

GALILEO Knowledge Repository Metadata Guidelines
Minimum Standards for Dublin Core Elements and Qualifiers
August 16, 2005

Status abbreviations: M = Mandatory MA = Mandatory if applicable Rec = Recommended RA = Recommended if applicable Opt = Optional

Element	Qualifier	Status	Scope Note	Instructions/example
contributor			A person, organization, or service responsible for the content of the resource. Catch-all for unspecified contributors.	
contributor	advisor		Though this is included in DSpace registry, don't use this element for ETDs. Use description.advisor, instead.	
contributor	author	MA		Surname name first. Use form of name established by local practice (e.g. fullest form possible or most frequent form)
contributor	corporatename	Opt.	To reflect responsibility for organizations involved in interdisciplinary work. To reflect corporate authorship.	
contributor	department	MA	Mandatory for ETDs.	
contributor	editor	MA		Surname name first. Use form of name established by local practice (e.g. fullest form possible or most frequent form)
contributor	illustrator	MA		Surname name first. Use form of name established by local practice (e.g. fullest form possible or most frequent form)
contributor	other	MA		Surname name first. Use form of name established by local practice (e.g. fullest form possible or most frequent form)
coverage	spatial	Opt	Spatial characteristics of content.	
coverage	temporal	Opt	Temporal characteristics of content.	

creator			Do not use; only for harvested metadata.	
date		Opt	Use qualified form if possible.	
date	accessioned	M	Date DSpace takes possession of item.	Provided by DSpace. Example: 2005-01-04T18:08:50Z
date	available	M	Date or date range item became available to the public.	Provided by DSpace. Example: 2005-01-04T18:08:50Z
date	copyright	MA	Date of copyright.	
date	created	Opt	Date of creation or manufacture of intellectual content if different from date.issued.	
date	issued	M	Date of publication or distribution.	Example: 2001-01
date	submitted	Opt	Recommend for theses/dissertations.	
identifier		Opt	Catch-all for unambiguous identifiers not defined by qualified form; use identifier.other for a known identifier common to a local collection instead of unqualified form.	
identifier	citation	MA	Bibliographic citation for works that have been published as a part of a larger work, e.g. journal articles, book chapters. Mandatory for post-prints if DC element publisher not used to reflect this information.	Example: The Library Quarterly 71 (January 2001): 1-27
identifier	govdoc	MA	Government document number	
identifier	isbn	MA	International Standard Book Number	
identifier	issn	MA	International Standard Serial Number	
identifier	sici	Opt	Serial Item and Contribution Identifier	
identifier	ismn	MA	International Standard Music Number	

identifier	other	Opt	A known identifier type common to a local collection.	
identifier	uri	M	Uniform Resource Identifier	Provided by DSpace. Example: http://hdl.handle.net/123456789/60
description		Opt	Catch-all for any description not defined by qualifiers.	
description	abstract	Rec	Abstract or summary.	
description	advisor	MA	Mandatory for ETDs.	Georgia Tech includes advisor along with other committee members in this field.
description	committee	Opt.	May be used for ETDs.	
description	degree	MA	Mandatory for ETDs.	Examples: Ph.D., M.A., Ed.D.
description	major	Opt.	May be used for ETDs or other student projects.	
description	Provenance (submitted)	M	History of object.	Provided by DSpace.
description	Provenance (approved)	M	History of object.	Provided by DSpace.
description	Provenance (available)	M	History of object.	Provided by DSpace.
description	sponsorship	RA	Information about sponsoring agencies, individuals, or contractual arrangements for the item.	
description	statementofresponsibility	Opt	To preserve statement of responsibility from MARC records.	
description	tableofcontents	Opt	A table of contents for this item.	
description	uri	Opt	Uniform Resource Identifier pointing to description of this item.	
format		Opt	Catch-all for any format information not defined by qualifiers.	
format	extent	M	Size or duration.	Provided in number of bytes by DSpace. Example: 58266 bytes

format	medium	Opt	Physical medium.	
format	mimetype	M	Registered MIME type identifiers.	Provided by DSpace. Example: application/pdf
language		Opt	Catch-all for non-ISO forms of the language of the item, accommodating harvested values.	
language	iso	MA	Current ISO standard for language of intellectual content, including country codes	Example: en_US
publisher		MA	<p>Entity responsible for publication, distribution, or imprint.</p> <ol style="list-style-type: none"> 1. Georgia Tech uses this to identify the institution. Mandatory in this context. Also, repeated for other publishers. 2. Others may use this element for primary or original publisher of a work that has been previously published (to facilitate self-submission in DSpace) <p>This variance in practice will be addressed by customizing the metadata mapping for this element as a part of the metadata aggregation process.</p>	<p>Use institution name, e.g.: Georgia Institute of Technology</p> <p>Use publisher name, e.g.: University of Georgia Press</p>
relation		Opt	Catch-all for references to other related items.	
relation	isformatof	Opt	References additional physical form.	
relation	ispartof	Opt	References physically or logically containing item.	
relation	ispartofseries	MA	Series name and number within that series, if available.	
relation	haspart	Opt	References physically or logically contained item.	

relation	isversionof	Opt	References earlier version.	
relation	hasversion	Opt	References later version.	
relation	isbasedon	Opt	References source.	
relation	isreferencedby	Opt	Pointed to by referenced resource.	
relation	requires	Opt	Reference resource is required to support function, delivery, or coherence of item.	
relation	replaces	MA	References preceding item.	
relation	isreplacedby	MA	References succeeding item.	
relation	uri	Opt	References Uniform Resource Identifier for related item.	
rights		M	Terms governing use and reproduction.	Draft standard language regarding use and reproduction. Example: "Copyright protected. Unauthorized reproduction or use beyond the exceptions granted by the Fair Use clause of U.S. Copyright law may violate federal law."
rights	uri	Opt	References terms governing use and reproduction.	
source			Do not use; only for harvested metadata.	
source	uri		Do not use; only for harvested metadata.	
subject		RA	Uncontrolled index term.	
subject	classification	Opt	Catch-all for value from local classification system; global classification systems will receive specific qualifier.	
subject	ddc	Opt	Dewey Decimal Classification Number	
subject	lcc	Opt	Library of Congress Classification Number	
subject	lcsb	Opt	Library of Congress Subject Heading	
subject	mesh	Opt	Medical Subject Headings	

subject	other	Opt	Local controlled vocabulary.	
title		M	Title statement/title proper.	Public Librarians and the Civil Rights Movement: Alabama, 1954-1965
title	alternative	MA	Varying (or substitute) form of title proper appearing in item, e.g. abbreviation or translation.	
type		M	Nature or genre of content.	Use DSpace dropdown menu. Examples: technical report, working paper, preprint, video