Metadata Application Profile

Guidelines for metadata creation in the MIT Libraries digital collections

Version 1.1

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Authored by the
Metadata Operations Team
Jolene de Verges, Carl Jones, and Mikki Simon Macdonald

Contents

Introduction

The members of the Metadata Operations Team (MOT) were charged to review and document the current metadata conventions for digital libraries, and to develop a set of recommended standards and guidelines to govern future metadata creation for the MIT Libraries digital collections.

In response to this charge MOT created this application profile[i1] to establish sound metadata policies for content destined for the MIT Libraries digital collections.

Benefits of consistent standards based metadata practices:

- Improved browse and search functionality
- Shared vocabulary, definitions and metadata usage across all digital collections
- Ability to support the inclusion of community specific metadata
- Improved interoperability and quality control among the various collections
- Ability to inform UI design

While this document was drafted with Dome (the repository for the MIT Libraries digital collections) in mind, it can be easily repurposed for work with DSpace@MIT or any other search and delivery system the MIT Libraries may choose to employ in the future.

Purpose

The purpose of this document is to help support the common metadata needs of the MIT Libraries. This document is intended to guide the creation of metadata by collection managers and metadata creators contributing to the MIT Libraries digital collections.

The digital collections of the MIT Libraries originate from different Library units, each with unique metadata practices, adhering to different metadata standards and schema. Following the requirements and recommendations documented below will facilitate standardization and consistency among the metadata used to describe the various Dome collections.

Scope

This document focuses almost exclusively on the descriptive metadata needed to facilitate search and discovery, and minimal management; though some elements may meet administrative and technical metadata needs.

The profile is based on qualified Dublin Core and includes supplementary local elements, as well as elements from VRA Core 4.0. When local usage diverges from standard DCMI practice, a MIT best practice has been included.

[1] According to the Dublin Core Metadata Initiative, an application profile declares "which elements from which namespaces are used in a particular application or project. Application profiles are defined as schemas which consist of data elements drawn from one or more namespaces, combined together by implementors, and optimised for a particular local application."
http://dublincore.org/documents/library-application-profile/

The decision to continue using Qualified Dublin Core came after a review of current metadata schemas, best practice documents, and the metadata practices across the MIT Libraries. In addition, it is also the native metadata schema within DSpace, the MIT Libraries current digital repository platform.

As previously stated, a number of best practice documents[2] were consulted and compared in the creation of this document. When possible, and applicable to our collection needs, effort was made to follow commonly adopted metadata best practices.

During the review, the team raised concerns that current crosswalking of metadata from backend asset management systems compromises some ability to take advantage of the richness of specialized metadata as expressed through schemas other than Dublin Core. In particular, visual collections cataloged and managed in VRA Core 4.0 have a need to preserve the specificity and richness that the schema allows for in certain elements which were identified by the team.

VRA Core 4.0 is a metadata standard now widely adopted by academic and cultural heritage institutions for describing images of cultural materials, specifically works of art, architecture and the built environment. Instead of recommending a larger set of VRA Core elements, the team narrowed it down to three fundamental elements which, for our purposes, did not translate well to Dublin Core: Cultural Context, Technique, and Worktype.

Elements from other metadata schema may be added to this profile in the future. This will allow for the flexibility to accommodate a variety of formats and content types being described for access and delivery.

Additions and Edits

This document will need to evolve over time. It is suggested that scheduled reviews be established. In addition, a process will have to be established by which new elements may be nominated for inclusion, vetted, and approved for use.

There may be need for additional elements for data specific to a particular discipline or user community - like VRA core. In such cases, the addition of these elements should be discussed with the committee and, if appropriate, added during a review period.

Best Practices

The following are the recommended Best Practices (element specific practices can be found in the tables beginning on page 10):

DomeCore Elements

DomeCore establishes a minimum standard for descriptive metadata used for resources in Dome. DomeCore is a set of seven metadata elements that are common across the various digital

[2] OhioLink DRC; Mountain West Digital Library; Rice University Center for Digital Scholarship; Rutgers University, California Digital Library; University of Pretoria; Georgia Tech; Xavier University; Wright State University; Digital Georgetown; North Carolina ECHO; Ohio Wesleyan University; Ball State University; Yale University; North Carolina State University;

resources/collections of the MIT Libraries. It is **mandatory** for all digital objects being deposited into Dome to have the proper metadata to fulfill the needs of this comment element set.

Descriptive Content Standards

Collection managers and metadata creators will decide which descriptive content standard is appropriate to follow based on the items being cataloged, the cataloging tools used, and the unit managing the project.

- Archives - Describing Archives: A Content Standard (DACS)
- Visual Collections - Cataloging Cultural Objects: A Guide to Describing Cultural Works and Their Images (CCO)
- MARC records from Barton - Anglo-American Cataloguing Rules, Second Edition (AACR2)

Controlled Vocabularies

Controlled vocabularies will be used where appropriate. Recommended sources broken down by element:

- Type
  - DCMI Type Vocabulary http://dublincore.org/documents/dcmi-type-vocabulary/
- Genre
  - Art & Architecture Thesaurus (AAT)
  - Library of Congress Genre/Form Terms (LCGFT)
- Worktype, Cultural Context, Material/Technique
  - Art & Architecture Thesaurus (AAT)
- Subject
  - Library of Congress Subject Headings (LCSH)
  - Art & Architecture Thesaurus (AAT)
  - Thesaurus of Geographic Names (TGN)
  - Thesaurus for Use in College and University Archives
- Spatial Coverage
  - Library of Congress Subject Headings (LCSH)
  - US Geological Survey (USGS)
  - Thesaurus of Geographic Names (TGN)

Names

- Apply the same rules or guidelines to format names of creators, contributors, publishers and names entered as subjects (Role information should not be included in these fields, but may and should be included in the name display element)
- Use an authoritative source (LCNAF or ULAN or a locally controlled source)
- If no authorized name exists, create the appropriate name according to a recognized content standard
- In Dome personal names should conform to the following format: Last, First M. I.

Dates

- Date Issued (dc.date.issued) will be the primary date for search and browse functionality
- DSpace configuration uses the qualified element date.issued to generate the browse and search functionality and requires data to be in the W3CDTF format (ISO 8601) which does not allow for approximate dates or a range of date values.
- Date (dc.date) and temporal coverage (dc.coverage.temporal) will be used for specific dates; approximate dates, and to provide fuller descriptive temporal information

Understanding the Element Table

This template is used to define and explain the elements in the profile.

Term	Element Name given within the Dublin Core terms or elements namespace; the VRA Core 4.0 namespace; or locally
Dome Core	Does the element meet the requirements of the DomeCore element set If yes, the DomeCore term name is listed.
DCMI/VRA Definition	Definition as stated in the DCMI DC Metadata Element set (http://dublincore.org/documents/dces/), DCMI Metadata Terms (http://dublincore.org/documents/2010/10/11/dcmi-terms/), or VRA Core 4.0 Element set (http://www.loc.gov/standards/vracore/)
MIT Usage/Best Practice	May include the MIT Libraries interpretation of the DCMI/VRA definitions, and guidelines for what to put into a field and how to enter the data.
Examples	Examples from various collections
See Also	Notes related terms that may be similar in scope or purpose
DSpace/Dome Field	Lists the Dome element that is used for a given term
Obligation	Indicates if the element is required, recommended or optional.
Repeatable	"No" indicates a field may occur just once in a single record. "Yes" indicates a field may appear multiple times in a single record.

* Crosswalks are included in Appendix A & B

Acknowledgements

This documentation was created by the Metadata Operations Team (MOT) over the course of 2011-2012. Members of MOT during that time included Jolene de Verges, Carl Jones, Mikki Simon Macdonald and Rob Wolfe. The decisions documented here were made in consultation with the Metadata Coordinating Group (Nina Davis Millis, Deb Morley, and Tom Rosko), Beverly Turner, and Bill Hays. A thorough review of the metadata landscape of digital collections was preformed, including a review of best practices adopted by other institutions. For further information about the decisions and process leading to these Guidelines, consult the MOT wiki:
https://wikis.mit.edu/confluence/display/LIBMETADATA/Metadata+Operations

Metadata Elements

		Term Name	Dome	Cardinality
DomeCore Elements	Agent	Creator or Contributor	dc.creator or dc.contributor	1 or more
	Date	Date Created	dc.date & dc.date.issued	1 and only 1
	Identifier	Identifier	dc.identifier	1 and only 1
	Name	Title	dc.title	1 and only 1
	Notes	Description or Abstract	dc.description or dc.description.abstract	1 or more
	Rights	Access Rights & Copyright	dc.rights & dc.rights.access	0 or 1
	Type	Type	dc.type	1 and only 1

	Term Name	Dome	Cardinality
Optional Elements	Alternative Title	dc.title.alternative	0 or more
	Citation (see Identifier other)	dc.identifier.citation	0 or more
	Collection (see relation)	dc.relation.isPartOf	0 or more
	Date (copyrighted)	dc.date.copyrighted	0 or 1
	Date (digitized)	dc.date.digitized	0 or 1
	Extent	dc.format.extent	0 or more
	Format (medium)	dc.format.medium	0 or more
	Genre	dc.type.genre	0 or more
	Identifier (other)	dc.identifier.(various qualifiers)	0 or more
	Language	dc.language	0 or more
	Names Display	dc.contributor.display	0 or 1
	Publisher	dc.publisher	0 or 1
	Relation	dc.relation. (various qualifiers)	0 or more
	Repository/Custodianship	dc.publisher.institution	0 or 1
	Spatial Coverage	dc.coverage.spatial	0 or 1
	Subject	dc.subject	0 or more
	Table of Contents	dc.descrption.tableofcontents	0 or 1
	Temporal Coverage	dc.coverage.temporal	0 or 1
	Vendor Code (see identifier other)	dc.identifier.vendorcode	0 or 1

	Term Name	Dome	Cardinality
VRA Elements	Cultural Context	vra.culturalcontext	0 or more
	Technique	vra.technique	0 or more
	Worktype	vra.worktype	1 or more

Alphabetical Listing of Elements

The following set of elements and corresponding definitions draw on the practices and standards of DACS, CCO, AACR2, Dublin Core Initiative, and MODS, as well as local practice. The profile includes both required and optional elements. The use of optional elements is at the discretion of the local collection administrator or metadata specialist.

Term	**Abstract**
Dome Core	Notes
DCMI Definition	A summary of the resource
MIT Usage/Best Practice	• Use for formal abstracts provided with, or as part of, the item being described • Otherwise, use Description
Examples	The main objectives of this study were first, to review and analyze several economic assessments of Hot Dry Rock (HDR) geothermal energy systems, and second, to reformulate an economic model for HDR with revised cost components.
See Also	Description; Table of Contents
DSpace/Dome Field	**dc.description.abstract (dcterms: abstract)**
Obligation	Required (may also use description to meet DomeCore)
Repeatable	Yes

Term	**Access Rights**
Dome Core	Rights
DCMI Definition	Information about who can access the resource or an indication of its security status. Access Rights may include information regarding access or restrictions based on privacy, security, or other policies.
MIT Usage/Best Practice	• Definition will be expanded to include access or restrictions based on license • See Copyright and Digital Objects Team Final Report, Report and Recommendations: Copyright and Digital Objects in the MIT Libraries, Table 1. Recommend Standard Rights Statements for Digital Objects
Examples	All rights reserved Creative Commons attribution-noncommercial license: CC-BY-NC
See Also	Copyright
DSpace/Dome Field	**dc.rights.access** (dcterms: accessRights)
Obligation	Required (my be required to leave blank)
Repeatable	No

Term	Alternative Title
Dome Core	No
DCMI Definition	An alternative name for the resource.
MIT Usage/Best Practice	May be used to record other title information, such as a caption title, former title, spine title, artist's title, object name, translation of title, or other variations of the title. Also used for normalized version of the title.
Examples	Reports of the President and Treasurer (Title) Reports to the President (Alternative Title)
See Also	-
DSpace/Dome Field	dc.title.alternative (dcterms:alternative)
Obligation	Optional
Repeatable	Yes

Term	Contributor
Dome Core	Agent
DCMI Definition	An entity responsible for making contributions to the resource.
MIT Usage/Best Practice	The name of the person, institution, agent, or group, other than the primary creator(s), who are responsible for significant intellectual contribution to the resource, but whose contribution is secondary to that of the creator. • Use for other people or entities who contributed to making the intellectual content of the resource, but who are not covered in the ***creator*** field. Examples include illustrators, editors, translators, performers, transcriber, etc. • Use a controlled vocabulary appropriate to the subject matter, such as the Library of Congress name authority file (LCNAF) or the Getty Research Institute's Union list of artist names, to standardize form of name. • If name is not listed there, create the name according to the proper authoritative guidelines (DACS, CCO, NACO, etc.)
Examples	Turner, Beverly [role: editor]
See Also	Creator
DSpace/Dome Field	**dc.contributor (dcterms:contributor)**
Obligation	Required (if not using Creator; otherwise optional)
Repeatable	Yes

Term	Copyright
Dome Core	Rights
DCMI Definition	(for Rights) Information about rights held in and over the resource. Typically, rights information includes a statement about various property rights associated with the resource including intellectual property rights.
MIT Usage/Best Practice	• If you know the copyright holder, provide the name, and if possible the date • Don't use language that appears to be a license unless you have that license • Research and think carefully before specifying "public domain" • Consider the license, if there is one • For specific recommendations see Report and Recommendations: Copyright and Digital Objects in the MIT Libraries, *Table 1. Recommend Standard Rights Statements for Digital Objects*
Examples	©Massachusetts Institute of Technology ©Alex S MacLean / Landslides
See Also	Access Rights
DSpace/Dome Field	**dc.rights** (dcterms: rights)
Obligation	Required
Repeatable	No

Term	Creator
Dome Core	Agent
DCMI Definition	An entity primarily responsible for making the resource.
MIT Usage/Best Practice	Name of the primary agent (person, corporate body, group, institution, organization) responsible for the creation of the content of the resource • Use a controlled vocabulary appropriate to the subject matter, such as the Library of Congress name authority file (LCNAF) or the Getty Research Institute's Union list of artist names, to standardize form of name. • If name is not listed there, create the name according to the proper authoritative guidelines (DACS, CCO, NACO, etc.) • If there is more than one creator, use separate Creator elements • **Use "unknown" if a creator cannot be determined.**
Examples	Rogers, William Barton, 1804-1882 Massachusetts Institute of Technology. Center for Advanced Visual Studies Smith, Maurice K.
See Also	Contributor
DSpace/Dome Field	**dc.creator** (dcterms:creator)
Obligation	Required
Repeatable	Yes

Term	Cultural Context
Dome Core	No
VRA Core4.0 Definition	The name of the culture, people (ethnonym), or adjectival form of a country name from which a Work, Collection, or Image originates, or the cultural context with which the Work, Collection, or Image has been associated
MIT Usage/Best Practice	• **CCO:** Part TWO: Chapter 4: *Stylistic and Chronological Information*
Examples	Egyptian (ancient) Roman; Samnite
See Also	-
DSpace/Dome Field	**vra.culturalcontext**
Obligation	optional
Repeatable	Yes

Term	Date (Copyrighted)
Dome Core	-
DCMI Definition	Date of copyright
MIT Usage/Best Practice	• Use only when the copyright and publication dates of a resource are different • Date format must comply with ISO 8601
Examples	1979
See Also	Date (issued)
DSpace/Dome Field	**dc.date.copyright (dcterms:dateCopyrighted)**
Obligation	Optional
Repeatable	No

Term	Date
Dome Core	Date
DCMI Definition	A point or period of time associated with an event in the lifecycle of the resource. Date may be used to express temporal information at any level of granularity.
MIT Usage/Best Practice	• A resource may have several dates associated with it. • Dates will be entered in both the dc.date field and dc.date.issued. • Enter a specific date, an approximate date, or time period • Does not need to be ISO 8601 compliant
Examples	1929 January 5 (dc.date.issued: 1929) c. 1935 (dc.date.issued: 1930-1940)
See Also	Date (issued)
DSpace/Dome Field	**dc.date**
Obligation	Required
Repeatable	No

Term	Date (Digitized)
Dome Core	No
DCMI Definition	-
MIT Usage/Best Practice	• Date the analog resource was digitized. • Date format must comply with ISO 8601
Examples	2012-04-04
See Also	-
DSpace/Dome Field	**dc.date.digitized**
Obligation	Optional
Repeatable	No

Term	Date (Issued)
Dome Core	Date
DCMI Definition	Date or date range associated with the creation of the content of the resource. (Usually confined to publication date.)
MIT Usage/Best Practice	A resource may have several dates associated with it. The ***date*** refers to creation of the *original* resource, that is, when the resource was first created, before undergoing any conversion. • You may enter same date in both date.created and date.issued • Date format must comply with ISO 8601 *** used for search and browse in DSpace**
Examples	1929 1759-1932
See Also	Date (created)
DSpace/Dome Field	**dc.date.issued (dcterms: issued)**
Obligation	Required
Repeatable	No

Term	Description
Dome Core	Notes
DCMI Definition	An account of the resource.
MIT Usage/Best Practice	A brief free-text note or descriptive statement that characterizes more fully than the title the scope or content of the resource • Anything significant about the digital resource not covered elsewhere. Use standard punctuation and grammar to describe the item's history, physical appearance, contents, abstract, etc. • May contain historical or biographic information important to understanding the context of the resource.
Examples	A compilation of annual reports for the 1986-1987 academic year, including a report from the President of the Massachusetts Institute of Technology, as well as reports from the academic and administrative units of the Institute. The reports outline the year's goals, accomplishments, honors and awards, and future plans. cross section, Hillat Al Hammad, ca. 1980
See Also	Abstract; Table of Contents
DSpace/Dome Field	**dc.description (dcterms: descrption)**
Obligation	Required (may also use abstract or table of contents to meet DomeCore)
Repeatable	Yes

Term	Extent
Dome Core	No
DCMI Definition	The size or duration of the resource.
MIT Usage/Best Practice	May refer to the physical or digital manifestation of the resource.
Examples	27 pages 00:08:00 (?) 21.8 x 28.3 cm
See Also	-
DSpace/Dome Field	dc.format.extent (dcterms: extent)
Obligation	Optional
Repeatable	Yes

Term	Format (Medium)
Dome Core	No
DCMI Definition	The file format, physical medium, or dimensions of the resource. (Medium)
MIT Usage/Best Practice	Free text field used to record the physical characteristics of the original resource described in the record • The material or physical carrier of the resource • See **CCO**: Part TWO: Chapter 3: *Physical Characteristics*
Examples	Concrete Marble Wood pigment on plaster (fresco)
See Also	-
DSpace/Dome Field	dc.format.medium (dcterms:medium)
Obligation	Optional
Repeatable	Yes

Term	Genre
Dome Core	No
DCMI Definition	-
MIT Usage/Best Practice	The nature or genre of the resource (more specific than the DCMI type vocabulary) • Use a controlled vocabulary (AAT; LCSH; CUT)
Examples	correspondence [dc.type = text] interviews [dc.type = text] prints (visual works) [dc.type = still image]
See Also	worktype
DSpace/Dome Field	dc.type.genre
Obligation	Recommended
Repeatable	No

Term	Identifier
Dome Core	Identifier
DCMI Definition	An unambiguous reference to the resource within a given context
MIT Usage/Best Practice	• unique standard number or code that distinctively identifies a resource • May depend on the collection, the collection administrators, and the collection management system and metadata creation tools used
Examples	1203945 (IRIS Image number) KL_000123 (project id numbers) MC208_5468951 (AT digital object id)
See Also	-
DSpace/Dome Field	**dc.identifier** (dcterms:identifier)
Obligation	Required
Repeatable	No

Term	Identifier (Local)
Dome Core	No
DCMI Definition	-
Refinements	• Identifier.issn: • Identifier.isbn • Identifier.vendorCode • Identifier.citation
MIT Usage/Best Practice	Additional identifier associated with a resource, not necessarily unique. • Qualifiers must be approved by both the Metadata Operations Team and the Metadata Coordinating group prior to use
Examples	dc.identifer.**vendorcode** 12583 dc.identifier.issn 1234-8569
See Also	Identifier
DSpace/Dome Field	**dc.identifier.*qualifier***
Obligation	Optional
Repeatable	Yes

Term	Language
Dome Core	No
DCMI Definition	A language of a resource
MIT Usage/Best Practice	• Use if primary language is other than English • If a resource contains multiple languages, enter all in the same field separated by a ;
Examples	French (fre) Italian (ita) Russian; English; Polish
See Also	-
DSpace/Dome Field	dc.language (dcterms: language)
Obligation	Recommended (if primary language is other than English)
Repeatable	Yes

Term	Names Display
Dome Core	No
DCMI Definition	-
MIT Usage/Best Practice	An aggregation the various creators and contributors of an item, including role information.
Examples	architect: Louis Le Vau (French, 1612-1670), landscape architect: André Le Nôtre (French, 1613-1700), architect: Jules Hardouin Mansart (French, 1646-1708), designer: Charles Le Brun (French, 1619-1690), painter: ceiling decoration in Royal Chapel by Antoine Coypel (French, 1661-1722) Producer: Larson, Forrest (Forrest W.); Interviewer: Larson, Forrest (Forrest W.); Interviewee: Pomeroy, Herb
See Also	Creator; Contributor
DSpace/Dome Field	**dc.contributor.display**
Obligation	Recommended
Repeatable	No

Term	Publisher
Dome Core	No
DCMI Definition	An entity responsible for making the resource available.
MIT Usage/Best Practice	• The name of the publisher of a formally published resource • Use the publisher element to record the name of an entity responsible for making the original resource described in the record available. • A Publisher may be a person or a corporation.
Examples	Tegg, Thomas, 1776-1845 Massachusetts Institute of Technology. Office of the President.
See Also	-
DSpace/Dome Field	dc.publisher (dcterms:publisher)
Obligation	Recommended for published works
Repeatable	No

Term	Relation
Dome Core	No
DCMI Definition	A related resource
Refinements	• Relation.IsPartOf: The described resource is a physical or logical part of the related resource. • Relation.HasPart: The described resource includes the related resource either physically or logically. • Relation.IsVersionOf : The described resource is a version, edition, or adaptation of the related resource. • Relation.HasVersion: The described resource has a version, edition, or adaptation of the related resource. • Relation.IsFormatOf: The described resource has the same intellectual content of the related resource, but is presented in another format. • Relation.HasFormat: The described resource existed before the related resource, which is essentially the same intellectual content presented in another format. • Relation.IsReferencedBy: The described resource is referenced, cited, or otherwise pointed to by the related resource. • Relation.References: The described resource references, cites, or otherwise points to the related resource. • Relation.IsReplacedBy: The described resource is supplanted, displaced, or superceded by the related resource. • Relation.Replaces: The described resource supplants, displaces, or supercedes the related resource. • Relation.IsRequiredBy: The described resource is required by the related resource either physically or logically. • Relation.Requires: The described resource requires the related resource to support its function, delivery, or coherence of content. • Relation.ConformsTo: Reference to an established standard to which the resource conforms.
MIT Usage/Best Practice	• Use of relation elements will be determined by the curator/administrator of a given collection and will depend on the nature and context of the material • **Use relation.ispartof for Collections; Projects; and Work identifiers**
Example	• IRIS work number will be entered in the dc.relation.ispartof field; the image number will be used as the identifier. • Digitized as part of the MIT 150 timeline project. (dc.relation.ispartof) • MC.0208, Kevin Lynch Papers (dc.relation.ispartof)
See Also	-
(DSpace) Dublin Core	dc.relation.**QUALIFIER**
Obligation	Optional
Repeatable	Yes

Term	Repository/Custodianship
Dome Core	No
DCMI Definition	-
MIT Usage/Best Practice	Name of the organization or unit that holds the original resource described in the record or digital surrogates of the resource. • Use the Repository element to record a consistent reference to the institution or administrative unit that is responsible for the management of the original resource described in the record or its digital surrogates.
Examples	Massachusetts Institute of Technology. MIT Libraries. Institute Archives and Special Collections
See Also	-
DSpace/Dome Field	dc.publisher.institution
Obligation	Optional
Repeatable	No

Term	Spatial Coverage
Dome Core	No
DCMI Definition	Describes the spatial characteristics of the intellectual content of the resource
MIT Usage/Best Practice	• Enter the place or area that is described or represented by the resource, not the place where the resource was published • May use a name or geographic coordinates • Use a recognized scheme when possible: o Library of Congress Subject Headings (LCSH) o Thesaurus of Geographic Names (TGN) o US Geological Survey (USGS)
Examples	Site: San`a' (Yemen) Boston (Mass.)
See Also	-
DSpace/Dome Field	dc.coverage.spatial
Obligation	Optional
Repeatable	Yes

Term	Subject
Dome Core	No
DCMI Definition	The topic of the resource.
MIT Usage/Best Practice	A word or phrase that describe the subject content of the resource, or terms related to significant associations of names (e.g. people or events), geographic designations (places), time periods (dates), or topics (e.g. iconography, concepts.) • Use the subject element to record keywords, or phrases that describe, identify, or interpret the item and what it depicts or expresses. • It is strongly recommended that subject words, phrases, or classification codes be taken from locally selected, established thesauri and classification schemes.
Examples	Aerial views Balloons (aircraft) Electrical engineering—Research
See Also	-
DSpace/Dome Field	dc.subject (dcterms:subject)
Obligation	Recommended
Repeatable	Yes

Term	Table of Contents
Dome Core	Note
DCMI Definition	A list of subunits of the resource
MIT Usage/Best Practice	• Rarely used
Examples	Forward Chapter 1: Chapter 2: Appendix A
See Also	Description; Abstract
DSpace/Dome Field	dc.description.tableofcontents
Obligation	Optional
Repeatable	No

Term	Technique
Dome Core	No
VRA Core 4.0 Definition	The production or manufacturing processes, techniques, and methods incorporated in the fabrication or alteration of the work or image
MIT Usage/Best Practice	• **CCO:** Part TWO: Chapter 3: *Physical Characteristics* • *AAT*
Examples	Aerial photography Drawing (image making)
See Also	-
DSpace/Dome Field	**vra.technique**
Obligation	Optional
Repeatable	Yes

Term	Temporal Coverage
Dome Core	No
DCMI Definition	Describes the temporal characteristics (date/time period) of the intellectual content of the resource
MIT Usage/Best Practice	An aggregation of all the various kinds of dates associated with an item. • When possible label the "type" of date being displayed • Enter the time period or date covered or represented by the resource, not the date resource was published • May be a named period, a date, or a date range • If using a named period, use a controlled vocabulary, if possible o Library of Congress Subject Headings (LCSH) • Dates do not need to be ISO 8601 compliant
Examples	• Creation date: principal range of apartments, 1631-1634, Creation date: additions and enlargements, 1661-1687, Creation date: Royal Chapel, 1699-1710 • creation date: between 1954-1959 • Publication date: 1957 November; Coverage dates: 1956-1957
See Also	-
DSpace/Dome Field	dc.coverage.temporal
Obligation	Optional
Repeatable	Yes

Term	Title
Dome Core	Name
DCMI Definition	A name given to the resource. The title or identifying phrase given to the resource. May be title proper, statement of identification, or a brief description
MIT Usage/Best Practice	• Choice and format of the title should be governed by a content standard appropriate to the collection within which the resource dwells. The default will be Anglo-American cataloging rules, 2nd ed., rev., but other guidelines, such as Describing archives: A content standard (DACS) or Cataloging cultural objects (CCO) should be used to describe resources within their scope. Works lacking title should have a suitable descriptive statement supplied, based on these content standards.
Examples	Abbasid Palace in the Qala City of Providence Report to the President 1986-1987 Paths, Regions, Spaces, Themes, and Landmarks
See Also	Title Alternative
DSpace/Dome Field	**dc.title** (dcterms:title)
Obligation	Required
Repeatable	No

Term	Type
Dome Core	Type
DCMI Definition	The genre or format/medium of the content of the resource
MIT Usage/Best Practice	• Use DCMI Type Vocabulary • Enter more specific types in the genre field
Examples	Text Still Image
See Also	Genre
DSpace/Dome Field	**dc.type** (dcterms: type)
Obligation	Required
Repeatable	No

Term	Worktype
Dome Core	No
VRA Core 4.0 Definition	Identifies the specific type of WORK, COLLECTION, or IMAGE being described in the record.
MIT Usage/Best Practice	• **CCO:** Part TWO: *Chapter 1: Object Naming* • **Data Values for WORK AND COLLECTION *type* (controlled vocabulary):** recommend AAT. • **Recommended data values for IMAGE WORK *type* (AAT terms):** black-and-white transparency, color transparency (for slides or positive transparencies), black-and-white negative, color negative, (for negative transparencies), photographic print (for photographic prints), or digital image.
Examples	Basilica Piazza (square)
See Also	-
DSpace/Dome Field	**vra.worktype**
Obligation	Required
Repeatable	Yes

Example 1

dc.coverage.spatial	Site: Versailles (France)
dc.creator	Le Vau, Louis, 1612-1670
dc.creator	Le Nôtre, André, 1613-1700
dc.creator	Le Brun, Charles, 1619-1690
dc.creator	Mansart, Jules Hardouin, 1645 or 6-1708
dc.creator	Coypel, Antoine, 1661-1722
dc.contributor.display	architect: Louis Le Vau (French, 1612-1670), landscape architect: André Le Nôtre (French, 1613-1700), architect: Jules Hardouin Mansart (French, 1646-1708), designer: Charles Le Brun (French, 1619-1690), painter: ceiling decoration in Royal Chapel by Antoine Coypel (French, 1661-1722)
dc.date	1631-1710
dc.date.issued	1631-1710
dc.coverage.temporal	Creation date: principal range of apartments, 1631-1634, Creation date: additions and enlargements, 1661-1687, Creation date: Royal Chapel, 1699-1710
dc.date.available	2007-07-11T13:32:04Z
dc.identifier	110087
dc.relation.isPartOf	125845
dc.identifier.uri	http://hdl.handle.net/1721.3/18867
dc.description	distant view - east front of Versailles, on axis with the main gate -
vra.technique	construction
dc.format.medium	ashlar
dc.subject	Louis XIII, King of France, 1601-1643
dc.subject	Louis XIV, King of France, 1638-1715
dc.subject	Château de Versailles (Versailles, France)
dc.subject	Parc de Versailles (Versailles, France)
dc.subject	France --History --Louis XIV, 1643-1715
dc.subject	France -- History -- Louis XIII, 1610-1643
dc.subject	Architecture, Baroque
dc.subject	Architecture, French
dc.subject	Royal palaces
dc.title	Château de Versailles
dc.title.alternative	Versailles Palace
dc.type	image
vra.worktype	Palace
vra.worktype	Research centers
vra.worktype	Museums
dc.rights	(c)Scott Gilchrist
dc.rights.access	Copyrighted image; restricted to educational and scholarly use; for use in publication, consult Rotch Visual Collections.

Example 2

dc.contributor	Lynch, Kevin, 1918-1984
dc.contributor	Kepes, Gyorgy, 1906-2001
dc.contributor.display	author: Dober, Richard; researcher: Lynch, Kevin, 1918-1984; contributor: Kepes, Gyorgy, 1906-2001
dc.creator	Dober, Richard
dc.date	between 1955-1956
dc.date.accessioned	2011-06-03T15:37:00Z
dc.date.available	2011-06-03T15:37:00Z
dc.date.issued	1955-1956
dc.description	Notes collected as part of the Perceptual Form of the City, a research project investigating the individual's perception of the urban landscape.
dc.format.extent	5 pages
dc.format.genre	Field notes
dc.identifier	KL_002042
dc.identifier.other	125804
dc.identifier.uri	http://hdl.handle.net/1721.3/54196
dc.publisher.institution	Massachusetts Institute of Technology. MIT Libraries, Institute Archives and Special Collections
dc.relation.ispartof	Kevin Lynch Papers MC 208, Box 1, Field Analysis Whole City
dc.rights.access	Unpublished manuscripts are protected by copyright. Permission to publish, quote, or reproduce must be secured from the Institute Archives and Special Collections and the copyright holder
dc.subject	Symphony Hall, (Boston, Mass.)
dc.subject	Field Analysis Whole City
dc.subject	Faneuil Hall Marketplace (Boston, Mass.)
dc.subject	Urban planning and environment
dc.subject	Boston (Mass.)
dc.title	Notes in Field - Faneuil Hall to Symphony Hall
dc.type	Text