

FIVE COLLEGE ARCHIVISTS
Best practice recommendations for digital assets metadata

We recommend using one of the following Guidelines for Dublin Core Metadata Best Practices:

North Carolina ECHO (Exploring Cultural Heritage Online)
http://www.ncecho.org/metadata_contents_template.asp

Collaborative Digitization Program
<http://www.cdpheritage.org/index.cfm>

Dublin Core Fields	Mandatory/Optional	Notes
Title	M	
Creator	M	If available
Subject	M	
Description	M	
Date original	M	If applicable
Date digital	M	
Format	M	Digital (display vsn) & original?
Resource identifier	M	
Source	M	If applicable
Rights management	M	If applicable
Digitization specifications	M	Archival vsn
Publisher	M	If applicable
Language	M	If applicable
Contributing institution	M	
Type	O	Original
Relation	O	
Coverage	O	
Contributor	O	

For more information on using Dublin Core, see <http://dublincore.org>