Dublin Core Elements

Element Name: Title

Label:	Title
Definition:	A name given to the resource
Comment:	A name by which the resource is formally known
Guidelines:	Repeat the element for title variants Use a title from the image if there is one Use AACR2 guidelines Avoid simple generic terms such as “Papers” or “Photograph” Exclude initial articles unless they are an essential part of the title Capitalize the first letter of the first word of the title and proper names
Example:	Tahoma High School basketball team Cantril School, Castle Rock, Colorado

Element Name: Creator

Label:	Creator
Definition:	An entity primarily responsible for making/creating the content of the resource
Comment:	Examples include artists, photographers, the person who wrote the letter
Guidelines:	List multiple creators separated by semi-colons (;) List Creators in the order they appear on the item Use the Library of Congress Name Authority File http://authorities.loc.gov/ whenever possible List personal names as last name, first name with birth and/or death dates if available When in doubt, do not invert; give the name as it appears Enter group or organization names in full, direct form; in the case of hierarchy, list parts from the largest to smallest, separated by periods (.) In cases of lesser responsibility, use Contributor
Example:	Adams, Ansel, 1902- University of Colorado, Boulder. Dept. of Geography.

Element Name: Subject

Label: Subject

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.

Guidelines: Use Library of Congress Subject Headings; add keywords if necessary
List multiple subject terms separated by semi-colons (;)
List Subjects in order of importance
Choose significant and unique words from the title or description of the item; general topical words are less useful
If the name is a person or organization, use the same form of the name as for the Creator element
Don't repeat the name if it is the same as the Creator
If geographic terms are needed, add them here

Example: Silk industry – Massachusetts – Northampton; Northampton (Mass.)
Footwear industry – Massachusetts – Sturbridge; Sturbridge (Mass.)

Element Name: Description

Label: Description

Definition: An account of the content of the resource

Comment: Description of the content of the item, not the item itself
Examples include an abstract, table of contents, or a free-text summary

Guidelines: Limit to a few brief, significant sentences

Example: A woman and a child in a horse-drawn buggy, identified on back as Mrs. Merrick and Charlotte, on Garden of the Gods Road, by White House Ranch.

Element Name: Publisher

Label: Publisher

Definition: An entity responsible for making the resource available

Comment: For digital objects, Publisher is the entity that created the digital resource; C/W MARS is doing the scanning and hosting the data, therefore, C/W MARS is the Publisher

Example: C/W MARS

Element Name: Contributor

Label:	Contributor
Definition:	An entity responsible for making contributions to the content of the resource
Comment:	For persons or organizations with less responsibility for the creation of the content than the Creator; an assistant, transcriber, illustrator, etc.
Guidelines:	Follow guidelines for Creator as to form (last name, first name; multiple names separated by semi-colons, etc.) **Not** the person or organization who donated the original item
Example:	Rockwell, Norman, 1894-1978

Element Name: Date

Label:	Date	
Definition:	Date of an event in the lifecycle of the resource	
Comment:	The date of the original item; approximate if not known	
Guidelines:	Use YYYY-MM-DD (per ISO8601) Follow date with a question mark (1897?) if date is approximate If the date cannot be determined beyond a broad range (e.g. 1800-1850), include that information in Description.	
Example:	Year:	1897
	Year and month:	1897-07
	Year, month, day	1897-07-16

Element Name: Type

Label:	Type
Definition:	The nature or genre of the content of the resource (not format)
Comment:	The two Types currently used in Digital Treasures are “image” and “text”
Guidelines:	If the item is an image with significant text, list both separated by a semi-colon (;)
Example:	Image; Text

Element Name: Format

Label:	Format
Definition:	The physical or digital manifestation of the resource
Comment:	The format element may be used to determine the software or equipment
Guidelines:	The two formats currently used in Digital Treasures are “image/jpg” and “text/html”
Example:	image/jpg text/html

Element Name: Identifier

Label: Resource Identifier

Definition: An unambiguous reference to the resource within a given context

Comment: Identify the resource by means of a string or number conforming to a formal identification system (URI, ISBN)
Local identifiers such as ID numbers, accession numbers or call numbers may also be used

Guidelines: Use for the accession number or call number

Example: LH6295

Element Name: Source

Label: Source

Definition: A reference to a resource from which the present resource is derived

Comment: Consider the Relation element first; use the Source element for information that does not fit easily into Relation
Reference the Source using URI, ISBN, call number or accession number

Guidelines: Source is used when describing the chapter of book; one letter of a collection
Source is also used for the publisher of the original item or for describing the original item

Example: Image from page 54 of the 1922 edition of Romeo and Juliet.
Hand-colored postcard; 4” x 5 ½”

Element Name: Language

Label: Language

Definition: The language of the intellectual content of the resource

Comment: The language(s) in which a text is written or the spoken language(s) of an audio or video resource. Visual images do not usually have a language unless there is significant text in a caption or in the image itself.

Guidelines: Use 2 digit language code (per ISO 639) qualified by country
Most items in Digital Treasures are English or left blank

Example: en-US

Element Name: Relation

Label: Relation

Definition: A reference to a related resource

Comment: Expresses the relationship between the present resource and a related resource

If the item is part of a larger collection, the larger collection is named here

Example: Is part of Jack and Charmian London correspondence and papers, 1984-1953. Utah State University Special Collections & Archives, MSS COLL 10

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 coordinated), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity).

Select a value from a controlled vocabulary such as the *Getty Thesaurus of Geographical Names*

Guidelines: If a book published in 1920 is a history of the American Civil War, Coverage is 1860-1865

Use Coverage for maps

Example: 394916N0771325W [Latitude/Longitude for Gettysburg National Military Park]

Element Name: Rights

Label: Rights Management

Definition: Information about rights held in and over the resource

Comment: If Rights element is absent, no assumptions can be made about the status of these and other rights with respect to the resource

Guidelines: All items created prior to 1923 are not subject to copyright laws

Leave this area blank if there is no specific Rights Management statement