



## Metadata Application Profile

Creator: K.J. Rawson

Contributors: Cailin Roles  
Eamon Schlotterback  
Nicole Tantum

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Description: This application profile provides a reference for the creation of uniform metadata for the Digital Transgender Archive.

# Table of Contents

Table of Contents	2
Introduction	3
General Guidelines	4
Overview of Metadata Requirements	5
Institution	6
Collection	7
Title	8
Alternative Title	9
Creator	10
Contributor	11
Date Created	12
Date Issued	13
Temporal Coverage	14
Spatial Coverage	15
Subject Coverage: Homosaurus v2	16
Subject Coverage: LC Subject Headings	17
Subject Coverage: Other	18
Explicit Content	19
Type	20
Genre	21
Analog Format	22
Digital Format	23
Description	24
Table of Contents	25
Language	26
Publisher	27
Relation	28
Rights	29
Credits	30

# Introduction

The purpose of the [Digital Transgender Archive](#) (DTA) is to increase the accessibility of transgender history by providing an online hub for digitized historical materials, born-digital materials, and information on archival holdings throughout the world. Based in Boston, Massachusetts at Northeastern University, the DTA is an international collaboration among more than sixty colleges, universities, nonprofit organizations, public libraries, and private collections. By digitally localizing a wide range of trans-related materials, the DTA expands access to trans history for academics and independent researchers alike in order to foster education and dialog concerning trans history.

This Metadata Application Profile provides a set of guidelines in order to maintain consistent metadata practices within the DTA. The purpose of this Metadata Application Profile is to standardize metadata practices within the project in order to: 1) create the most accurate and efficient database possible; 2) increase the interoperability of the DTA with other initiatives; and 3) enable metadata harvesting with the [Open Archives Initiative Protocol for Metadata Harvesting](#) and any related digital discovery tools. All metadata records held in the DTA that resolve to digital objects will be harvested by [Digital Commonwealth](#) and the [Digital Public Library of America](#).

## Version Information

Version	Date	Changes Made
1.0	September 2014	First release
1.1	November 2014	Minor edits
2.0	September 2015	Changes to most input guidelines; development of genre controlled vocabulary; creation of Subject Coverage; addition of summary table
2.1	October 2015	Added Alternative Title, Subject Coverage: LC, Subject Coverage: Other Elements; changed Spatial Coverage schema
2.2	October 2015	Converted to DC Terms; added Explicit Content element
2.3	November 2015	Changed Collection and Institution elements; reordered elements; changed several schema
2.4	March 2016	Changed Creator and Contributor elements
2.5	May 2016	Addition of Table of Contents element
2.6	October 2018	Changed Creator and Contributor elements
3.0	Summer 2021	Reformatted layout, updated general guidelines, changed examples

## General Guidelines

- Adhere to the one-to-one principle as a basic guideline: one metadata record should describe one and only one resource. This is particularly relevant with digital objects that represent an analog resource (e.g., a scan of a photograph). As a general principle, all metadata values should describe the original resource; if relevant as additional information, metadata about the digital surrogate can be included in the “Digital Format” element.
- Digital objects may consist of a single item or multi-part items (e.g., a journal with multiple pages) and can include born digital objects and analog objects that have been digitized.
- Unless otherwise noted, when there is no information to input into an element, omit that element (i.e., leave it blank) rather than adding garbage values (e.g., n/a, not applicable, none).
- Capitalization in all fields should follow the object, with the following exceptions: conforming to guidelines in particular fields, inputting directly via a crosswalk, or regularizing capitalization within a collection for clarity.
- Though metadata creation is often a very subjective process, try to remain as true to the resource as possible. It can be helpful to imagine what users of the DTA will be searching for, but care should be taken to represent the resource accurately.
- At least one trans-related subject term should always be included to clarify why the resource is in the DTA (i.e., what makes it *trans*?).
- We strive to have at least 4-6 subject terms per item, when possible.
- Care should be taken to attend to trans-specific metadata concerns. For example, when an individual has a chosen name, that name should be used irrespective of whether that name is legal or included in an authority file such as the Library of Congress Name Authority File. Multiple names may be included, but be sure to respect chosen names and do not resurrect or supply a name that is not relevant to the resource.
- When inputting metadata, type-ahead fields generally function as controlled vocabularies that are created as metadata is added to the database. Try to conform to existing terms whenever possible, but make sure to still accurately represent the resource.
- All resources that include text must be run through Adobe Acrobat Reader’s Optical Character Recognition (OCR) function to ensure machine-readability.
- When processing a clipping that is part of a longer document, upload a clipped PDF that includes only the relevant pages for findability. Link to the full version, when possible.

## Overview of Metadata Requirements

Field	Requirement	Occurrence	Schema
<b>Institution</b>	Required	Non-repeatable	None
<b>Collection</b>	Required	Non-repeatable	None
<b>Title</b>	Required	Non-repeatable	None
<b>Alternative Title</b>	Required if available	Repeatable	None
<b>Creator</b>	Required if available	Repeatable	None
<b>Contributor</b>	Required if available	Repeatable	None
<b>Date Created</b>	Required if available	Repeatable	Extended Date/Time Format
<b>Date Issued</b>	Required if available	Repeatable	Extended Date/Time Format
<b>Temporal Coverage</b>	Required if available	Repeatable	Extended Date/Time Format
<b>Spatial Coverage</b>	Required if available	Repeatable	GeoNames
<b>Subject Coverage: Homosaurus v2</b>	Required if available	Repeatable	Homosaurus
<b>Subject Coverage: LC Subject Headings</b>	Optional	Repeatable	Library of Congress Subject Headings
<b>Subject Coverage: Other</b>	Optional	Repeatable	None
<b>Explicit Content</b>	Required	Non-repeatable	None
<b>Type</b>	Required	Repeatable	LC Resource Types
<b>Genre</b>	Required	Repeatable	DTA Genre Vocabulary
<b>Analog Format</b>	Required if available	Non-repeatable	None
<b>Digital Format</b>	Required if available	Non-repeatable	None
<b>Description</b>	Optional	Repeatable	None
<b>Table of Contents</b>	Optional	Non-repeatable	None
<b>Language</b>	Required if available	Repeatable	ISO 639.2
<b>Publisher</b>	Required if available	Repeatable	None
<b>Relation</b>	Optional	Repeatable	DTA-based URI's
<b>Rights</b>	Required	Non-repeatable	None

## Institution

<b>Definition</b>	Institution or organization responsible for the resource.
<b>Requirement</b>	Required
<b>Occurrence</b>	Non-repeatable
<b>Schema</b>	None
<b>DC Terms</b>	N/A
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>● The Project Director will input and maintain all Institution records.</li><li>● Each Institution record should include the following fields:<ul style="list-style-type: none"><li>○ Logo (<i>required</i>)</li><li>○ Name (<i>required</i>)</li><li>○ Description (<i>required</i>)</li><li>○ Contact Person</li><li>○ Address</li><li>○ Latitude and Longitude</li><li>○ Email</li><li>○ Phone Number</li><li>○ Institution URL (<i>required</i>)</li></ul></li></ul>

## Collection

<b>Definition</b>	A grouping of materials within an institution or organization.
<b>Requirement</b>	Required
<b>Occurrence</b>	Non-Repeatable
<b>Schema</b>	None
<b>DC Terms</b>	N/A
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>● Collection titles should be decided in consultation with the Project Director.</li> <li>● Titles should be descriptive and unique.</li> <li>● Each Collection record should include the following fields:             <ul style="list-style-type: none"> <li>○ Institution/Organization (The institution(s) a collection belongs to)</li> <li>○ Collection Name (The name of the collection itself)</li> <li>○ Collection Abstract (A brief description of the collection)</li> </ul> </li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>● Collection Name = Chrysalis Quarterly</li> <li>● Collection Abstract = <i>Chrysalis Quarterly</i> was published by AEGIS, the Atlanta Educational Gender Information Service (renamed the American Educational Gender Information Service, Inc.) from 1991 until 1998. The complete run is 12 issues, which are included in this collection. With the start of the second volume (in 1995), Chrysalis Quarterly changed its name to Chrysalis: The Journal of Transgressive Gender Identities. Each issue has a different theme, but overall the issues mainly focus on the exploration of gender and gender expression. Themes of Chrysalis Quarterly issues include topics such as transitioning and its associated health concerns, gender discrimination, transgender family relationships, intersex people, and transsexualism in various spiritual traditions</li> </ul>

## Title

<b>Definition</b>	A name given to a resource. Typically, a title will be a name by which the resource is formally known.
<b>Requirement</b>	Required
<b>Occurrence</b>	Non-Repeatable
<b>Schema</b>	None
<b>DC Terms</b>	title
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>● Free, uncontrolled text.</li><li>● This is the primary title of a resource and is used for display in the repository.</li><li>● When a formal title is unavailable, a title can be given without brackets.</li><li>● Subtitles should be included following a colon.</li><li>● For serials, when available, include volume and issue numbers and date in parentheses (see example below).</li><li>● For serials with changing titles: use the title on the resource as the primary Title; add additional (especially more commonly known) titles in the Alternative Title field.</li><li>● Maintain consistency within collections.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>● Christine Jorgensen: A Personal Autobiography</li><li>● Chrysalis Quarterly, Vol. 1 No. 7 (Spring, 1994)</li></ul>



## Alternative Title

<b>Definition</b>	An alternative name for the resource.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	None
<b>DC Terms</b>	alternative
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• Free, uncontrolled text.</li><li>• Alternative Titles are searchable and will display as part of an item's record, but they are not used for primary display in search results.</li><li>• Repeat the Alternative Title element when there are translated titles, variant titles, or other likely alternatives.</li><li>• For serials with changing titles: use the title on the resource as the primary Title; add additional (especially more commonly known) titles in the Alternative Title field.</li><li>• Maintain consistency within collections.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• Drag Queens</li><li>• Transgender Community News</li></ul>

## Creator

<b>Definition</b>	An entity primarily responsible for making the resource. Examples of creators include a person, an organization, or a service.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	None
<b>DC Terms</b>	creator
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>● Free, uncontrolled text.</li> <li>● For accuracy, care should be taken to use names provided in the object. Specifically in a case when an individual has a chosen name, that name should be used irrespective of whether that name is a legal name. This element may be repeated, but do not resurrect or supply a name that is not relevant to the resource.</li> <li>● Format should be: Last name, First name Middle name or initial with period. When no clear surname is provided, use the name as it appears. If only a single name is used and it is not sufficiently unique, omit.</li> <li>● When inputting metadata in this field, the type-ahead functions as a controlled vocabulary that is created as metadata is added to the database. Try to conform to existing terms whenever possible, but make sure to still accurately represent the resource. Middle names can be initialized for standardization.</li> <li>● If the distinction between Creator and Publisher is unclear, follow previously processed items and/or discuss as a team.</li> <li>● List multiple creators in separate, repeated elements.</li> <li>● Use the Contributor element for secondary authors, editors, translators, etc.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>● Denny, Dallas</li> <li>● National Center for Transgender Equality</li> </ul>

## Contributor

<b>Definition</b>	An entity primarily responsible for making contributions to the resource. Examples of contributors include a person, an organization, or a service.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	None
<b>DC Terms</b>	contributor
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>• Free, uncontrolled text.</li> <li>• For accuracy, care should be taken to use names provided in the object. Specifically in a case when an individual has a chosen name, that name should be used irrespective of whether that name is a legal name. This element may be repeated, but do not resurrect or supply a name that is not relevant to the resource.</li> <li>• Format should be: Last name, First name Middle name or initial with period. When no clear surname is provided, use the name as it appears. If only a single name is used and it is not sufficiently unique, omit.</li> <li>• When inputting metadata in this field, the type-ahead functions as a controlled vocabulary that is created as metadata is added to the database. Try to conform to existing terms whenever possible, but make sure to still accurately represent the resource. Middle names can be initialized for standardization.</li> <li>• List multiple contributors in separate, repeated elements.</li> <li>• Use the “Creator” element for primary authors, editors, translators, etc.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Denny, Dallas</li> <li>• National Center for Transgender Equality</li> </ul>

## Date Created

<b>Definition</b>	A point or period of time associated with an event in the life-cycle of the resource. Date created is associated with the creation of the resource. Date may be used to express temporal information at any level of granularity.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	<a href="#">Extended Date/Time Format</a>
<b>DC Terms</b>	created
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>• <a href="#">Extended Date/Time Format</a> should be used for all input values.</li> <li>• When a resource does not have a known date, omit this element (i.e., leave it blank) rather than adding garbage values (e.g., n/a, not applicable, none).</li> <li>• Use a single hyphen (en dash, “-”) to separate year, month, and date components with no spaces.</li> <li>• To represent a time period, create an interval string with a start date and end date (conforming to the basic format) separated by a forward slash.</li> <li>• The values 21, 22, 23, 24 may be used to signify ‘Spring’, ‘Summer’, ‘Autumn’, ‘Winter’, respectively, in place of a month value for a year-and-month format string.</li> <li>• To show approximate dates, follow the date with a tilde (e.g., 1999~).</li> <li>• To show uncertain dates, follow the date with a question mark (e.g., 1999?).</li> <li>• Generally, “Date Created” should be used for unpublished works and “Date Issued” should be used for published works.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Basic format: 1999-06-27 (Full date: YYYY-MM-DD)</li> <li>• Interval: 1981-06/1999-06</li> <li>• Approximate: 1981~</li> <li>• Uncertain: 1999?</li> <li>• Season: 1999-22 [Summer, 1999]</li> </ul>

## Date Issued

<b>Definition</b>	A point or period of time associated with an event in the life-cycle of the resource. Date issued is associated with the publication or circulation of the resource. Date may be used to express temporal information at any level of granularity.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	<a href="#">Extended Date/Time Format</a>
<b>DC Terms</b>	issued
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>• <a href="#">Extended Date/Time Format</a> should be used for all input values.</li> <li>• When a resource does not have a known date, omit this element (i.e., leave it blank) rather than adding garbage values (e.g., n/a, not applicable, none).</li> <li>• Use a single hyphen (en dash, “-”) to separate year, month, and date components with no spaces.</li> <li>• To represent a time period, create an interval string with a start date and end date (conforming to the basic format) separated by a forward slash.</li> <li>• The values 21, 22, 23, 24 may be used to signify ‘Spring’, ‘Summer’, ‘Autumn’, ‘Winter’, respectively, in place of a month value for a year-and-month format string.</li> <li>• To show approximate dates, follow the date with a tilde (e.g., 1999~).</li> <li>• To show uncertain dates, follow the date with a question mark (e.g., 1999?).</li> <li>• Generally, “Date Created” should be used for unpublished works and “Date Issued” should be used for published works.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Basic format: 1999-06-27 (Full date: YYYY-MM-DD)</li> <li>• Interval: 1981-06/1999-06</li> <li>• Approximate: 1981~</li> <li>• Uncertain: 1999?</li> <li>• Season: 1999-22 [Summer, 1999]</li> </ul>

## Temporal Coverage

<b>Definition</b>	Time period covered by the intellectual content of the resource, not necessarily the publication date or date of creation.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	<a href="#">Extended Date/Time Format</a>
<b>DC Terms</b>	temporal
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>• <a href="#">Extended Date/Time Format</a> should be used for all input values.</li> <li>• When a resource does not have a known date, omit this element (i.e., leave it blank) rather than adding garbage values (e.g., n/a, not applicable, none).</li> <li>• Use a single hyphen (en dash, “-”) to separate year, month, and date components with no spaces.</li> <li>• To represent a time period, create an interval string with a start date and end date (conforming to the basic format) separated by a forward slash.</li> <li>• The values 21, 22, 23, 24 may be used to signify ‘Spring’, ‘Summer’, ‘Autumn’, ‘Winter’, respectively, in place of a month value for a year-and-month format string.</li> <li>• To show approximate dates, follow the date with a tilde (e.g., 1999~).</li> <li>• To show uncertain dates, follow the date with a question mark (e.g., 1999?).</li> <li>• Repeat element when multiple dates are relevant to a resource.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Basic format: 1999-06-27 (Full date: YYYY-MM-DD)</li> <li>• Interval: 1981-06/1999-06</li> <li>• Approximate: 1981~</li> <li>• Uncertain: 1999?</li> <li>• Season: 1999-22 [Summer, 1999]</li> </ul>

## Spatial Coverage

<b>Definition</b>	The spatial characteristics of the intellectual content of the resource, not necessarily the place of publication. Refers to the location(s) covered by the intellectual content of the resource.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	<a href="#">GeoNames</a>
<b>DC Terms</b>	spatial
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• <a href="#">GeoNames</a> is required for all input values.</li><li>• Use the narrowest terms possible.</li><li>• To input a value, select “Lookup”, then select a “Qualifier” from the dropdown menu, then enter a search term. Select the appropriate term from the results.</li><li>• When adding a narrow term, such as the Boston Public Library, the broader terms (e.g., Massachusetts and the United States) are also automatically included in the search. It is therefore unnecessary to repeat those terms unless they are also relevant to the resource.</li><li>• Repeat element when multiple locations are relevant to a resource.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• North Conway, New Hampshire, United States</li><li>• Cape Town, Western Cape, South Africa</li><li>• Boston Public Library, Massachusetts, United States</li></ul>

## Subject Coverage: Homosaurus v3

<b>Definition</b>	The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	<a href="#">Homosaurus v3</a>
<b>DC Terms</b>	subject
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>• The <a href="#">Homosaurus v3</a> is required for all input values.</li> <li>• Care should be taken to use the terminology already associated with the resource, when available.</li> <li>• To input a value, select “Lookup” and enter a search term. Select the appropriate bold term from the results.</li> <li>• Do not use any other Homosaurus field, which queries an earlier version and is only used for editing existing records.</li> <li>• This element can be repeated multiple times for each resource, with each instance containing separate subject terms.</li> <li>• Use the narrowest terms possible. Broader terms may also be used if equally relevant to the resource.</li> <li>• The Homosaurus should be used as the project’s primary subject term vocabulary. When terms are not available in the Homosaurus, LCSH may be used.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• HIV-negative people</li> <li>• Transgender studies</li> <li>• LGBTQ+ zines</li> </ul>



## Subject Coverage: LC Subject Headings

<b>Definition</b>	The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes.
<b>Requirement</b>	Optional
<b>Occurrence</b>	Repeatable
<b>Schema</b>	<a href="#">Library of Congress Subject Headings</a>
<b>DC Terms</b>	subject
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>• The <a href="#">Library of Congress Subject Headings</a> should be used for all input values when subject terms are needed beyond the Homosaurus.</li> <li>• Care should be taken to use the terminology already associated with the resource, when available.</li> <li>• To input a value, select “Lookup” and enter a search term. Select the appropriate bold term from the results.</li> <li>• This element can be repeated multiple times for each resource, with each instance containing separate subject terms.</li> <li>• Use the narrowest terms possible. Broader terms may also be used if equally relevant to the resource.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Anthropology</li> <li>• Labor Unions</li> </ul>

## Subject Coverage: Other

<b>Definition</b>	The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes.
<b>Requirement</b>	Optional
<b>Occurrence</b>	Repeatable
<b>Schema</b>	None
<b>DC Terms</b>	subject
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• Free, uncontrolled text.</li><li>• When subject terms are needed beyond the Homosaurus and the Library of Congress Subject Headings, particularly proper nouns (such as names of people or events), they can be included in this element.</li><li>• Names should be given in natural order (e.g., Marsha P. Johnson). When no clear surname is provided, use the name as it appears. If only a single name is used and it is not sufficiently unique, omit.</li><li>• This element can be repeated multiple times for each resource, with each instance containing separate subject terms.</li><li>• Repeat the names of creators in the subject element only if the object is also about the creator in some way (e.g., a self-portrait or autobiography).</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• Sylvia Rivera</li><li>• Fantasia Fair</li></ul>

## Explicit Content

<b>Definition</b>	Indication that content may be inappropriate for minors or deemed explicit by some viewers.
<b>Requirement</b>	Required
<b>Occurrence</b>	Non-repeatable
<b>Schema</b>	None
<b>DC Terms</b>	None
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• Explicit content decisions are highly subjective and should be determined in collaboration with the Project Director.</li><li>• Please consult our <a href="#">explicit content policy</a> for additional details.</li><li>• Explicit content can be marked at either the resource level (if there is explicit content somewhere in a resource, but not on the first page) or at the thumbnail level (if the thumbnail is explicit and should not be displayed in search results).</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• “No explicit content” [default]</li><li>• “Explicit content in thumbnail”</li><li>• “Explicit content, but not in thumbnail”</li></ul>

## Type

<b>Definition</b>	The nature of the resource. Refers to the intellectual or artistic content of the resource, regardless of its physical or digital carriers.
<b>Requirement</b>	Required
<b>Occurrence</b>	Repeatable
<b>Schema</b>	<a href="#">Library of Congress Resource Types Scheme</a>
<b>DC Terms</b>	type
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• <a href="#">Library of Congress Resource Types Scheme</a> should be used for all input values.</li><li>• Whereas the “Type” element broadly describes the nature of a resource (such as “text”), the “Genre” element further specifies the “Type” value (such as “Manuscript” or “Correspondence”). This element can be repeated multiple times for each resource, as applicable, with each instance containing separate type terms.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• Audio</li><li>• Still Image</li><li>• Text</li></ul>

## Genre

<b>Definition</b>	The nature of the resource. Refers to the intellectual or artistic content of the resource, regardless of its physical or digital carriers.
<b>Requirement</b>	Required
<b>Occurrence</b>	Repeatable
<b>Schema</b>	DTA Genre Vocabulary
<b>DC Terms</b>	type
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• <i>DTA Genre Vocabulary</i> required for all input values.</li><li>• Whereas the “Type” element broadly describes the nature of a resource (such as “text”), the “Genre” element further specifies the “Type” value (such as “Manuscript” or “Correspondence”).</li><li>• This element can be repeated multiple times for each resource, as applicable, with each instance containing separate genre terms.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• Manuscript</li><li>• Correspondence</li></ul>

## Analog Format

<b>Definition</b>	The file format, physical medium, or dimensions of the resource. Examples include size and duration. Refers to the physical or digital carriers of the resource, regardless of intellectual or artistic content. Used for analog resources.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Non-repeatable
<b>Schema</b>	None
<b>DC Terms</b>	format
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>• Free, uncontrolled text.</li> <li>• Use “Analog Format” for analog resources or “Digital Format” for born digital resources. For a record that includes a digital representation of an analog resource (i.e., a digitized object), both elements can be used to describe the qualities of the two distinct resources, digital and analog, when relevant.</li> <li>• When relevant, include information about the resource such as physical characteristics, physical medium, and duration.</li> <li>• Format may be used to note the software, hardware or other equipment needed to display or operate the resource.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• 3.5 x 4.5 in. photograph, black and white, Polaroid</li> <li>• Wool and cotton, 6 x 8 ft., multi-colored, tapestry</li> <li>• Audio cassette tape, 62 min., two sided</li> </ul>

## Digital Format

<b>Definition</b>	The file format, physical medium, or dimensions of the resource. Examples include size and duration. Refers to the physical or digital carriers of the resource, regardless of intellectual or artistic content. Used for digital resources.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Non-repeatable
<b>Schema</b>	None
<b>DC Terms</b>	format
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>• Free, uncontrolled text.</li> <li>• Use “Analog Format” for analog resources or “Digital Format” for born digital resources. For a record that includes a digital representation of an analog resource (i.e., a digitized object), both elements can be used to describe the qualities of the two distinct resources, digital and analog, when relevant.</li> <li>• When relevant, include information about the resource such as file type, file size, date of digital creation, and whether any modifications were made.</li> <li>• Format may be used to note the software, hardware or other equipment needed to display or operate the resource.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• JPEG image, 291 KB, created Sept. 9, 2014, DSLR camera</li> <li>• MP3 audio, 5.2 MB, created Sept. 9, 2014, background noise lowered</li> <li>• MPEG-4 movie, 2.11 GB, created Sept. 9, 2014, uploaded via Canopus, duration: 23 minutes, image stabilized</li> </ul>

## Description

<b>Definition</b>	An account of the resource. Description may include but is not limited to: an abstract, a graphical representation, or a free-text account of the resource.
<b>Requirement</b>	Optional
<b>Occurrence</b>	Repeatable
<b>Schema</b>	None
<b>DC Terms</b>	description
<b>Input Guidelines</b>	<ul style="list-style-type: none"> <li>• Free, uncontrolled text. Use punctuation to make the value clear.</li> <li>• Can include specialized information not captured by other elements.</li> <li>• Abstract and other information taken directly from resources should be included here with quotation marks.</li> <li>• When a description of a resource consists of a list of the contents, whether from a menu or other mechanism, the Table Of Contents element can be used to differentiate this list from descriptive text that is written in sentence form.</li> </ul>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Illustrated guide to binding, with extended discussion on drawbacks of Ace bandages and duct tape.</li> <li>• Covering American transgender history from the mid-twentieth century to today, <i>Transgender History</i> takes a chronological approach to the subject of transgender history, with each chapter covering major movements, writings, and events. Chapters cover the transsexual and transvestite communities in the years following World War II; trans radicalism and social change, which spanned from 1966 with the publication of <i>The Transsexual Phenomenon</i>, and lasted through the early 1970s; the mid-'70s to 1990—the era of identity politics and the changes witnessed in trans circles through these years; and the gender issues witnessed through the '90s and '00s. <i>Transgender History</i> includes informative sidebars highlighting quotes from major texts and speeches in transgender history and brief biographies of key players, plus excerpts from transgender memoirs and discussion of treatments of transgenderism in popular culture. [From Amazon]</li> </ul>



## Table of Contents

<b>Definition</b>	A list of subunits of the content of the resource.
<b>Requirement</b>	Optional
<b>Occurrence</b>	Non-repeatable
<b>Schema</b>	None
<b>DC Terms</b>	tableOfContents
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• Free, uncontrolled text. Use punctuation to make the value clear.</li><li>• To add a line break, insert a double en-dash ("--").</li><li>• When a description of a resource consists of a list of the contents, whether from a menu or other mechanism, the Table Of Contents element can be used to differentiate this list from descriptive text that is written in sentence form.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• Part 1 -- Mr. Fun Hog -- Hurricane Ethel -- After the Bath --The Failures of Milk -- Come Down in Time</li></ul>

## Language

<b>Definition</b>	A language of the resource.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	<a href="#">ISO 639.2</a>
<b>DC Terms</b>	language
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• Type-ahead field based on the <a href="#">ISO 639.2</a> Codes for the Representation of Names of Languages. Once you begin typing a language, select one of the options from the drop-down list provided.</li><li>• When a resource does not have significant text (e.g., an image), omit this element (i.e., leave it blank).</li><li>• Repeat element when multiple languages are used within a resource.</li><li>• If a language is not available in the schema, include that language in the description and inform project leaders.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• English</li><li>• French</li><li>• Spanish</li></ul>

## Publisher

<b>Definition</b>	An entity responsible for making the resource available. Examples of a Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used in the entirety.
<b>Requirement</b>	Required if available
<b>Occurrence</b>	Repeatable
<b>Schema</b>	None
<b>DC Terms</b>	publisher
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• Free, uncontrolled text.</li><li>• If published in digital form (i.e., on the Internet), the institution responsible for making the resource available should be considered the publisher.</li><li>• For a record that includes a digital representation of an analog resource (i.e., a digitized object), refer to the publisher of the analog resource. If published in both analog and digital format, repeat the element to include both publishers.</li><li>• Do not include place of publication.</li><li>• If the distinction between Creator and Publisher is unclear, follow previously processed items and/or discuss as a team.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• Beacon Press</li><li>• Arizona Queer Archives</li></ul>

## Relation

<b>Definition</b>	A related resource. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.
<b>Requirement</b>	Optional
<b>Occurrence</b>	Repeatable
<b>Schema</b>	None
<b>DC Terms</b>	relation
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• Input URLs only, as any text in this field is converted to a URL on the front-end.</li><li>• Often used to represent part-to-whole, equivalence, and derivative relations. Can include links to other items within the DTA.</li><li>• If the DTA is hosting a resource rather than linking out to it, use this field to link that resource to an institutional website, when available.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• <a href="https://www.digitaltransgenderarchive.net/files/qb98mf520">https://www.digitaltransgenderarchive.net/files/qb98mf520</a></li><li>• <a href="https://archivesspace.library.northeastern.edu/repositories/2/resources/981">https://archivesspace.library.northeastern.edu/repositories/2/resources/981</a></li></ul>

## Rights

<b>Definition</b>	Information about rights held in and over the resource. Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights.
<b>Requirement</b>	Required
<b>Occurrence</b>	Non-repeatable
<b>Schema</b>	None
<b>DC Terms</b>	rights
<b>Input Guidelines</b>	<ul style="list-style-type: none"><li>• Standardized statements following <a href="https://rightsstatements.org">RightsStatements.org</a></li><li>• Determined by the Institution/Organization and generally consistent within a Collection.</li><li>• The open field “Additional Rights Information” can be used for any further clarifications or specifications.</li></ul>
<b>Examples</b>	<ul style="list-style-type: none"><li>• No known copyright</li><li>• Copyright undetermined</li><li>• In copyright</li><li>• Copyright not evaluated</li></ul>

## Credits

In developing this Metadata Application Profile, we consulted a number of tremendously helpful resources including the following:

- The Digital Commonwealth Guidelines for MODS Records
- The Digital Library Federation's [Best Practices for Shareable Metadata](#)
- [The Digital Public Library Metadata Application Profile](#)
- [The Dublin Core Metadata Initiative](#) website and wiki
- [RDF 1.1 Concepts and Abstract Syntax](#)
- Steven J. Miller's [Metadata for Digital Collections](#)

We are also incredibly grateful to the Digital Commonwealth team, particularly Danny Pucci, for sharing their standards and supporting my learning process. Thanks also to Rebecka Sheffield and Amber Billey for their feedback on drafts of this document.