

## IR Metadata Description Guideline

### Identifier:

Element Name	<i>Identifier - URI</i>
<b>Definition</b>	An unambiguous reference to the resource within a given context.
<b>DC Element Map</b>	Identifier (dc:identifier)
<b>MARC Map</b>	856 u
<b>CSU Metadata Field</b>	<a href="#">dc.identifier.uri</a>
<b>Syntax Scheme</b>	<a href="#">http://hdl.handle.net/.../...</a> For DSpace ID Qualifier: Identifier for other URI
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	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>
<b>Definition</b>	An unambiguous reference to the resource.
<b>DC Element Map</b>	BibliographicCitation (dcterms:bibliographicCitation)
<b>MARC Map</b>	500 a"Bibliographic citation..."
<b>CSU Metadata Field</b>	<a href="#">dc.identifier.citation</a>
<b>Syntax Scheme</b>	To be decided
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	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>
<b>Definition</b>	A part/issue/volume statement of the described resource.
<b>DC Element Map</b>	Identifier (dc:identifier)
<b>MARC Map</b>	Part – 245  n p Volume – 490  v Issue
<b>CSU Metadata Field</b>	<a href="#">dc.identifier.part/issue/volume</a>

<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	Yes

**Best Practices**

- Describe as what it is on the submitted item.

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

**Best Practices**

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

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

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

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

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

**Best Practices**

- Initials of subjects are used as controlled vocabulary.

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

**Best Practices**

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

## Title:

Element Name	<i>Title</i>
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	<i>Title-Alternative</i>
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	<i>Contributor</i>
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

<b>Controlled Vocabulary</b>	LCNAF , Local authority
<b>Required</b>	Recommended for Fresno State contributors, optional for other contributors.
<b>Repeatable</b>	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.

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

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

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

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

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

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

**Best Practices**

- Repeat this field to add more departments.

## Publisher:

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

### Best Practices

- Only used for formally published works.

## Issuer:

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

### Best Practices

- Use for formally published works.

## Date:

Element Name	<i><b>Date</b></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	<a href="#">dc.date</a>
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	<a href="#">dc.date.accessioned</a>
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	<a href="#">dc.date.issued</a>
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	<a href="#">dc.date.published</a>
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>
<b>Definition</b>	The date a resource became or will become available.
<b>DC Element Map</b>	
<b>MARC Map</b>	
<b>CSU Metadata Field</b>	<a href="#">dc.date.available</a>
<b>Syntax Scheme</b>	ISO 8601 [W3CDTF]
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	Not preferred

Element Name	<i>Date-Valid</i>
<b>Definition</b>	The period through which a resource is valid.
<b>DC Element Map</b>	Date Valid (dcterms:dateValid)
<b>MARC Map</b>	
<b>CSU Metadata Field</b>	<a href="#">dc.date.valid</a>
<b>Syntax Scheme</b>	ISO 8601 [W3CDTF]
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	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>
<b>Definition</b>	The date or range of the copyright of the resource.
<b>DC Element Map</b>	Date Copyrighted (dcterms:dateCopyrighted)
<b>MARC Map</b>	264  c, 542  g
<b>CSU Metadata Field</b>	<a href="#">dc.date.copyright</a>
<b>Syntax Scheme</b>	ISO 8601 [W3CDTF]
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	Yes

**Best Practices**

- Prefer use of year (YYYY).

Element Name	<i>Date-Embargo until</i>
<b>Definition</b>	
<b>DC Element Map</b>	
<b>MARC Map</b>	

<b>CSU Metadata Field</b>	<a href="#">dc.date.embargountil</a>
<b>Syntax Scheme</b>	ISO 8601 [W3CDTF]
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	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:**

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

**Best Practices**

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

<b>Element Name</b>	<b>Type-genre</b>
<b>Definition</b>	The genre of the resource.
<b>DC Element Map</b>	
<b>MARC Map</b>	
<b>CSU Metadata Field</b>	<a href="#">dc.type.genre</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	Local controlled vocabulary
<b>Required</b>	Recommended
<b>Repeatable</b>	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	<i>Format</i>
<b>Definition</b>	The file format of the resource.
<b>DC Element Map</b>	Format (dc:format)
<b>MARC Map</b>	
<b>CSU Metadata Field</b>	<a href="#">dc.format</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	Internet Assigned Numbers Authority (IANA) Multipurpose Internet Mail Extensions (MIME)
<b>Required</b>	Recommended
<b>Repeatable</b>	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	<i>Format-Medium</i>
<b>Definition</b>	The physical carrier of the resource.
<b>DC Element Map</b>	Medium (dcterms:medium)
<b>MARC Map</b>	340 a c d e
<b>CSU Metadata Field</b>	<a href="#">dc.format.medium</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	Controlled vocabulary
<b>Required</b>	Recommended
<b>Repeatable</b>	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	<i>Format-Extent</i>
<b>Definition</b>	The dimensions or durations of the resource.
<b>DC Element Map</b>	Format (dc:format)
<b>MARC Map</b>	300 a c, 533 e, 340 b
<b>CSU Metadata Field</b>	<a href="#">dc.format.extent</a>
<b>Syntax Scheme</b>	numeric value(s) + caption(s)
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	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	<a href="#">dc.degree</a>
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	<a href="#">dc.language.iso</a>
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	<a href="#">dc.description</a>
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended

<b>Repeatable</b>	Yes
-------------------	-----

**Best Practices**

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

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

**Best Practices**

- Abstract is usually a free text account.

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

**Best Practices**

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

<b>Element Name</b>	<b><i>Description-List of Tables</i></b>
<b>Definition</b>	A list of tables of the resource.
<b>DC Element Map</b>	
<b>MARC Map</b>	
<b>CSU Metadata Field</b>	<a href="#">dc.description.listoftables</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	Yes

**Best Practices**

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

Element Name	<i>Description-List of Figures</i>
Definition	A list of figures of the resource.
DC Element Map	
MARC Map	
<b>CSU Metadata Field</b>	<a href="#">dc.description.listoffigures</a>
Syntax Scheme	
Controlled Vocabulary	
Required	Recommended
Repeatable	Yes

**Best Practices**

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

Element Name	<i>Description-Statement Of Responsibility</i>
Definition	Statement of responsibility.
DC Element Map	
MARC Map	
<b>CSU Metadata Field</b>	<a href="#">dc.description.statementofresponsibility</a>
Syntax Scheme	
Controlled Vocabulary	Controlled statement
Required	Recommended
Repeatable	Yes

**Coverage:**

Element Name	<i>Coverage-Spatial</i>
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
<b>CSU Metadata Field</b>	<a href="#">dc.coverage.spatial</a>
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).

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

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

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

### Best Practices

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

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

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

### Best Practices

- Prefer use of local controlled vocabulary.

### Note:

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

### Best Practices

- Prefer use of qualifier to identify notes.



## Relation:

Element Name	Relation
<b>Definition</b>	A related resource.
<b>DC Element Map</b>	Relation (dc:relation)
<b>MARC Map</b>	780, 785, 787, 773, 774, 775, 776, 510, 530, 538
<b>CSU Metadata Field</b>	<a href="#">dc.relation</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	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><b>Relation-Has Format</b></i>
<b>Definition</b>	A related resource that is substantially the same as the pre-existing described resource, but in another or the same format.
<b>DC Element Map</b>	Has Format (dcterms:hasFormat)
<b>MARC Map</b>	776 n o t, 530
<b>CSU Metadata Field</b>	<a href="#">dc.relation.hasformat</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	Yes

### Best Practices

- The described resource is treated as the primary resource.

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

<b>CSU Metadata Field</b>	<a href="#">dc.relation.isformatof</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	
<b>Required</b>	
<b>Repeatable</b>	Yes

**Best Practices**

- The described resource is treated as the secondary resource.

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

**Best Practices**

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

**Best Practices**

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

<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	Yes

**Best Practices**

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

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

**Best Practices**

- Recommended for published articles.

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

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

<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	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.

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

**Best Practices**

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

**Best Practices**

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

<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	Yes

**Best Practices**

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

**Best Practices**

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

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

<b>MARC Map</b>	538 a
<b>CSU Metadata Field</b>	<a href="#">dc.relation.isrequiredby</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	Yes

#### Best Practices

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

#### Best Practices

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

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

#### Best Practices

- Use qualifier if needed.

### Rights:

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

<b>CSU Metadata Field</b>	<a href="#">dc.rights.holder</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	Yes

**Best Practices**

<b>Element Name</b>	<b><i>Rights-URI</i></b>
<b>Definition</b>	A URI referencing to formal rights information.
<b>DC Element Map</b>	Rights (dc:rights)
<b>MARC Map</b>	506, 540
<b>CSU Metadata Field</b>	<a href="#">dc.rights.uri</a>
<b>Syntax Scheme</b>	
<b>Controlled Vocabulary</b>	
<b>Required</b>	Recommended
<b>Repeatable</b>	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](http://wiki.dublincore.org/index.php/User_Guide)

**Dublin Core to MARC Crosswalk**

<http://www.loc.gov/marc/dccross.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](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](http://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_video.pdf)

**DLF Introduction to Best Practices for Shareable Metadata**

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