3/31/2006. Revised 3/24/06, 10/13/06, 10/30/06, 10/17/2007, 10/29/08, 10/7/2009, 10/16/2009, 2/19/2010, 2/24/2010, 4/14/2010, 11/3/2010, 2/19/2011, 2/26/2013, 9/25/2013, 2/3/2015
Claire-Lise Bénaud

Working Guidelines for Applying Dublin Core to CSWR Digitization Projects

"It is a central aspect of good metadata to record the same data in the same place across records." Paul Weiss

The CDP Dublin Core (Collaborative Digitization Program Dublin Core Metadata Best Practices, version 2.1) was chosen as the appropriate standard for CSWR. It has already been adopted for manuscripts and Western Waters digital collections. This is a practical guide for applying CDP Dublin Core. See "CSWR Guidelines for Using Dublin Core" by Kathlene Ferris for general guidelines on the CDP Dublin Core.

These guidelines will be effective as of now. They will not be applied retrospectively.

1. Applying CDP Dublin Core

Use the following elements in the same order.

1. Title*	indexed
2. Creator* (if available)	indexed
3. Subject*	indexed
4. Description*	indexed
5. Publisher*	not indexed
6. Contributor	indexed
7. Date Original* (if applicable)	indexed
8. Date Digital*	not indexed
9. Type*	indexed
10. Genre*	indexed. Local element mapped to Type
11. Format	not indexed
12. Digitization Specifications*	not indexed
13. Identifier*	indexed
14. Source*	indexed
15. Language	indexed
16. Relation	indexed
17. Coverage	indexed
18. Rights*	not indexed
19. Contributing Institutions	not indexed

Mandatory elements are indicated by an *

In some cases, CSWR uses the element "Project" to bring together particular digitized objects.   The Genre element is not part of Dublin Core or CDP Dublin Core and was added on 2/26/2013.

1. Title*
Transcribe the title from the resource itself. When no title is found, assign a title and make it as descriptive as possible. Exclude initial articles.

> ex: Aunt Jane [handwritten caption from photograph]
> View from Grand Lake [made-up title, photograph of Grand Lake]
> Boy leading two donkeys, Santa Fe, NM [made-up title]

2. Creator (* if available)
A person or entity primarily responsible for the content of the resource. Determine the Library of Congress form of the name when possible (check http://catalog.loc.gov/). Enter personal names in inverted form (last name, first name, middle name). Enter organization names in direct form. Enter multiple creators and separate each one with a semi-colon. For sound recordings, consider performers as creators. For photographs, the photographer is the creator, not the collector. Enter the collector's name in the Contributor element. If the creator is unknown, leave the element blank.
> ex: Duran y Gonzalez, Juan Maria, 1899-

For corporate entity creators: do not use dates or subdivisions

3. Subject*
What the content of the resource is about or what it is. Determine the Library of Congress form of the subject when possible (check http://catalog.loc.gov/, under Browse, drop down menu "Subjects beginning with"). Separate each subject heading by a semicolon. Do not follow the hierarchical headings found in http://catalog.loc.gov/. Use natural language.

> ex: Peace movements; Posters; Venezuela

NOT   Brazil – Civilization -- African influences
USE   Brazil; African influences

NOT   Indians, Treatment of
USE   Treatment of Indians

If you do not find a suitable Library of Congress heading, consult the following online thesauri:

Art and Architecture Thesaurus
http://www.getty.edu/research/conducting_research/vocabularies/aat/

Genre Terms: A Thesaurus for Use in Rate Book and Special Collections Cataloguing.
http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/genre/alphabetical_list.htm

For photographs
Thesaurus for Graphic Materials, vol. I (subject terms) and vol. II (genre and physical characteristics)
http://lcweb2.loc.gov/pp/tgmiquery.html

4. Description*
A free-text account of the content, an abstract, a table of content, etc.
>   ex: Horse and buggy in front of the J.C. Penney store, Longmont, Colorado, ca. 1901.

5. Publisher*
For digital objects, **Publisher** is the entity that created the digital resource.
Use "Center for Southwest Research, University Libraries, University of New Mexico http://library.unm.edu/cswr/"

6. Contributor
A person or organization who made significant contributions to resource but whose contribution is secondary to any entity already specified in a **Creator** element. Examples: editor, translator, illustrator, etc. Determine the Library of Congress form of the **Contributor**'s name when possible (check http://catalog.loc.gov/ and OANM). Enter personal names in inverted form (last name, first name, middle name). For sound recordings, consider transcribers as contributors. For photographs, consider collectors as contributors. Enter organization names in direct form.
>   ex: Robb, J. D. (John Donald),|d1892-
>   ex: Neruda, Pablo, 1904-1973 (Quote of Pablo Neruda on a LA poster)

7. Date Original (* if applicable)
Dates for the original resource from which the digital object was created. Enter dates in the form "YYYY-MM-DD"
>   ex: 1987 (for the year 1897)
>   1987-07 (for July 1897)
>   1987-07-16 (for July 16, 1897)
>   1955? (for an approximate or a circa date)

8. Date Digital*
Date of creation or availability of the digital resource. Use the "YYYY-MM-DD" format.

9. Type*
The nature or genre of the content of the resource. Select one of the following:
>>> Still image [map, photograph, painting, etc.]
>>> Moving image [animation, movie, video, etc.]
>>> Text [manuscript, music score, scrapbook, etc.]
>>> Sound [sound recording]
>>> Collection [group of things, a mixture of above examples]

10. Genre* (local element added on 2/2013)
The genre of the content of the resource. Select one of the following:

>>> Architectural drawing
>>> Book
>>> Chart
>>> Cultural artifact
>>> Letter
>>> Map
>>> Music score
>>> Newspaper
>>> Photograph
>>> Poster
>>> Realia
>>> Work of art

Prior to 2/2013, the genre term was added after the Type term (i.e., Still image; photograph)

11. Format*
The physical or digital manifestation of the resource. Format is used to record the extent of the resource (size and duration); the medium; and the Internet Media type (IMT)
>>> ex: 3,000,000 bytes [extent]
>>>   1 minute [extent]

>>> ex: DVD [medium]

>>> ex: text/html [IMT]
>>>   text/pdf [IMT]
>>>   image/jpeg [IMT]
>>>   audio/mp3 [IMT]

ex: 6.3 X 9.32 inches

When using a default, choose file size.

12. Digitization specifications
This element records technical information about the digitization of the resource: the hardware, software, used to create the digitized resource such as scanner model, scan resolution, etc.
        ex: PhotoshopCS
                Epson 1640XL

Include on the template.

13. Resource identifier*
An unambiguous reference to the resource within a given context.
        ex: 2010-005-0013 [do not add .tif or .jpeg for searching purposes]
        ex: mss 29bc_d6 [file name of the original scan]

14. Source*
A reference to a resource from which the present resource is derived. Some digital resources are born digital and derive from no pre-existing resource. In these cases, the **Source** element is not used. Use this element to indicate the call number/location of the original resource.
ex: ZIM CSWR Manuscripts MSS 509BC, Box 6, Folder 3
        ZIM CSWR Pict Colls PICT 000-119-0187
        ZIM CSWR Pict Colls PICT 000-119-1157 Drawer 13 Folder 3
        ZIM CSWR Robb MU7-CD1 Track 36 Index 14442
        ZIM CSWR UNM Archives UNMA 146

15. Language
The language in which a text is written or the spoken language of an audio or video. Visual images do not usually have a language. Indicate language.
Use three-letter codes (spa, eng, ger, yid)

16. Relation
A reference to a related source. It may also consist of an identifier, such as URI, for linking directly to the other resource.   The relation may be a version of, a part of, etc.

17. Coverage

Use only when place or time period cannot be adequately expressed by subject. Also use for spatial coverage.

17. Rights*

Information about rights held in and over the resource. It contains information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images. The UL decided to include the rights re. the original and the rights re. the digital version.

Latest wording:

ex: No institutional restrictions placed on the use of this collection. Duplication of material is allowed for research purposes. The Center for Southwest Research does not hold copyright. http://www.unm.edu/disclaimer.html

ex: No institutional restrictions placed on the use of this collection. Duplication of material is allowed for research purposes. The Center for Southwest Research owns the copyright. http://www.unm.edu/disclaimer.html

Older wording:

ex: Many postcards copyrighted by W.H. Horne in 1916. No institutional restrictions placed on use of this collection. Rights to the digital resource are held by the University of New Mexico http://www.unm.edu/disclaimer.html

ex: Copyright unknown. No institutional restrictions placed on use of this collection. Rights to the digital resource are held by the University of New Mexico http://www.unm.edu/disclaimer.html

19. Contribution Institution

We will not use the element "Contributing Institution" for CSWR–only projects. This element is used to identify institutions or departments other than CSWR that contributed to the digitization project.

2. Examples
Photograph:

Title	13th Cavalry picket line at Cruces, Mexico.
Subject	Pershing, John J. (John Joseph), 1860-1948; 1916 Punitive Expedition into Mexico; United States Army; Mexico; Revolution, 1910-1920; Horses; Cruces (Mexico).
Description	Horses at rest near river in Cruces, Mexico.
Publisher	Center for Southwest Research, University Libraries, University of New

Mexico http://elibrary.unm.edu/cswr/

Date original	1916-1917
Date digital	2006-10-19
Type	Still image
Genre	Photograph
Format	146.872 KB; 5.25 x 3.39 in.
Digitization specifications	Epson Perfection 2450 PHOTO, 600 ppi, 8 bit
Resource Identifier	986-015-0029
Source	ZIM CSWR Pict Colls PICT 986-015-0001--0050
Relation	Pershing's Punitive Expedition, 1916 (Collection) [Picture] -- http://elibrary.unm.edu/CSWRPhotoArchive/showCollection.php?qaccno=986-015
Rights	Many postcards were copyrighted by W.H. Horne, Mirror Photo Co, and Kavanaugh's War Postals in 1916-1917. No institutional restrictions placed on use of this collection. Rights to the digital resource are held by the University of New Mexico http://www.unm.edu/disclaimer.html

Photograph:

Title	Buffalo Soldiers at a meal
Subject	African American soldiers; Columbus (N.M.); 24th Infantry Division
Description	Several Buffalo soldiers gathered for a meal, holding metal cups and plates, wash buckets in foreground
Publisher	Center for Southwest Research, University Libraries, University of New Mexico http://elibrary.unm.edu/cswr/
Date Original	1918
Date Digital	2010-07-19
Type	Still image
Genre	Photograph
Format	3.68 x 5.79 in.
Digitization Specifications	
	Epson Perfection 2450 PHOTO, 600 ppi, 8 bit
Resource Identifier	2010-001-0010
Source	ZIM CSWR Pict Colls PICT 2010-001
Relation	Buffalo Soldiers in Columbus, New Mexico Photograph Collection, 1918; http://rmoa.unm.edu/docviewer.php?docId =nmupict2010-001.xm
Rights	No institutional restrictions placed on use of this collection. Rights to the digital resource are held by the University of New Mexico http://www.unm.edu/disclaimer.html

Poster:

Title	Voto sí por Pinochet
Subject	Pinochet Ugarte, Augusto; Chile; Plebiscite
Country	Chile
Description	Printed on both sides, this off-set poster encourages Chileans to vote in support of Pinochet's re-election in the 1988 plebiscite. The poster states that Pinochet is better experienced than his competition to govern, saved the country from communism and avoided a civil war, strengthened private property ownership, increased employment, speaks little but works hard, avoided a war with Argentina, etc.
Publisher	Center for Southwest Research, University Libraries, University of New Mexico http://elibrary.unm.edu/cswr/
Date Original	1988
Date Digital	2007-03-19
Type	Still image
Genre	Poster
Format	26 x 18.5 cm.
Digitization Specifications	Adobe Photoshop
Resource Identifier	000-674-3927
Source	ZIM CSWR Pict Colls PICT 000-674-3927; Drawer 35 Folder13
Language	spa
Relation	Sam L. Slick Collection of Latin American and Iberian Posters, ca. 1970-2000 http://rmoa.unm.edu/docviewer.php?docId=nmupict000-674.xml
Rights	Rights to the digital resource are held by the University of Management New Mexico http://www.unm.edu/disclaimer.html

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Poster:

Title	Skull helicopter
Creator	ASARO (Group of artists)
Subject	Mexico; Oaxaca; Asamblea Popular de los Pueblos de Oaxaca; Caricatures and cartoons; All Souls' Day; Helicopters; Human skeleton; Children and death; Wood engraving printing
Description	In this print, three skeleton calaveras are on a balcony looking up to a cloudy sky. One of skeletons holds a child calavera in arms. The child skeleton holds a soccer ball. A helicopter in the style of a skull is behind them. The paper has the ASARO intalgio stamp of a finger on the trigger with barrel pointed at the viewer for the "O".
Publisher	Center for Southwest Research, Universities Libraries, University of New Mexico http://www.unm.edu/disclaimer.html

Date Original 2006?
Date Digital 2010-09-29
Type Still image
Genre Work of art
Format 72 x 101 cm; still image/ tif
Digitization Abode Photoshop CS3; Nikon D90
Specifications
Resource 2010-005-0013
Identifier
Source ZIM CSWR Pict Colls PICT 2010-005 Drawer 93, Folder 2
Language spa
Relation Asamblea de Artistas Revolucionarios de Oaxaca Pictorial Collection --
http://rmoa.unm.edu/docviewer.php?docId=nmupict2010-005.xml
Coverage 2006 - 2009
Rights Rights to the digital resource are held by the University of New Mexico
http://www.unm.edu/disclaimer.html

3. DUBLIN CORE VERSUS CDP DUBLIN CORE

Dublin Core elements	Dublin Core elements adopted by the Collaborative Digitization Program at the Univ. of Denver (CDP Dublin Core Metadata Best Practices)
1. Title	1. Title
2. Creator	2. Creator
3. Subject	3. Subject
4. Description	4. Description
5. Publisher	5. Publisher
6. Contributor	6. Contributor
7. Date	7. Date Original*
	8. Date Digital*
8. Type	9. Type
9. Format	10. Format
10. Identifier	11. Genre +
11. Source	12. Digitization specifications*
12. Language	13. Identifier
13. Relation	14. Source
14. Coverage	15. Language
15. Rights	16. Relation
	17. Coverage
	18. Rights
	19. Contributing Institution*

* Elements added by CDP
+ Elements added by CSWR on 2/2013

4. DUBLIN CORE (http://dublincore.org/documents/usageguide/0

Element Name: Title	
Label:	Title
Definition:	A name given to the resource.
Comment:	Typically, Title will be a name by which the resource is formally known.
Element Name: Creator	
Label:	Creator
Definition:	An entity primarily responsible for making the content of the resource.
Comment:	Examples of Creator include a person, an organization, or a service. Typically, the name of a Creator should be used to indicate the entity.
Element Name: Subject	
Label:	Subject and Keywords
Definition:	A topic of the content of the resource.
Comment:	Typically, 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.
Element Name: Description	
Label:	Description
Definition:	An account of the content of the resource.
Comment:	Examples of Description include, but is not limited to: an abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.
Element Name: Publisher	
Label:	Publisher
Definition:	An entity responsible for making the resource available
Comment:	Examples of Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used to indicate the entity.
Element Name: Contributor	
Label:	Contributor
Definition:	An entity responsible for making contributions to the content of the resource.
Comment:	Examples of Contributor include a person, an organization, or a service. Typically, the name of a Contributor should be used to indicate the entity.

Element Name: Date	
Label:	Date
Definition:	A date of an event in the lifecycle of the resource.
Comment:	Typically, Date will be associated with the creation or availability of the resource. Recommended best practice for encoding the date value is defined in a profile of ISO 8601 [W3CDTF] and includes (among others) dates of the form YYYY-MM-DD.
Element Name: Type	
Label:	Resource Type
Definition:	The nature or genre of the content of the resource.
Comment:	Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary (for example, the DCMI Type Vocabulary [DCT1]). To describe the physical or digital manifestation of the resource, use the FORMAT element.
Element Name: Format	
Label:	Format
Definition:	The physical or digital manifestation of the resource.
Comment:	Typically, Format may include the media-type or dimensions of the resource. Format may be used to identify the software, hardware, or other equipment needed to display or operate the resource. Examples of dimensions include size and duration. Recommended best practice is to select a value from a controlled vocabulary (for example, the list of Internet Media Types [MIME]

	defining computer media formats).
Element Name: Identifier	
Label:	Resource Identifier
Definition:	An unambiguous reference to the resource within a given context.
Comment:	Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Formal identification systems include but are not limited to the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL)), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN).
Element Name: Source	
Label:	Source
Definition:	A Reference to a resource from which the present resource is derived.
Comment:	The present resource may be derived from the Source resource in whole or in part. Recommended best practice is to identify the referenced resource by means of a string or number conforming to a formal identification system.
Element Name: Language	
Label:	Language
Definition:	A language of the intellectual content of the resource.
Comment:	Recommended best practice is to use RFC 3066 [RFC3066] which, in conjunction with ISO639 [ISO639]), defines two- and three-letter primary language tags with

	optional subtags. Examples include "en" or "eng" for English, "akk" for Akkadian", and "en-GB" for English used in the United Kingdom.
Element Name: Relation	
Label:	Relation
Definition:	A reference to a related resource.
Comment:	Recommended best practice is to identify the referenced resource by means of a string or number conforming to a formal identification system.
Element Name: Coverage	
Label:	Coverage
Definition:	The extent or scope of the content of the resource.
Comment:	Typically, Coverage will include spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). Recommended best practice is to select a value from a controlled vocabulary (for example, the Thesaurus of Geographic Names [TGN]) and to use, where appropriate, named places or time periods in preference to numeric identifiers such as sets of coordinates or date ranges.
Element Name: Rights	
Label:	Rights Management
Definition:	Information about rights held in and over the resource.
Comment:	Typically, Rights will contain a rights management statement for the resource, or reference a service

| | providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. If the Rights element is absent, no assumptions may be made about any rights held in or over the resource. |