

# Chapter 3 Supplement

## *Resource Identification and Responsibility Elements*

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### Questions for Review, Study, or Discussion

1. How are Chapters 3 and 4 of the text organized? What pattern do they follow? Why is the Dublin Core scheme covered in the same chapters as those dealing with general resource description issues and common types of elements, instead of in a separate chapter?
2. Why is the content split into two chapters (3 and 4) instead of being covered a single chapter? What tends to be true of the types of metadata and elements covered in Chapter 4 as opposed to those covered in Chapter 3?

#### **Titles**

3. What are some of the most common challenges and complexities involved in recording titles of digital resources, regardless of any particular metadata scheme?
4. What is a “supplied title,” and what factors might metadata designers and creators want to keep in mind when deciding how to formulate them? Can you think of additional factors? Do you have practical experience with this that you can share?
5. What are the official DCMI Definition and Comment for the **Dublin Core Title** element and what refinement does it include? Does it include any encoding schemes? Would the use of encoding schemes for the *Title* element make sense or be useful? How or in what cases?
6. To what extent is Dublin Core able to deal with initial articles in titles, variant forms of title, and title part names and numbers?
7. Because Dublin Core includes elements, and element refinements for some of the elements, does this mean that they must be used? Who decides which will be used and the level of obligation or requirement for each? The points made here hold true for all of the elements, refinements, and encoding schemes throughout Chapters 3 and 4.
8. Why might some implementers find the *Alternative* refinement useful? Can you think of additional reasons beyond those stated in the text?

#### **Identifiers**

9. What is an *identifier*? What are some common kinds of standard and nonstandard identifiers? In what two senses can an identifier be “unique?”
10. What is the difference between an identifier that points to the resource being described or represented in the main body of the metadata record and an identifier that points to a different resource that is related to the one represented in the main body of the metadata record?
11. What are the official DCMI Definition and Comment for the **Dublin Core Identifier** element? Does it include any element refinements or encoding schemes? What is meant by “a string conforming to a formal identification system?”

#### **Dates**

12. What kinds of functions do dates in metadata serve for users of digital collections?
13. Why does the recording of dates present special challenges in resource description? What complexities inevitably arise both for deciding how to record dates and for computer processing of dates?
14. What general advice does the University of Washington Libraries Metadata Implementation Group offer about dates? How might this apply in practice to the content of many if not most metadata elements?

15. What are some advantages in recording date information in a consistent format, regardless of the specific format selected for local implementation?
16. What various kinds of dates might apply to a resource? Which might implementers want to include in their metadata? What kinds of dates serve primarily administrative as opposed to descriptive functions? What are some options for dealing with this?
17. What are the official DCMI Definition and Comment for the **Dublin Core Date** element? Does it include any element refinements or encoding schemes?
18. Which DC Date element refinements are most frequently applicable to unpublished and to published resources?
19. What format does the W3CDTF encoding scheme use for expressing dates in an internationally-useful, machine-processable way? Can this format express date ranges or questionable, uncertain, or approximate dates?
20. Unfortunately some metadata designers and creators confuse the Dublin Core *Date* and *Coverage-Temporal* elements. What is the difference between these two elements? Why does the confusion of these two elements create problems for interoperability, cross-collection searching, and user functionality when sharing metadata outside of its original closed-system context?

### Language

21. Is recording the language of a resource of interest to end users of digital collections? In what ways and for what kinds of resources?
22. Why do many metadata best practices make a distinction between resources with linguistic content and those without? What kinds of resources fall into either category? What is the potential value and/or some potential problems with recording values such as *n/a*, *not applicable*, and the like for language elements, and for any other type of metadata element for that matter? What do most metadata best practice guides recommend?
23. What is the value of using a standardized form of term or code for language names? How does this impact end users and their information retrieval experience? Is there value in using an international language code list?
24. What are the official DCMI Definition and Comment for the **Dublin Core Language** element? Does it include any element refinements or encoding schemes?
25. Given the simplicity and extensibility of the Dublin Core Metadata Element Set, what do you make of the recommendation given in the official DCMI Comment for the Language element?
26. How does the issue of element cardinality or repeatability, discussed in Chapter 2, apply to the DC Language element?

### Resource Attributes Not Readily Accommodated in Dublin Core

27. What are some common attributes of digital resources that do not have a corresponding element in Dublin Core?
28. The wider set of current DCMI Metadata Terms does include an element. Why is it not included in this book?
29. What is the difference between a true “Location” element and a geographic subject or DC Coverage Spatial element? Why is the physical location of a resource not appropriate for inclusion in a DC Coverage element? (This question may be able to be fully answered only after having covered that element in Chapter 4.)
30. How have some implementers used the DC *Description* element when dealing with information they consider important for their users but which does not fit easily into any of the other fifteen original DC elements?
31. What is metadata about metadata, or “meta-metadata?” When and how can this kind of information be useful to metadata professionals, institutions, and communities using and managing metadata for a variety of collections and from a variety of sources? Is this kind of metadata primarily descriptive or administrative in function?

### Names

32. What is the distinction between personal names and corporate body names? What kinds of roles can persons, families, and corporate bodies play in relation to various kinds of resources? What different approaches are taken to dealing with roles in the Dublin Core, MODS, and VRA 4.0 metadata schemes? What advantages and disadvantages, if any, do you see to each approach?
33. What other issues related to names commonly arise when creating metadata for digital resources? Can you think of others in addition to those included in the text?
34. What two separate elements does Dublin Core have for the names of persons and corporate bodies that bear some kind of responsibility for the resource represented by the metadata record? What are the official DCMI Definition and Comment for the **Dublin Core Creator and Contributor** elements? Do either include any element refinements or encoding schemes?
35. What decision does a metadata creator need to make when recording names of agents responsible for resources in Dublin Core? What are some possible bases for determining primary versus secondary levels of responsibility and distinguishing one or more creators of a resource from one or more persons or bodies who have contributed to that resource?
36. Might there ever be a value in having ways to separately encode and distinguish personal, family, corporate, and conference names from each other in metadata? How so?
37. What are the distinctions between *natural language* and *controlled language* in terms of names? And the distinction between *direct order* and *inverted order*?
38. Why do most metadata best practice guides and application profiles strongly recommend using standardized or controlled forms of names? What functions does such standardization provide for end users of digital collections? What are the results for end users when variant forms of name for the same person or body are entered into metadata fields?
39. What controlled vocabulary is commonly used for names in digital library and some other cultural heritage metadata communities? What happens when a name is not established in this Name Authority File? In what kinds of digital collections is this more likely to be the case? What is the advantage of following the same consistent format for entering names even when they are not established nationally?
40. What are the advantages and disadvantages of using each of the four different forms of Herman Melville's name given in Name Example 1, and for Richard Hakluyt's name in Name Example 3 on page 83? What are the results for different kinds of functionality for end users in each of these four cases? Why is the third instance in each example recommended best practice and the other three, including the fourth, not recommended in a Dublin Core context?

### Publishers and Publication

41. How does the One-to-One Principle come into play with regard to recording metadata about publishers of digitized resources?
42. Does it make any sense to consider the institution responsible for making a digital resource available online to be the "publisher" of that digital resource?
43. What are the official DCMI Definition and Comment for the **Dublin Core Publisher** element? Does it include any element refinements or encoding schemes? What range of types of publishers can this DC element encompass?
44. What issues are involved in dealing with the place of publication when using the Dublin Core metadata scheme? Should place of publication ever go into a DC *Coverage Spatial* element? Why or why not? How might the place of publication be used in a DC *Source* element? (These last two questions might be able to be fully answered only after covering these elements in Chapter 4.)

### Rights, Ownership, and Restrictions on Access

45. What range of different kinds of rights, ownership, and restrictions on access might apply to different digital collections and to individual digital resources? What kind of rights information is important for an institution to record about its digital collections and individual digital resources?

Why is this information important for end users in addition to the institution itself? Are you familiar with other types of rights information included in metadata for digital collections beyond those briefly outlined in the text?

46. What are the official DCMI Definition and Comment for the **Dublin Core Rights** element? Does it include any element refinements or encoding schemes? What range of types of rights information can this DC element encompass?

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## Recommended Readings and Resources for Reference or Further Study

### DCMI Resources

- DCMI. "DCMI Metadata Terms." <http://dublincore.org/documents/dcmi-terms/>
- DCMI "Dublin Core Metadata Element Set, Version 1.1." <http://www.dublincore.org/documents/dces/>.
- DCMI. Metadata Training Resources. <http://dublincore.org/resources/training/>
- Hillman, Diane. 2005. Using Dublin Core. <http://dublincore.org/documents/2005/11/07/usageguide/>

### Dublin Core Application Profile Examples

- Mountain West Digital Library. 2010. "Mountain West Digital Library Dublin Core Application Profile." Version 1.1. Last modified June 7. [http://mwdl.org/public/mwdl/MWDL\\_DC\\_Profile\\_Version\\_1.1.pdf](http://mwdl.org/public/mwdl/MWDL_DC_Profile_Version_1.1.pdf).
- CDP Metadata Working Group. 2006. "CDP Dublin Core Metadata Best Practices." Version 2.1.1 (September). <http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Digital-Toolbox/Metadata.aspx>.
- OhioLINK Digital Resources Management Committee (DRMC) Metadata Subcommittee. 2010. "OhioLINK Digital Resources Commons (DRC) Metadata Application Profile." Version 1.2. OhioLINK. October 1. [https://sites.google.com/a/ohiolink.edu/drmc/Home/Subcommittees/Metadata/drmc\\_metadataprofile--10-5-10.pdf](https://sites.google.com/a/ohiolink.edu/drmc/Home/Subcommittees/Metadata/drmc_metadataprofile--10-5-10.pdf).
- Indiana Memory Project. 2007. "Dublin Core Metadata Guide." Last modified February. [http://www.in.gov/library/files/dig\\_metast.pdf](http://www.in.gov/library/files/dig_metast.pdf).

### Controlled Vocabularies and Encoding Schemes

- W3CDF: W3C Date and Time Formats: <http://www.w3.org/TR/NOTE-datetime>
- DCMI Period: <http://dublincore.org/documents/dcmi-period/>
- DCMI Type Vocabulary: <http://dublincore.org/documents/dcmi-type-vocabulary>.
- ISO 639-2 (Codes for the representation of names of languages): <http://www.loc.gov/standards/iso639-2/>.
- LCNAF (NAF): Library of Congress / NACO Name Authority File: freely accessible online by searching Name Authority Headings in LC Authorities: <http://authorities.loc.gov/>.

## Exercises

### Recommended Exercises

1. Begin creating one or more Qualified Dublin Core (QDC) records for one or more digital resources based on one or more application profile documents, if you have them, using only the eight elements covered in Chapter 3, and using the text of that chapter as a guide.
  - You might want to use one or more of the application profiles in the companion website supplementary resource titled “Metadata Application Profiles, Records, Functionality, and Quality Examples.” For the first scenario in that document, you could search for other images of Wisconsin bridges in Wikipedia and/or Wikimedia.
  - Follow the example given in Table 2.15 for representing QDC in a table format.
  - For this exercise use only the following Dublin Core elements (and their associated qualifiers), and use them only if they are applicable to the resource being described or represented by the metadata record: *Title, Identifier, Date, Language, Creator, Contributor, Publisher, Rights*. The remaining seven DC elements will be applied after studying Chapter 4.
  - Make note of any issues, problems, questions, and uncertainties that arose for you when creating the metadata and applying these eight Dublin Core elements and their applicable refinements and encoding schemes.
  - Did you encounter any of the issues raised in Chapter 3 for these general types of elements and/or for the Dublin Core elements specifically?

### Suggestions for Instructors

- Supply students with one or more real or invented application profiles and digital resources, which might include images, texts, sound and moving image files, etc. You can put these into an invented scenario context and give some invented descriptive information about them.
- See the companion website supplementary resource titled “Metadata Application Profiles, Records, Functionality, and Quality Examples” for some potential ideas about how to go about this.
- There is an advantage to giving students more than one scenario, type of collection, type of resource, and variations in application profile terms and specifications so that they do not become fixated on one type of any of these as if it were a norm, or so that they don’t copy too closely if you have them create their own original scenario and application profile later in the course.
- An alternative to supplying an actual digital resource is to give invented information about a resource, of the type that they would need to supply for their metadata records. You might give them an image with some accompanying information. It can also be useful to give some incomplete information. For example, you might give some partial and even incorrect information in invented “photographer’s notes,” but you could also supply them with additional correct information that resulted from their further research, or point them to an actual Web resource that gives them additional information not found in the photographers notes. There are an large number of possible variations on these ideas.

### Additional Exercise Ideas, especially for readers doing self-study without an instructor

1. Find some examples of digital texts, sound files, still and moving images in digital collections and look carefully at the metadata for each. Which of the types of elements included in this chapter are used? What kinds of values do the elements contain? Do any appear to be from a controlled vocabulary? How does this affect search, browse, and navigation functionality within the online collection?
2. Find one or more resources that have not yet been described with metadata, or for which you have not looked at the metadata. What aspects are important to bring out for users, in order for them

to identify and retrieve the resources? How would you deal with title, identifier, date, language, names, publisher, and rights information for the resource(s)?

3. Take one or more image, textual, and/or other types of resource, and imagine that you are creating metadata for a digitized version of the resource in some particular digital file format. Create a Qualified Dublin Core record for it without referring to any existing metadata, such as an existing catalog record. Consider using the format shown in Table 2.15 or Table 4.11 for representing QDC in a table format, depending on whether or not you also use local collection-specific element names (as shown in Table 2.15). Begin with using only the elements covered in Chapter 3: *Title, Identifier, Date, Language, Creator, Contributor, Publisher, Rights*. Use only those that apply to your particular resource(s) and use Chapter 3 as a guide. Which Dublin Core elements and qualifiers are difficult for you to understand? Try reviewing the official DCMI definitions and comments, as well as the text of this chapter and the examples given.