Note for all fields: Do not add punctuation to the end of the information entered into a field, unless it is already present in the resource. For example, the end of an abstract would end with some form of punctuation; the title, however, generally does not.

<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>author</td>
</tr>
<tr>
<td>Definition</td>
<td>An entity primarily responsible for making the resource.</td>
</tr>
<tr>
<td>Rationale</td>
<td>The name of the creator is often used to identify the resource. A user will often request or search for a resource by the creator.</td>
</tr>
<tr>
<td>Data constraint</td>
<td>Last, First Middle</td>
</tr>
</tbody>
</table>
| Examples             | Fox, Michael J.  
<pre><code>                   | Southern New Hampshire University |
</code></pre>
<p>| Repeatability        | Repeatable |
| Obligation           | Not mandatory |
| Creation/ Maintenance notes | Use the unqualified contributor element when the type of contribution is unknown or unspecified (such as an illustrator). If new collections are added to the repository where a new type of contributor is common, a new qualifier should be added to DSpace. |
| Usage notes          | In DSpace, enter the Middle name after the First name in the First name field. If the name is a corporate entity (such as Southern New Hampshire University) enter the name in its entirety in the Last name field. |</p>
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>editor</td>
</tr>
</tbody>
</table>

**Definition**
An entity responsible for editing the resource.

**Rationale**
The name of the editor may be used to identify the resource. A user will often request or search for a resource by the editor.

**Data constraint**
Last, First Middle

**Examples**
Fox, Michael J.
Southern New Hampshire University

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**
Use the unqualified contributor element when the type of contribution is unknown or unspecified (such as an illustrator). If new collections are added to the repository where a new type of contributor is common, a new qualifier should be added to DSpace.

**Usage notes**
In DSpace, enter the Middle name after the First name in the First name field. If the name is a corporate entity (such as Southern New Hampshire University) enter the name in its entirety in the Last name field.
<table>
<thead>
<tr>
<th><strong>Dublin Core Element</strong></th>
<th>contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dublin Core Qualifier</strong></td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td>An entity responsible for making contributions to the resource (who is not the creator or editor).</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>Names of creators may be used to identify the resource. A user will often request or search for a resource by a creator.</td>
</tr>
<tr>
<td><strong>Data constraint</strong></td>
<td>Last, First Middle</td>
</tr>
</tbody>
</table>
| **Examples** | Fox, Michael J.  
Southern New Hampshire University |
<p>| <strong>Repeatability</strong> | Repeatable |
| <strong>Obligation</strong> | Not mandatory |
| <strong>Creation/ Maintenance notes</strong> | Use the unqualified contributor element when the type of contribution is unknown or unspecified (such as an illustrator). If new collections are added to the repository where a new type of contributor is common, a new qualifier should be added to DSpace. |
| <strong>Usage notes</strong> | In DSpace, enter the Middle name after the First name in the First name field. If the name is a corporate entity, enter the name in its entirety in the Last name field. |</p>
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifiers</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Definition**
A name given to the resource.

**Rationale**
The name given to the resource is often used to identify the resource. A user will often request or search for a resource by the title.

**Data constraint**
Capitalize the first word (of a title, for example) and proper names (place, personal, and organization names). Acronyms should be entered in capital letters.

**Examples**
- Canvassing indigenous economics: The Oneida Trust Fund as a socially responsible investment model from passive rhetoric to proactive reality

**Repeatability**
Not repeatable

**Obligation**
Mandatory

**Creation/Maintenance notes**
Currently, there isn’t a Dublin Core qualifier for subtitles.

**Usage notes**
To be referenced directly from the title page of the document, including any misspellings.

Subtitles should be included after a colon; see example.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>alternative</td>
</tr>
</tbody>
</table>

**Definition**
A name given to the resource.

**Rationale**
The name given to the resource is often used to identify the resource. A user will often request or search for a resource by the title.

**Data constraint**
Capitalize the first word (of a title, for example) and proper names (place, personal, and organization names). Acronyms should be entered in capital letters.

**Examples**
- Canvassing indigenous economics: The Oneida Trust Fund as a socially responsible investment model from passive rhetoric to proactive reality

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**
Currently, there isn’t a Dublin Core qualifier for subtitles.

**Usage notes**
To be used for any other possible spellings of the title, such as correcting misspellings or providing alternative spellings (such as 100 vs. one hundred).
- Subtitles should be included after a colon; see example.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>issued</td>
</tr>
</tbody>
</table>

**Definition**
The date of the issuance of the resource.

**Rationale**
The issued date is often used to help identify the resource or describes the age of the resource.

**Data constraint**
The year is mandatory, in YYYY format.

**Examples**
1983

**Repeatability**
Not repeatable

**Obligation**
Mandatory

**Creation/ Maintenance notes**
Look in the future for the capability to enter special characters in the date field; see usage note below.

**Usage notes**
DSpace does not allow characters used for “guesses” – such as 198- or [1983]. A date is uncertain when it is not printed on the resource. If a date is uncertain, enter the best guess.

For CED projects, for consistency just enter the year for all projects.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>copyright</td>
</tr>
</tbody>
</table>

**Definition**
The date of the copyright of the resource.

**Rationale**
The copyright date is often used to help identify the resource or describes the age of the resource.

**Data constraint**
The year is mandatory, in YYYY format. Month and/or day can be entered if available.

**Examples**
1983

**Repeatability**
Not repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**

**Usage notes**
date.copyright should only be used if it is different from the date.issued.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Definition**
The nature or genre of the resource.

**Rationale**
Knowing the type helps users quickly identify the resource.

**Data constraint**
Must be a selection from the following terms, predefined in DSpace:
- Abstract or Summary
- Article
- Book
- Book chapter
- Catalog
- Conference paper
- Dataset
- Dissertation
- Essay
- Fiction
- Honors Project
- Journal
- Map
- Memoir
- Newspaper
- Non-fiction
- Other
- Periodical
- Presentation
- Poetry
- Short Story
- Sound
- Speech
- Statistics
- Technical Report
- Thesis
- Video
- Web site
- Working Paper

**Examples**

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**
If “other” is used often, an examination should be made to see if a new term is necessary. A new term must be programmed into the system. The terms above are consistent with the MARC Value List for Genre Terms, with the addition of the term “dissertation”.
<p>| Usage notes | Avoid using “other” when possible. Records that do not have bitstreams (attached files, such as PDFs) should be classified as “Abstract or Summary”. |</p>
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>abstract</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td>A summary of the resource.</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>Abstracts are helpful for the user to quickly identify the contents and subject matter of the resource.</td>
</tr>
<tr>
<td><strong>Data constraint</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Examples</strong></td>
<td>The Bates Street Senior Housing development, a project of Community Concepts, Inc, in Lewiston, Maine, incorporates Low Income Tax Credits, Federal HOME funds and a grant from MaineHousing. This creates a model of senior housing that also falls under the umbrella of affordable rental housing. (Library-derived description)</td>
</tr>
<tr>
<td><strong>Repeatability</strong></td>
<td>Not repeatable</td>
</tr>
<tr>
<td><strong>Obligation</strong></td>
<td>Not mandatory</td>
</tr>
<tr>
<td><strong>Creation/ Maintenance notes</strong></td>
<td>The display label in DSpace is “abstract/description”.</td>
</tr>
<tr>
<td><strong>Usage notes</strong></td>
<td>Recommended for use with student projects, theses, dissertations. Use abstracts provided by the students when possible/practical.</td>
</tr>
<tr>
<td>Student-provided abstracts should close with (Author abstract)</td>
<td></td>
</tr>
<tr>
<td>Descriptions written by another party/cataloger should close with (Library-derived description)</td>
<td></td>
</tr>
</tbody>
</table>

**Format tips for descriptions/abstracts**

When abstracts are copied and pasted from a PDF, special care should be taken to ensure that any hard returns that erroneously occur at the end of each line are removed. This is probably best accomplished by pasting the abstract into WordPad, which has a window that can easily be resized so you can see where the breaks are.

Paragraph breaks should be divided by a blank line, as shown in this example.

Special care should also be taken when handling bullets:
- The end of each bullet point does get a hard return at the end of each line.
- Most bullets will probably not copy/paste as the bullet symbol. Use a hyphen and a space instead as indicated by this example.
- This is also true for numbered lists and tables of contents, although of course the hyphens would be replaced by whatever character is appropriate, if any.

When formatting is complete, copy and paste text from WordPad. Don’t forget to close the abstract with: (Author abstract) or (Library-derived description)
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Definition**
A short description of the resource.

**Rationale**
For use with documents such as images or data sets that do not traditionally have abstracts. This element provides an area for a short textual description of the resource.

<table>
<thead>
<tr>
<th>Data constraint</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Examples</th>
<th>Librarians all dressed up for Halloween</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Repeatability</th>
<th>Repeatable</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Obligation</th>
<th>Not mandatory</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Creation/ Maintenance notes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Usage notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Element</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>Dublin Core Qualifier</td>
</tr>
</tbody>
</table>

**Definition**  
The table of contents of the resource.

**Rationale**  
The table of contents provides descriptive information about the resource.

**Data constraint**  
Capitalize the first word (of a title, for example) and proper names (place, personal, and organization names). Acronyms should be entered in capital letters. They should only be numbered as they are numbered in the original document. Page numbers should be removed.

**Examples**  
The beginning  
The middle of Pippi Longstocking  
Ending of the book

**Repeatability**  
Not repeatable

**Obligation**  
Not mandatory

**Creation/ Maintenance notes**

**Usage notes**
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>degree</td>
</tr>
</tbody>
</table>

**Definition**
Indicates the degree received in association with the resource.

**Rationale**
Theses and dissertations are required to receive a degree; knowing what type of degree was received helps to describe the nature of the resource.

**Data constraint**
Must be selected from a predetermined list of terms in DSpace:
- Master of Arts (M.A.)
- Master of Business Administration (M.B.A.)
- Master of Education (M.Ed.)
- Master of Fine Arts (M.F.A.)
- Master of Science (M.S.)
- Doctor of Business Administration (D.B.A.)
- Doctor of Philosophy (Ph.D.)

**Examples**
Master of Arts (M.A.)

**Repeatability**
Not repeatable

**Obligation**
Not mandatory

**Creation/Maintenance notes**
If new degrees are added at SNHU, they will need to be programmed for use.

**Usage notes**

---

Guide to using Dublin Core Qualified in the SNHU Academic Archive 13
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>school</td>
</tr>
</tbody>
</table>

**Definition**
The school that issued the degree associated with the resource.

**Rationale**
Theses and dissertations are required to receive a degree; knowing which school granted the degree helps to describe the nature of the resource.

**Data constraint**

**Examples**
School of Business
or
School of Liberal Arts

**Repeatability**
Not repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**

**Usage notes**
Schools should not be retroactively changed – they should be entered using the name that existed when the resource was created.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>program</td>
</tr>
</tbody>
</table>

**Definition**
The program or department that issued the degree associated with the resource.

**Rationale**
Theses and dissertations are required to receive a degree; knowing which program or department granted the degree helps to describe the nature of the resource.

**Data constraint**
These are proper names, so the first letters should be capitalized.

**Examples**
- Communication
- or
- Graphic Design
- or
- Finance

**Repeatability**
Not repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**

**Usage notes**
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>advisor</td>
</tr>
</tbody>
</table>

**Definition**

The faculty advisor who accepted a student’s thesis/dissertation/student project.

**Rationale**

A student or researcher may find it helpful to browse projects associated with a particular member of faculty.

**Data constraint**

Last, First Middle

**Examples**

Jacobs, Eric L.

**Repeatability**

Repeatable

**Obligation**

Not mandatory

**Creation/ Maintenance notes**

In DSpace, enter the Middle name after the First name in the First name field.

**Usage notes**
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>comitteemember</td>
</tr>
</tbody>
</table>

**Definition**
The name of a faculty member on the committee to approve a student’s dissertation.

**Rationale**
A student or researcher may find it helpful to browse projects associated with a particular member of faculty.

**Data constraint**
Last, First Middle

**Examples**
Rivera, Jolan C.

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Usage notes**
In DSpace, enter the Middle name after the First name in the First name field.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Definition**

The language(s) used in the resource.

**Rationale**

It is very helpful to indicate the language used when resources are distributed on a global scale.

**Data constraint**

Choices of languages are predefined by DSpace. The ISO abbreviation is automatically entered by DSpace.

**Examples**

Select “English (United States)”. The resulting metadata will display: “en_US”

**Repeatability**

Repeatable

**Obligation**

Not mandatory

**Creation/ Maintenance notes**

**Usage notes**

For multilingual resources, indicate all languages (use Ctrl key).

CED Projects from the Open University of Tanzania should be categorized as “English” and not “English (United States)”.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>other</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td>A term or short phrase representing the primary topic(s) on which a work is focused.</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>Subject keywords help facilitate the search process, and ensure that various resources with the same subjects may be cross-referenced.</td>
</tr>
<tr>
<td><strong>Data constraint</strong></td>
<td>Terms may be selected from a controlled list.</td>
</tr>
</tbody>
</table>
| **Examples**        | Tanzania  
                      Vermont  
                      Housing  
                      Agriculture  
                      Poultry |
| **Repeatability**   | Repeatable |
| **Obligation**      | Not mandatory |
| **Creation/Maintenance notes** | |
| **Usage notes**     | If applicable, enter the geographic location of the topic of the resource. See guidelines on following page. |
Standards for entering geographic metadata into records for CED student thesis projects and dissertations

Background

DSpace does not support hierarchical subject browsing, therefore, multi-term formats such as Library of Congress Subject Headings are not appropriate.

Therefore, the geographic subject terms will be entered alongside other subject keywords, using the subject.other element.

Guidelines

For each project, geographic terms should include:

- Town name, with state abbreviated in parentheses
  Example: Manchester (NH)

- State name, spelled out, with country abbreviation in parentheses
  Example: New Hampshire (US)

If outside the United States:

- Town name, with country abbreviated in parentheses
  Example: Arusha (TZ)

- Country name, spelled out
  Example: Tanzania

Resources

2-letter abbreviations for countries:

http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

You can use this shorter URL for easier copying and pasting:

http://tinyurl.com/2d22r3

2-letter abbreviations for states in the U.S.:

http://www.usps.com/nesc/lookups/usps_abbreviations.html
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>lcsh</td>
</tr>
</tbody>
</table>

**Definition**  
A term or short phrase representing the primary topic(s) on which a work is focused.

**Rationale**  
Subject keywords help facilitate the search process, and ensure that various resources with the same subjects may be cross-referenced.

**Data constraint**  
Terms should be selected from the Library of Congress Subject Headings.

**Examples**

<table>
<thead>
<tr>
<th>Repeatability</th>
<th>Repeatable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obligation</td>
<td>Not mandatory</td>
</tr>
</tbody>
</table>

**Creation/ Maintenance notes**

<table>
<thead>
<tr>
<th>Usage notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Element</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Dublin Core Qualifier</td>
</tr>
</tbody>
</table>

**Definition**
An entity responsible for making the resource available. Often, but not always, the publisher owns the rights to distribute/reproduce the work.

**Rationale**
It is useful for users and administrators to be aware of who manages the distribution of the resource.

**Data constraint**
Usually a corporate name. Use the corporate name as defined by the Library of Congress Authorities if possible.

**Examples**
- Simon & Schuster
- New York Times Company

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/Maintenance notes**

**Usage notes**
Academic work such as theses and dissertations are considered published by the university when they are made available in a repository.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dublin Core Element</strong></td>
<td>rightsHolder</td>
</tr>
<tr>
<td><strong>Dublin Core Qualifier</strong></td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td>A person or organization owning or managing rights over the resource.</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>It is useful for users and administrators to be aware of who owns the rights to a resource.</td>
</tr>
<tr>
<td><strong>Data constraint</strong></td>
<td>Last, First Middle or Organization Name</td>
</tr>
</tbody>
</table>
| **Examples** | Reese, David T.  
Southern New Hampshire University |
<p>| <strong>Repeatability</strong> | Not repeatable |
| <strong>Obligation</strong> | Not mandatory |
| <strong>Creation/ Maintenance notes</strong> | Created because the CED collection is licensed for use by SNHU, but the rights are owned by the creators. |
| <strong>Usage notes</strong> | If there is a Publisher, and the Publisher retains the rights, rightsHolder is unnecessary. However, if there is a publisher, but the author (or another entity) still retains the rights to the work, this field must be used. |</p>
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
<tr>
<td>Definition</td>
<td>Information about rights held in and over the resource. Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights.</td>
</tr>
<tr>
<td>Rationale</td>
<td>While the license agreement is included with all the resources in DSpace, it would not be collected by metadata harvesters.</td>
</tr>
<tr>
<td>Data constraint</td>
<td>No formal constraints; see example for preferred format.</td>
</tr>
<tr>
<td>Examples</td>
<td>Author retains all ownership rights. Further reproduction in violation of copyright is prohibited.</td>
</tr>
<tr>
<td>Repeatability</td>
<td>Not repeatable</td>
</tr>
<tr>
<td>Obligation</td>
<td>Not mandatory</td>
</tr>
<tr>
<td>Creation/ Maintenance notes</td>
<td>Created because the CED collection is licensed for use by SNHU, but the rights are owned by the creators.</td>
</tr>
<tr>
<td>Usage notes</td>
<td>Use example above for all student and faculty works that are licensed to SNHU for distribution.</td>
</tr>
<tr>
<td>Dublin Core Element</td>
<td>description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Dublin Core Qualifier</td>
<td>bibliographicCitation</td>
</tr>
</tbody>
</table>

**Definition**

A bibliographic reference for the resource.

**Rationale**

To provide a citation for students and researchers’ use.

**Data constraint**

Use the citation style preferred by the discipline.

**Examples**


**Repeatability**

Repeatable

**Obligation**

Not mandatory

**Creation/ Maintenance notes**

Example is according to the 6th edition of the APA Style Manual – Dissertation/Thesis from a Database.

**Usage notes**

The Community Economic Development program uses APA Style.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Definition**
A related resource from which the described resource is derived.

**Rationale**
Important for both researchers and for provenance.

**Data constraint**
No formal constraints; see example for preferred format.

**Examples**
Bound CED Project Report, Shapiro Library, Southern New Hampshire University.

**Repeatability**
Not repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**

**Usage notes**
Be consistent!
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>uri</td>
</tr>
</tbody>
</table>

**Definition**  
An unambiguous reference to the resource within a given context.

**Rationale**  
An identifier is necessary to uniquely identify each resource.

**Data constraint**  
Data is automatically created by DSpace and the Handle System.

**Examples**  
http://hdl.handle.net/10474/18

**Repeatability**  
Not repeatable

**Obligation**  
Mandatory

**Creation/ Maintenance notes**  
The Handle System was implemented to automatically create identifiers unique to each resource. 10474 is the prefix for SNHU.

**Usage notes**
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>hasPart</td>
</tr>
</tbody>
</table>

**Definition**
A related resource that is included either physically or logically in the described resource.

**Rationale**
To define relationships between resources.

**Data constraint**
Use the URI of the related resource.

**Examples**
http://hdl.handle.net/10474/18

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**

**Usage notes**
If this resource is, for example, a journal, that has other multiple parts that stand alone in the repository – for example, an article.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>hasVersion</td>
</tr>
</tbody>
</table>

**Definition**
A related resource that is a version, edition, or adaptation of the described resource.

**Rationale**
Written resources often have related versions; earlier drafts, editions, etc. This element defines those relationships in the repository.

**Data constraint**
Use the URI of the related resource.

**Examples**
http://hdl.handle.net/10474/18

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**

**Usage notes**
Use when the resource has another version in the repository, such as a rough draft or earlier edition.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>isPartOf</td>
</tr>
</tbody>
</table>

**Definition**
A related resource in which the described resource is physically or logically included.

**Rationale**
To define relationships between resources.

**Data constraint**
Use the URI of the related resource.

**Examples**
http://hdl.handle.net/10474/18

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Usage notes**
Use if the resource is the greater part of smaller parts in the repository (for example, a journal).
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>digSpecs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Definition**
Records technical information about the hardware, software, and processes used to create the digitized resource.

**Rationale**
Intended for local use.

**Data constraint**

**Examples**

**Repeatability**
Not repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**

**Usage notes**
Include hardware and software used to process the resource (if applicable), as shown in the example.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>extent</td>
</tr>
</tbody>
</table>

| Definition | The size or duration of the resource. |
| Rationale | Best practice to record the size in bytes or length in minutes of a digital object. |
| Data constraint | For PDFs, indicate file size in bytes. Round to the nearest whole number. |
| Examples | 3795845 bytes |
| Repeatability | Repeatable |
| Obligation | Not mandatory |

**Usage notes**

Using international specifications:

1 MB = 1,048,576 bytes
1 KB = 1,024 bytes

You can get the size in bytes by right-clicking the file, viewing the Properties, and using the bytes indicated where it says “Size” (Do not use “size on disk”).

**Do not** use commas or periods. **Do** use the word “bytes” after the number.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>mediaType</td>
</tr>
</tbody>
</table>

**Definition**

The file format of the resource.

**Rationale**

Useful for administrative reasons; also helpful to the user.

**Data constraint**

Refer to list of accepted file formats for the Archive.

**Examples**

PDF

**Repeatability**

Repeatable

**Obligation**

Not mandatory

**Creation/ Maintenance notes**

If other file formats are added to the repository, be consistent in their naming structure. May wish to change from the free text box entry to a list of possible selections.

**Usage notes**

Do not enter PDF/A as a format, since it is simply an archival version of PDF; using PDF/A is potentially confusing to users unfamiliar with the format.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>relation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>requires</td>
</tr>
</tbody>
</table>

**Definition**
Software required to open the resource in the format presented.

**Rationale**
Choose the most common, universally used software.

**Data constraint**
Choose the most common, universally used software.

**Examples**
Adobe Acrobat Reader

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**
Do not specify software versions; only specify the most universally-used software available for the product.

For future file formats, also decide on a consistent software name for this field. May wish to change from the free text box entry to a list of possible selections.

**Usage notes**