Guide to using Dublin Core Qualified in the SNHU Academic Archive
Last modification date: May 11, 2011

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.

Elements, qualifiers, and their definitions are directly derived from the DCMI Usage Board unless otherwise noted.

Other information, such as Rationale, Examples, Usage Notes, etc., are created locally by the Shapiro Library unless otherwise noted.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>creator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Definition**
An entity primarily responsible for making the resource.

**Rationale**
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.

**Data constraint**
Last, First Middle

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

**Repeatability**
Repeateable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**

**Usage notes**
Use “creator” instead of “contributor.author” in DSpace when describing non-textual works.

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>Dublin Core Element</th>
<th>contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>author</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td>An entity primarily responsible for making the resource.</td>
</tr>
<tr>
<td><strong>Rationale</strong></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><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> | DSpace uses contributor.author by default instead of creator. |
| <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 (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**

**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>Dublin Core Element</th>
<th>contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
<tr>
<td>Definition</td>
<td>An entity responsible for making contributions to the resource (who is not the creator or editor).</td>
</tr>
<tr>
<td>Rationale</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>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, 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 space and a colon; they should not be upper case unless it’s a proper noun. See examples.

***
Publications such as the Observer and the VPAA Journal include the issue number or date in brackets after the title. See examples in the Academic Archive.
<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**

An alternative name for 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, and may use a different spelling or format than the one used by the resource.

A user may also search by a commonly-known title, such as “Alice in Wonderland” not realizing the real title is “Alice’s Adventures in Wonderland” or, “yearbook” instead of “The Enterprise”.

**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**

One hundred and one Dalmatians

**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 space and a colon; they should not be upper case unless it’s a proper noun. 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**
Date of formal issuance (e.g., publication) of the resource. Qualifier differs slightly in format from DCMI recommendation.

**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.

Qualifier programmed into DSpace; DCMI recommendation is slightly different (dateIssued) but the difficulty of changing the programming to meet the DCMI standard is not justifiable at this time.

**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 ETDs, best practice is to just enter the year. Articles and Current Industrial Reports should include the month. Issues of the Observer should include the entire date.
<table>
<thead>
<tr>
<th><strong>Dublin Core Element</strong></th>
<th><strong>date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dublin Core Qualifier</strong></td>
<td>copyright</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Definition</strong></th>
<th>The date of the copyright.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rationale</strong></td>
<td>The copyright date is often used to help identify the resource or describes the age of the resource. Qualifier differs slightly in format from DCMI recommendation.</td>
</tr>
<tr>
<td><strong>Data constraint</strong></td>
<td>The year is mandatory, in YYYY format. Month and/or day can be entered if available.</td>
</tr>
<tr>
<td><strong>Examples</strong></td>
<td>1983</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>Qualifier programmed into DSpace; DCMI recommendation is slightly different (dateCopyrighted) but the difficulty of changing the programming to meet the DCMI standard is not justifiable at this time.</td>
</tr>
<tr>
<td><strong>Usage notes</strong></td>
<td>date.copyright should only be used if it is different from the date.issued.</td>
</tr>
<tr>
<td>Dublin Core Element</td>
<td>date</td>
</tr>
<tr>
<td>---------------------</td>
<td>------</td>
</tr>
<tr>
<td>Dublin Core Qualifier</td>
<td>created</td>
</tr>
</tbody>
</table>

**Definition**
Date of creation of the resource.

**Rationale**
The creation 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; only numeric characters are currently allowed.

**Usage notes**
Use “created” instead of “issued” when describing one-of-a-kind works, such as works of art.
<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  
Yearbook

**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”. *** Currently, “other” is used for Faculty Senate documentation only. |</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>
</tbody>
</table>

**Definition**
A summary of the resource.

**Rationale**
Abstracts are helpful for the user to quickly identify the contents and subject matter of the resource.

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

**Examples**
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)

**Repeatability**
Not repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**
The display label in DSpace is “abstract/description”.

**Usage notes**
Recommended for use with theses, dissertations, research articles. Use abstracts provided by the author when possible/practical.

For student work only:
- Author-provided abstracts should close with (Author abstract)
- Descriptions written by another party/cataloger should close with (Library-derived description)

For works published elsewhere (such as faculty articles) see attached page with explanation for handling descriptions of rights ownership.

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**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. The freeware AutounBreak can also be used.

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.
<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**
An account 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.

**Data constraint**

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

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/Maintenance notes**

**Usage notes**
Student/faculty publications, Current Industrial Reports, and MFA theses have a standard description; see prior examples in the Academic Archive for guidance.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>tableofcontents</td>
</tr>
</tbody>
</table>

**Definition**: A list of subunits 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**: Usually used for MFA theses.
<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**
Local qualifier. 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**
- 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**
Local qualifier.

**Usage notes**
<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**
Local qualifier. 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**

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>School of Arts and Sciences</td>
</tr>
</tbody>
</table>

**Repeatability**
Not repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**
Local qualifier.

**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>
<tr>
<td><strong>Definition</strong></td>
<td>Local qualifier. The program or department that issued the degree associated with the resource.</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Data constraint</strong></td>
<td>These are proper names, so the first letters should be capitalized.</td>
</tr>
</tbody>
</table>
| **Examples** | Communication  
or  
Graphic Design  
or  
Finance |
<p>| <strong>Repeatability</strong> | Not repeatable |
| <strong>Obligation</strong> | Not mandatory |
| <strong>Creation/ Maintenance notes</strong> | Local qualifier. |
| <strong>Usage notes</strong> | Use only for student papers. |</p>
<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**
Local qualifier. 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**
Local qualifier.

**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>contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>committeemember</td>
</tr>
</tbody>
</table>

**Definition**
Local qualifier. 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

**Creation/ Maintenance notes**
Local qualifier.

**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**
A language of 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>
</tbody>
</table>

**Definition**
The topic of the resource.

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

**Data constraint**
Terms may be selected from a controlled list.

**Examples**
- Tanzania
- Vermont (US)
- 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.

Please also make an effort to use consistent terminology.
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](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](http://tinyurl.com/2d22r3)

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

<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**
The topic of the resource.

**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>

**Usage notes**
Theses and dissertations should use the following:
Southern New Hampshire University -- Theses (Program Name)

The student newspaper and/or other student pubs should use:
College student newspapers and periodicals
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Definition**
An entity responsible for making the resource available.

**Rationale**
Often, but not always, the publisher owns the rights to distribute/reproduce the work. 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; so are working papers.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>rightsHolder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
</tbody>
</table>

| Definition | A person or organization owning or managing rights over the resource. |
| Rationale | It is useful for users and administrators to be aware of who owns the rights to a resource. |
| Data constraint | Last, First Middle or Organization Name |
| Examples | Reese, David T.  
Southern New Hampshire University |
<p>| Repeatability | Not repeatable |
| Obligation | Not mandatory |
| Creation/ Maintenance notes | Created because the CED collection is licensed for use by SNHU, but the rights are owned by the creators. |
| Usage notes | 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.</td>
</tr>
<tr>
<td>Rationale</td>
<td>Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights. 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 student work 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**
Use 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>

<table>
<thead>
<tr>
<th>Definition</th>
<th>A related resource from which the described resource is derived.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rationale</td>
<td>Important for both researchers and for provenance.</td>
</tr>
<tr>
<td>Data constraint</td>
<td>No formal constraints; see example for preferred format.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examples</th>
<th>Bound CED Project Report, Shapiro Library, Southern New Hampshire University.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Image derived from original artwork owned by the McIninch Gallery, Southern New Hampshire University.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Repeatability</th>
<th>Not repeatable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obligation</td>
<td>Not mandatory</td>
</tr>
<tr>
<td>Creation/ Maintenance notes</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Usage notes | Be consistent! |</p>
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>other</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**
Used to identify Current Industrial Reports. Numbers created by the U.S. Census Bureau.

**Examples**
m37g9313

**Repeatability**
Not repeatable

**Obligation**
Mandatory

**Creation/ Maintenance notes**

**Usage notes**
identifier.other is only used for Current Industrial Reports.
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>accession</td>
</tr>
</tbody>
</table>

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

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

**Data constraint**
Used to identify items in the McIninch Gallery permanent collection.

**Examples**
2001.02

**Repeatability**
Not repeatable

**Obligation**
Mandatory

**Creation/Maintenance notes**
Local qualifier. Created for the McIninch Gallery permanent collection, in order to allow display on the simple item record page with the label “Accession No.”.

**Usage notes**
Accession numbers created by the McIninch Gallery director.
<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**  

---

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

**Definition**
A related resource that is substantially the same as the described resource, but in another format.

**Rationale**
To define relationships between resources.

**Data constraint**
Lowercase.

**Examples**
ink on paper, 12 x 14 cm.

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/Maintenance notes**

**Usage notes**
Use to describe the original format of the artworks in the McIninch Gallery permanent collection.
<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.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://hdl.handle.net/10474/18">http://hdl.handle.net/10474/18</a></td>
</tr>
</tbody>
</table>

<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**

**Usage notes**
Use when the resource has another version in the repository, such as a rough draft or earlier edition.
**Dublin Core Element** | relation  
---|---  
**Dublin Core Qualifier** | isPartOf  
---|---  
**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](http://hdl.handle.net/10474/18)  
---|---  
**Repeatability** | Repeatable  
---|---  
**Obligation** | Not mandatory  
---|---  
**Creation/Maintenance notes** |  
---|---  
**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**
Local element. 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**
Local element. Created to describe how resources were scanned/processed; recommended by BCR.

**Usage notes**
Include hardware and software used to process the resource (if applicable), as shown in the example.

Can also be used to describe which format of PDF is used, such as PDF/A-1a.
### Dublin Core Element
- format

### Dublin Core Qualifier
- extent

<table>
<thead>
<tr>
<th>Definition</th>
<th>The size or duration of the resource.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rationale</td>
<td>Best practice to record the size in bytes or length in minutes of a digital object.</td>
</tr>
<tr>
<td>Data constraint</td>
<td>For PDFs, indicate file size in bytes. Round to the nearest whole number.</td>
</tr>
<tr>
<td>Examples</td>
<td>3,795,845 bytes</td>
</tr>
<tr>
<td>Repeatability</td>
<td>Repeatable</td>
</tr>
<tr>
<td>Obligation</td>
<td>Not mandatory</td>
</tr>
</tbody>
</table>

#### 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**
DSpace-created qualifier. The file format of the resource.

**Rationale**
Useful for administrative reasons; also helpful to the user.

**Data constraint**
Mimetype category/mimetype

**Examples**
- application/pdf
- image/png

**Repeatability**
Repeatable

**Obligation**
Not mandatory

**Creation/ Maintenance notes**
DSpace-created qualifier. 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**
Make sure to follow the mimetype dictionary. Several available online, such as:

<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**
A related resource that is required by the described resource to support its function, delivery, or coherence.

**Rationale**

**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**
<table>
<thead>
<tr>
<th>Dublin Core Element</th>
<th>accrualMethod</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Qualifier</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td>The method by which items are added to a collection.</td>
</tr>
<tr>
<td><strong>Rationale</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Data constraint</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Examples</strong></td>
<td>Gift of the class of 2001</td>
</tr>
<tr>
<td><strong>Repeatability</strong></td>
<td>Repeatable</td>
</tr>
<tr>
<td><strong>Obligation</strong></td>
<td>Not mandatory</td>
</tr>
<tr>
<td><strong>Creation/Maintenance notes</strong></td>
<td>Added for describing the acquisition method of McIninch Gallery artworks.</td>
</tr>
<tr>
<td><strong>Usage notes</strong></td>
<td>Displays with the label “Acquisition Note” in the simple item display.</td>
</tr>
</tbody>
</table>