Ohio Digital Network Metadata Application Profile

Version 1.4

Document Change Control

Version	Date	Description
1.0	6/12/2017	Metadata Application Profile submitted to Ohio Digital Network by the Metadata Working Group
1.1	8/17/2017	2 errors corrected. Appendix A Place USGS link updated. Dcterms:type corrected from dcterms:types in Required Field table.
1.2	9/11/2017	2 errors corrected. Capitalization corrected in edm:preview and edm:rights. Genre controlled vocabularies removed from Appendix A, as genre is no longer a field in the MAP.
1.3	1/26/2018	Moved dcterms:isPartOf to required, as it will be pulled from the set name of the contributor's OAI feed. Clarified accepted terms for dcterms:type and moved to recommended, to bring in line with the DPLA MAP
1.4	3/5/2018	Changes needed based on initial ingest to DPLA. Changed fields: ● Updated **edm:preview** to indicate that is better to send items without no thumbnail then using a generic thumbnail to meet this requirement. ● Updated controlled vocabulary for **dcterms:language** and noted that if abbreviations are used it must be the three character abbreviation, not two character. ● Updated **dcterms:spatial** to indicate that it can only be a geographic name and that state name should be used as town and county names can refer to several different states. ● Removed note from **dc:rights** because DPLA MAP 5.0 has been released. ● Removed File Format version of dc:format, because DPLA can't parse if we use dc:format for multiple fields; dc:format for Format will be the only usage recommended going forward.

Introduction

This MAP details a proposed set of metadata elements, and includes suggestions for best practices, MARC mapping where appropriate, and recommended controlled vocabulary or syntax for fields.

For aggregation and inclusion in the DPLA, metadata for the Ohio DPLA Project must be contributed with a [Creative Commons CC0 license](#).

Fields are presented in two sets of tables in this document
- Required, Recommended and Optional Fields - fields grouped by their obligation. This table contains just the label, the mapped DPLA property, the obligation and a brief description.
- Element Details - this set of tables is organized by element label. It contains the information above, plus information about mapping from Dublin Core and Qualified Dublin Core, use of controlled vocabularies, notes and examples.

Required, Recommended, Optional Fields

Required		
Label	**DPLA Property**	**Usage**
Data Provider	edm:dataProvider	**Required, 1.** The organization or entity that supplies data to DPLA through a Provider.
Collection	dcterms:isPartOf	**Required, 1**. Collection or aggregation of which described resource is a part; will be determined from the OAI set name. Can use an alternative value if necessary; notify ODN during initial QA process.
Is Shown At	edm:isShownAt	**Required, 1.** Unambiguous URL reference to digital object in its full information context
Preview	edm:preview	**Required if available, 1.** The URL of a thumbnail, extract or other type of resource representing the digital object for the purposes of providing a preview. Default thumbnails (e.g. a generic image for an item without a thumbnail) should not be used.
Standardized Rights Statement	edm:rights	**Required, 1**. The URI of the rights statement from rightsstatements.org that applies to the digital object or digital representation found at edm:isShownAt. The

Label	Property	Usage
		statement found at the URL cannot contradict or repeat information found in dc:rights.
Title	dcterms:title	**Required, 1 or more.** Primary name given to the described resource.
Recommended		
Label	**Property**	**Usage**
Language	dcterms:language	**Recommended, can be multiple.** Language(s) of described resources. See Appendix A for controlled vocabulary.
Creator	dcterms:creator	**Recommended.** Entity primarily responsible for making described resource.
Date	dc:date	**Recommended, can be multiple.** Date value as supplied by data provider.
Format	dc:format	**Recommended, can be multiple.** Physical medium or dimensions of described resource. Literal
Place	dcterms:spatial	**Recommended, can be multiple.** Spatial characteristics of described resource, such as a country, city or other geographical term. Captures aboutness.
Subject	dcterms:subject	**Recommended, can be multiple.** Topic of described resource
Type	dcterms:type	**Recommended, 1 or more.** Nature or genre of described resource. Must be one or more of the following values from DCMI Type Vocabulary [DCMITYPE]: Class, Event, Image, InteractiveResource, MovingImage, PhysicalObject, Service, Software, Sound, StillImage, Text
Optional		
Label	**Property**	**Usage**
Alternate Title	dcterms:alternative	**Optional, can be multiple**. Any alternative title of the described resource including abbreviations and translations
Contributor	dcterms:contributor	**Optional, can be multiple**. Entity responsible for making contributions to described resource

Description	dcterms:description	**Optional, can be multiple**. Includes but is not limited to: an abstract, a table of contents, or a free-text account of described resource
Extent	dcterms:extent	**Optional, can be multiple**. Size or duration of described resource
Identifier	dcterms:identifier	**Optional, can be multiple**. ID of described resource within a given context
Publisher	dcterms:publisher	**Optional, can be multiple**. Entity responsible for making the described resource available, typically the publisher of a text.
Relation	dc:relation	**Optional, can be multiple**. Related resource
Rights	dc:rights	**Optional, can be multiple.** Information about rights held in and over the **described resource** found at edm:isShownAt. Information cannot repeat or contradict information found in the edm:rights. Typically, rights information includes a statement about various property rights associated with the described resource, including intellectual property rights. Literal.
Rights Holder	dcterms:rightsholder	**Optional, can be multiple.** A person or organization owning or managing rights over the resource
Temporal Coverage	dcterms:temporal	**Optional, can be multiple.** Temporal characteristics of the described resource. Captures aboutness

Element Details

Elements are in order alphabetically; see Appendix A for explanations of controlled vocabulary/syntax acronyms. See table below for explanation of properties.

Explanation of Properties

Label	The unique name used in the Metadata Application Profile.
Status	Status labels for elements can include Required, Strongly Recommended, Recommended, and Optional.

Description	Brief description of the element.
Refines	The Dublin Core metadata field of which the described term is a sub-property.
Repeatable	"Yes" means that a field may be used multiple times in an item record; "No" means that a field can only be used once in an item record.
Controlled Vocab/Syntax	Recommended vocabulary for element, if available. (For data quality and consistency)
DC 1.1 Mapping	The Dublin Core element to which the metadata field name maps.
MARC Mapping	The MARC field to which the Dublin Core metadata element is crosswalked.
Notes	Applicable notes for the element.
Example	Examples of best practices for the described field.

DPLA Property	dcterms:alternative
Label	Alternate Title
Status	Optional
Description	Any alternative title of the described resource including abbreviations and translations
Refines	dc:title ; dcterms:title
Repeatable	Yes
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:title
Qualified DC Mapping	dc.title.alternative
MARC Mapping	246, subfield a and b; also, may use 130, 210, 222, 240, 242, 243, 247, 730, 740
Notes	The distinction between titles and alternative titles is application-specific; some titles are better known by their alternative title.
Example	The book Columbus 400 has five known alternative titles including: Business 400 of Columbus; Men of the Ohio Capital; et al.

DPLA Property	dcterms:isPartOf
Label	Collection
Status	Required
Description	Collection or aggregation of which described resource is a part
Refines	dc:relation ; dcterms:relation
Repeatable	No
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:relation
Qualified DC Mapping	dc.relation.isPartOf
MARC Mapping	
Notes	
Examples	Usually system generated by The Ohio Digital Network

DPLA Property	dcterms:contributor
Label	Contributor
Status	Optional
Description	Entity responsible for making contributions to described resource
Refines	dc:contributor
Repeatable	Yes
Controlled Vocab/Syntax	LCNAF
DC 1.1 Mapping	dc:contributor
Qualified DC Mapping	
MARC Mapping	700, 710, 711, 720 (Added Entry – Personal name, Corporate name, Conference name, Uncontrolled Name); sometimes 100, 110, 111, but only if subfield e is not "author" or "creator."
Notes	Examples of a Contributor include a person, an organization, or a service. Does not refer to institution contributing object to DPLA; use Data Provider for that.
Example	Editor: Charles W. Seward; Photographer: Herb Topy

DPLA Property	dcterms:creator
Label	Creator
Status	Recommended
Description	Entity primarily responsible for making described resource

Refines	dc:creator ; dcterms:contributor
Repeatable	Yes
Controlled Vocab/Syntax	LCNAF
DC 1.1 Mapping	dc:creator
Qualified DC Mapping	
MARC Mapping	100, 110, 111, 700, 710, 711 when the value of the subfield e is "author" or "creator."
Notes	Examples of a Creator include a person, an organization, or a service. Use Library of Congress Authorities to guide formatting of names. http://authorities.loc.gov
Example	President Edmund B. Paxton; Columbus Writers Club

DPLA Property	edm:dataProvider
Label	Data Provider
Status	Required
Description	The organization or entity that supplies data to DPLA through a Provider.
Refines	
Repeatable	No
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:contributor
Qualified DC Mapping	dc:provenance
MARC Mapping	
Notes	System generated by Ohio Digital Network.

DPLA Property	dc:date
Label	Date
Status	Recommended, can be multiple
Description	Date value as supplied by data provider
Refines	
Repeatable	Yes
Controlled Vocab/Syntax	ISO 8601 (W3CDTF)
DC 1.1 Mapping	dc:date
Qualified DC Mapping	

MARC Mapping	260 subfield c (Date of publication, distribution, etc.) or subfield g (Date of manufacture); 264 subfield c
Notes	Date may be used to express temporal information at any level of granularity. Recommended best practice is to use an encoding scheme. Date refinements are generally useful in situations where more than one date is needed, and the difference between the dates may be important to users.
Example	1940-02-20; 1940-02; 1940; February 20, 1940

DPLA Property	dcterms:description
Label	Description
Status	Optional
Description	Includes but is not limited to: an abstract, a table of contents, or a free-text account of described resource
Refines	dc:description
Repeatable	Yes
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:description
Qualified DC Mapping	
MARC Mapping	500-599, except 506, 530, 540, 546; 300 if relevant/appropriate
Notes	Since the Description field is a potentially rich source of indexable terms, care should be taken to provide this element when possible. Best practice recommendation for this element is to use full sentences, as description is often used to present information to users to assist in their selection of appropriate resources from a set of search results.
Example	Bill Moss posed with Tina Turner and Eddie Castleberry, the program director of WVKO.

DPLA Property	dcterms:extent
Label	Extent
Status	Optional
Description	Size or duration of described resource
Refines	dc:format
Repeatable	Yes
Controlled Vocab/Syntax	
DC 1.1 Mapping	

Qualified DC Mapping	dc.format.extent
MARC Mapping	300 subfield a; 533 subfield e
Notes	Because the refinement Extent is used in a variety of situations, it generally consists of both a numeric value and a caption that is needed to interpret the numeric value. Best practice is to separate the numeric value and the caption with a space, whether the caption appears before or after the value.
Example	21 minutes; 899 kb; 250 pages; 35 mm

DPLA Property	dc:format
Label	File Format
Status	Recommended
Description	File format of digital representation.
Refines	
Repeatable	Yes
Controlled Vocab/Syntax	IMT
DC 1.1 Mapping	
Qualified DC Mapping	dcterms:format
MARC Mapping	
Notes	The file format of the electronic resource. Recommended best practice is to use a controlled vocabulary.
Example	jpeg; jp2; pdf; gif

DPLA Property	dc:format
Label	Format
Status	Recommended
Description	Physical medium
Refines	
Repeatable	Yes
Controlled Vocab/Syntax	IMT
DC 1.1 Mapping	
Qualified DC Mapping	dcterms:medium
MARC Mapping	340 subfield a

Notes	The physical medium. For dimensions, use Extent. For file type, use File Format field. Recommended best practice is to use a controlled vocabulary.
Example	drawing; photograph; image/gif;

DPLA Property	dcterms:identifier
Label	Identifier
Status	Optional
Description	ID of described resource within a given context
Refines	dc:identifier
Repeatable	Yes
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:identifier
Qualified DC Mapping	
MARC Mapping	For standardized identifiers:020 subfield a; 022 subfield a; 024 subfield a. For local file names: this data may exist in a variety of fields/subfields according to local practices.
Notes	Recommended best practice is to identify the resource by means of a string conforming to a formal identification such as an established file naming structure.
Example	0385424728 [ISBN]; Westerville_00099

DPLA Property	edm:IsShownAt
Label	Is Shown At
Status	Required
Description	Unambiguous URL reference to digital object in its full information context
Refines	edm:hasView
Repeatable	No
Controlled Vocab/Syntax	URI
DC 1.1 Mapping	dc:identifier
Qualified DC Mapping	dcterms:identifier
MARC Mapping	856 $u
Notes	Link to object record; System generated by Ohio Digital Network.

Example	http://hdl.handle.net/2374.OX/187481; http://www.ohiomemory.org/cdm/ref/collection/p267401coll32/id/3886

DPLA Property	**dcterms:language**
Label	Language
Status	Recommended
Description	Language(s) of described resource
Refines	dc:language
Repeatable	
Controlled Vocab/Syntax	ISO 639-3
DC 1.1 Mapping	dc:language
Qualified DC Mapping	
MARC Mapping	008/35-37; 041 0# subfield a (language code) with a subfield 2 of "iso639-3" being the best standard.
Notes	Either a coded value or text string can be represented here. If the content is in more than one language, the element may be repeated. If you are using coded values, if possible, match to DPLA's controlled vocabulary - see Appendix A.
Example	eng; English; spa; Spanish

DPLA Property	**dcterms:spatial**
Label	Place
Status	Recommended, can be multiple
Description	Spatial characteristics of described resource, such as a country, city, or other geographical term. Captures aboutness
Refines	dc:coverage ; dcterms:coverage
Repeatable	Yes
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:coverage
Qualified DC Mapping	dc.coverage.spatial
MARC Mapping	651 #0 (for LCSH place names) or #7 with the specific vocabulary source provided in subfield 2 (TGN, for example); 043 subfield c and 650 subfield z. (All of these refer to place names; geospatial coordinates are preferred when possible)

Notes	Spatial topic and spatial applicability may be a location specified by its geographic coordinates (latitude, longitude) or a named place. Recommended best practice is to list terms in ascending order from most specific value, and to use unambiguous data such as geospatial coordinates. Where appropriate, named places can be used (full names used in a consistent hierarchy). Cities and counties must have accompanying states.
Example	Columbus, Ohio; Ohio; 6.703, 46.627

DPLA Property	edm:preview
Label	Preview
Status	Required
Description	The URL of a thumbnail, extract or other type of resource representing the digital object for the purposes of providing a preview
Refines	edm:hasView
Repeatable	No
Controlled Vocab/Syntax	URI
DC 1.1 Mapping	dc:identifier
Qualified DC Mapping	dcterms:identifier
MARC Mapping	856 $u with clarification of image in $3
Notes	This is the thumbnail. Note that this is only required for images and text documents with a thumbnail. Thumbnails should NOT be generated for audio files and other file types. DPLA will use their own default image for those file types. System generated for certain platforms, i.e ContentDM
Example	

DPLA Property	dcterms:publisher
Label	Publisher
Status	Optional
Description	Entity responsible for making the described resource available, typically the publisher of a text
Refines	dc:publisher
Repeatable	Yes

Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:publisher
Qualified DC Mapping	
MARC Mapping	260 subfield b (if born digital) or 533 subfield c (if reformatted)
Notes	The intent of specifying this field is to identify the entity that provides access to the resource. If the Creator and Publisher are the same, do not repeat the name in the Publisher area. If the nature of the responsibility is ambiguous, the recommended practice is to use Publisher for organizations, and Creator for individuals. In cases of ambiguous responsibility, use Contributor.
Example	The Ohio Sentinel Publishing Company; F.J. Heer Publishing Co.

DPLA Property	dc:relation
Label	Relation
Status	Optional
Description	Related resource
Refines	
Repeatable	Yes
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:relation
Qualified DC Mapping	
MARC Mapping	530; 760-787 subfields o and t
Notes	Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system. Relationships may be expressed reciprocally (if the resources on both ends of the relationship are being described) or in one direction only, even when there is a refinement available to allow reciprocity. If text strings are used instead of identifying numbers, the reference should be appropriately specific. For instance, a formal bibliographic citation might be used to point users to a particular resource.
Example	If an item is related or a part of another resource; for example a picture being scanned from a book than a bibliographic citation would be given to the book. Ex:Columbus Men Worthwhile: Presented in Cartoon, by Billy Ireland, OH 741.5 I652c, (p.219)

DPLA Property	dc:rights
Label	Rights

Status	Optional
Description	Information about rights held in and over the described resource that expands on information found in the edm:rights field. Only use if adding additional information found in the edm:rights field, as the field cannot contradict or repeat information found in edm:rights element.
Refines	
Repeatable	Yes
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:rights
Qualified DC Mapping	
MARC Mapping	506, 540
Notes	The dc:rights element should only be used to add additional information to the edm:rights field. If the dc:rights field is mapped to both edm:rights and dc:rights, edm:rights must always map to the first dc:rights instance.
Example	

DPLA Property	dcterms:rightsholder
Label	Rights Holder
Status	Optional
Description	A person or organization owning or managing rights over the resource
Refines	
Repeatable	
Controlled Vocab/Syntax	
DC 1.1 Mapping	
Qualified DC Mapping	
MARC Mapping	542 subfield d
Notes	Since, for the most part, people and organizations are not typically assigned URIs, a person or organization holding rights over a resource would be named using a text string. People and organizations sometimes have websites, but URLs for these are not generally appropriate for use in this context, since they are not clearly identifying the person or organization, but rather the location of a website about them.
Example	Herb Topy; The Ohio State University

DPLA Property	edm:rights
Label	Standardized Rights Statement
Status	Required
Description	The URL of the rights statement from rightsstatements.org that applies to the digital object or digital representation found at edm:isShownAt. The statement found at the URL cannot contradict or repeat information found in the dc:rights element. This field is the priority rights field and is required.
Refines	
	No
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:rights
Qualified DC Mapping	
MARC Mapping	n/a
Notes	The field must be filled with a URL that corresponds to one of the 12 standardized rights statements found at rightsstatements.org The dc:rights element should only be used to add additional information to the edm:rights field. If the dc:rights field is mapped to both edm:rights and dc:rights, edm:rights must always map to the first dc:rights instance.
Example	http://rightsstatements.org/page/NoC-US/1.0/?language=en

DPLA Property	dcterms:subject
Label	Subject
Status	Recommended
Description	Topic of described resource
Refines	dc:subject
Repeatable	Yes
Controlled Vocab/Syntax	LCSH ; AAT
DC 1.1 Mapping	dc:subject
Qualified DC Mapping	
MARC Mapping	650, 600, 610, 653
Notes	Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme. Select subject keywords from the Title or Description information, or from within a text resource. If the subject of the item is a person or an organization,

	use the same form of the name as you would if the person or organization were a Creator or Contributor. Use uncoordinated values if possible (or attempt to for new collections), for example: Subject: Soldiers Subject: Ohio Subject: Correspondence *instead of* Subject: Soldiers -- Ohio -- Correspondence
Example	Dogs; Airplanes; Rhodes, James A. (James Allen), 1909-2001

DPLA Property	dcterms:temporal
Label	Temporal Coverage
Status	Optional, can be multiple
Description	Temporal characteristics of the described resource. Captures aboutness
Refines	dc:coverage ; dcterms:coverage
Repeatable	Yes
Controlled Vocab/Syntax	LCSH recommended
DC 1.1 Mapping	dc:coverage
Qualified DC Mapping	dc.coverage.temporal
MARC Mapping	033 subfield a; 533 subfield b; 650 subfield y; 651 subfield y
Notes	Recommended best practice is to select a value from a controlled vocabulary. Where appropriate time periods should be used in preference to numeric identifiers such as sets of date ranges.
Example	19th Century; 1850s

DPLA Property	dcterms:title
Label	Title
Status	Required
Description	Primary name given to the described resource
Refines	dc:title
Repeatable	No
Controlled Vocab/Syntax	
DC 1.1 Mapping	dc:title

Qualified DC Mapping	
MARC Mapping	245 subfields a and b
Notes	Typically, a Title will be a name by which the resource is formally known. If in doubt about what constitutes the title, use the Alternate Title element and include the variants in second and subsequent Alternate Title iterations.
Example	Handsome Homes of Columbus, Ohio; Historical Collections of Ohio

DPLA Property	dcterms:type
Label	Type
Status	Recommended
Description	Nature or genre of described resource
Refines	dc:type
Repeatable	Yes
Controlled Vocab/Syntax	DCMI Type (see Notes)
DC 1.1 Mapping	dc:type
Qualified DC Mapping	dcterms:type
MARC Mapping	Leader06, Leader07, 655 #7 subfield a (Index Term--Genre/Form) if subfield 2 is "dct", plus subfield 2=local (for DCMI Type)
Notes	Must be one or more of the following values from DCMI Type Vocabulary [DCMITYPE]: Class, Event, Image, InteractiveResource, MovingImage, PhysicalObject, Service, Software, Sound, StillImage, Text To describe the physical medium or dimensions of the resource, use the Format element. For file type, use File Format.
Example	See Notes

Appendix A: Controlled Vocabularies and Syntax

The table below provides links to the Controlled Vocabularies or Syntax prescribed by the Proposed Metadata Application Profile section.

Element Label	Controlled Vocabulary/Syntax	Link
Contributor & Creator	LCNAF - Library of Congress Name Authority File	http://authorities.loc.gov/
Date	ISO 8601	http://www.iso.org/iso/home/standards/iso8601.htm
Format	IMT - Internet Media Types	http://www.iana.org/assignments/media-types/media-types.xhtml
Identifier	URI	https://tools.ietf.org/html/rfc3986
Language	ISO 639-3 modified by DPLA	https://github.com/dpla/ingestion3/blob/9f1f156f059f1840c538105bf02d02443c38356a/src/main/resources/iso-639-3.tab
Language	Lexvo	http://www.lexvo.org/
Place	LCSH - Library of Congress Subject Headings	http://authorities.loc.gov/
Place	TGN - Thesaurus of Geographic Names	http://www.getty.edu/research/tools/vocabularies/tgn/
Place	USGS- U.S. Geological Survey	https://earthexplorer.usgs.gov/
Subject	LCSH - Library of Congress Subject Headings	http://authorities.loc.gov/
Subject	AAT - Art and Architecture Thesaurus	http://www.getty.edu/research/tools/vocabularies/aat/
Temporal Coverage	LCSH - Library of Congress Subject Headings	http://authorities.loc.gov/

Type	DCMI Type	http://dublincore.org/documents/dcmi-type-vocabulary/#H7