H4: SAMPLE METADATA TEMPLATE

NOTE: This sample metadata template is based on the Dublin Core metadata schema.[1]

Field name	Dublin Core mapping	Controlled vocabulary	Notes
title	title		Transcribe from item whenever possible. If supplying a title, use square brackets.
alternate title	title		Use for a supplied title when the transcribed title in title field is not descriptive; or for a title in another language.
creator	creator		Format should be last name, first name.
contributor	contributor		An entity responsible for making contributions to the resource.
publisher	publisher		Use only if the digital item represents the entire published work.
identifier OR image id OR accession number	identifier		In general, this field is used to indicate the physical location of the item (ex. call number, image number, box and folder number).
description	description		Provide a short description of the resource.
subject [optional]	subject	Thesaurus for Graphic Material (TGM) http://lcweb2.loc.gov/pp/tgmhtml/tgmabt.html	Use **either** the broader or narrower term, not both. i.e. choose between Families and Adults, Children, etc. If the item is generally representing one concept, choose the narrower; if the item is generally representing many concepts, choose the broader. Follow TGM rules for place (country, city, etc) facets. Use the names of ethnic groups only with TGM subdivisions in Appendix A. Maximum five terms per item; minimum one; preferably 1 or 2.

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[1] Adapted from metadata template used at UBC Library's Digital Initiatives Unit: http://diginit.library.ubc.ca/

| | | | Try to restrict choice of terms to only what is represented in the item itself.

Use Canadian spellings (i.e. colour, labour, etc.) |
|---|---|---|---|
| subject - geographic | coverage-spatial | Canadian Geographical Names:

http://www.nrcan.gc.ca/earth-sciences/geography/place-names/10786

US Geographical Names: http://geonames.usgs.gov/ | Use to indicate locations depicted (for maps or views). |
personal names	subject		Use for "important" people, or (optionally) for people who appear as the subject of personal correspondence or are depicted in portraits.
genre	type	Library of Congress Basic Genre Terms for Cultural Heritage Materials http://memory.loc.gov/ammem/techdocs/genre.html	The genre of the resource.
date	date	YYYY-MM-DD	If you want to add the day, this can be included in the description. If the date is a range, use the earliest in the date field. Use format YYYY-MM-DD. If specific date of creation is needed, please include in description field.
language	language		Use natural language rather than MARC or ISO codes .
digital content type	type	DCMI type vocabulary: http://dublincore.org/documents/dcmi-type-vocabulary/	The nature of the resource.
digital image format	format	IANA MIME Media Types vocabulary: http://www.iana.org/assignments/media-	The file format, physical medium, or dimensions of the resource.

		types/index.html	
forms part of	relation		Use formal collection name from fonds record .
repository	source		A related resource from which the described resource is derived.
rights	rights	Images provided for research and reference use only. Permission to publish, copy, or otherwise use these images must be obtained from [insert collection holder and URL/email].	Information about rights held in and over the resource. Can also include URL to Creative Commons Licence.
project website	relation		URL for project homepage.