

Using the OhioLINK Digital Resource Commons Metadata Application Profile

The Digital Resources Management Committee (DRMC) Metadata Task Force has put forth a Metadata Application Profile with the following purpose:

“The primary purpose of this document is to provide guidance to contributors in the metadata creation process and to improve both local and remote resource discovery. These guidelines are based on recognized standards that will ensure the consistency required for effective access while also maintaining enough flexibility to accommodate a variety of collections.”

For more information about the creation of this document and the standards selected, please see the most recent version at the [Metadata Task Force page](#) on the DRMC wiki. This document aims to give you some guidance in utilizing the Metadata Application Profile (MAP), as well as ways to interact with the metadata registries in DSpace.

The MAP will be useful at various stages of creating digital collections in the Digital Resource Commons (DRC). When planning the metadata scheme for a DRC collection, refer to the MAP for guidance in selecting fields. The document also contains advice on how to complete each field when providing metadata for a digital object.

Metadata & DSpace

Every item in DSpace needs to have metadata to provide descriptive, administrative, and structural information.

Descriptive Metadata provides information about the intellectual contents of an item.

Administrative Metadata includes preservation metadata, provenance and authorization policy data.

Structural Metadata is information about how to present an item to an end-user and the relationships between parts of the item.

Structural and some Administrative metadata is generated and captured by DSpace automatically. For other metadata fields the MAP is a guide to help you generate item records that are well-formed and consistent with other DRC collections.

From the DSpace 1.6.2 manual, Sec. 2.3: “DSpace can support multiple flat metadata schemas for describing an item. A qualified Dublin Core metadata schema loosely based on the [Library Application Profile](#) set of elements and qualifiers is provided by default. The set of elements and qualifiers used by MIT Libraries comes pre-configured with the DSpace source code. However, you can configure multiple schemas and select metadata fields from a mix of configured schemas to describe your items.”

This means that Dublin Core is the default metadata schema, and while currently, each item must have a Dublin Core record, DSpace can support elements from other schemas. A Dublin Core field is written in the following format:



For more information about the Dublin Core schema, visit the [Dublin Core Metadata Initiative Homepage](#).

As of November 2010, new permanent DRC instances are installed with a registry that matches the old MAP and new temporary DRC instances (such as those for training) are installed with the stock schema as described above. The DRC team is currently working on folding the new MAP into the standard version of the software deployed to OhioLINK institutions.

The Metadata Application Profile (MAP)

The MAP is a suggestion of elements to use when creating metadata for a collection and a guide on how to enter values in those fields. The profile is comprised of 23 fields selected by the DRMC, which will also be used when implementing federated search across all OhioLINK DRC collections.

Each element is documented in the MAP with information about its use. An overview of this information is on pages 9 and 10 of the MAP. The standard information includes:

Definition: The type of information required for the named element

Maps to DC Element: The Dublin Core element equivalent

Obligation: Indicates whether or not a value must be entered, the options are Mandatory, Required (if available), or Optional

Occurrence: Indicates whether only a field can be repeated or not

Recommended Schemes: Established vocabularies or classification codes to use for the fields contents

Input Guidelines: Common conventions and syntax rules for the data

Examples: Illustrations of text used to fill in the field

In addition to the pages with specific information for each element, general guidelines are on pages 6-8. These guidelines include repeatable values, how to write names and dates, and using diacritics.

Beyond the MAP

The MAP consists of general recommended metadata elements, but sometimes you will need to use other fields. Technical information on modifying fields can be found at

<http://cadair.aber.ac.uk/dspace/handle/2160/639>.

If you are working with information that is in a metadata schema other than Dublin Core, try to find a commonly used crosswalk. Once source for crosswalks is <http://www.ukoln.ac.uk/metadata/interoperability/>.

If you are not working from another schema you will need to select your own elements. When adding fields you want to follow standards and best practices as much as possible. A good place to start is with qualified Dublin Core from the Dublin Core Metadata Initiative at <http://dublincore.org/documents/usageguide/qualifiers.shtml>. If the fields you're looking for are not listed, look for what other institutions with similar objects have done to record metadata and ask other institutions in the DRC for advice.

Modifying the Metadata Registry

Proceed with Caution! DSpace will not validate that your metadata schema is well formed, so you need to make sure you're using the best possible elements for your collection. But, if you need additional elements or registries, here's how to add them:

Add a New element to the Dublin Core registry:

1. Log in as an admin user.
2. In the sidebar menu under "Administrative", click on the "Metadata" link under "Registries".
3. This will take you to the metadata registry home page. To add a new Dublin Core element, click on the Dublin Core namespace.



Metadata registry

The metadata registry maintains a list of all metadata fields available in the repository. These field may be divided amongst multiple schemas. However, DSpace requires the qualified Dublin Core schema. You may extend the Dublin Core schema with additional fields or add new schemas to the registry.

ID	Namespace	Name
1	http://dublincore.org/documents/dcmi-terms/	dc

Add a new schema

Namespace:
Namespace should be an established URI location for the new schema.

Name:
Shorthand notation for the schema. This will be used to prefix a field's name (e.g. dc.element.qualifier). The name must be less than 32 characters and cannot include spaces, periods or underscores.

4. On the next screen, enter the DC element in the first text box next to Field Name. In the second text box, enter the desired qualifier. In the Scope Note field, enter any information regarding when and how to use the field.

Metadata Schema: "dc"

This is the metadata schema for "http://dublincore.org/documents/dcmi-terms/". You may add new or update existing metadata fields to this schema. Fields may also be selected for deletion or be moved to another schema.

Add new metadata field

Field Name: dc . .

Scope Note:

Additional notes about this metadata field.



5. Click on Add new metadata field.
6. You should receive a message indicating that the field was added successfully.

Add a new metadata registry

1. If you need to add a new schema, first enter the Namespace. In this field you enter the Uniform Resource Identifier (frequently a URL) for the schema.

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ID	Namespace	Name
1	http://dublincore.org/documents/dcmi-terms/	dc

Add a new schema

Namespace:
Namespace should be an established URI location for the new schema.

Name:
Shorthand notation for the schema. This will be used to prefix a field's name (e.g. dc.element.qualifier). The name must be less than 32 characters and cannot include spaces, periods or underscores.

2. Next to “Name:” enter the abbreviation that will replace “dc” in the name of the element. The schema will often prescribe this.
3. Click on the “Add new schema” button.
4. You should receive a message indicating that the registry was added successfully, and you should now see the registry in your list.

Notice

New schema has been successfully created.

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ID	Namespace	Name	
1	http://dublincore.org/documents/dcmi-terms/	dc	
<input type="checkbox"/>	2	http://www.ndltd.org/standards/metadata/etd-ms-v1.00-rev2.html	thesis

Once the metadata registry has been edited, the new elements are available for applying to collections and items. For information on how to add metadata to an existing item, please see [“How to edit collections, communities, items”](#) on the DRMC wiki. For information on how to customize submission forms so that users are prompted for these metadata elements, see [section 14.4 of the DSpace manual](#).