

DCMNY Metadata Requirements and Guidelines

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Introduction and How to Use These Guidelines

These guidelines are intended to be used for creating descriptive metadata for objects ingested into the [Digital Culture of Metropolitan New York](#) hosted collection site, a service of the [Metropolitan New York Library Council](#).

The guidelines are to be used in conjunction with the DCMNY metadata creation spreadsheet, available [here](#). Columns in the metadata creation spreadsheet correspond to field names in these guidelines, and partners provide METRO with completed spreadsheets (generally per collection) as part of the object ingest workflow.

Guidance on formulating and entering metadata values in spreadsheet can be found in the [individual field instructions](#) below.

Partners will have the opportunity to send sample records to DCMNY prior to ingest and will also consult with [DCMNY staff](#) throughout the metadata creation and object ingest process.

Records for ingest into DCMNY are created from partner spreadsheets according to the MODS Version 3 [schema](#). Please consult the [DCMNY MODS Metadata Profile](#), as well as the [MODS Version 3 User Guidelines](#) and [DLF/Aquifer Implementation Guidelines for Shareable MODS Records](#) for further information and additional guidelines for MODS element usage.

General Metadata Requirements

Required Fields

The following fields are required (or required if applicable) for each record submitted to DCMNY:

1. [Identifier](#)
2. [Title](#)
3. [Date Created](#)
4. [Date Issued](#)
5. [Type](#)
6. [Rights](#)
7. [Owning Institution](#)
8. [Digital Format](#)
9. [Digital Origin](#)
10. [Collection](#)

Recommended Fields

A number of additional fields are recommended (or recommended if applicable):

1. [Personal Name](#)
 - a. With appropriate [Role](#) term
2. [Corporate Name](#)
 - a. With appropriate [Role](#) term
3. Subjects
 - a. [Subject-Topic](#)
 - b. [Subject-Personal Name](#)
 - c. [Subject-Corporate Name](#)
 - d. [Location](#)
 - e. [Time Period](#)
4. [Description](#)
5. [Genre](#)
6. [Language](#)

Field Overview

Field	Obligation	MODS Element
Identifier	Required	<identifier>
Title	Required	<titleInfo><title>
Personal Name	Recommended if applicable	<name type="personal"><namePart>
Corporate Name	Recommended if applicable	<name type="corporate"><namePart>
Role	Recommended if applicable	<name><role><roleTerm>

Subject-Topic	Recommended	<subject><topic>
Subject-Personal Name	Recommended	<subject><name type="personal"><namePart>
Subject-Corporate Name	Recommended	<subject><name type="corporate"><namePart>
Location	Recommended	<subject><geographic>
Time Period	Recommended	<subject><temporal>
Coordinates	Optional	<subject><cartographics><coordinates>
Date Created	Required if applicable	<originInfo><dateCreated>
Date Issued	Required if applicable	<originInfo><dateIssued>
Publisher	Optional	<originInfo><publisher>
Place of Publication	Optional	<originInfo><place><placeTerm type="text">
Description	Recommended	<abstract>
Note	Optional	<note>
Type	Required	<typeOfResource>
Genre	Recommended	<genre>
Extent	Optional	<physicalDescription><extent>
Form	Optional	<physicalDescription><form>
Language	Recommended if applicable	<language><languageTerm>
Related Resource	Optional	<relatedItem><titleInfo><title>
Rights	Required	<accessCondition type="use and reproduction">
Owning Institution	Required	<note type="ownership">
Digital Format	Required	<physicalDescription><internetMediaType>
Digital Origin	Required	<physicalDescription><digitalOrigin>
Collection	Required	<relatedItem type="host" displayLabel="Collection"><titleInfo><title>
Collection Description	Optional	<relatedItem type="host" displayLabel="Collection"><abstract>

Field Requirements and Guidelines

Identifier

DCMNY Label	Identifier
MODS Element	<identifier>
Source Definition	Contains a unique standard number or code that distinctively identifies a resource.
Repeatable	Yes
Obligation	Required
Recommended Vocabulary/Encoding	n/a
Instructions	Use for local identifier Do not include file extension File names corresponding to individual objects to be ingested into DCMNY will be recorded in separate "file name" column in partner metadata spreadsheet
Examples	hcc_acc_042 (photograph from Hostos Community College collection) <identifier type="local">hcc_acc_042</identifier>

Title

DCMNY Label	Title
MODS Element	<titleInfo><title>
Source Definition	A word, phrase, character, or group of characters that constitutes the chief title of a resource, i.e., the title normally used when citing the resource.
Repeatable	No
Obligation	Required
Recommended Vocabulary/Encoding	n/a
Instructions	Create title describing resource or transcribe from source.
Examples	Blanca Snow in Puerto Rico Exhibition Brochure <titleInfo> <title>Blanca Snow in Puerto Rico Exhibition Brochure</title> </titleInfo>

	<p>Carte de Visite, Heinrich Wilhelm Gottfried Waldeyer</p> <pre><titleInfo> <title>Carte de Visite, Heinrich Wilhelm Gottfried Waldeyer</title> </titleInfo></pre>
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Personal Name

DCMNY Label	Personal Name
MODS Element	<code><name type="personal"><namePart></code>
Source Definition	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.
Repeatable	Yes
Obligation	Recommended if applicable
Defined By	http://www.loc.gov/standards/mods/userguide/name.html
Source Definition	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.
Recommended Vocabulary/Encoding	LCNAF
Instructions	<p>Check LCNAF for form of name and use if present</p> <p>If no controlled term exists, enter in form last name, first name, middle name or initial (if known). Include birth and death dates if known.</p>
Examples	<p>Saint-Gaudens, Augustus, 1848-1907</p> <pre><name authority="naf" type="personal"> <namePart>Saint-Gaudens, Augustus, 1848-1907</namePart> </name></pre>

Corporate Name

DCMNY Label	Corporate Name
MODS Element	<code><name type="corporate"><namePart></code>
Source Definition	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.
Repeatable	Yes
Obligation	Recommended if applicable

Defined By	http://www.loc.gov/standards/mods/userguide/name.html
Source Definition	The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource.
Recommended Vocabulary/Encoding	LCNAF
Instructions	Check LCNAF for form of name and use if present
Examples	Hostos Community College <pre><name authority="naf" type="corporate"> <namePart>Hostos Community College</namePart> </name></pre>

Role

DCMNY Label	Role
MODS Element	<name><role><roleTerm>
Source Definition	Designates the relationship (role) of the entity recorded in name to the resource described in the record.
Repeatable	No
Obligation	Recommended if applicable
Recommended Vocabulary/Encoding	MARC Relator
Instructions	Select term from MARC Relator Term list to indicate relationship between person or entity and described resource. The first letter of the Role term should be capitalized when entering in spreadsheet By default, the metadata creation spreadsheet includes columns for personal and corporate name creator and contributor roles. If more specificity is desired
Examples	Creator <pre><role> <roleTerm authority="marcrelator" type="text">Creator</roleTerm> </role></pre> Sculptor <pre><role> <roleTerm authority="marcrelator" type="text">Sculptor</roleTerm> </role></pre>

Subject-Topic

DCMNY Label	Subject-Topic
MODS Element	<subject><topic>
Source Definition	A term or phrase representing the primary topic(s) on which a work is focused. Used as the tag for any topical subjects that are not appropriate in the <geographic>, <temporal>, <titleInfo>, <name>, <genre>, <hierarchicalGeographic>, or <occupation> subelements.
Repeatable	Yes
Obligation	Recommended
Controlled Vocabulary	FAST
Instructions	Topic represented by the resource Terms should come from a controlled vocabulary, recommend FAST When entering terms in spreadsheet, please separate terms using a semi-colon, i.e. <i>Dogs; Cats; Pets; Friends</i>
Examples	Scrapbooks; Mayors; Local History <subject authority="fast"> <topic>Scrapbooks</topic> </subject> <subject authority="fast"> <topic>Mayors</topic> </subject> <subject authority="fast"> <topic>Local History</topic> </subject>

Subject-Personal Name

DCMNY Label	Subject-Personal Name
MODS Element	<subject><name type="personal"><namePart>
Source Definition	A name used as a subject.
Repeatable	Yes
Obligation	Recommended
Recommended Vocabulary	FAST

Instructions	<p>Use for personal names used as a subject</p> <p>Check for controlled form of name and use if present</p> <p>If no controlled term exists, enter in form last name, first name, middle name or initial (if known). Include birth and death dates if known</p> <p>Names should come from a controlled vocabulary, recommend FAST</p>
Examples	<p>Martorell, Antonio, 1939-</p> <pre><subject authority="fast"> <name type="personal"> <namePart>Martorell, Antonio, 1939-</namePart> </name> </subject></pre> <p>Hostos, Eugenio María de, 1839-1903</p> <pre><subject authority="fast"> <name type="personal"> <namePart>Hostos, Eugenio María de, 1839-1903</namePart> </name> </subject></pre>

Subject-Corporate Name

DCMNY Label	Subject-Corporate Name
MODS Element	<subject><name type="corporate"><namePart>
Source Definition	A name used as a subject.
Repeatable	Yes
Obligation	Recommended
Recommended Vocabulary/Encoding	FAST
Instructions	<p>Use for corporate names used as a subject</p> <p>Names should come from a controlled vocabulary, recommend FAST</p>
Examples	<p>New York University. Hall of Fame for Great Americans</p> <pre><subject authority="fast"> <name type="corporate"> <namePart>New York University. Hall of Fame for Great Americans</namePart> </name> </subject></pre>

Location

DCMNY Label	Location
MODS Element	<subject><geographic>
Source Definition	
Repeatable	Yes
Obligation	Recommended
Recommended Vocabulary/Encoding	FAST
Instructions	<p>Captures aboutness</p> <p>Do not use for place where the resource is held or was digitized</p> <p>Terms should come from a controlled vocabulary, recommend FAST</p> <p>When creating metadata in spreadsheet, please enter multiple terms separated by a semi-colon, i.e. <i>Ohio; Pennsylvania; Kentucky; Michigan</i>.</p>
Examples	<p>New York (State)--White Plains; New York (State)--Poughkeepsie</p> <pre><subject authority="fast"> <geographic>New York (State)--White Plains</geographic> </subject></pre> <pre><subject authority="fast"> <geographic>New York (State)--Poughkeepsie</geographic> </subject></pre>

Time Period

DCMNY Label	Time Period
MODS Element	<subject><temporal>
Source Definition	Used for chronological subject terms or temporal coverage.
Repeatable	Yes
Obligation	Recommended
Recommended Vocabulary/Encoding	FAST , EDTF
Instructions	<p>Captures aboutness</p> <p>Recommend use of FAST vocabulary or EDTF encoding scheme</p>

Examples	<p>Nineteen tens</p> <pre><subject authority="fast"> <temporal>Nineteen tens</temporal> </subject></pre> <pre><subject> <temporal encoding="edtf">1912-01-10</temporal> </subject></pre>
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Coordinates

DCMNY Label	Coordinates
MODS Element	<subject><cartographics><coordinates>
Source Definition	Contains a statement of coordinates covered by the resource.
Repeatable	Yes
Obligation	Optional
Recommend Vocabulary/Encoding	n/a
Instructions	Record as a center point in form lat,long
Examples	<p>42.849503,-78.863924</p> <pre><subject> <cartographics> </coordinates>42.849503,-78.863924</coordinates> </cartographics> </subject></pre>

Date Created

DCMNY Label	Date Created
MODS Element	<originInfo><dateCreated>
Source Definition	The date of creation of the resource.
Repeatable	Yes
Obligation	Required if applicable
Recommended Vocabulary/Encoding	W3C-DTF
Instructions	Use for born-digital and unpublished or informally published materials.

	<p>For reformatted material, use the date of the source resource, not the digital version</p> <p>Recommend the use of W3C-DTF profile of ISO 8601</p> <p>Enter in form YYYY-MM-DD</p> <p>For date ranges, enter in form YYYY-YYYY or YYYY-MM-DD/YYYY-MM-DD.</p> <p>Dates can be abbreviated to YYYY or YYYY-MM.</p> <p>For approximate dates, recommend the use "circa," i.e. circa 1920.</p> <p>For questionable dates, recommend the use of a question mark following the date, i.e. 1985?</p> <p>For inferred dates, recommend enclosing the date in brackets, i.e. [1991]</p> <p>Express centuries as a date range, i.e. for "19th century," use 1800-1899.</p> <p>For decades, i.e. "1860s," express as a date range (1860-1869).</p>
Examples	<p>1948</p> <pre><originInfo> <dateCreated encoding="w3cdtf" keyDate="yes">1948</dateCreated> </originInfo></pre> <p>1909-1910</p> <pre><originInfo> <dateCreated encoding="w3cdtf" point="start" keyDate="yes">1909</dateCreated> <dateCreated encoding="w3cdtf" point="end">1909</dateCreated> </originInfo></pre>

Date Issued

DCMNY Label	Date Issued
MODS Element	<originInfo><dateIssued>
Source Definition	The date that the resource was published, released, or issued.
Repeatable	Yes
Obligation	Required if applicable
Recommended Vocabulary/Encoding	W3C-DTF
Instructions	<p>Use for formally published material</p> <p>Recommend the use of W3C-DTF profile of ISO 8601</p>

	<p>Enter in form YYYY-MM-DD</p> <p>For date ranges, enter in form YYYY-YYYY or YYYY-MM-DD/YYYY-MM-DD.</p> <p>Dates can be abbreviated to YYYY or YYYY-MM.</p> <p>For approximate dates, recommend the use "circa," i.e. circa 1920.</p> <p>For questionable dates, recommend the use of a question mark following the date, i.e. 1985?</p> <p>For inferred dates, recommend enclosing the date in brackets, i.e. [1991]</p> <p>Recommend expressing centuries as a date range, i.e. for "19th century," use 1800-1899.</p> <p>For decades, i.e. "1860s," recommend expressing as a date range, i.e. 1860-1869.</p>
Examples	<p>1919?</p> <pre><originInfo> <dateCreated encoding="w3cdtf" qualifier="questionable" keyDate="yes">1919</dateCreated> </originInfo></pre> <p>circa 1705</p> <pre><originInfo> <dateCreated encoding="w3cdtf" qualifier="approximate">1705</dateCreated> </originInfo></pre>

Publisher

DCMNY Label	Publisher
MODS Element	<originInfo><publisher>
Source Definition	The name of the entity that published, printed, distributed, released, issued, or produced the resource.
Repeatable	Yes
Obligation	Optional
Recommended Vocabulary/Encoding	n/a
Instructions	This is not the organization who digitized the resource
Examples	<p>White Plains Public Library</p> <pre><originInfo> <publisher>White Plains Public Library</publisher> </originInfo></pre> <p>The Morning Oregonian</p>

	<pre><originInfo> <publisher>The Morning Oregonian</publisher> </originInfo> Tipografia di Matteo Casali <originInfo> <publisher>Tipografia di Matteo Casali</publisher> </originInfo></pre>
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Place of Publication

DCMNY Label	Place of Publication
MODS Element	<code><originInfo><place><placeTerm type="text"></code>
Source Definition	Name of a place associated with the issuing, publication, release, distribution, manufacture, production, or origin of a resource.
Repeatable	Yes
Obligation	Optional
Recommended Vocabulary/Encoding	n/a
Instructions	This is not to be used to record the place of digitization of the resource
Examples	<p>New York (State)--White Plains</p> <pre><originInfo> <place> <placeTerm type="text">New York (State)--White Plains</placeTerm> </place> </originInfo></pre> <p>France--Paris</p> <pre><originInfo> <place> <placeTerm type="text">France--Paris</placeTerm> </place> </originInfo></pre> <p>[Forli]</p> <pre><originInfo> <place> <placeTerm type="text">[Forli]</placeTerm> </place> </originInfo></pre>

Description

DCMNY Label	Description
MODS Element	<abstract>
Source Definition	A summary of the content of the resource.
Repeatable	Yes
Obligation	Recommended
Recommended Vocabulary/Encoding	n/a
Instructions	Uses of this field include table of context and free-text description of resource
Examples	<p>Business card illustration for P. Langevin depicting a well-dressed woman and young girl looking at a drawing. Langevin's business is listed as selling paintings, gildings and frames.</p> <p><i><abstract>Business card illustration for P. Langevin depicting a well-dressed woman and young girl looking at a drawing. Langevin's business is listed as selling paintings, gildings and frames.</abstract></i></p>

Note

DCMNY Label	Note
MODS Element	<note>
Source Definition	General textual information relating to a resource.
Repeatable	Yes
Obligation	Optional
Recommended Vocabulary/Encoding	n/a
Instructions	<p>"Catch-all" element for information that does not fit elsewhere in guidelines</p> <p>Use for <i>digitized by</i> notes.</p>
Examples	<p>Digitized by the Metropolitan New York Library Council as part of the Culture In Transit project, funded by a grant from the John S. and James L. Knight Foundation.</p> <p><i><note>Digitized by the Metropolitan New York Library Council as part of the Culture In Transit project, funded by a grant from the John S. and James L. Knight Foundation.</note></i></p>

	Text signed "Vincenzo Mignani" <note>Text signed "Vincenzo Mignani"</note>
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Type

DCMNY Label	Type
MODS Element	<typeOfResource>
Source Definition	A term that specifies the characteristics and general type of content of the resource.
Repeatable	Yes
Obligation	Required
Recommended Vocabulary/Encoding	MODS Type of Resource values
Instructions	Use default MODS Type of Resource values Values should be entered in lower-case when entered in spreadsheet When entering in spreadsheet, separate multiple terms by a semi-colon
Examples	still image <typeOfResource>still image</typeOfResource> text; still image <typeOfResource>text</typeOfResource> <typeOfResource>still image</typeOfResource>

Genre

DCMNY Label	Genre
MODS Element	<genre>
Source Definition	A term or terms that designate a category characterizing a particular style, form, or content, such as artistic, musical, literary composition, etc.
Repeatable	Yes
Obligation	Recommended
Recommended Vocabulary/Encoding	AAT

Instructions	<p>Use to describe the form of the object, i.e. <i>what the object is</i></p> <p>Prefer use of controlled vocabulary, recommend AAT</p> <p>AAT terms should be entered in lowercase</p> <p>When entering in spreadsheet, separate multiple-terms by a semi-colon</p>
Examples	<p>trade cards (advertising)</p> <p><code><genre authority="aat">trade cards (advertising)</genre></code></p> <p>black-and-white photographs</p> <p><code><genre authority="aat">black-and-white photographs</genre></code></p>

Extent

DCMNY Label	Extent
MODS Element	<code><physicalDescription><extent></code>
Source Definition	A statement of the number and specific material of the units of the resource that express physical extent.
Repeatable	Yes
Obligation	Optional
Recommended Vocabulary/Encoding	n/a
Instructions	<p>Generally size or duration information</p> <p>Measurement in centimeters or inches</p> <p>Format: [number] [type] ;; [height] x [width] cm</p>
Examples	<p>1 black and white print; 8in x 10in</p> <p><code><extent>1 black and white print; 8in x 10in</extent></code></p> <p>1 booklet ; 23 pages ; 4.5in x 7in</p> <p><code><extent>1 booklet ; 23 pages ; 4.5in x 7in</extent></code></p>

Form

DCMNY Label	Form
MODS Element	<code><physicalDescription><form></code>

Source Definition	A designation of a particular physical presentation of a resource, including the physical form or medium of material for a resource.
Repeatable	Yes
Obligation	Optional
Recommended Vocabulary/Encoding	[TO ADD]
Instructions	Used for material, texture or color
Examples	black and white <pre><physicalDescription> <form>black and white</form> </physicalDescription></pre>

Language

DCMNY Label	Language
MODS Element	<language><languageTerm>
Source Definition	A designation of the language in which the content of a resource is expressed.
Repeatable	Yes
Obligation	Recommended if applicable
Recommended Vocabulary/Encoding	iso639-2b
Instructions	Use ISO 639-2 , three-letter codes. Strongly recommended for textual material Do not use for the language of cataloging
Examples	eng <pre><language> <languageTerm authority="iso639-2b" type="code">eng</languageTerm> </language></pre>

Related Resource

DCMNY Label	Related Resource
MODS Element	<relatedItem><titleInfo><title>

Source Definition	Information that identifies other resources related to the one being described.
Repeatable	Yes
Obligation	Optional
Recommended Vocabulary/Encoding	n/a
Instructions	Include information about collection to which resource belongs in Collection field (see below)
Examples	[To ADD]

Rights

DCMNY Label	Rights
MODS Element	<accessCondition>
Source Definition	Information about restrictions imposed on access to a resource.
Repeatable	Yes
Obligation	Required
Recommended Vocabulary/Encoding	http://rightsstatements.org/
Instructions	Prefer use of statement from http://rightsstatements.org/ Can also include links to policies/copyright information pages on institutional website, if applicable
Examples	This item has been identified as in copyright, but its rightsholder(s) either cannot be identified or cannot be located. <accessCondition>This item has been identified as in copyright, but its rightsholder(s) either cannot be identified or cannot be located.</accessCondition> In Copyright NonCommercial Use Permitted. Images can be used for non-commercial purposes without prior permission. For commercial use information, contact White Plains Public Library. For all uses, credit 'White Plains Collection, White Plains Public Library'. <accessCondition>In Copyright NonCommercial Use Permitted. Images can be used for non-commercial purposes without prior permission. For commercial use information, contact White Plains Public Library. For all uses, credit 'White Plains Collection, White Plains Public Library'.</accessCondition>

Owning Institution

DCMNY Label	Owning Institution
MODS Element	<note type="ownership">
Repeatable	No
Obligation	Required
Recommended Vocabulary/Encoding	LCNAF
Instructions	<p>This is the institution or repository that holds the original resource and/or where it is available.</p> <p>Prefer use of authorized form of name, if available.</p> <p>If no authorized form available, apply consistently across collection.</p>
Examples	<p>White Plains Public Library</p> <p><note type="ownership">White Plains Public Library</note></p> <p>Yeshiva University Archives</p> <p><note type="ownership">Yeshiva University. Archives</note></p>

Digital Format

DCMNY Label	Digital Format
MODS Element	<physicalDescription><internetMediaType>
Source Definition	An identification of the electronic format type, or the data representation of the resource.
Repeatable	No
Obligation	Required
Recommended Vocabulary/Encoding	IMT
Instructions	<p>Assign Internet Media Type (IMT) here</p> <p>Enter in the the form <i>media type</i>, followed by the <i>file type</i>.</p>
Examples	<p>image/jpeg</p> <p><physicalDescription> <internetMediaType>image/jpeg</internetMediaType> </physicalDescription></p>

Digital Origin

DCMNY Label	Digital Origin
MODS Element	<physicalDescription><digitalOrigin>
Source Definition	The method by which a resource achieved digital form.
Repeatable	No
Obligation	Required
Recommended Vocabulary/Encoding	MODS digitalOrigin values
Instructions	4 valid MODS values: born digital, reformatted digital, digitized microfilm, digitized other analog
Examples	reformatted digital <physicalDescription> <digitalOrigin>reformatted digital</digitalOrigin> </physicalDescription>

Collection

DCMNY Label	Collection
MODS Element	<relatedItem type="host" displayLabel="Collection"><titleInfo><title>
Repeatable	No
Obligation	Required
Recommended Vocabulary/Encoding	n/a
Instructions	Use for the collection to which a resource belongs.
Examples	Student Struggle for Soviet Jewry Poster Collection <relatedItem displayLabel="Collection" type="host"> <titleInfo> <title>Student Struggle for Soviet Jewry Poster Collection</title> </titleInfo> </relatedItem>

Collection Description

DCMNY Label	Collection Description
MODS Element	<relatedItem type="host" displayLabel="Collection"><abstract>
Repeatable	No
Obligation	Optional
Recommended Vocabulary/Encoding	n/a
Instructions	[To ADD]
Examples	<p>This collection consists of 177 hand drawn and printed posters from the Student Struggle for Soviet Jewry Records (SSSJ) held by Yeshiva University Archives. SSSJ was a national, grass-roots student organization founded in 1964 to oppose the persecution of Soviet Jews and promote their right to emigrate freely from the Soviet Union.</p> <pre> <relatedItem type="host" displayLabel="Collection"> <abstract>This collection consists of 177 hand drawn and printed posters from the Student Struggle for Soviet Jewry Records (SSSJ) held by Yeshiva University Archives. SSSJ was a national, grass-roots student organization founded in 1964 to oppose the persecution of Soviet Jews and promote their right to emigrate freely from the Soviet Union.</abstract> </relatedItem> </pre>