

IR Metadata Description Guideline

Identifier:

Element Name	<i>Identifier - URI</i>
Definition	An unambiguous reference to the resource within a given context.
DC Element Map	Identifier (dc:identifier)
MARC Map	856 u
CSU Metadata Field	dc.identifier.uri
Syntax Scheme	http://hdl.handle.net/.../ For DSpace ID Qualifier: Identifier for other URI
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- If contributing a digital resource to a collaborative digital collection, consider prefixing the character string with an institutional code to keep our resources distinguishable from those owned by other institutions.
- Syntax for DSpace uri is <http://hdl.handle.net/.../> It's assigned by DSpace, unique and not repeatable.
- Prefer use of identifier for other uri(s). Syntax example is "Qualifier: Identifier".

Element Name	<i>Identifier-Citation</i>
Definition	An unambiguous reference to the resource.
DC Element Map	BibliographicCitation (dcterms:bibliographicCitation)
MARC Map	500 a"Bibliographic citation..."
CSU Metadata Field	dc.identifier.citation
Syntax Scheme	To be decided
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Recommended citation may be generated by DSpace based on metadata values in certain fields.
- Consider provide different versions in popular citation styles, such as APA, MLA, Chicago Manual of Style, etc.

Element Name	<i>Identifier-Part/Issue/Volume</i>
Definition	A part/issue/volume statement of the described resource.
DC Element Map	Identifier (dc:identifier)
MARC Map	Part – 245 n p Volume – 490 v Issue
CSU Metadata Field	dc.identifier.part/issue/volume

Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Describe as what it is on the submitted item.

Element Name	<i>Identifier-Version</i>
Definition	A version statement of the described resource.
DC Element Map	Identifier (dc:identifier)
MARC Map	250 a
CSU Metadata Field	dc.identifier.version
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Usually used in combination with Title.
- Describe as what it is on the submitted item.

Element Name	<i>Identifier-ISSN</i>
Definition	The International Standard Serial Number
DC Element Map	Identifier (dc:identifier)
MARC Map	022 a
CSU Metadata Field	dc.identifier.issn
Syntax Scheme	XXXX-XXXX
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Element Name	<i>Identifier-ISBN</i>
Definition	The International Standard Book Number
DC Element Map	Identifier (dc:identifier)
MARC Map	020 a
CSU Metadata Field	dc.identifier.isbn
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Element Name	<i>Identifier-ISMN</i>
Definition	The International Standard Music Number
DC Element Map	Identifier (dc:identifier)
MARC Map	024 1 st ind=2 a
CSU Metadata Field	dc.identifier.ismn
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Before 2008, 10-digit ISMN is comprised of the letter *M* followed by 8 digits plus a single character check digit.
- Since 2008, 13-digit ISMN has the prefix 979 and a *0* to replace the *M*, then 8 digits plus the final check digit.

Element Name	<i>Identifier-Course Number</i>
Definition	The unique id of the course for which the described resource is used for.
DC Element Map	Identifier (dc:identifier)
MARC Map	
CSU Metadata Field	dc.identifier.coursenumber
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended for course materials
Repeatable	Yes

Best Practices

- Initials of subjects are used as controlled vocabulary.

Element Name	<i>Identifier-Other</i>
Definition	Other unambiguous reference to the resource within a given context.
DC Element Map	Identifier (dc:identifier)
MARC Map	
CSU Metadata Field	dc.identifier.other
Syntax Scheme	Qualifier: identifier
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Add qualifiers to specify the identifier if needed, for example, doi: xxxxxxxxxxxx

Title:

Element Name	Title
Definition	The name by which a resource is formally known.
DC Element Map	Title (dc:title)
MARC Map	245
CSU Metadata Field	dc.title
Syntax Scheme	
Controlled Vocabulary	
Required	Core
Repeatable	Not recommended

Best Practices

- Usually describe the title as what it is on the submitted item.
- Typos won't be corrected in Title. Create a Title-alternative to capture the corrected title if needed.
- Formulate an adequate title if there is no formal title.
- Prefer use of Title-Alternative if the resource has multiple titles.

Element Name	Title-Alternative
Definition	A name or names of a resource used as a substitute or alternative to the formal title.
DC Element Map	Alternative Title (dcterms:alternative)
MARC Map	210 Abbreviated Title 240 Uniform Title 246 Varying Form of Title 247 Former Title
CSU Metadata Field	dc.title.alternative
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Use Title-Alternative for secondary titles, abbreviations, translated titles, etc.

Contributor

Element Name	Contributor
Definition	An entity primarily responsible for making contributions to the resource.
DC Element Map	Contributor (dc:contributor)
MARC Map	100, 110, 111, 700, 710, 711
CSU Metadata Field	dc.contributor
Syntax Scheme	Last Name, First Name. Contributor's Affiliation

Controlled Vocabulary	LCNAF , Local authority
Required	Recommended for Fresno State contributors, optional for other contributors.
Repeatable	Yes

Best Practices

- Contributors can be persons, institutions, conferences, etc.
- Give the name as it appears if in doubt about family name and given name.

Element Name	<i>Contributor-Local</i>
Definition	A Fresno State entity primarily responsible for making contributions to the resource.
DC Element Map	Contributor (dc:contributor)
MARC Map	100, 110, 111, 700, 710, 711
CSU Metadata Field	dc.contributor.local
Syntax Scheme	Last Name, First Name
Controlled Vocabulary	LCNAF , Local authority
Required	Recommended
Repeatable	Yes

Best Practices

- Authors can be persons, institutions, conferences, etc.
- Give the name as it appears if in doubt about family name and given name.

Element Name	<i>Contributor-Author</i>
Definition	An entity primarily responsible for making the resource.
DC Element Map	Contributor (dc:contributor)
MARC Map	100, 110, 111, 700, 710, 711 e=author.
CSU Metadata Field	dc.contributor.author
Syntax Scheme	Last Name, First Name
Controlled Vocabulary	LCNAF , Local authority
Required	Recommended
Repeatable	Yes

Best Practices

- Authors can be persons, institutions, conferences, etc.
- Give the name as it appears if in doubt about family name and given name.

Element Name	<i>Contributor- Presenter/Player/Speaker/Editor/Illustrator/Interviewee/Interviewer/Advisor/CommitteeMember/ Narrator/Photographer/Sponsor/Transcriptionist/etc.</i>
Definition	An entity responsible for making contributions to the resource.

DC Element Map	Contributor (dc:contributor)
MARC Map	700, 710, 711 e≠author.
CSU Metadata Field	dc.contributor.presenter/player/speaker/editor/illustrator/interviewee/interviewer/advisor/committeemember/narrator/photographer/sponsor/transcriptionist/etc.
Syntax Scheme	Last Name, First Name
Controlled Vocabulary	LCNAF, Local authority
Required	Recommended
Repeatable	Yes

Best Practices

- Contributors can be persons, institutions, conferences, etc.
- Give the name as it appears if in doubt about family name and given name.

Element Name	<i>Contributor-Other</i>
Definition	An entity responsible for making contributions to the resource.
DC Element Map	Contributor (dc:contributor)
MARC Map	700, 710, 711 e≠author.
CSU Metadata Field	dc.contributor.other
Syntax Scheme	Last Name, First Name (Qualifier)
Controlled Vocabulary	LCNAF, Local authority
Required	Recommended
Repeatable	Yes

Best Practices

- Other contributors can be persons, institutions and conferences.
- Give the name as it appears if in doubt about family name and given name.
- Use qualifier(s) to specify the contributor if needed.

Element Name	<i>Contributor-Department</i>
Definition	The department for making contributions to the resource.
DC Element Map	Contributor (dc:contributor)
MARC Map	
CSU Metadata Field	dc.contributor.department
Syntax Scheme	California State University, Fresno. College. Department
Controlled Vocabulary	LCNAF, Local authority
Required	Recommended
Repeatable	Yes

Best Practices

- Repeat this field to add more departments.

Publisher:

Element Name	<i>Publisher</i>
Definition	An entity responsible for making the resource available.
DC Element Map	Publisher (dc:publisher)
MARC Map	264 b
CSU Metadata Field	dc.publisher
Syntax Scheme	
Controlled Vocabulary	LCNAF, local authority
Required	Recommended
Repeatable	Yes

Best Practices

- Only used for formally published works.

Issuer:

Element Name	<i>Issuer</i>
Definition	An entity formally issues the resource.
DC Element Map	
MARC Map	
CSU Metadata Field	dc.issuer
Syntax Scheme	
Controlled Vocabulary	LCNAF, local authority
Required	Recommended
Repeatable	Yes

Best Practices

- Use for formally published works.

Date:

Element Name	<i>Date</i>
Definition	A point or period of time associated with an event in the lifecycle of the resource.
DC Element Map	Date (dc:date)
MARC Map	
CSU Metadata Field	dc.date
Syntax Scheme	ISO 8601 [W3CDTF]
Controlled Vocabulary	
Required	Recommended
Repeatable	

Best Practices

- Prefer use of W3CDF profile of ISO8601. Examples:
Year:YYYY (eg 1997)
Year and month:YYYY-MM (eg 1997-07)
Complete date:YYYY-MM-DD (eg 1997-07-16)
- Use the more specific dates listed below.

Element Name	<i>Date-Accessioned</i>
Definition	The date a resource was acquired by DSpace.
DC Element Map	
MARC Map	
CSU Metadata Field	dc.date.accessioned
Syntax Scheme	ISO 8601 [W3CDTF]
Controlled Vocabulary	
Required	
Repeatable	

Best Practices

- Automatically generated by DSpace.

Element Name	<i>Date-Issued</i>
Definition	Date of issuance of the resource.
DC Element Map	Date Issued (dcterms:issued)
MARC Map	008/07-10, 264 c, 542 i
CSU Metadata Field	dc.date.issued
Syntax Scheme	ISO 8601 [W3CDTF]
Controlled Vocabulary	
Required	Recommended
Repeatable	Not preferred

Best Practices

Element Name	<i>Date-Published</i>
Definition	Date of publication of the resource.
DC Element Map	
MARC Map	008/07-10, 264 c, 542 i
CSU Metadata Field	dc.date.published
Syntax Scheme	ISO 8601 [W3CDTF]
Controlled Vocabulary	
Required	Recommended
Repeatable	Not preferred

Best Practices

- Only used for formally published works.

Element Name	<i>Date-Available</i>
Definition	The date a resource became or will become available.
DC Element Map	
MARC Map	
CSU Metadata Field	dc.date.available
Syntax Scheme	ISO 8601 [W3CDTF]
Controlled Vocabulary	
Required	Recommended
Repeatable	Not preferred

Element Name	<i>Date-Valid</i>
Definition	The period through which a resource is valid.
DC Element Map	Date Valid (dcterms:dateValid)
MARC Map	
CSU Metadata Field	dc.date.valid
Syntax Scheme	ISO 8601 [W3CDTF]
Controlled Vocabulary	
Required	Recommended
Repeatable	Not preferred

Best Practices

- Usually used when it's explicitly stated in the item that it will be valid through a certain period, e.g., contracts, legal documents, etc.

Element Name	<i>Date-Copyright</i>
Definition	The date or range of the copyright of the resource.
DC Element Map	Date Copyrighted (dcterms:dateCopyrighted)
MARC Map	264 c, 542 g
CSU Metadata Field	dc.date.copyright
Syntax Scheme	ISO 8601 [W3CDTF]
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Prefer use of year (YYYY).

Element Name	<i>Date-Embargountil</i>
Definition	
DC Element Map	
MARC Map	

CSU Metadata Field	dc.date.embargountil
Syntax Scheme	ISO 8601 [W3CDTF]
Controlled Vocabulary	
Required	Recommended
Repeatable	Not preferred

Best Practices

- Current controlled vocabulary include None/90 days/6 months/1 year/2 years/3 years/4 years/5 years/Forever/Other

Type:

Element Name	Type
Definition	The nature of the resource.
DC Element Map	Type (dc:type)
MARC Map	Leader06,07, 655 if 2=dct
CSU Metadata Field	dc.type
Syntax Scheme	
Controlled Vocabulary	DC Controlled Vocabulary
Required	Recommended
Repeatable	Yes

Best Practices

- Use Type to describe physical or digital manifestation.
- Repeat if a resource is composed of multiple components of different types.

Element Name	Type-genre
Definition	The genre of the resource.
DC Element Map	
MARC Map	
CSU Metadata Field	dc.type.genre
Syntax Scheme	
Controlled Vocabulary	Local controlled vocabulary
Required	Recommended
Repeatable	Yes

Best Practices

- Used to describe stylistic category or function of the content of a resource.
- Repeat if a resource is of multiple genres.
- At least a significant part of the content should be of the genre in order to add the genre to the item.

Format:

Element Name	Format
Definition	The file format of the resource.
DC Element Map	Format (dc:format)
MARC Map	
CSU Metadata Field	dc.format
Syntax Scheme	
Controlled Vocabulary	Internet Assigned Numbers Authority (IANA) Multipurpose Internet Mail Extensions (MIME)
Required	Recommended
Repeatable	Yes

Best Practices

- Use locally for file format only.
- Can be generated by DSpace.
- Prefer use of IANA MIME or local controlled vocabulary if input manually.

Element Name	Format-Medium
Definition	The physical carrier of the resource.
DC Element Map	Medium (dcterms:medium)
MARC Map	340 a c d e
CSU Metadata Field	dc.format.medium
Syntax Scheme	
Controlled Vocabulary	Controlled vocabulary
Required	Recommended
Repeatable	Yes

Best Practices

- Only used when the resource is of physical nature (e.g. a painting, a sculpture, etc.)
- Can't be used with media types.

Element Name	Format-Extent
Definition	The dimensions or durations of the resource.
DC Element Map	Format (dc:format)
MARC Map	300 a c, 533 e, 340 b
CSU Metadata Field	dc.format.extent
Syntax Scheme	numeric value(s) + caption(s)
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Used to describe the size (eg. Bytes, pages, inches, etc.) or duration (e.g. hours, minutes, days, etc.) of a resource.
- Typically the description consists of a numeric value and a caption to specify it.

- May be used to describe pixels of images.

Degree:

Element Name	Degree
Definition	The degree the author is pursuing when the thesis/dissertation is completed.
DC Element Map	
MARC Map	502
CSU Metadata Field	dc.degree
Syntax Scheme	
Controlled Vocabulary	Local controlled vocabulary
Required	Recommended for thesis&dissertations
Repeatable	Not preferred

Language:

Element Name	Language
Definition	A language of the resource.
DC Element Map	Language (dc:language)
MARC Map	041 a, 546 a
CSU Metadata Field	dc.language.iso
Syntax Scheme	
Controlled Vocabulary	ISO
Required	Recommended
Repeatable	Yes

Best Practices

- Repeat the property if the content is in more than one language.
- At least a significant part of the content should be in a certain language in order to add the language code to the item.
- If every language version has its own identifier, they should be treated as single resources and be linked using Relation properties.

Description:

Element Name	Description
Definition	An account of the resource.
DC Element Map	Description (dc:description)
MARC Map	500/504/590
CSU Metadata Field	dc.description
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended

Repeatable	Yes
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Best Practices

- Repeat the property if descriptions in different language exist.
- Provenance information may go to this field with "Provenance: " as qualifier.

Element Name	Description-Abstract
Definition	A summary of the resource.
DC Element Map	Abstract (dcterms:abstract)
MARC Map	520 a if ind 1=# or 3
CSU Metadata Field	dc.description.abstract
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Abstract is usually a free text account.

Element Name	Description-Table Of Contents
Definition	A list of subunits of the resource.
DC Element Map	Table Of Contents (dcterms:tableOfContents)
MARC Map	505 a
CSU Metadata Field	dc.description.tableOfContent
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Format the same as what it is in the submitted item.

Element Name	Description-List of Tables
Definition	A list of tables of the resource.
DC Element Map	
MARC Map	
CSU Metadata Field	dc.description.listoftables
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Format the same as what it is in the submitted item.

Element Name	Description-List of Figures
Definition	A list of figures of the resource.
DC Element Map	
MARC Map	
CSU Metadata Field	dc.description.listoffigures
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Format the same as what it is in the submitted item.

Element Name	Description-Statement Of Responsibility
Definition	Statement of responsibility.
DC Element Map	
MARC Map	
CSU Metadata Field	dc.description.statementofresponsibility
Syntax Scheme	
Controlled Vocabulary	Controlled statement
Required	Recommended
Repeatable	Yes

Coverage:

Element Name	Coverage-Spatial
Definition	Spatial topic of the resource.
DC Element Map	Spatial Coverage (dcterms:spatial)
MARC Map	651 a, 522 a, 650 z, 662, 751, 752 655 if ind2=7& 2=tgn
CSU Metadata Field	dc.coverage.spatial
Syntax Scheme	
Controlled Vocabulary	TGN
Required	Recommended
Repeatable	Yes

Best Practices

- Recommended for use in describing maps, globes, and cartographic resources or when place cannot be adequately expressed using the Subject element.
- Prefer use of standard controlled vocabularies and name authority sources, such as Thesaurus of Geographic Names (TGN).

Element Name	<i>Coverage-Temporal</i>
Definition	Temporal topic of the resource.
DC Element Map	Temporal Coverage (dcterms:temporal)
MARC Map	648 a if ind2=0, 513 b, 045 b 033 a, 650 y
CSU Metadata Field	dc.coverage.temporal
Syntax Scheme	
Controlled Vocabulary	LCSH for named time period
Required	Recommended
Repeatable	Yes

Best Practices

- Use to describe the time period covered or represented by the intellectual content of the resource.
- Usually a date or range of dates, but can be a named time period (e.g., Renaissance). If using a named period, use a controlled vocabulary such as Library of Congress Subjects (LCSH).

Subject:

Element Name	<i>Subject</i>
Definition	The topic of the resource.
DC Element Map	Subject (dc:subject)
MARC Map	
CSU Metadata Field	dc.subject
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Typically, the subject will be represented using keywords, key phrases, or classification codes.
- Repeat if need more than one entry to describe the content.
- Use the more specific fields.

Element Name	<i>Subject-LCC</i>
Definition	The LC classification of the resource.
DC Element Map	Subject (dc:subject)
MARC Map	050
CSU Metadata Field	dc.subject.lcc
Syntax Scheme	
Controlled Vocabulary	LCC
Required	Recommended
Repeatable	Yes

Best Practices

- MARC 090 may be used if no 050 field is available in bulk data entry

Element Name	<i>Subject-LCSH</i>
Definition	The LC subject headings of the resource.
DC Element Map	Subject (dc:subject)
MARC Map	600/610/611/630/650 if ind2=0
CSU Metadata Field	dc.subject.lcsh
Syntax Scheme	
Controlled Vocabulary	LCSH
Required	Recommended
Repeatable	Yes

Best Practices

- Typically, the subject will be represented using keywords or key phrases defined by LCSH.
- Use LCNAF if the subject is a person or organization.

Element Name	<i>Subject-Other</i>
Definition	The topic of the resource.
DC Element Map	Subject (dc:subject)
MARC Map	653
CSU Metadata Field	dc.subject.other
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Prefer use of local controlled vocabulary.

Note:

Element Name	<i>Notes</i>
Definition	A note of the resource.
DC Element Map	
MARC Map	
CSU Metadata Field	dc.note
Syntax Scheme	Qualifier: note.
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Prefer use of qualifier to identify notes.

Relation:

Element Name	Relation
Definition	A related resource.
DC Element Map	Relation (dc:relation)
MARC Map	780, 785, 787, 773, 774, 775, 776, 510, 530, 538
CSU Metadata Field	dc.relation
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- May reference both the Physical Collection and the Digital Collection.
- Prefer use of an identifier (handle) of the relevant resource if points to another DSpace item.
- Include sufficient information in the Relation element to enable users to identify and either locate or link to the related resource if it is not a DSpace resource.
- When applicable, use the more specific sub-elements.
- Repeat the property if there is more than one relation of the same sort.

Element Name	<i>Relation-Has Format</i>
Definition	A related resource that is substantially the same as the pre-existing described resource, but in another or the same format.
DC Element Map	Has Format (dcterms:hasFormat)
MARC Map	776 n o t, 530
CSU Metadata Field	dc.relation.hasformat
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- The described resource is treated as the primary resource.

Element Name	<i>Relation-Is Format Of</i>
Definition	A related pre-existing resource that is substantially the same as the described resource, but in another or the same format.
DC Element Map	Is Format Of (dcterms:isFormatOf)
MARC Map	776 n o t, 530

CSU Metadata Field	dc.relation.isformatof
Syntax Scheme	
Controlled Vocabulary	
Required	
Repeatable	Yes

Best Practices

- The described resource is treated as the secondary resource.

Element Name	<i>Relation-Has Part</i>
Definition	A related resource that is included either physically or logically in the described resource.
DC Element Map	Has Part (dcterms:hasPart)
MARC Map	774 n o t
CSU Metadata Field	dc.relation.haspart
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

Element Name	<i>Relation-Is Part Of</i>
Definition	A related resource in which the described resource is physically or logically included.
DC Element Map	Is Part Of (dcterms:isPartOf)
MARC Map	773 n o t, 760
CSU Metadata Field	dc.relation.ispartof
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

Element Name	<i>Relation-Is Part Of Series</i>
Definition	A related series in which the described resource is included.
DC Element Map	
MARC Map	490, 830, 800, 810, 811
CSU Metadata Field	dc.relation.ispartofseries
Syntax Scheme	

Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Used to state the series which this resource belongs to.

Element Name	<i>Relation-Journal</i>
Definition	A related journal in which the described resource is included.
DC Element Map	
MARC Map	
CSU Metadata Field	dc.relation.journal
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Recommended for published articles.

Element Name	<i>Relation-Has Version</i>
Definition	A related resource that is a version, edition, or adaptation of the described resource.
DC Element Map	Has Version (dcterms:hasVersion)
MARC Map	775 n o t
CSU Metadata Field	dc.relation.hasversion
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Changes in version imply substantive changes in content rather than differences in format.
- If a resource has been revised more than once, all the lower version will be described.

Element Name	<i>Relation-Is Version Of</i>
Definition	A related resource of which the described resource is a version, edition, or adaptation.
DC Element Map	Is Version Of (dcterms:isVersionOf)
MARC Map	775 n o t
CSU Metadata Field	dc.relation.isversionof
Syntax Scheme	

Controlled Vocabulary	
Required	Recommended
Repeatable	Not preferred

Best Practices

- Changes in version imply substantive changes in content rather than differences in format.
- If a resource has been revised more than once, only the newest version will be described here.

Element Name	<i>Relation-References</i>
Definition	A related resource that is referenced, cited, or otherwise pointed to by the described resource.
DC Element Map	References (dcterms:references)
MARC Map	787 n o with i=References
CSU Metadata Field	dc.relation.references
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

Element Name	<i>Relation-Is Referenced By</i>
Definition	A related resource that references, cites, or otherwise points to the described resource.
DC Element Map	Is Referenced By (dcterms:isReferencedBy)
MARC Map	510 a
CSU Metadata Field	dc.relation.isreferencedby
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

Element Name	<i>Relation-Replaces</i>
Definition	A related resource that is supplanted, displaced or superseded by the described resource.
DC Element Map	Replaces (dcterms:replaces)
MARC Map	780 n o t
CSU Metadata Field	dc.relation.replaces

Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

Element Name	<i>Relation-Is Replaced By</i>
Definition	A related resource that supplants, displays or supersedes the described resource.
DC Element Map	Is Replaced By (dcterms:isReplacedBy)
MARC Map	785 n o t
CSU Metadata Field	dc.relation.isreplacedby
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

Element Name	<i>Relation-Requires</i>
Definition	A related resource that is required by the described resource to support its function, delivery, or coherence.
DC Element Map	Requires (dcterms:requires)
MARC Map	538 a
CSU Metadata Field	dc.relation.requires
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- When the resource being described requires the use of software, hardware, or other infrastructures that are external to the resource itself, record that information in this property.
- May link to official website where tool info can be found or software can be downloaded if needed.

Element Name	<i>Relation-Is Required By</i>
Definition	A related resource that requires the described resource to support its function, delivery, or coherence.
DC Element Map	Requires (dcterms:requires)

MARC Map	538 a
CSU Metadata Field	dc.relation.isrequiredby
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

Element Name	<i>Relation-Conforms To</i>
Definition	A related resource that is an established standard, to which the described resource conforms.
DC Element Map	Conforms To (dcterms:conformsTo)
MARC Map	787 n with i=Conforms to
CSU Metadata Field	dc.relation.conformsto
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- May link to official website where the standard can be found if needed.

Element Name	<i>Relation-URI</i>
Definition	The URI of a related resource.
DC Element Map	
MARC Map	787 o
CSU Metadata Field	dc.relation.uri
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Use qualifier if needed.

Rights:

Element Name	<i>Rights-Rights Holder</i>
Definition	A person or organization owning or managing rights over the resource.
DC Element Map	Rights Holder (dcterms:rightsHolder)
MARC Map	542 d

CSU Metadata Field	dc.rights.holder
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

Element Name	<i>Rights-URI</i>
Definition	A URI referencing to formal rights information.
DC Element Map	Rights (dc:rights)
MARC Map	506, 540
CSU Metadata Field	dc.rights.uri
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

Best Practices

- Use qualifier if needed.

References

Dublin Core Metadata Element Set, Version 1.1.

<http://dublincore.org/documents/dces/>

DCMI Metadata Terms

<http://dublincore.org/documents/dcmi-terms/>

DCMI User Guide

http://wiki.dublincore.org/index.php/User_Guide

Dublin Core to MARC Crosswalk

<http://www.loc.gov/marc/dcercross.html>

OCLC Best Practices for CONTENTdm and other OAI-PMH compliant repositories: creating sharable metadata Version 3.1

http://www.oclc.org/gateway/support/best_practices.pdf

CARLI Guidelines for the Creation of Digital Collections: Best Practices for Descriptive Metadata

http://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_video.pdf

DLF Introduction to Best Practices for Shareable Metadata

<http://webservices.itcs.umich.edu/mediawiki/oaibp/index.php/IntroductionMetadataContent>