

PRL Guidelines for Descriptive Metadata *(last updated: Nov 27, 2017)*

Introduction

The PRL Guidelines for Descriptive Metadata provide descriptive metadata specifications for PRLA partner institutions with the intent of establishing a common understanding and set of practices across all collections. Following these guidelines will result in consistent metadata that accurately and adequately describes PRL collections, facilitates federated searching, and is readily shareable between institutions.

Since metadata contributors may not have the time or resources to conform to all of the recommendations, these guidelines are structured into two sections:

- Required metadata elements: these elements must be supplied for all digital objects or collections submitted.
- Recommended metadata elements: these elements are not mandatory, but if provided they will greatly increase the discoverability of the resources and provide contextualized information that helps end users evaluate and understand the results of their search.

Recommended Descriptive Standards:

- RDA
- Anglo-American Cataloguing Rules (AACR2)
- Cataloging Cultural Objects (CCO)
- Describing Archives: a Content Standard (DACS)

PRL Dublin Core Metadata Application Profile

1. Functional requirements
2. Metadata Description Set Profile and Usage Guidelines
 - a. Required elements of PRL metadata
 - b. Optional elements of PRL metadata
3. Statement of vocabulary control, metadata encoding

1. Functional requirements

The core functionality of the PRL database is to provide searching and browsing of the PRLA member metadata records. The search results will provide a short and longer metadata record, including a link to the item-level record at each home institution. The table below defines the functionality components.

Based on the functionality defined there are five required fields, out of which two are 'system generated'. The other elements are optional.

Required:

1. Title
2. Creator
3. Date
4. Institution name (system generated)
5. Collection name (system generated)

Optional, but highly recommended*

- Language
- Type

*At this time, there is no functionality in the PRL site tied to these fields, but they are key fields that could be implemented as browse facets if there was widespread use of them.

Thumbnail display

Currently, where the URL for the thumbnail is stored in the DC.identifier field, thumbnails will be downloaded and displayed in PRL.

PRL Website Indexing and Display

PRL: Facets (display)	PRL: Simple Record	PRL: Full Record	Elements	Label *non-required fields display labels provided by members	Definition	Required/Optional
X	X	X	Title	Title	A name given to the resource	Required
X	X	X	creator	Author	An entity primarily responsible for making the resource	Required
		X	subject	Subject	The topic of the resource	Optional
X	X	X	Date	Decade	A point or period of time associated with an event in the lifecycle of the resource	Required
		X	identifier	Identifier	An unambiguous reference to the resource within a given context	Optional
		X	publisher	Publisher	An entity responsible for making the resource available	Optional
		X	contributor	Contributor	An entity responsible for making contributions to the resource	Optional
		X	coverage	Coverage	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.	Optional
		X	description	Description	An account of the resource	Optional
		X	format	Format	The file format, physical medium, or dimensions of the resource	Optional

PRL: Facets (display)	PRL: Simple Record	PRL: Full Record	Elements	Label *non-required fields display labels provided by members	Definition	Required/Optional
		X	language	Language	A language of the resource	Optional
		X	relation	Relation	A related resource	Optional
		X	rights	Rights	information about rights held in and over the resource	Optional
		X	source	Source	A related resource from which the described resource is derived.	Optional
		X	type	Type	The nature or genre of the resource; ie print, image, video	Optional
			NOT DC elements			
X	X	X	collection	Collection		Required (system generated)
X	X	X	Institution	Institution		Required (system generated)

2. Metadata Description Set Profile and Usage Guidelines

Title (Required)

Dublin Core Element: dc.title

Label: Title

DEFINITION:

A word, phrase, character or group of characters that names the resource being described.

GUIDELINES for creating values for the TITLE element

Titles may be **transcribed** or **supplied**. A transcribed title appears on the resource. If there is no title inscribed on the resource, a title may be constructed by the metadata contributor, supplied by the creator or the owning institution, or taken from a reference work or another reliable source. It is not necessary to supply square brackets to signify that a supplied title was not taken from the resource.

Do not include initial definite or indefinite articles in the title. Use standard capitalization.

EXAMPLES

- * Déjeuner sur l'Herbe [example of supplied title]
- * Bacot family papers [supplied]
- * Sonatas for violin and piano [transcribed]
- * Australian aboriginal painting about AIDS [supplied]
- * 1965 cityscape of Los Angeles looking northwest toward Santa Monica Mountains [supplied]

Creator (Required if known)

The **CREATOR** element is **required** (if known), while the CONTRIBUTOR element is recommended.

Dublin Core Element: dc.creator

Label: Creator

DEFINITION:

CREATOR: The entity or entities primarily responsible for making the content of the resource (i.e. author, photographer, artist, etc). Person or entity responsible for creating intellectual content of resource such as a person, organization or service

Prefer form of name as verified in the [Library of Congress Name Authority File \(LCNAF\)](#). If name is not listed there, give name in the following format: Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen.

For further help in formatting names not found in LCNAF, consult a cataloging resource such as the *Anglo-American Cataloguing Rules (AACR2)*, *Resource Description and Access (RDA)*, or *Describing Archives: A Content Standard (DAC5)*.

Date (Required)

Dublin Core Element: Date

Label: Date

DEFINITION:

A point or period of time associated with an event in the life cycle of the resource (e.g., creation, publication, printing, restoration, etc.).

GUIDELINES for creating values for the DATE element

Date information can be derived from the resource itself, or any reliable source, such as documentation related to the resource, etc. Where exact dates are unknown, metadata contributors should provide a range of possible dates for the resource, such as the decade or century in which it was created or published. Use the Description element to describe uncertainty when necessary.

When multiple types of dates are associated with a resource and not all of them are practical to record, the priority should be the type(s) that are most important to users. For example, the date a building was built is probably more important than the date it was photographed or the date the photo was digitized.

Metadata contributors should provide dates to an appropriate level of specificity for the resource. If an exact date or time for the resource is known, it should be provided.

Standards and Guidelines

- [W3C: Date and time formats](#)

Institution/Repository (Required - System Generated)

DEFINITION:

The name of the repository where the resource is currently located.

GUIDELINES for creating values for the INSTITUTION/REPOSITORY element

Prefer taking the name from a standard naming authority file, such as the Library of Congress Name Authority File (LCNAF). If a name does not appear in an authority file, establish it according to a content standard such as Anglo-American Cataloguing Rules (AACR2), Cataloging Cultural Objects (CCO), or Describing Archives: a Content Standard (DACS).

When establishing the name, indicate the code for the source from which the name was taken (LCNAF, etc.). If the name does not appear in an authority file, the source code should be "local".

EXAMPLES

* Charles E. Young Research Library. Department of Special Collections [from LCNAF]

* Vorderasiatisches Museum (Berlin, Germany) [from LCNAF]

Other Standards and Guidelines

- Anglo-American Cataloguing Rules (AACR2)
- Cataloging Cultural Objects (CCO)
- Describing Archives: a Content Standard (DACS)

Language (Optional, but highly recommended)

Dublin Core Element: dc.language

Label: Language

DEFINITION:

A designation of the language in which the content of the resource is expressed, or which is primary to understanding the resource. (Note: Not the language of the metadata record itself.)

GUIDELINES for creating values for the LANGUAGE element

Use the ISO 639-3 code for the language of the resource (see below).

If non-textual, code as 'zxx' (no linguistic content). If language cannot be determined, code as 'und' (a language that cannot be determined).

EXAMPLES

* ara [Arabic]

* eng [English]

* jpn [Japanese]

Other Standards and Guidelines

[Codes for the representation of names of languages \(ISO 639-3\)](#)

Type (Optional, but highly recommended)

Dublin Core Element: dc.type

Label: Type

DEFINITION:

The nature or genre of the content of the resource.

To describe the file format, physical medium, or dimensions of the resource, use the Format element.

GUIDELINES for creating values for the TYPE element

Must have at least one type field containing appropriate type(s) from [DCMI Type vocabulary](#). <http://dublincore.org/documents/dcmi-type-vocabulary/>

DCMI Type Vocabulary [Collection](#) , [Dataset](#) , [Event](#) , [Image](#) , [InteractiveResource](#) , [MovingImage](#) , [PhysicalObject](#) , [Service](#) , [Software](#) , [Sound](#) , [StillImage](#) , [Text](#)

Optional Fields

Subject (Optional)

Dublin Core Element: dc.subject

Label:Subject

Any of the topics or themes of a work, stated explicitly in the resource or its title or implicitly in its content. Subjects can be persons or organizations, other resources, places, or topics.

A. Persons / organizations

DEFINITION:

Significant names (personal, corporate, family, meeting) that are the subject of, or that are represented in, on or by the resource.

GUIDELINES for creating values for the SUBJECT element

Prefer taking the name from a standard naming authority file, such as VIAF, or other sources such as the Library of Congress Name Authority File (LCNAF) or Union List of Artists' Names (ULAN). If a name does not appear in an authority file, establish it according to a content standard such as Anglo-American Cataloguing Rules (AACR2), Cataloging Cultural Objects (CCO), or Describing Archives: a Content Standard (DACS).

When establishing the name, indicate the code for the source from which the name was taken (LCNAF, ULAN, etc.). If the name does not appear in an authority file, the source code should be "local."

EXAMPLES

- * Antoniani, Pietro [artist, from ULAN]
- * Antoniani, Pietro, | d ca. 1740-1805 [artist, from LCNAF]
- * Institute without Boundaries [corporate name, from LCNAF]

B. Titles

DEFINITION:

Significant titles of other resources (e.g. works, expressions of those works, individual items, etc.) that are the subject of, or that are represented in, on or by the resource.

GUIDELINES for creating values for the SUBJECT element

The form of the title should be taken from a standard naming authority file, such as the Library of Congress Name Authority File, which contains uniform titles (LCNAF). If the title does not appear in an authority file, establish the title according to a content standard such as AACR2, CCO, or DACS.

EXAMPLES

- * Bible. O.T. Psalms [uniform title, from LCNAF]
- * Maha bha rata [uniform title, from LCNAF]

C. Place

DEFINITION:

Significant names of geographic locations that are the subject of, or that are represented in, on or by the resource.

GUIDELINES for creating values for the SUBJECT element

The form of the place name should be taken from a standard naming authority file, for IDEP we recommend Thesaurus of Geographic Names (TGN). If the name does not appear in an authority file, establish the name according to a content standard such as AACR2 or CCO.

D. Topic

DEFINITION:

A description or interpretation of the topics, activities, events, ideas or objects that are the subject of, or that are represented in, on or by the resource. In the case of images, use the Subject element to capture both what the resource is about (concept), and what it is of (descriptive), as applicable.

GUIDELINES for creating values for the SUBJECT element

The form of the subject term should be taken from a standard subject thesaurus, such as LCSH, MeSH, AAT or TGM.

EXAMPLES

- * Fruit crate labels [descriptive topic, from TGM]
- * Depression (Mental state) [concept topic, from TGM]
- * Regional planning [concept topic, from LCSH]
- * antimacassars [descriptive topic, from AAT]

Other Standards and Guidelines

- Cataloging Cultural Objects (CCO)
- Subject Cataloging Manual: Subject Headings (5th Edition)

Coverage (Optional)

Dublin Core Element: dc.contributor

Label: Coverage

DEFINITION:

The extent or scope of the content of the resource. Coverage will typically include spatial location (a place name or geographic co-ordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). Recommended best practice is to select a value from a controlled vocabulary (for example, the Thesaurus of Geographic Names [Getty Thesaurus of Geographic Names, <http://www.getty.edu/research/tools/vocabulary/tgn/>]). Where appropriate, named places or time periods should be used in preference to numeric identifiers such as sets of co-ordinates or date ranges.

Whether this element is used for spatial or temporal information, care should be taken to provide consistent information that can be interpreted by human users, particularly in order to provide interoperability in situations where sophisticated geographic or time-specific searching

is not supported. For most simple applications, place names or coverage dates might be most useful. For more complex applications, consideration should be given to using an encoding scheme that supports appropriate specification of information, such as [DCMI Period](#), [DCMI Box](#) or [DCMI Point](#).

Examples:

Coverage="1995-1996"

Coverage="Boston, MA"

Coverage="17th century"

Coverage="Upstate New York"

Contributor (Optional)

Dublin Core Element: dc.contributor

Label: Contributor

DEFINITION:

CONTRIBUTOR: Those responsible for making contributions to the intellectual or artistic content, or the physical production and dissemination, of the resource (i.e. publisher, translator, editor, distributor, etc.).

If CREATOR is unknown, metadata contributors are strongly encouraged to make use of the CONTRIBUTOR element.

It is preferred to take the creator or contributor's name from a standard naming authority file. For IDEP collections, the preferred authority is the Virtual International Authority File (VIAF). If the name is not found in VIAF, other authority files, such as the Library of Congress Name Authority File (LCNAF), Union List of Artists' Names (ULAN), or another national authority can be used.

Filename & Identifiers (Optional)

Dublin Core Element: dc.Identifier

Label: Filename/Identifiers

Filename (Required)

The filename of the object (ex. arce_0001.tiff) is recorded in the "**Filename**" field. For file naming best practices, see the "[File Naming & Organization Guide](#)."

Identifier

An **Identifier** is a universal identifier such as ISBN, ISSN, DOI, or an OCLC number.

Local ID (Optional)

A **Local ID** is any identifier assigned locally. This can be a shelf-mark, item or catalog number, or in some cases the filename without the extension (ex. arce_0001).

Physical Description (Optional)

Dublin Core Element: dc.format

Label: Physical Description

DEFINITION:

The physical medium, extent, or dimensions of the resource. This element is known in some metadata schemas as “format.”

GUIDELINES for creating values for the PHYSICAL DESCRIPTION element

The Physical Description element may be used to record information about the resource: extent, dimensions, and medium.

EXAMPLES

- * PhysicalDescription.extent: 1 postcard
- * PhysicalDescription.extent: 95 min. [film]
- * PhysicalDescription.dimensions: 161.5 cm. (circumference, sphere) [globe]
- * PhysicalDescription.medium: pen and ink on paper

Other Standards and Guidelines

- Anglo-American Cataloguing Rules (AACR2)
- Cataloging Cultural Objects (CCO)
- Describing Archives: a Content Standard (DACS)
- National Institute of Standards and Technology General Tables of Units of Measurement

Rights (Optional)

Dublin Core Element: dc.right

Label: Rights

DEFINITION:

Information about the creation and/or publication of a resource that is related to the intellectual property rights associated with the object.

GUIDELINES for creating values for the RIGHTS element

- copyrighted – the material is under copyright
- public domain – material is in the public domain (more specific public domain values follow)
- public domain - US federal government
- public domain - dedicated (means the rights holder dedicated the item to the public domain)
- public domain - expired (for something that has expired from copyright)
- unknown – if the copyright status of an item is unknown

Description (Optional)

Dublin Core Element: dc.description

Label: Description

DEFINITION:

An account of the content of the resource, and other descriptive information about the resource. Description may include information such as an abstract, table of contents, or a free-text account of the content.

GUIDELINES for creating values for the DESCRIPTION element

Other Standards and Guidelines

- Anglo-American Cataloguing Rules (AACR2)
- Cataloging Cultural Objects (CCO)
- Describing Archives: a Content Standard (DACS)

3. Vocabulary control issues

Recommended lists of controlled vocabularies for use in PRL metadata to describe the following elements:

- spatial or temporal topic of the resource,
 - Thesaurus of Geographic Names (TGN)
- linguistic details,
 - ISO 639-3
- subject aspects,
 - LCSH
 - MeSH
 - AAT
 - TGM.
- culturally specific aspects
- type and format

DCMI Type Vocabulary

- Names, personal names and institution names
 1. Library of Congress Name Authority File (LCNAF)
 2. Union List of Artists' Names (ULAN)
 3. Virtual International Authority File (VIAF)

Encoding

Encoding control vocabularies in a text string using the DCSV syntax.

Examples

LCSH=History; library; MeSh=School library

Dublin Core Vocabulary Encoding Schemes

<http://dublincore.org/documents/dcmi-terms/#H4>

Name Authorities:

- [Virtual International Authority File](#) (VIAF)
- [Library of Congress Name Authority File](#) (LCNAF)

- [Union List of Artists' Names \(ULAN\)](#)

Languages, dates, types:

- [Codes for the representation of names of languages \(ISO 639-3\)](#)
- [W3C: Date and time formats](#)
- DCMI Type vocabulary - <http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/>