

Guidelines for Descriptive Metadata for the UCLA Digital Library Program

Version 2.0

March 29, 2012

Metadata Working Group Members:

John Riemer, co-chair

Elizabeth McAulay, co-chair

Peggy Alexander

Stephen Davison

Genie Guerard

Janine Henri

Claudia Horning

Angela Riggio

Monique Leahey Sugimoto

INTRODUCTION

The Guidelines for Descriptive Metadata (GDMD) for the UCLA Digital Library Program provide descriptive metadata specifications for projects hosted by the UCLA Digital Library Program, with the intent of establishing a common understanding and set of practices across UCLA Library units and other departments participating in Digital Library project activity. Following these guidelines will result in consistent metadata that accurately and adequately describes UCLA's digital collections, facilitates federated searching, and is readily shareable with other institutions.

These guidelines seek to provide concrete and specific recommendations wherever possible. However, there are often choices to be made, and there is a spectrum of possibilities ranging from the acceptable to the ideal. In addition, the guidelines are meant to apply to a broad range of metadata formats and resource types. In following these guidelines, metadata contributors will be describing both the original entity ("resource") and the digital surrogate of the original entity ("object") in various parts of the record.

It takes time and effort to create quality, shareable metadata, but there are many benefits:

- Increasing exposure of resources in our collection within the Digital Library Collection System and beyond.
- Providing greater context for resources in the collection.
- Maximizing access to research collections which might otherwise remain unseen.
- Affording opportunities for end-users to make connections between resources across different collections.

Since metadata contributors may not have the time or resources to conform to all of the recommendations, these guidelines are structured into two sections: metadata elements that are *required*, and those that are *recommended*. Required elements must be supplied for all digital objects or collections submitted to the UCLA Digital Library Program. Recommended metadata elements are not mandatory, but if provided these elements would greatly increase the discoverability of the resources, and provide contextualized information that helps end users evaluate and understand the results of their search. Additionally, the Digital Library can build more robust services (such as advanced search features) around richer metadata. If metadata contributors are unable to provide the recommended elements themselves, we encourage them to explore collaboration with other partners to add to or enhance the records.

The element names in these guidelines vary slightly from the names used in the UCLA Core and MODS schemas. Appendix C provides a mapping between the elements in these guidelines and those two schemas.

DEFINITIONS/GLOSSARY

authority file

A list of authoritative forms of headings (names, subjects, etc.), used to make sure that headings are applied consistently. Usually relates to the Library of Congress Subject Headings (LCSH) or the Library of Congress Name Authority File (LCNAF).

content standard

Guidelines for the format, syntax and content of the values entered in metadata elements. Examples: Anglo-American Cataloguing Rules/Resource Description and Access (AACR2/RDA), International Standard Bibliographic Description (ISBD), Cataloging Cultural Objects (CCO), Describing Archives: A Content Standard (DACs).

controlled vocabulary

An established set of preferred terms, used to provide consistency in resource description and retrieval.

descriptive metadata

Data about resources and digital objects that is intended to improve their discovery and identification, and establish relationships between different resources.

element

A discrete component of metadata, such as Title, Date, Format, etc., which describes properties of a resource. Elements may be qualified.

metadata

Literally, “data about data.” In this context, data about resources and digital objects. See also *descriptive metadata*.

object

The digital surrogate or manifestation of the original resource. If the something is born-digital, the object has no original for which it is a surrogate.

property

Specific attributes, characteristics or relations used to describe or provide context for a resource.

qualifier

Terms used to make the meaning of an element narrower or more specific.

resource

The original entity being described by the record; in other words, the physical or created resource. A collection of resources is also a resource.

DRAFT

SUMMARY OF DATA ELEMENTS

REQUIRED

- I. [Title](#)
- II. [Identifier](#) (system-supplied)
- III. [Creator](#) (if available)
- IV. [Date](#)
- V. [Language](#)
- VI. [Type](#)
- VII. [Physical Description](#)
- VIII. [Institution/Repository](#)
- IX. [Rights](#)

RECOMMENDED

- X. [Description](#)
- XI. [Subject](#)
- XII. [Contributor](#)
- XIII. [Publisher.placeOfOrigin](#)
- XIV. [Coverage](#)
- XV. [Source](#)
- XVI. [Relation](#)

APPENDICES:

[Appendix A](#): Sample Record

[Appendix B](#): Additional Resources

[Appendix C](#): Mapping Guidelines Elements to UCLA Core and MODS

UCLA Digital Library Program Metadata Guidelines Table

Key to Fonts: Required Recommended (Optional) <i>Provided largely through automated processes</i>

Element	Qualifier	Repeatable?	Controlled Vocabulary?	Major benefits of using Allows users to ...
Contributor		√	√	Browse and group search results
Coverage	.spatial	√	√	Perform basic searches and filtering
Coverage	.temporal	√	N / possibly? (AAT)	Perform basic searches and filtering
Creator		√	√	Cite the resource
Date	.created or .issued	√		Cite the resource
Date	.normalized	√		Perform basic searches and filtering
Description		√		Perform more precise searches
Format	.extent	√		Perform basic searches and filtering
Format	.dimensions	√		Effectively evaluate resources
Identifier				Cite the resource
Institution/Repository		√	√	Browse and group search results
Language		√	√	Perform basic searches and filtering
Publisher	.placeOfOrigin	√	√	Cite the resource
Relation	.isPartOf	√		Effectively evaluate resources
Rights	.copyrightStatus	√	√	Cite the resource
Rights	.publicationStatus	√	√	Cite the resource
Rights	.permission	√		Effectively evaluate resources
Rights	.servicesContact	√		Effectively evaluate resources
Source		√		Effectively evaluate resources
Subject		√	√	Perform basic searches and filtering
Title				Cite the resource
Type		√	√	Browse and group search results

I. TITLE

DEFINITION:

A word, phrase, character or group of characters that names the resource being described.

GUIDELINES for creating values for the TITLE element

Titles may be *transcribed* or *supplied*. A transcribed title appears on the resource. If there is no title inscribed on the resource, a title may be constructed by the metadata contributor, supplied by the creator or the owning institution, or taken from a reference work or another reliable source. It is not necessary to supply square brackets to signify that a supplied title was not taken from the resource.

Do not include initial definite or indefinite articles in the title. Use standard American-style capitalization.

EXAMPLES

- Déjeuner sur l'Herbe [example of supplied title]
- Bacot family papers [supplied]
- Sonatas for violin and piano [transcribed]
- Australian aboriginal painting about AIDS [supplied]
- 1965 cityscape of Los Angeles looking northwest toward Santa Monica Mountains [supplied]

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)
Cataloging Cultural Objects (CCO)
Describing Archives: a Content Standard (DACS)

II. IDENTIFIER

DEFINITION:

An unambiguous reference to the resource within a given context.

GUIDELINES:

A unique identifier (ARK) is automatically assigned to every object in the Digital Library Collection System, and this identifier is persistent and forms the unique part of the URL for accessing the item.

DRAFT

III. Name of Creator(s) (if available)

DEFINITION:

The entity or entities primarily responsible for making the content of the resource. This element is required if the creator of a resource is known.

GUIDELINES for creating values for the CREATOR element

It is preferred to take the creator's name from a standard naming authority file, such as the Library of Congress Name Authority File (LCNAF) or Union List of Artists' Names (ULAN). If a name does not appear in an authority file, establish it according to a content standard such as *Anglo-American Cataloguing Rules* (AACR2), *Cataloging Cultural Objects* (CCO), or *Describing Archives: a Content Standard* (DACS).

When establishing the name, indicate the code for the source from which the name was taken (LCNAF, ULAN, etc.). If the name does not appear in an authority file, the source code should be "local."

In the case of multiple creators, enter each name in a separate Creator element.

Ideally, qualify the name to indicate the role played using the [MARC Code List: Relator codes](#) or the [ULAN role table](#).

If creator is unknown, metadata contributors are strongly encouraged to make use of the Contributor element.

EXAMPLES

- Master of Saint Francis (Italian, active 2nd half of 13th century) [example of artist's name from ULAN]
- Big Deal Design (Firm) [designer's name from LCNAF]
- Unknown Tahitian artist [artist's name from local authority file (created according to CCO guidelines)]

See also Standards and Guidelines

Data Content Standards:

Anglo-American Cataloguing Rules (AACR2)

Cataloging Cultural Objects (CCO)

Describing Archives: a Content Standard (DACCS)

Data Value Standards:

Library of Congress Name Authority File (LCNAF)

Union List of Artists' Names (ULAN)

DRAFT

IV. Date

DEFINITION:

A point or period of time associated with an event in the life cycle of the resource (*e.g., creation, publication, printing, restoration, etc.*).

GUIDELINES for creating values for the DATE element

Date information can be derived from the resource itself, or any reliable source, such as documentation related to the resource, etc. Where exact dates are unknown, metadata contributors should provide a range of possible dates for the resource, such as the decade or century in which it was created or published. Use the Description element to describe uncertainty when necessary.

When multiple types of dates are associated with a resource and not all of them are practical to record, the priority should be the type(s) that are most important to users. For example, the date a building was built is probably more important than the date it was photographed or the date the photo was digitized.

Metadata contributors should provide dates to an appropriate level of specificity for the resource. If an exact date or time for the resource is known, it should be provided.

Ideally, dates should be provided in two formats: one that is suitable for display, and one that has been normalized to allow for machine processing (*e.g. search limiting, results sorting*).

Examples	Display Date (date.Creation, date.Publication, etc.)	Normalized Date (date.Normalized)
Year of publication	1965	1965
Range of possible years	Between 1967 and 1985	1967/1985
Began in 1993, concluded in 1995	1993-1995	1993/1995
Exact date known	May 26, 1968	1968-05-26
19 th century	19 th century	1801/1900

B.C. dates	300 B.C.	-0299
Estimated date	July or August 1991	1991-07/1991-08

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)
Cataloging Cultural Objects (CCO)
Describing Archives: a Content Standard (DACS)
ISO 8601: Representation of Dates and Times
W3C: Date and time formats

DRAFT

V. Language (if no language, use non-textual material code)

DEFINITION:

A designation of the language in which the content of the resource is expressed, or which is primary to understanding the resource. (Note: Not the language of the metadata record itself.)

GUIDELINES for creating values for the LANGUAGE element

Use the ISO 639-3 code for the language found in the MARC Code List for Languages:

http://www.loc.gov/marc/languages/language_code.html

If non-textual, code as *zxx* (no linguistic content). If language cannot be determined, code as *und* (a language that cannot be determined).

EXAMPLES

- ara [Arabic]
- eng [English]
- jpn [Japanese]

Other Standards and Guidelines

Codes for the representation of names of languages (ISO 639-3)

VI. Type

DEFINITION:

The nature or genre of the content of the resource. To describe the file format, physical medium, or dimensions of the resource, use the Physical Description element.

GUIDELINES for creating values for the TYPE element

Always include qualifiers for this element.

Required qualifiers:

- .collection – Choose one of two values:
 - yes – Record is for a collection of resources
 - no – Record is for a single resource
- .manuscript – Choose one of two values:
 - yes – Resource being described is a manuscript
 - no – Resource being described is not a manuscript
- .typeOfResource – The general type of content of the resource (use Type.genre for more specific typing). UCLA Digital Library Program requires use of [MODS typeOfResource values](#).)
- .genre – A category characterizing a particular style, form, or content, such as artistic, musical literary composition, etc. This qualifier allows for more specificity than terms used in Type.typeOfResource. Use a controlled vocabulary where possible; otherwise identify the term as a local heading.

EXAMPLES

- Type.collection: yes Type.manuscript: yes [Record for a collection of digitized manuscripts.]
- Type.collection: yes Type.manuscript: no [Record for a collection of digitized posters.]
- Type.collection: no Type.manuscript: yes [Record for a single digitized document (on its own, or as part of a larger collection).]

- Type.collection: no Type.manuscript: no [Record for a single digitized poster (on its own, or as part of a larger collection).]
- Type.typeOfResource: still image [from MODS]
- Type.typeOfResource: sound recording [from MODS]
- Type.genre: posters [from AAT]
- Type.genre: Periodicals [from BGTCHM]
- Type.genre: Spaghetti Westerns [from LCSH]

Other Standards and Guidelines

.typeOfResource:

[Metadata Object Description Schema \(MODS\) typeOfResource values](#)

.genre:

[Art & Architecture Thesaurus Online \(AAT\)](#)

[Basic Genre Terms for Cultural Heritage Materials \(BGTCHM\)](#)

[GSAFD Genre Terms](#)

[Library of Congress Subject Headings \(LCSH\)](#)

[Rare Books and Manuscripts Section Controlled Vocabularies \(RBMS\)](#)

[Thesaurus for Graphic Materials \(TGM\)](#)

VII. Physical Description

DEFINITION:

The physical medium, extent, or dimensions of the resource. This element is known in some metadata schemas as “format.”

GUIDELINES for creating values for the PHYSICAL DESCRIPTION element

The Physical Description element may be used to record information about the resource: extent, dimensions, and medium.

Dimensions is used for the measurements of the original resource, including its size, scale, or duration. Specific criteria for recording the dimensions of a resource will vary depending on its type (two-dimensional, three-dimensional, time-based media, etc.). In general, metadata contributors should record clear and consistent information about the relevant physical dimensions of the resource.

Medium is used to record the material(s) out of which the original resource is made.

Extent is used to capture the magnitude of the object (for books and bound manuscripts, number of pages)

For consistency across projects, always use qualifiers with this element.

Qualifiers:

- **.extent (Required)**
Number of items, or duration (length, such as seconds) of the resource. (May be the same whether referring to the original resource or the digital object.)
- **.dimensions (Recommended)**
The measurements of the original resource, including its size or scale.
- **.medium (Recommended)**
The material or physical carrier of the resource (i.e. the materials of which the resource is composed).

EXAMPLES

- PhysicalDescription.extent 1 postcard
- PhysicalDescription.dimensions: 61 x 43 cm. (24 x 17 in.) [poster]
- PhysicalDescription.dimensions: 95 min. [film]
- PhysicalDescription.dimensions: 161.5 cm. (circumference, sphere) [globe]
- PhysicalDescription.medium pen and ink on paper

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)

Cataloging Cultural Objects (CCO)

Describing Archives: a Content Standard (DACS)

[National Institute of Standards and Technology General Tables of Units of Measurement](#)

VIII. Institution/Repository

DEFINITION:

The name of the repository where the resource is currently located.

GUIDELINES for creating values for the INSTITUTION/REPOSITORY element

Prefer taking the name from a standard naming authority file, such as the Library of Congress Name Authority File (LCNAF). If a name does not appear in an authority file, establish it according to a content standard such as Anglo-American Cataloguing Rules (AACR2), Cataloging Cultural Objects (CCO), or Describing Archives: a Content Standard (DACS).

When establishing the name, indicate the code for the source from which the name was taken (LCNAF, etc.). If the name does not appear in an authority file, the source code should be “local.”

EXAMPLES

- Charles E. Young Research Library. Department of Special Collections [from LCNAF]
- Vorderasiatisches Museum (Berlin, Germany) [from LCNAF]

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)
Cataloging Cultural Objects (CCO)
Describing Archives: a Content Standard (DACS)

IX. Rights

DEFINITION:

Information about the creation and/or publication of a resource that is related to the intellectual property rights associated with the object.

GUIDELINES for creating values for the RIGHTS element

Always include qualifiers for this element.

Required qualifiers:

- **copyrightStatus:** Use control values only.
 - copyrighted – the material is under copyright
 - public domain – material is in the public domain (more specific public domain values follow)
 - public domain - US federal government
 - public domain - dedicated (means the rights holder dedicated the item to the public domain)
 - public domain - expired (for something that has expired from copyright)
 - unknown – if the copyright status of an item is unknown
- **publicationStatus:** Choose one of three values:
 - published
 - unpublished
 - unknown

Recommended qualifiers (if known):

- **permission:** Controlled values 'yes' or 'no'. Used to mark items for which UC does not own the copyright, but for which permission has been granted for us to make available via web. Providing data for this qualifier is recommended when permission has been granted.
- **servicesContact:** Contact information for any services offered related to this item. Could be contact information for rights requests and/or requests for master images. Providing data for this qualifier (especially at the collection level)

is recommended to encourage and enable patrons to contact the correct unit for permission, licensing, and high-quality files.

EXAMPLES

- Rights.copyrightStatus: copyrighted
- Rights.publicationStatus: published
- Rights.servicesContact: Doe, John

Other Standards and Guidelines

[CopyrightMD](#)
[METSRights](#)

DRAFT

X. Description

DEFINITION:

An account of the content of the resource, and other descriptive information about the resource. Description may include information such as an abstract, table of contents, or a free-text account of the content.

GUIDELINES for creating values for the DESCRIPTION element

Use qualifiers to distinguish different types of Description (e.g. .abstract, .inscription, .note, etc.). Be judicious in using this element; important information about the resource should be captured in other elements if appropriate.

EXAMPLES

- Description.note: Date on back of poster, 1997, reflects when the vendor received the copy later acquired by the UCLA Library.
- Description.inscription: "Longhaired" Palisades High School students protest school's demand that they get hair cut. [from caption on resource.]

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)
Cataloging Cultural Objects (CCO)
Describing Archives: a Content Standard (DACS)

XI. Subject

Any of the topics or themes of a work, stated explicitly in the resource or its title or implicitly in its content. Subjects can be persons or corporate bodies, other resources, places or topics.

A. Names

DEFINITION:

Significant names (personal, corporate, family, meeting) that are the subject of, or that are represented in, on or by the resource.

GUIDELINES for creating values for the SUBJECT element

Prefer taking the name from a standard naming authority file, such as the Library of Congress Name Authority File (LCNAF) or Union List of Artists' Names (ULAN). If a name does not appear in an authority file, establish it according to a content standard such as Anglo-American Cataloguing Rules (AACR2), Cataloging Cultural Objects (CCO), or Describing Archives: a Content Standard (DACS).

When establishing the name, indicate the code for the source from which the name was taken (LCNAF, ULAN, etc.). If the name does not appear in an authority file, the source code should be "local."

EXAMPLES

- Antoniani, Pietro [artist, from ULAN]
- Antoniani, Pietro, [d ca. 1740-1805 [artist, from LCNAF]
- Institute without Boundaries [corporate name, from LCNAF]

B. Titles

DEFINITION:

Significant titles of other resources (e.g. works, expressions of those works, individual items, etc.) that are the subject of, or that are represented in, on or by the resource.

GUIDELINES for creating values for the SUBJECT element

The form of the title should be taken from a standard naming authority file, such as the Library of Congress Name Authority File, which contains uniform titles (LCNAF). If the title does not appear in an authority file, establish the title according to a content standard such as AACR2, CCO, or DACS.

EXAMPLES

- Bible. O.T. Psalms [uniform title, from LCNAF]
- Mahābhārata [uniform title, from LCNAF]

C. Place

DEFINITION:

Significant names of geographic locations that are the subject of, or that are represented in, on or by the resource.

GUIDELINES for creating values for the SUBJECT element

The form of the place name should be taken from a standard naming authority file, such as the Library of Congress Name Authority File (LCNAF) or Thesaurus of Geographic Names (TGN). If the name does not appear in an authority file, establish the name according to a content standard such as AACR2 or CCO.

EXAMPLES

- Acequia Madre de Santa Barbara [geographic location, from TGN]
- Botlaote (Botswana) [geographic location, from LCNAF]

D. Topic

DEFINITION:

A description or interpretation of the topics, activities, events, ideas or objects that are the subject of, or that are represented in, on or by the resource. In the case of images, use the Subject element to capture both what the resource is *about* (concept), and what it is *of* (descriptive), as applicable.

GUIDELINES for creating values for the SUBJECT element

The form of the subject term should be taken from a standard subject thesaurus, such as LCSH, MeSH, AAT or TGM.

EXAMPLES

- Fruit crate labels [descriptive topic, from TGM]
- Depression (Mental state) [concept topic, from TGM]
- Regional planning [concept topic, from LCSH]
- antimacassars [descriptive topic, from AAT]

Other Standards and Guidelines

Cataloging Cultural Objects (CCO)
Subject Cataloging Manual: Subject Headings (5th Edition)

XII. Contributor

DEFINITION:

Those responsible for making contributions to the intellectual or artistic content, or the physical production and dissemination, of the resource.

GUIDELINES for creating values for the CONTRIBUTOR element

Prefer taking the name from a standard naming authority file, such as the Library of Congress Name Authority File (LCNAF) or Union List of Artists' Names (ULAN). If a name does not appear in an authority file, establish it according to a content standard such as Anglo-American Cataloguing Rules (AACR2), Cataloging Cultural Objects (CCO), or Describing Archives: a Content Standard (DACS).

When establishing the name, indicate the code for the source from which the name was taken (LCNAF, ULAN, etc.). If the name does not appear in an authority file, the source code should be "local."

In the case of multiple contributors, enter each name in a separate Contributor element.

Ideally, qualify the name to indicate the role played using the [MARC Code List: Relator codes](#) or the [ULAN role table](#).

EXAMPLES

- Landsforeningen for bøsser og lesbiske [publisher, from LCNAF]
- Dickinson, John [designer, from ULAN]

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)
Cataloging Cultural Objects (CCO)
Describing Archives: a Content Standard (DACS)

XIII. Publisher.placeOfOrigin

DEFINITION:

The name of the place where a resource has been published. (The name of the publisher itself is recorded in the Contributor element.)

GUIDELINES for creating values for the PUBLISHER.placeOfOrigin element

This element is always used in its qualified form: Publisher.placeOfOrigin. The form of the place name should be taken from a standard naming authority file, such as the Library of Congress Name Authority file (LCNAF) or the Thesaurus of Geographic Names (TGN).

EXAMPLES

- Copenhagen (Denmark) [from LCNAF]
- Copenhagen [from TGN (preferred name in English)]

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)
Cataloging Cultural Objects (CCO)
Describing Archives: a Content Standard (DACS)

XIV. Coverage

DEFINITION:

The spatial or temporal characteristics of the intellectual content of the resource, spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

GUIDELINES for creating values for the COVERAGE element

The form of the name should be taken from a standard naming authority file, such as the Library of Congress Name Authority File (LCNAF) or Thesaurus of Geographic Names (TGN). If a name does not appear in an authority file, establish the name according to a content standard, such as Anglo-American Cataloguing Rules (AACR2) or Cataloging Cultural Objects (CCO).

Geographic coverage may be a jurisdictional or non-jurisdictional entity.

Temporal coverage may be a named period, date, or date range

Where appropriate, named places or time periods can be used in preference to numeric identifiers such as sets of coordinates or date ranges.

EXAMPLES

- Denmark [example of geographic coverage]
- 20th century [example of temporal coverage]

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)

Cataloging Cultural Objects (CCO)
Describing Archives: a Content Standard (DACS)

DRAFT

XV. Source

DEFINITION:

A related resource from which the described resource is derived, in whole or in part. This element may also include information about the ownership or custodial history of the object.

GUIDELINES for creating values for the SOURCE element

Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system, when possible. In general, include in this area information about a resource that is related intellectually to the described resource but does not fit easily into a Relation element.

This element is not normally qualified or controlled.

Information about the location of discovery or excavation of the object should be entered in either the Subject or the Coverage.Spatial element of the record.

Source will not normally be used for “born digital” objects.

EXAMPLES

- RC606.6 .W67 2006 [where " RC606.6 .W67 2006" is the call number of the print version of the resource, from which the present version was scanned]
- BM XV cent., II, p. 346 (IB.5874)
- Smithsonian Archives Record Unit 54, Joseph Henry Collection, 1808, 1825-1878, Box 1, Folder 6, Item 3

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)
[Dublin Core Metadata Element Set, Version 1.1](#)

XVI. Relation

DEFINITION:

A reference to a related resource. (Note: For objects that are part of digital collections, the Relation -- between the object and the collection that it is part of -- is created automatically.)

GUIDELINES for creating values for the COVERAGE element

This element should always be qualified.

Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system, when possible.

Relationships may be expressed reciprocally (if the resources on both ends of the relationship are being described) or in one direction only, even when there is a refinement available to allow reciprocity. If free text is used instead of a formal string or identifying numbers, the reference should be appropriately specific. For instance, a formal bibliographic citation might be used to point users to a particular resource.

EXAMPLES

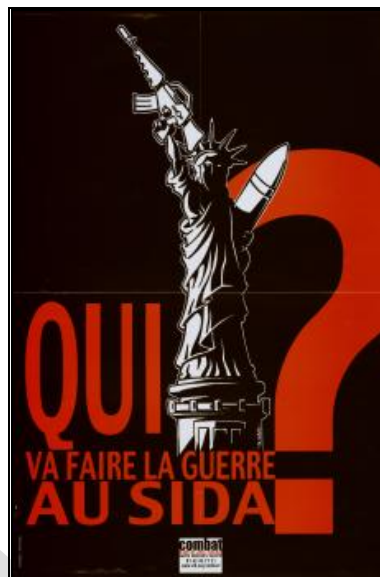
- Relation.hasVersion: IFDC report (Spanish edition) [example of a version in another edition, language, etc.]
- Relation.hasFormat: CD-ROM version: Health literacy. Washington, D.C. : National Academies Press, c2004.
- Relation.derivedFrom: Michelangelo Buonarroti, 1475-1564. Creation of Adam. [example of a work inspired by this painting]

Other Standards and Guidelines

Anglo-American Cataloguing Rules (AACR2)

DRAFT

APPENDIX A: SAMPLE RECORD



Title	Qui va faire la guerre au SIDA? [transcribed]
AlternateTitle.translated	Who will make war against AIDS?
Identifier	21198/zz0002wzst [ARK—system supplied]
AlternateIdentifier.local	FR108
Creator.designer	Bizot, Jean-François [local]
Date.publication	[between 1987 and 2002]
Date.normalized	1987/2002
Language	fre

Type.typeOfResource	still image [MODS]
Type.genre	posters [AAT]
PhysicalDescription.extent	1 poster
PhysicalDescription.dimensions	61 x 41 cm. (24 x 16 in.)
Contributor.repository	Louise M. Darling Biomedical Library. History & Special Collections [local]
Rights.copyrightStatus	unknown [CopyrightMD]
Rights.publicationStatus	published
Description.note	Poster depicts the Statue of Liberty holding a machine gun and a bomb.
Description.inscription	Additional poster text: Combat face au sida, sante drogues societe 01 42 43 77 21, www.vih.org/combat/
Subject.conceptTopic	AIDS (Disease)—Prevention [LCSH]
Subject.conceptTopic	Acquired Immunodeficiency Syndrome—prevention & control [MESH]
Subject.descriptiveTopic	Machine guns [TGM]
Contributor.publisher	Combat face au SIDA [local]
Publisher.placeOfOrigin	Paris (France)
Coverage.geographic	France

Source	Louise M. Darling Biomedical Library. History & Special Collections, Collection no. 306, item FR108
Relation.derivedFrom	Statue of Liberty National Monument (N.Y. and N.J.)
Relation.hasVersion	Who will make war against AIDS? (English)

DRAFT

APPENDIX B: ADDITIONAL RESOURCES

[CDL Guidelines for Digital Objects](#)

[Descriptive Metadata Guidelines for RLG Cultural Materials](#)

DRAFT

APPENDIX C: MAPPING GUIDELINES ELEMENTS TO [UCLA CORE](#) AND [MODS](#)

Data Element	UCLA Core Element(s)	MODS Element(s)
Title	title <i>altTitle</i>	<titleInfo>
Identifier	identifier <i>altIdentifier</i>	<identifier>
Creator	name	<name>
Date	date	<originInfo> <date...>
Language	language	<language>
Type	type	<typeOfResource>
Physical Description	format	<physicalDescription>
Institution/Repository	name.repository	<name>
Rights	rights	<accessCondition>
Description	description	<note>
Subject	subject ¹	<subject>

¹ **EXCEPTION:** Within the Digital Library Collection System (DLCS), all names must be entered in the *name* element in order to be properly indexed in the local authority file. When adding names as subjects, use the name.subject element and qualifier.

Contributor	name	<name>
Publisher.placeOfOrigin	publisher.placeOfOrigin	<originInfo> <place>
Coverage	coverage	<subject> <geographic> <subject> <temporal>
Source	source	<relatedItem>
Relation	relation	<relatedItem>

DRAFT