# Metadata Standards: DSpace, Middlebury College

Metadata Catalogers: Richard Jenkins, Michael Warner
2009-August

| Dublin Core Element | Data Formatting & Other Comments |
|---|---|
| **Fields added or selected by cataloger – May include default metadata** | |
| contributor.author | **Author**<br>Use name as given on thesis title page. If there is a conflict with another name, check with student directory to see if you can add a qualifier (a distinguishing middle initial, etc.)<br><br><u>Example</u><br>`Henderson, Jennifer` |
| contributor.advisor | **Advisor(s)**<br>Check LC/MIDCAT for authorized form<br><br><u>Example</u><br>`West, David` |
| description | **Extent & other information**<br><br><u>Example</u><br>`255 leaves. Includes bibliographical references. Thesis (B.A) -- Middlebury College, 2008.` |
| description.abstract | **Abstract**<br>If available, copy & paste from thesis. |
| description.sponsorship | **Sponsor**<br>If available from thesis, copy and paste statements such as "Submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts, Dept. of Chemistry, Middlebury College, Middlebury, Vt."<br><br>Otherwise, just give name of department and "Middlebury College."<br><br><u>Examples</u><br>`Economics Dept., Middlebury College` |
| description.tableofcontents | **Table of contents**<br>If no abstract, copy & paste TOC from thesis. Optionally, add TOC as well as abstract. |
| language | **Language**<br>Language of item. Default is "English (United States)." Change as appropriate. |
| subject | **Keywords**<br>Use if students give keywords in permission form or if other non-LC headings seem obvious from title or abstract.<br><br><u>Example</u><br>`game theory`<br>`mathematics` |
| subject.lcsh | **Subject: LC**<br>Use LC Authorities via MIDCAT/Millennium, Connexion, or http://authorities.loc.gov. Space before and after the dashes. |

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| | <u>Example</u><br>`Buddhism -- Doctrines` |
| subject.other | **Genre**<br><br><u>Example</u><br>`Theses -- Economics -- 2008 -- Middlebury College` |
| title | **Title**<br>Capitalize first word and proper nouns. |
| title.alternative | **Alternative Title**<br>Give an alternative title if appropriate. |
| type | **Type**<br>Select "Thesis." |
| **Fields generated automatically by DSpace** | |
| date.accessioned | `Generated automatically` |
| date.available | `Generated automatically` |
| description.provenance | `Contains information abaout document submitter, date submitted, number of bitstreams, file name, byte size, & checksum` |
| Identifier | `URI, generated automatically as permanent handle` |
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