University of North Texas Libraries Metadata Application Profile

Version Date: 2023-07-07

Current Version: https://github.com/unt-libraries/untl_map

Contents

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Introduction

Metadata in the University of North Texas (UNT) Libraries' Digital Collections is based on Dublin Core with the addition of local fields and qualifiers. All records contain the same 21 fields, eight of which are required for every item. For a record to be considered "complete," it must have values for each of the required fields.

Optional fields should be left blank if the information is not available.

Qualifiers are required (when applicable) if the field contains a value.

Additional Resources

Technical requirements for the UNTL specification are documented at: http://digital2.library.unt.edu/untl.xsd

Full guidelines for UNTL metadata fields and projects are documented at: https://www.library.unt.edu/metadata/

Python package for reading and writing UNTL metadata records: https://github.com/unt-libraries/pyuntl

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Metadata Field Summary

This table summarizes information about field elements used in UNTL (University of North Texas Libraries) metadata records. For each field, it lists:

- Field -- Name of the field element.

- Source -- DC (Dublin Core) or Local.

- Required -- Whether or not a value is required for every record in the Digital Collections (Yes/No).

- Repeatable -- Whether or not the field is a repeatable element (Yes/No).

Field	Source	Required	Repeatable
Title	DC	Yes	Yes
Creator	DC	No	Yes
Contributor	DC	No	Yes
Publisher	DC	No	Yes
Date	DC	No	Yes
Language	DC	Yes	Yes
Description	DC	Yes	Yes
Subject	DC	Yes	Yes

Field	Source	Required	Repeatable
Primary Source	Local	No	No
Coverage	DC	No	Yes
Source	DC	No	Yes
Citation	Local	No	Yes
Relation	DC	No	Yes
Collection	Local	Yes	Yes
Institution	Local	Yes	No
Rights	DC	No	Yes
Resource Type	DC	Yes	No
Format	DC	Yes	No
Identifier	DC	No	Yes
Degree	Local	No	Yes
Note	Local	No	Yes
Meta	Local	Yes	Yes

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Overview

This list provides general information for each field element used in UNTL (University of North Texas Libraries) metadata records.

Each table includes the following information:

- Description -- Definition of the field element.

- Required -- Whether or not a value is required for every record in the Digital Collections (Yes/No).

- Repeatable -- Whether or not the field is a repeatable element (Yes/No).

- Qualifier -- Link to the controlled vocabulary values for the field's qualifier, when applicable.

- Value Type -- Type of text value entered into the field, with links to vocabularies if the field value is strictly controlled.

- Guidelines -- Link to full explanation of field usage, input rules, and example values.

- Notes -- Other relevant notes, links, and applicable authorities or vocabularies that apply to the field.

List of Fields

	Title

Title	
Description	The name given to the resource.
Required	Yes
Repeatable	Yes
Qualifier	http://purl.org/NET/UNTL/vocabularies/title-qualifiers/
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/title
Notes	Main title is required.

Creator	
Description	A person, agency, or organization primarily responsible for creating the intellectual content of the resource.
Required	No
Repeatable	Yes
Qualifier	http://purl.org/NET/UNTL/vocabularies/agent-qualifiers/
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/creator
Notes	Every creator entry must include a role (qualifier) and type, with an optional information statement. Creator type value: http://digital2.library.unt.edu/vocabularies/agent-type/ Except for specific collections, an agent may only be listed once per record as a creator or contributor, but may be listed once as creator/contributor and also as publisher. When possible, names should come from an established authority, including Library of Congress, the Virtual International Authority File (VIAF), or the local UNT Name App: http://digital2.library.unt.edu/name/

Contributor	

Contributor	
Description	A person or organization that has played an important but secondary role in creating the content of the resource and is not specified in the creator element.
Required	No
Repeatable	Yes
Qualifier	http://purl.org/NET/UNTL/vocabularies/agent-qualifiers/
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/contributor
Notes	Every contributor entry must include a role (qualifier) and type, with an optional information statement. Contributor type value: http://digital2.library.unt.edu/vocabularies/agent-type/ Except for specific collections, an agent may only be listed once per record as a creator or contributor, but may be listed once as creator/contributor and also as publisher. When possible, names should come from an established authority, including Library of Congress, the Virtual International Authority File (VIAF), or the local UNT Name App: http://digital2.library.unt.edu/name/

Publisher	
Description	An entity responsible for making the resource available: the publisher of the original work.
Required	No
Repeatable	Yes
Qualifier	No
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/publisher
Notes	Publisher should include a name and/or publication location, with optional information statement.

Publisher	
	When possible, names should come from an established authority, including Library of Congress, the Virtual International Authority File (VIAF), or the local UNT Name App: http://digital2.library.unt.edu/name/

Date	
Description	Dates associated with events in the life cycle of the resource.
Required	No
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/date-qualifiers/
Value Type	EDTF Date
Guidelines	http://www.library.unt.edu/digital-projects-unit/date
Notes	Date values must comply with the Extended Date/Time Format. Each date type may only be used once per record.

Language	
Description	The language(s) of the intellectual content of the resource.
Required	Yes
Repeatable	Yes
Qualifier	No
Value Type	http://digital2.library.unt.edu/vocabularies/languages/
Guidelines	http://www.library.unt.edu/digital-projects-unit/language
Notes	Language codes align with the ISO 639-2 specification or come from Glottolog (https://glottolog.org/) if an ISO code is not available.

Description	
Description	Description of the content and physical attributes of the resource.

Description	
Required	Yes
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/description-qualifiers/
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/description
Notes	Content description is required. Each description type may only be used once per record.

Subject	
Description	The subjects or topics that succinctly describe the content of the resource.
Required	Yes
Repeatable	Yes
Qualifier	http://purl.org/NET/UNTL/vocabularies/subject-qualifiers/
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/subject
Notes	Two subjects of any type are required. For all Portal records at least one value from the UNTL-BS is required: http://digital2.library.unt.edu/subjects/ Subjects from controlled vocabularies must be authorized terms.

Primary Source	
Description	The primary source field designates firsthand accounts of historical subjects.
Required	No
Repeatable	No

Primary Source	
Qualifier	No
Value Type	0 = Not a primary source 1 = Item is a primary source
Guidelines	http://www.library.unt.edu/digital-projects-unit/primary-source
Notes	This is a local field.

Coverage	
Description	Geographic and temporal information related to the content of the resource.
Required	No
Repeatable	Yes
Qualifier	http://purl.org/NET/UNTL/vocabularies/coverage-eras/
Value Type	Place Box: Geocode (http://www.dublincore.org/documents/dcmi-box/) Place Name: Text string Place Point: Geocode (http://dublincore.org/documents/dcmi-point/) Coverage Date: EDTF Date Time Period: http://purl.org/NET/UNTL/vocabularies/coverage-eras/
Guidelines	http://www.library.unt.edu/digital-projects-unit/coverage
Notes	Date entries cannot be repeated. Date values must comply with the Extended Date/Time Format.

Source	
Description	Information about a resource from which the current resource is derived.

Source	
Required	No
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/sourceQualifiers/
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/source
Notes	

Citation	
Description	Information about a serial item, a resource from which the current resource is derived, or peer-reviewed status of items.
Required	No
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/citationQualifiers/
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/citation
Notes	This is a local field. Each citation type may only be used once per record. Value for "Peer Reviewed" is True/False; all others are text.

Relation	
Description	Information about another resource that is related to the current resource.
Required	No
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/relation-qualifiers/
Value Type	Text string

Relation	
Guidelines	http://www.library.unt.edu/digital-projects-unit/relation
Notes	

Collection	
Description	Collection refers to a larger group of resources with a unique collective title to which the resource being described belongs.
Required	Yes
Repeatable	Yes
Qualifier	No
Value Type	http://digital2.library.unt.edu/vocabularies/collections/
Guidelines	http://www.library.unt.edu/digital-projects-unit/collection
Notes	This is a local field.

Institution	
Description	A consistent reference to the institution or administrative unit that owns the original resource for which metadata was created, or that retains rights and responsibilities related to the item and its usage.
Required	Yes
Repeatable	No
Qualifier	No
Value Type	http://digital2.library.unt.edu/vocabularies/institutions/
Guidelines	http://www.library.unt.edu/digital-projects-unit/institution
Notes	This is a local field. Same as "Partner" in public interfaces.

Rights	
Description	Rights information provides information about rights held in and over the resource; describes the conditions under which the work may be

Rights	
	used, distributed, reproduced, etc.; how these conditions may change over time; and whom to contact regarding the copyright of the work.
Required	No
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/rights-qualifiers/
Value Type	Access: http://digital2.library.unt.edu/vocabularies/rights-access/ Holder: Text string License: http://digital2.library.unt.edu/vocabularies/rights-licenses/ Statement: Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/rights
Notes	

Resource Type	
Description	The type or category of the primary content of the resource.
Required	Yes
Repeatable	No
Qualifier	No
Value Type	http://digital2.library.unt.edu/vocabularies/resource-types/
Guidelines	http://www.library.unt.edu/digital-projects-unit/resource-type
Notes	

Format	
Description	The digital manifestation of the resource.
Required	Yes
Repeatable	No

Format	
Qualifier	No
Value Type	http://digital2.library.unt.edu/vocabularies/formats/
Guidelines	http://www.library.unt.edu/digital-projects-unit/format
Notes	

Identifier	
Description	A numeric or alphanumeric string or a URL that identifies the item in a particular context.
Required	No
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/identifier-qualifiers/
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/identifier
Notes	Every item in the Digital Collections is assigned a unique, permanent ARK identifier during upload; that value is saved in the record's administrative metadata.

Degree	
Description	Information about an originating agency, used specifically for theses/dissertations and for items created at the University of North Texas.
Required	No
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/degree-information/
Value Type	College: Text string Department: Text string Discipline: Text string

Degree	
	Grantor: Text string

Level: http://digital2.library.unt.edu/vocabularies/degree-levels/

Name: Text string

Publication Type: http://digital2.library.unt.edu/vocabularies/publication-types/ |
| Guidelines | http://www.library.unt.edu/digital-projects-unit/degree-information |
| Notes | This is a local field.

Each degree information type may only be used once per record. |

Note	
Description	A "catch-all" field for additional information that cannot be entered or does not fit well in other elements.
Required	No
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/note-qualifiers/
Value Type	Text string
Guidelines	http://www.library.unt.edu/digital-projects-unit/note
Notes	This is a local field.

Meta	
Description	Information captured by the digital library system.
Required	Yes
Repeatable	Yes
Qualifier	http://digital2.library.unt.edu/vocabularies/meta-qualifiers/
Value Type	

Meta	
Guidelines	http://www.library.unt.edu/digital-projects-unit/meta-information
Notes	This is a local field. This field is automatically generated and updated by the system to document administrative information about the item and record, including permanent identifiers, dates of creation/edits, editors, etc. Only specific components of the information can be edited (e.g., record status and system), and only by designated administrators.