

Northwest Digital Heritage Metadata Requirements

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This document provides a high-level overview of data elements used by Northwest Digital Heritage (NWDH), a service hub of the Digital Public Library of America (DPLA). Existing and prospective NWDH partners should use this information to plan their metadata creation and editing activities. However, this document is not a detailed metadata application profile or set of prescriptive guidelines. Partners should create local metadata policies and consult the following documents for detailed guidance on metadata creation to comply with DPLA standards:

- Orbis Cascade Alliance, *Dublin Core Best Practices, version 2.3*:
<https://drive.google.com/file/d/1ySAwESY1kOSsmH1d2H3aO493996yBCli/view?usp=sharing>
- *Washington Rural Heritage Metadata Guidelines, version 3.1, August 2018*:
<https://washingtonruralheritage.org/digital/collection/wrh/id/266>

Generic Element Name	Requirement	Notes	Examples
identifier	Mandatory Non-repeatable	A unique identifier assigned by the service hub, meant to remain consistent from one DPLA ingest to the next. In the case of an oai-pmh harvested record, the hub will replace the leading string “oai” with “oai:nwdh:providerNameCode”. For records harvested by other means, the hub will append the same leading string to another predetermined local identifier such as an accession number.	oai:nwdh:ohs:digitalcollections.ohs.org:ohy_5947
link	Mandatory Non-repeatable	A stable URL resolving to a full digital object and its accompanying record as it appears on a local digital collections system. Used by DPLA to provide a link to the digital item/object.	https://digitalcollections.ohs.org/phalarope-caught-in-wire

provider	Mandatory Non-repeatable	The owning institution (physical repository) for the original object.	Oregon Historical Society Research Library Asotin County Museum
rights	Mandatory Non-repeatable	A URL identifying the copyright status and/or license. This must be a value from RightsStatements.org or Creative Commons.	http://rightsstatements.org/vocab/NoC-US/1.0/ https://creativecommons.org/licenses/by-nc/4.0/
title	Mandatory Non-repeatable	A name given to the original object. May be a published title or a title devised by cataloger.	Lewiston: from packtrains & tent saloons to highways & brick stores Smith family portrait, Wasco, Oregon circa 1904
type	Mandatory Repeatable	A general description of the original document format. Use the DCMI Type Vocabulary	StillImage; Text Image Text
thumbnail	Mandatory, when available Non-repeatable	A URL for the smaller, "thumbnail" version of a digital object.	http://cdm17176.contentdm.oclc.org/utils/getthumbnail/collection/asotin/id/3140 https://digitalcollections.ohs.org/uploads/r/oregon-historical-society-library/2/1/e/21e518a3616db882dd5f47e47f9337ebdda7a2f987e121de647857712d9bac02/78c82164-d051-424c-8cb6-fcff423f2b29-OrigLot369_FinleyB0106_142.jpg
contributor	Optional Repeatable	A person or organization which contributed to the intellectual/creative content of a work. Examples: illustrator, interviewer, producer, etc. NOT a donor.	Smith, Jane, 1921-1981, illustrator
creator	Optional Repeatable	The author/artist/photographer/interviewer/other creator of the original object.	Finley, William L., 1876-1953

date	Optional Repeatable	Describes the temporal nature or coverage of the original object. May also be the publication date for a published work.	1895 ca. 1900 1943? 1940/1949 1951; 1959
description	Optional Repeatable	A free-text account of the original object, typically composed in complete sentences. Explains, identifies, and provides context for the original. May also include notes and qualifications related to provenance, condition, source(s) of information, date, place, etc.	An exterior view of the two-story clapboard home of Samuel Moore, located 2 miles east of Stevenson, Washington. Three individuals are identified (left-to-right): Samuel Moore, 1864-1932; Clara Moore, 1875-1945; Maribel Moore, 1902-1981. Undated photo; estimated at circa 1910-1919.
extent	Optional Repeatable	The physical dimensions, number of pages/parts, duration, etc., of the original object.	3.5 x 5 in. 35 mm.
format	Optional Repeatable	The file format of the electronic version of the digital object. Use Internet Media Type (IMT) as scheme.	image/jpeg application/pdf audio/mpeg
full	Optional Non-repeatable	A URL for a "full-screen" version of a digital object. This is typically an access file (e.g. JPEG) presented in the digital library system rather than an archival-quality file. <i>SEE ALSO: thumbnail</i>	http://cdm17176.contentdm.oclc.org/digital/iiif/asotin/3140/full/pct:100/0/default.jpg https://digitalcollections.ohs.org/uploads/r/oregon-historical-society-library/2/1/e/21e518a3616db882dd5f47e47f9337ebdda7a2f987e121de647857712d9bac02/78c82164-d051-424c-8cb6-fcff423f2b29-OrgLot369_FinleyB0106.jpg

intermediate Provider	Optional Non-repeatable	The hosting institution when a provider's digital object is hosted online by a secondary/intermediate institution. <i>SEE ALSO: provider</i>	Washington State Library Multnomah County Library
language	Optional Repeatable	A standardized language code, typically used for textual, audio, or video materials.	eng fre
localId	Optional Repeatable	A local identifier assigned by the providing institution. May be a call number, accession number, or any other resource identifier. In some cases, this may be used to construct the identifier.	OrgLot369_FinleyB0106
medium	Optional Repeatable	The format or document genre of the original object.	black-and-white photographs correspondence (letters) local histories
publisher	Optional Repeatable	Entity or corporate body responsible for publishing the original work.	Acme Postcards Company Seattle Times
relation	Optional Repeatable	A specific name given to a digital collection, sub-collection, record series, and/or program.	Review Club of Aberdeen Collection Baldwin Family Collection; Asotin County Heritage Oral Histories, North Olympic Library System Cartes-de-visité Collection
rightsFreetext	Optional Repeatable	A description or explanation of the copyright status and/or license and use restrictions on the original object. May include instructions	In copyright. Image courtesy of the copyright holder, who retains publication rights thereto. Use of materials from this collection beyond the exceptions provided for in the

		for contacting the provider, ordering copies, etc.	Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law.
spatial	Optional Repeatable	Geographic place name(s) associated with the original object. May also include geographic coordinates in decimal format.	Portland, Multnomah County, Oregon, United States Baker County (Or.) Seattle, Washington 45.68856,-121.90095
subject	Optional Repeatable	Describes the topical nature of the original object.	Public libraries--Activity programs; Children; Miniature horses; coconuts construction workers lumber industry
title	Mandatory Non-repeatable	A name given to the original work/object/resource. Generally transcribed from the original. May also be devised/created by cataloger when necessary.	Plat of North Bonneville, Washington : sections 21 & 22 T.2N.R.7E.W.M. John and Mary Smith, Madras, Oregon circa 1925
titleAlternative	Optional Repeatable	An additional form of title of the original work. This is typically used to document variations of titles on published works (i.e., title on cover vs. title page vs. spine of a book). May also be used to clarify, disambiguate, or correct spelling of original titles.	2 nd Avenue bridge, Nooksack, Washington Clarkston Heights Vineland: garden homes, fruit-growing, manufacturing, trade