



METADATA
BEST PRACTICES
WHEN USING
ALAIR

MAP AND GEOSPATIAL INFORMATION ROUND TABLE METADATA APPLICATION PROFILE

Version I – June 2016

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Contact Person:

Version	Date	Created/Changed By	Changes Made

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Version I – June 2016

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INTRODUCTION

This document specifies the metadata element set used in all MAGIRT collections in the American Library Association Institutional Repository (ALAIR), including preservation metadata and metadata that is for internal use (operational metadata elements). While some of these elements may not apply to all collections, others are required by all collections. This document also provides general specification for each metadata element. Detailed specification of these elements is provided in the individual collection's [index guidelines](#).

All metadata elements in this document will have the following information:

- Element name (as subheading)
- Label
- Dublin Core definition, if applicable (*DC Definition*)
- ALAIR/DSpace Scope Note
- Indication whether the metadata element is required or not (*Is required?*)
- Indication whether the metadata element is repeatable or not (*Is repeatable?*)
- Indication of existence of refinements or indication if the element being described refines other element (*Refines/Refinement of*)
- List of type of matters for which the element is applicable (*Use for*)
- Dublin Core mapping (*DC mapping*)
- General guideline for the content of the metadata element (*How to use*).

Commented [1]: Will people understand what this means and where to find them?

BEST PRACTICES FOR ALL FIELDS

Required

Required Field must be included in a record. There are six required fields:

- *dc.creator*
- *dc.date.issued*
- *dc.date*
- *dc.description*
- *dc.language*
- *dc.title*

Automatically generated

- *dc.date.accessioned*
- *dc.date.available*
- *dc.provenance*

Recommended

- *dc.coverage.spatial*
- *dc.coverage.temporal*
- *dc.date.submitted*
- *dc.description.tableofcontents*
- *dc.format.extent*
- *dc.format.medium*
- *dc.identifier.citation*
- *dc.title.alternative*

Use of semicolons

Data in one field may be combined with data from another field during the harvesting/aggregating process. To retain integrity of data, put a semicolon after the last word in each field. Likewise, separate multiple entries within a single field by inserting a semicolon and a space between each two entries.

METADATA ELEMENT SET

In order to visually indicate the relationship between this application profile and Dublin Core, we identified four types of metadata elements:

- Refinements of Dublin Core or Qualified Dublin Core (shown in *color of table)
- Local metadata elements not mapped to DC metadata elements (shown in...)

- Part of a Dublin Core metadata elements (**shown in...** – these are identified as local metadata elements but are mapped to a DC metadata element)
- Local preservation metadata element sets (**shown in...**)

Metadata elements are listed in the same order as they are presented in the digital collections. Convention used to express the format of field content:

[...] – content inside square brackets is optional

{...|...|...} – content inside curly brackets indicate the options to be used

<.....> – text inside the brackets indicate the type of metadata should be informed

Color Legend:

Required
Recommended

EXPLANATION OF TABLE COMPONENTS

Element Name	The unique name given to the element within the list of Dublin Core terms or elements namespace.
Label	Commonly assigned name for the field in the metadata record
DC Definition	Definition as stated in the DCMI DC Metadata Element set http://dublincore.org/documents/dces/ and DCMI Metadata Terms http://dublincore.org/documents/dcmi-terms/
ALAIR/DSpace Scope Note	Enter information regarding when and how to use the field.
Is element required?	Indicates the extent to which this field is required in a record: <ul style="list-style-type: none"> • Required: Field must be included in record. • Mandatory if applicable: If the data is known, field must be included in record. • Optional: Inclusion of field is up to the discretion of the collection manager.
Is element repeatable?	“No” indicates a field may occur just once in a single record. “Yes” indicates a field may appear multiple times in a single record.
How to Use	Guidelines for what to put into a field and how to enter the data
Refinement	<p>Refines provides the larger element refined by the element in question. In other words, the element described by a table containing a Refines statement is a sub-property or child element of a broader, parent element.</p> <p>Example: The element tableOfContents is a specialized form of the description element. The table for tableOfContents would state: Refines Description in its</p>

	<p>Refines/Refinement section.</p> <p>A single metadata record might contain both a <u>description</u> field and a <u>tableOfContents</u> field. If <u>tableOfContents</u> is mapped to <u>dcterms:tableOfContents</u> as recommended here, when the record is harvested as Qualified Dublin Core, these two elements are harvested as two separate fields and kept distinct. If, however, an aggregator can harvest only simple Dublin Core, then the data in these two fields are combined into a single description field. The <u>tableOfContents</u> data loses its specificity and is mixed in with other description data (i.e., is “dumbed down”). When harvesting is limited to Simple Dublin Core, it may be advisable to omit child elements like <u>tableOfContents</u> rather than dump them into the broader parent element field with other data. To “omit” an element from a harvest, simply map the field to “none.”</p> <p>Refinement lists child element(s) that may more finely describe the data contained in the field.</p> <p>Example: The <u>title</u> table lists in its Refines/Refinement section: Refinement: <u>alternative</u>. Another table profiles the element <u>alternative</u> and indicates in its Refines/Refinement section: Refines <u>title</u>.</p>
Schemes	<p>Identifies controlled vocabulary or format convention used to structure the data contained in the field; these are called schemes. For more information about a mentioned scheme, click the scheme name.</p> <p>Section V: Vocabulary Encoding Schemes of this profile provides tables for the most commonly encountered vocabulary encoding schemes while Section VI: Syntax Encoding Schemes provides tables for format conventions for languages and dates. The last row of each table provides a link to a list of controlled vocabulary terms or explanation of a format convention such as how to structure dates or language codes. A few controlled vocabulary schemes do not have tables in this profile; for these, an external link to more information is provided.</p>
DC Mapping	<p>Lists the Dublin Core element to map to for harvesting purposes. Some element tables provide two different mappings, one for harvesting using Simple Dublin Core (simple DC) and the other for harvesting using Qualified Dublin Core (QDC).</p>

ELEMENT TABLES (ALPHABETICAL) [List from our ALAIR metadata spreadsheet, green fill]

Element Name	<i>contributor.author</i>
Label	Author
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	

Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	dcterms:contributor.author

6.5 auto-generated

Element Name	date.accessioned
Label	none
DC Definition	None
ALAIR/DSpace Scope Note	Date DSpace takes possession of item.
Is element required?	Required
Is element repeatable?	No
How to Use	This will be auto-generated upon deposit of item into ALAIR.
Refinement	Refines: date
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	Custom DSpace refinement for dcterms:date.

6.6 [auto-generated]

Element Name	date.available
Label	
DC Definition	Date (often a range) that the resource will become or did become available.
ALAIR/DSpace Scope Note	Date or date range item became available to the public.
Is element required?	Yes
Is element repeatable?	No
How to Use	<p>If an item is deposited with a request for embargo with a date when it will become available, this is date.available. Otherwise, this will be auto-generated with the same value as date.accessioned.</p> <p>Use when a resource's availability is different from the date of deposit.</p>
Refinement	Refines date
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	dcterms:date

6.9

Element Name	date.issued
Label	Date of Issue
DC Definition	Date of formal issuance (e.g., publication) of the resource.
ALAIR/DSpace Scope Note	Date of publication or distribution.
Is element required?	Yes
Is element repeatable?	No
How to Use	<p>This date refers to creation of the original resource.</p> <p>For resources created in a non-digital format and converted to digital format, use the date the non-digital resource was first created -- e.g., for print books, use the publication date of the print book.</p> <p>For resources that have always been in digital format and never converted, use the date the digital resource was created -- e.g., PDF document uploaded as a PDF document.</p> <p>At least the 4-digit year is required:</p> <p>yyyy yyyy-mm yyyy-mm-dd</p> <p>When using the guided submission form, use the drop-down list to select the month.</p>
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	dcterms:date

6.12

Element Name	description.abstract
Label	Abstract
DC Definition	
ALAIR/DSpace Scope Note	Abstract or summary.
Is element required?	Optional If applicable
Is element repeatable?	No
How to Use	When the resource includes an abstract, provide it here.

Refinement	
Schemes	None
DC Mapping	dcterms:abstract

6.12

Element Name	description.sponsorship
Label	Sponsors
DC Definition	None
ALAIR/DSpace Scope Note	Information about sponsoring agencies, individuals, or contractual arrangements for the item.
Is element required?	Optional If applicable
Is element repeatable?	No
How to Use	Enter the names of any sponsors and/or funding codes in the box. When sponsor name is used, prefer form of name as verified in the Library of Congress Name Authority File (LCNAF). If no name match is found, give complete name of organization.
Refinement	Refines description
Schemes	None
DC Mapping	Custom DSpace extension for dcterms:description.

6.14

Element Name	description
Label	Description
DC Definition	An account of the resource.
ALAIR/DSpace Scope Note	Catch-all for any description not defined by qualifiers.
Is element required?	Optional
Is element repeatable?	No
How to Use	Include any significant information about the resource not already covered elsewhere. Use full sentences and standard punctuation and grammar. Some topics include history of the resource, physical appearance, contents, etc.
Refinement	
Schemes	
DC Mapping	dcterms:description

6.18

Element Name	identifier.citation
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

Element Name	identifier.govdoc
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	

Element Name	identifier.isbn
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	

Element Name	identifier.ismn
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	

Element Name	identifier.issn
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	

Element Name	identifier.other
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	

6.19 auto-generated

Element Name	identifier.uri
Label	
DC Definition	

ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

Element Name	language.iso
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.38

Element Name	subject
Label	Subject Keywords
DC Definition	The topic of the resource.
ALAIR/DSpace	Uncontrolled index term.
Scope Note	
Is element required?	Yes
Is element repeatable?	Yes
How to Use	Describe content of the resource. Input one keyword or subject term and then click blue Add button. (In spreadsheet for batch depositing, separate each subject term/keywords with a semicolon then space.) If no terms in the Library of Congress Subject Headings (LCSH), for topical terms, or in the Library of Congress Name Authority File (LCNAF), for persons and entities are not possible, use a locally maintained list of preferred keywords.

	Examples: Map and Geospatial Information Round Table (MAGIRT) MAGIRT Executive Board Andrew, Paige A.
Refinement	None
Schemes	Library of Congress Subject Headings (LCSH); Library of Congress Name Authority File (LCNAF)
DC Mapping	dc:subject

Commented [2]: Do we want to include other vocabs here?

Commented [3]: I think it would helpful

6.39

Element Name	title.alternative
Label	Other Titles
DC Definition	An alternative name for the resource.
ALAIR/DSpace Scope Note	Varying (or substitute) form of title proper appearing in item, e.g. abbreviation or translation.
Is element required?	No
Is element repeatable?	Yes
How to Use	Include other title(s) for the resource as long as they contain significant information for search purposes. Possible sources for alternative titles include, cover title or title in another language.
Refinement	Refines title
Schemes	N/A
DC Mapping	dcterms:alternative

6.40 required

Element Name	title
Label	Title
DC Definition	A name given to the resource.
ALAIR/DSpace Scope Note	Title statement/title proper.
Is element required?	Yes
Is element repeatable?	No
How to Use	Take title from digitized item when possible. Devise a title if none exists (do not enclose in brackets). Be concise and descriptive; convey the major topic: what, where, and when. Avoid generic, simple terms. End title with date of publication/issue for monographs, or with volume and issue number or serial

	issues. Examples: Executive Board Meeting, January 10, 2016 base line, v5 no5
Refinement	Refinement: alternative
Schemes	N/A
DC Mapping	dcterms:title

6.41

Element Name	type
Label	Type
DC Definition	The nature or genre of the resource.
ALAIR/DSpace Scope Note	Nature or genre of content.
Is element required?	Optional
Is element repeatable?	Yes
How to Use	Select at least one of the values given in the Type list. Multiple type term(s) can be selected by holding down the CTRL key while clicking to select each. Examples: Agenda Meeting Minutes
Refinement	None
Schemes	N/A
DC Mapping	dcterms:type

Commented [4]: Technically the DCMI type vocabulary... but that's not how it is set up in ALAIR....

6.1

Element Name	contributor
Label	Author
DC Definition	An entity responsible for making contributions to the resource.
ALAIR/DSpace Scope Note	A person, organization, or service responsible for the content of the resource. Catch-all for unspecified contributors.
Is element required?	Required
Is element repeatable?	Yes
How to Use	Use for people or entities who contributed to intellectual content of the resource and are not covered by the Creator element. Examples are: illustrators, editors, translators, etc.

Commented [5]: This same information can be copied over to contributor.author

Commented [6]: Thank! :-)

	<p>Prefer form of name as verified in the Library of Congress Name Authority File (LCNAF). If no name match is found, construct name in the following format: Last name, First name, Middle initial with period, year of birth, and/or death if known (separated by hyphen), role;</p> <p>Examples: Andrew, Paige G. Ratliff, Louise M.</p>
Refinement	Refinement: author
Schemes	Library of Congress Name Authority File (LCNAF)
DC Mapping	dcterms:contributor

6.2

Element Name	coverage.spatial
Label	Spatial coverage
DC Definition	The spatial topic of the resource, the spatial applicability of the resource.
ALAIR/DSpace Scope Note	Spatial characteristics of content.
Is element required?	Optional
Is element repeatable?	Yes
How to Use	
Refinement	
Schemes	TGN (Getty Thesaurus of Geographic Names), Library of Congress Authority File (LCNAF), Library of Congress Subject Headings (LCSH), Local Terms
DC Mapping	

6.3

Element Name	coverage.temporal
Label	
DC Definition	
ALAIR/DSpace Scope Note	Temporal characteristics of content.
Is element required?	
Is element repeatable?	
How to Use	

Refinement	
Schemes	
DC Mapping	

6.4

Element Name	creator
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.7

Element Name	date.copyright
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	

6.8

Element Name	date.created
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Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	

6.10

Element Name	<i>date.submitted</i>
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	

6.11

Element Name	<i>date</i>
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element	

repeatable?	
How to Use	
Refinement	
Schemes	W3C Date Time Format profile of ISO 8601 (W3CDTF).
DC Mapping	

6.13

Element Name	description.tableofcontents
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.15

Element Name	format.extent
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	

DC Mapping	
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6.16

Element Name	format.medium
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.17

Element Name	format
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.20

Element Name	identifier
Label	
DC Definition	
ALAIR/DSpace	

Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.21

Element Name	language
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.22 auto-generated

Element Name	provenance
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element	

repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.23

Element Name	publisher
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.24

Element Name	relation.haspart
Label	
DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.25

Element Name	relation.hasversion
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.26

Element Name	relation.isformatof
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.27

Element Name	relation.ispartof
Label	
DC Definition	
ALAIR/DSpace	

Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.28

Element Name	relation.isreferencedby
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.29

Element Name	relation.isreplacedby
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	

Schemes	
DC Mapping	

6.30

Element Name	relation.isversionof
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.31

Element Name	relation.replaces
Label	
DC Definition	
ALAIR/DSpace	
Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.32

Element Name	relation.requires
Label	

DC Definition	
ALAIR/DSpace Scope Note	
Is element required?	
Is element repeatable?	
How to Use	
Refinement	
Schemes	
DC Mapping	

6.33

Element Name	relation
Label	Relation
DC Definition	A related resource.
ALAIR/DSpace Scope Note	Catch-all for references to other related items.
Is element required?	Optional
Is element repeatable?	Yes
How to Use	List related resource(s).
Refinement	Possible refinements include (not a complete list): haspart, hasversion, isformatof, ispartof, isreferencedby, isreplacedby, isversionof
Schemes	N/A
DC Mapping	dcterms:relation

6.36

Element Name	rights
Label	Rights
DC Definition	Information about rights held in and over the resource.
ALAIR/DSpace Scope Note	Terms governing use and reproduction.
Is element required?	Optional
Is element	No

repeatable?	
How to Use	Describe the copyright status of the resource, its copyright holder and contact information (if applicable), and physical ownership rights (if applicable).
Refinement	Refinements are possible, but not currently recommended/used in ALAIR.
Schemes	N/A
DC Mapping	dcterms:rights

Commented [7]: Better way to put this....

6.37

Element Name	source
Label	N/A
DC Definition	A related resource from which the described resource is derived.
ALAIR/DSpace Scope Note	Do not use; only for harvested metadata.
Is element required?	Optional
Is element repeatable?	Yes
How to Use	Do not use for born-digital or converted born-digital resources. Use when the resource is a digitized from a non-print original. Include sufficient information for identifying and finding the original resource, typically: original title, original creator, original publisher, original date of publication, and series title and numbering.
Refinement	None
Schemes	N/A
DC Mapping	dcterms:source

VOCABULARY