DALNET METADATA TASK FORCE REPORT
SEPTEMBER, 2003

TASK FORCE MEMBERS: M. Barash (WSU); W. Cromwell-Kessler (DPL, Chair); A. Evans (DALNET); F. Krempasky (WSU); D. Golodner (Reuther); K. McLonis (UDM); A. Aluzzo (DPL). *Past Members:* M. Galvin (DIA); D. Roe (UDM)

A draft of the original report was prepared and circulated to members of the Task Force in March, 2002. Due to the departure of W. Cromwell-Kessler from DPL later that Spring, the report was never completed. In the interim, DALNET staff tested two different products for digital library solutions: DigitaLink and Greenstone. The Greenstone product was selected by DALNET staff as a good product to use for our initial forays into digital image files and metadata.

The Greenstone product includes a metadata dataentry template which can be customized. This eliminated the need for DALNET to develop such a template. This template takes the data entered and converts it into an acceptable standard for data transmission. Tools for the conversion of MARC data to DALNET's slightly expanded Dublin Core data set are included in Greenstone. A sample of records from the Great Lakes Shipping Collection was successfully converted as a test.

After much study, a DALNET metadata data set was developed. This data set is based on Dublin Core but also contains a few elements from the Categories for the Description of Works of Art (CDWA). The DALNET data set is currently limited to description and access data. It will be necessary soon to develop other data sets to encompass administrative and preservation metadata. A crosswalk between the DALNET Metadata data set, Dublin Core, and MARC 21, Visual Resources Association Core Categories (VRA), and CDWA is appended.

RECOMMENDATIONS
- Metadata proposals for DALNET will be vetted by the DALNET Database Standards Committee
- The DALNET Metadata standards will be posted in an appropriate section of the DALNET web site.
- Digital projects conducted under DALNET auspices will select descriptive and access metadata that is compatible with the DALNET metadata element set when ever possible.
- Exceptions to the DALNET dataset will require approval by the DALNET Database Standards Committee. All efforts should consider the effect upon retrieval by the end user.
- Formal personal and corporate names and uniform titles will be verified against the DALNET bibliographic database and shall be entered in the same form as used in the bibliographic database. Entries not found in the DALNET bibliographic database well be entered using the name found on the digital object using the normal convention of entering the surname first. *If the name is not found, it is recommended that the LC NAF be checked.*

- Subject access should, if appropriate, be based upon a recognized thesaurus. The thesaurus should be appropriately identified. If uncontrolled keyword access is selected, it should be so identified *as a DC qualifier*
- The DALNET Database Standards Committee needs to be actively involved in the development of future metadata efforts and the revision of current efforts
- DALNET should develop file naming conventions that will aid the in the linkage of metadata to images as well as insuring that the links can be easily maintained
- A set of metadata to house administrative and preservation data needs to be developed.
- A set of structural metadata elements needs to be developed
- The DALNET metadata element set needs to be expanded to better handle sound and moving image files.
- Issues of authority control and indexing need to be studied
- The development of new forms of retrieval such as federated searching need to be studied with an eye to the DALNET metadata set.

At this point the attached Crosswalk will be used for the initial demonstration projects. It is anticipated that some changes will need to be made. The DALNET Database Standards Committee will be convened for the purpose of reviewing this crosswalk and recommending approval. If approved, this report will come back to Project Managers for approval and will be posted on the DALNET web site. This should happen before the next PM meeting in November, 2003.

Ae/
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Dublin Core	MARC	VRA	CDWA	Comments
Title	245, 246, 130, 240	Title	Titles or names	Mandatory, repeatable. This is the name by which the resource is known
Creator	100, 110, 111	Creator	Creation, creator	Person(s) who have major responsibility for the creation of the resource content. May be a person or an organization. Repeatable.
Creator dates	1xx $d	Creator dates	Creator dates	Must be linked to a specific creator. Can be birth, death, birth and death, flourished dates, etc. Should be used the same way the name is found in the library's catalog.
Contributor	700, 710, 711	Creator	Creation,creator	For individuals and organizations that have a secondary role in the creation of the resource. Repeatable.

				Can be a person or an organization. A role such as Editor, translator, illustrator, adapter, interviewer, performer, director, or producer may be associated with any contributor
Contributor dates	7xx $d	Creator	Creation, creator	See notes under Creator dates
Subject	600, 610, 611, 630, 650, 651	Subject; Style/Period	Subject Matter; Description; Indexing terms; Styles; Periods; Groups; Movements; Indexing terms	Keywords or thesaurus terms that describe the nature or contents of the resource; Repeatable. It is recommended that terms come from a standard list of subject terms or thesaurus as *Library of Congress Subject Headings; MeSH; Art and Architecture Thesaurus, etc.* Uncontrolled keywords may also be

				used but may be less fruitful in cross resource searching.
Genre	655	Type	Object/work type	Not in Dublin Core; repeatable. A general classificatory term that describes the object represented in digital form, e.g., photograph, furniture; painting; clothing; text, etc.
Type	300 $a	Measurements	Object/work— Components	Extent of the resource. Number and nature of items reproduced or of digital item; 5 letters; 3 teacups; size of file, etc. Repeatable. May describe either the digital resource or the original resource
Description	5xx (notes)	Description	Descriptive notes	Descriptive information about the nature or contents of the resource;

Relation	440, 490,510,530,760,773no$t, 774$not, 775, 776no$t 780$not, 785no$t, 786$not, 800, 810, 830, 899	Relation	Related works	repeatable Resources that bear a relationship to the item described. Repeatable
Publisher of digital resource	260 $b	Creator	Related Visual document—Image source—Name	Individual or institution responsible for the promulgation of the digital resource that is being described. Repeatable
Coverage	300 $a; 340 ab$d	Duration	Size (proportions of the original piece). Material—from which the original was made. Must be joined to size. Technique—how original was made. Must be joined to material.	Number and nature of items reproduced or of digital item; 5 letters, 3 teacups, file size, etc. May apply to original resource and the digital object.
Coverage	260 $c	Date	Creation—date	Date(s) of creation or publication of resource; limited to the digital resource; repeatable
Type	655; 245 $h	Record type; Type	Object/Work type; Related Visual Documentation Image Type	
Identifier	00X; 0XX fields	ID number	Current location-Repository numbers;	An unambiguous

			Related Visual Documentation-Image Ownership-Owners number	reference to the resource within a given context. Frequently a code or number.
Identifier	852	ID number	Related Visual Document—Image source—Number	Pertains to digital object only.
Type; Format; Description	538; 753	Description	Descriptive notes	The hardware and software needed to use the digital file. Repeatable.
Rights	506, 540	Identifier		Information about the control of and access to digital content. Repeatable.
Contributor; coverage	710, 752	Location	Current location; Repository name	
	561$a	Location	Ownership	
Coverage	545a; 65X	Culture	Creation—Creator—Identity—Nationality/Culture/Race	

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