

Dublin Core Quick Start

Dublin Core Quick Start

AN INTRO GUIDE TO CREATING METADATA

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Introduction

What is this book?

This book is designed as a quick introduction to authoring metadata using basic elements from the Dublin Core Metadata Initiative.

Who is it for?

It is intended for anyone needing an expedient tutorial on how to make a basic metadata record for a digital document. Particularly, this resource is intended for...

- Historical society workers and volunteers.
- Community archivists.
- Students in Library and Information Science.
- Librarians and other information workers who don't work primarily in technical services.

How is it organized?

This book contains...

- A basic introduction to metadata.
- An introduction to a popular metadata standard, Dublin Core.
- How-to guides on filling out each of Dublin Core's basic elements.
- Example metadata records for documents common to local historical societies.

Who made it?

The present draft of this resource was created by Caitlin Matheis, Bailey VandeKamp, and Micah Bateman through resources made available by the Institute of Museum & Library Services, the University of Iowa School of Library and Information Science, and the University of Iowa Libraries' OpenHawks program.

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PART I

METADATA

Chapter Overview

Type your learning objectives here.

- First
- Second

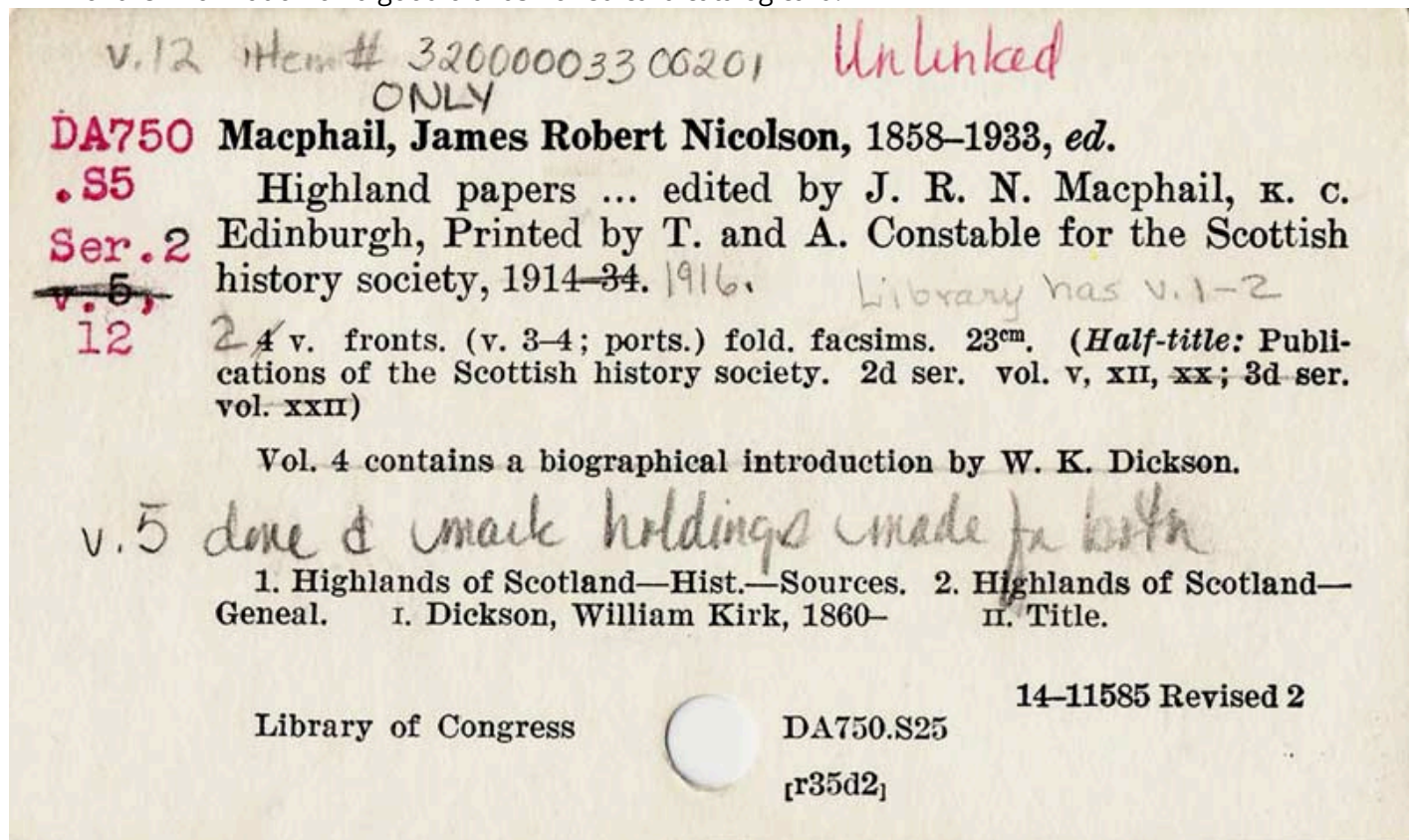
CHAPTER 1

What is Metadata?

What is Metadata and Why is it important?

Metadata, taken literally, means “data about data.” In libraries and archives, metadata is created to record information about a resource—for instance, the year a book was published or a photograph was taken. Metadata provides us with information about a resource, or can help us find resources easier, aiding with finding photographs from a particular event, place, or time, or works by a particular artist. In short, metadata helps users understand an item, and also helps them to find other resources in an archive or library. Therefore, using a standardized system of recording metadata is key to ensuring resources can be found and understood.

Think of the information on a good old fashioned card catalog card.



The card contains data that help users locate, use, and make sense of the book. *This is all metadata.*

Then why do we say “metadata” instead of “cataloging”? Because, roughly, *cataloging* refers to the specific practice, aligned with *Anglo-American Cataloging Rules and Resource Description and Access*, of describing a book,

periodical, or document for inclusion *in a library catalog* using a particular kind of format called a MARC record. But in the 1990s, librarians figured out that MARC records and cataloging weren't really cutting it for the digital documents, objects, and artifacts that were proliferating on the internet. So (again, roughly) we say "cataloging" when we're organizing a book in a MARC record, but we say "metadata" when we're organizing or describing *something else*, typically a digital document.

In the next section, we will go over the Dublin Core, a standardized set of metadata categories that can be used for organizing physical collections or digital content.

Types of Metadata

Descriptive Metadata provides qualitative information about a resource and can provide information on the content and creation of an item. It gives information on

- Examples: title, author, description, subject

Structural Metadata provides information about how an item is organized or constructed

- Examples: Dimensions, materials, medium, file type

Administrative Metadata provides information on how the metadata was created, who has rights to the item (or whether it is in the public domain)

- Examples: Legal rights, holding library or institution

Examples of Metadata in Our Everyday Lives

- Nutrition Facts and Ingredients List on food items (put image into text here)
 - Ingredients lists can be important to know for "users" with allergies and helps them know whether or not they can eat it
- Information about files stored on your computer, such as word documents, photos, or spreadsheets
 - When it was created, when it was last worked on, the location it's stored on your computer, file size, immediate program for viewing or editing the file
- Credits at the end of the movie
 - Production company, set designers, costume designers, casting directors, who played what roles, who chose and made the music in the film, camera men, editors, special effects coordinators, stunt doubles, licensing and copyright information

CHAPTER 2

Why is Metadata Important?

Good metadata helps people to save time while looking for things or information, make sense of the things they find, and explore other like things.

Have you ever made a Works Cited page or Bibliography for a paper? If so, then you've already created metadata, and it's metadata that would help other users of that source locate the exact item from which you quoted. For instance, if I said that metadata are "Structured, encoded data that describe characteristics of information-bearing entities to aid in the identification, discovery, assessment, management, and preservation of the described entities," I would be quoting from a book titled *Metadata*. But which book called *Metadata*? There are multiple. So the book's *title* is only one way to find the thing we want to find, and sometimes not the best way. This is why we add other metadata to our Works Cited entry (in this case I'll use MLA format):

Zeng, Marcia Lei, and Jian Qin. *Metadata*. American Library Association, 2020.

OK, great, now one can feel reasonably assured that the right book can be located to find the quotation above. But it's a big book! That's why we'd add one more piece of metadata...

Zeng, Marcia Lei, and Jian Qin. *Metadata*. American Library Association, 2020, p. 14.

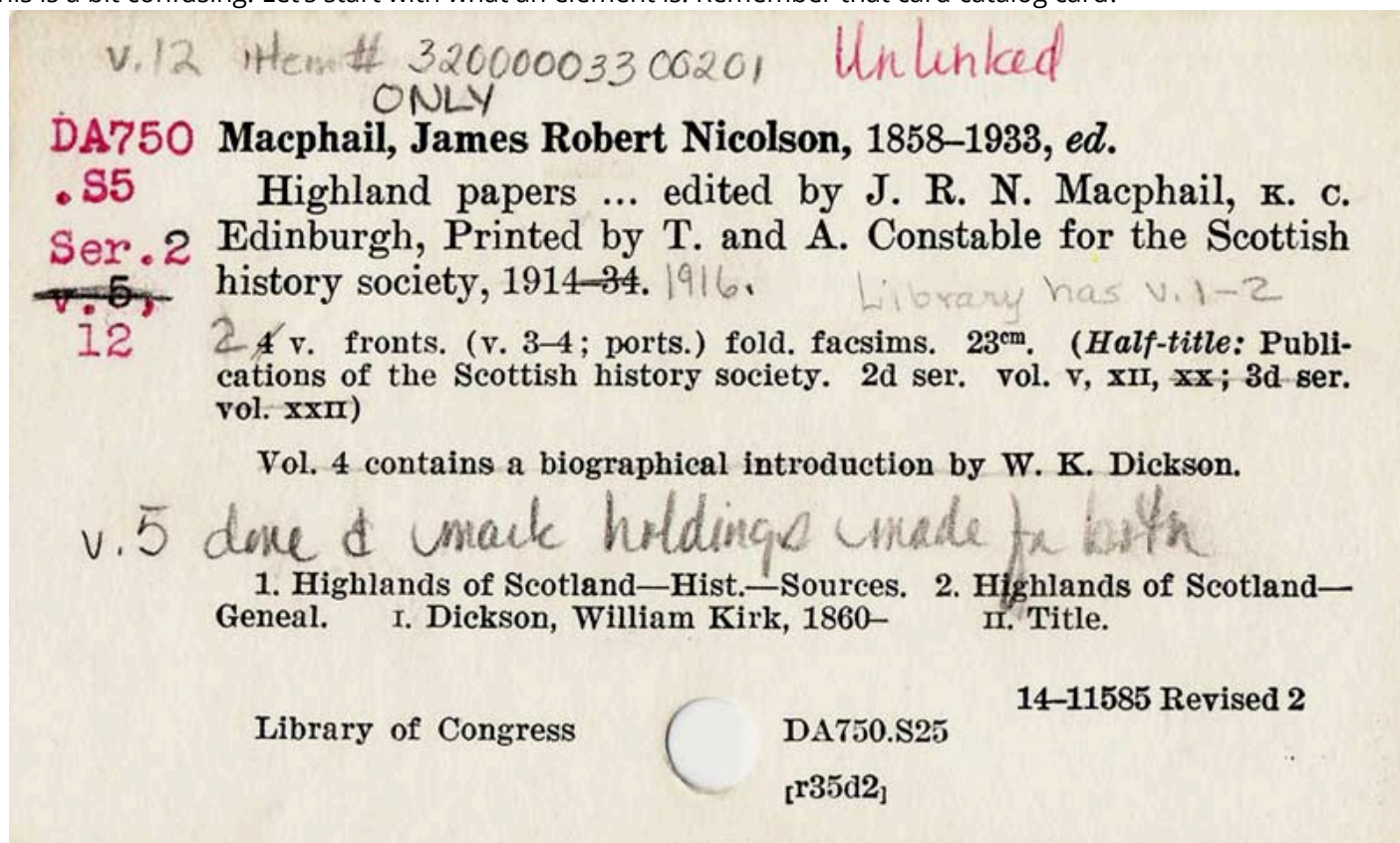
Now any reader can find exactly where I got the quote! Also, they can explore that book for other information that helps make sense of the quote, or they can explore other titles from the American Library Association or by the authors.

CHAPTER 3

Metadata Standardization

OK, so what is a metadata “standard”?

This is a bit confusing. Let’s start with what an element is. Remember that card catalog card?



Each thing on it that determines the description of the book is an *element*. Elements (above) include, for instance, author (Macphail, James Robert Nicolson, 1858-1933), date (1944), and document dimensions (23 cm). In general, such things are called *access points*. Access points are the points of reference by which people find and retrieve documents. Other access points might include the publisher, the series, or a general description. But when access points — the things by which we find, retrieve, and use documents — become formalized, that is when you use the same access points to describe all the documents in a collection, we call them elements.

An *element set*, then, is a list of elements that we use to describe all the documents in a collection. If I wanted to organize my personal music collection, I might create an element set that looks like this:

Artist

Album Title
Label
Year of Release
Length
Format
Track Listings

Roughly, if and when an element set becomes commonly adopted by a community of practice, we call it a *standard*. And if and when a commonly used and agreed upon *standard* becomes machine-readable as an encoded format, we call it a *schema*.

[This LibGuide](#) shows some common general-purpose standards, the most common of which is called Dublin Core, which has a basic element set consisting of Title, Creator, Subject, Description, Publisher, Contributor, Coverage, Date, Type, Format, Rights, Source, Language, Relation, and Identifier. In addition to Dublin Core as a general purpose standard for describing digital documents, there are also discipline-specific standards, such as Darwin Core for life science, or the Text Encoding Initiative (TEI) for describing literary documents in the humanities.

But there are different types of standards, aren't there?

Yes, there are principally four types: *structure*, *content*, *value*, and *exchange*.

Structure: Above, I've talked about structural standards, which generally means the element set or schema.

Content: There are also standards for metadata *content*. That is, once you have a set of elements, you still don't necessarily know how to fill them out. So content standards like [Cataloging Cultural Objects](#) (CCO) or [Describing Archives: A Content Standard](#) (DACS) can help you figure out exactly how to input values for each element.

Value: Value standards refer to the authority files, controlled vocabularies, and controlled formats that can be used to input values into element fields. For instance, if my element is "Author," should I use the Library of Congress Name Authority Files to input "[Whitman, Walt, 1819-1892](#)" rather than simply typing "Walt Whitman"? Should I use Library of Congress Subject Headings, or Dewey Subject Headings, or the Sears List to fill in a "Subject" field? These are examples of using, respectively, authority files and controlled vocabularies as value standards. But you also need to decide on *controlled formats*. In the "Date" field, for instance, should you put "January 1, 1989," or "1989-01-01," or "1 JAN 89"?

Exchange: Finally, there's the standard of exchange. Essentially, what file format do you use so that your metadata records are interoperable with other systems? XML? MARC? HTML? A spreadsheet application? How is your metadata housed, preserved, and transferred? Typically with cataloging records, we use MARC, and with metadata records, we use XML. Don't worry, there are programs that do the encoding for you!

Dublin Core Quick Start Subtitle: An Intro Guide to Creating Metadata">[Previous](#)

CHAPTER 4

Additional Resources

- [“Metadata Basics”](#) guide by Melanie Cofield, University of Texas Libraries
- [“Metadata Basics,”](#) DublinCore
- [The Dublin Core Metadata Initiative](#) (DCMI)
- [“Understanding Metadata: What is Metadata, and What is it For?: A Primer”](#) by Jenn Riley, National Information Standards Organization

PART II

DUBLINCORE

CHAPTER 5

Chapter Overview

Chapter Overview

Questions

- What is Dublin Core and how can it be used to organize information?

Objectives

- Explain Dublin Core's categories and how they can be used to create item metadata
- Understand foundational critical approaches to creating metadata that works for users, recordkeepers, and the item or collection that metadata is being created for and the complexity of creating metadata

CHAPTER 6

What is DublinCore?

Dublin Core is an internationally standardized set of broad metadata categories meant to help organize digital content, though the categories used can also be used to describe physical items and collections. Dublin Core is not discipline-specific and can be used for many genres of texts throughout platforms and systems across the internet. It was created with the goal of making a broad standard for kinds of information stored on the internet that would be usable and adaptable as the internet continued to change at a rapid pace. Recordkeepers have since developed discipline-, genre-, and medium-specific guidelines for creating metadata in Dublin Core, but for our purposes, we will be sticking with the basics. The categories of Dublin Core are meant to serve as a guide to developing metadata for resources and collections that are helpful to users and recordkeepers. The categories are not always applicable to every item, or some items will not have the explicit information needed to fill each of the categories. They are meant to be adaptable; not every category needs to be used for each record that is being created.

The categories that are part of Dublin Core are: contributor, coverage, creator, date, description, format, identifier, language, publisher, relation, rights, subject, title, type, and source. Not all of the categories are required for each item's metadata; rather, some or all can be used depending on the text, what the categories the recordkeepers know or have decided to use, and what the user viewing, using, and/or citing the item might need to know. Your institution may have specific guidelines of what should be provided in a metadata record.

This rest of this section provides information about each of the primary categories of Dublin Core. Each category provides questions that might be considered when trying to fill out metadata for each category. The questions are not an end-all-be-all list; there are likely other questions you'd want to consider based on the item, the collection, the user, the institution, or other factors that contribute to the item you are creating metadata for. As you're learning, it may be helpful to refer back to the three types of metadata listed in the "What is Metadata" section and fill out one "type" of metadata at a time.

CHAPTER 7

Contributor

A person or group responsible for contributing to a resource/text. A contributor has likely been helpful in creating part of a resource or provided support throughout the creation of a resource in a significant way.

Question to Consider When Determining a Contributor

- Who are the individuals and/or organizations who were involved in the creation of the text and to what extent were they involved in the creation of the text?
- How much of the text you are documenting do you think should be creating by a group or individual in order to be considered an author?
- Who is already listed as an author or creator of a text and who might be listed as having another role in the creation of the text?

Contributor Examples

- An editor or editors of a book, digital file, etc.
- An illustrator of a picture book
- A translator of a text
- A person who developed the film of a photograph, but didn't necessarily take the photograph

See Related Dublin Core Terms: *Publisher, Creator*

CHAPTER 8

Coverage

Coverage is the spatial or temporal expanse, application, or boundaries of the item you are creating metadata for.

Questions to Consider When Determining Coverage

- Does the content of the resource cover a time period or take place in a year or time period that is significantly relevant to the content of the resource?
- Does the content of the resource take place in a space or region or is it about a space or region that is significantly relevant to the content of the resource?
- How might indicating coverage be helpful to a potential user for understanding the content of the item and/or collection you are creating metadata for?
- How might indicating coverage help the recordkeepers help organize the item or collection within a larger set of information?

Coverage Examples

- Lincoln, Nebraska
- 1904-1956
- The school year for a yearbook
- The city or town a school is located in, for a yearbook.
- The countries or cities that a map covers

See Related Dublin Core Categories: Date

CHAPTER 9

Creator

The creator is someone responsible for making the text or resource.

Question to Consider When Determining a Creator

- Who is responsible for putting the content of the resource or text together?
- Are you documenting a whole resource or a portion of a text? For example, if you are creating metadata for an entire high school yearbook, you might consider listing the author as the organization responsible for creating it, such as the school's Yearbook Club. But, if you were creating metadata for a note written to the owner of a specific high school yearbook, you might consider listing the author as the writer of the note while noting that the note is part of a larger text.

Creator Examples

- Photographers of a photo
- Writers of a letter
- Federal organizations responsible for creating census records, birth certificates, death certificates, and other government documents meant to identify people

See Related Dublin Core Categories: *Contributor, Publisher*

CHAPTER 10

Date

The date identifies when a resource was originally created. This can be a specific day, a month and a year, a year, or a range of years.

Question to Consider When Determining Date

- What is it that I am creating metadata for? For example, are you creating metadata for a digital file that represents a physical item or are you creating metadata for the physical item?
- Is the year given by the creator or somewhere on the text?
- If there is no date, how do you plan to indicate that? If you suspect that a resource was created at a particular time, do you want to record that date and if so, how do you plan to indicate that the date is given by you or the recordkeeper?
- When might it be useful to record the period of time that a resource was created?

Date Examples

- The day a photo was taken or a letter was written
- The day a digital file was created or published
- The year a high school yearbook is documenting
- The year or day that someone was born

See Related Dublin Core Categories: *Coverage*

CHAPTER 11

Description

A description is a summary of, account of, or introduction to the resource you are creating metadata for.

Questions to Consider When Creating a Description

- How much information will my users need from a description? What is most important for them to know? How much time will they spend reading the description? What is important for them to learn by exploring the resource and what is important to know before they explore a resource or a collection of resources?
- How much detail should I or can I put into a description? How will my description affect my user's interpretation and use of the resource I am creating metadata for?
- How much time do I have to write a description?
- Is there already a description with the resource? Is that description helpful for my users or should I create my own?

Description Examples

- The summary on the back of a book
- The caption underneath a photograph in a newspaper
- A brief summary of an oral history interview

See Related Dublin Core Categories: Subject, Title

CHAPTER 12

Format

The format is the medium, file type, and/or the material form of the resource. Dimensions and file size may also be included here.

Questions to Consider When Determining Format

- What materials were necessary for the creation of this resource? How was it created?
- What does the structure, layout, genre, or composition tell us about the format?
- Is metadata being recorded for a digital object or a physical object and how might that affect the kinds of formats that might be listed in the metadata for the resource?
- Is it necessary or helpful to users to include the dimensions or size of the resource and how might that help indicate what the format of the resource is?

Format Examples

- Sculpture
- JPG (maybe with DPI or pixels)
- Film Photograph

See Related Dublin Core Categories: *Genre, Type*

CHAPTER 13

Identifier

An identifier is a unique string of characters given to a resource that helps identify within a larger set of data or items.

Questions to Consider When Determining Identifier

- Who will be trying to find this item? Who will be trying to find it within the larger dataset?
- Is there a larger group that you are trying to identify a resource within?
- How will the identifier help the recordkeepers and the people creating metadata? How will it be useful to the users?
- Do you want your identifier to represent some kind of information and if so, what kind?

Identifier Examples

- International Standard Book Number (ISBN)
- Digital Object Identifier (DOI)

See Related Dublin Core Categories: *Title*

CHAPTER 14

Language

Language is the language or languages that make up a resource.

Questions to Consider When Determining Language

- What kind of text is this and how is language used?
- What is the primary language that makes up a resource?
- If there is more than one language in a resource, how much do both languages contribute to the overall creation and/or interpretation of the text? Which languages are important for your users to know about before closely examining the resource?

Language Examples

- English
- A Spanish to English dictionary might have both recorded in the metadata

CHAPTER 15

Publisher

A publisher is an entity responsible for making a resource more widely available after it has been created.

Some Questions to Consider When Determining Publisher

- Was this item widely distributed?
- Were copies made after the original creation?
- Who was responsible for making sure users had access to the resource after its creation?
- Is metadata being created for a physical item, a digital item, a physical item that has been digitized?
Could there be more than one possible publisher?

Publisher Examples

- Book publishing companies such as Penguin Random House or Harper Collins
- School yearbook companies responsible for printing, binding, and creating a large number of copies to distribute to students
- Ancestry.com could be considered a publisher for making genealogical information digitally available

See related Dublin Core categories: *Source*

CHAPTER 16

Relation

A resource or resources related to the resource you are creating metadata for.

Questions to Consider When Determining Relation

- How much are the related resources dependent on each other for users to understand and interpret the resource you are creating metadata for?
- Does indicating a related resource in the item's metadata expand the meaning or users' understanding of the resource?
- Is the item you're creating metadata for derived from another resource or is there a resource derived from the item you are creating metadata for?

Relation Examples

- A letter written in reply to another letter
- A movie and the book it was based on
- A chapter of a book and the whole book

See Related Dublin Core Categories: *Source*

CHAPTER 17

Rights

Rights indicates who has the authority to reproduce, display, adapt, perform, or distribute a resource. It can also indicate if an item is in the public domain or not.

Questions to Consider When Determining Rights

- How did the item I am creating metadata for come to the institution in which it is held, and what were the terms on which it was acquired?
- What year was the item created in and how certain am I that it was created in that year? Is the item in the public domain?
- If I know that an item is not in the public domain but I do not know the rights holders, how do I indicate that in the metadata or who can I contact to determine the rights holder? Do I want to include a statement in the metadata that it is the responsibility of the user to find the rights holder if they want to reproduce, display, adapt, perform, or distribute a resource or part of a resource?

Rights Examples

- Copyright information in the front cover of a book
- Anything created under a [Creative Commons](#) license
- Anything preceded by the © symbol usually indicates rights holders

See Related Dublin Core Categories: *Date*

CHAPTER 18

Source

A resource from which the item you are creating metadata for is derived.

Questions to Ask When Determining Source

- Is the resource I am creating metadata for based on another resource? Would the resource I am creating metadata for exist without that other resource?

Source Examples

- If you were creating metadata for a photo originally published in a magazine, the magazine would be the source
- If you were creating metadata for a newspaper article, the source could be the original, whole, newspaper

See Related Dublin Core Categories: *Relation*

CHAPTER 19

Subject

The main topic of a resource.

Questions to Consider When Determining Subject

- What is the main topic of the resource?
- What are the genre + format of the resource and do they indicate anything about the subject of the resource?
- What is the most important thing for my users to know about the content before reading a description?
- Are there determined subject categories within the item's holding institution and how does that inform the format of the subject I put into the metadata?

Subject Examples

- A series of portraits of tennis pros might have the subject "tennis players"
- "F. Scott Fitzgerald" would be the subject for a biography of the author
- In a community archive, your institution may use family names or local events, places, or traditions, in the subject field

See Related Dublin Core Categories: *Description, Title*

CHAPTER 20

Title

A name given to a resource.

Question to Consider When Determining a Title

- Is there an existing title given by the creator(s) and/or the contributor(s)?
- If you are generating metadata for a resource or text digitally, what is it that you are wanting to represent in your metadata; for example, are you trying to represent the digital file, the physical resource (if the digital metadata is representing, or the translation of a physical resource into a digital resource in your metadata? How does your approach affect the title of the source, if it affects it at all?
- If the resource does not have a title, are you going to give it one and how are you going to make sure that readers know that the title is given by you rather than by the creator of the resource? Is there a standard for supplying a title within your organization or within a set of items you are working with or will you have to create one and how will you be able to set a standard format for other supplied dates as you continue to generate metadata?

Title Examples

- *Jane Eyre* is the title of a novel by Jane Austen
- The name of an article in the newspaper

See related Dublin Core categories:

CHAPTER 21

Type

The type is the genre or nature of the resource you are creating metadata for.

Questions to Consider When Determining Type

- What is the relationship between the content and the format? Can that be depicted in the type?
- Is there a more specific kind of medium, genre, or nature that can or should be communicated that is not included in the metadata for format or other metadata categories?

Type Examples

- Fiction
- DVD
- Poster
- Census record

See Related Dublin Core Categories: *Format*

CHAPTER 22

Additional Resources

- [Dublin Core User Guide by the Dublin Core Metadata Initiative](#)
- [Introduction to Dublin Core and History of the Dublin Core Metadata Initiative](#)
- [Dublin Core within Omeka LibGuide](#)
- [Dublin Core Beginners Guide on GitHub](#)

PART III

SAMPLE RECORDS

CHAPTER 23

Introduction

The following sample DublinCore records were created for common item types created in archival, historical, or special collections. They include sample records, graphics, and an explanation of the creation of the record and are meant to serve as written and visual guides rather than as rules. The explanations are contained in the book itself and the graphics are included as attachments and are downloadable and printable. Click on the link at the end of each sample record entry to download and print!

CHAPTER 24

Newspaper

This digital record was created as if we were creating it from a physical copy of a historic newspaper. This is why the **format** was indicated as “print,” but this could vary depending on how you choose to create your record. We completed this record for the clipping “Cookeville Church Notes” in this November 17, 1921 issue of the *Putnam County Herald*.

We chose three **subject** headings that described the clipping from the Library of Congress Subject Headings. Using subject headings already created in a standardized thesaurus and can be used as a form of bibliographic control throughout all items that we might be creating Dublin Core Records for. These three chosen were chosen because one represents the form or genre of the item (Newspaper clippings), one heading represents the primary content of the item (Church attendance), and one that represents the coverage and where the church services are taking place (Tennessee, Middle).

The **description** was derived from skimming the article to understand the main purpose of the article and to help the user get a sense of the kind of information or the nature of the item without examining it in detail or reading the article in full.

The **type** we used here was used to convey the genre or specific format of the item being recorded in the Dublin Core record. “Newspaper article” conveys that the record is for just part of a whole newspaper issue rather than a record for the whole issue itself.

Because it is a newspaper clipping, we used the **source** to convey the issue that the clipping is from and the page number on which it is found.

We did not include a **relation** for this clipping. One example of where we might have included a relation is if the article itself referred to another article in the newspaper, was a follow up article from a previous issue, or had a follow up article in a future issue. If this was the case, we would have put the identifiers for the previous or following article in this element.

We used “Cookeville, Tennessee” as the **coverage** for the coverage for the record because the article specifically announces church services in Cookeville rather than all of Putnam County. If we had been creating a record for an issue, we might have included the coverage as Putnam County, Tennessee despite the main location of the paper being in Cookeville because the articles cover locations throughout Putnam County.

We included the **creator** as anonymous because there was no one specific listed as writing the article. The brackets are intended to indicate that the “Anonymous” was supplied by the record creator rather than included on the item itself.

The editor of the paper was listed as a **contributor** to the article because while the editor likely didn’t write the article itself, they probably looked it over before it was sent for publication.

This item is in the public domain. There may be copyright restrictions on the item and it’s crucial to indicate if there are copyright owners or restrictions in the **rights** section.

The **date** included is the date the issue in which the clipping appears was published.

The **identifier** was created by the people creating the record rather than being searched for in the clipping or in the newspaper in which the clipping was created. When creating this identifier, we imagine that the record was being created in the context of a general collection that include many different genres, formats, and more specifically, different newspaper publications. We chose this identifier to start with “per” to indicate that the item is a periodical, and then “pch” to indicate that the identifier represents something from the *Putnam County Herald* and the following number indicates the unique number assigned to that clipping. Theoretically, this is the first clipping we’ve identified that we are creating a record for from the *Putnam County Herald* and so we gave it the number one. Any clipping in the collection from that specific newspaper would include a different number, counting upwards by one.

The **language** was included as English because the article was written in English.

[Newspaper Record Example \(Graphic Only\)](#)

CHAPTER 25

Letter

Like our previous records, we also created this sample correspondence record as if we were creating a digital record for a letter our collection held in print. Thus, the **format** element is listed as “print.”

Because correspondence typically does not have a formal or given **title**, the brackets help indicate a title assigned by the record creator. In this case, we used the correspondent’s name, indicate who was sending and receiving the letter, and what date the letter was written as the title. Particularly because there are likely to be letters between several of the same people in archival collections, the date in the title helps the letter be more easily identifiable in the collection. And, while it is certainly possible that one person can write multiple letters to the same person in one day, it isn’t too likely. Therefore, adding the date, names, and indicating recipient and writer status can help ensure that you don’t have many records with the same title.

The **description** in the record was created by reading and summarizing the body of the letter. While for this letter we did not include any **subject** headings, there may have been instances where we decided to include a subject heading from a standard authority file like the Library of Congress Subject Headings. For example, Chesnutt frequently corresponded with Washington about legal, political, and historical matters. If there was a bill or historic event that they were discussing we might have included that subject heading, especially if it was a key topic of a series of several letters that a particular letter was a part of.

We included the **type** as “letter” because it indicates a more specific genre of print text.

While we didn’t include anything in the “**relation**” element, but this would be a great place to include the identifiers for a previous or following letter in a chain of letters between the correspondents. This could lead a user or patron not only to find related letters, but to provide more contextual information for the letter that they are initially viewing.

We included Booker T. Washington as the **contributor** because while he didn’t write this letter, he is a correspondent and Chesnutt is likely replying to a letter that Washington sent as part of their ongoing correspondence.

While we left **coverage** blank, this could possibly be a place where you record where the letter was written or sent. If there was a significant geographic region or timeframe discussed in the content of the letter, you could include that in this element as well.

Because this is a letter that was personal correspondence and not recorded as part of an organization, published publicly, and originally intended only for Washington and likely, his secretaries or administrative staff, we did not include anything in the “**publisher**” element for this record.

This letter was written in 1906 and is in the public domain and was listed as such in the “**rights**” element.

The **date** for this letter is the date that Chesnutt wrote the letter, not necessarily the day that it was sent. If you didn’t know the date a letter was written but knew what day it was sent you could include a sent date or an approximate date. Having previous or following letters in a chain of correspondence could be helpful for approximating or estimating the date for a letter. If a date is approximated or estimated it is important for the

user to know that the date was approximated for the record. You might also leave this element blank if there is no date and no context clues for giving a date.

We included an **identifier** as corr.0001 to indicate that the item attached to this identifier is a piece of correspondence and it's the first one we've processed for our hypothetical collection. There could be more sections added to indicate different levels of organization within the identifier. For example, the record for this letter at the *Charles Chesnutt Archive* is ccda.corr00024, where "ccda" indicates the item as part of the *Charles Chesnutt* [Digital] *Archive*, "corr" indicates that the item is a piece of correspondence rather than something like a manuscript or periodical, and "00024" to indicate that it is the 24th piece of correspondence added to the *Archive's* correspondence catalog.

English is the only **language** this letter is written in, so it was indicated as the language for that element.

[Correspondence Dublin Core Record \(Graphic Only\)](#)

CHAPTER 26

Genealogy

This digital record was created as if we were creating it from a physical copy of a historical document. This is why the **format** is indicated as “print,” but this could change depending on how you choose to create your record and/or your source material. We completed this record for Louisa (Louise) May Alcott’s death record, which is listed on this page from Deaths in Boston, from the Massachusetts Town and Vital Records, which we accessed via ancestry.com.

We chose one **subject** heading to describe this death record: the name of the person who is deceased; listed as “Alcott, Louisa May 1832-1888.” This death record is of a famous author; in your community archive, you may create your own system of subject headings for local events, places, families, or public figures.

The **description** was derived from key information provided in the death record: where Louisa May Alcott was from, how old she was when she passed and on what date, and where she was buried.

The **type** for this document is a death record. Other types you may see for genealogical documents may be birth or adoption records, or marriage records. “Death record” also conveys that we are specifically describing the death record of Louisa May Alcott, not the entire page or book of Deaths in Boston. Rather, we will list *Deaths in Boston* as the **source** that the death record was derived from.

We used “Boston, Massachusetts” as the **coverage** for the record because the death record is derived from a source that has cataloged deaths in the city of Boston. The **date** included is the “death date” that is indicated in the death record.

We did not include a **creator** or **contributor** for this item since it is a public record with no creator or contributor indicated.

This item is in the public domain. Many birth, death, and marriage records are considered public record after a certain length of time, but this may vary by your specific state laws—when in doubt, make sure to investigate any copyright restrictions on the item and indicate if there are copyright owners or restrictions in the **rights** section.

The **identifier** was created by the people creating the record, and is not information derived from the item—when we created this identifier, we imagine this record is being created amongst a collection that may include different genres and formats. We chose this identifier to start with “index” to signify _____. We then used “death” to signify that it was a death record, and the following number indicates the unique number assigned to this death record. Since this is the first death record we’ve created a record for, we have it a number of 001. The next record we created for a death record would have a number of 002.

The **language** is listed as English because the death record was written in English.

[Genealogical Dublin Core Sample Record \(Graphic Only\)](#)

CHAPTER 27

Yearbook

We created this record as if we were creating a digital record for a physical printed yearbook, and the **format** indicates that this digital record was created from a printed item.

The **title** element was created with the same title that is on the title page.

While the **subject** terms included in the subject element are not a part of an authority file, we included them because they might be helpful for patrons doing research about the high school or yearbooks in the region.

The **description** was created from the title and copyright pages displayed in the graphic, summarizing some of the key information about the item—including that it is a yearbook, what high school, where the high school is located, the name of the yearbook, and the years that the yearbook contains.

We recorded the **type** element as yearbook to indicate a more specific format and genre of a printed text.

We included two values in the **coverage** element to indicate both the spatial and temporal coverage of the yearbook. The high school is located in Memphis, Tennessee. We chose August 2023 – May 2024 as a more specific coverage because that is the timeframe for the school year.

Currently, many high school yearbooks are created by a staff of student volunteers. Staff can range in size and many people contribute to just some of the pages but now. This is why we decided to indicate collective authorship in the **creator** element. If you felt it was important for your record to list every student contributor, their names tend to be listed somewhere in the book.

However, we decided to include Ashley Smith and Hank Zelly as **contributors** because their names are specifically indicated as editor and advisor positions on the copyright page of the book. Their titles indicate that they played a significant role and likely held more responsibility in the overall production of the book without being the sole creator of the entire book; collective authorship in the creator element also implies their names and contributor allows them to be recognized for their responsibility as editor and advisor.

Though the staff authored the yearbook, there was a separate company responsible for the printing and publishing of a book. The **publisher** was listed as E.S. Printing and Publishing Company and was indicated as such in the publisher element.

The **rights** belong to the school, who likely helped fund the production of the yearbook. The yearbook is also a record for the school as a whole and is more likely to hold the copyright to the book rather than the staff, club, or each of its individual measures, though it is important to look throughout the book for possible rights information.

Because the coverage of the book is the 2023-2024 school year, the **date** that the yearbook was finished being created, was printed, was published, and was distributed is the end of the school year—spring 2024. This date here was meant to indicate completion; it's possible that you might want to include the school year range here as well.

We chose the **identifier** element to be "ybk.iris.iv" to indicate that the item was a yearbook, that it was *The Iris*, and that it was the fourth volume of that particular yearbook.

The **language** for the entirety of the yearbook was English. If there are multiple languages you may want to consider listing more than one language for this element.

[Yearbook Dublin Core Sample Record \(Graphic Only\)](#)

CHAPTER 28

Photograph

While we found this public domain image through the Library of Congress's digital Free to Use and Reuse collections, we filled out the sample Dublin Core record above as if we were creating a record for a physical photograph that we were adding to a hypothetical question. For this reason, we used "print" for the **format** element and "Photograph" for the **type** element. If we had known that the photograph we were creating metadata for was a film photograph, we might have made the Type element say "Photograph (Film)." The format element could also be made more specific and included the dimensions of the photograph.

We chose the **title** "Tennis Talk" because it gives a general overview of what is happening in the photo. The **description** we chose is derived from the title, description, and summary on the Library of Congress's record of the photo and gives a brief overview but also provides details about the photograph that might not be obvious just from looking at the photo. Looking at the back of a printed photo could provide more details if there is text written or printed on the back.

We listed the **coverage** here as New York, in part because the Library of Congress has the location set as New York. In this instance, we chose not to specify further. However, the description says that the photo was taken at Midwood High School; there is a Midwood High School in Brooklyn, New York City, New York. Depending on the item you are creating a metadata record for and the other records created for your collection, you may want or need to include more specific coverage information, such as a city.

Ed Ford was the photographer of the image, and so we listed him as the author. We listed the **publisher** as *World Telegram & The Sun* since the photo was originally taken by Ford while reporting for the paper and they were responsible for publishing, printing, and distributing the original photograph before it became part of the Library of Congress Free to Use and Reuse Collections. We also included the paper as the **source**. However, if you were documenting the photo and it came from somewhere else—say, a book of photographs that were taken for the paper—that might be listed as the source. There would also be the option of leaving this element blank if there wasn't a source or if you had just the photograph and didn't know what paper it came from.

The Library of Congress has a collection of photographs in their Free to Use and Reuse Collection, meaning that the photos in the collection are believed to be in the public domain or believed to not have copyright restrictions or that they've received permission from the copyright owner to be included in the collection. Photos in the collection are likely okay to use as if there were little to no copyright restrictions on them. In this case, because the photo is dated as being taken in 1957 and because as of 2024 most things created in 1928 or earlier is in the public domain, the Library of Congress most likely got permission from the copyright holder to include this photo in this collections. That being said, this is not a common occurrence for items that are still within the time frame designated by copyright. Because we filled out this record as if we were creating a digital record for a print photograph, it was created in 1957, and because it is likely that most of the items that you might create records are going to be in copyright, we included the copyright holder as the *World Telegram & The Sun* in the **rights** element. If you knew that because of the date the item was in copyright but you weren't sure who held the rights, you

could create a blanket statement that says while you aren't sure who holds the copyright, you believe that the item is in copyright and that it is up to the user to research rights information. For example, the University of Iowa's Special Collections and Archives uses variations of the statement: "Copyright restrictions may apply; please consult Special Collections staff for further information." Statements may also indicate that the patron is responsible for researching and knowing rights information about a record or item.

The photo was listed as being taken in December of 1957, which we listed as the **date**. It's possible that if we were creating a photo and were creating a record for the photo as it appeared copied in the newspaper—rather than the original printed image itself—we might use the coordinating article to deduce the date that the photograph was taken or use the publication date for that issue of the newspaper.

We created the **identifier** as "img.0001" to indicate that the format of the item was an image, and the number 1 to indicate the number of images that we might have processed in our hypothetical, larger, collection.

While we did not include a **language** for this specific record, we have included a language or languages if there was metadata about the photograph written on the opposite side of the photograph and/or if there was text contained in the image itself.

[Photograph Dublin Core Record Example \(Graphic Only\)](#)