

SNHU Academic Archive

Guide to using Dublin Core Qualified in the SNHU Academic Archive

Last modification date: March 10, 2010

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.

Dublin Core Element	contributor			
Dublin Core Qualifier	author			
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	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.			

Dublin Core Element	contributor			
Dublin Core Qualifier	editor			
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.			

Dublin Core Element	contributor			
Dublin Core Qualifier	n/a			
Definition	An entity responsible for making contributions to the resource (who is not the creator or editor).			
Rationale	Names of creators may be used to identify the resource. A user will often request or search for a resource by a creator.			
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, enter the name in its entirety in the Last name field.			

Dublin Core Element	title			
Dublin Core Qualifiers	n/a			
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	<p>Project in Community Economic Development final report : New Bedford Working Capital Network progress panel ***</p> <p>Canvassing indigenous economics : The Oneida Trust Fund as a socially responsible investment model from passive rhetoric to proactive reality</p>			
Repeatability	Not repeatable			
Obligation	Mandatory			
Creation/ Maintenance notes	Currently, there isn't a Dublin Core qualifier for subtitles.			
Usage notes	<p>To be referenced directly from the title page of the document, including any misspellings. ***</p> <p>Subtitles should be included after a colon; see example.</p>			

Dublin Core Element	title			
Dublin Core Qualifier	alternative			
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	<p>Project in Community Economic Development final report : New Bedford Working Capital Network progress panel ***</p> <p>Canvassing indigenous economics : The Oneida Trust Fund as a socially responsible investment model from passive rhetoric to proactive reality</p>			
Repeatability	Repeatability			
Obligation	Not mandatory			
Creation/ Maintenance notes	Currently, there isn't a Dublin Core qualifier for subtitles.			
Usage notes	<p>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). ***</p> <p>Subtitles should be included after a colon; see example.</p>			

Dublin Core Element	date			
Dublin Core Qualifier	issued			
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	<p>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.</p> <p>For CED projects, for consistency just enter the year for all projects.</p>			

Dublin Core Element	date			
Dublin Core Qualifier	copyright			
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.			

Dublin Core Element	type			
Dublin Core Qualifier	n/a			
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”.			

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”.
--------------------	---

Dublin Core Element	description			
Dublin Core Qualifier	abstract			
Definition	A summary of the resource.			
Rationale	Abstracts are helpful for the user to quickly identify the contents and subject matter of the resource.			
Data constraint				
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	<p>Recommended for use with student projects, theses, dissertations. Use abstracts provided by the students when possible/practical.</p> <p>Student-provided abstracts should close with (Author abstract)</p> <p>Descriptions written by another party/cataloger should close with (Library-derived description)</p>			

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)

Dublin Core Element	description			
Dublin Core Qualifier	n/a			
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.			
Data constraint				
Examples	Librarians all dressed up for Halloween			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes				

Dublin Core Element	description			
Dublin Core Qualifier	tableofcontents			
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				

Dublin Core Element	description		
Dublin Core Qualifier	degree		
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			

Dublin Core Element	description			
Dublin Core Qualifier	school			
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.			

Dublin Core Element	description			
Dublin Core Qualifier	program			
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				

Dublin Core Element	contributor			
Dublin Core Qualifier	advisor			
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				
Usage notes	In DSpace, enter the Middle name after the First name in the First name field.			

Dublin Core Element	contributor			
Dublin Core Qualifier	committeemember			
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			
Creation/ Maintenance notes				
Usage notes	In DSpace, enter the Middle name after the First name in the First name field.			

Dublin Core Element	language			
Dublin Core Qualifier	n/a			
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	<p>For multilingual resources, indicate all languages (use Ctrl key).</p> <p>CED Projects from the Open University of Tanzania should be categorized as “English” and not “English (United States)”.</p>			

Dublin Core Element	subject			
Dublin Core Qualifier	other			
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 may be selected from a controlled list.			
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/ncsc/lookups/usps_abbreviations.html

Dublin Core Element	subject			
Dublin Core Qualifier	lesh			
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				
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes				

Dublin Core Element	publisher			
Dublin Core Qualifier	n/a			
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.			

Dublin Core Element	rightsHolder			
Dublin Core Qualifier	n/a			
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			
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.			

Dublin Core Element	rights			
Dublin Core Qualifier	n/a			
Definition	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.			
Rationale	While the license agreement is included with all the resources in DSpace, it would not be collected by metadata harvesters.			
Data constraint	No formal constraints; see example for preferred format.			
Examples	Author retains all ownership rights. Further reproduction in violation of copyright is prohibited.			
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	Use example above for all student and faculty works that are licensed to SNHU for distribution.			

Dublin Core Element	description			
Dublin Core Qualifier	bibliographicCitation			
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	Casey, N. (1987). Green Island/Vernon Hill Community Development Corporation, Inc. Retrieved from http://academicarchive.snhu.edu			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Example is according to the 6 th edition of the APA Style Manual – Dissertation/Thesis from a Database.			
Usage notes	The Community Economic Development program uses APA Style.			

Dublin Core Element	source			
Dublin Core Qualifier	n/a			
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!			

Dublin Core Element	identifier			
Dublin Core Qualifier	uri			
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				

Dublin Core Element	relation			
Dublin Core Qualifier	hasPart			
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.			

Dublin Core Element	relation			
Dublin Core Qualifier	hasVersion			
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.			

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			
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).			

Dublin Core Element	digSpecs			
Dublin Core Qualifier	n/a			
Definition	Records technical information about the hardware, software, and processes used to create the digitized resource.			
Rationale	Intended for local use.			
Data constraint				
Examples	Creation hardware: Epson Expression 10000XL Color Flatbed Scanner. Creation software: ABBYY FineReader Professional 9.0; Adobe Acrobat Professional 9.0.			
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.			

Dublin Core Element	format			
Dublin Core Qualifier	extent			
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			
Creation/ Maintenance notes				
Usage notes	<p>Using international specifications: 1 MB = 1,048,576 bytes 1 KB = 1,024 bytes</p> <p>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”).</p> <p>Do not use commas or periods. Do use the word “bytes” after the number.</p>			

Dublin Core Element	format			
Dublin Core Qualifier	mediaType			
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.			

Dublin Core Element	relation			
Dublin Core Qualifier	requires			
Definition	Software required to open the resource in the format presented.			
Rationale				
Data constraint	Choose the most common, universally used software.			
Examples	Adobe Acrobat Reader			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	<p>Do not specify software versions; only specify the most universally-used software available for the product.</p> <p>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.</p>			
Usage notes				