



# SMU Content-DM Guide

## Framework for Building a Collection

The “SMU ContentDM Guide: Framework for Building a Collection” provides suggested field names and guidelines for creating, cataloging, and archiving new digital collections in ContentDM using customized and Dublin Core fields. The guide includes each field’s name; Dublin Core mapping; status regarding whether it is mandatory, public and/or searchable; description; style guide; and generic MARC mapping.

**Cindy Boeke, Norwick Center for Digital Services, [cboeke@smu.edu](mailto:cboeke@smu.edu)  
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## SMU ContentDM Guide: Framework for Building a Collection

The “SMU ContentDM Guide: Framework for Building a Collection” provides suggested field names and guidelines for creating, cataloging, and archiving new digital collections in ContentDM using Dublin Core fields. The guide includes each field's name; Dublin Core mapping; status regarding whether it is mandatory, public and/or searchable; description; style guide; and generic MARC mapping.

The fields and guidelines are designed so that digital collections can be built by catalogers of all levels. At the same time, the framework is extensible: Field names can be changed and custom fields can be added as needed, based on the requirements for each collection, previous metadata that has been created, and the level of cataloging that is desired. In addition, the Visual Resources Association's VRA 3.0 cataloging schema can also be used.

It is important to view the metadata in its final format as exported Dublin Core XML (or any other export format). This necessitates changes in punctuation and grammar that make the metadata more understandable, especially if more than one field is mapped to the same Dublin Core field (currently ContentDM does not export fields as repeatable fields but puts all fields mapped to a Dublin Core field into a single field). This explains the style for many of the fields below, such as repeating field name information within the metadata, e.g. the field Digitization Process includes metadata that says “Digitization process:....”

Each collection is unique. Norwick Center for Digital Services is available to work with each collection's developer(s) to create the best model for presenting the items and metadata digitally.

Contact nCDS

Rob Walker, Manager, nCDS: 8-4317; robertw@smu.edu

Cindy Boeke, Digital Resources Developer, nCDS: 8-4361; cboeke@smu.edu

## File Naming

NCDS will work with each collection developer to adopt existing file-naming schema, or to develop a new file-naming schema for collections that have not already been digitized.

For new digital collections, we recommend a descriptive file-naming scheme for ContentDM collections.

Each collection is given a three letter name, e.g. DYN.

A master folder is created to house the digital archive of all related material in the collection.

Each item is given an accession number. The item's name is the combination of the three letter name and the accession number, e.g. DYN01. This information is referred to as the "item number." A folder, e.g. DYN01, is created for each item.

The number of zeroes before the 1 depends on the number of items that will go in a collection. (This is due to the fact that a computer normally sorts 1, 2, 3, 21, 30 as follows: 1, 2, 21, 3, 30 - because the computer reads the numbers as characters from left to right - putting them in order - regardless of the length (or number) of the characters. ) For example, if you have:

1- 99 items - then use 01, 02, 03, 10, 20, 99

1- 999 items - then use 001, 002, 003, 010, 020, 099, 100, 999

1- 9999 items - then use 0001, 0002, 0003, 0010, 0020, 0099, 0100, 0999, 9999

The item number is followed by an underscore and one or several descriptive words or date to identify the item, e.g.

DYN01\_June1917. The descriptive naming is created in conjunction with the collection developers, catalogers and/or stakeholders.

Different versions of the item are given a further name or number to differentiate them, e.g. DYN101\_June1917\_01.tif, to designate the first page of a scan.

### SMU ContentDM Cataloging Fields (Table)

M= Mandatory      S=Searchable (suggested, not mandatory)      P= Public (suggested, not mandatory)

Field Name	DC MAP	M	S	P	Examples
<b>Descriptive Metadata</b>					
Title	Title	y	y	y	HAL's legacy: 2001's computer as dream and reality
Keywords	Subject	y	y	y	play; comedy; Shakespeare; Elizabethan England; 16 <sup>th</sup> century
Description	Description	y	y	y	The movie shows sister kinetochore pairs oscillating at metaphase between the two spindle poles as their respective kinetochore fibers lengthen and shorten....
Creator(s)	Creator	y	y	y	Shakespeare, William
Contributor(s)	Contributor	n	y	y	Fraser, Russell A. (editor)
Digital Collection Categories	Subject	y	y	y	(Controlled Vocabulary) fine art; students; Dallas; SMU; American West
Digital Collection	RelationIsPartOf	y	y	n	(Controlled Vocabulary) JCPenney Dynamo Newsletters
Part of	RelationIsPartOf	n	n	y	(Controlled Vocabulary) JCPenney Archives
Unit	Publisher	n	y	y	(Controlled Vocabulary) SMU Archives.
Library/Office	Publisher	y	y	y	(Controlled Vocabulary) DeGolyer Library
Original Publisher	Publisher	n	n	y	Originally published by: Fort Burgwin Research Center
Digital Publisher (or Publisher)	Publisher	y	y	y	(Controlled Vocabulary) Central University Libraries, Southern Methodist University
Coverage	Coverage	n	n	y	Dallas, Texas
Original Date	Date	y	y	y	Original created in: 1865
Original Format	Source	y	n	y	Original resource provided as: 16 mm film
<b>Technical Metadata</b>					
Link To	Relation	n	n	y	Access the full-length version of the video (38 minutes, 80 MB, quicktime): <a href="http://digitallibrary.smu.edu/fulllength.mov">http://digitallibrary.smu.edu/fulllength.mov</a>
Type	Type	y	y	y	(Controlled Vocabulary) Image
Digitization	Date	y	n	y	Digitized: 2008-06-24

Date					
Digital Format	Format	y	n	y	Digital format: 540 x 360; 10.69 Mb; TRT 00:01:37.50; Quicktime .mov file; jp2, uploaded as .tif
Digitization Process	Format	n	n	y	Digitization process: received as 16 mm film; transferred to DV format using telecine; web file compressed in Quicktime Pro using AAC Stereo and h.264 (768 kbs), saved as MPEG-4
<b>Administrative Metadata</b>					
Item Number	None	n	y	y	ODS232
Original File Name	Relation-HasFormatOf	n	n	y	00000001.tif
Upload File Name	Identifier	y	n	y	JGT03_TowerVietnamLogo.mov
ARCHIVE Server	None	y	n	n	ARCHIVE server:
PROJECT Server	None	y	n	n	PROJECT server:
Upload File Path	None	y	n	y	ARCHIVE\ContentDM\Fondren\VAS_VideoArchiveSeries
Masters and Derivatives File Path	None	y	n	n	PROJECT\DigitalCollections\Fondren\VAS_VideoArchiveSeries
Project Files	None	y	n	n	PROJECT\ContentDM\DeGolyer\BIM_BestImages
Rights	Rights	y	n	y	The files in this collection are protected by copyright law. No commercial reproduction or distribution of these files is permitted without the written permission of Southern Methodist University, Central University Libraries. These files may be freely used for educational purposes, provided they are not altered in any way, and Southern Methodist University is cited. A high-quality version of these files may be obtained for a fee by contacting <a href="mailto:ncds@smu.edu">ncds@smu.edu</a> .

## SMU ContentDM Cataloging: General Guidelines

Avoid using special characters. ContentDM often cannot display them correctly.

The fields below can be used in part or in total.

The punctuation guidelines are flexible. It is a good idea to export the metadata as Standard Dublin Core. Sometimes several custom fields will be mapped to a single Dublin Core field and will appear confusing. You may need to add punctuation or opening words such as "Digitization process;" etc.

Mandatory fields must be used.

Field names can be changed.

New fields can be added.

The order of the fields can be changed.

NCDS will go over all the fields you will use and need to create for your collection.

NCDS will go over the technical metadata with you.

NCDS will work with you to develop a unique file-naming scheme and digital archive for your collection.

Style guidelines are always under development. Dublin Core cataloging does not provide the strict style framework described by AACR2. Please contact nCDS to help develop consistent style and to give us your suggestions.

Always aim for using consistent style throughout the collection. You will need to refine the style guidelines for cataloging your collection.

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## Descriptive Metadata

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### Title

**Dublin Core Element:** Title

**Mandatory:** Yes

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 245

**Description:**

Name given to the resource by the creator or publisher or cataloging agency. Titles may be created by the cataloger.

**Style:**

Capitalize only the first letter of the first word of the title or of any proper names contained within the title.

Exclude initial articles from title if the title is being used to sort the items alphabetically.

Transcribe titles and subtitles from the source using the same punctuation that appears on the source.

Acronyms remain all cap, with no periods between letters.

Note: When creating a title remember that often the items will be viewed in alphabetical order, so use a term the user might think of to begin the title, e.g. Brooklyn Bridge: view from across the river; rather than View of Brooklyn Bridge from across the river.

**Examples:**

Great Gatsby

HAL's legacy: 2001's computer as dream and reality  
Symphony no. 3, A major, opus 56  
Arapahoe County map  
Flannery O'Connor papers

---

## **Keywords**

**Dublin Core Element: Subject**

**Mandatory:** Yes

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 653

**Description:**

Keywords and phrases that describe the object.

**Style:**

Recommended: Thesaurus of Graphic Materials; always use plural forms of words; separate each keyword or phrase with a semi-colon and space.

Only capitalize proper nouns.

**Examples:**

plays; comedies; Shakespeare; Elizabethan England; 16<sup>th</sup> century

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## **Description**

**Dublin Core Element: Description**

**Mandatory:** Yes

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 520

**Description:**

Describe the contents using free text.

**Style:**

TBD

Reminder: Do not use special characters. ContentDM cannot render them correctly.

**Examples:**

During meiosis, as depicted in this movie, a type of cell division in eukaryotes specific to sexual reproduction, a diploid precursor cell (a cell containing two sets of homologous chromosomes and hence two copies of each gene) divides twice with a single round of DNA replication, resulting in four daughter cells each of which has half the number of chromosomes of the precursor....

---

**Creator**

**Dublin Core Element:** Creator

**Mandatory:** Yes

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 720

**Description:**

A person or entity primarily responsible for creating the intellectual content of the resource. Examples of creators include authors of written documents, artists, photographers, collectors of natural specimens or artifacts, organizations that generate archival collections, etc.

**Style:**

Enter personal names in inverted form: *Last name, First name, Middle name or initial.*

The function of a creator may be included in parentheses after the name. For example: "Rockwell, Norman (illustrator)."

Separate multiple entities by a semi-colon.

**Examples**

Shakespeare, William  
Tower, John Goodwin  
Fawcett, Reginald S.

---

**Contributor(s)**

**Dublin Core Element: Contributor**

**Mandatory:** No

**Public:** Yes

**Searchable:** No

**MARC Field map:** 720

**Description:**

The person(s) or organization(s) who made significant intellectual contributions to the resource but whose contribution is *secondary* to any person(s) or organization(s) already specified in a **Creator** element. Examples: editor, transcriber, illustrator, etc.

**Style:**

Enter personal names in inverted form: *Last name, First name, Middle name or initial.*

The function of a contributor may be included in parentheses after the name.

Separate multiple entities and/or names by a semi-colon.

**Examples:**

Fraser, Russell A. (editor)

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## **Digital Collection Categories**

### **Dublin Core Element: Subject**

**Mandatory:** Yes

**Public:** Yes or No

**Searchable:** Yes

**MARC Field map:** 653

### **Description:**

General categories that describe the collection of a whole, allowing custom queries to collate items of a similar nature.

This may be a hidden field (most collections are set to search only within the collection, so users cannot reach other collections via these linked terms; however, this field is used to generate custom queries allowing virtual metacollection links to be made, e.g. all World War II items.)

### **Style:**

Use the shared controlled vocabulary for the SMU Categories field in ContentDM. Select the categories that pertain the collection or add new ones to the list.

**Examples:**

fine art; Dallas; SMU; students; research

---

**Digital Collection****Dublin Core Element: RelationIsPartOf****Mandatory:** Yes**Public:** Yes**Searchable:** No**MARC Field map:** 590**Description:**

The name of the digital collection.

**Style:**

Use the shared controlled vocabulary for the Digital Collection field in ContentDM. Select the name of the digital collection or add it to the list.

This name matches exactly the name of the digital collection.

Use the term "Digital collection:" before the name of the collection (this is part of the controlled vocabulary term).

**Examples:**

JCPenney Dynamo Newsletters

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## **Part of**

**Dublin Core Element: RelationIsPartOf**

**Mandatory:** No

**Public:** Yes

**Searchable:** No

**MARC Field map:** 590

### **Description:**

The collection to which an item belongs.

### **Style:**

When the item is part of a group, use the name in the MARC record for the accession's title, album, etc.; delete the type designator, e.g. [graphic]; if the item is not part of a group, use one of the default groups, e.e. Photographs, Manuscripts, Imprints.

### **Examples:**

Dian Malouf photographs

Donald Janak collection of western photographs

Edward A. Flint collection of scenery and railroads in Peru and Bolivia

Edward S. Curtis Indian collection

En Divina Luz

Gardner's photographic sketch book of the war

---

## **Library/Office**

**Dublin Core Element: Publisher**

**Mandatory:** Yes

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 590

**Description:**

The library or office to which an item belongs. If it is an office, use the field name Office.

**Style:**

Use the shared controlled vocabulary for the SMU Library field in ContentDM. Select the collection or add it to the list.

**Examples:**

DeGolyer Library  
Office of the Provost

---

**Original Publisher**

**Dublin Core Element:** Publisher

**Mandatory:** No

**Public:** Yes

**Searchable:** No

**MARC Field map:** 260

**Description:**

An entity or entities who are responsible for originally publishing the material.

**Style:**

Type the name of the organization that is responsible for originally publishing the material.

In the case of a hierarchy, list the parts from the largest to the smallest, separated by commas.

Separate multiple entities by a semi-colon.

Add "Originally published by:"

**Examples:**

Originally published by: Fort Burgwin Research Center

---

**Publisher****Dublin Core Element: Publisher**

**Mandatory:** Yes

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 260

**Description:**

An entity or entities who are responsible for rights management and the digital publication of the collection.

**Style:**

Type the name of the organization that is responsible for originally publishing the material.

In the case of a hierarchy, list the parts from the smallest to the largest, separated by commas.

Separate multiple entities by a semi-colon.

### **Examples**

Central University Libraries, Southern Methodist University

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## **Coverage (or Place)**

### **Dublin Core Element: Coverage**

**Mandatory:** No

**Public:** Yes

**Searchable:** No

**MARC Field map:** 500

### **Description:**

Coverage may be used to denote the spatial characteristics of the intellectual content of the resource (i.e., place names, longitude and latitude, celestial sector, etc.)

Place is used to indicate geographic names of places

### **Style:**

Spell out, separate by commas, go from smaller to larger geographic areas, use country when city name is not widely recognized)

### **Examples:**

Cananea, Mexico

---

## Original Date

**Dublin Core Element: Date**  
**Dublin Core Qualifier: Created**

**Mandatory:** Yes

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 260

### **Description:**

Creation date for the *original* resource from which the digital object was derived or created.

### **Style:**

Optional: include the word “Original created on” or “Original created in” before each date.

If possible, follow the YYYY-MM-DD format to allow enhance date searching in CONTENTdm.

For a range of dates, separate them with a space, hyphen, space, as in “1910 - 1920.”

Follow dates with a question mark (“1997?”) to show a date is approximate, or use ca. for a circa date.

Examples:

Original created on: 1957-11-31

Original created in:1956?

Original created in: 1840 – 1845

1925

ca. 1890s

---

## Original Format

**Dublin Core Element: Source**

**Mandatory:** Yes

**Public:** Yes

**Searchable:** No

**MARC Field map:** 786

**Description:**

Describe the original resource from which the digitized resource has been derived.

**Style:**

Optional: Use "Original resource provided as:"

Use free text, but use the same term, e.g. gelatin silver print, throughout the collection. Use lower case.

Use standard abbreviations and style that are common in the field of study.

Use lower case, except for proper nouns.

**Examples:**

Original resource provided as: 16 mm film

Original resource provided as: 1/2-inch VHS

Original resource provided as: ceramic sculpture

Original resource provided as: printed newsletter

---

## Technical Metadata

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### Link To

**Dublin Core Element:** Relation

**Mandatory:** No

**Public:** Yes

**Searchable:** No

**MARC Field map:** 787

**Description:**

This field will generally be renamed based on the need, e.g. Link to Full-Length Video

**Style:** Free text.

**Examples:**

Access the full-length version of the video (38 minutes, 80 MB, quicktime) : <http://digitallibrary.smu.edu/fulllength.mov>

---

### Type (or Digital Resource Type)

**Dublin Core Element:** Type

**Mandatory:** Yes

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 856

**Description:**

This is a list of terms that allows users to find similar types of resources by clicking on the hyperlinked term.

Terms can be added. Always coordinate with nCDS before adding a term.

**Style:**

Our core set of terms is below

**Examples:**

image, video, audio, text

---

**Digitization Date**

**Dublin Core Element:** Date

**Mandatory:** Yes

**Public:** Yes

**Searchable:** No

**MARC Field map:** 260

**Description:**

Date of creation or availability, i.e. publication date, of the digital resource that is made accessible in the digital collection, i.e., the web access version.

**Style:**

Include the words "Digitized:" before the date.

Follow the YYYY-MM-DD format.

If the full date is unknown, use month and year (YYYY-MM) or just year (YYYY).

For a range of dates, separate them with a space, hyphen, space, as in "1910 - 1920."

Follow dates with a question mark ("1997?") to show a date is approximate or a circa date.

**Examples:**

Digitized: 2008

---

**Digital Format**

**Dublin Core Element: Format**

**Mandatory:** No

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 856

**Description:**

Give the file's basic characteristics, such as file size, dimensions, duration, etc. of the digital file that has been uploaded into ContentDM.

**Style:**

Use free text but be consistent with terms throughout records in a collection.

**Examples:**

---

Digital format: 540 x 360; 10.69 Mb; TRT 00:01:37.50; Quicktime .mov file

---

## **Digitization Process**

**Dublin Core Element: Format**

**Mandatory:** No

**Public:** Yes

**Searchable:** No

**MARC Field map:** 856

**Description:**

Record technical information about the hardware, software, and processes used to create the archival and web access file. For small changes between archival and web display files, use the Related Files field described below.

**Style:**

Start with the phrase "Digitization Process:"

Use free text but be consistent with terms throughout records in a collection.

**Examples:**

Digitization process: Received as 16 mm film; transferred to DV format using telecine; web file compressed in Quicktime Pro using AAC Stereo and h.264 (768 kbs), saved as MPEG-4

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## **Administrative Metadata**

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## **Item Number**

**Dublin Core Element:** None

**Mandatory:** No

**Public:** Yes

**Searchable:** Yes

**MARC Field map:** 856

### **Description:**

An identifier based on the file name, e.g. TBN01 for TBN01.tif

**Notes:** This field is not mandatory and will possibly be retired.

### **Examples:**

TBN01

ODS232

SIT001\_PotCreek1980

---

## **Original File Name**

**Dublin Core Element:** Relation-HasFormatOf

**Mandatory:** No

**Public:** Yes

**Searchable:** No

**MARC Field map:**

**Description:**

File name of original file, i.e. not the derivative that has been uploaded into CONTENTdm.

**Style:** Transcribe the file name and three digit file extension.

**Examples:**

00000001.tif

---

**Upload File Name**

**Dublin Core Element: Identifier**

**Mandatory:** Yes

**Public:** Yes

**Searchable:** No

**MARC Field map:** 856

**Description:**

Each item is assigned a file name based on the item number and a descriptive naming scheme developed for each collection.

**Style:** The file begins with three letters, underscore, number, underscore, followed by the descriptive naming scheme. Different versions of the item are appended as such, e.g. if the item has a logo.

**Examples:**

An example of a descriptive naming scheme is the author's last name and first word of the title of the object.

JGT03\_TowerVietnamLogo.mov

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## **ARCHIVE Server**

**Dublin Core Element: None (Do not map this field)**

**Mandatory:** Yes

**Public:** No

**Searchable:** No

**MARC Field map:**

**Description:**

The file path to the digital archive server containing the master and derivative files.

**Style:** Copy the server name.

Start with the term: "ARCHIVE server:"

**Examples:**

ARCHIVE server:

---

## **PROJECT Server**

**Dublin Core Element: None (do not map this field)**

**Mandatory:** Yes

**Public:** No

**Searchable:** No

**MARC Field map:**

**Description:**

The file path to the digital archive server containing the master and derivative files.

**Style:** Copy the server information for all project documents.

Start with the term: "PROJECT server:"

**Examples:**

PROJECT server:

---

## **Upload File Path**

**Dublin Core Element:** None (Do not map this field)

**Mandatory:** Yes

**Public:** No

**Searchable:** No

**MARC Field map:** 856

**Description:**

The file path on the ARCHIVE server to the folder that contains the derivatives that were uploaded into the digital collection.

**Style:** Copy the file path.

Start with ARCHIVE\ Do not use the actual server, since the server may change. Global changes can be made to the server name in the ARCHIVE Server field.

**Examples:**

ARCHIVE\ContentDM\DeGolyer\BIM\_BestImages\Upload

---

## **Masters and Derivatives File Path**

**Dublin Core Element:** None (Do not map this field)

**Mandatory:** Yes

**Public:** No

**Searchable:** No

**MARC Field map:**

### **Description:**

The file path on the ARCHIVE server to the folder that contains all types of masters and derivatives that were uploaded into the digital collection.

**Style:** Copy the file path.

Start with ARCHIVE\ Do not use the actual server, i.e. since the server may change. Global changes can be made to the server name in the ARCHIVE Server field.

### **Examples:**

ARCHIVE\ContentDM\DeGolyer\BIM\_BestImages\  

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## **Project File Path**

**Dublin Core Element:** None (Do not map this field)

**Mandatory:** Yes

**Public:** No

**Searchable:** No

**MARC Field map:****Description:**

The file path on the PROJECT server to the folder that contains all types of project documents, including copyright information, that relate to the digital collection.

**Style:** Copy the file path.

Start with PROJECT\ Do not use the actual server, i.e. since the server may change. Global changes can be made to the server name in the PROJECT Server field.

**Examples:**

PROJECT\DigitalCollections\DeGolyer\BIM\_CampusMemories

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**Rights****Dublin Core Element: Rights Management**

**Mandatory:** Yes

**Public:** Yes

**Searchable:** No

**MARC Field map:** 540

**Description:**

A rights management statement contains information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images, etc..

**Style:**

Use Statement 1 for items in the public domain; use Statement 2 for items for which SMU clearly holds the copyright; or use alternative wording based on the needs of rights holders outside of SMU; use Statement 3 for orphan works. If we do not have the right to publish the item, make only the metadata available to the public.)

### **Statement 1**

Please cite Southern Methodist University, Central University Libraries, DeGolyer Library when using this image file. A high-quality version of this file may be obtained for a fee by contacting [degolyer@smu.edu](mailto:degolyer@smu.edu).

### **Statement 2**

This image is protected by copyright law. No commercial reproduction or distribution of this image is permitted without the written permission of Southern Methodist University, Central University Libraries. This image may be used for educational purposes, provided it is not altered in any way, and Southern Methodist University, Central University Libraries, DeGolyer Library is cited. A high-quality version of this file may be obtained for a fee by contacting [degolyer@smu.edu](mailto:degolyer@smu.edu).

## Background Resources

For background information on the Dublin Core, see “Using Dublin Core” from the Dublin Core Metadata Initiative (<http://dublincore.org/documents/2001/04/12/usageguide/>)

Some descriptions of elements are obtained from the Dublin Core Metadata Initiative’s “The Core Elements” (<http://dublincore.org/documents/2001/04/12/usageguide/sectb.shtml>) and CDP Metadata Working Group’s Dublin Core Metadata Best Practices (September 2006; <http://www.bcr.org/cdp/best/dublin-core-bp.pdf>)

Some of the style guidelines are taken from the CDP Metadata Working Group’s Dublin Core Metadata Best Practices (September 2006; <http://www.bcr.org/cdp/best/dublin-core-bp.pdf>) and/or OHSU Digital Resources Library Data Type Dictionary (Version 28 February 2008; redacted June 19, 2008; proprietary info removed for sharing purposes). Copy sent to Cindy Boeke by email from Friday Valenti ([valentif@ohsu.edu](mailto:valentif@ohsu.edu)).

Another recommended resource for Dublin Core cataloging guidelines is the OSU Knowledge Bank Metadata Application Profile (<http://library.osu.edu/sites/techservices/KBAppProfile.php>).

Dublin Core-MARC mapping is derived from the Library of Congress’ Dublin Core-MARC crosswalk (<http://www.loc.gov/marc/marc2dc.html#unqualifiedlist>) and the University of Nevada at Reno’s “Crosswork for Digital Project Metadata Tags” ([http://contentdm.library.unr.edu/digitalprojects/metadata\\_crosswalk.html](http://contentdm.library.unr.edu/digitalprojects/metadata_crosswalk.html)).

The Visual Resources Association’s VRA 3.0 cataloging schema is described, and examples are provided, at: <http://www.vraweb.org/resources/datastandards/vracore3/categories.html>

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