

Sample Metadata Schemas for CONTENTdm Image and Text Collections

This document provides two sample metadata schemas for CONTENTdm collections — one for collections consisting primarily of images, the other for collections consisting primarily of text. These schemas are offered as examples only; for details on metadata best practices for CONTENTdm collections in general, please see the document [Best Practices for CONTENTdm and other OAI-PMH compliant repositories: creating sharable metadata](#).

In the screenshots below, the sample metadata schemas have been implemented as single-item CONTENTdm collections: the **Image Collection Template** and the **Text Collection Template**.

For CONTENTdm Hosted users, these collections are available for use as templates for your own collections. Hosted users initiating service on or after July 1, 2013 will have the collections preinstalled. If you are a Hosted user whose service began before that date, you can contact support@oclc.org to have the collections installed.

These collections can also be viewed on the [CONTENTdm Sandbox](#).

For details on how to use an existing collection as a template for your own collection, please see:

<http://www.contentdm.org/help6/server-admin/collections2.asp>

The Image Collection Template fields are as follows. Each field contains the definition of the Dublin Core element to which it is mapped.

Title	A name given to the resource
Creator	An entity primarily responsible for making the resource
Topics	The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes. Recommended best practice is to use a controlled vocabulary.
Description	An account of the resource. Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource.
Holding institution	An entity responsible for making the resource available.
Date (year)	A year associated with an event in the lifecycle of the resource.
Original material type	The nature or genre of the resource. Moving images, three-dimensional objects and sound recordings are all examples of Resource Types. <ul style="list-style-type: none"> • Prefer DCMI Type Vocabulary for controlled list of authorized terms: http://dublincore.org/documents/dcmi-type-vocabulary/²
Local institution identifier	An unambiguous reference to the resource within a given context.
Digital version of	A related resource in which the described resource is physically or logically included.
Rights information	Information about rights held in and over the resource. Rights information includes a statement about various property rights associated with the resource, including intellectual property rights. Rights statements should provide references or contact information. Additional clarification can be indicated via linking to an institutional policy statement or other web resource.
Other Date(s)	A point or period of time associated with an event in the lifecycle of the resource. Date may be used to express temporal information at any level of granularity. Recommended best practice is to use an encoding scheme, such as the W3CDTF profile of ISO 8601 [W3CDTF]. If more than one date is going to be used to describe the resource, it is recommended to use the sub-elements of Date to clarify the type of date, such as Date-Accepted, Date-Issued, etc.
Place(s)	Spatial characteristics of the resource. Prefer use of standard controlled vocabularies and name authority sources, such as Thesaurus of Geographic Names [TGN].
Time Period	Temporal characteristics of the resource. Use to describe the time period covered or represented by the resource, not the date when the resource was published. Temporal topic may be a named period, date, or date range. If using a named period, use a controlled vocabulary if possible such as Library of Congress Subjects (LCSH). Where appropriate, time periods can be date ranges in ISO 8601 W3C Date/Time Format standard.
People	The topic of the resource. Recommended best practice is to use a controlled vocabulary. Prefer map to MARC 650 if controlled, to MARC 653 if uncontrolled

The Image Collection Template field properties are as follows. For details on how to view, add, edit, and delete fields, please see:

<http://www.contentdm.org/help6/collection-admin/fields.asp>

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Current collection: Image Collection Template

Metadata fields

View and configure collection and administrative fields.

Collection field properties									
View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection to update changes.									
Field name	DC map	Data type	Large	Search	Hide	Required	Vocab	add field	
1 Title	Title	Text	No	Yes	No	Yes	No	move to	edit delete
2 Creator	Creator	Text	No	Yes	No	No	No	move to	edit delete
3 Topics	Subject	Text	No	Yes	No	No	No	move to	edit delete
4 Description	Description	Text	Yes	Yes	No	No	No	move to	edit delete
5 Holding institution	Publisher	Text	No	No	No	No	No	move to	edit delete
6 Date (year)	Date	Date	No	Yes	No	No	No	move to	edit delete
7 Original material type	Type	Text	No	No	No	No	No	move to	edit delete
8 Local institution identifier	Identifier	Text	No	No	No	No	No	move to	edit delete
9 Digital version of	Relation-Is Part Of	Text	No	No	No	No	No	move to	edit delete
10 Rights information	Rights	Text	No	No	No	No	No	move to	edit delete
11 Other Date(s)	Date	Date	No	Yes	No	No	No	move to	edit delete
12 Place(s)	Coverage-Spatial	Text	No	No	No	No	No	move to	edit delete
13 Time Period	Coverage-Temporal	Text	No	No	No	No	No	move to	edit delete
14 People	Subject	Text	No	No	No	No	No	move to	edit delete
Field name	DC map	Data type	Large	Search	Hide	Required	Vocab	add field	

The Text Collection Template fields are as follows. Each field contains the definition of the Dublin Core element to which it is mapped.

Title	A name given to the resource e.g., <i>Best Practices for CONTENTdm and other OAI-PMH compliant repositories: creating sharable metadata Version 3.1</i>
Author(s)	An entity primarily responsible for making the resource.
Topics	The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes. Recommended best practice is to use a controlled vocabulary.
Description	An account of the resource. Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource.
Date of Publication (year)	A year associated with an event in the lifecycle of the resource.
Local institution identifier	An unambiguous reference to the resource within a given context.
Digital version of	A related resource in which the described resource is physically or logically included.
Rights information	Information about rights held in and over the resource. Rights information includes a statement about various property rights associated with the resource, including intellectual property rights. Rights statements should provide references or contact information. Additional clarification can be indicated via linking to an institutional policy statement or other web resource.
Other Date(s)	A point or period of time associated with an event in the lifecycle of the resource. Date may be used to express temporal information at any level of granularity. Recommended best practice is to use an encoding scheme, such as the W3CDTF profile of ISO 8601 [W3CDTF]. If more than one date is going to be used to describe the resource, it is recommended to use the sub-elements of Date to clarify the type of date, such as Date-Accepted, Date-Issued, etc.
Place(s)	Spatial characteristics of the resource. Prefer use of standard controlled vocabularies and name authority sources, such as Thesaurus of Geographic Names [TGN].
Time Period	Temporal characteristics of the resource. Use to describe the time period covered or represented by the resource, not the date when the resource was published. Temporal topic may be a named period, date, or date range. If using a named period, use a controlled vocabulary if possible such as Library of Congress Subjects (LCSH). Where appropriate, time periods can be date ranges in ISO 8601 W3C Date/Time Format standard.
People	The topic of the resource. Recommended best practice is to use a controlled vocabulary. Prefer map to MARC 650 if controlled, to MARC 653 if uncontrolled
Publisher	An entity primarily responsible for making the resource available.
Other Contributors	An entity primarily responsible for making contributions to the resource.
Language(s)	A language of the resource.
Place of Publication	An entity responsible for making the resource available.
Transcript	A searchable text version of the content. This may be created from page images through the use of optical character recognition (OCR) software, whether outside of CONTENTdm or through the Project Client's OCR Extension (ABBYY FineReader). For PDF documents in CONTENTdm, if there is searchable text available, it will be extracted and placed in a field designated as Full text search data type.

The Text Collection Template field properties are as follows. For details on how to view, add, edit, and delete fields, please see:

<http://www.contentdm.org/help6/collection-admin/fields.asp>

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Current collection: Text Collection Template

Metadata fields

View and configure collection and administrative fields.

Collection field properties										
View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection to update changes.										
	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field
1	Title	Title	Text	No	Yes	No	Yes	No	move to	edit delete
2	Author(s)	Contributors	Text	No	Yes	No	No	No	move to	edit delete
3	Topics	Subject	Text	No	Yes	No	No	No	move to	edit delete
4	Description	Description	Text	Yes	Yes	No	No	No	move to	edit delete
5	Date of Publication (year)	Date	Date	No	Yes	No	No	No	move to	edit delete
6	Local institution identifier	Identifier	Text	No	Yes	No	No	No	move to	edit delete
7	Digital version of	Relation-Is Part Of	Text	No	Yes	No	No	No	move to	edit delete
8	Rights information	Rights	Text	No	Yes	No	No	No	move to	edit delete
9	Other Date(s)	Date	Date	No	Yes	No	No	No	move to	edit delete
10	Place(s)	Coverage-Spatial	Text	No	Yes	No	No	No	move to	edit delete
11	Time Period	Coverage-Temporal	Text	No	Yes	No	No	No	move to	edit delete
12	People	Subject	Text	No	Yes	No	No	No	move to	edit delete
13	Publisher	Publisher	Text	No	Yes	No	No	No	move to	edit delete
14	Other Contributors	Contributors	Text	No	Yes	No	No	No	move to	edit delete
15	Language(s)	Language	Text	No	Yes	No	No	No	move to	edit delete
16	Place of Publication	Publisher	Text	No	Yes	No	No	No	move to	edit delete
17	Transcript	None	Full Text Search	Yes	Yes	No	No	No	move to	edit delete
	Field name	DC map	Data type	Large	Search	Hide	Required	Vocab		add field