

## Metadata Standards: Digital Lecture Archives, Middlebury College

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 Rev: 2010-03-01

Field Name	Dublin Core Mapping	Data Formatting & Other Comments
<b>URI</b>	Identifier	<b>Required</b> Uniform resource identifier  <u>Example</u> http://maozi.middlebury.edu/cgi-bin/showfile.exe?CISOROOT=/diglectarc&CISOPTR=85
<b>Lecturer</b>	Creator  (Controlled Vocabulary)	<b>Required</b> Use AACR2 format. Always check against MIDCAT or LC Authority file. If more than one lecturer or for panel discussion, add all names in this field, separated by semicolons.  <u>Example</u> Nixon, Richard M. (Richard Milhous), 1913-
<b>Title</b>	Title	<b>Required</b> Omit initial articles to facilitate searching and indexing. If possible, copy and paste from opening screen. If title supplied by cataloger, put that information in Notes field. Include subtitle if applicable.  <u>Example</u> Current state of constitutional law in Africa Afghan women : an emerging political force
<b>Alternate Title</b>	Title-Alternative	<b>Required if applicable</b> Record the remainder of the title and other title information. For conference and symposium titles, use the title of the annual event or conference topic (e.g., <i>Urban landscapes: the politics of expression</i> ). The more general conference name (e.g., Nicholas R. Clifford symposium) should be recorded in the Series field.  <u>Example</u> Urban landscapes: the politics of expression [This is the 2006 title of the Nicholas R. Clifford Symposium – Put the Clifford symposium in the Series field.]
<b>Date of Lecture</b>	Description	<b>Required</b> Enter date of lecture in form <b>yyyy-mm-dd</b>  <u>Example</u> 2004-01-10
<b>Year of Lecture</b>	Date Issued	Add only the year of lecture (this is necessary for MARC conversion. Will appear in 260 \$c)
<b>Synopsis</b>	Description-Abstract	<b>Required if available</b> A short description of lecture content.  <u>Example</u> Mintz examines reactions to the films Judgment at Nuremberg (1961) and The Pawnbroker (1965), and discusses how films have shaped the American perception of the Holocaust in popular culture.

<b>Language</b>	Language	<p><b>Required</b> Especially important if lecture is in a language other than English. If introduction or any other part of recording is in a different language, record information here.</p> <p><u>Example</u> Spanish Lecture in Portuguese; introduction in English.</p>
<b>Biographical Notes</b>	Description	<p><b>Required if available</b></p> <p><u>Example</u> M. Taylor Fravel is Postdoctoral Fellow at the Olin Institute for Strategic Studies at Harvard University.</p>
<b>Notes</b>	Description	<p><b>Required if available</b> Add additional information here if desired.</p> <p><u>Examples</u> Introduced by Armelle Crouzieres. Q &amp; A session follows the lecture.</p>
<b>Transcript</b>	Description-Abstract	<p><b>Optional</b></p> <p>Add transcript if very brief (like a poem). Otherwise, provide a web link to transcript on server. (See Audrey Shendandoah lecture as example)</p>
<b>Subject</b>	Subject (Controlled Vocab.)	<p><b>Required</b> Use LC Authorities via MIDCAT/Millennium, Connexion, or <a href="http://authorities.loc.gov">http://authorities.loc.gov</a>. Use semicolon between headings. If subject heading has a subdivision, add 2 dashes without a space before and after. Do not put a period at the end.</p> <p><u>Example</u> Buddhism--Doctrines; Spiritual life--Buddhism; Buddhism and philosophy</p>
<b>Genre</b>	Type (Controlled Vocab.)	<p><b>Required</b> When possible, choose from valid authorized thesauri: LC, Art &amp; Architecture Thesaurus, Thesaurus for Graphic Materials, etc. Otherwise, create local genre type and be consistent.</p> <p><u>Examples</u> Lectures Concerts Panel discussions Readings</p>
<b>Series</b>	Relation-Is PartOf (Controlled Vocab.)	<p><b>Required if applicable</b></p> <p>Add name of series, conference, symposium, etc., even if it is a one-day/one-time-only event. If conference has a specific title for a particular year, add that in the Alternate title field. Omit dates (unlike MARC format for conference). Capitalize 1<sup>st</sup> word and proper nouns, as per title instructions.</p> <p><u>Examples</u> Charles S. Grant memorial lectureship Nicholas R. Clifford symposium</p>
<b>Other Names (Dept. sponsors, etc.)</b>	Contributors (Controlled Vocab.)	<p><b>Required if applicable</b> Add as in <i>Lecturer</i> field. Use LC authority file. If more than one name, use semi-colons to separate.</p> <p><u>Example</u> Alvarez, Julia; Mirabal Reyes, Dedé Middlebury College. Dept. of French Atwater Commons</p>

<b>Resource Type</b>	Type	<p><b>Required</b> Use term from <a href="#">DCMI Types</a> document</p> <p><u>Example</u> Moving Image Sound</p>
<b>Digital Reproduction Information</b>	Relation-Requires	<p><b>Required</b> Describes the digital conversion process, date scanned, file format, etc.</p> <p><u>Examples</u> RealPlayer</p> <p>Process: Digital streaming video filmed using mini-DV camcorder; captured &amp; edited using FinalCut Pro, version 5.04 Format: video/realmedia; software: RealPlayer Plus, version 10</p>
<b>Format of Original</b>	Description	<p><b>Required</b> Follow AACR2R rules. Begin with the number of units followed by a material designation, then length in parentheses followed by a colon, then sd., col. (if appropriate), space semicolon and width of tape.</p> <p><u>Examples</u> 1 sound cassette (80 min.) : analog 1 videocassette (35 min.) : sd., col. ; 1/2 in. 1 mini-dv. (55 min.) : sd., col.</p>
<b>[Date Digital]</b>	Description	<p><b>Optional</b> Date original converted to digital format. May give approximate date.</p> <p><u>Example</u> Converted to digital on _____.] <i>Note: this field has not yet been implemented.]</i></p>
<b>Rights Holder</b>	Rights	<p><b>Required</b> Use: Middlebury College. Library. Special Collections</p>
<b>Restrictions</b>	Rights	<p><b>Required if applicable</b></p> <p><u>Example</u> Access restricted to Middlebury College community</p>
<b>Image Rights</b>	Rights	<p><b>Required if applicable</b> For thumbnail image or the audio/video selections</p> <p><u>Example</u> Image courtesy of Dr. Sallie McFague</p>
<b>Recording Release</b>	Rights	<p><b>Required if applicable</b></p> <p><u>Example</u> On file in DLIS office</p>
<b>Date Record Created</b>	None	<p><b>Required</b> Enter as yyyy-mm-dd</p> <p><u>Example</u> 2006-09-16</p>
<b>Cataloger</b>	None	<p><b>Required</b> Initials of original cataloger and/or reviewer.</p> <p><u>Example</u> pwh/rdj</p>

More detailed guidelines from the Collaborative Digitization Program (CDP) are available [here](#).