

# METADATA

**Susan Wells Parham**  
**Head of Scholarly**  
**Communication**  
**and Digital Curation**  
**Georgia Tech**

**Andy Carter**  
**Digital Projects Archivist**  
**Digital Library of Georgia**

**Catherine Downey - moderator**

**Robin Fay**  
**Head, Database Maintenance**  
**UGA Libraries**

**Marlee Givens**  
**GKR Manager**  
**Georgia Tech**

# GKR METADATA

- GKR Metadata Guidelines and their origins - Susan Parham and Robin Fay (10 minutes)
- Creating Metadata in DSpace - Andy Carter and training GKR partners - Marlee Givens (15 minutes total)
- List of disciplines - Marlee Givens (5 minutes)
- Q&A - all (15 minutes)

# GKR METADATA GUIDELINES AND THEIR ORIGINS

Susan  
Wells  
Parham  
and  
Robin Fay



# GKR METADATA COMMITTEE

- **2004-2005: GKR Metadata Committee creates metadata guidelines**
- **Committee consisted of members of Ga Tech, Ga State and UGA**
- **Guidelines are available at**  
**[http://www.library.gatech.edu/gkr/sites/library.gatech.edu/gkr/files/ir\\_meta\\_guidelines\\_081605\\_01.pdf](http://www.library.gatech.edu/gkr/sites/library.gatech.edu/gkr/files/ir_meta_guidelines_081605_01.pdf)**



# GKR METADATA COMMITTEE

- **Dublin Core Qualified**
- **Drafted before the GKR was created**
- **Primarily focused on ETDs (Electronic Theses & Dissertations)**
- **Some decisions based upon earlier metadata work at GA Tech; others based upon Dspace**

# GKR METADATA COMMITTEE

## **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.	



# GKR METADATA COMMITTEE

## Challenges

- GKR was a conceptual idea
- Bound by DSpace metadata schema & display
- SMARTech (GT) was the only production IR
- Complex content type
- Institutional cataloging practices
- Identification of home institution

# GKR METADATA COMMITTEE

## Dublin Core elements and qualifiers used for ETD metadata in DSpace based repositories

Georgia Tech	Univ. of North Carolina SILS	Cornell University	University of Rochester	University of Oregon	University of Edinburgh	Notes
contributor.advisor	contributor.advisor				contributor.advisor	
contributor.author	creator	contributor.author	contributor.author	contributor.author	contributor.author	
date.accessioned	date.accessioned	date.accessioned	date.accessioned	date.accessioned	date.accessioned	Dates provided by DSpace
date.available	date.available	date.available	date.available	date.available	date.available	
date.issued	date.issued	date.issued	date.issued	date.issued	date.issued	Use varies.
	date.submitted					
		identifier.citation		identifier.isbn		
identifier.uri	identifier.uri	identifier.uri	identifier.uri	identifier.uri	identifier.uri	All use DSpace handles.
		description	description	description		
description.abstract	description.abstract	description.abstract	description.abstract	description.abstract	description.abstract	
		description.sponsorship	description.sponsorship		description.sponsorship	
	format					
format.extent	format.extent	format.extent	format.extent	format.extent	format.extent	
format.mimetype	format.mimetype	format.mimetype	format.mimetype	format.mimetype	format.mimetype	
language.iso	language.iso	language.iso	language.iso	language.iso	language.iso	
publisher	publisher			publisher	publisher	
			relation.ispartofseries	relation.ispartofseries		
	rights					
subject	subject	subject	subject	subject	subject.other	
title	title	title	title	title	title	
type	type	type	type	type	type	
	degree.discipline					Additions to DC Registry
	degree.grantor					
	degree.level					
	degree.name					
description.degree						
thesis.department						



# GKR METADATA COMMITTEE

<b>Content</b>	<b>Considered DC</b>	<b>Agreed DC</b>
Degree conferred	Created field	dc.description.degree
Advisory committee	dc.contributor.advisor	dc.description.advisor
Granting department	dc.thesis.department	dc.contributor.department
Institutional identification	dc.publisher	dc.publisher.original



# GKR METADATA COMMITTEE

## ■ Going forward

- Evolving metadata schema
- Committee continued to meet but expanded scope to include content, evolving into the Content and Metadata Committee.
- 2009-2011, monthly meetings; 2011-present bimonthly  
Areas of focus: metadata guidelines, GKR disciplines, GKR digitization service, GKR content submission service

# CREATING METADATA IN DSPACE

Andy  
Carter

# Creating Metadata in DSpace

## World peanut market: an overview of the past 30 years

[Show simple item record](#)

dc.contributor.author	Fletcher, Stanley M.	en_US
dc.contributor.author	Revoredo, Cesar L.	en_US
dc.date.accessioned	2010-09-16T15:41:11Z	
dc.date.available	2010-09-16T15:41:11Z	
dc.date.issued	2009-04-21	en_US
dc.identifier.uri	http://hdl.handle.net/10724/12051	
dc.description.abstract	Despite the increase in its total global production, since the 1970s peanuts' share in the total production of vegetable oil and meal has decreased following the emergence of soybeans. In addition, an increasing share of the total production of peanuts has been devoted to food purposes. World-harvested area has changed very little since the 1970s; however, there have been regional and sub-regional shifts.	en_US
dc.publisher	University of Georgia	en_US
dc.relation.ispartofseries	Research Bulletin;437	en_US
dc.relation.uri	http://www.caes.uga.edu/publications/pubDetail.cfm?pk_id=6948	en_US
dc.title	World peanut market: an overview of the past 30 years	en_US
dc.contributor.corporatename	University of Georgia. Dept. of Agricultural and Applied Economics	en_US

### Files in this item

Files	Size	Format	View
<a href="#">RB437.pdf</a>	5.461Mb	PDF	<a href="#">View/ Open</a>

This item appears in the following Collection(s)

- [Numbered Publications](#)

[Show simple item record](#)

# Creating Metadata in DSpace

## Item submission



### Describe Item

#### Authors:

Last name, e.g. *Smith*      First name(s) + "Jr", e.g. *Donald Jr*

Enter the names of the authors of this item below.

☐ test, test

☐ Carter, Andy

#### Title:

Enter the main title of the item.

#### Date of Issue:

2012

Year      Month      Day

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

#### Publisher:

Enter the name of the publisher of the previously issued instance of this item.

#### Citation:

Enter the standard citation for the previously issued instance of this item.

#### Series/Report No.:

Series Name      Report or paper No.

Enter the series and number assigned to this item by your community.

#### Identifiers:

ISSN

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

#### Type:

Animation  
Article  
Book  
Book chapter  
Dataset  
Learning Object

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

# Creating Metadata in DSpace

## Item submission



### Describe Item

Subject Keywords:

Enter appropriate subject keywords or phrases below.

Abstract:

Enter the abstract of the item below.

Sponsors:

Enter the names of any sponsors and/or funding codes in the box below.

Description:

Enter any other description or comments in this box.

< Previous

Save & Exit

Next >

# Creating Metadata in DSpace

## Item submission



### Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

### Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> <a href="#">2011-05-09_GKR_Agenda.docx</a>	12585 bytes	Unknown	application/vnd.openxmlformats-officedocument.wordprocessingml.document (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:05f61c91ac66031b38dd34631603819d					
<input type="button" value="Remove selected files"/>					
<input type="button" value=" &lt; Previous"/> <input type="button" value=" Save &amp; Exit"/> <input type="button" value=" Next &gt;"/>					

# Editing Metadata in DSpace

## Edit Item

[Item Status](#) [Item Bitstreams](#) [Item Metadata](#) [View Item](#)

### Add new metadata

Name:

Value:

Language:

[Add new metadata](#)

PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.

[Update](#) [Return](#)

### Metadata

Remove	Name	Value	Language
<input type="checkbox"/>	dc.contributor.author	Fletcher, Stanley M.	en_US
<input type="checkbox"/>	dc.contributor.author	Revoredo, Cesar L.	en_US
<input type="checkbox"/>	dc.contributor.corporatename	University of Georgia. Dept. of Agricultural and Applied Economics	en_US
<input type="checkbox"/>	dc.date.accessioned	2010-09-16T15:41:11Z	



# Batch Loading Metadata in DSpace

	A	B	C	D	E	F	G	H	J	K	L	M
	folder_id	Food_Sci	filename	source_url	title	author_pers	author_corp	publisher	abstract	date_issued	date_cseries	
2	001	Food_Hand	B693.pdf	http://pubs.caes.uga.edu/caespubs/pubs/PDF/B693.pdf	Food, hands and bacteria	Hurst, William C.   Reynolds, A. Estes   Schuler, George A.   Christian, James A.	University of Georgia. College of Agricultural and Environmental Sciences. Dept. of Food Science and Technology	University of Georgia	#####	2010-03-19		Bulletin, 693

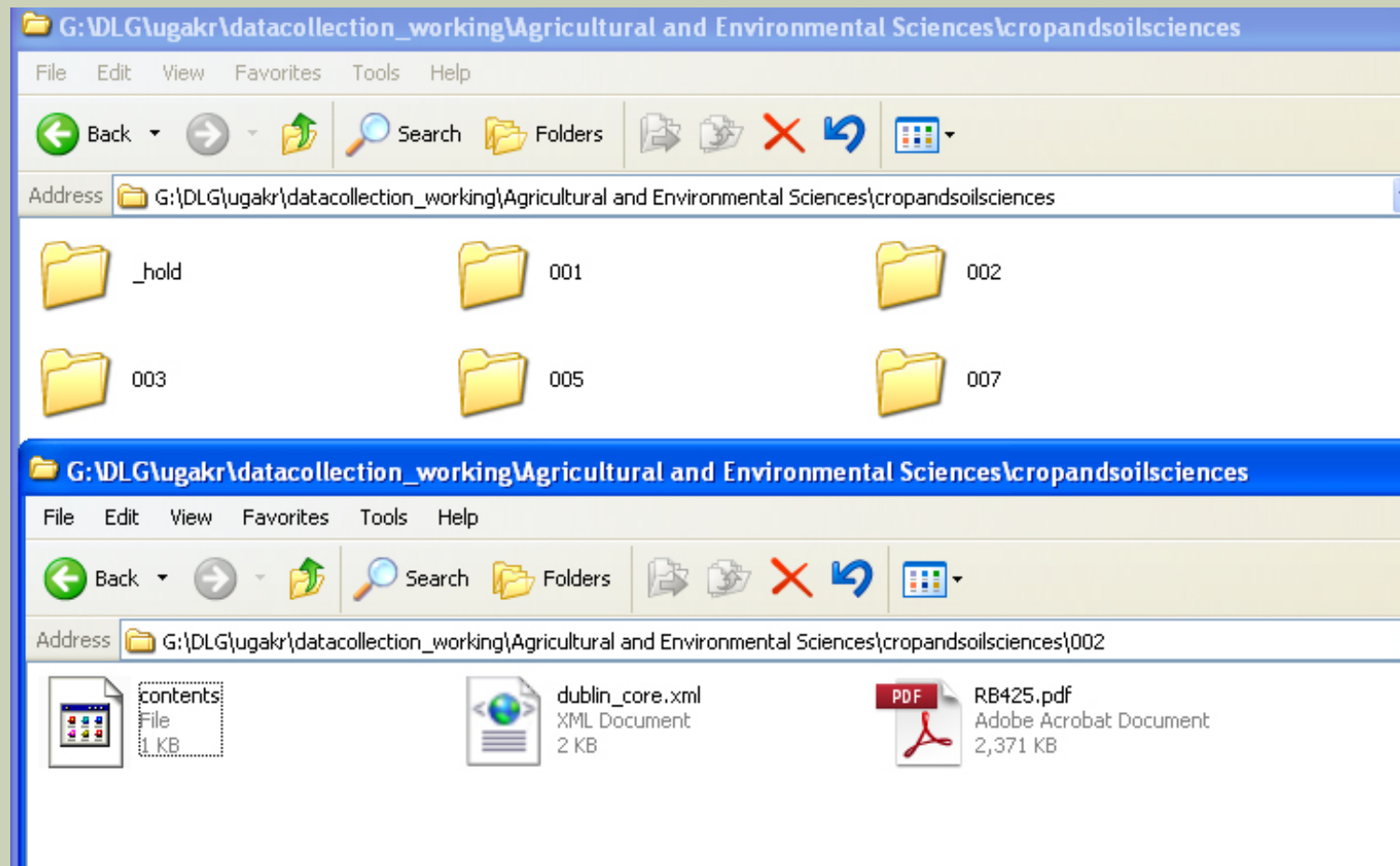
XML Converter

```
1 <?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
2 <?xml-stylesheet type="text/xsl" href="Food Science and Technology.xsl" ?>
3 <!-- This XML file is generated by RustemSoft XML Converter Evaluation version -->
4 <table name="NewDataSet">
5   <Sheet1>
6     <folder_id>001</folder_id>
7     <source_url>http://pubs.caes.uga.edu/caespubs/pubs/PDF/B693.pdf</source_url>
8     <filename>B693.pdf</filename>
9     <title>Food, hands and bacteria</title>
10    <author_pers>Hurst, William C. | Reynolds, A. Estes | Schuler, George A. | Christian, James A.</author_pers>
11    <author_corp>University of Georgia. College of Agricultural and Environmental Sciences. Dept. of Food Science and Technology</author_corp>
12    <publisher>University of Georgia</publisher>
13    <abstract>Bacteria may be good or bad, depending on what they do to you or for you, and they are here to stay. We can't always get rid of them, so we must learn to live with them. This publication describes essential cleanliness, sanitation and hand-washing techniques to reduce the potentially harmful effects of bacteria.</abstract>
14    <date_issued>2010-03-19</date_issued>
15    <series>Bulletin: 693</series>
16  </Sheet1>
17  <Sheet1>
18    <folder_id>002</folder_id>
19    <source_url>http://pubs.caes.uga.edu/caespubs/pubs/PDF/B693SP.pdf</source_url>
20    <filename>B693SP.pdf</filename>
21    <title>Bacteria may be good or bad, depending on what they do to you or for you, and they are here to stay. We can't always get rid of them, so we must learn to live with them. This publication describes essential cleanliness, sanitation and hand-washing techniques to reduce the potentially harmful effects of bacteria.</title>
```

XSL stylesheet

```
1 <?xml version="1.0" encoding="utf-8"?>
2 <dublin_core>
3   <dcvalue element="title" qualifier="none">Food, hands and bacteria</dcvalue>
4   <dcvalue element="relation" qualifier="uri" href="http://pubs.caes.uga.edu/caespubs/pubs/PDF/B693.pdf"></dcvalue>
5   <dcvalue element="contributor" qualifier="author">Hurst, William C.</dcvalue>
6   <dcvalue element="contributor" qualifier="author">Reynolds, A. Estes</dcvalue>
7   <dcvalue element="contributor" qualifier="author">Schuler, George A.</dcvalue>
8   <dcvalue element="contributor" qualifier="author">Christian, James A.</dcvalue>
9   <dcvalue element="contributor" qualifier="corporatename">University of Georgia. College of Agricultural and Environmental Sciences. Dept. of Food Science and Technology</dcvalue>
10  <dcvalue element="publisher" qualifier="none">University of Georgia</dcvalue>
11  <dcvalue element="description" qualifier="abstract">Bacteria may be good or bad, depending on what they do to you or for you, and they are here to stay. We can't always get rid of them, so we must learn to live with them. This publication describes essential cleanliness, sanitation and hand-washing techniques to reduce the potentially harmful effects of bacteria.</dcvalue>
12  <dcvalue element="date" qualifier="issued">2010-03-19</dcvalue>
13  <dcvalue element="relation" qualifier="ispartofseries">Bulletin: 693</dcvalue>
14 </dublin_core>
```

# Batch Loading Metadata in DSpace



# **METADATA TRAINING FOR HOSTED SITES**

**Marlee  
Givens**

# METADATA TRAINING FOR HOSTED SITES

- GKR manager provided 8 hours of DSpace training (including a bit on metadata) plus 2 hours on the GKR Metadata Guidelines
- Training covered
  - Metadata in general
  - Metadata in DSpace
  - Dublin Core in general
  - GKR DC fields

# METADATA IN GENERAL

- There are two broad types of metadata

1. Descriptive metadata

The title is “A brief history of time”



2. Administrative metadata

The item was deposited  
on 28<sup>th</sup> May 2008 at  
20:25



(Slide from DSpace)

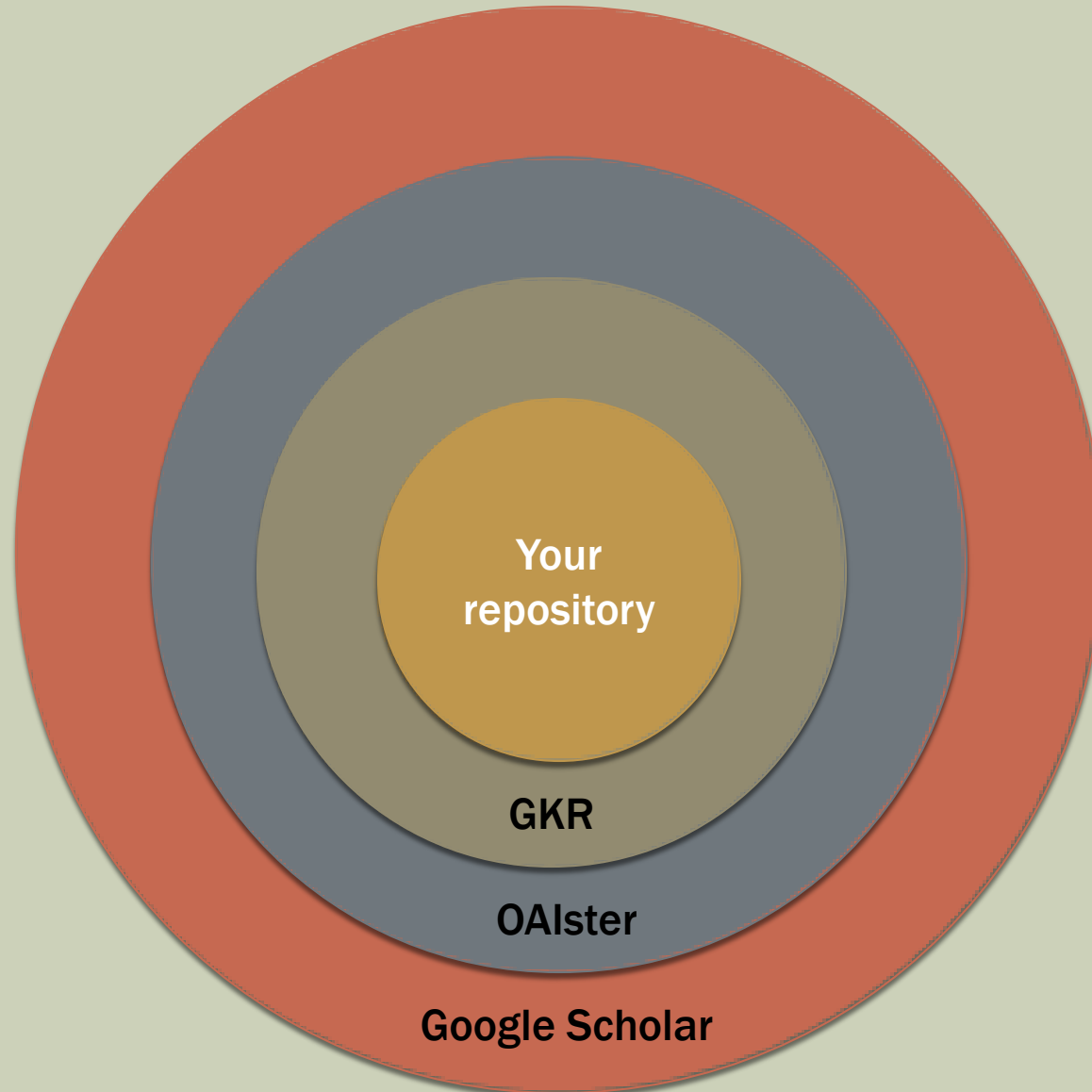
# SIMPLE DUBLIN CORE ELEMENTS

- Title
- Subject
- Description
- Type
- Source
- Relation
- Coverage
- Creator
- Publisher
- Contributor
- Rights
- Date
- Format
- Identifier
- Language

# DUBLIN CORE IN DSPACE

- DSpace uses Qualified Dublin Core by default
    - Schema = 'dc'
    - Elements
      - E.g. Title / Creator / Subject / Description
    - Qualifiers
      - E.g. Title.main / Title.subtitle / Title.series
- E.g. dc.title.alternative**

# CONTEXT





# DC ELEMENTS COVERED IN TRAINING

- dc.title
- dc.contributor.author
- dc.contributor.corporateName
- dc.subject
- dc.description.\*
- dc.publisher
- dc.date.\*
- dc.type
- dc.identifier.\*
- dc.relation.\*
- dc.rights

# GKR GUIDELINES COVERED IN TRAINING

- M = Mandatory
- MA = Mandatory if applicable
  - For all items
  - For theses and dissertations
  - For previously published materials
- R = Recommended
- O = Optional

# GKR GUIDELINES COMMENTS

- **dc.rights**
  - Not consistently used among GKR partners
- **dc.publisher**
  - 2 possible interpretations from guidelines

# GKR GUIDELINES APPLIED IN DSPACE

- Screen shots of fields as they appear in DSpace

# Item submission



## Describe Item

Authors:

  
Last name, e.g. *Smith*  
  
First name(s) + "Jr", e.g. *Donald Jr*  

Enter the names of the authors of this item below.

Corporate  
Names:

Enter the Corporate Names associated with this item below.

Title:

  
Enter the main title of the item.

Date of Issue:

  
Year  
  
Month  
  
Day

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Citation:

Enter the standard citation for the previously issued instance of this item.

Series/Report  
No.:

  
Series Name  
  
Report or paper No.  

Enter the series and number assigned to this item by your community.

Identifiers:

  
ISSN  
  

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

Type:

  
Animation  
Article  
Book  
Book chapter  
Dataset

dc.title

dc.date.issue  
d

dc.type

**Authors:**    
Last name, e.g. Smith First name(s) + "Jr", e.g. Donald J.  
  
Enter the names of the authors of this item below.

**Corporate Names:**    
Enter the Corporate Names associated with this item below.

**Title:**   
Enter the main title of the item.

**Date of Issue:**     
Year Month Day  
Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

**Publisher:**   
Enter the name of the publisher of the previously issued instance of this item.

**Citation:**   
Enter the standard citation for the previously issued instance of this item.

**Series/Report No.:**    
Series Name Report or paper No.  
  
Enter the series and number assigned to this item by your community.

**Identifiers:**     
If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

**Type:**

Animation  
Article  
Book  
Book chapter  
Dataset  
Newsletter

  
Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

**Language:**   
Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If

dc.contributor.author

dc.language.is

Authors:

Last name, e.g. Smith

First name(s) + "Jr", e.g. Donald Jr

Add

Enter the names of the authors of this item below.

Corporate  
Names:

Add

Enter the Corporate Names associated with this item below.

Title:

test

Enter the main title of the item.

Date of Issue:

2010

Month

Day

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Citation:

Enter the standard citation for the previously issued instance of this item.

Series/Report  
No.:

Series Name

Report or paper No.

Add

Enter the series and number assigned to this item by your community.

Identifiers:

ISSN

Add

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

Type:

Animation  
Article  
Book  
Book chapter  
Dataset  
Newsletter

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Language:

N/A

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If

dc.publisher

dc.identifier.citation

dc.relation.ispartofseries

dc.identifier.X

# Item submission



## Describe Item

**Subject**

Add

**Keywords:**

Enter appropriate subject keywords or phrases below.

**Abstract:**

Enter the abstract of the item below.

**Sponsors:**

Enter the names of any sponsors and/or funding codes in the box below.

**Description:**

Enter any other description or comments in this box.

< Previous

Save & Exit

Next >

dc.subject

dc.description.abstract

dc.description.sponsor



# OTHER TRAINING ELEMENTS

- DSpace submission form
- Editing metadata in DSpace
- Displaying full Dublin Core in DSpace
- Collection metadata templates
- For content submission interns:
  - Batch metadata export and import

**QUESTIONS?**

# CONTACTS

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