

CCLA Minimal Metadata Standards

Based on Dublin Core and CDP (Collaborative Digitization Project) Metadata Working Group Dublin Core Metadata Best Practices (formerly Western States)
<http://www.cdphheritage.org/cdp/documents/CDPDCMBP.pdf>

Field Name	Field Description	Searchable	Hidden	Authority Control
Creator	Author, Photographer, Artist, etc. if known. The person, organization, or body responsible for the primary intellectual content of the digital object. Enter in the authorized format in use at your Institution. UALC Institutions should use Library of Congress Name Authority File terminology. (MARC: 1XX or in some cases 7XX since this field can include multiple creators)	Yes	No	At present authority control standard is the standard currently accepted at each institution. UALC requires LC/NAF formatted entries.
Title	Title of the work--provided by creator or publisher or supplied. Untitled is a legal entry, although not recommended. It is best to have a supplied title of some type provided by the person creating the metadata in absence of title provided by the publisher or creator of the item. (MARC 245)	Yes	No	
Description	Account of content of resource. It may be an Abstract or Table of Contents. Description may be pulled from "note" fields in most traditional cataloging records. A description is strongly recommended at least at the highest level, or container level, of the digital object. In some cases a full text could substitute for a separate description of the item. (MARC 505, 520, other 5XX fields if appropriate)	Yes. Recommend user choice to include in initial search until software systems employ relevancy ranking.	No	
Date	Generally, this is the date of original copy or particular manifestation of the copy published or as defined by local institutional practice. Highly recommend using http://www.w3.org/TR/NOTE-datetime standard. (Dates are generally formatted yyyy-mm-dd. If only a year is available, format recommended is yyyy. Date ranges are also acceptable, as are ca. dates) It is recognized that other date formats may be required by software systems. Perhaps programming or crosswalking could help normalize dates for searching. (UALC institutions should interpret this as Date Original as defined in CDP/Western States Metadata Best Practices document and use the W3C date standard).	Yes	No	Highly recommend W3C date and time formats for CCLA. Required for UALC.
Subject	STRONGLY recommended from an established Thesaurus. Most libraries and archives in CCLA have existing authority files to draw upon. At this phase local practice is acceptable. Phase 2 would be employing or developing crosswalks with the potential to seamlessly work with differing vocabulary terminologies. UALC Institutions should use Library of Congress Subject Headings and Library of Congress Name Authority File headings. (MARC 6XX)	Yes	No	At present authority control standard is the standard currently accepted at each institution. UALC requires LC formatted entries.
Rights	Current copyright and rights management practices in place at each institution will continue. Expression of some type of rights is, however, required. It is suggested that three fields could be employed for those institutions who have not yet adopted a standard rights expression. Those recommended fields are: (1)Patron Usage Instructions, (2) Copyright Status/Owner, and (3)Access level/ Restrictions. The Patron Usage Instructions will identify what usage is allowed and who to contact if permission for usage beyond that is required.	No	No	
Type	Broad term describing nature of the resource. Dublin Core standard types are recommended. Found at: http://dublincore.org/documents/dcmi-type-vocabulary/ (Dublin Core Standard types are required for UALC Institutions)	No	No	Recommend Dublin Core (DCMI Type) for CCLA. Required for UALC.
Identifier	For CCLA the required identifier shall be the computer file name of the digital object. Appended in some form to the identifier will be an Institutional Identification. Perhaps this Institutional Identification could be appended automatically with a computer program of some type. Additional fields could be optionally created for Call #, local ILS system Id, URL, or other naming convention if desired.	Yes	No	
Coverage	Spatial or temporal coverage (RelEd has used time span)	Yes	No	
Full text	Full text of the document (as long as CONTENTdm supports)	Yes. Recommend user choice to include in initial search until software systems employ relevancy ranking.	No	
Refresh	yyyy-mm DO NOT USE dd element. http://www.w3.org/TR/NOTE-datetime	Yes	Yes	Recommend W3C date and time formats for CCLA. Required for UALC.
Format	http://www.iana.org/assignments/media-types Example: text/pdf (UALC Required)	No	No	Yes IMT
Language	Two and three letter codes for language. It is also recommended to spell the language out. RFC3066 http://www.ietf.org/rfc/rfc3066.txt ISO6039 http://www.loc.gov/standards/iso639-2/langhome.html (UALC Required)	Yes	No	Yes LOC/RFC
Date Digital	Date of the digital creation yyyy-mm-dd http://www.w3.org/TR/NOTE-datetime (MARC 260 j) (UALC Required)	Yes	No	Recommend W3C date and time formats for CCLA. Required for UALC.
Source (Holding or Owning Institution)	Owning institution--UALC maps this field to Source for the Mountain West Digital Library Aggregating Server. (UALC Required)	No	No	
Format.Creation	Technical info about hardware/software/process to create digital; BYU uses File Size, Metadata Entry Tool, Digital Lab information (UALC Required)	No	Yes	

Contributors	Secondary contributors to the publication like editors, translators, illustrators, etc. (MARC 7XX)	Yes	No	At present authority control standard is the standard currently accepted at each institution. UALC requires LC/NAF formatted entries.
Edition	Usually Electronic reproduction for items reformatted from an analog copy. You may make note of edition statements from traditional catalog records in this field. (MARC 250 for statement from analog copy)			
Publisher Original	Publisher of the Paper or original copy if born digital (MARC 260 lc)			
Publisher Digital	Minimally the name of the Institution publishing the digital copy. For example, BYU-Provo traditionally uses the name of the department, Brigham Young University.	Yes	No	
Physical Description	Physical description of the pagination, illus, size of original if available (MARC 300)	No	No	
Relation-Is-Part-Of (Collection Name)	BYU uses for Collection name	Yes	No	
Source	Cite resource from which digital resource was derived	Yes	No	
Contributor Metadata Entry	Lastname, Firstname, 1900-1955 (use LCSH established form)	No	Yes	
Metadata Entry Date	yyyy-mm	No	Yes	
Metadata Entry Tool	Part of Format.Creation. Software programs used in the metadata creation of the object.	No	Yes	
File Size	Size of the computer file to display- Part of Format.Creation	No	No	

REQUIRED CCLA fields

RECOMMENDED CCLA fields

Other fields that could be used by CCLA

ADDITIONAL FIELDS REQUIRED FOR UALC