesting, reduced from eight required fields.

Field	WHO Metadata Guidelines	RW Metadata Essentials
Rights	Required	Required
Subject	Required	Required
Title	Required	Required
Type	Required	Required
Date Digitized	Required	Optional, not harvested
Format	Required	Optional
Identifier	Required	Optional
Submitting Institution	Required	Optional, not harvested

Place: Updated data input recommendation

The *WHO Metadata Guidelines* recommended providing each component of a location in its own Coverage element, e.g. City, County and State were to be input in three separate metadata fields.

The updated recommendation is to provide all location values in a single field, in ascending order, separated by commas or semi-colons (such as "Mount Horeb, Wisconsin"). This will facilitate more accurate matching in DPLA's geographic enrichment process. This update is based on the DPLA Geographic and Temporal Guidelines.

General Metadata Entry Guidelines

Avoid abbreviations

Avoid the use of abbreviations. Spell out the full names of communities and states. For example, use "Mount Horeb," not "Mt. Horeb" and "Wisconsin," not "WI." Exceptions where the use of abbreviations is acceptable include terms used with dates (such as "b." for "born"), distinguishing terms added to names of persons (such as "Mrs."), or widely accepted terms (such as "St." for "Saint"), or abbreviations prescribed by controlled vocabularies for use in the Subject field (e.g. "Beloit (Wis.)" from Library of Congress Subject Headings).

Capitalization

Capitalize all proper names. Capitalize only the first word in titles and subject terms. Capitalize content in the description field according to normal rules of writing. Do not enter content in all capital letters except in the case of acronyms.

Characters to avoid

Do not use ampersands (&) or ellipses (. . .). Do not use HTML tags. For example, do not use <br> or <br /> within metadata fields to force a line break.

Unknown data

Fields for which there is no available information should be left blank. Avoid using "unknown," "anonymous," etc.

Metadata Fields

Required Fields

These metadata fields must be present to be harvested by Recollection Wisconsin.

Rights

Definition: Statement describing the copyright status or other rights and restrictions associated with the resource.

Input Guidelines: We recommend that Rights entries consist of two parts:

a) Copyright status statement (e.g. in copyright, no copyright/public domain, or copyright undetermined)
b) "For More Information" statement (name of organization providing the item)

Notes: This field should be used to reflect the actual copyright status of the original object. Do not use the phrase "Digital image copyright..."

Examples:

- Copyright 2010, Board of Regents of the University of Wisconsin System. All rights reserved. For more information, contact University of Wisconsin-Milwaukee Libraries.
- Public domain. For more information, contact the W. J. Niederkorn Library, Port Washington, Wisconsin.
- Copyright status undetermined. For more information, contact the Langlade County Historical Society, Antigo, Wisconsin.

Recollection Wisconsin is beginning to work towards adopting the standardized rights statements developed by DPLA and Europeana, available at RightsStatements.org. In the future, standardized rights statements will be required in a separate, additional field for all records provided to DPLA. For more information, see the Appendix.

Subject

Definition: Topic of described resource. Generally, this field will contain terms that describe what is depicted in an image, or terms that describe what a text is about.

Input Guidelines: Use of a controlled vocabulary such as Library of Congress Subject Headings (LCSH), Library of Congress Thesaurus for Graphic Materials (LCTGM), Getty Art and Architecture Thesaurus (AAT), or Nomenclature 4.0 is strongly encouraged.

For multi-word subject terms, capitalize just the first word, unless other words are proper nouns. Enter multiple subject terms in separate fields, or separate multiple subject terms with a semicolon and space.

If subject headings are being newly created, uncoordinated subject headings are recommended. This will facilitate matching of terms in the aggregated DPLA data set. The granular nuance of coordinated subject headings makes it impossible to bring together records based on the larger concepts present in the heading. For instance, instead of the coordinated heading "Veterans--Medical care--Wisconsin--Milwaukee," use of the uncoordinated terms "Veterans" and "Medical care" is preferred.

Example: Sailing ships; Rowboats; Pirates

Title

Definition: A name given to the resource.

Input Guidelines: Capitalize only the first word and proper names (place, personal and corporate names). Do not enter content in all capital letters except in the case of acronyms.

If the resource has been published, such as a book or article, transcribe the title exactly as it appears in its published form. For resources without published titles, such as most historic photographs, assign a brief descriptive title.

Example: DiVall barber shop, Middleton, 1925

Type

Definition: A term broadly characterizing the type of resource being described.

Input Guidelines: Select the appropriate term from the DCMI Type vocabulary.

Example	Definition
Moving Image	A visual representation in motion, such as movies, television programs, animation
Sound	A resource primarily intended to be heard, such as oral history audio recordings, music

Still Image	A static visual representation other than text, such as photographs, postcards, maps, paintings, and images of three-dimensional objects
Text	A resource consisting primarily of words for reading, such as books, articles, letters, diaries, yearbooks, or manuscripts

Recommended Fields

These metadata fields are strongly recommended by Recollection Wisconsin to facilitate end-user discovery through searching, faceted browsing and DPLA's metadata enrichments.

Date

Definition: Date of the resource origination. Most often this will be the date that the resource was created, such as the publication date of a book or the date a photograph was taken.

Input Guidelines: If an exact date is known, use the format YYYY-MM-DD. Questionable or approximate dates should be expressed using "ca." Do not use a question mark. If a date is uncertain but falls within a likely range, record the earliest and latest dates, separated by a hyphen.

Notes: Do not use this field for the date the resource was digitized or made available online.

Date data is used in DPLA's timeline interface. Consistent data will help your resources appear accurately on this timeline.

Example	Explanation
1927	Date of a book published in 1927
1927-07	Date of a painting created in July 1927
1927-07-03	Date of a photograph taken on July 3, 1927
ca. 1927	Map likely created in 1927 or close to it
1910-1920	Photograph created between 1910 and 1920

Description

Definition: An account of the content of the resource.

Input Guidelines: Free text. The description should be written in complete sentences. Do not use abbreviations, ampersands or paragraph and line breaks. Maintain standard capitalization rules.

Creator

Definition: The name of the creator of the item (e.g. photographer, author, artist), either an individual or an organization.

Input Guidelines: Use of Library of Congress Name Authority File (LCNAF) is encouraged. If the name is not provided in LCNAF, use the following format:

Last name, First name, Middle initial, Date-Date

Notes: If known, creator's birth and death dates should be expressed as yyyy-yyyy. If you have only a birth or death date, or an approximate date, use the following patterns: "b. date," "d. date", and "ca. date." If the creator is still living, provide the date of birth followed by a hyphen. Question marks are allowed in this field.

For corporate body names (e.g. names of organizations, societies, government agencies, etc.), consult the Library of Congress Name Authority File and if no entry exists, enter the name as it appears.

Examples:

- Smith, Joe M., 1931-2002
- Smith, Joe M., b. 1931?
- Smith, Joe M., d. 2002
- Smith, Joe M., ca. 1930-2000
- Smith, Joe M., 1931-
- Smith Photography Studio

Place

Definition: The location or area that is described or represented by the resource.

Input Guidelines: Enter the most specific element of the location known (e.g. city, municipality) followed by the state name. Avoid abbreviations. Use of the Getty Thesaurus of Geographic Names (TGN) is encouraged.

Notes: Do not use this field to record the place of publication of a text. The location of a publisher can be added in the Publisher field.

Place data is used in DPLA's geocoding enrichment. Consistent data will help your resources appear accurately in DPLA's map interface.

Examples:

- Wisconsin
- Marathon County, Wisconsin
- Mount Horeb, Wisconsin

Auto-Populated Fields

Data Provider

Definition: The organization or entity submitting the digital object and its accompanying metadata to Recollection Wisconsin and DPLA.

Input Guidelines: No input needed. Data Provider is applied at the collection level when records are harvested.

Notes: This data is applied to individual item records as part of the Recollection Wisconsin harvesting process. Because the data is input at the collection level (that is, a set configured by an OAI-PMH repository), the names of individual organizations contributing to a collaborative digital collection are not able to be harvested. Organizations contributing records through an intermediary may include their institution name in the Rights field.

Examples:

- Central Wisconsin Digitization Project
- University of Wisconsin Digital Collections
- Winding Rivers Library System

Optional Fields

These metadata fields are not required, but can be present to increase discoverability. Additional qualified and unqualified Dublin Core fields not mentioned in this document may also be provided.

Language

Definition: The language in which a text is written or the spoken language(s) of an audio or video resource.

Input guidelines: Indicate language using the two- or three-letter language codes defined by ISO 639.

Examples: en (English); fr (French); de (German); hmn (Hmong); oj (Ojibwa); sp (Spanish)

Publisher

Definition: Name of the person, organization, or service responsible for publishing the original resource. Publishers can be a corporate body, museum, historical society, university, etc.

Input Guidelines: This field may also contain the place of publication in addition to the publisher name. If including the place of publication, enter as "Location: Publisher name."

Notes: Do not use this field to indicate the data provider or the creator of the digital reproduction.

Example: Madison, WI: Wisconsin Historical Society Press

METADATA MAPPING

Recollection Wisconsin uses the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) to harvest metadata from Content Partners and to provide that metadata to DPLA. Fields that are to be made available for harvesting via OAI-PMH should be mapped to Qualified Dublin Core (QDC) or Simple Dublin Core (DC). Recollection Wisconsin harvests QDC from servers where QDC is provided, and DC from other servers.

The table below is derived from the more detailed RW to DPLA Metadata Map.

Local Label	Obligation	Dublin Core Equivalent	DPLA MAP Equivalent
Creator	Recommended	dc:creator	.sourceResource.creator
Date	Recommended	dc:date or dcterms:created	.sourceResource.date
Description	Recommended	dc:description	.sourceResource.description
Language	Optional	dc:language	.sourceResource.language
Place	Recommended	dcterms:spatial or dc:coverage	.sourceResource.spatial
Publisher	Optional	dc:publisher	.sourceResource.publisher
Rights	Required	dc:rights or dcterms:accessRights	.sourceResource.rights
Subject	Required	dc:subject	.sourceResource.subject
Title	Required	dc:title	.sourceResource.title
Type	Required	dc:type	.sourceResource.type

For More Information

Best Practices for Shareable Metadata (Digital Library Federation)

Best Practices for CONTENTdm and other OAI-PMH compliant repositories: Creating shareable metadata (OCLC)

DPLA Metadata Application Profile (MAP)

DPLA Metadata Quality Guidelines

DPLA Geographic and Temporal Guidelines

DPLA Standardized Rights Statements Implementation Guidelines

Dublin Core Metadata Initiative (DCMI)

Introduction to the DPLA Metadata Model

OAI-PMH

RightsStatements.org

Gregory, Lisa and Stephanie Williams. On Being a Hub: Some Details behind Providing Metadata for the Digital Public Library of America. *D-Lib Magazine*, July/August 2014.

APPENDIX: STANDARDIZED RIGHTS STATEMENTS

Recollection Wisconsin is just beginning to adopt the standardized rights statements developed by DPLA and Europeana, available at RightsStatements.org. In the future, all metadata records provided to DPLA will be required to carry either a standardized rights statement or a Creative Commons license. Local rights information, which is typically more nuanced and detailed, can continue to be provided in a separate field.

The twelve standardized rights statements available at RightsStatements.org are designed to be used by cultural heritage institutions as a simple, universal way to communicate the copyright and re-use status of digital objects to the public. The statements fall into three categories: statements for works that are in copyright, statements for works that are not in copyright and statements for works where the copyright status is unclear. Each rights statement is located at a unique URI.

Local Rights Statement	**Standardized Rights Statement**	**URI**
Copyright 2010, Board of Regents of the University of Wisconsin System. All rights reserved. For more information, contact University of Wisconsin-Milwaukee Libraries.	In Copyright	http://rightsstatements.org/vocab/InC/1.0/
Public domain. For more information, contact the W. J. Niederkorn Library, Port Washington, Wisconsin.	No Copyright – United States	http://rightsstatements.org/vocab/NoC-US/1.0/
Copyright status undetermined. For more information, contact the Langlade County Historical Society, Antigo, Wisconsin.	Copyright Undetermined	http://rightsstatements.org/vocab/UND/1.0/