

Guidelines: Description of Web Collections

Use these guidelines for Dublin-Core-based description in Archivelt

**** All fields are required unless otherwise noted ****

COLLECTION

Instructions: From the Archivelt "Partner Home" page, select a collection to edit under "Active Collections." This brings you to the "Collection Management" page. Click on "Edit Collection Metadata" and add data according to guidelines below. Click "add" after each field to save data entered.

Title:

Title of collection, assigned by curator

Creator:

Choose from:

- University of Miami. Library
- University of Miami. Library. Cuban Heritage Collection
- University of Miami. Library. Special Collections Department
- University of Miami. Library. University Archives

Subject:

(duplicative field)

Choose from LCSH for whole collection

Description:

Abstract provided by curator

Relation:

URL for finding aid of related collection

Format:

Always use RDA carrier:
online resource

Type:

Always use DCMI Type Vocabulary:
Collection

and others as appropriate:

<http://dublincore.org/documents/dcmi-type-vocabulary/>

Language:

(duplicative field)

Add *name* of language (not code) from MARC Code List for Languages:

http://www.loc.gov/marc/languages/language_name.html

OAI Settings:

[check] for "Export Metadata to OAI-PMH (including WorldCat)"

DOCUMENT

Instructions: From the Archivelt "Partner Home" page, select a collection to edit under "Active Collections." This brings you to the "Collection Management" page. Click on "Edit Document Metadata" and add URL provided by curator. Bring up URL in a web browser and begin description of website according to guidelines below. Click "add" after each field to save data entered.

Publicly visible:

[check] for "Document metadata is publicly visible?"

Title:

Transcribe title from most prominent source on website (usually a banner)

Creator:

Choose the body responsible for creation of the *content* (usually, the corporate body associated with the website), not the body responsible for creation of the website (that is, ignore webmaster name)

Use LCNAF preferred labels when available, or else transcribe from the resource

Subject:

(duplicative field)

Choose from LCSH for the website

Description (optional):

Abstract may be provided by curator, or transcribed from a prominent place on the website

Contributor (optional):

Add names for content contributors where relevant to access. Use LCNAF form when available, otherwise transcribe from resource (converting name to inverted order, e.g., "O'Dell, Allison")

Format:

(duplicative field)

Always use RDA carrier:

online resource

and others as appropriate:

<http://www.loc.gov/standards/valuelist/rdacarrier.html>

When appropriate, choose MIME type from:

<http://www.iana.org/assignments/media-types/media-types.xhtml>

Language:

(duplicative field)

Add *name* of language (not code) from MARC Code List for Languages:

http://www.loc.gov/marc/languages/language_name.html