Dublin Core

What is Metadata?

Data about data.
Data is what you're looking for and metadata is what you use to find it.
A method of describing resources intended to facilitate their discovery.
A set of structured information that helps to manage an information resource, making it easier to access and use – National Information Standards Organization, 2004

Metadata can be integrated or separate.

- Descriptive metadata integrated – shown with the image
- Administrative metadata separate – hidden from viewer

Examples of metadata schema

- Dublin Core
- EAD (Encoded Archival Description)
- MARC (Machine Readable Cataloging)
- METS (Metadata Encoding and Transmission Standard)
- MODS (Metadata Object Descriptive Schema)

What is Dublin Core?

An internationally recognized metadata standard composed of fifteen basic elements, or descriptive categories, used to describe a variety of digital resources.

Begun in 1995 in Dublin Ohio by librarians, digital library researchers, content providers, and text markup experts for searching digital resources.

Maintained by the Dublin Core Metadata Initiative (DCMI)

Intended to co-exist with other metadata standards, not replace them

Characteristics of Dublin Core:

- Simple to create and maintain
- Uses commonly understood terminology
- International in scope
- Extensible

All elements are optional

Digital Treasures Project requires **Title**

Strongly recommends (if available)

- Creator
- Subject
- Description
- Date
- Type
- Format

All elements are repeatable

Elements may appear in any order

Controlled vocabulary is recommended (e.g. Library of Congress Subject Headings)

General Input Guidelines:

Punctuation: Avoid ending punctuation unless it is part of the content of the resource
Abbreviations: Common or accepted abbreviations are allowed (St., Mrs.) Avoid abbreviations that would make the record unclear. If in doubt, spell out the abbreviation.
Capitalization: Follow AACR2 guidelines. Capitalize the first word of a title and all proper nouns. Capitalize content in the description element according to normal rules of writing. Acronyms should be entered in capital letters.
Initial Articles: Omit articles (A, An, The) at the beginning of the title.

Resources

Library of Congress Subject Headings http://authorities.loc.gov/

Getty Thesaurus of Geographical Names
http://www.getty.edu/research/conducting_research/vocabularies/tgn/

DCMI: Using Dublin Core
http://www.dublincore.org/documents/usageguide/

CDP: Dublin Core Metadata Best Practices
http://www.bcr.org/cdp/best/dublin-core-bp.pdf

Wikipedia entry
http://en.wikipedia.org/wiki/Dublin_core