

Version	Creators	Date	Changes
1.0	Francesca Livermore Rebecca McCollum Leith Johnson	2016-02-01	First release
1.1	Francesca Livermore Rebecca McCollum	2016-04-06	Revised to remove references to the CTDA MAP and standardize MODS mapping

This profile is intended to aid creation of metadata records that will be published through the Digital Lab. It is abstracted from particular repository or presentation layer and includes metadata elements that should be universal and applicable to all types of resources regardless of where they are to be stored and presented. The type of resource and the place where it is stored/displayed may result in the opportunity to describe it in additional ways. This profile includes the basic fields for description of a resource and should not block staff from adding additional information as applicable. The profile builds upon an earlier release of metadata guidelines for Dublin Core fields that was built into an SC&A digitization workflow documentation.

Wherever possible, the Digital Lab builds metadata records based upon existing description in the library catalog and within finding aids. In these cases, lab staff transform data from one encoded form to another, EAD to MODS for example. This work is performed automatically as much as possible and manually when necessary. When there is no pre-existing description or in cases where the resource needs additional description to provide adequate access, this profile provides guidelines for staff performing the work.

### BEST PRACTICES FOR ALL FIELDS

In any cases where there is more than one term for an element, put each term in it's own instance of the element field.

Example:     Topic: Gamelan Music  
              Topic: Libraries

Use no punctuation at the end of a field

Example:     Title: Letter from John Cage to the Village Voice

**REQUIRED FIELDS** must be included in the record. There are seven required fields.

- Title
- Format
- Digital Origin
- Identifier
- Held By
- Rights

- Type

**MANDATORY FIELDS** must be included if the requested information is available. There are three mandatory fields.

- Creator
- Date
- Genre
- Source

**OPTIONAL FIELDS** may be included as applicable. There are five optional fields.

- Contributor
- Description
- Extent (physical description)
- Subject
- Language

## GLOSSARY

**Resource:** the original physical or digital object

**Element:** a category of information about the resource, equivalent to a column header in a spreadsheet

**Attribute:** may be assigned to elements to describe qualities for that category of information

**Field:** an instance of an element in a metadata record

## USING CONTROLLED VOCABULARIES

Use the Library of Congress Linked Data Service to search across the Library of Congress Name Authority File as well as Library of Congress Subject Headings and the Thesaurus of Graphic Materials. The Linked Data Service provides the authorized form for the name or topic as well as a value identifier and a URI identifier. You will need to provide at least the value identifier in the metadata record, but a URI identifier is preferred.

## ABBREVIATIONS

LCLDS (<http://id.loc.gov/>) - Library of Congress Linked Data Service

AAT (<http://vocab.getty.edu/aat/>) - Art & Architecture Thesaurus

CTDA (<http://ctdigitalarchive.org/>) - Connecticut Digital Archive

IANA (<http://www.iana.org/>) - Internet Assigned Numbers Authority

LCGFT (<http://id.loc.gov/authorities/genreForms.html>) - Library of Congress Genre/Form Terms

LCNAF (<http://id.loc.gov/authorities/names.html> ) – Library of Congress Name Authority File  
 LCSH (<http://id.loc.gov/authorities/subjects.html> ) – Library of Congress Subject Headings  
 RDA (<http://www.rda-rsc.org/> ) – Resource Description and Access  
 TGM (<http://id.loc.gov/vocabulary/graphicMaterials.html> ) – Thesaurus for Graphic Materials  
 TGN (<http://vocab.getty.edu/tgn/> ) – Thesaurus of Geographic Names

## HOW TO READ THE TABLES

Element Name	The unique name given to the element
<b>Label</b>	The public display name for the element. If there is more than one, each will be listed here.
<b>Definition</b>	A local definition or the definition from the DC or MODS element set
<b>Status</b>	If the element is <b>Required, Mandatory, or Optional</b>
<b>Repeatable</b>	<b>Yes</b> if the element can be used more than once in a single record. <b>No</b> if not.
<b>Embedded</b>	<b>Yes</b> if the element is embedded. <b>No</b> if not.
<b>How to Use</b>	Guidelines for what to enter in the field and how to enter it.
<b>Attributes</b>	Attributes provide more granularity for certain elements and are listed with any notes about how to use them. They are also included in the MODS mapping field when they are mandatory.
<b>Vocabularies</b>	Controlled vocabularies or format conventions used to structure the data in the field.
<b>DC mapping</b>	The Dublin Core element to map to for harvesting purposes.
<b>MARC mapping</b>	The MARC fields to which this element is normally mapped.
<b>MODS mapping</b>	The MODS element to map to for harvesting purposes.

**RECOMMENDED MODS ATTRIBUTES** these attributes are applicable to many MODS fields.

@type – for subject headings, identify the type of value being recorded (topic, name, place)

@authority – for all terms from controlled vocabularies, identify the vocabulary by name

@valueURI – for all terms from controlled vocabularies supply a linked data identifier for the value being recorded

## THE ELEMENT TABLES (in alphabetical order)

Element Name	contributor
<b>Label</b>	Contributor
<b>Definition</b>	An entity associated with the creation of the resource
<b>Status</b>	Optional
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	<p>Use for people or entities that aided in the creation of the intellectual content of the resource, for example, illustrators or editors.</p> <p>Prefer the form of the name found in the LCLDS. If no name is found there use the format defined by RDA (see project manager for assistance).</p> <p>Use the roleTerm field to identify the role the contributor played in producing the resource. Preferred format is to enter the role spelled out and not just the code (illustrator NOT ill).</p>
<b>Attributes</b>	<p>type="(personal OR corporate OR conference OR family)"</p> <p>* type="personal" is used in the MODS mapping example below</p> <p>authority</p> <p>valueURI</p>
<b>Vocabularies</b>	LCNAF or LCLDS (names), LCLDS (MARC relator terms)
<b>DC mapping</b>	dcterms:contributor
<b>MARC mapping</b>	700, 710, 711, 720
<b>MODS mapping</b>	<pre>&lt;mods:name type="personal" authority="FAST" valueURI=""&gt;   &lt;mods:namePart&gt;&lt;/mods:namePart&gt;   &lt;mods:role&gt;     &lt;mods:roleTerm type="text" authority="marcrelator"&gt;&lt;/mods:roleTerm&gt;   &lt;/mods:role&gt; &lt;/mods:name&gt;</pre>

Element Name	creator
<b>Label</b>	Creator
<b>Definition</b>	An entity primarily responsible for the creation of the resource
<b>Status</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	<p>Use for people or entities primarily responsible for the creation of the intellectual content of the resource, usually the author(s).</p> <p>Prefer the form of the name found in the LCLDS. If no name is found there use the format defined by RDA (see project manager for assistance).</p> <p>Use the roleTerm field if necessary to identify the role the creator played in producing the resource. Preferred format is to enter the role spelled out and not just the code (author NOT aut).</p>
<b>Attributes</b>	<p>type="(personal, corporate, conference, or family)"</p> <p>* type="personal" is used in the MODS mapping example below</p> <p>authority</p> <p>valueURI</p>
<b>Vocabularies</b>	LCNAF or LCLDS (names), LCLDS (MARC relator terms)
<b>DC mapping</b>	dc:creator
<b>MARC mapping</b>	100 1#, 100 3#, 110 2#, 111 1# 7XX (refer to the 245 to determine if the 7XX is a creator or contributor)
<b>MODS mapping</b>	<pre>&lt;mods:name type="personal" authority="FAST" valueURI=""&gt;   &lt;mods:namePart&gt;&lt;/mods:namePart&gt;   &lt;mods:role&gt;     &lt;mods:roleTerm type="text" authority="marcrelator"&gt;&lt;/mods:roleTerm&gt;   &lt;/mods:role&gt; &lt;/mods:name&gt;</pre>

Element Name	date
<b>Label</b>	Publication Date
<b>Definition</b>	Date or date range when the resource was created or published
<b>Status</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	<p>This field should describe the date(s) associated with the creation of the original resource.</p> <p>Including a date is preferred, even if the information provided is uncertain.</p> <p>This field may include be a single date or a date range. Record the information as specifically as possible. Use YYYY-MM-DD format. If a date range, put the start and end date in separate instances of the field with the appropriate, qualifying attributes (point="start" OR point="end").</p>
<b>Attributes</b>	<p>encoding="w3cdtf"</p> <p>keyDate="yes" (always include this attribute in the first instance of the mods:dateIssued element)</p> <p>point="(start or end)"</p> <p>qualifier="(approximate, inferred, questionable)"</p>
<b>Vocabularies</b>	w3cdtf
<b>DC mapping</b>	dcterms:date
<b>MARC mapping</b>	260 subfield c
<b>MODS mapping</b>	<pre>&lt;mods:originInfo&gt;   &lt;mods:dateIssued keyDate="yes" encoding="w3cdtf"&gt;&lt;/mods:dateIssued&gt; &lt;/mods:originInfo&gt;</pre>

<b>Element Name</b>	<b>description</b>
<b>Label</b>	Description
<b>Definition</b>	Anything significant about the resource that is not described elsewhere
<b>Status</b>	Optional
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	Could include a summary and/or transcription of the content of the resource.
<b>Attributes</b>	type
<b>Vocabularies</b>	n/a
<b>DC mapping</b>	dcterms:description
<b>MARC mapping</b>	5XX (refer to <a href="http://www.loc.gov/standards/mods/mods-notes.html">http://www.loc.gov/standards/mods/mods-notes.html</a> for full list.)
<b>MODS mapping</b>	<mods:note></mods:note>

<b>Element Name</b>	<b>digital origin</b>
<b>Label</b>	Digital Origin
<b>Definition</b>	Information on the source of the digital surrogate
<b>Status</b>	Required
<b>Repeatable</b>	No
<b>Embedded</b>	No
<b>How to Use</b>	Choose one term from the following: <ul style="list-style-type: none"> <li>❖ born digital</li> <li>❖ reformatted digital</li> </ul>
<b>Attributes</b>	n/a
<b>Vocabularies</b>	n/a
<b>DC mapping</b>	n/a
<b>MARC mapping</b>	007/11
<b>MODS mapping</b>	<pre>&lt;mods:physicalDescription&gt;   &lt;mods:digitalOrigin&gt;reformatted   digital&lt;/mods:digitalOrigin&gt; &lt;/mods:physicalDescription&gt;</pre>



<b>Element Name</b>	<b>extent (physical description)</b>
<b>Label</b>	Physical Details
<b>Definition</b>	Record physical details like the size or duration of the resource
<b>Status</b>	Optional
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	Provide the number and specific material of the units
<b>Attributes</b>	supplied="yes" unit
<b>Vocabularies</b>	n/a
<b>DC mapping</b>	dcterms:extent
<b>MARC mapping</b>	300 subfield a
<b>MODS mapping</b>	<mods:physicalDescription> <mods:extent></mods:extent> </mods:physicalDescription>

<b>Element Name</b>	<b>format</b>
<b>Label</b>	Digital Format
<b>Definition</b>	File format for the digital object
<b>Status</b>	Required
<b>Repeatable</b>	Yes
<b>Embedded</b>	Yes (Automatically)
<b>How to Use</b>	Identify the file type for the digital object. If there is more than one type of file associated with the record (audio and image for example), include the correct media type for each file.
<b>Attributes</b>	n/a
<b>Vocabularies</b>	IANA Media Types
<b>DC mapping</b>	dcterms:format
<b>MARC mapping</b>	347; 856 subfield q
<b>MODS mapping</b>	<mods:physicalDescription> <mods:internetMediaType>image/tiff</mods:internetMediaType> </mods:physicalDescription>

Element Name	genre
<b>Label</b>	Genre
<b>Definition</b>	A category characterizing the nature of the resource
<b>Status</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	Provide broad categories for the resource like “photographs” or “correspondence” (describe what the resource is not what it is about) Use the AAT for terms unless told otherwise by the project manager.
<b>Attributes</b>	type authority valueURI
<b>Vocabularies</b>	AAT (recommended), LCGFT, or TGM
<b>DC mapping</b>	n/a
<b>MARC mapping</b>	655 #7
<b>MODS mapping</b>	<mods:genre authority="aat" valueURI=""></mods:genre>

<b>Element Name</b>	<b>held by</b>
<b>Label</b>	Ownership
<b>Definition</b>	An entity responsible for sharing the resource online
<b>Status</b>	Required
<b>Repeatable</b>	No
<b>Embedded</b>	Yes
<b>How to Use</b>	Unless indicated otherwise by the project manager, enter this text: Wesleyan University Library, Middletown, CT, 06459
<b>Attributes</b>	n/a
<b>Vocabularies</b>	n/a
<b>DC mapping</b>	dcterms:publisher
<b>MARC mapping</b>	533 subfield c
<b>MODS mapping</b>	<location> <physicalLocation>>Wesleyan University Library, Middletown, CT, 06459</physicalLocation> </location>

Element Name	identifier
<b>Label</b>	Identifier(s)
<b>Definition</b>	Unambiguous reference to the resource within a given context
<b>Status</b>	Required
<b>Repeatable</b>	Yes
<b>Embedded</b>	Yes
<b>How to Use</b>	Record the filename without the file type extension and with the attribute type="local".  Add other identifiers as needed, define the type attribute from the LOC standard-identifier list.  Record the DOI if the resource has one.
<b>Attributes</b>	type
<b>Vocabularies</b>	<a href="http://www.loc.gov/standards/sourcelist/standard-identifier.html">http://www.loc.gov/standards/sourcelist/standard-identifier.html</a>
<b>DC mapping</b>	dcterms:identifier
<b>MARC mapping</b>	856 40 subfield u
<b>MODS mapping</b>	<mods:identifier type="local"></mods:identifier>

Element Name	language
<b>Label</b>	Language
<b>Definition</b>	Record the language of the resource for textual resources
<b>Status</b>	Optional
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	Use iso639-2b three letter codes. Include a separate instance of this field for each language in the resource.
<b>Attributes</b>	type="code" authority="iso639-2b"
<b>Vocabularies</b>	iso639-2b
<b>DC mapping</b>	dcterms:language
<b>MARC mapping</b>	041  a d
<b>MODS mapping</b>	<mods:language> <mods:languageTerm type="code" authority="iso639-2b"></mods:languageTerm> </mods:language>

Element Name	rights
<b>Label</b>	Rights
<b>Definition</b>	Information about copyright and related intellectual property rights
<b>Status</b>	Required
<b>Repeatable</b>	Yes
<b>Embedded</b>	Yes
<b>How to Use</b>	<p>Generally, use one of the following under type="use and reproduction":</p> <ul style="list-style-type: none"> <li>❖ If the resource is in the public domain, enter: No Known Restrictions (NKR)</li> <li>❖ If the resource is in copyright but Wesleyan owns the copyright or has secured permissions, enter: In Copyright – Non-Commercial Use Only (IC-NC)</li> </ul>
<b>Attributes</b>	type="use and reproduction" and/or type="restrictions on use"
<b>Vocabularies</b>	n/a
<b>DC mapping</b>	dcterms:rights
<b>MARC mapping</b>	506, 542
<b>MODS mapping</b>	<pre>&lt;mods:accessCondition type="use and reproduction"&gt;&lt;/mods:accessCondition&gt;</pre> <pre>&lt;mods:accessCondition type="restrictions on access"&gt;&lt;/mods:accessCondition&gt;</pre>

Element Name	source
<b>Label</b>	Source Note Source Identifier
<b>Definition</b>	A related resource from which the described resource is derived.
<b>Status</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Embedded</b>	Yes
<b>How to Use</b>	Use if the original resource was digitally reformatted rather than born digital. Provide information to identify and find the original resource.  Record the name of the collection that the resource is located in and record the physical location for that collection.  Textual information might include the Monograph, Series, or Collection name.  Numeric information might include call numbers, collection numbers. <b>Include a DOI or handle for the original record whenever possible.</b>
<b>Attributes</b>	For textual information include: type="source note" For numeric information include: type="source identifier"
<b>Vocabularies</b>	n/a
<b>DC mapping</b>	dcterms:source
<b>MARC mapping</b>	n/a
<b>MODS mapping</b>	<mods:note type="source note">Special Collections & Archives, Olin Library, Wesleyan University, Middletown, CT</mods:note> <mods:note type="source identifier"></mods:note>



Element Name	subject
<b>Label</b>	Subjects
<b>Definition</b>	The topic of the resource
<b>Status</b>	Optional
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	Describe the content of the resource. Use terms or phrases that represent the primary topics.  Use a separate subfield for each name, topic, or geographic (location).  Identify the controlled vocabulary in the authority attribute and provide a URI for the term in the valueURI attribute.
<b>Attributes</b>	type="(personal, corporate, conference, or family)" authority valueURI
<b>Vocabularies</b>	LCLDS (names), FAST (topics), TGN (places), GeoNames (places)
<b>DC mapping</b>	dcterms:subject
<b>MARC mapping</b>	600, 610, 650, 651, 653
<b>MODS mapping</b>	<mods:subject> <mods:name type="corporate" authority="fast" valueURI="http://id.worldcat.org/fast/542528"> <mods:namePart>Wesleyan University (Middletown, Conn.)</mods:namePart> </mods:name> <mods:name type="personal" authority="fast" valueURI=""> <mods:namePart></mods:namePart> </mods:name> <mods:topic authority="fast" valueURI=""></mods:topic> <mods:geographic authority="tgn"></mods:geographic> </mods:subject>

Element Name	title
<b>Label</b>	Title
<b>Definition</b>	Formal name given to the resource
<b>Status</b>	Required
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	Take the title from the resource itself. If a title is not present, please supply a brief descriptive phrase. Use the nonSort element for any initial articles.
<b>Attributes</b>	mods:titleInfo supplied="yes" is required if the title has been supplied by the cataloger.
<b>Vocabularies</b>	n/a
<b>DC mapping</b>	dcterms:title
<b>MARC mapping</b>	245 subfield a and b
<b>MODS mapping</b>	<pre> &lt;mods:titleInfo supplied="yes"&gt;   &lt;mods:nonSort&gt;&lt;/mods:nonSort&gt;   &lt;mods:title&gt;&lt;/mods:title&gt; &lt;/mods:titleInfo&gt; </pre>

Element Name	type
<b>Label</b>	WesScholar: Document Type
<b>Definition</b>	Describe the general category of content of the resource
<b>Status</b>	Required
<b>Repeatable</b>	Yes
<b>Embedded</b>	No
<b>How to Use</b>	<p>Choose one or more terms from the following list:</p> <ul style="list-style-type: none"> <li>❖ text</li> <li>❖ cartographic</li> <li>❖ notated music</li> <li>❖ sound recording</li> <li>❖ sound recording-musical</li> <li>❖ sound recording-nonmusical</li> <li>❖ still image</li> <li>❖ moving image</li> <li>❖ three dimensional object</li> <li>❖ software, multimedia</li> <li>❖ mixed material</li> </ul> <p>For images of text use the term “text”. When describing archival collections, use the term “mixed material”.</p>
<b>Attributes</b>	<p>collection="yes"</p> <p>manuscript="yes"</p>
<b>Vocabularies</b>	<a href="http://www.loc.gov/standards/mods/userguide/typeofresource.html">http://www.loc.gov/standards/mods/userguide/typeofresource.html</a>
<b>DC mapping</b>	dcterms:type
<b>MARC mapping</b>	336
<b>MODS mapping</b>	<mods:typeOfResource></mods:typeOfResource>