

Dublin Core Cheat Sheet

The Dublin Core (DC) standard includes two levels:

Simple - comprises fifteen basic elements (listed below)

Qualified - includes three additional elements (Audience, Provenance and RightsHolder), as well as a group of element refinements (also called qualifiers) that refine the semantics of the elements in ways that may be useful in resource discovery. (not covered in this document)

Insert DC into the HTML web page - Copy and paste the entire completed DC description into the <head> section of the HTML document. See the example below:

```
<html>
<head>
...DC description goes here...
</head>
<body>
```

DC Entry Conventions - Use the 'element name' and 'content = ' pattern of HTML <meta> element to encode the DC element and its content value string. Use the following pattern:

```
<meta name="DC.element" content="Value string" />
```

Example:

```
<meta name="DC.date" content="2001-07-18" />
```

The 15 Basic DC Elements - All are Optional and Repeatable

Title

Element Description: Name by which the resource is formally known.

Creation Guidelines:

If in doubt, repeat the Title and include the variants.

If the item is in HTML, view the source document and make sure that the title identified in the title header (if any) is also included as a Title.

Examples:

Title="A Pilot's Guide to Aircraft Insurance"

Title="The Sound of Music"

Title="Green on Greens"

Title="AOPA's Tips on Buying Used Aircraft"

Creator (author)

Element Description: An entity primarily responsible for making the content of the resource. Examples of a Creator include a person, an organization, or a service.

Creation Guidelines:

Creators should be listed separately, preferably in the same order that they appear in the publication. Personal names should be listed surname or family name first, followed by forename or given name. When in doubt, give the name as it appears.

In the case of organizations where there is clearly a hierarchy present, list the parts of the hierarchy from largest to smallest, separated by full stops and a space. If it is not clear whether there is a hierarchy present, or unclear which is the larger or smaller portion of the body, give the name as it appears in the item.

If the Creator and Publisher are the same, do not repeat the name in the Publisher area. The recommended practice is to use Publisher for organizations, and Creator for individuals. In cases of lesser or ambiguous responsibility, other than creation, use Contributor.

Examples:

Creator="Shakespeare, William"

Creator="Wen Lee"

Creator="Hubble Telescope"

Creator="Internal Revenue Service. Customer Complaints Unit"

Subject (keyword)

Element Description: Keywords or key phrases or classification codes that describe the topic of the resource. Recommended best practice is to select a value from a controlled vocabulary or formal classification scheme.

Creation Guidelines:

Select subject keywords from the Title or Description information, or from within a text resource.

If the subject of the item is a person or an organization, use the same form of the name as you would if the person or organization were a Creator or Contributor.

Choose the most significant and unique words for keywords, avoiding the general. Subject might include classification data if it is available (LCCN or Dewey) or controlled vocabularies (such as Medical Subject Headings or Art and Architecture Thesaurus descriptors) as well as keywords.

When including terms from multiple vocabularies, use separate subjects. If multiple vocabulary terms or keywords are used within a vocabulary, separate terms with semi-colons.

Examples:

Subject="Aircraft leasing and renting"

Subject="Dogs"

Subject="Olympic skiing"

Subject="Street, Picabo"

Description

Element Description: An abstract, table of contents, reference to a graphical representation of content or a free-text account of the content.

Creation Guidelines:

Best practice recommendation is to use full sentences.

It is not good practice to include HTML or other structural tags within the Description element. Applications vary considerably in their ability to interpret such tags, and their inclusion may negatively affect the metadata.

Examples:

Description="Illustrated guide to airport markings and lighting signals, with particular reference to SMGCS (Surface Movement Guidance and Control System) for airports with low visibility conditions."

Description="Teachers Domain is a multimedia library for K-12 science educators, developed by WGBH through funding from the National Science Foundation as part of its National Science Digital Library initiative. The site offers a wealth of classroom-ready instructional resources, as well as online professional development materials and a set of tools which allows teachers to manage, annotate, and share the materials they use in classroom teaching."

Publisher

Element Description: The entity responsible for making the resource available. Examples of a Publisher include a person, an organization, or a service.

Creation Guidelines:

This field is meant to identify the entity that provides access to the resource. If the Creator and Publisher are the same, do not repeat the name in the Publisher area. If the nature of the responsibility is ambiguous, the recommended practice is to use Publisher for organizations, and Creator for individuals. In cases of ambiguous responsibility, use Contributor.

Examples:

Publisher="University of South Where"

Publisher="Funky Websites, Inc."

Publisher="Carmen Miranda"

Contributor

Element Description: An entity responsible for making contributions to the content of the resource.

Creation Guidelines:

The same general guidelines for using names of persons or organizations as Creators apply here. Contributor is the most general of the elements, so should be used when primary responsibility is unknown or irrelevant.

Date

Element Description: A date associated with an event in the life cycle of the resource. Typically, Date will be associated with the creation or availability of the resource. Recommended best practice follows the YYYY-MM-DD format.

Creation Guidelines:

If the full date is unknown, month and year (YYYY-MM) or just year (YYYY) may be used.

Examples:

Date="1998-02-16"

Date="1998-02"

Date="1998"

Type

Element Description: The nature or genre of the content of the resource. Recommended best practice is to select from a controlled vocabulary (for example, the [DCMI Type vocabulary](http://dublincore.org/documents/dcmi-type-vocabulary/) <http://dublincore.org/documents/dcmi-type-vocabulary/>). To describe the physical or digital manifestation of the resource, use the FORMAT element.

Creation Guidelines:

If the resource is composed of multiple mixed types then repeated Type elements should be used.

Examples:

The item described is an Electronic art exhibition catalog:

Type="Image"

Type="Text"

Type="Exhibition catalog"

Note: The first two values are taken from the DCMI Type Vocabulary, and follow the capitalization conventions for that vocabulary. The last value is a term from an unspecified source.

The item described is a Multimedia educational program with interactive assignments:

Type="Image"

Type="Text"

Type="Software"

Type="Interactive Resource"

Note: All values in this example are taken from the DCMI Type Vocabulary, and follow the capitalization conventions for that vocabulary.

Format

Element Description: The physical or digital manifestation of the resource. Typically, Format may include the media-type or dimensions of the resource. Examples of

dimensions include size and duration. Format may be used to determine the software, hardware or other equipment needed to display or operate the resource.

Recommended best practice is to select a value from a controlled vocabulary (for example, the list of Internet Media Types [[http://www.iana.org/ assignments/media-types/](http://www.iana.org/assignments/media-types/)] defining computer media formats).

Creation Guidelines:

When more than one category of format information is included in a single record, they should go in separate iterations of the element.

Examples:

Title="Dublin Core icon"
Identifier="http://purl.org/metadata/dublin_core/images/dc2.gif" & quot;
Type="Image"
Format="image/gif"
Format="4 kB"
Subject="Saturn"
Type="Image"
Format="image/gif 6"
Format="40 x 512 pixels"
Identifier="http://www.not.iac.es/newwww/photos/images/satnot.gif "
Title="The Bronco Buster"
Creator="Frederic Remington"
Type="Physical object"
Format="bronze"
Format="22 in."

Identifier

Element Description: Recommended best practice is to identify the resource by means of a formal identification system. Examples of formal identification systems include the Uniform Resource Identifier (URI) (including the Uniform Resource Locator (URL), the Digital Object Identifier (DOI) and the International Standard Book Number (ISBN).

Examples:

Identifier="http://purl.oclc.org/metadata/dublin_core/" & quot;
Identifier="ISBN:0385424728"
Identifier="H-A-X 5690B" [publisher number]

Source

Element Description: Resource from which the present is derived in whole or part. Recommended best practice is to reference the resource by means of a formal identification or call number system.

Creation Guidelines:

Include in this area information about a resource that is related intellectually to the described resource.

Examples:

Source="RC607.A26W574 1996" [where "RC607.A26W574 1996" is the call number of the print version of the resource, from which the present version was scanned]

Source="Image from page 54 of the 1922 edition of Romeo and Juliet"

Language

Element Description: A language of the intellectual content of the resource. Recommended best practice is defined by RFC 3066 [RFC 3066, <http://www.ietf.org/rfc/rfc3066.txt>] which, in conjunction with ISO 639 [ISO 639, <http://www.oasis-open.org/cover/iso639a.html>]), defines two- and three-letter primary language tags with optional subtags. Examples include "en" or "eng" for English, "akk" for Akkadian, and "en-GB" for English used in the United Kingdom.

Creation Guidelines:

Either a coded value or text string can be represented here. If the content is in more than one language, the element may be repeated.

Examples:

Language="en"

Language="fr"

Language="Primarily English, with some abstracts also in French."

Language="en-US"

Relation

Element Description: Reference to a related resource. Recommended best practice is to reference by a formal identification system.

Creation Guidelines:

Relationships may be expressed reciprocally (if the resources on both ends of the relationship are being described) or in one direction only. If text strings are used instead of identifying call numbers, the reference should be appropriately specific. For instance, a formal bibliographic citation might be used to point users to a particular resource.

Implementers who are describing heavily interrelated resources might choose to use qualified, not simple, Dublin Core.

Examples:

Title="Electronic AACR2"
Relation="Anglo-American Cataloging Rules, 2nd edition"
[Relationship described is IsFormatOf]

Title="Morgan's Ancient Society"
Relation="Engels' Origin of the Family, Private Property and the State"
[Relationship described is IsReferencedBy]

Title="Peter Carey's novel Oscar and Lucinda"
Relation="1998 movie Oscar and Lucinda"
[Relationship described is IsBasisFor]
Title="The movie My Fair Lady"
Relation="Shaw's play Pygmalion"
[Relationship described is IsBasedOn]

[Creative relations are those in which one resource is a performance, production, derivation, adaptation or interpretation of another resource.]

Title="Dead Ringer"
Relation="Gemstar e-book"
[Relationship described is Requires]

[Dependency relations are those in which one resource requires another resource for its functioning, delivery, or content and cannot be used without the related resource being present.]

Coverage

Element Description: The extent or scope of the content of the resource. May include spatial location (a place name or geographic co-ordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity).

Recommended best practice is to select a value from a controlled vocabulary (for example, the Thesaurus of Geographic Names [Getty Thesaurus of Geographic Names,

<http://www.getty.edu/research/tools/vocabulary/tqn/>). Where appropriate, named places or time periods should be used.

Creation Guidelines:

For most simple applications, place names or coverage dates might be most useful.

Examples:

Coverage="1995-1996"

Coverage="Boston, MA"

Coverage="17th century"

Coverage="Upstate New York"

Rights

Element Description: Information about rights held in and over the resource. Typically a Rights element will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights.

Creation Guidelines:

May be either a text statement or a URL pointing to a rights statement, or a combination, when a brief statement and a more lengthy one are available.

Examples:

Rights="Access limited to members"

Rights="http://cs-tr.cs.cornell.edu/Dienst/Repository/2.0/Terms"