IR Metadata Policies

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Describing a Resource (Metadata)

Listed below are the fields you can use to describe a submission to KU ScholarWorks. Only a title is required, but the more descriptive information (metadata) you provide, the easier it will be to locate and cite your work.

KU ScholarWorks uses a metadata format called the Dublin Core Library Application Profile (DC-Lib). More information about the Dublin Core is available at http://dublincore.org.

Fields available during the submission process:

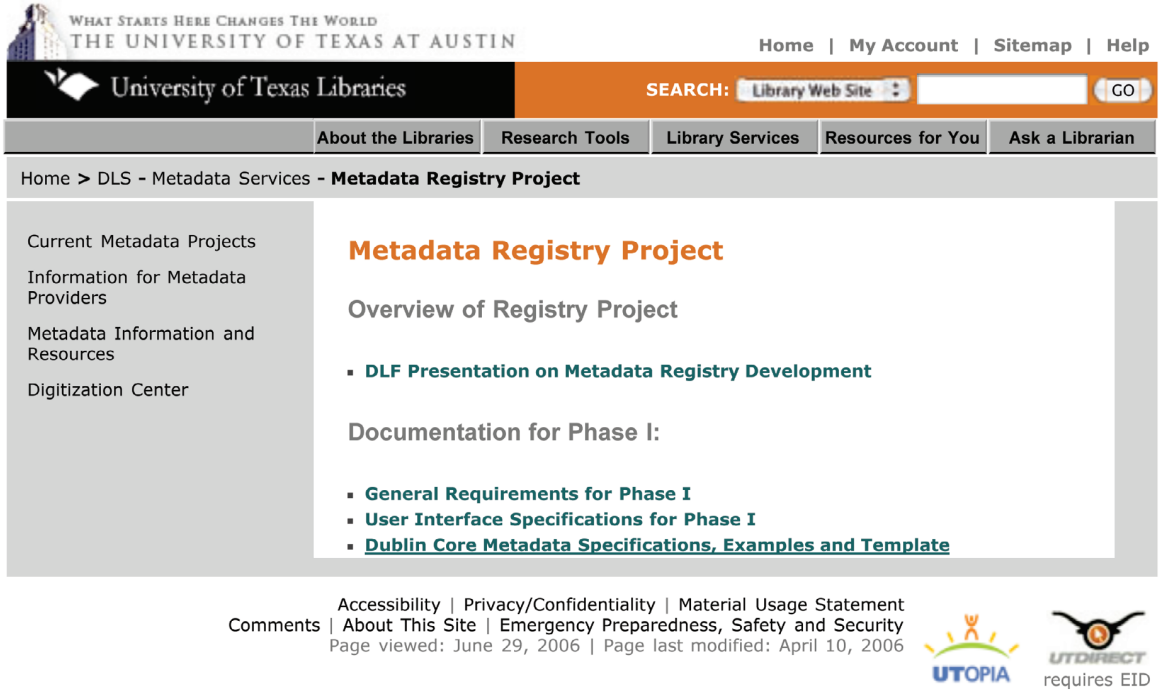
Field Name	Definition/Scope Note
Authors	A person, organization, or service responsible for the content of the resource. Enter the last name followed by the first name for individuals.
Title	Title statement/main title.
Other Titles	Alternative titles, such as an abbreviation or a translation.
Date of Issue	Date of publication or distribution; only displays if *previously published or publicly distributed* box checked during submission.
Publisher	Entity responsible for publication, distribution, or imprint; publisher of the previously issued instance of the work; only displays if *previously published or publicly distributed* box checked during submission.
Citation	Bibliographic citation for works that have been published as a part of a larger work, e.g. journal articles, book chapters; only displays if *previously published or publicly distributed* box checked during submission.
Series/Report No.	Series name and number within that series, if available; used for working papers, technical reports, etc.
Identifiers	Select from *ISSN, Other, ISMN, Govt Doc#, URI, ISBN*, and enter the standard number.
Type	Select one or more: Animation; Article; Book; Book Chapter; Dataset; Learning Object; Image; Image, 3-D; Map; Musical Score; Plan or blueprint; Preprint; Presentation; Recording, acoustical; Recording, oral; Software; Technical Report; Thesis; Video; Working Paper; Other.
Language	Select: English (United States); English; Spanish; German; French; Italian; Japanese; Chinese; (Other); N/A (for non-language material)

Subject Keywords	Key words or phrases that describe the intellectual content of the work.
Abstract	Abstract or summary.
Sponsors	Information about sponsoring agencies, individuals, or contractual arrangements (such as funding codes) for an item.
Description	Any descriptive information not in the abstract (such as number of pages in a document, date and location of a presentation, etc.)

Additional metadata fields available to Collection Administrators from within the KU ScholarWorks administrative interface:

Element	Definition/Scope Note
contributor.advisor	Used primarily for thesis advisor
contributor.editor	Editor for the resource
contributor.illustrator	Illustrator of the resource
contributor.other	Use for contributor not covered by other contributor types.
coverage.spatial	Spatial characteristics of content
coverage.temporal	Temporal characteristics of content
date.copyright	Date of copyright
date.created	Date of creation or manufacture of intellectual content if different from date.issued
date.submitted	Recommended for theses/dissertations
Identifier	Catchall for unambiguous identifiers not defined by qualified form; use identifier.other for a known identifier common to a local collection instead of unqualified form.
description.provenance	The history of custody of the item since its creation, including any changes successive custodians made to it.
description.statementofresponsibility	To preserve statement of responsibility from MARC records.
description.tableOfContents	A table of contents for this item.

description.uri	Uniform Resource Identifier pointing to a description of this item.
Format	Catchall for any format information not defined by qualifiers.
format.medium	Physical medium.
Relation	Catchall for references to other related items.
relation.isFormatOf	References additional physical form
relation.isPartOf	References physically or logically containing the item.
relation.hasPart	References physically or logically contained item.
relation.isVersionOf	References earlier version.
relation.hasVersion	References later version.
relation.isBasedOn	References source.
relation.isReferencedBy	Pointed to by a referenced resource.
relation.requires	Reference resource is required to support function, delivery, or coherence of item
relation.replaces	References preceding item.
relation.isReplacedBy	References succeeding item.
relation.uri	References Uniform Resource Identifier for related item.
subject.classification	Catchall for value from local classification system; global classification systems will receive specific qualifier.
subject.ddc	Dewey Decimal Classification Number
subject.lcc	Library of Congress Classification Number
subject.lcsh	Library of Congress Subject Heading
subject.mesh	Medical Subject Headings
subject.other	Local controlled vocabulary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DLF Presentation on Metadata Registry Development
Documentation for Phase I:
General Requirements for Phase I
User Interface Specifications for Phase I
Dublin Core Metadata Specifications, Examples and Template
Accessibility | Privacy/Confidentiality | Material Usage Statement
Comments | About This Site | Emergency Preparedness, Safety and Security
Page viewed: June 29, 2006 | Page last modified: April 10, 2006
UTOPIA
UTDIRECT
requires EID

University of Utah Institutional Repository Metadata Subgroup

University of Utah Institutional Repository Metadata Best Practices

Draft Version 0.4
May 2006

Version	Date	Changes Made
0.4	2006-05-03	4.10 Format – Clarified U of U comment; 4.15 Relation – Corrected APA format in examples; 4.20 Award – Element deleted
0.3	2006-04-05	3.2 Additional elements listed; 3.3.5 Character Encoding – Unicode not supported in CDM; 3.3.7 File Naming Conventions – Under review; 4.1 Title – Input Guideline 6 clarified; 4.2 Creator – Mandatory; Input Guideline 3 consistent name entry; 4.5 Publisher – U of U for unpublished works, name of commercial publisher if their pdf or author's copy as per contract; 4.7 Date Original – Comment removed; 4.8 Date Digital – Comment removed; 4.10 Format – Additional element instances for refinements; 4.13 Source – Comment added; 4.15 Relations – Refinements; New example added; 4.16 Coverage – Comment added; 4.17 Rights Management – Comment modified and example added; 4.18 Contributing Institution – Comment added; 4.19 Publication Type – Element added; 4.20 Award – Element added; 4.21 Scanning Technician – Element added; 4.22 Metadata Cataloger – Element added
0.2	2005-11-03	Updated throughout to reference CDPDCMBP rather than WS DCMBP, which is no longer available
0.1	2005-07-25	Initial draft

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