Dublin Core Elements

Element Name: Title

Label: Title
Definition: A name given to the resource
Comment: A name by which the resource is formally known
Guidelines: Repeat the element for title variants
                Use a title from the image if there is one
                Use AACR2 guidelines
                Avoid simple generic terms such as "Papers" or "Photograph"
                Exclude initial articles unless they are an essential part of the title
                Capitalize the first letter of the first word of the title and proper names
Example: Tahoma High School basketball team
                Cantril School, Castle Rock, Colorado

Element Name: Creator

Label: Creator
Definition: An entity primarily responsible for making/creating the content of the
                resource
Comment: Examples include artists, photographers, the person who wrote the letter
Guidelines: List multiple creators separated by semi-colons (;)
                List Creators in the order they appear on the item
                Use the Library of Congress Name Authority File
                http://authorities.loc.gov/ whenever possible
                List personal names as last name, first name with birth and/or death dates
                if available
                When in doubt, do not invert; give the name as it appears
                Enter group or organization names in full, direct form; in the case of
                hierarchy, list parts from the largest to smallest, separated by periods (.)
                In cases of lesser responsibility, use Contributor
Example: Adams, Ansel, 1902-
                University of Colorado, Boulder. Dept. of Geography.

Element Name: Subject

Label:	Subject
Definition:	A topic of the <u>content</u> of the resource
Comment:	Typically, Subject will be expressed as keywords, key phrases, or classification codes that describe a topic of the resource.
Guidelines:	Use Library of Congress Subject Headings; add keywords if necessary
	List multiple subject terms separated by semi-colons (;)
	List Subjects in order of importance
	Choose significant and unique words from the title or description of the item; general topical words are less useful
	If the name is a person or organization, use the same form of the name as for the Creator element
	Don't repeat the name if it is the same as the Creator
	If geographic terms are needed, add them here
Example:	Silk industry – Massachusetts – Northampton; Northampton (Mass.)
	Footwear industry – Massachusetts – Sturbridge; Sturbridge (Mass.)

Element Name: Description

Label:	Description
Definition:	An account of the <u>content</u> of the resource
Comment:	Description of the content of the item, not the item itself
	Examples include an abstract, table of contents, or a free-text summary
Guidelines:	Limit to a few brief, significant sentences
Example:	A woman and a child in a horse-drawn buggy, identified on back as Mrs. Merrick and Charlotte, on Garden of the Gods Road, by White House Ranch.

Element Name: Publisher

Label:	Publisher
Definition:	An entity responsible for making the resource available
Comment:	For digital objects, Publisher is the entity that created the digital resource; C/W MARS is doing the scanning and hosting the data, therefore, C/W MARS is the Publisher
Example:	C/W MARS

Element Name: Contributor
Label: Contributor
Definition: An entity responsible for making contributions to the content of the resource
Comment: For persons or organizations with less responsibility for the creation of the content than the Creator; an assistant, transcriber, illustrator, etc.
Guidelines: Follow guidelines for Creator as to form (last name, first name; multiple names separated by semi-colons, etc.)
                Not the person or organization who donated the original item
Example: Rockwell, Norman, 1894-1978

Element Name: Date
Label: Date
Definition: Date of an event in the lifecycle of the resource
Comment: The date of the original item; approximate if not known
Guidelines: Use YYYY-MM-DD (per ISO8601)
                Follow date with a question mark (1897?) if date is approximate
                If the date cannot be determined beyond a broad range (e.g. 1800-1850), include that information in Description.
Example: Year: 1897
                Year and month: 1897-07
                Year, month, day   1897-07-16

Element Name: Type
Label: Type
Definition: The nature or genre of the content of the resource (not format)
Comment: The two Types currently used in Digital Treasures are "image" and "text"
Guidelines: If the item is an image with significant text, list both separated by a semi-colon (;)
Example: Image; Text

Element Name: Format
Label: Format
Definition: The physical or digital manifestation of the resource
Comment: The format element may be used to determine the software or equipment
Guidelines: The two formats currently used in Digital Treasures are "image/jpg" and "text/html"
Example: image/jpg
                text/html

Element Name: Identifier
Label: Resource Identifier
Definition: An unambiguous reference to the resource within a given context
Comment: Identify the resource by means of a string or number conforming to a
                formal identification system (URI, ISBN)
                Local identifiers such as ID numbers, accession numbers or call numbers
                may also be used
Guidelines: Use for the accession number or call number
Example: LH6295

Element Name: Source
Label: Source
Definition: A reference to a resource from which the present resource is derived
Comment: Consider the Relation element first; use the Source element for
                information that does not fit easily into Relation
                Reference the Source using URI, ISBN, call number or accession number
Guidelines: Source is used when describing the chapter of book; one letter of a
                collection
                Source is also used for the publisher of the original item or for describing
                the original item
Example: Image from page 54 of the 1922 edition of Romeo and Juliet.
                Hand-colored postcard; 4" x 5 ½"

Element Name: Language
Label: Language
Definition: The language of the intellectual content of the resource
Comment: The language(s) in which a text is written or the spoken language(s) of an
                audio or video resource. Visual images do not usually have a language
                unless there is significant text in a caption or in the image itself.
Guidelines: Use 2 digit language code (per ISO 639) qualified by country
                Most items in Digital Treasures are English or left blank
Example: en-US

Element Name: Relation

Label: Relation
Definition: A reference to a related resource
Comment: Expresses the relationship between the present resource and a related
                resource
                If the item is part of a larger collection, the larger collection is named here
Example: Is part of Jack and Charmian London correspondence and papers,
                1984-1953. Utah State University Special Collections & Archives, MSS
                COLL 10

Element Name: Coverage

Label: Coverage
Definition: The extent or scope of the <u>content</u> of the resource
Comment: Typically, Coverage will include spatial location (a place name or
                geographic coordinated), temporal period (a period label, date, or date
                range) or jurisdiction (such as a named administrative entity).
                Select a value from a controlled vocabulary such as the *Getty Thesaurus
                of Geographical Names*
Guidelines: If a book published in 1920 is a history of the American Civil War,
                Coverage is 1860-1865
                Use Coverage for maps
Example: 394916N0771325W [Latitude/Longitude for Gettysburg National Military
                Park]

Element Name: Rights

Label: Rights Management
Definition: Information about rights held in and over the resource
Comment: If Rights element is absent, no assumptions can be made about the status
                of these and other rights with respect to the resource
Guidelines: All items created prior to 1923 are not subject to copyright laws
                Leave this area blank if there is no specific Rights Management statement