

Missouri Digital Heritage Metadata Scheme & Quick Reference Guide			
Mapped to Dublin Core Elements	Missouri Digital Heritage Field Name	Explanation	Controlled Vocabulary or Format Required
Title	Title	A name given to the resource, usually by the resource creator or publisher, or in absence thereof, by the digitizing/cataloging agency. If no suitable title is available for the resource, the person creating the metadata record may create a title. If the item is in HTML, view the source document and title comes from meta title as viewed in source codes, also at top of screen in Netscape and Internet Explorer browsers.	Skip beginning articles like "a", "an", "the", etc. Example: 18th century costume resources online
	Title.Alternative (optional)	Variants of title. Any other known name of the resource, if the item is in html, alternative title comes from the web page itself; subsequent titles, if necessary, are expansion of portions of previous titles.	Spell out acronym, romanized numbers and so on Example: Eighteenth century costume resources online
Creator	Creator	An entity primarily responsible for the intellectual content of the resource. For example, the author of written documents; artists, photographers, the collector of natural specimens or artifacts, illustrators of visual resources, or performers or composers for sound and other audiovisual resources.	Surname, First name. Enter corporate names in full, direct form. In the case of a hierarchy, list the parts from the largest to smallest, separated by periods. Use of standardized forms of names and authority files by checking LC name authority files or Union List of Artist Names. Do not use "Unknown" if creator is unknown.
Subject	Subject.LCSH or Subject.TGM/Subject.Mesh	Library of Congress Subject Headings/ Thesaurus for Graphic Materials	Choose terms from controlled vocabulary list LCSH , TGM
	Subject.Local (optional)	Keywords, place and personal names that users might search for	Use ";" to separate terms
Description	Description	An account of the content of the resource.	A brief summary of the content.
	Transcript (optional)	Full Text transcript of document	Transcribed or OCR'd text
	Note (optional)	Other notes about the document	
Date	Date	Creation date of the original resource in text datatype.	text format, can include circa and century etc.
	Date.Search	Creation date of the original resource in date datatype.	YYYY-MM-DD
	Date.Digital	Creation date of the digital surrogate.	
Format	Format	Refers only to digital resources.	Internet Media Types (www.iana.org/assignments/media-types/) Example: Image , Text, Audio, Video, etc.
Identifier	Identifier	A character string or record number that clearly and uniquely identifies a digital object or resource. The Identifier element ensures that individual digital objects can be accessed, managed, stored, recalled, and used reliably.	Most commonly, use the local digital file name. You may also use call number. Example: Peabody_Coal#3.tif

Relation	Relation	A field describes a resource that is part of larger resource. This includes records describing individual pieces (e.g. a single photograph) and aggregations of pieces (e.g. correspondence in someone’s papers) that are part of a larger collection. A newspaper's preceding and succeeding titles can also be included in the relation field.	Input the ISSN, ISBN, other international standard numbers, and local naming conventions that describe the original in the Source field, rather than in the Relation.
	Collection Name	Missouri Digital Heritage Digital Collection Name	same as the digital collection name on MDH. Example: Missouri County History Collection
Source	Source	When applicable, use the Source element to cite any other resource from which the digital resource was derived , either in whole or in part. Some digital resources are “born digital” and derive from no pre-existing resource; in these cases, the Source element is not used.	Whenever possible, include a unique standard identifier such as an ISBN, ISSN, LC call number, Dewey call number, or NTIS report number. If no standard identifier exists, use a local call number, control number, accession number, or barcode. Identify the institution associated with such locally derived numbers
Rights	Rights	Rights information often encompasses intellectual property rights (IPR), copyright, and various property rights. If the Rights Management element is absent, no assumptions can be made about the status of these and other rights with respect to the resource	Rights management or usage statement, a URL that links to a rights management statement. A rights management statement may contain information concerning accessibility, copyright holder, restrictions, securing permissions for use of text or images, etc
no map	Contributing Institution	The name of institution who provided the born digital resources or the original resource which digital resources were derived	
no map	Copy Request	Information concerning reproduction of images, documents and other digital resources.	The phone number, email, and mailing address of the department or staff position that will be most helpful in getting the end-user a copy of the digital resources.
Publisher	Publisher.Digital	The name of the entity that made the digital resource available in its present form , such as a corporate body, publishing house, museum, historical society or university.	
Contributor	Contributor	A person or corporate body responsible for making secondary but important contributions to the content of the resource , who/which is not already included in a Creator element field.	Example: Author of a book in creator field; illustrator of the book in contributor field
Type	Type	To describe the physical or digital manifestation of the resource, use the Format element. Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary (Thesaurus for Graphic Materials II: Genre & Physical Characteristic Terms)	Use a term from the Thesaurus of Graphic Materials II (TGM II) in this field: http://www.loc.gov/lexico/servlet/lexico?usr=pub-145:0&op=frames&db=TGM_II
Language	Language	A language of the intellectual content of the resource.	Use full name of language, repeat for multiple languages
Coverage	Coverage	Describes the spatial area or time frame , which intellectual content of the resource encompasses.	

Notes:			
* Alternate Subject Headings		Other thesauri may be used, such as Medical Subject Headings (MeSh), Art & Architecture Thesaurus (AAT), Getty Thesaurus of Geographic Names (GEGN). In general, any other field names or qualifiers may be used in addition to the required fields. Non-required fields should be discussed with the Missouri Digital Heritage Metadata Cataloger prior to the cataloging process to ensure optimum mapping and indexing.	Use of thesauri other than LCSH should be discussed with the database coordinator prior to cataloging in order to ensure proper mapping and indexing of subject terms.
* Books, Monographs and other Full-Text Materials.		When possible, crosswalk subject headings from MARC records if such cataloging already exists for the item. Full-text indexing of such materials should not preclude use of subject headings to improve search and retrieval.	