

THE MAKING OF MODERN MICHIGAN

DESCRIPTION OF DUBLIN CORE ELEMENTS

TITLE

Autofilled?



Required?



Repeatable?



DEFINITION: Name given to the resource by the creator or publisher; may also be the identifying phrase or the name of the object supplied by the holding institution.

INPUT GUIDELINES:

- The system will automatically pull the title of the item from the Inventory System

EXAMPLES:

Titles created by creator/publisher:

- Great Gatsby
- Important farmlands, Arapahoe County (map, but not obvious from title)

Titles supplied by holding institution:

- Letter petitioning for White Sulphur Springs, N.M. Post Office
- View of the Brooklyn Bridge (photograph of the Brooklyn Bridge)
- Portrait of Thomas Jefferson (painting of Thomas Jefferson)



DEFINITION: Person or entity primarily responsible for creating the intellectual content of the resource. Examples of creators include authors of written documents; artists; illustrators; photographers; collectors of natural specimens or artifacts, etc.

INPUT GUIDELINES:

- Enter personal names in inverted form in most cases: Last name, First name, Middle name or initial. Birth and/or death dates should be added if known.
- If there are more than three creators, list only the first three, in the order that they are listed on the item itself.
- Use separate Creator elements to enter multiple creators.
- If creator is unknown, leave the element blank.
- 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.
- Use the Contributor element to enter secondary authors, editors, etc.
- If in doubt, enter the name as it appears and do not invert (Example: Sitting Bull).

EXAMPLES:

Personal names:

- Webb, Wellington, E.
- Toulouse-Lautrec, Henri de, 1864-1901

Group or Organization names:

- Denver Art Museum
- H.W. Wilson Company
- Massachusetts Institute of Technology. Migration and Development Study Group.

CONTRIBUTOR

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Repeatable?



DEFINITION: Person(s) or organization(s) who made significant intellectual contributions to the resource but whose contribution is secondary to any person(s) or organization(s) already specified in a Creator element. Examples: editor, transcriber, illustrator, etc.

INPUT GUIDELINES:

- Use separate Contributor elements to enter multiple contributors
- 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.
- Enter personal names in inverted form in most cases: Last name, First name, Middle name or initial. Birth and/or death dates should be added if known.
- If in doubt, enter the name as it appears and do not invert (Example: Sitting Bull).

EXAMPLES:

Personal names:

- Webb, Wellington, E.
- Toulouse-Lautrec, Henri de, 1864-1901

Group or Organization names:

- Denver Art Museum
- H.W. Wilson Company
- Massachusetts Institute of Technology. Migration and Development Study Group.



DEFINITION: A reference to a resource from which the present resource is derived. Use this element to cite the resource from which the digital resource was derived, either in whole or in part.

INPUT GUIDELINES:

- Choose from one of the three phrases:
 - "Reproduction of ... "
 - "Original format ... "
 - "Original artifact ... "and continue with keyboard input.
- For published materials, provide full citation (author, title, place of publication, publisher, date)

EXAMPLES:

- **Original Format:** Cassette tape of interview with Jay Rowe of Hancock, Michigan
- **Reproduction of:** Photo of Iron Mine, Negaunee Public Library Collection
- **Reproduction of:** Chase, A. W. 'Dr Chase's Recipes or, information for everybody, an invaluable collection of practical recipes.' Ann Arbor: A. W. Chase, 1864
- **Original Artifact:** Fan, 1890-1899. Dorothea June Grossbart Historical Costume Collection. College of Fine Performing and Communication Arts, Wayne State University.

ORIGINAL DATE

Autofilled?



Required?



Repeatable?



DEFINITION: Creation or modification dates for the original resource from which the digital object was derived or created.

INPUT GUIDELINES:

- If exact date is known, enter dates in the form of YYYY-MM-DD. Use a single hyphen to separate the year, month and date components.
- To enter a range of dates, approximate date, or unknown date, see examples below
- If you have a second relevant date (e.g. reprint date), enter that in the second original date field. Otherwise leave the second field blank.
- Enter dates pertaining to the digitized version of the resource under the Date.Digital element.
- Use the Description element to provide other date information.

EXAMPLES:

Year:

- 1997

Complete date:

- 1997-07-16

Year and month:

- 1997-07

Range of dates:

- 1910 – 1920

Unknown date:

- "unknown"

Approximate date (precede with a "c"):

- c.1890

TYPE

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Repeatable?



DEFINITION: A broad term drawn from a controlled vocabulary that describes the genre or nature of the resource.

INPUT GUIDELINES:

- Use separate Type elements to enter multiple types

DEFINITIONS:

collection:

- A collection is an aggregation of items. The term collection means that the resource is described as a group; its parts may be separately described and navigated.

dataset:

- A dataset is information encoded in a defined structure (for example, lists, tables, and databases), intended to be useful for direct machine processing.

image:

- An image is a primarily symbolic visual representation other than text. For example - images and photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation. Note that image may include both electronic and physical representations.

physical object:

- An inanimate, three-dimensional object or substance. For example - a computer, the great pyramid, a sculpture. Note that digital representations of or surrogates for these things should use Image, Text, or one of the other types.

sound:

- A sound is a resource whose content is primarily intended to be rendered as audio. For example - a music playback file format, an audio compact disc, and recorded speech are sounds.

text:

- A text is a resource whose content is primarily words for reading. For example - books, letters, diaries, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre text.

Updated: 09/08/03

HOLDING INSTITUTION

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Required?



Repeatable?



DEFINITION: A consistent reference to the institution or administrative unit that owns the digital resource for which metadata was created.

INPUT GUIDELINES:

- System will automatically pull your institution name, city, and state from the Inventory system.

EXAMPLES:

Holding.Institution:

- Wyoming State Historical Society , Casper, WY
- Nebraska Department of Administrative Services, Omaha NE
- Kansas State Historical Society, Topeka, KS

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SUBJECT

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Required?



Repeatable?



DEFINITION: What the content of the resource is about or what it is, expressed by headings, keywords, phrases, or names; or terms for significantly associated people, places, and events, etc.

INPUT GUIDELINES:

- Enter multiple subjects in the order of their importance. Use separate Subject elements to enter multiple subjects.
- Use one of the following controlled vocabularies:
 - [Library of Congress Subject Headings](#)
 - Library of Congress Subject Headings for Children's Literature (Annotated Card)
 - Sears List of Subject Headings

Or see this quick list of some [common subject headings](#). (Or see following page in PDF)

EXAMPLES:

Subject Terms	Source of term
Deer – Florida	LCSH
Fire engines	LCSH, Sears
Log chopping (Sports)	LCSHAC

MMM Management also recommends the following resource for determining subject headings:

- Fountain, Joanna F. Subject Headings for School and Public Libraries, an LCSH/Sears Companion (2nd ed). Englewood, CO: Libraries Unlimited, Inc.

DESCRIPTION

Autofilled?



Required?



Repeatable?



DEFINITION: A textual description of the content of the resource such as an abstract, table of contents, full-text, or free text account of the object.

INPUT GUIDELINES:

- Enter descriptive text, remarks, and comments about the object. This information can be taken from the object or provided by the record creator.
- Enter here specialized information not included in other elements, e.g., measurements of a depicted object, description, provenance, technique, distinguishing features, inscriptions, condition, and history of the work.

EXAMPLES:

Description:

- Black and white photograph of horse and buggy, in front of the J.C. Penney store, Longmont, Colorado, ca. 1901.

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COVERAGE [SPATIAL]

Autofilled?



Required?



Repeatable?



DEFINITION: Describes the spatial characteristics of the intellectual content of the resource (not the place of publication). For artifacts or art objects, the spatial characteristics usually refer to the place where the artifact or object originated. Use this element when place cannot be adequately expressed using the subject element.

INPUT GUIDELINES:

- Use the [Thesaurus of Geographic Names](#) (TGN) for spatial information.

EXAMPLES:

- Inhabited place: Leland
- County: Shiawassee
- Region: Lower Peninsula
- State: Michigan

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COVERAGE [TEMPORAL]

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Required?



Repeatable?



DEFINITION: Describes the temporal characteristics of the intellectual content of the resource (not the publication date). For artifacts or art objects, the temporal characteristics refer to the date or time period during which the artifact/object was made. Use this element when time period cannot be adequately expressed using the subject element.

INPUT GUIDELINES:

- If content covers a year or range of years, use yyyy for year.
- If content is reflective of a certain time but not related to a specific date, associate content with a decade or decades.

EXAMPLES:

Coverage.Temporal:

- 1840
- 1840? (follow an approximate date with a question mark)
- 1900-1901 (separate range of dates with a space, hyphen, space)
- 1900-1910
- 1960-1970
- 1960-1980

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LANGUAGE

Autofilled?



Required?



Repeatable?



DEFINITION: Indicates the language(s) of the intellectual content of the resource. This implies the language in which a text is written or the spoken language 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.

INPUT GUIDELINES:

- Choose from one of the MMM most common languages
- If the language is not listed here, see [the ISO 639 Standard](#) to find the appropriate 2-letter code. Contact MMM management (jonesr@msu.edu) to have the code added to the menu.
- If there is no language associated with the item, choose N/A or None

EXAMPLES:

Cs	(Czech)
En	(English)
Fr	(French)
So	(Somali)

IDENTIFIER

Autofilled?



Required?



Repeatable?



DEFINITION: A character string or record number that clearly and uniquely identifies a digital object or resource. This element ensures that individual digital objects can be managed, stored, recalled and used reliably.

INPUT GUIDELINES:

- The Inventory ID code for the item will automatically be pulled into the field for this element from the Inventory System. You cannot alter the information in this field.

EXAMPLES:

- AA01a001.jpg
- DQ03a002p47

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PUBLISHER

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Required?



Repeatable?



DEFINITION: Entity responsible for making the resource available. For digital objects, Publisher is the entity that created the digital resource. Publishers can be a corporate body, publishing house, museum, library, historical society, university, a project, a repository, etc.

INPUT GUIDELINES:

- The system will automatically pull participant's name, city, and state from the inventory system (as the entity creating the digital object).
- A second publisher element for the MMM project will also be added automatically.
- For digital objects that existed in another form before being digitized, enter the publisher of the earlier form in the Source element, or, if a publisher of an earlier form is considered important for resource discovery, then include it in a Contributor element.

EXAMPLES:

- Michigan State University, East Lansing, Michigan
- Negaunee Public Library, Negaunee, MI
- The Making of Modern Michigan, administered by the Michigan State University Libraries, East Lansing, Michigan

DIGITAL DATE

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Required?



Repeatable?



DEFINITION: Date of creation or availability of the digital resource; may be approximated by agency creating the record.

INPUT GUIDELINES:

- The System will automatically pull in the current date for this element in the form of yyyy-mm-dd
- Use the Description element to provide other date information

EXAMPLES:

Complete date:

- 1997-07-16

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DEFINITION: Delivery format of the electronic resource being described. This element is used to help identify the software and hardware needed to load and use the digital resource.

INPUT GUIDELINES:

- Use separate format.use elements to enter multiple formats
- Contact MMM management to have a format added to the menu.
Email: jonesr@msu.edu

DEFINITIONS:

Audio/mp3

- sound file in MP3 format

Image/gif

- visual file in GIF format

Text/html

- text file in html format

Audio/wav

- audio file in WAV format

Image/tif

- visual file in TIF format

Text/xml

- text file in xml format

Video/quicktime

- video file in quicktime format

Image/jpg

- Visual file in JPEG format

FORMAT: CREATION

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Required?



Repeatable?



DEFINITION: Technical information about the hardware, software and processes used to create a digital resource, including specifics such as scanner model, scan resolution, color profiles, compression schemes, file sizes, etc.

INPUT GUIDELINES:

- Use separate Format.Creation elements to enter multiple formats.

for sound (ie files ending in .mp3 or .wav):

- include sampling rate, bit depth, format, file size, playtime

for images (ie files ending in .tiff, .jpeg or .gif):

- include dpi, color (bit)depth, format, file size

for text (ie files ending in .html or .xml):

- denote html or xml

EXAMPLES:

- 400dpi, 24 bit color, Tiff Image
- 44.1Khz, 16 bit, audio/wav, 1:49, 80 MB
- text/html

DEFINITIONS:

Images:

- dpi = dots per inch. In digital images, resolution typically refers to the number of horizontal and vertical pixels that make up the image. For example, 512x768 refers to 512 pixels across by 768 pixels down. DPI refers to dots per inch, which typically refers to the number of pixels per inch stored by the digital file. Typical dpi. Typically, bitonal (black and white) documents will be...

Bit Depth:

- The number of bits used to convey tonality for each pixel; that is, black and white, gray-scale, or color. In general, the more bits per pixel, the larger the file size.
 - 1-bit or Bi-tonal: a 1-bit pixel has two possible values, black or white. The scanned image has no shading or gray. Bitonal scanning produces the smallest file.
 - 8-bit Gray-scale: provide 256 shades of gray ranging from pure white to pure black
 - 24-bit Color: provides a tonal range of about 16 million different colors. Color scanning produces quite large files.

File Format = format of the digital file.

TIFF

- A 24-bit, lossless (no information lost) compression format. Tiff may be used as an archival file format. With lossless compression, the picture quality of the compressed file is exactly the same as the original, uncompressed file.

JPEG

- A 24-bit, lossy (some information lost) compression format well-suited for screen and print presentation. JPEG is supported by all major computer platforms and by Internet web browsers. With lossy compression, the picture quality of the compressed file is reduced when compared to the original file, and can not be restored, except by going back to the original. The advantage is that the file sizes are much smaller, and image quality is acceptable in most cases. It is not acceptable as an archival file format.

GIF

- An 8-bit, lossless compression format that is well-suited for low resolution screen display of images. GIF is often used for image thumbnails, screen versions of text documents, and is supported by all major computer platforms and Internet web browsers.

File Size = size of the digital image in MB

Sound:

Sampling rate:

The number of samples taken per second when digitizing sound. The quality of the digital reproduction improves as the number of samples taken per second increase.

(example: 44.1 Khz @ 16 bit mono)

Bit Depth:

Codec bit rate: (mp3 = 64kbs, RM = 16kbs, etc.)

Format:

Archive File Format (*example: RIFF Windows pcm wav*) or
Extracted file format(s): (*mp3. RealMedia, etc*)

File Size:

File size = File size: (*bytes = 00MB, duration = 00:00:00*)

Text:

HTML:

- HTML stands for Hyper Text Markup Language
- An HTML file is a text file containing small markup tags
- The markup tags tell the Web browser how to display the page
- An HTML file must have an htm or html file extension
- An HTML file can be created using a simple text editor

XML:

- XML stands for EXtensible Markup Language
- XML is a markup language much like HTML
- XML was designed to describe data
- XML tags are not predefined in XML. You must define your own tags
- XML uses a Document Type Definition (DTD) or an XML Schema to describe data
- XML with a DTD or XML Schema is designed to be self-descriptive

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RELATION

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Required?



Repeatable?



DEFINITION: A reference to a related resource. This element contains information necessary to find or link to a related resource. The described resource is either a physical or logical part of the related resource, or it includes the related resource either physically or logically. The element may consist of an identifier such as an URL, URI, etc.; the physical location of the related resource, if applicable; information about the nature of the relationship between the two resources, etc.

INPUT GUIDELINES:

- Use separate Relation elements to enter multiple relations.
- Include sufficient information in the relation element to enable users to identify, cite, and either locate or link to the related resource.

EXAMPLES:

If we had a scrapbook of town resident Mary Smith containing, among other things, Mary's wedding announcement and various newspaper clippings; in the relation element for the scrapbook would state:

- contains wedding announcement, newspaper clippings, etc.

Or, if the scrapbook was part of a larger collection of items relating to Mary Smith, we could state:

- part of the Mary Smith Papers, Michigan State University Library

Or, in the relation element for the wedding announcement, we could state:

- is part of the scrapbook of Mary Smith

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RIGHTS MANAGEMENT

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Repeatable?



DEFINITION: A rights management or usage statement or a URL that links to a rights management statement. The rights management statement may contain information concerning accessibility, reproduction of images, copyright holder, restrictions, securing permissions for use of text or images, etc.

INPUT GUIDELINES:

- The standard MMM rights management statement will automatically be entered for this element.
- If you would like to use an alternate statement, please contact Ruth Ann Jones (jonesr@msu.edu)

Updated: 09/08/03