Dublin Core Metadata Guide**
Indiana Memory Project
February 8, 2007

This document provides information on the application of published standards and best practices for Dublin Core metadata creation. It includes a list of required metadata elements, recommended metadata elements, and optional metadata elements for Indiana Memory metadata records. Required elements must be included in any item-level Indiana Memory metadata record. Recommended elements should be included if those creating the metadata have enough information to describe the elements accurately. Optional elements may be included at the discretion of those creating the metadata. An FAQ section providing information on the Indiana Memory program, Dublin Core metadata, and other metadata standards starts on page 9 of this document.

Based on the Collaborative Digitization Program's (CDP) Dublin Core Metadata Best Practices Version 2.1 (http://www.cdpheritage.org/cdp/documents/CDPDCMBP.pdf) and Indiana University's "Metadata Best Practices For Use of Qualified Dublin Core" (www.dlib.**indiana**.edu/workshops/indl04/handout7.pdf).

<table>
<tr><td colspan="3"><h2>REQUIRED ELEMENTS</h2>The following elements must be included in the metadata of all projects
or collections created with state-licensed CONTENTdm acquisition
stations and/or LSTA funding that are shared on Indiana Memory.</td></tr>
<tr><td>Element Name</td><td>DC Definition</td><td>Comments</td></tr>
<tr><td>Title

(Maps to Title)</td><td>A name given to the resource.</td><td>Typically, the title will be a name by which the resource is formally known. The title may be a name given to the resource by the creator or publisher. If the item does not have a title, assign one that is brief but descriptive.</td></tr>
</table>

Cataloging Notes:
- If the resource does not have a title, create a title for it.
- Make the title as descriptive as possible while still keeping it fairly brief. Avoid simple generic titles, though this is not always possible.
- Bring out the unique qualities of an item.
- Capitalization: First word of any title should be capitalized; all other words are lower-case except for proper nouns
- Include format (i.e. papers, portrait) in the title only when you feel it is required to properly convey the nature of the title. Remember that the "Item Type" field, a required field on page 3, is the proper place for format information.

Examples:
- Little orphan Annie
- Tourist's pocket map of the state of Indiana
- 12 ways to get to 11
- Jacob Piatt Dunn papers
- Portrait of Abraham Lincoln
- Aerial view of South Bend, Indiana, 1899
- Mrs. John Smith at birthday party
- 15th annual report / Charity Organization Society of the City of New York.

Element Name	DC Definition	Comments
Subject (Maps to Subject)	The topic of the content of the resource.	Typically, a **subject** will be expressed as keywords, key phrases or classification codes that describe a topic of the resource. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme. Generally, this field will contain terms that describe what is depicted in an image, or terms that describe what a text is about. May also include terms for significantly associated people, places, events, genres, forms, etc. This field will not contain item type descriptions, such as "photographic print," because this data will be described in the Item Type field, a required metadata element.

Cataloging Notes:
- This field is repeatable, so feel free to enter more than one subject.
- If including names of people, places, groups, or events consult the Library of Congress Authority File for Authorized Headings. Use Authorized Heading if found.
- If an Authorized Heading is not found create the name based on AACR2 rules.
- Make sure to include a subject heading that describes the county, city, or geographic area covered by your resource. "Indiana" alone is too general. For example, the Starke County Historical Society and the Starke County Public Library have included the LC subject heading "Starke County (Ind.)" in the subject field for items in their collection that relate specifically to that county. If users search for Starke County as a keyword or a subject, this ensures that they will retrieve items related to that geographic area.

Recommended Thesauri
These are commonly used and easily accessible thesauri that provide a wide range of controlled subject headings. They should suffice for most collections:

Code	Name of Thesaurus
LCAF	Library of Congress Authorities File: http://authorities.loc.gov
LCSH	Library of Congress Subject Headings: http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First
LCTGM	Thesaurus for Graphic Materials: TGM I, Subject Terms: http://lcweb.loc.gov/rr/print/tgm1/

Other Example Thesauri
These may also prove useful for certain collections:

Code	Name of Thesaurus
AAT	Art and Architecture Thesaurus http://www.getty.edu/research/tools/vocabulary/aat/
AASL	Asian American Studies Library subject headings
AMG	Audiovisual Materials Glossary (AMG)
CHT	Chicano Thesaurus for Indexing Chicano Materials
DDC	Dewey Decimal Classification http://www.oclc.org/dewey/
FAST	Faceted Application of Subject Terminology
RBGENR	Genre Terms: A Thesaurus for Use in Rare Books and Special Collections
GEOREFT	GEORef Thesaurus
TGN	Getty Thesaurus of Geographic Names http://www.getty.edu/research/tools/vocabulary/tgn/
GSAFD	Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.
LCC	Library of Congress Classification http://lcweb.loc.gov/catdir/cpso/lcco/lcco.html
LCSHAC	Library of Congress Subject Headings: Annotated Card Program (Children's headings)
Local	Locally controlled list of terms

MeSH	Medical Subject Headings http://www.nlm.nih.gov/mesh/meshhome.html
MIM	Moving Image Materials: Genre terms
NALAT	NAL Agricultural Thesaurus http://agclass.nal.usda.gov/agt/agt.htm
NASAT	NASA Thesaurus http://www.sti.nasa.gov/thesfrm1.htm
NICEM	National Information Center for Educational Media Thesaurus
NIMACSC	NIMA Cartographic Subject Categories
NTISSC	NTIS Subject Categories
ATLA	Religion Indexes Thesaurus
NMC	Revised Nomenclature for Museum Cataloging: a revised and expanded version of Robert C. Chenhall's system for classifying man-made objects
Sears	Sears Subject Headings
GMGPC	Thesaurus for Graphic Materials: TGM II, Genre and Physical Characteristic Terms: http://lcweb.loc.gov/rr/print/tgm2/
TEST	Thesaurus of Engineering and Scientific Terms
ERICD	Thesaurus of ERIC Descriptors http://www.ericfacility.org/resources.html
WATREST	Thesaurus of Water Resources Terms
UDC	Universal Decimal Classification http://www.udcc.org

DC Element	DC Definition	Comments
Item Type (Maps to Type)	The nature or genre of the content of the resource.	This field is for descriptions of the item type of the original object, like "photographs" or "glass transparencies" or "postcards."

Cataloging Notes:
- Use a term from the Thesaurus of Graphic Materials II (TGM II) in this field: http://www.loc.gov/lexico/servlet/lexico?usr=pub-145:0&op=frames&db=TGM_II.

DC Element	DC Definition	Comments
Technical Metadata (Maps to Format)	The physical or digital manifestation of the resource.	Typically, **this field** is used to record the file type, software, hardware or other equipment needed to display or operate the resource.

Cataloging Notes:
- The following pieces of information must be included in the Technical Metadata field *if they are known.* ONLY include these pieces of information if you have enough information to accurately describe them; if you do not, make no mention of them in this field.
- For CONTENTdm users: Some compound objects may have sections within them that were scanned differently than the majority of the resource—an example might be a black and white book scanned in 8 bit grayscale with a full-color pull out map inside that was scanned in 24 bit color and saved as a JPEG2000 file. Please simply describe the information below about the compound object as a whole rather than attempting to provide page-level metadata.
- Scanner used
- Other equipment used (digital camera, etc.)
- Software used (include version number, example: Silverfast, Adobe Photoshop 7.0)
- Resolution of master TIFF
- Bit Depth of master TIFF (must comply with Indiana Memory standards)
- File format (should be TIFF if image file)

Examples of Required elements in Technical Metadata field (separate items by semi-colon):

- Full View: 300 ppi jpg 2000 ; Archived: 300 ppi tiff
- Scanner: Oce 4052 50 inch color sheet-feed scanner
- 100 ppi jpg ; Minolta 300x

DC Element	DC Definition	Comments
Item ID (Maps to Identifier)	An unambiguous reference to the resource within a given context. Typically, this is the master TIFF file name.	A character string or record number that clearly and uniquely identifies a digital object or resource as it relates to the Indiana Memory project. The *Item ID* element ensures that individual digital objects from multiple institutions can be accessed, managed, stored, recalled, and used reliably. Input local naming conventions or the ISSN, ISBN, other international standard numbers that describe the original in the *Local Item ID* field.

Cataloging Notes:
- If deriving the Identifier directly from the file name for the item, this field can be automatically generated by Content DM and many other digital content management tools.
- Within CONTENTdm, this may be automated by using the template creator and setting Item ID field to File Name, file naming conventions for new collections created for the Indiana Memory program must adhere to Indiana Memory standards. Examples are below.

Examples:
- UA24-005007
- Mss039-024-01_Front
- san1915_001.tif
- For Indiana Memory participants, file names for single items should be created as such:
  - Program name-institution name-collection identifier-item number_descriptor
    - Examples:
  - Culver-Union Township Public Library: im-culver-payson-001_boysmoking
                                im-culver-payson-002_boysfootball
  - Elkhart Public Library: im-elkhart-then-001_courthousethen
  - Indiana State Archives: im-archives-courthouses-001_hamilton
  - Starke County Public Library/Starke County Historical Society:
    im-starkehs-bass-001_hotel
- For compound objects such as postcards, books, or pamphlets, file names should be created as such:
  - Program name-institution name-collection identifier-item number-page number_descriptor
    - Pamphlet example
      - im-isl-ww1-005-01_cover
      - im-isl-ww1-005-02_page1
      - im-isl-ww1-005-03_page2
      - im-isl-ww1-005-04_back
    - Postcard example:
      - im-starkehs-bass-003-01_front
      - im-starkehs-bass-003-02_back

DC Element	DC Definition	Comments
Usage Statement (Maps to Rights)	Information about rights held in and over the resource.	Typically, a **Rights** element will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR) and various Property Rights.

Cataloging Notes:
- Rights management statement may include information concerning accessibility, reproduction of content, copyright holder, restrictions, securing permissions for use of text or images, etc.
- Enter either a textual statement or a URL pointing to a use and access rights statement for digital resources on the Internet.
- This statement can be a general copyright statement for the institution, for the whole collection, or

a specific statement for each resource.
- Make sure that the rights statement corresponds to the digital resource; for example, link to a copyright statement for the digital resource instead of the original resource.

Examples:
- Original Contributions, Copyright 2006, the Trustees of Indiana University. The extent to which IUPUI University Library has the authority, we grant permission to view and print items from the Digital Collections of IUPUI University Library for personal use, study, research or classroom teaching without permission. Any commercial use is prohibited without permission.   Any fair use, as defined by copyright law, is acceptable, though IUPUI University Library leaves the interpretation of said use to the user. For additional information or for requests for permission to use, please contact the IUPUI Digital Library Summit or consult The Copyright Management Center. Consulting your own institution's copyright lawyer is also suggested.
- Copyright 2002-2004. The Trustees of Indiana University. This material may be protected by U.S. Copyright Law (Title 17, U.S. Code), which governs reproduction, distribution, display, and certain other uses of protected works. The user of this material is responsible for compliance with the Law.
- Digital image © 2004 Indiana Historical Society. All Rights Reserved.

DC Element	DC Definition	Comments
Date.Original (Maps to Date)	Date of the creation of the resource.	Date of publication if known. If item never published enter the date of creation.

Cataloging Notes: When a precise date is known, use the format YYYY-MM-DD, supplying as much information as possible. Use a single hyphen to separate the year, moth, and date components.
    Year 1942
    Year + month 1942-03
    Year + month + day 1942-03-09

    For date ranges, enter the dates in the same date field. (Example: 1901-1907)

    Libraries and archives have traditionally recorded dates according to the rules of AACR2 and APPM. Dates in these forms may be used when an exact year is not known or it is important to distinguish between a copyright date and a publication date. Example dates in these formats include:
    [ca. 1940]
    18--?
    c1920
    1907?
    Be aware that formatting dates using brackets, question marks, ca., etc. makes it difficult for systems to use the date for searching and browsing purposes.

Suggested practice if no date is known, enter n.d./unknown.

DC Element	DC Definition	Comments
Date.Digital (Maps to Date)	Digital Date	Date the item was added to digital content management tool. This date is can be automatically generated by Content DM and many other digital content management tools.

Cataloging Notes: When a precise date is known, use the format YYYY-MM-DD, supplying as much information as possible. Use a single hyphen to separate the year, moth, and date components.
    Year 1942
    Year + month 1942-03
    Year + month + day 1942-03-09

    For date ranges, enter the dates in the same date field. (Example: 1901-1907)

    Libraries and archives have traditionally recorded dates according to the rules of AACR2 and

APPM. Dates in these forms may be used when an exact year is not known or it is important to distinguish between a copyright date and a publication date. Example dates in these formats include:

      [ca. 1940]
      18--?
      c1920
      1907?
      Be aware that formatting dates using brackets, question marks, ca., etc. makes it difficult for systems to use the date for searching and browsing purposes.

Suggested practice if no date is known, enter n.d./unknown.

RECOMMENDED ELEMENTS
If the information required to accurately describe each of the following metadata elements is available to the cataloger, the element should be included in the metadata of projects or collections created with state-licensed CONTENTdm acquisition stations and/or LSTA funding that are shared on Indiana Memory.

Element Name	DC Definition	Comments
Creator (Maps to Creator)	Identifies anyone responsible in some way for the content of the resource.	The person or group responsible for the intellectual or artistic content of the original item. Examples include: author, artist, sculptor, photographer, etc.

Cataloging Notes:
- This element is repeatable.
- When including names of people, groups, or events consult the Library of Congress Authority File for Authorized Headings (http://authorities.loc.gov). Use Authorized Heading if found.
- If an Authorized Heading is not found create the name based on AACR2 rules.
- This field can contain more than one name separated by a semi colon (;).

Examples:
- Lincoln, Abraham, 1809-1865
- Riley, James Whitcomb, 1849-1916
- Toulouse-Lautrec, Henri de, 1864-1901
- Clinton, Bill, 1946-
- Chesney, Kenny
- Indiana State Library
- United States. Army. Indiana Infantry Regiment, 9th (1861-1865)
- Walt Disney Company; Clinton, Bill, 1946-; Chesney, Kenny

DC Element	DC Definition	Comments
Publisher (Maps to Publisher)	An entity responsible for making the resource available.	Sometimes a publisher cannot be determined from the information provided on the resource. If that is the case, do not use this element.

Cataloging Notes:
- When including names of people, groups, or events consult the Library of Congress Authority File for Authorized Headings (http://authorities.loc.gov). Use Authorized Heading if found.
- If an Authorized Heading is not found create the name based on AACR2 rules.
- If the publisher is the same as the creator, do not repeat the name in the Publisher field.

Examples:
- Indiana Historical Society
- Microsoft Corporation
- United States. Government Printing Office
- University of Virginia Press

Element Name	DC Definition	Comments
Description (Maps to Description)	An account of the content of the resource.	Description may include but is not limited to: an abstract, a table of contents, a reference to a graphical representation of content, or a free-text account of the content.

Cataloging Notes:
- This element is meant to be a place to put any kind of free-text describing the resource as well as a place for additional information that does not fit into the other Dublin Core elements. This could include the measurements of an object, provenance, technique, inscriptions, condition, history of the work, etc.
- Keep descriptions concise and focused on content.
- Make sure that an abbreviation in the description field is spelled out (followed by the abbreviation in parenthesis) the first time it occurs.
- Avoid overly subjective language.

Examples:
- View of the Colonial Apartments located on the northwest corner of Delaware and Vermont Streets in Indianapolis, Indiana.
- Letter from Billy the Kid confirming his intention to surrender as per his previous agreement with Governor Lew Wallace. Billy the Kid expresses concern about being killed after the arrest is made.
- Portrait of Abraham Lincoln with a pair of eyeglasses in his right hand.

Element Name	DC Definition	Comments
Language (Maps to Language)	A language of the intellectual content of the resource.	Recommended best practice for the values of the Language element is to adhere to the ISO 639 standard for languages (a two-letter code).

Cataloging Notes:
- Indicate language using two-letter language codes defined by ISO 639. For a list of these codes see: http://www.loc.gov/standards/iso639-2/englangn.html#st
- If language is not English, then Title should be in the foreign language.
- If the resource is in more than one language, repeat the language field for each language.

Examples: Language code Equivalents
- fr French
- en English
- de German
- es Spanish

OPTIONAL ELEMENTS These elements can be included within the metadata of items created with state-licensed CONTENTdm acquisition stations and/or LSTA funding that are shared on Indiana Memory.		
Element Name	**DC Definition**	**Comments**
Ordering Information (Maps to Rights)	Information on how to order a copy or pay to use a digital copy of the resource.	This may be a simple link back to an e-commerce order fulfillment system, or an explanation of the owning repository's purchasing policy.

Examples:
- To order a reproduction, inquire about permissions, or for information about prices, see http://www.ulib.iupui.edu/special/order.html.
- http://www.indianahistory.org/library/reference_fees.html

Element Name	DC Definition	Comments
Transcript (Maps to Description)	N/A	This field can be utilized in CONTENTdm to provide a full-text searchable transcript of information found in letters and diaries, on the backs of postcards, in books, etc. The information might be entered via OCR (optical character resolution) or typed in manually.

Examples:
- http://content.lib.utah.edu/cdm4/item_viewer.php?CISOROOT=/tanner&CISOPTR=1473
- http://images.indianahistory.org/cdm4/document.php?CISOROOT=/DC003&CISOPTR=195&REC=1

DC Element	DC Definition	Comments
Local Item ID (Maps to Source)	A local reference to the resource.	A local character string or record number that clearly and uniquely identifies a digital object or resource to be used solely by the holding institution. This ID might describe the resource's physical location in the home repository, or may be a locally produced digital file name. You can also input the ISSN, ISBN and other international standard numbers here.

Cataloging Notes:
- Use this field to record the storage location of the master TIFF file ONLY if it differs from or provides supplemental information to the file name used in the "Item ID" field (see above in Required Elements)
- If the Item ID field contains the storage location of the master TIFF file, this field can be used to provide the location of the analog item within the repository—i.e., a local call number for the physical diary itself rather than the digital format.

Examples:
- C:\img\hs2\cd007\956_Center_View_Hotel_Bass_Lake_a.tif (this is the local file name of the archival tiff of the original)

FREQUENTLY ASKED QUESTIONS

1. What is Indiana Memory?
Indiana Memory is a resource that provides online access to the cultural and historical resources of the state of Indiana—a gateway to Indiana's history and culture found in digitized books, manuscripts, photographs, newspapers, audio, video, and other materials. Funded by the Indiana State Library, this digital library is made possible through the collaborative efforts of Indiana's libraries, archives, historical societies, museums, and other institutions of cultural heritage to develop, maintain, and preserve digital collections and online digital resources. These digital objects will be created, maintained, delivered, and preserved according to national standards.

2. Why do we need to follow standards?
The primary objective of Indiana Memory is improved access to the unique resources and special collections that have been or will be converted into digital format by Indiana's cultural heritage institutions. One way to accomplish this goal is by bringing information about all of these diverse and scattered resources together into a single portal of access. To be able to collaborate at this level we need to be able to share our information. This is why standards are so important.

Standards provide the framework for sharing information among institutions and across networks. The adoption of standards is necessary for effective sharing of resources and institutional interoperability. To improve access to these materials it is not enough to simply convert them into digital format and make them available on the Web. Access requires information about the material. We refer to this information as metadata. Describing a resource is a difficult process but an important one if we truly want our state's unique resources to be available and accessible to the world. The more we adhere to uniform practices, the more likely these resources will be found and used.

3. What is metadata?
Metadata is simply structured information about a resource. In the broadest sense, metadata describes information resource in such a way that it can be searched and located by users. Metadata provides the necessary tools to manage, preserve, and provide access to information in the digital environment. The creation of metadata is governed by a body of standards, best practices, and schemas that, when appropriately applied, work together to facilitate the above tasks.

Metadata is necessary for discovery of relevant materials. A digital object with no associated information can only be browsed, but this same digital object with an associated metadata record now has a title, description, keywords, and/or subjects that can be searched. If all Indiana Memory contributors follow certain metadata standards, all records can be accurately searched and shared.

4. Are there different types of metadata?
In general, there are a variety of types of metadata, including:
- Descriptive metadata: information used for indexing, discovery, identification of digital resources, and access
- Technical metadata: provides information about the scanning process – resolution, hardware/software, compression, etc.
- Structural metadata: information used to display and navigate complex digital resources

- Administrative metadata: provides management information such as how to access and display the resource as well as rights management
- Preservation metadata: includes information such as the change history of a resource and detailed technical information useful for management of resources within a digital archive

5. Do I have to provide item-level descriptions to participate in Indiana Memory? What if I have archival finding aids or collection-level metadata to share?

Different types of materials require different levels of descriptive metadata. A large collection of disparate materials probably requires item-level description with separate metadata records for each item in the collection. For a cohesive archival collection with large numbers of like items, an institution may choose to only describe the items at the folder, box, or even collection level. Indiana Memory will accept metadata at any or all of these descriptive levels.

6. What is the Dublin Core?

Dublin Core is an open, global standard designed primarily to support discovery and retrieval of digital resources. The Dublin Core metadata standard is a set of fifteen elements and optional qualifiers that can be used to describe a variety of digital resources. The Dublin Core was intentionally created to be simple to use and understand. This allows a non-specialist to create descriptive records for digital resources easily and efficiently. The terminology used in Dublin Core is universally understood and generic enough to be applicable to a variety of disciplines and formats. The Dublin Core elements are defined, but usage standards are left to the individual groups implementing the standard, so Indiana Memory has chosen for the time being to use only some of the Dublin Core elements. Dublin Core also allows for extensibility. What this means is that these core elements can be added to and built upon to meet the needs of the creating organization; whether this means providing greater descriptive detail, domain specific information, or information to support preservation activities. Dublin Core is meant to be a general standard that will coexist with richer standards.

We understand that not every institution has the financial resources, staff, or technical expertise necessary to implement a full-fledged metadata program. By providing best practices for institutions who choose to implement Dublin Core, we hope to make participation in Indiana Memory an option for all cultural heritage institutions across the state. These best practices are intended to provide everyone with the information they need to create metadata records with confidence regardless of whether the records are created by professional catalogers, library staff, student workers, or volunteers.

Key points about Dublin Core:
- Simple and easy to learn
- Accepted standard [ANSI/NISO Z29.85-2001]
- Requires minimal training
- Easily adapted for local circumstances
- Enables record harvesting

7. What about collections created using other metadata standards?

Indiana Memory intends to ensure as broad a range of access to these materials as possible by participating in the Open Archives Initiative (OAI). OAI is a protocol for sharing information by making metadata open to harvesting. In order for OAI to function effectively, the harvested records must follow the same standards and employ a set of common elements. OAI requires the use of Unqualified Dublin Core to achieve this goal of having common elements to harvest, and allows more robust metadata formats to be exposed as well. The metadata records, not the actual digital items, are then compiled from all participating organizations worldwide into a

single, searchable interface. By providing crosswalks to Dublin Core, Indiana Memory will open all collections to OAI harvesting regardless of the native metadata standard used for the collection.

8. Besides Dublin Core, what are some of the other descriptive metadata schemas available?

EAD (Encoded Archival Description)
- Type of collection: Archivally-processed groups of materials whose organization and/or provenance is significant. These materials will generally be hierarchically arranged natural groupings assembled by a collector or creator (e.g., the papers or correspondence of a certain individual) rather than less-tightly related groups of materials assembled by a holding institution. A Finding Aid or inventory may or may not already exist. Materials will often be unpublished. Description at the collection level is necessary, lower levels of description may or may not be appropriate. Materials described may or may not be available in digital form.
- Appropriate metadata standard: EAD 2002
- Example collection: Finding Aids in the Online Archive of California <http://www.oac.cdlib.org/>
- Resources to consult: Official EAD Version 2002 Web Site <http://www.loc.gov/ead/>; EAD Help Pages, especially the EAD 2002 Cookbook <http://www.iath.virginia.edu/ead/>
- Usage notes: EAD 2002 can be used to describe the collection at the item, folder-only, or collection-only level. One EAD document should be created for each collection.

TEI
- Type of collection: Text collections intended for full-text searching in an online environment. Full text may or may not be intended to be used together with page images of the original document.
- Appropriate metadata standard: TEI P4
- Example collection: Indiana University, Wright American Fiction, 1851-1875 <http://www.letrs.indiana.edu/web/w/wright2/>
- Resources to consult: TEI Text Encoding in Libraries Guidelines for Best Encoding Practices <http://www.indiana.edu/~letrs/tei/>; TEI Guidelines <http://www.tei-c.org/Guidelines2/index.htm/>
- Usage notes: Choose an Encoding Level as described in the TEI Text Encoding in Libraries Guidelines for Best Encoding Practices. Bibliographic information for resource discovery is encoded in the TEI Header. The entire full text of the resource is marked up structurally in the bulk of the TEI document, and this markup is used for powerful full-text searching.

MODS
- Type of collection: Materials with existing item-level MARC cataloging
- Appropriate metadata standard: MODS 3.0
- Example collection: University of Chicago Chopin Early Editions Project <http://chopin.lib.uchicago.edu/>
- Resources to consult: MODS official Web site <http://www.loc.gov/standards/mods/>; MODS User Guidelines <http://www.loc.gov/standards/mods/v3/mods-userguide.html>
- Usage notes: Items for which MARC cataloging already exists can be transformed into MODS records for use in digital library applications.

VRA Core

- Type of collection: Art images whose users require in-depth indexing and retrieval using expert terms for genre, culture, style, period, etc.
- Appropriate metadata standard: VRA Core Categories 3.0
- Example collection: Cleveland Museum of Art Collections <http://www.clevelandart.org/Explore/> (From each item view, click "More Information" to see VRA image metadata.)
- Resources to consult: VRA Core version 3 home page <http://www.vraweb.org/vracore3.htm>; CC:DA Task Force on VRA Core Categories Summary Report <http://www.libraries.psu.edu/tas/jca/ccda/docs/tf-vra1.pdf>
- Usage notes: VRA Core is more robust than Dublin Core for describing art images and metadata in this format is consequently more powerful but more expensive to create.
- VRA Core contains both "work" records describing an actual art object, and "image" records describing representations of views of that object (slides, digital images, etc.) held by an institution. Best practice in creating VRA Core records is to populate fields using appropriate controlled vocabularies such as ULAN and TGM, and the rules described in Cataloging Cultural Objects <http://www.vraweb.org/CCOweb/>.

GEM
- Type of collection: Learning objects that serve education communities (pre-school, K-12, higher education, vocational and technical training, and lifelong learning). These materials require classification criteria special to the education community, such as education level of the target audience, pedagogical methodology, and standards alignment.
- Appropriate metadata standard: Dublin Core Metadata Element Set 1.1 as extended in GEM profile
- Example collection: NASA Space Science Education Resource Directory <http://teachspacescience.org/> (From each item view, click "More Information" to see GEM metadata.)
- Resources to consult: GEM 2.0 Elements and Semantics <http://www.geminfo.org/Workbench/GEM2_elements.html>; Indiana Humanities Council Smart Desktop metadata profile < http://www.ihc4u.org/sd_metadata.htm>.
- Usage notes: Both GEM metadata element set and SDI metadata profile are based on Qualified Dublin Core. GEM element set and profile includes 7 additional elements with detailed qualifiers. Local institute can create qualifiers or metadata elements to meet special request of the local audience and collection, although this practice reduces the interoperability of the metadata created. However, dropping elements from the GEM element set is usually less a problem. One-on-one assistance for those who want to create GEM metadata is available at <http://www.geminfo.org/decision.html>; emerging SDI Application Profile < http://www.ihc4u.org/sd_metadata.htm>, still in working draft status, suggests best practices with respect to the usage of GEM element set.

9. If I choose a standard other than Dublin Core, can my collection still be part of Indiana Memory?
You may choose any standard that works for your collections and still contribute your metadata to Indiana Memory. This is possible because of the use of crosswalks. Dublin Core has value as a means for crosswalking, or mapping, between richer, more complex metadata standards. In essence, a crosswalk is a table that maps the relationships and equivalencies between two or more metadata standards. This in turn allows search engines to effectively search across heterogeneous databases. In order to be able to search across collections built around various metadata standards, there needs to be a way to translate the data into a shared language. Dublin Core provides this shared language. Because of this ability to crosswalk from other metadata standards to Dublin Core, participants in Indiana Memory are able to implement or

continue using other metadata standards, such as MARC, Encoded Archival Description (EAD), Text Encoding Initiative (TEI), etc.

Indiana Memory will create and maintain base crosswalks that translate between the various metadata standards that it recommends. Institutions using a locally developed metadata format or a standard not covered by the Indiana Memory crosswalks, have the option to create their own crosswalks. Indiana Memory will consult with these institutions to minimize the loss of information during the transformation process and maximize interoperability. Other institutions need only ensure that the metadata standard they choose is among the standards supported by the Indiana Memory crosswalks.

10. What other metadata-related acronyms should we be aware of?

- METS <http://www.loc.gov/standards/mets/>. METS is an XML schema allowing users to "wrap" existing descriptive metadata in any format with structural, technical, administrative, preservation, and meta-metadata to create a single metadata object for a resource. METS provides extension schemas with recommended technical metadata for still images, audio, and video.
- MIX <http://www.loc.gov/standards/mix/>. MIX is an XML schema implementation of the NISO draft standard Z39.87-2002, Data Dictionary – Technical Metadata for Digital Still Images.
- PREMIS <http://www.oclc.org/research/projects/pmwg/>. PREMIS is not a metadata element set, rather it is an initiative to develop a set of core elements for preservation metadata for the purpose of long-term preservation of digital objects. Some preliminary recommendations of this group which include some metadata element proposals may be found in the report Preservation Metadata and the OAIS Information Model: A Metadata Framework to Support the Preservation of Digital Objects <http://www.oclc.org/research/projects/pmwg/pm_framework.pdf>.

**This document is based on documents entitled "Choosing a Metadata Standard for Your Digital Project," "Metadata Guidelines for the Indiana Digital Library," and "Indiana Digital Library Best Practices for the Use of Qualified Dublin Core," all created in August 2004 by Lisa Cahill (Indiana Historical Society), Jenn Riley (Indiana University), and Yu Su (Indiana Humanities Council) of the Indiana Digital Library Summit Metadata Working Group. The Dublin Core element table is a modified version of "Required Dublin Core Elements for IUPUI Digital Collections in CONTENTdm" created by Kristi Palmer and Amanda Hurford (IUPUI University Library) in August 2006.