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Binghamton University Libraries' Metadata Best Practices

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Binghamton University Libraries'

Metadata Best Practices

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Introduction

These are Binghamton University Libraries' metadata best practices.

This document is intended to serve as a flexible and enduring reference guide for anyone creating and/or inputting metadata, either in the present or in the future. Both the best practices and metadata templates are adaptable to different projects.

These tools were created with the understanding that good metadata make materials accessible; our recommendations provide for a common understanding of how descriptive metadata fields will be used, ordered, and formatted in order to 1) enable users to successfully search, identify and locate digital resources; and 2) ensure the quality and consistency of metadata across our collections.

Acknowledgments

In preparing these best practices, we consulted the following resources and would like to give our thanks to their authors:

Bachli, K., Gonzalez, A., Moser, J., & Vince, P. (2008, February 1). *Claremont Colleges Digital Library Dublin Core metadata elements and best practices* (Version 2). Retrieved from: <http://scelc.org/callimachus/CCDL-DC-Metadata-Best-Practices>

Dublin Core Metadata Initiative. (2012, May 7). *Dublin Core Metadata Initiative (DCMI) home page*. Retrieved from: <http://dublincore.org/>

Joint Steering Committee for Revision of AACR, & American Library Association. (2002). *Anglo-American cataloguing rules*. (Library of Congress.) Ottawa: Canadian Library Association.

NY3Rs Association. (2012, April). *New York Heritage metadata dictionary and best practices* (Version 1).

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1 Title

DC Tag:	dc:title
<i>Definition:</i>	The name given to a resource.
Rosetta Display Label:	Title
Primo Display Label:	Title
Suggested Tool Tip:	Enter title of resource. If there is no title given, assign one; try to be unique.
<i>Repeatable:</i>	No

Basic formatting guidelines:

- Only capitalize the first word of a title unless it includes proper noun(s). Also capitalize the first word of any embedded titles.
- Omit initial articles from the title unless the article is an essential part of the title.
- Use <_:_> to separate between the title's elements.

Recommendations: All digital resources **must** have a title. Use "Untitled" only when the resource is specifically named "Untitled."

When recording a title, e.g., for bibliographic materials (books, articles, journals, etc.), transcribe the title from the title page, or if there is none, from the cover of the resource. In the case of a single article, transcribe the title at the head of the text. Enclose information supplied from any other sources in square brackets and include an explanation of where the title information was found in the **DESCRIPTION** field.

If the title on the resource contains a misspelling or typo, transcribe the title as it appears on the resource and include [sic] following the error. Transcribe the title with errors corrected in **ALTERNATIVE TITLE**.

Indicate an interpolation by enclosing it in square brackets. Indicate a conjectural interpolation by adding a question mark within the square brackets. Indicate the omission of part of the title by the mark of omission <_..._>.

Examples:

Title on the resource	TITLE
MacRuby in Action	MacRuby in action
Capstone project	[Evaluating the success of non-profit partnerships : a case study] DESCRIPTION: Title from p. vi.
(Untitled)	Untitled
The Count of Mount Cristo	Count of Mount Cristo
'Miracle on the Hudson' flight attendant to speak	'Miracle on the Hudson' flight attendant to speak
The Joy of Metadata: A Guide	Joy of metadata : a guide

Case conferencing model for Bushwick IMPACT	Case conferencing [sic] model for Bushwick IMPACT <i>ALTERNATIVE TITLE:</i> Case conferencing model for Bushwick IMPACT
Olympia domata, or, An almanack for the year of our Lord God, 1688 : being the bissextile or leap year and from the worlds creation 5637 : wherein is contained the lunations, conjunctions, and aspects of the planets, the increase, decrease, and length of the day and night : with the rising, southing, and setting of the planets and fixed stars throughout the year, whereby may be known the exact hour of the night at all times, when either the moon or stars are seen : calculated according to art and referred to the horizon of the ancient and renowned borrough-town of Stamford, whole longitude is 23 deg. 50 minutes : latitude is 52 deg. 41 min. fitting all the middle countries of England, and without sensible errorr the whole kingdom.	Olympia domata, or, An almanack for the year of our Lord God, 1688 : being the bissextile or leap year and from the worlds creation 5637 : wherein is contained the lunations, conjunctions, and aspects of the planets, the increase, decrease, and length of the day and night : with the rising, southing, and setting of the planets and fixed stars throughout the year ... calculated according to art and referred to the horizon of ... Stamford ...

When assigning or creating a title, e.g., for photographs, postcards, realia, etc., describe the resource in basic terms; do not attempt to provide an exhaustive description. If available, use information given on or with the resource.

Examples:

MATERIAL TYPE	DESCRIPTION	TITLE
Image	Photograph of the Perry Cubmarine on Sea Diver.	Perry Cubmarine on Sea Diver
Physical Object	Woven trouser insert with orange with blue pattern and fringe on ends. Material: synthetic yarn. Length: 133 cm. (52.5 in.), Width: 1.5 cm. (.5 in.)	Drawstring
Image	On the front side of the postcard a car is depicted on a long path by a river. There are trees and flowers on both sides of the path and a white fence on the left. Below the picture are the words "Greetings from Conklin, N.Y." Original format: 1 postcard : col. ; 9 x 14 cm.	Greetings from Conklin, N.Y.
Image	"Greetings from B ..." handwritten on face of postcard.	Greetings from [Binghamton]

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1.1 Alternative Title

DC Tag:	dcterms:alternative
<i>Definition:</i>	A secondary or alternate name given to a resource.
Rosetta Display Label:	Alternative Title
Primo Display Label:	Title
Suggested Tool Tip:	Enter the secondary title, alternate spelling (e.g. 3 versus three), or vernacular/parallel title.
<i>Repeatable:</i>	Yes

Recommendations: Follow the guidelines given for the **TITLE** field. Multiple titles must be separated by < ; _ >

NOTE: For translations, also consult the guidelines for the **LANGUAGE** and **EARLIER VERSION** fields.

ALTERNATIVE TITLE Examples:

TITLE	ALTERNATIVE TITLE
Season in hell	Saison d'enfer
3 blind mice	Three blind mice
Socks	Gore ; Gorîya

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2 Description

DC Tag:	dc:description
<i>Definition:</i>	An account of the content of the resource.
Rosetta Display Label:	Description
Primo Display Label:	Description
Suggested Tool Tip:	Enter here a general description of the resource or its contents. Include any descriptive information such as “handwritten” if a letter, or “photocopied document”, etc. Also include note of bibliographical references, indexes and similar contents.
<i>Repeatable:</i>	Yes

Recommendations: Enter a general description of the digital resource. Include any information provided by the holding institution and/or any other pertinent information not represented in other fields. The DESCRIPTION field may also include contextual and/or other miscellaneous information about the resource.

When it is appropriate, apply subheadings to descriptive information, such as when giving the format of the original resource, e.g. “**Original format:** 4 pages : b&w ; 28 cm x 21.5 cm.” Be consistent when creating and using these terms; refer to [Appendix 2](#) for a list of established subheadings.

DESCRIPTION Examples:

TITLE	DESCRIPTION
3 blind mice	Includes bibliographical references and index
Merchant of Venice : Portia in court scene	Costume design for The Merchant of Venice. Date of production: 1909
Vest	Red and blue vest with floral motif. Plain woven, hand sewn. Material: velvet & polyester. Length at center back: 41.275 cm. (16.25 in.). Width at center back: 36.83 cm. (14.5 in.)
Monday Afternoon Club House, Binghamton	Home of the Monday Afternoon Club, located at 191 Court St. in Binghamton. Message dated: 1909-03-05. Original format: 1 postcard : color ; 9 x 14 cm.

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2.1 Table of Contents

DC Tag:	dcterms:tableOfContents
<i>Definition:</i>	Contains the table of contents.
Rosetta Display Label:	Table of Contents
Primo Display Label:	Description
Suggested Tool Tip:	Enter the contents.
<i>Repeatable:</i>	Yes

Recommendations: Follow the basic formatting guidelines given for the **TITLE** field. Separate each title with space, hyphen, hyphen, space <_--_>.

TABLE OF CONTENTS Examples:

TITLE	TABLE OF CONTENTS
LibraryLinks – fall 2007/spring 2008	This issue contains the following articles: Library use shatters attendance records / by Jill Dixon -- University Downtown Center library opens / by Dave Vose -- Binghamton University Libraries celebrate the acquisition of Molly Peacock's papers / by John M. Meador, Jr. and Jean Root Green
Strange lands and friendly people	Pt. 1. Communism south of the Soviet Union -- pt. 2. Tribes of Persia

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2.2 Abstract

DC Tag:	dcterms:abstract
<i>Definition:</i>	A brief summary of the contents of the resource.
Rosetta Display Label:	Abstract
Primo Display Label:	Description
Suggested Tool Tip:	Enter a summary and/or abstract of the content.
<i>Repeatable:</i>	Yes

ABSTRACT Examples:

TITLE	ABSTRACT
LibraryLinks – fall 2007/spring 2008	LibraryLinks is the newsletter of Binghamton University Libraries

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3 Creator

DC Tag:	dc:creator
<i>Definition:</i>	Person(s) or corporate body(s) responsible for creating the resource. Creator
Rosetta Display Label:	Creator
Primo Display Label:	Examples include the name of a person or of an organization.
Suggested Tool Tip:	Yes
<i>Repeatable:</i>	

Recommendations: If no creator(s) can be determined, leave the field blank. When possible, use the established form found in the [Library of Congress Name Authority](#). If there is no entry in the LCNAF, consult other name authorities such as the [Virtual International Authority File \(VIAF\)](#) or the [Union List of Artist Names \(ULAN\)](#). Otherwise, enter personal names in inverted form: Last Name, First Name, Middle Name or initial (include birth and death dates if known). Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown).

For corporate creators, omit initial articles. When possible, use the established form found in the [Library of Congress Name Authority](#). Enter group or organization names in full, direct form. In the case of a hierarchy, list the parts from the largest to smallest, separated by periods (e.g., Binghamton University. Mathematics Department).

If an resource has more than one creator and they are performing the same role (i.e. all are authors), enter name(s) in the same creator field separated by space, semi-colon, space <_ ; _>.

When necessary to clarify the creator's role or contribution to the resource (e.g., there are multiple creators performing different roles, author and editor, etc.), add that information in the Description field.

CREATOR Examples:

TITLE	CREATOR
19 th century paintings	Sotheby's (Firm)
Natural history	Fein, Mark ; Sellars, Andrew
Marriage of Figaro	Mozart, Wolfgang Amadeus, 1756-1791

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4 Contributor

DC Tag:	dc:contributor
<i>Definition:</i>	Person(s) or corporate body(s) responsible for making contributions to the content of a resource.
Rosetta Display Label:	Contributor
Primo Display Label:	Contributor
Suggested Tool Tip:	Examples include the name of a person or of an organization.
<i>Repeatable:</i>	Yes

Recommendations: Examples of contributor(s) include: editor, translator, illustrator, and other roles subordinate to the creator(s). Follow the guidelines given in the [CREATOR](#) field.

CONTRIBUTOR Examples:

TITLE	CREATOR	CONTRIBUTOR
Birds of South America	Willem, Leslie ; Sullivan, Jackson	Schultz, Charles
LibraryLinks - fall 2007/spring 2008	Glenn G. Bartle Library	Dixon, Jill ; Vose, David ; Meador, John M., Jr.

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5 Subject

DC Tag(s):	dc:subject dc:subject@xsi:type="dcterms:LCSH" dc:subject@xsi:type="dcterms:AAT" dc:subject@xsi:type="dcterms:MeSH" dc:subject@xsi:type="dcterms:TGM" dc:subject@xsi:type="dcterms:TGN" dc:subject@xsi:type="dcterms:CONA" dc:subject@xsi:type="dcterms:ULAN"
<i>Definition:</i> Rosetta Display Label(s): Primo Display Label: Suggested Tool Tip: <i>Repeatable:</i>	The subject matter of a resource. Keywords Subject (LCSH) Subject (AAT) Subject (MeSH) Subject (TGM) Subject (TGN) Subject (CONA) Subject (ULAN) Subject Enter subject headings using the appropriate thesauri, e.g., LCSH or TGM. Yes

Recommendations: Use subject terms from an established thesaurus determined during collection preparation. For subject terms with subdivisions, put two dashes between the subject and the subdivision (i.e. Subject--Subdivision). Multiple subject terms in an element must be separated by space, semi-colon, space <_;>.

Subjects also include personal, corporate names, and geographic locations; use the forms prescribed by each thesaurus.

Enter local, and/or uncontrolled keywords in the unqualified (dc:subject) field.

NOTE: Pay special attention to capitalization and punctuation prescribed by each thesaurus; they are different.

SUBJECT Examples:

<i>Field</i>	SUBJECT
Subject (LCSH)	Mural painting and decoration ; Derry (Northern Ireland) ; Ireland--History--Easter Rising, 1916
Subject (LCSH)	Petrarca, Francesco, 1304-1374
Subject (LCSH)	International Business Machines Corporation
Subject (MeSH)	HTLV-I Infections--Diagnosis--Papua New Guinea
Subject (TGM)	Earrings ; Boat graveyards ; Clothing & dress

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6 Digital Publisher

DC Tag:	dc:publisher
<i>Definition:</i>	The entity responsible for making the digital resource available. Digital Publisher
Rosetta Display Label:	Publisher
Primo Display Label:	Binghamton University Libraries
Default Value:	N/A
Suggested Tool Tip:	Yes
<i>Repeatable:</i>	

Recommendations: If a resource is digitized and ingested by Binghamton University Libraries, we are the publisher. In certain cases, other campus units or organizations will be included as publishers. Separate multiple publishers using space, semi-colon, space <_;>.

DIGITAL PUBLISHER Examples:

TITLE	DIGITAL PUBLISHER
Link organ at Binghamton University	Binghamton University Libraries
Letter from Carol Jenkins to Rick Yanagihara, 24 March 1986	SUNY Binghamton Graduate Program in Biomedical Anthropology, 2011 ; Binghamton University Libraries
President Lois B. DeFleur gives her remarks during the 2006 Commencement Graduate Ceremony	State University of New York at Binghamton ; Binghamton University Libraries

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7.1 Date Created

DC Tag:	dcterms:created
<i>Definition:</i>	The date the resource was originally created (e.g., the date a letter was handwritten, NOT the date it was published or digitized).
Rosetta Display Label:	Date Created
Primo Display Label:	Creation Date
Suggested Tool Tip:	Enter the date of creation of the original resource, only if it is different from the date of publication or digitization for born-digital resources.
<i>Repeatable:</i>	No

Recommendations: The YYYY-MM-DD, YYYY-MM, or YYYY format is preferred. If no date or circa date can be determined, leave blank. For a range of date separate using space, to, space <_to_>.

DATE CREATED Examples:

DATE CREATED
2011-09-14
1985
1974-11
1974-11-15 to 1975-01-25
1952?

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7.2 Date Published

DC Tag:	dcterms:issued
<i>Definition:</i>	Date the resource was originally published.
Rosetta Display Label:	Date Published
Primo Display Label:	Original Date
Suggested Tool Tip:	Use the date that the original version of the resource was published.
<i>Repeatable:</i>	No

Recommendations: Follow the guidelines given for the [DATE CREATED](#) field.

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7.3 Date Digital

DC Tag:	dcterms:modified
<i>Definition:</i>	For born-digital resources: the date it is ingested into Rosetta. For physical resources that have been digitized: the date the resource was digitized.
Rosetta Display Label:	Date Digital
Primo Display Label:	N/A
Suggested Tool Tip:	For born-digital resources, enter the date it is ingested into Rosetta. For physical resources that have been digitized, enter the date the resource was digitized.
<i>Repeatable:</i>	No

Recommendations: Follow the guidelines given for the [DATE CREATED](#) field.

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7.4 Date Available

DC Tag:	dcterms:available
<i>Definition:</i>	Date the material will be available, if it is embargoed.
Rosetta Display Label:	Date Available
Primo Display Label:	N/A
Suggested Tool Tip:	Enter the date the material will be available, if it is embargoed.
<i>Repeatable:</i>	No

Recommendations: Follow the guidelines given for the [DATE CREATED](#) field.

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7.5 Date Copyrighted

DC Tag:	dcterms:dateCopyrighted
<i>Definition:</i>	Copyright date.
Rosetta Display Label:	Date Copyrighted
Primo Display Label:	Date
Suggested Tool Tip:	Enter the most recent copyright date.
<i>Repeatable:</i>	No

Recommendations: Follow the guidelines given for the [DATE CREATED](#) field.

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7.6 Date Submitted

DC Tag:	dcterms:dateSubmitted
<i>Definition:</i>	Date of submission.
Rosetta Display Label:	Date Submitted
Primo Display Label:	N/A
Suggested Tool Tip:	Enter the date of submission of the resource (e.g. thesis, article, etc.).
<i>Repeatable:</i>	No

Recommendations: Follow the guidelines given for the [DATE CREATED](#) field.

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7.7 Date Accepted

DC Tag:	dcterms:dateAccepted
<i>Definition:</i>	Date the resource was accepted.
Rosetta Display Label:	Date of Acceptance
Primo Display Label:	N/A
Suggested Tool Tip:	Enter the date the resource was accepted (e.g. thesis, article, etc.). No
<i>Repeatable:</i>	

Recommendations: Follow the guidelines given for the [DATE CREATED](#) field.

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8 Notes

DC Tag:	dc:notes
<p><i>Definition:</i></p> <p>Rosetta Display Label:</p> <p>Primo Display Label:</p> <p>Suggested Tool Tip:</p> <p><i>Repeatable:</i></p>	<p>Contains information pertaining specifically to the resource in hand, including the location of the physical resource.</p> <p>Notes</p> <p>Local Notes</p> <p>Place here any information that is unique to this single resource, e.g. "Binghamton University Libraries' copy signed by author;" also record the location of the physical resource, e.g. box number, accession number, call number, etc. and related holdings statements.</p> <p>Yes</p>

Recommendations: Enter multiple pieces of information in the following order: 1) holdings statement, 2) location of physical resource, and 3) local notes.

Precede the location with the appropriate subheadings, e.g.:

"File cabinet/drawer:"

"Box:"

"Call number:"

Refer to [Appendix 2](#) for a complete list of subheadings.

Precede local notes with the subheading "Local note:"

NOTES Examples:

	NOTES
Holdings statement + Location	This photograph is located in Binghamton University Archives. File cabinet/drawer: FC 1/3
Location	Call number: M1001.B4 op.55 1997
Location + Local note	Box: J-2. Local note: Special Collections (Kurdish Collection) copy has typescript letter dated August 24, 1993, written to Vera Beaudin Saeedpour
Local note	Local note: Binghamton University Libraries' copy inscribed and numbered by the author as no. 61 of 100 copies

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9 Source

DC Tag:	dc:source
<i>Definition:</i>	A reference to a resource from which the present resource is derived.
Rosetta Display Label:	Source
Primo Display Label:	Source
Suggested Tool Tip:	Enter the publication information, URL and/or ALEPH system number of the record for the original resource in repeated fields.
<i>Repeatable:</i>	Yes

Recommendations: Use this field to record a resource’s original publication information. For digital surrogates, e.g. digitized copies of books or published print materials, this can be the imprint of original resource, i.e., the name and address of the book's publisher and its date of publication. Enter the publication information or the imprint using the following format: “Originally published: Place of publication : Publisher, YYYY”.

For born digital resources, this can be the original publisher’s name and the date of publication and/or the URL for the original resource. When including a URL, also include the date the resource was last accessed, e.g., <https://www.google.com/> (Date accessed: YYYY-MM-DD).

SOURCE can also be used to enter the ALEPH system number and/or the OCLC number of the bibliographic record that describes other manifestations of the resource. Precede the ALEPH system number with the subheading “ALEPHBIN01:” and the OCLC number with “OCLC:”.

Enter multiple pieces of information in the following order: 1) publication information, 2) ALEPH system number, and 3) OCLC number.

SOURCE Examples:

TITLE	DIGITAL PUBLISHER	SOURCE
New Crandall Hotel, Binghamton	Binghamton University Libraries	Originally published: Walter R. Miller & Co.
Schrafft's Restaurant & Motor Inn, Binghamton	Binghamton University Libraries	Originally published: Henry McGrew Printing Inc.
DCMI metadata terms	Binghamton University Libraries	Originally published: Dublin Core Metadata Initiative, c1995-2012. http://dublincore.org/documents/dcmi-terms/index.shtml (Date accessed: 2012-02-20)
China’s environment	Cengage Learning	ALEPHBIN01: 2213464
Short story criticism	Gale Research Co.	OCLC: 182576223
Solar lighting	Binghamton University Libraries	Originally published: London ; New York : Springer, c2011. ALEPHBIN01: 2202828. OCLC: 775100938.

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10 Material Type

DC Tag(s):	dc:type dc:type@xsi:type="dcterms:DCMIType"
<i>Definition:</i>	Type includes terms describing general categories, functions, or aggregation levels for content.
Rosetta Display Label:	Material Type
Primo Display Label:	Material Type
Suggested Tool Tip:	Use general terms such as those from the DCMI Type Vocabulary. To describe the digital dimensions of the resource, use the DIGITAL FORMAT element.
<i>Repeatable:</i>	Yes

Recommendations: Select a value from the [DCMI Type Vocabulary](#), unless otherwise directed.

NOTE: To describe the digital manifestation of the resource, use [DIGITAL FORMAT](#); to describe the original physical manifestation of the resource use [DESCRIPTION](#).

Examples of commonly used Dublin Core types:

- Collection
- Dataset
- Image
- Interactive Resource
- Software
- Sound
- Still Image
- Text

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11.1 Digital Format

DC Tag:	dcterms:medium
<i>Definition:</i>	Describes the carrier of the digital resource.
Rosetta Display Label:	Digital Format
Primo Display Label:	Format
Suggested Tool Tip:	Describe the carrier of the digital resource.
<i>Repeatable:</i>	Yes

Recommendations: Describe **only** the digital manifestation of the resource in this element. DIGITAL FORMAT may also be used to identify the software, hardware, or other equipment needed to display or operate the resource.

DIGITAL FORMAT Examples:

DIGITAL FORMAT
image/jp2
image/tiff

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11.2 Digital Extent

DC Tag:	dcterms:extent
<i>Definition:</i>	Describes the extent of the digital resource, e.g. running time or file size. If the resource is a paged document (e.g., PDF), include the paging. Digital Extent
Rosetta Display Label:	Format
Primo Display Label:	Enter the extent of the digital resource, e.g. running time or file size. If the resource is a paged document (e.g., PDF), include the paging.
Suggested Tool Tip:	Yes
<i>Repeatable:</i>	

Recommendations: Record the pagination as it appears in the resource; record all pagings. For texts that include preliminary pages where the body of the text starts at page 1, record the total pages for each enumeration, e.g. “ix, 786”.

When the paging is continuous, e.g., the preliminary pages end at “v” and the body of the text begins on leaf 6 and ends at page 39, record as “v, 6-39”.

Follow this model for enumerations that follow the body of the text, i.e. for appendices and indices.

DIGITAL EXTENT Examples:

DIGITAL EXTENT
01:36:45
1.63MB
1 digital resource (ix, 786, iii pages)
1 digital resource (v, 6-39 pages)

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12 Language

DC Tag:	dc:language
<i>Definition:</i>	Language of the intellectual content of the resource.
Rosetta Display Label:	Language
Primo Label:	Language
Suggested Tool Tip:	Enter the language(s) of the intellectual content of the resource. Yes
<i>Repeatable:</i>	

Recommendations: Give the name of the language in full, in English. Do not use abbreviations. Separate languages by space, semi-colon, space <_:_>.

For parallel text, include the title in **TITLE** and the parallel title in **ALTERNATIVE TITLE**; make a note of parallel text in the **DESCRIPTION** field.

For translations, enter the title of the original work in the **EARLIER VERSION** field; include a corresponding note in the **DESCRIPTION** field, e.g. “Translated from the English”, indicating that the work is a translation and what language it was translated from.

LANGUAGE Examples:

	TITLE	ALTERNATIVE TITLE	LANGUAGE	DESCRIPTION	EARLIER VERSION
Non-English title and text	Rêberê sanî Şerha eqîdeya ehmedê xanî		Kurmanji Kurdish (roman script)		
Parallel text	Little prince	Petit prince	English ; French	Parallel text	
Translation	Codigo Da Vinci		Spanish	Translated from the English	Brown, Dan, 1964- Da Vinci Code

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13 Rights

DC Tag:	dc:rights
<i>Definition:</i>	The rights statement associated with the digital resource indicates how it may be used.
Rosetta Display Label:	Rights Information
Primo Display Label:	Rights
Suggested Tool Tip:	Use rightsstatements.org, which provides 12 standardized statements.
<i>Repeatable:</i>	Yes

Recommendations: Each item will have its own rights statement based on its copyright status. Enter the URI appropriate for each from rightsstatements.org.

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13.1 License

DC Tag:	dcterms:license
<i>Definition:</i>	Legal document giving official permission to do something with the resource.
Rosetta Display Label:	License
Primo Display Label:	Rights
Suggested Tool Tip:	If the digital resource has an associate license, enter the terms here.
<i>Repeatable:</i>	Yes

Recommendations: Do not enter rights statements here, but in the Rights field.

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13.2 Access Rights

DC Tag:	dcterms:accessRights
<i>Definition:</i>	Information about who can access the resource or an indication of its security status.
Rosetta Display Label:	Access Rights
Primo Display Label:	Rights
Suggested Tool Tip:	Enter a statement defining the range of access, e.g. "BU only".
<i>Repeatable:</i>	Yes

Recommendations: Include information regarding access or restrictions based on privacy, security or other regulations.

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14 Rights Holder

DC Tag:	dc:rightsHolder
<i>Definition:</i>	Person or organization owning or managing rights over the resource. Rights Holder
Rosetta Display Label:	Rights Holder
Primo Display Label:	ex. Binghamton University Libraries
Suggested Tool Tip:	Yes
<i>Repeatable:</i>	

Recommendations: If there are multiple rights holders, separate by space, semi-colon, space <_;>.

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15 Provenance

DC Tag:	dc:provenance
<i>Definition:</i>	Statement recording changes in ownership and/or custody of the resource.
Rosetta Display Label:	Provenance
Primo Display Label:	Provenance
Suggested Tool Tip:	Enter donor note and/or description of any changes successive custodians have made to the resource.
<i>Repeatable:</i>	Yes

Recommendations: If there is one, use the established form of the donor note.

PROVENANCE Examples:

Donor name	PROVENANCE
Allan Rogg	Gift of Allan Rogg
Sotheby's	Acquired from Sotheby's, 2001
Al Dekin	2009 Gift of Dr. Albert A. Dekin, Jr., Department of Anthropology, 1976-2010, Acting Director of Libraries, 1987-1989

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16 Identifier

DC Tag(s):	dc:identifier dcterms:ISBN dcterms:ISSN dcterms:ISMN dcterms:URI
<i>Definition:</i> Rosetta Display Label(s): Primo Display Label: Validator: Suggested Tool Tip: <i>Repeatable:</i>	Reference number for the resource. Identifier ISBN ISSN ISMN URI Identifier Select appropriate validator, e.g. ISBN, URI, etc. Enter the unique identifier (ISBN, URI, ISSN, ISMN) or file name (e.g. Toto.tiff). Yes

Recommendations: Best practice is to identify the resource by means of a numeric string conforming to a formal identification system. Formal identification systems include but are not limited to the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL), the International Standard Book Number (ISBN), International Standard Serial Number (ISSN), and then International Standard Music Number (ISMN). If a resource has an identifier for which there is no applicable validator, precede the identifier with the appropriate subheading. Refer to [Appendix 2](#) for a list of subheadings.

Resources can also be identified by their unique file name and extension; preferably as a hyperlink to the image saved on the file server.

IDENTIFIER Examples:

Validator	IDENTIFIER
ISBN	978264937104
ISSN	1789-4562
ISMN	9795783450234
URI	http://example.org/absolute/URI/with/absolute/path/to/resource.txt
N/A	Reinhardt number: R3271
N/A	maximieksarah_CCPA_F10.pdf

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16.1 Citation

DC Tag(s):	dcterms:bibliographicCitation
<i>Definition:</i>	A bibliographic reference for the resource.
Rosetta Display Label(s):	Citation
Primo Display Label:	Identifier
Suggested Tool Tip:	Include enough detail to allow the resource to be identified and distinguished from other resources.
<i>Repeatable:</i>	Yes

Recommendations: Enter a bibliographic citation for the resource being described. Best practice is to follow APA citation style (6th ed.); however, other discipline or subject specific citation styles can be used when appropriate.

CITATION Examples:

Type of resource	CITATION
Journal article	Bent, N. (2013). The cat whisperer: Why cats do what they do-and how to get them to do what you want. <i>Booklist</i> , 109(12), 14.
Book	Brown, D. (2003). <i>The Da Vinci code: A novel</i> . New York: Doubleday.

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17.1 Location

DC Tag(s):	dcterms:spatial dcterms:TGN @xsi:type="dcterms:TGN"
<i>Definition:</i>	Geographic coverage of the intellectual content of the resource.
Rosetta Display Label(s):	Location
Primo Display Label:	Coverage
Suggested Tool Tip:	May include geographic names, latitude/longitude, or other established geo-referenced values.
<i>Repeatable:</i>	Yes

Recommendations: When possible use [SUBJECT\(LCSH\)](#) to record geographic location; use LOCATION to describe smaller, unqualified units, e.g., SUBJECT(LCSH): State University of New York at Binghamton, LOCATION: Nature Preserve & Natural Areas.

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17.2 Time Period

DC Tag:	dcterms:temporal
<i>Definition:</i>	Time period treated by the intellectual content of the resource.
Rosetta Display Label:	Time Period
Primo Display Label:	Coverage
Suggested Tool Tip:	Enter those aspects of time that relate to the intellectual content of a resource—not its lifecycle.
<i>Repeatable:</i>	Yes

Recommendations: Use the TIME PERIOD field to describe eras, decades, and time periods, which cover the intellectual content of the resource. Where appropriate, use a controlled vocabulary such as the [Art & Architecture Thesaurus \(AAT\)](#) .

TIME PERIOD Examples:

TIME PERIOD
1950-1959
Gothic Revival

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18 Related To

DC Tag:	dc:relation
<i>Definition:</i>	The described resource has a relationship to another resource.
Rosetta Display Label:	Related To
Primo Display Label:	Related To
Suggested Tool Tip:	Use this field to record unqualified relationships between resources. Record the identifier or the title of the related resource.
<i>Repeatable:</i>	Yes

Recommendations: Use this field to record unqualified relationships between resources.

Use this field only when you are uncertain of the nature of the relationship between two resources OR the qualified relation fields fail to accurately describe the relationship, e.g., when describing lateral relationships between resources, such pants and a shirt that together form a single outfit.

RELATED TO Examples:

TITLE	RELATED TO
Shirt	Saeedpour2.2011.84.jpg <IDENTIFIER for Pants>

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18.1 Collection

DC Tag:	dcterms:isPartOf
<i>Definition:</i>	The described resource is a physical or logical part of another resource, e.g. a collection or series.
Rosetta Display Label:	Collection
Primo Display Label:	Collection
Suggested Tool Tip:	Enter the established form of the collection or series name.
<i>Repeatable:</i>	Yes

Recommendations: Enter name of collection/series in repeating fields with corresponding labels. Separate multiple series or collection names using space, semi-colon, space <_;> or use repeating fields. Use space, colon, space <_:> to separate between the collection's elements, i.e. for sub-collections.

COLLECTION Examples:

COLLECTION
Binghamton University Photograph Collection
Binghamton University Photograph Collection ; 2006 Binghamton University Commencement Photos
SUNY Binghamton Serum Archive Records
SUNY Binghamton Serum Archive Records ; Papua New Guinea, HAG Series 1986
Max Reinhardt Collection : Costume and Scene Design

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18.2 Includes

DC Tag:	dcterms:hasPart
<i>Definition:</i>	The described resource includes the referenced resource either physically or logically.
Rosetta Display Label:	Includes
Primo Display Label:	Related To
Suggested Tool Tip:	Enter information about a resource which the described resource contains, e.g. use for works containing previously published material.
<i>Repeatable:</i>	Yes

Recommendations: Enter **TITLE**, **IDENTIFIER** (e.g. ISBN), or full bibliographic citation for the referenced resource(s). Separate multiple entries by space, semi-colon, space <_;>.

INCLUDES Examples:

TITLE	INCLUDES
Four quartets and The waste land	Waste land
Student recital (1976-12-23)	Jingle bells ; Joy to the world

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18.3 Format Of

DC Tag:	dcterms:isFormatOf
<i>Definition:</i>	The described resource is the same intellectual content of the referenced resource, but presented in another format.
Rosetta Display Label:	Format Of
Primo Display Label:	Related To
Suggested Tool Tip:	Enter a resource which is the same in intellectual content, but presented in a different format.
<i>Repeatable:</i>	Yes

Recommendations: Use FORMAT OF to cite or describe any other resource from which the current resource was derived, e.g. if the current resource is a stage set for Hamlet, include Hamlet as the original work.

FORMAT OF Examples:

TITLE	FORMAT OF
Stage set from Hamlet production (1924-04-14)	Shakespeare, William, 1564-1616. Hamlet
Local poetry club reads The waste land	Eliot, T. S. (Thomas Stearns), 1888-1965. Waste land

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18.4 Has Format

DC Tag:	dcterms:hasFormat
<i>Definition:</i>	A related resource that is substantially the same as the pre-existing described resource, but in another format.
Rosetta Display Label:	Has Format
Primo Display Label:	N/A
Suggested Tool Tip:	Enter information for works superseding this resource where the difference is expressed at the format level.
<i>Repeatable:</i>	Yes

RECOMMENDATIONS: Use Has Format to cite or describe any other resource that was derived from the current resource, e.g. if the current resource is a play, include the stage set design as a subsequent format.

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18.5 References

DC Tag:	dcterms:references
<i>Definition:</i>	The described resource references, cites or points to another resource. References
Rosetta Display Label:	N/A
Primo Display Label:	Enter any resources which are referenced or cited by the described resource.
Suggested Tool Tip:	Yes
<i>Repeatable:</i>	

Recommendations: Enter **TITLE**, **IDENTIFIER**, or bibliographic citations for the referenced resource(s).

REFERENCES Examples:

TITLE	REFERENCES
History and criticism of Hamlet	Shakespeare, William, 1564-1616. Hamlet

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18.6 Referenced By

DC Tag:	dcterms:isReferencedBy
<i>Definition:</i>	The described resource is referenced, cited or pointed to by another resource.
Rosetta Display Label:	Referenced By
Primo Display Label:	N/A
Suggested Tool Tip:	Enter any resources which reference the described resource.
<i>Repeatable:</i>	Yes

Recommendations: Enter **TITLE**, **IDENTIFIER**, or bibliographic citations for resource(s) that make reference to the work being described.

REFERENCED BY Examples:

TITLE	REFERENCED BY
Postcard from Mike Reyal to Richard Cizenski with photo of the Spiedie Fest and Balloon Rally	Smith, John. Local history of the Southern Tier

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18.7 Earlier Version

DC Tag:	dcterms:isVersionOf
<i>Definition:</i>	The described resource is a version, edition, or adaptation of another resource. The change is in content, not format.
Rosetta Display Label:	Earlier Version
Primo Display Label:	N/A
Suggested Tool Tip:	Enter information for works preceding this resource where the difference is expressed at the content level (e.g. previous editions/versions).
<i>Repeatable:</i>	Yes

Recommendations: Enter **TITLE**, **IDENTIFIER**, or bibliographic citations for earlier editions or versions of the resource being described.

EARLIER VERSION Examples:

TITLE	DESCRIPTION	EARLIER VERSION
Introduction to the theory of Heinrich Schenker	Translated from the German	Jonas, Oswald. Einführung in die Lehre Heinrich Schenkers

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18.8 Subsequent Version

DC Tag:	dcterms:hasVersion
<i>Definition:</i>	The described resource has another version, edition, or adaptation. Subsequent Version
Rosetta Display Label:	Related Titles
Primo Display Label:	Enter information for works superseding this resource where the difference is expressed at the content level (e.g. newer editions/versions, translations, adaptations, etc.).
Suggested Tool Tip:	Yes
<i>Repeatable:</i>	

Recommendations: Enter [TITLE](#), [IDENTIFIER](#), or bibliographic citations for later editions or versions of the resource being described.

SUBSEQUENT VERSION Examples:

TITLE	SUBSEQUENT VERSION
Einführung in die Lehre Heinrich Schenkers	Jonas, Oswald. Introduction to the theory of Heinrich Schenker

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18.9 Requires

DC Tag:	dcterms:requires
<i>Definition:</i>	The described resource requires another resource for functionality or delivery.
Rosetta Display Label:	Requires
Primo Display Label:	N/A
Suggested Tool Tip:	If the resource being described is supplemental or accompanying material, use this field to enter information about the main or parent resource. Or when a resource being described requires the use of external software, hardware, etc. use this field to enter information about those delivery tools.
<i>Repeatable:</i>	Yes

Recommendations: Enter **TITLE**, **IDENTIFIER**, or bibliographic citation(s) for the main resource; enter the name of the software, hardware, etc. required to view, hear or make use of the digital resource.

REQUIRES Examples:

TITLE	DIGITAL FORMAT	REQUIRES
Supplement to a history and criticism of Hamlet	application/pdf	Mitchell, Bernard. History and criticism of Hamlet
History and criticism of Hamlet	application/pdf	Adobe Acrobat Reader

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18.10 Required By

DC Tag:	dcterms:isRequiredBy
<i>Definition:</i>	The described resource is required by the referenced resource, either physically or logically.
Rosetta Display Label:	Required By
Primo Display Label:	N/A
Suggested Tool Tip:	Enter information on accompanying or supplemental material.
<i>Repeatable:</i>	Yes

Recommendations: Enter [TITLE](#), [IDENTIFIER](#), or bibliographic citation(s) for the additional material(s).

REQUIRED BY Examples:

TITLE	REQUIRED BY
History and criticism of Hamlet	Mitchell, Bernard. Supplement to A history and criticism of Hamlet

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18.11 Replaces

DC Tag:	dcterms:replaces
<i>Definition:</i>	The described resource supplants, displaces, or supersedes the referenced resource.
Rosetta Display Label:	Replaces
Primo Display Label:	Related To
Suggested Tool Tip:	Enter previous versions of the resource.
<i>Repeatable:</i>	Yes

Recommendations: Enter the **TITLE**, **IDENTIFIER**, or bibliographic citation(s) for the replaced resource.

REPLACES Examples:

TITLE	REPLACES
Fyodor Dostoyevsky, 1821-1881. The brothers Karamazov : a revised translation, contexts, criticism	Fyodor Dostoyevsky, 1821-1881. The brothers Karamazov

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18.12 Replaced By

DC Tag:	dcterms:isReplacedBy
<i>Definition:</i>	The described resource is supplanted, displaced, or superseded by the referenced resource.
Rosetta Display Label:	Replaced By
Primo Display Label:	Related To
Suggested Tool Tip:	Use when establishing a chain of versions.
<i>Repeatable:</i>	Yes

Recommendations: Enter the **TITLE**, **IDENTIFIER**, or bibliographic citation(s) for the resource that replaces the work being described.

REPLACED BY Examples:

TITLE	REPLACED BY
Fyodor Dostoyevsky, 1821-1881. The brothers Karamazov	Fyodor Dostoyevsky, 1821-1881. The brothers Karamazov : a revised translation, contexts, criticism

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18.13 Conforms To

DC Tag:	dcterms:conformsTo
<i>Definition:</i>	A reference to an established standard to which the resource conforms. Conforms To
Rosetta Display Label:	N/A
Primo Display Label:	The standards referenced might be educational standards, accessibility standards, or any other established standard that is relevant to the use of the resource, e.g. ADA.
Suggested Tool Tip:	Yes
<i>Repeatable:</i>	

CONFORMS TO Examples:

TITLE	CONFORMS TO
Joy of metadata : a guide in braille	ADA

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19 Technical Metadata

DC Tag:	dc:technical
<i>Definition:</i>	The technical specifications of described resource.
Rosetta Display Label:	Technical Metadata
Primo Display Label:	Technical Metadata
Suggested Tool Tip:	Enter any technical details, specific to the type of resource being described, e.g. mode of access, system requirements, image dpi, file type, etc.
<i>Repeatable:</i>	Yes

RECOMMENDATIONS: Some of this information is included in the preservation metadata generated by Rosetta; however please try to include as much as possible in the descriptive metadata.

DIGITAL SPECIFICATIONS Examples:

TITLE	DIGITAL SPECIFICATIONS
Perry submarine on Sea Diver	Master tiff - Canon DR7080C; CapturePerfect 3.0; 600 dpi; 256-level gray; no compression

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Appendix 1: Rosetta File Labels

Each image file loaded into Rosetta requires a label describing the resource as it is represented in that particular image. For example, there could be two images of a single resource such as a Kurdish hat: one image could show the top of the hat, the other shows the side. Label each accordingly:

Top of hat

Side of hat

For text resources, where pages are displayed as separate images, label each image/page accordingly:

Page 1

Page 3-4

Keep labels as simple as possible.

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Appendix 2: List of Subheadings by Field

DESCRIPTION

Date of production:

Material:

Message dated:

Original artwork:

Original document:

Original format:

 Diameter:

 Height:

 Length:

 Length at center back:

 Width:

 Width at center back:

Original handwriting:

NOTES

Storage Locations

 Box:

 Call number:

 File cabinet/drawer:

Local Notes

 Local note:

SOURCE

AlephBIN01:

OCLC:

Date accessed:

Originally published:

IDENTIFIER

Reinhardt number:

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