Module 2: Metadata
Note

About this Module
This module provides a definition of metadata and metadata standards, and then introduces the dLOC tools for creating metadata. This module serves as the initial introduction.

More information on metadata is available in the:

More information on the dLOC tools for creating metadata is available in the:
- SobekCM METS Editor Users Guide: http://dloc.com/UF00103089/
Metadata Standards and Creation

About Metadata

Metadata is *data about data*, or *defined information about a particular thing*. Library and museum metadata may look something like this:

<table>
<thead>
<tr>
<th>Format: Greek Vase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 470 - 460 BC</td>
</tr>
<tr>
<td>Height: 35 centimeters</td>
</tr>
<tr>
<td>Title: [Greek Vase of Odysseus and Eumaios the Swineherd]</td>
</tr>
<tr>
<td>Notes: from Homer’s story of the Odyssey</td>
</tr>
</tbody>
</table>

Good metadata is “constructed, constructive, and actionable” which includes being designed for sharing (Coyle). Library and museum metadata must ensure interoperability across a wide range of metadata standards to be useful. Those standards include:

- Bibliographic Description (e.g.; MARC, MARCXML, Dublin Core, MODS, VRA Core)
- Metadata “Wrappers” and Transport (e.g.; METS, OAI-PMH)
- Collection Descriptions (e.g.; EAD)
- Other Standards
  - Authority (e.g.; NACO, MADS, EAC)
  - Geographic (e.g.; KML)
  - Custom and Proprietary
  - Encoding (e.g.; for bibliographic description RDA AACR2)

dLOC ensures compliance with individual standards and interoperability across different standards. First, every item in dLOC is associated, upon submission into the repository, with a Metadata Encoding and Transmission Standard (METS) file that describes descriptive, administrative, and structural information relevant to its display and long-term preservation. dLOC currently utilizes its own
dLOC METS extension profile. The preferred descriptive metadata standard in dLOC METS is the MARC-based Metadata Object Description Schema (MODS).

From the METS/MODS records, dLOC automatically creates additional metadata files to support interoperability and access. dLOC creates MARCXML files for all items and simple and qualified Dublin Core. dLOC distributes records widely by sharing the Dublin Core records following the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). dLOC automatically adds MARCXML records for all items and adds them to a MARCXML feed, allowing all records to be easily imported into library catalogs in the native format for those systems. Additionally, dLOC follows best practices for search engine optimization by creating static citation pages for all items. These pages are easily read and indexed by commercial search engines, ensuring that materials in dLOC are easily stumbled across in regular web searching.

The METS Application contains simple, template-based, graphical user interfaces designed to automatically generate well-formed MODS metadata and METS wrappers from template-based user input.

Starting a New Item and Creating Metadata

To create metadata, first collect any information you have about the items chosen: catalog records, spreadsheets, cards, finding aids.

We will create a new item and metadata using either the myDLOC Online Tools or the METS Editor.

myDLOC Online Tools

To create a new item and metadata using the myDLOC Online Tools:

1. Login to myDLOC:

2. Select “Start a new item” from the main menu to create a new item.

3. Approve the permissions agreement.

4. A blank item form will appear.
Step 2 of 3: Item Description

Enter the basic information to describe your new item.

Title Information
- Main Title:
- Other Titles: [Abbreviated Title]

Physical Description
- Resource Type: Unknown
- Physical Description:
- Language:
- Identifier: Identifier Type:
- Holding Location: IUF University of Florida
- Source Institution: IUF University of Florida

Name Authorities
- Creator:
- Publisher:
- Place of Publication:
- Publication Date:

Subjects
- Subject Keywords: Caribbean Area [Itech]
- Spatial Coverage:
- Coordinates: Latitude Longitude

Notes
- Abstract:
- Note:
1. On this first page, the only required fields are “Title” and “Resource Type.”
   a. Fill in at least this information and as much information as possible, and click “Next.”

2. On the next screen, you can upload files if desired.

   **Step 3 of 3: Upload Files (Optional)**
   Upload the related files for your new item. You can also provide labels for each file, once they are uploaded.

   Add a new item for this package:

   ![File Upload Form](choose_file)

   Once all files are uploaded, press SUBMIT to finish this item.

3. Here, either:
   a. Click “Submit” to save the metadata for the new item
   OR
   b. Upload one file at a time by selecting the file and then clicking “Upload.”
   c. Label each file.
   d. Click “Submit” when done.

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**METS Editor**

To create a new item and metadata using the METS Editor:

1. Open the METS Editor.
2. Create a new item by selecting “Create new METS file” from the main form.
3. The METS Editor will ask you to create a folder where the METS file will be saved.
4. Create the new folder and select it.
5. A blank item form will appear.

6. The first tab is the material information and is for basic information. Here, fill in the basic bibliographic information for the item.

7. Click on the “Subjects and Notes” tab and complete with any available information.

8. Click on the “Record Information” tab and add the record number, institution, and any other relevant information.

9. Click on the “Structure Map” tab to add any, organize, and label any files, as well as to calculate checksums.
Enhancing Metadata

Metadata on existing items can be enhanced at any time using the online tools to edit metadata.

myDLOC: http://dloc.com/my/logon