

## REQUIRED METADATA FIELDS FOR COLLECTIONS IN CARLI DIGITAL COLLECTIONS

A list of metadata fields required for all items in all collections in  
CARLI Digital Collections

For more information about how these five required metadata fields fit into the CARLI metadata best practices guidelines, consult the document “Guidelines for the Creation of Digital Collections: Best Practices for Descriptive Metadata”:

[http://www.carli.illinois.edu/mem-prod/contentdm/guidelines\\_for\\_metadata.pdf](http://www.carli.illinois.edu/mem-prod/contentdm/guidelines_for_metadata.pdf)

For instructions on adding a metadata field to a collection, please see the document “Adding and Populating a Metadata Field in a Preexisting CONTENTdm Collection” available at

<http://www.carli.illinois.edu/mem-prod/contentdm/cdm-sysdocs.html>.

For questions about this document, please contact CARLI at [support@carli.illinois.edu](mailto:support@carli.illinois.edu).

### Title Field

This field must be present for all items in a collection. The Title field must contain information that is specifically descriptive to each item, i.e. to name that item. The Title field **may not** be a file name or other non-descriptive text, (e.g. “0010203.jpg” or “Image 1”).

In the CONTENTdm Web Administration module’s Field Properties section, the Title metadata field should be:

- a. Mapped to the “Title” Dublin Core element
- b. Searchable
- c. Required

### Collection Field

This field must contain the full name of the collection to which it belongs, including the institution name in parentheses after the specific collection name, e.g.,

The Jack Bradley Photojournalism Collection (Bradley University)

In the CONTENTdm Web Administration module’s Field Properties section, the Collection metadata field should be:

- a. Mapped to the “Relation” Dublin Core element
- b. Searchable
- c. Not be hidden

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### d. Required

#### Language Field

For any text item or item with a spoken element, such as audio or video, language information must be included in the metadata.

Such collections must contain a field for language designation, and within the field include the three-letter language code for each item. ISO 639-2 is the required controlled vocabulary to use in the Language field. For a list of all language codes in ISO 639-2, please see:

<http://www.loc.gov/standards/iso639-2/langhome.html>

Please be sure to use the three-letter ISO 639-2 codes and not the two-letter 639-1 codes.

In the CONTENTdm Web Administration module's Field Properties section, the Language metadata field must be:

- a. Mapped to the "Language" Dublin Core element
- b. Searchable
- c. Not be hidden

Optional Formatting for Language Field Requirement: Collections may contain both a Language field, containing the full lettering of the language designation of the item (e.g., "English"), and a hidden Language Code field, which must contain the matching official ISO 639-2 three-letter language code (e.g., "eng"). For complete instructions on this optional formatting, please see Appendix A at the end of this document.

#### Rights Field

This field should describe the intellectual property rights owner of the digital item and at minimum must provide contact information (e-mail address and/or phone number) or a URL to an external webpage that contains such information for inquiries about usage.

The Rights field may also include information on acceptable uses or cases considered fair use, for example, for educational use with attribution.

*Example Rights Statements:*

All rights held by \_\_\_\_\_. For permission to reproduce, distribute, or otherwise use this image, please contact \_\_\_\_\_.<or alternately link to a locally maintained persistent web page with organizational contact information.>

All rights held by \_\_\_\_\_ and affiliated organizations. For permission to reproduce, distribute, or otherwise use this image, please contact

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\_\_\_\_\_. <or alternately link to a locally maintained persistent web page with organizational contact information.>

One source for other example rights, usage, and license statements is Creative Commons.

<<http://creativecommons.org/license/>>

In the CONTENTdm Web Administration module's Field Properties section, the Rights metadata field should be:

- a. Mapped to the "Rights" Dublin Core element
- b. Not be hidden
- c. Required

### **Type Field**

This field must contain information describing the nature or genre of the content of each item within a collection. For example, if using the Dublin Core Metadata Initiative (DCMI) Type Vocabulary, items within a collection that are images would contain a type designation of "Image." Video items would have a type designation of "MovingImage."

The Dublin Core Metadata Initiative (DCMI) Type Vocabulary is the MINIMUM required controlled vocabulary to use for this field. For a full list of all the terms within the DCMI Type Vocabulary, please see:

<http://dublincore.org/documents/dcmi-type-vocabulary/>

By default, for all new collections created after Jan. 4, 2010, CARLI will turn on the DCMI Type controlled vocabulary for this field; however, other standards and their associated type vocabularies are also permissible, such as VRA Core and its Cataloging Cultural Objects guidelines. If you prefer to use a standard other than the DCMI Type Vocabulary, you may disable the DCMI Type controlled vocabulary for the field.

No matter which standard is used, in the CONTENTdm Web Administration module's Field Properties section, the type-related metadata field(s) should be:

- a. Mapped to the "Type" Dublin Core element
- b. Searchable
- c. Not be hidden
- d. Required

## Appendix A: Optional Formatting for Language Information

There is an optional method for formatting the language information in your collection. If you prefer to have end users see the “pretty” version of the language designation versus the three-letter code (e.g., “English” instead of “eng”), you have the option of hiding the field with the three-letter code and using an additional field for the spelled-out word.

For this option:

1. An additional field, the **Language Code** field, will contain the ISO 639-2 three-letter language code. In CONTENTdm Web Administration this field **MUST** be:
  - a. Named “Language Code” Note: if you already have created a Language field with the three-letter code you may rename that field to Language Code. This must be done first, before you create the additional Language field
  - b. Mapped to the “Language” Dublin Core element
  - c. Searchable
  - d. Be hidden
2. Create a field called Language or use the Language field already provided in the CARLI Dublin Core metadata template. This field will be used for the written-out language designation. In CONTENTdm Web Administration this field **MUST** be:
  - a. Named “Language”
  - b. Mapped to the “Language” Dublin Core element
  - c. Searchable
  - d. NOT be hidden

Use the Language Code field for all the three-letter ISO 639-2 codes. Use the Language field for the full lettering of the language designation.

Example:     Language Code: ita  
              Language: Italian

Even though the Language Code field is hidden, it is still searchable and mapped to the Language Dublin Core element. This means that end users searching with the three-letter code will return results based on the hidden field, but will see the visible field when they view individual items.